

Meeting of the San Bernardino Community College District Board of Trustees
Business Meeting Agenda
District Board Room
August 10, 2017, 4:00 p.m.

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- a. Conference with Labor Negotiators – Government Code 54957.6
Agency Negotiator: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- b. Public Employee Performance Evaluation, Government Code 54957(b)(1)
Title: Chancellor
- c. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code 54956.9(d)(2): 2 cases
- d. Public Employee Discipline/Dismissal/Release/Non Re-Employment: Government Code 54957 (3 cases)
- e. Conference with Legal Counsel-Existing Litigation: Government Code 54956.9(d)(1) – (5 cases)

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

(Comments on Closed session WILL BE HEARD PRIOR TO CLOSED SESSION)

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.

If you wish to address the Board, please fill out a public comment form and give it to the secretary PRIOR to the start of the meeting.

4. CONVENE CLOSED SESSION

5. RECONVENE PUBLIC MEETING

6. REPORT OF ACTION IN CLOSED SESSION

7. REPORTS (Reports are not considered agenda items and should be given by the organization's spokesperson to provide the Board with a brief update of activities and events only.)

- a. Board Members
- b. Oral Reports from Board Committee Chairs
- c. Board Information Requests (p5)
- d. Student Trustees
- e. Chancellor
- f. Crafton Hills College
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
- g. San Bernardino Valley College
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
- h. CSEA
- i. CTA

8. PUBLIC COMMENTS ON AGENDA ITEMS

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

9. APPROVAL OF MINUTES

June 8, 2017 and July 13, 2017 (p7, 12, 14)

10. CONSENT AGENDA (Comments on Consent or Action agenda items **WILL BE HEARD AT THE TIME THE ITEM IS BEING CONSIDERED**)

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 of Approval to Serve Wine Spirits and Beer at a Campus Event-SBVC (p21)
- b. Human Resources
 - i. Consideration of Acceptance of Employee Resignations (p22)
 - ii. Consideration of Acceptance of Employee Retirements (p24)
 - iii. Consideration of Approval of Adjunct and Substitute Academic Employees (p26)

- iv. Consideration of Approval of Appointment of District Employees (p34)
- v. Consideration of Approval of Classified Employee Promotion (p36)
- vi. Consideration of Approval of District Volunteers (p38)
- vii. Consideration of Approval of Interim Management Appointments (p43)
- viii. Consideration of Approval of New Management Job Description - Development Director (p45)
- ix. Consideration of Approval of New Management Job Description - Sustainability & Energy Manager (p49)
- x. Consideration of Approval of Non-Instructional Pay for Academic Employees (p54)
- xi. Consideration of Approval of Professional Expert Short-Term and Substitute Employees (p67)
- xii. Consideration of Approval of Salary Advancement for Academic Employees (p77)
- xiii. Consideration of Approval of Stipends (p79)
- xiv. Consideration of Approval of Temporary Academic Employee (p81)

c. Business & Fiscal Services

- i. Consideration of Approval of Professional Services Contracts-Agreements (p83)
- ii. Consideration of Approval of Purchase Order Report (p86)
- iii. Consideration of Approval of Revised Authorized Signature List (p103)
- iv. Consideration of Approval of Routine Contracts-Agreements and Memorandums of Understanding (p106)
- v. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p135)
- vi. Consideration of Approval of Vacation Payout (p137)
- vii. Consideration of Approval of District & College Expenses (p138)
- viii. Consideration of Approval of Individual Memberships (p143)
- ix. Consideration to Approve Conference Attendance (p146)

d. Facilities

- i. Consideration of Approval of Amendment 001 to the Contract with HMC Architects of Ontario, CA (p154)
- ii. Consideration of Approval of Amendment 008 to the Contract with CHJ Incorporated of Colton CA (p159)

11. ACTION AGENDA

- a. Consideration of Approval of Draft Crafton Hills College and San Bernardino Valley College 2017 Midterm Report to the Accrediting Commission for Community and Junior Colleges (p164)
- b. Consideration of Approval to Accept Guiding Principles for First Read (p233)
- c. Consideration of Final Approval of Board Policies (p235)

12. INFORMATION ITEMS

- a. Applause Cards (p247)
- b. Budget Report (p253)
- c. CCFS-320 Apportionment Attendance Report for FY 2017 Period 3 (p268)
- d. Clery Report (p269)
- e. Enrollment-Full Time Equivalent Student Update (p271)
- f. General Fund Cash Flow Analysis (p273)
- g. Quarterly Investment Report (p275)
- h. Summary of Measure M Construction Contract Change Orders and Amendments (p277)

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: Study Session (Final Budget Presentation), August 31, 2017 at 12pm

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: August 10, 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.

INSTITUTIONAL VALUES

- 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 7/26/17)**

<p>Date of Request: 7/13/2017 Requested by: Trustee Williams Planned Completion Date: 12/31/17</p>	<p>Request: Asked the Board to consider looking at how standing committees are staffed to achieve the same level of support and organization as the Budget Committee.</p> <p>Comments:</p>
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Meeting of the San Bernardino Community College District Board of Trustees
Business Meeting Minutes
District Board Room
June 8, 2017, 4:00 p.m.

Members Present:

Joseph Williams, President
Donna Ferracone, Clerk
Dr. Donald L. Singer, Trustee
Dr. Anne L. Viricel, Trustee
John Longville, Trustee
Jajuan Dotson, CHC Student Trustee
Autumn Blackburn, SBVC Student Trustee

Members Absent:

Gloria Macias Harrison, Vice President
Frank Reyes, Trustee

CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- Conference with Labor Negotiators – Government Code 54957.6 - Agency Negotiator: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- Public Employee Performance Evaluation, Government Code 54957(b)(1) - Title: Chancellor
- Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code 54956.9(d)(2): 2 cases
- Public Employee Discipline/Dismissal/Release/Non Re-Employment: Government Code 54957 (3 cases)
- Conference with Legal Counsel-Existing Litigation: Government Code 54956.9(d)(1) – (1 case) Workers Compensation Claim No. 481178

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

CONVENE CLOSED SESSION

Convened to closed session at 4:02pm

RECONVENE PUBLIC MEETING

Reconvened public meeting at 5:05pm

REPORT OF ACTION IN CLOSED SESSION

- On June 8, 2017, the Board: Unanimously took action to approve settlement of the Workers Comp Claim No. 481178.
- On June 8, 2017, the Board: Unanimously took action to approve settlement agreement with part time librarian employee no. 26318 in the amount of \$5,000.



REPORTS

- Jajuan Dotson, CHC Student Trustee and Autumn Blackburn, SBVC Student Trustee were given the Oath of Office.
- Trustee Viricel attended 1 Million Cups.
- Trustee Ferracone reported the Board Budget committee met and had a presentation on how portfolios might be developed in the investment of the \$157M.
- Trustee Longville participated in Board committee meetings.
- Student Trustees from SBVC and CHC introduced themselves.
- Board Information Requests were provided.
- Chancellor Baron welcomed the student trustees. He congratulated both colleges for their graduation rates.
- President Zou reported on events at Crafton and are included in the President's Report.
- Academic Senate – Mark McConnell shared the feeling of the senate regarding unifying both campuses. He shared one way to measure productivity of a campus is to look at FTES to FTEF ratio (also located on the CHC website). Largest summer session CHC has ever seen. Mark shared a success story of a student who was accepted to University of Redlands.
- President Rodriguez reported on events at SBVC and are included in the President's Report. She congratulated and reported on the myriad of accomplishments of Dr. Shabazz.
- Academic Senate – Celia Huston reported the program review process is complete. The Senate would like consideration of giving Vice Presidents 2-year contracts instead of one-year contracts.

PUBLIC COMMENTS ON AGENDA ITEMS

None.

APPROVAL OF MINUTES

April 27, May 10, May 11, and May 18, 2017

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

AYES: Williams, Ferracone, Longville, Singer, Viricel, Dotson, Blackburn

NOES: None

ABSENT: Harrison, Reyes

ABSTENTIONS: None

CONSENT AGENDA

Instruction/Student Services

Advancement In Rank-SBVC

Consideration of Approval of Curriculum – CHC

Consideration of Approval of Curriculum – SBVC

Consideration of Approval to Serve Wine Spirits and Beer at a Campus Event-SBVC

Human Resources

Consideration of Acceptance of Employee Resignations

Consideration of Acceptance of Employee Retirements

Consideration of Approval of Adjunct and Substitute Academic Employees

Consideration of Approval of Appointment of District Employees

Consideration of Approval of Appointment of District Lead Negotiators

Consideration of Approval of District Volunteers

Consideration of Approval of Equal Employment Opportunity Multiple Methods

Consideration of Approval of Interim Management Appointments



- Consideration of Approval of Management Tuition Reimbursement
- Consideration of Approval of New Professional Expert Rate
- Consideration of Approval of Non-Instructional Pay for Academic Employees
- Consideration of Approval of One Year Employment Management Contracts
- Consideration of Approval of Placement of Classified Employee on the 39-Month Reemployment List
- Consideration of Approval of Professional Expert Short-Term and Substitute Employees
- Consideration of Approval of Salary Advancement for Academic Employee
- Consideration of Approval of Temporary Academic Employees
- Consideration of Approval of Transfer for Classified Employee
- Consideration of Approval of Two Year Contract Academic Employee
- Consideration of Approval of Two Year Employment Management Contracts
- Consideration of Approval to Adopt a Resolution to Actively Support and Engage in a Health, Wellness and Safety Collective Impact Initiative
- Consideration of Approval to Amend Sabbatical Leave Date

Business & Fiscal Services

- Consideration of Approval of 2017-18 Gann Limit
- Consideration of Approval of Authorized Signature List
- Consideration of Approval of District Bank Accounts
- Consideration of Approval of Professional Services Contracts-Agreements
- Consideration of Approval of Purchase Order Report
- Consideration of Approval of Routine Contracts-Agreements and Memorandums of Understanding
- Consideration of Approval of Surplus Property and Authorize Donation to San Bernardino City Unified School District
- Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications
- Consideration of Approval to Adopt a Resolution Regarding the Expenditure of Proposition 30 Education Protection Account Funds
- Consideration of Approval to Adopt a Resolution to Appropriate Funds
- Consideration of Approval to Adopt Resolutions and Signature Authorizations for State of California
- Consideration of Approval to Establish Agency Fund 82 for the KVCR FNX Grant Proceeds
- Consideration to Approve Conference Attendance
- Consideration to Approve District College Expenses

Facilities

- Consideration of Approval of 2019-20 Five Year Construction Plan
- Consideration of Approval of Sole Source Purchases from Forest Incentives, Ltd
- Consideration of Approval of Sole Source Purchases from Stanley Convergent Security
- Consideration of Approval to Award a Small Scale Construction Contract to J. Kim Electric, Inc. of Fullerton CA for Project 01-1617-02
- Consideration of Approval to Award Informal Bid and Ratify a Contract with BWW & Company of Redlands CA for Projects 02-1617-07 and 08
- Consideration of Approval to Ratify a Small Scale Construction Contract with BWW & Company of Redlands CA for Project 02-1617-03
- Consideration of Approval to Ratify a Small Scale Construction Contract with Three Peaks Corp of Calimesa CA for Project 02-1617-01
- Consideration of Approval to Ratify a Small Scale Construction Contract with Three Peaks Corp of Calimesa CA for Project 02-1617-02



Trustee Viricel motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the items on the Consent Agenda.

AYES: Williams, Ferracone, Longville, Singer, Viricel, Dotson, Blackburn

NOES: None

ABSENT: Harrison, Reyes

ABSTENTIONS: None

ITEMS PULLED FROM CONSENT AGENDA

Consideration of Approval of Stipends and amended to add the coordinator stipends to the list provided.

Elaine Akers	Student Health Services	\$4,400 total for 11 months
Kathy Kafela	Transfer & Career Services	\$4,800 total for 12 months
Deanne Rabon	STAR Program	\$4,400 total for 11 months

Trustee Viricel motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the items on the Consent Agenda.

AYES: Williams, Ferracone, Longville, Singer, Viricel, Dotson, Blackburn

NOES: None

ABSENT: Harrison, Reyes

ABSTENTIONS: None

ACTION AGENDA

Consideration of Final Approval of Board Policies

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

AYES: Williams, Ferracone, Longville, Singer, Viricel, Dotson, Blackburn

NOES: None

ABSENT: Harrison, Reyes

ABSTENTIONS: None

Consideration of Approval to Accept Board Policies for First Reading

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

AYES: Williams, Ferracone, Longville, Singer, Viricel, Dotson, Blackburn

NOES: None

ABSENT: Harrison, Reyes

ABSTENTIONS: None

Consideration of Approval to Adopt Fiscal Year 2017-18 Tentative Budget and amended to add the 2017-18 tentative budget to item 11c (see addendum).

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

AYES: Williams, Ferracone, Longville, Singer, Viricel, Dotson, Blackburn

NOES: None

ABSENT: Harrison, Reyes

ABSTENTIONS: None



INFORMATION ITEMS

Applause Cards

Budget Report

Cenergistic Cumulative Energy Report

Clery Report

CSEA MOUs and amended to add the attached (see addendum) MOU to item 12e.

General Fund Cash Flow Analysis

Measure M and Non-Bond Demographics Report

Summary of Measure M Construction Contract Change Orders and Amendments

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

ADJOURN

The next meeting of the Board: Study Session (Crafton Village) at 1pm on July 13, 2017

President Williams adjourned the meeting in honor of Diana Harrison Martinez at 5:41pm.

Donna Ferracone, Clerk
SBCCD Board of Trustees



Meeting of the San Bernardino Community College District Board of Trustees
Study Session Minutes
District Board Room
July 13, 2017, 1:00 p.m. – 3:00 p.m.

Members Present:

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

Members Absent:

None

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Williams called the meeting to order at 1:05pm. Trustee Harrison led the pledge of allegiance.

PUBLIC COMMENTS ON AGENDA ITEMS

Cassie MacDuff
Mary Fran McCluskey

PRESENTATIONS

Cynthia Pringle presented her findings and recommendations from the KVCR Television News Feasibility Study. The summary of recommendations:

- Embrace the historic demand for local television news that was met by the short-lived ICTN, and close the gap in meeting the information needs of KVCR's viewership by offering regionally relevant news and public affairs programming;
- Lay the groundwork for a TV news model that can be scaled up for growth in coverage, as resources warrant, and pave the way for sustainability;
- Establish working agreements with the Southern California Newspaper group and other media content providers to foster efficiencies in newsgathering;
- Launch with two-minute headline summaries of the top five news stories of the day, enabling the TV news program to be incorporated into the current on-air schedule, much as interstitial productions have been;
- Overhaul the stations' websites, inviting audience participation and creating a regionally "hyperlocal" presence that serves San Bernardino-Riverside and differentiates KVCR-TV in a multi-provider public media market;
- Realize that the radio news operation is the foundation of KVCR's news identity and staff up the FM station with two additional positions to create the flexibility needed for more local content and on-demand reporting;
- Strengthen the internship process with clear criteria that is agreed to by KVCR and academic personnel in order to provide an optimal experience for students as well as KVCR;

- Partner with CSUSB student productions, and those of other local institutions, to provide content that leverages the educational experience afforded by having a local broadcast station in the region;
- Evaluate the physical space to house a TV news operation;
- Invigorate the Foundation Board roster with a diverse set of leaders who have capacity to give and to connect with high-net-worth individuals;
- Engage District leaders in the philanthropic outreach needed to build the resource base;
- Leverage grant opportunities for student recruitment and retention through KVCR as a project of the Economic Development and Corporate Training division, which ultimately could establish a Professional Development Media Institute for post-graduate and apprenticeship work in television and film.

Vice Chancellor Torres presented on FAQs on FTES & Productivity. He reviewed full-time equivalent students (FTES) as the main source of funding for California Community Colleges. An FTES represents 525 Total Student Contact Hours (TSCH). The formula to measure full and part-time students is: 1 student taking five traditional three unit classes, or 15 units per semester for 2 semesters of 17.5 weeks each ($15 \times 2 \times 17.5 = 525$). FTES are counted at Census date which is about 20% after the start of the semester, except for positive attendance courses. SBCCD receives approximately \$5,004 per credit FTES. Best practice is, on average, 35 students per 3-unit class section. This is referred to as 100 percent productivity. He also presented, for illustrative purposes, the average cost to SBCCD for each FTES and the average revenue generated from each full-time faculty position.

ADJOURN

The next meeting of the Board: Business Meeting, July 13, 2017 at 4pm.
President Williams adjourned the meeting at 3:00pm.

Donna Ferracone, Clerk
SBCCD Board of Trustees

Meeting of the San Bernardino Community College District Board of Trustees
Business Meeting Minutes
District Board Room
July 13, 2017, 4:00 p.m.

Members Present:

Joseph Williams, President
Gloria Macias Harrison, Vice President
Donna Ferracone, Clerk
Dr. Donald L. Singer, Trustee
Dr. Anne L. Viricel, Trustee
John Longville, Trustee
Frank Reyes, Trustee
Jajuan Dotson, CHC Student Trustee
Autumn Blackburn, SBVC Student Trustee

Members Absent:

None

CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- Conference with Labor Negotiators – Government Code 54957.6 - Agency Negotiator: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- Public Employee Performance Evaluation, Government Code 54957(b)(1) - Title: Chancellor
- Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code 54956.9(d)(2): 2 cases
- Public Employee Discipline/Dismissal/Release/Non Re-Employment: Government Code 54957 (3 cases)
- Conference with Legal Counsel-Existing Litigation: Government Code 54956.9(d)(1) – (5 cases) Workers Compensation Claim Nos. 487290, 520382, 512194, 1655-06-0020; San Bernardino Superior Court Case No. CIVDS1600394 (Wall v. SBCCD)

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

CONVENE CLOSED SESSION

Board convened to closed session at 4:02pm

RECONVENE PUBLIC MEETING

Public meeting reconvened at 5:15pm

REPORT OF ACTION IN CLOSED SESSION

- On July 13, 2017, the Board: by majority vote with 6 board members approving and 1 voting against took action to approve settlement of the Workers Comp Claim No. 512194.
- On July 13, 2017, the Board: Unanimously took action to approve settlement of the Workers Comp Claim No. 1655-06-0020.
- On July 13, 2017, the Board: Unanimously took action to approve settlement of the Workers Comp Claim No. 487290.
- On July 13, 2017, the Board: Unanimously took action to approve settlement of Wall v. San Bernardino Community College District, Case No. CIVDS1600394, in the amount of \$9,000.

REPORTS

- Trustee Reyes attended Inland Center Shopping Center and was pleased to see SBVC recruiting students. Attended Libreria del Pueblo, Juneteenth, and Inland Empire Economic Partnership welcome reception for Enrique Salomon Rosas Ramirez.
- Trustee Viricel attended CTE committee meeting and \$1M Cups.
- Trustee Harrison highlights from the Board budget committee meeting. Finalized the guiding principles FCC auction proceeds. It will be submitted to the Board in August for 1st reading and September for 2nd reading. The committee reviewed their self-evaluation. Solar project will move forward at SBCCD Del Rosa location. SBVC solar facility is on hold. Measure M Bonds are concluding and the board will consider approving final changes to close out existing projects. Staff will come back to the committee with the possibility of hiring a consultant to do a feasibility study for a new bond.
- Trustee Longville requested the CTE committee to remain an Ad Hoc committee and not a standing committee.
- Trustee Singer reminded the board to respond to the K-14 meeting poll.
- Trustee Ferracone attended Redlands Hunger Walk. The Policy committee will bring forward a vacation policy. BP 3226 Awards will be updated to allow the Board to award certificates as recommended by the Chancellor and Board Executive Committee and approved by the full Board. The Foundation Ad Hoc Committee is sending a job description for Development Director for all foundations and leveling out salaries to Range 18 in August. Agreement and invoice templates have been sent to the foundations and is expected to come to the Board for approval in August or September. The Foundation Ad Hoc Committee recommended the KVCR and EDCT Auxiliary boards not be combined.
- President Williams asked the Board to consider looking at how standing committees are staffed to achieve the same level of support and organization as the Budget Committee.
- Student Trustee Blackburn attended IEEP featuring the State Treasurer, Summer Movie nights on Wednesdays in July at 6pm at SBVC. Elected Secretary for Region 9 of the Student Senate for California Community Colleges.
- Trustee Dotson attended IEEP event.
- Chancellor Baron reported looking to expand employee training grant. Meeting with legislators in Sacramento next week to help support the workforce rebranding initiative.
- President Rodriguez reported being in final phases of football field turf, final phases on the PE complex, started Super Sundays (outreach events at Churches), preliminary discussions with KVCR about the possibilities of a portion of their overall plans be dedicated in their scope for instructional purposes. In the last month, secured three MOUs with SB City, Colton, and Rialto to offer concurrent enrollment classes at their sites.
- Dr. Huston reported for SBVC Academic Senate. Attended Curriculum Institute and Super Sunday. Received letter from ACCJC approving 13 new degrees and certificates. She shared questions and concerns regarding non-credit workforce readiness classes offered through PDC on page 117 of the agenda.
- Dr. Warren-Marlatt reported on behalf of Dr. Zhou. She expressed gratitude to San Manuel Band of Mission Indians for their scholarship donation and on-campus employment program. Donation from Bank of America for the Veterans Resource Center. Integration of SSSP Equity and Basic Skills plans document is due to State Chancellor's Office in December. 2-day retreat July 31-August 1, to discuss planning integration. Continuing the retreat will be dialogue about pathways on August 3. Math faculty and adjunct math faculty will meet on August 4 to discuss the Acceleration model.

PUBLIC COMMENTS ON AGENDA ITEMS

None

APPROVAL OF MINUTES

April 24, 2017 and May 30-31, 2017

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

AYES: Williams, Ferracone, Longville, Singer, Harrison, Reyes, Viricel, Dotson, Blackburn

NOES: None

ABSENT: None

ABSTENTIONS: None

CONSENT AGENDA

Instruction/Student Services

Consideration of Approval of Curriculum Modifications – CHC

Consideration of Approval of Donation-SBVC

Human Resources

Consideration of Acceptance of Employee Resignations

Consideration of Acceptance of Employee Retirements

Consideration of Approval of Adjunct and Substitute Academic Employees

Consideration of Approval of Appointment of District Employees

Consideration of Approval of District Volunteers

Consideration of Approval of Interim Management Appointments

Consideration of Approval of Management Tuition Reimbursement

Consideration of Approval of Non-Instructional Pay for Academic Employees

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

Consideration of Approval of Salary Advancement for Academic Employees

Consideration of Approval of Stipends

Consideration of Approval of Temporary Academic Employees

Consideration of Approval of the Revised Management Job Description and Reclassification of Incumbent – **Amended per the Addendum: the current salary level is reflected as moving from Range 13, Step C, \$90,267.80 annually. Workforce Investment Board is no longer used and it should read Workforce Development Board on number 18.**

Consideration of Approval of New Management Job Description and Interim Appointments for KVCR - **Amended per the Addendum: The job description and funding source were mistakes and revised.**

Consideration of Approval of Revised Management Job Description, New Management Job Description, and Interim Appointments EDCT - **Amended per the Addendum: The effective date for Robert Levesque and Robert Mejia is corrected to July 14, 2017. In number 6 of the job description, last sentence, the word "local" has been corrected.**

Business & Fiscal Services

Consideration of Approval of Professional Services Contracts-Agreements

Consideration of Approval of Purchase Order Report

Consideration of Approval of Purchasing from California Higher Education Strategic Sourcing Program (CHESS)

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

Consideration of Approval of Vacation Payout

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

Consideration of Approval to Adopt a Resolution to Appropriate Funds

Consideration of Approval to Award Request for Proposal 2017-08 and Contract to Kone Elevator, Inc. of Cypress CA

Consideration of Approval to Award RFP 2017-05 and Contract to Leapfrog Technologies, Inc. of Coralville IA

Consideration of Approval to Increase the Revolving Cash Account

Consideration of Approval of District & College Expenses
Consideration of Approval of Individual Memberships
Consideration to Approve Conference Attendance

Facilities

Consideration of Approval of Amendment 001 to the Contract for Measure M Program Management Services with Kitchell CEM, Inc. of Ontario CA
Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments

Trustee Longville motioned, Trustee Singer seconded the motion and the board members voted as follows: To approve the consent agenda as amended with the exception of the items pulled.

AYES: Williams, Ferracone, Longville, Singer, Harrison, Reyes, Viricel, Dotson, Blackburn
NOES: None
ABSENT: None
ABSTENTIONS: None

ITEMS PULLED FROM CONSENT AGENDA

Consideration of Approval of Routine Contracts-Agreements and Memorandums - Amended per the Addendum: The funding source for the Crown Lift Trucks contract has been corrected to Industry-Driven Regional Collaborative grant. The department charged for the County of San Bernardino to provide "WAN" connection has been corrected to the Police Dept.

Trustee Harrison requested for clarification on EDCT Workforce Readiness program and the questions raised by SBVC Academic Senate. Chancellor Baron clarified CHC is teaching the Workforce Readiness credential as approved through their Academic Senate and the civics component was specifically requested by San Bernardino City Unified Schools, who has the curriculum and faculty member who meets our minimum qualifications to teach the course. This was an overlay to the legitimate certificate that will be provided for the workforce training. If you separate out the workforce readiness class that CHC is teaching from the civics class that EDCT is getting paid for, it is another contract that EDCT can teach. The curriculum and faculty belong to San Bernardino City Schools. A vehicle was needed to package it with the workforce readiness credential. 30 students are being trained as interns in political offices around San Bernardino to gain political background experience. Kathy Bakhit further clarified the curriculum on workforce readiness program is approved for CHC (for both courses and certificate). The faculty who teaches workforce readiness is an adjunct faculty member for CHC and went through the standard process to hire faculty. Crafton worked with Richard Galope and his team to offer the curriculum in a variety of locations and this location worked and was offered.

Trustee Longville motioned, Trustee Viricel seconded the motion and the board members voted as follows: To approve the Routine Contracts-Agreements and Memorandums.

AYES: Williams, Ferracone, Longville, Singer, Harrison, Reyes, Viricel, Dotson, Blackburn
NOES: None
ABSENT: None
ABSTENTIONS: None

ACTION AGENDA

Consideration of Final Approval of Board Policies

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

AYES: Williams, Ferracone, Longville, Singer, Harrison, Reyes, Viricel, Dotson, Blackburn

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval to Accept Board Policies for First Reading - Amended per the Addendum: BP 2200 revised as attached in the addendum.

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

AYES: Williams, Ferracone, Longville, Singer, Harrison, Reyes, Viricel, Dotson, Blackburn

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Board of Trustees Strategic Directions for 2017-2018

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

To approve the Board of Trustees Strategic Directions for 2017-2018 with two changes: Item 1c. to create a comprehensive media degree aligning KVCR, SBVC, and CHC. and Item 8b. to maintain an unrestricted fund balance at a range of 12%-15%

AYES: Williams, Ferracone, Longville, Singer, Harrison, Reyes, Viricel, Dotson, Blackburn

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval to Ratify SBCCD Brand Assessment

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

AYES: Williams, Ferracone, Longville, Singer, Harrison, Reyes, Viricel, Dotson, Blackburn

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration to Approve Career Technical Education (CTE) Committee as a Standing Committee – This item was pulled and no action taken.

Consideration of Approval to Conduct a Public Hearing in Accordance with Government Code 4217

President Williams opened the public hearing. With no comments, the public hearing was closed.

Consideration of Approval to Adopt a Resolution to Approve a Contract with Sunpower Corporation Systems, Inc.

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

AYES: Williams, Ferracone, Longville, Singer, Harrison, Reyes, Viricel, Dotson, Blackburn

NOES: None

ABSENT: None

ABSTENTIONS: None

INFORMATION ITEMS

Applause Cards

Budget Report

Clery Report

General Fund Cash Flow Analysis

CSEA MOUs

CTA MOUs

Summary of Measure M Construction Contract Change Orders and Amendments

The next meeting of the Board: Board Study Session (Student Success Scorecard), July 27, 2017

President Williams adjourned the meeting at 6:25pm.

President Williams reconvened the meeting at 6:27pm.

Trustee Longville moved, Singer seconded the motion and the board members voted as follows:

To repeal earlier vote to approve the Consent Agenda and the Board vote on the amended Consent Agenda with the corrections to the listing of disciplines on page 27. Dr. Kathy Bakhit reported the listing of disciplines on page 27 does not correspond with disciplines approved by the State.

Adjunct & Substitute Academic Employees
July 13, 2017

Crafton Hills College

<u>NAME</u>	<u>DISCIPLINE</u>
Alfara, Lina	Non Credit ESL
Allen, Dedra Jackson	Non Credit Business Non Credit Business Vocational Short-Term
Alvarez, Richard	Counselor, High School Dual Enrollment, College Life Counseling
Blain, Jennifer	Business Administration
Derosier, Wendy	Kinesiology
Harsch, Ryan	Non Credit Business
Hill, Mary Jane	Non Credit ESL
Gomez, Elitania	Counselor, High School Dual Enrollment, College Life Counseling
Jaravata-Hanson, Rodolfo	Allied Health
Kevari, Jacob	Economics
Kimball, Megan	Theatre Arts
Limoges, Kevin	Computer Information Systems
Marion, Jeremy	Anatomy
Maule, Jonathan	English, Reading
Pennington, Annie	Librarian
Sternard, Evan	Counselor, High School Dual Enrollment, College Life Counseling
Tambara, Lucy	History
Vallely, Jennifer	Non Credit ESL
Willison, Wesley	History
Yau, Margaret	Computer Information Systems, Computer Science

AYES: Williams, Ferracone, Longville, Singer, Harrison, Reyes, Viricel, Dotson, Blackburn

NOES: None

ABSENT: None

ABSTENTIONS: None

ADJOURN

President Williams adjourned the meeting at 6:29pm.

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: Diana Z. Rodriguez, President, SBVC
DATE: August 10, 2017
SUBJECT: Consideration of Approval to Serve Wine, Spirits, and Beer at a Campus Event - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve wine, spirits, and beer to be served at a campus event: SBVC, Alumni & Athletics Hall of Fame Induction, September 22, 2017.

OVERVIEW

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

ANALYSIS

Per Board Policy 3560 and in accordance with California law, the SBVC Alumni & Athletics Hall of Fame Induction is a private event that is open to the public and where alcohol will be served.

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Amalia Perez, Director, Human Resources
DATE: August 10, 2017
SUBJECT: Consideration of Acceptance of Employee Resignations

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of the employees on the attached list.

OVERVIEW

The employees on the attached list are submitted for acceptance.

ANALYSIS

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

INSTITUTIONAL VALUES

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**Resignations****August 10, 2017**

Name	Position	Department	Site	Years of Service	Last Date of Employment
Christopher Williams	Student Success Services and Programs Coordinator	Counseling	SBVC	1yr 8 months	7/3/17
Norma Luna-Joanis	Child Development Assistant	Child Development Center	SBVC	12yrs 11 months	7/7/17
Achala Chatterjee	Applied Technology/Science	Career Technical Education	SBVC	12 yrs 6 months	6/30/17
Erica Mosley	Generalist	Human Resources	DIST	1 yr 10 months	7/27/17

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: Amalia Perez, Director, Human Resources
DATE: August 10, 2017
SUBJECT: Consideration of Acceptance of Employee Retirements

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of the employees on the attached list.

OVERVIEW

The employees on the attached list are submitted for acceptance.

ANALYSIS

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

INSTITUTIONAL VALUES

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**Retirements****August 10, 2017**

Name	Position	Department	Site	Years of Service	Last Date of Employment
Earnest Higgins	Lead Custodian	Facilities	DIST	13 years	08/31/17 amended date
Steve Race	Sr. Multi Media Specialist	Technology Services	SBVC	41 yrs 5 months	8/11/2017
Jeffery Klug	Director of Police Academy	Police Science	SBVC	24 yrs 5 months	12/31/2017

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

DATE: August 10, 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 2017-2018 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 2017-2018 academic year. All requirements for employment processing have been completed and Human Resources has cleared the individual(s) for employment.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

Adjunct and Substitute Academic Employees	
August 10, 2017	
Crafton Hills College	
Name	Discipline
Abad, Jeremy	English
Aguilar, Edward	Fire Technology
Ajioka, Mayumi	Japanese
Alatorre, Guadalupe	Communication Studies
Alfara, Lina	Non-Credit ESL
Allen, Dedra Jackson	Non-Credit Business
Alvarez, Richard	Counseling, College Life
Amaya, Makiko	Japanese
Anderson, Debra A.	Allied Health
Atkinson, Anne	Health
Avery, George	Emergency Medical Services
Ballester, Maria	Spanish
Barger, Heather	Business Administration
Barrie, Trinetta	Counseling
Bastedo, Yvonne	Kinesiology
Batarseh, Fadi	Engineering
Beard, Joseph	Geography
Beard, Todd	Fire Technology
Begley, David	Mathematics
Bell, Eva	Counseling
Berry, Emily	Respiratory Care
Berube, Melissa	Biology
Blain, Jennifer	Business Administration
Blanck, Robert	English
Blanco, Glenn	Anatomy
Bourbeau, Ronald	Business/Vocational Education Non-Credit
Bradford, Deborah	Theatre Arts
Branson, Joanna	English
Bray, Linda	Allied Health
Bridges, Andrew	Religious Studies
Brown, Amy	Kinesiology
Buchanan, Jamie	Psychology
Bullock, Scott	Mathematics
Bungard, Patrick	Communication Studies
Burke, Jeffrey	Mathematics
Callahan, Kenyon	Political Science
Cervantes, Charles	Human Services
Chairez, Octavio	Mathematics
Cifelli, Jessica	Education
Clarke, Sally	Allied Health
Commander, John	Emergency Medical Services
Contreras, Amber	Respiratory Care
Costello, Gerarda	History
Cowles, Randee Teresa	English
Crews, Carly	Emergency Medical Services

Cruz, Jason	Business Administration
Curnyn, Katie	Biology
Daraei, Khosrow	Computer Information Systems
Davis, Anthony Sean	Counseling
de Boer, Frank	Fire Technology
Demerson, Rainy	Dance
Derosier, Wendy	Kinesiology
Dinu, Razvan	Mathematics
Dobbs, Anne	English
Dolson-Andrew, Stephen	Political Science
Domenech, Esther	Spanish
Douthit, Milly	Learning Resources
Downey, Jennifer	Psychology
Drake-Green, Penny Marie	Communication Studies
Driscoll, Ashley	English Non-Credit, Business/Vocational Education Non-Credit
Dudash, Leigh	Geology
Durban, Mark	Fire Technology
Eads, Courtney	Kinesiology
Ebneer, Noah	Geography
Estrella, Julie	Psychology
Estus, Steven	English
Fahima, Sadiq	Mathematics/Vocational Education Non-Credit
Ferrari, Edward	English Non-Credit
Fiallo, Carolina	Spanish
Files, Shannon	Fire Technology
Firtha, Christie	English
Flowers, Todd	Education
Ford, Patricia	Health
Fowler, Janice	Business/Vocational Education Non-Credit
Franko, Karla J.	Religious Studies
Fry, Maureen	Learning Resources
Fuller, Brent	Emergency Medical Services
Gaddy, Duran	Fire Technology
Gamboa, Benjamin	Economics
Gardner, Gerry G.	Fire Technology
Gergis, Nader	Art
Gibson, Kathleen	Mathematics
Gimple, Tina	Business/Vocational Education Non-Credit
Goliff, Wendy	Chemistry
Gomez, Elitania	College Life
Granado, Alycia	Child Development
Grigsby, Michael	Mathematics
Groff, Nathan	Emergency Medical Services
Gunter, Melody	Theatre Arts
Gutierrez, Juan	Mathematics
Guzman, Jose	Philosophy
Hamlett, Cynthia	English
Hamlett, Ryan	Mathematics

Hammond-Williams, Heather	Child Development
Harper, Lisa	Business/Vocational Education Non-Credit
Harris, Matti	English
Harrison, Melanie	Business/Vocational Education Non-Credit
Harsch, Ryan	Non-Credit Business
Hausman, Edward	Fire Technology
Hawkins, Damaris	English
Hawkins, Judith	English
Hayes, Ashley	English
Hayes, Chauncey	Kinesiology
Heinsma, Dewey	Business Administration
Henley, Lauren	Reading and Study Skills
Herrick, Theresa	Psychology
Hicks, Ashley	Allied Health
Hidalgo, Joshua	Mathematics
Higgins, Meagan	Psychology
Hill, Mary Jane	Non-Credit ESL
Hopper, Randi	Child Development
House, Kevin	Biology
Hunter, Morris	Allied Health
Huynh, Melissa	Allied Health
Jacinto, Christopher	Mathematics
Jackson, Davil	Business/Vocational Education Non-Credit
Janssen, Joshua	Fire Technology
Jaravata-Hanson, Rodolfo	Allied Health
Jazayeri, Mona	Biology
Johnson, Elizabeth	Kinesiology
Johnson, James	Anatomy
Jordan, Jessica	Psychology
Jraisat, Issa	Sociology
Juan, Shirley	Mathematics
Kennedy, Scott	Computer Information Systems
Ketcherside, David	Fire Technology
Kevari, Jacob	Economics
Keys, Scott	History
Kimball, Megan	Theatre Arts
Kowach, Melody	English
Lamb, Wendy	English
Landa, Cristina	Respiratory Care
Lapointe, Stacy	English/Vocational Education Non-Credit
Lastra, Ulises	Mathematics
Lee, Amy	English/ESL/Vocational Education Non-Credit
Lee, James	English
Leon, Ralph	Mathematics
Levy, Steven	Theatre Arts
Limoges, Kevin	Computer Information Systems
Linfield, Leon	Philosophy, English/Vocational Education Non-Credit
Loera, Anthony	Emergency Medical Services
Machado, Benito	Business/Vocational Education Non-Credit

Madrid, Frank	Computer Information Systems
Malik, Neal	Health
Maness, Christopher	Physics
Manning, Lucas	Kinesiology
Marion, Jeremy	Anatomy
Maroufkhani, Kevin	Philosophy
Martin, Gregory	Business/Vocational Education Non-Credit
Masner, Patricia	Kinesiology
Matterer, William	Business/Vocational Education Non-Credit
Maule, Jonathan	English, Reading and Study Skills
McClurg, Bruce	Music
McCoy, Danielle	Mathematics
McCrory, Benjamin	American Sign Language
McCutcheon, Maria	Business/Vocational Education Non-Credit
McLoughlin, Kerry	Sociology
McNamara, Laurence	Art
McNaughton, Anna	Theatre Arts
Menzing, Todd	History
Micham, Wendy	Psychology
Michel, Pamela	American Sign Language
Millan, Christopher	English
Mills, Bryan	Computer Information Systems
Minter, Kristin	Health
Mohsin, Hina	Anatomy
Molloy, David	Emergency Medical Services
Monteil, Liliana	English
Montes, Luis	Religious Studies
Moreira, Tifany	Psychology
Morning, Sara	Emergency Medical Services
Moruzzi, Ryan	Mathematics
Mott, Justin	English, English/Vocational Education Non-Credit
Msahli, Zina	Arabic
Namekata, James	Kinesiology
Natividad, Beverly	Communication Studies
Nelson, Kristina	Business Administration, Psychology
Nelson, Wendy	Psychology
Neumann, Brent	Physics
Nguyen, Kiem	Mathematics
Nguyen, Nicholas	Respiratory Care
Nguyen, Thu Van	Mathematics
Nimri, Anas	Computer Science
Nunn, Masako	Japanese
Olivas, David	Fire Technology
Olivera, Christopher	Biology
Overstreet-Murphy, Penni	Fire Technology
Page, Tony	Police Science
Pantoja, Suzanne	Business Administration
Papp, Edward	Computer Information Systems
Piamonte, Rennard	Mathematics

Pierce, Leah C.	Mathematics, Mathematics/Vocational Education Non-Credit
Plaxton-Hennings, Charity	Child Development
Poffek, Christine	Kinesiology
Polson, Elizabeth	English
Portenstein, Pamela	English
Portugal, Jesse	Accounting
Pritchard, Bekki	Sociology
Purper, Cammy	Child Development
Purves, Dianne	Biology
Rafeedie, Nidal	Respiratory Care
Ramirez, Robert	Mathematics
Ramos, Sefferino	English
Raney, Bret	Fire Technology
Razook, Alexandra	Communication Studies
Reid, Shirley	Mathematics
Rives, Ryan	Respiratory Care
Roberts, Charles	Oceanography
Robles, Irene	American Sign Language
Roche, Joshua	Mathematics
Rodriguez, Valentine	Educational Assistance
Romano, Nicholas	Computer Information Systems
Romero, Jose	Accounting
Rose, Kendra	American Sign Language
Rothe, Yvette	English/ESL/Vocational Education Non-Credit
Ruiz, Sandra	Computer Information Systems
Sadiq, Fahima	Mathematics
Salvi, Lisa	Anthropology
Salyer, Kimberly	Communication Studies
Sandez, Ann	Emergency Medical Services
Sanford, Concepcion	Art
Schoenfeld, Racquel	Counseling
Schuler, Peter	English
Scott, Shella	Counseling
Seager, Elena	Mathematics
Shelby, Patricia	Sociology
Sidor, Joseph	Engineering
Simmers, Jennifer	Sociology
Simonson, Scott	Music
Singh, Sujendra	Business
Smith, Drew	Fire Technology
Smith, Jeffrey	Mathematics
Soza, Karen	American Sign Language
Spencer, Emily	Chemistry
Sternard, Evan	Counseling
Stupin, Mary	Music
Swanson, Justin	Kinesiology
Ta, Canh	Anatomy
Tambara, Lucy	History

Tambunan, Kakalerina	Accounting
Thomas, Genola	Counseling
Thornton, Carla	Social Work
Torres-Nez, John	Anthropology
Troy, Janna	Kinesiology
Tureau, Troy	Business Administration
Turner, Austen	Anatomy
Vallely, Jennifer	Non-Credit ESL
Vence, Nicholas	Physics
Verosik, Eileen	Emergency Medical Services
Victor, Mark	Chemistry
Walter, Michael D.	Computer Information Systems
Ward, Amanda	Emergency Medical Services
Wassing, Amy	Communication Studies
Weiler, Lindsay	History
White-Elliott, Cassandra	English
Wilcox-Herzog, Amanda	Child Development
Willison, Wesley	History
Winokur, Robert	Music
Winter, Daniel	Respiratory Care
Wise, Louise	Reading and Study Skills
Xayaphanthong, Soutsakhon	Counseling, College Life
Yakub, Mohsin	Anatomy
Youssef, Suzan	Chemistry
Zeeb, John	Psychology
Zepeda, Isidra	English

August 10, 2017	
San Bernardino Valley College	
Name	Discipline
Bu, Fei	Chemistry
Conrad, Paul	Computer Science
Furr, Yvonne	Pharmacy Technology
Garcia, Ryan James	English
Gill, Adam	Chemistry
Gray-Castro, Sara	Modern Languages
Hock, Anita (Gordillo)	Biology
Kellmer, Randall	Computer Information Technology
Kim, Elliott N.	History
Kjeldgaard, Violette	Theatre Arts
Laurez, Pamela	Nursing
Long, Janet A.	Sociology
Lopez, Chad	Geographic Information Systems
Loya, Henry Alan	Reading
Mendoza, Nicole	Student Development
Morales, Cynthia	Automotive

Murphy, Ericka T.	Political Science
Palacios, Levy	Computer Information Technology
Parangue, Geraldine	Nursing
Racataian, Cristian	Computer Science
Rojas, Tatiana	Nursing
Tariq, Ayesha	Chemistry
Tubbs, Michelle Natalie	Nursing
Willey, Jennifer Marie	Modern Languages

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: Amalia Perez, Director, Human Resources
DATE: August 10, 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, of the employees on the attached list.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

All requirements for employment processing have been or will be completed. Employees will not commence work until all requirements are complete.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

Appointment of District Employees

August 10, 2017

Name	Department	Site	Position	Start Date	Schedule	Range /Step	Amount	New/ Replaces	Fund	Live Scan Clearance
Iosif Opris	Human Resources	DIST	Human Resources Manager	8/11/17	Management	15/D	\$106,491.27 annually	New	Human Resources General Fund	8/10/15
William Miller	Student Services	CHC	Director, Disabled Student Programs & Services	8/11/17	Management	16/D	\$111,812.38 annually	New	DSPS General Fund	7/11/17
Miriam Saadeh	Office of Instruction	CHC	Schedule/ Catalog Data Specialist	8/14/17	Classified	42/B	\$4,329.00 monthly	Kristina Heilgeist	Office of Instruction General Fund	2/6/17
Ruben Leyva	Admissions and Records	SBVC	Admissions and Records Technician	8/14/17	Classified	32/A	\$3,221.00 monthly	Jose Diaz	Admissions & Records General Fund	7/11/17
Cory Elmore	Human Resources	DIST	Human Resources Supervisor	8/11/17	Management	10/C	\$ 79,467.44	New	Human Resources General Fund	12/23/13

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: Amalia Perez, Director, Human Resources
DATE: August 10, 2017
SUBJECT: Consideration of Approval of Classified Employee Promotion

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of the employee on the attached list.

OVERVIEW

The employee on the attached list is submitted for approval.

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

Promotion of District Employee

August 10, 2017

Name	From Position	From Site	To Position	To Site	Effective Date	Schedule	Range /Step	Amount	New/ Replacing	Fund
Elizabeth Lopez	Secretary I	SBVC	Administrative Secretary	CHC	08/29/17	Classified	37/C	\$4,015.00 monthly	Jennifer Blain	Office of Instruction 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: Amalia Perez, Director, Human Resources
Dr. Wei Zhou, President, CHC
Diana Rodriguez, President, SBVC

DATE: August 10, 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.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

District Volunteers		
August 10, 2017		
Crafton Hills College		
Name	Assignment	Date
Franco, Davis	Health and Wellness	08/11/2017-12/31/2017

August 10, 2017		
San Bernardino Valley College		
Name	Assignment	Date
Abhijith, Jose	Mathematics/Student Success Center	08/14/2017-12/31/2017
Ables, Danielle	Student Services/First Year Experience	08/16/2017-12/15/2017
Adame, Natalie	Student Services/First Year Experience	08/16/2017-12/15/2017
Aguirre, Abigail	Student Services/First Year Experience	08/16/2017-12/15/2017
Alcantar Gomez, Josue	Student Services/First Year Experience	08/16/2017-12/15/2017
Alpizar, Anai	Student Services/First Year Experience	08/16/2017-12/15/2017
Alvarez, Leslie	Student Services/First Year Experience	08/16/2017-12/15/2017
Alvarez, Pricilla	Student Services/First Year Experience	08/16/2017-12/15/2017
Anguiano, Marlene	Student Services/First Year Experience	08/16/2017-12/15/2017
Angulo, Scott A.	Student Services/First Year Experience	08/16/2017-12/15/2017
Arenas, Miguel	Applied Technology/Machine Trades	08/14/2017-12/22/2017
Arroyo, Mariana	Student Services/First Year Experience	08/16/2017-12/15/2017
Ballinas, Jose	Student Services/First Year Experience	08/16/2017-12/15/2017
Barajas, Gilberto Daniel	Student Services/First Year Experience	08/16/2017-12/15/2017
Benitez, Rocxana	Student Services/First Year Experience	08/16/2017-12/15/2017
Calleja, Eduardo	Student Services/First Year Experience	08/16/2017-12/15/2017
Campos, Lillian	Student Services/First Year Experience	08/16/2017-12/15/2017
Campos, Margarita	Student Services/DSP&S	08/11/2017-12/30/2017
Canizales, Yoselin	Student Services/First Year Experience	08/16/2017-12/15/2017
Carrasco, Ricky	Student Services/First Year Experience	08/16/2017-12/15/2017
Contreras, Kevin	Student Services/First Year Experience	08/16/2017-12/15/2017
Corrales, Maria	Student Services/First Year Experience	08/16/2017-12/15/2017
Cotton, Robert	Applied Technology/Machine Trades	08/14/2017-12/22/2017
Covarrubias, Alberto	Student Services/First Year Experience	08/16/2017-12/15/2017
Cruz Casillas, Carlos	Student Services/First Year Experience	08/16/2017-12/15/2017
Cruz, Brandon	Student Services/First Year Experience	08/16/2017-12/15/2017
Daigle, Andre	Student Services/First Year Experience	08/16/2017-12/15/2017
Danh, Nhu	Student Services/First Year Experience	08/16/2017-12/15/2017
De La Cruz, Jorge	Student Services/First Year Experience	08/16/2017-12/15/2017
De La Paz, Anthony	Student Services/First Year Experience	08/16/2017-12/15/2017
De La Presilla, Diego	Student Services/First Year Experience	08/16/2017-12/15/2017
DeLeon, Alyssa	Student Services/First Year Experience	08/16/2017-12/15/2017
DeYoung, Breanna	Student Services/First Year Experience	08/16/2017-12/15/2017
Diaz, Eric	Student Services/First Year Experience	08/16/2017-12/15/2017
Diaz, Fredy	Social Sciences/Athletics	08/11/2017-12/31/2017
Dupre, Hanna	Social Sciences/Athletics	08/11/2017-12/31/2017
Enriquez, Samuel	Student Services/First Year Experience	08/16/2017-12/15/2017
Esparza, Brayon	Student Services/First Year Experience	08/16/2017-12/15/2017
Esparza, Teresa	Student Services/First Year Experience	08/16/2017-12/15/2017
Espinosa, Jessie	Student Services/First Year Experience	08/16/2017-12/15/2017
Evans, Lauren	Social Sciences/Athletics	08/11/2017-12/31/2017
Favela, Kacey	Student Services/First Year Experience	08/16/2017-12/15/2017
Flores, Anthony	Student Services/First Year Experience	08/16/2017-12/15/2017

Flores, Guadalupe	Student Services/First Year Experience	08/16/2017-12/15/2017
Flores, Julio	Student Services/First Year Experience	08/16/2017-12/15/2017
Flores, Nini	Student Services/First Year Experience	08/16/2017-12/15/2017
Garcia, Brenda	Student Services/First Year Experience	08/16/2017-12/15/2017
Garcia, Clarissa	Student Services/First Year Experience	08/16/2017-12/15/2017
Garcia, Fabiola	Student Services/First Year Experience	08/16/2017-12/15/2017
Garcia, Jaime J.	Student Services/First Year Experience	08/16/2017-12/15/2017
Garcia, Pedro	Student Services/First Year Experience	08/16/2017-12/15/2017
Goiz Esparza, Jair	Student Services/First Year Experience	08/16/2017-12/15/2017
Gomez, Jesus A.	Student Services/First Year Experience	08/16/2017-12/15/2017
Gomez, Susana	Student Services/First Year Experience	08/16/2017-12/15/2017
Gonzales, Destiny	Student Services/First Year Experience	08/16/2017-12/15/2017
Gonzalez, Michelle	Student Services/First Year Experience	08/16/2017-12/15/2017
Gutierrez, Cindy	Student Services/First Year Experience	08/16/2017-12/15/2017
Gutierrez, Michelle	Student Services/First Year Experience	08/16/2017-12/15/2017
Guzman, Fernando	Student Services/First Year Experience	08/16/2017-12/15/2017
Guzman-Lugo, Miguel	Student Services/First Year Experience	08/16/2017-12/15/2017
Hafizi, Zohal	Student Services/First Year Experience	08/16/2017-12/15/2017
Hernandez, Kayline	Student Services/First Year Experience	08/16/2017-12/15/2017
Herrera, Julian	Student Services/First Year Experience	08/16/2017-12/15/2017
Herrera, Sofiya	Student Services/First Year Experience	08/16/2017-12/15/2017
Herrin, Allison	Social Sciences/Athletics	08/11/2017-12/31/2017
Hill, Jordan	Student Services/First Year Experience	08/16/2017-12/15/2017
Ibarra Carrion, Valeria	Student Services/First Year Experience	08/16/2017-12/15/2017
Iniguez, Adrian	Student Services/First Year Experience	08/16/2017-12/15/2017
Insunza, Lidia N.	Student Services/First Year Experience	08/16/2017-12/15/2017
Jacinto, Brendaflor	Student Services/First Year Experience	08/16/2017-12/15/2017
Jaramillo, Kristina	Student Services/First Year Experience	08/16/2017-12/15/2017
Jaramillo, Melanie	Student Services/First Year Experience	08/16/2017-12/15/2017
Johnson-Brown, Fuschia	Student Services/First Year Experience	08/16/2017-12/15/2017
Juarez, Javier	Student Services/First Year Experience	08/16/2017-12/15/2017
Kemp, Alicia	Student Services/First Year Experience	08/16/2017-12/15/2017
Lara, Aileen	Student Services/First Year Experience	08/16/2017-12/15/2017
Lara, Joceline	Student Services/First Year Experience	08/16/2017-12/15/2017
Ledesma, Gabriela	Student Services/First Year Experience	08/16/2017-12/15/2017
Lefay, Jenna	Social Sciences/Athletics	08/11/2017-12/31/2017
Lemus, Bethany	Student Services/First Year Experience	08/16/2017-12/15/2017
Lizarraga, Katherine	Student Services/First Year Experience	08/16/2017-12/15/2017
Lizarraga, Marlaina	Student Services/First Year Experience	08/16/2017-12/15/2017
Lopez, Kimberly	Student Services/First Year Experience	08/16/2017-12/15/2017
Lopez, Sabrina	Student Services/First Year Experience	08/16/2017-12/15/2017
Loreto, Arely	Student Services/First Year Experience	08/16/2017-12/15/2017
Lucero, Angeleana	Student Services/First Year Experience	08/16/2017-12/15/2017
Macias, Alyssa	Student Services/First Year Experience	08/16/2017-12/15/2017
Madrigal, Kaylee	Student Services/First Year Experience	08/16/2017-12/15/2017
Magana, Stephanie	Student Services/First Year Experience	08/16/2017-12/15/2017
Makhoul, Mona	Student Services/First Year Experience	08/16/2017-12/15/2017
Manuel, Marisa	Student Services/First Year Experience	08/16/2017-12/15/2017
Maravilla, Leslie	Student Services/First Year Experience	08/16/2017-12/15/2017
Marban, Juanita	Student Services/First Year Experience	08/16/2017-12/15/2017
Mariscal, Jonathan	Student Services/First Year Experience	08/16/2017-12/15/2017
Martinez, Adrian	Student Services/First Year Experience	08/16/2017-12/15/2017
Martinez, Anderson	Student Services/First Year Experience	08/16/2017-12/15/2017

Martinez, Charles	Student Services/First Year Experience	08/16/2017-12/15/2017
Matias, Christian	Student Services/First Year Experience	08/16/2017-12/15/2017
McBath, DejaNee	Student Services/First Year Experience	08/16/2017-12/15/2017
McKinstry, Justin	Student Services/First Year Experience	08/16/2017-12/15/2017
Mena-Lopez, Victoria	Student Services/First Year Experience	08/16/2017-12/15/2017
Mendia, Natalie	Student Services/First Year Experience	08/16/2017-12/15/2017
Methus, Ahmeena	Student Services/First Year Experience	08/16/2017-12/15/2017
Morales Paredes, Odalys E.	Student Services/First Year Experience	08/16/2017-12/15/2017
Moreno, Johanna	Student Services/First Year Experience	08/16/2017-12/15/2017
Moscarenos, Robert	Social Sciences/Athletics	08/11/2017-12/31/2017
Moya, Sergio	Student Services/First Year Experience	08/16/2017-12/15/2017
Munoz, Daisy	Student Services/First Year Experience	08/16/2017-12/15/2017
Navarrete, Nathan	Student Services/First Year Experience	08/16/2017-12/15/2017
Nevarez, Robert Jr.	Student Services/First Year Experience	08/16/2017-12/15/2017
Noriega, Lesley	Student Services/First Year Experience	08/16/2017-12/15/2017
Nuckolls, David	Student Services/First Year Experience	08/16/2017-12/15/2017
Olvera, Alysa	Student Services/DSP&S	08/11/2017-12/30/2017
Orona, Esmeralda	Student Services/First Year Experience	08/16/2017-12/15/2017
Ortega, Anna	Student Services/First Year Experience	08/16/2017-12/15/2017
Ortega, Kennia	Student Services/First Year Experience	08/16/2017-12/15/2017
Ortiz, Celeste	Student Services/First Year Experience	08/16/2017-12/15/2017
Osgood, Tyler	Student Services/First Year Experience	08/16/2017-12/15/2017
Ozier, Stephené	Student Services/First Year Experience	08/16/2017-12/15/2017
Padilla, Jessica	Student Services/First Year Experience	08/16/2017-12/15/2017
Pazmino, Sarah	Student Services/First Year Experience	08/16/2017-12/15/2017
Peña, Philip	Student Services/First Year Experience	08/16/2017-12/15/2017
Peña, Vivianna	Student Services/First Year Experience	08/16/2017-12/15/2017
Perez, Fabiola	Student Services/First Year Experience	08/16/2017-12/15/2017
Perez, Trinia	Student Services/DSP&S	08/11/2017-12/30/2017
Perez-Beltran, Celsanaid	Student Services/First Year Experience	08/16/2017-12/15/2017
Pineda Lapizco, Mariana	Student Services/First Year Experience	08/16/2017-12/15/2017
Pineda, Ma-Trinidad	Student Services/First Year Experience	08/16/2017-12/15/2017
Poot, Brianna	Student Services/First Year Experience	08/16/2017-12/15/2017
Pullin, Erika	Student Services/First Year Experience	08/16/2017-12/15/2017
Ramirez, Angel	Student Services/First Year Experience	08/16/2017-12/15/2017
Ramirez, Jason	Student Services/First Year Experience	08/16/2017-12/15/2017
Ramirez, Sean	Student Services/First Year Experience	08/16/2017-12/15/2017
Ramos, Jose	Student Services/First Year Experience	08/16/2017-12/15/2017
Regalado, Gael	Student Services/First Year Experience	08/16/2017-12/15/2017
Reyes, Marissa	Student Services/First Year Experience	08/16/2017-12/15/2017
Rivera, Nina	Student Services/First Year Experience	08/16/2017-12/15/2017
Rivera, Viridiana	Student Services/First Year Experience	08/16/2017-12/15/2017
Robles, Esmeralda	Student Services/First Year Experience	08/16/2017-12/15/2017
Robles, Tyler	Social Sciences/Athletics	08/11/2017-12/31/2017
Roca, Sebastian	Student Services/First Year Experience	08/16/2017-12/15/2017
Rocha, Cesar	Student Services/First Year Experience	08/16/2017-12/15/2017
Rodriguez, Johnny	Student Services/First Year Experience	08/16/2017-12/15/2017
Rodriguez, Marylin	Student Services/First Year Experience	08/16/2017-12/15/2017
Rubee, Aziz	Student Services/First Year Experience	08/16/2017-12/15/2017
Ruiz, Frankie	Student Services/First Year Experience	08/16/2017-12/15/2017
Ruiz, Juana	Student Services/First Year Experience	08/16/2017-12/15/2017
Ruiz, Kimberly	Student Services/First Year Experience	08/16/2017-12/15/2017
Sanchez, Norma	Student Services/First Year Experience	08/16/2017-12/15/2017

Sanchez, Oscar	Student Services/First Year Experience	08/16/2017-12/15/2017
Sanchez, Samantha	Student Services/First Year Experience	08/16/2017-12/15/2017
Sanchez, Sergio	Student Services/First Year Experience	08/16/2017-12/15/2017
Sarabia, Leslie C.	Student Services/First Year Experience	08/16/2017-12/15/2017
Sledge, Adelina	Student Services/First Year Experience	08/16/2017-12/15/2017
Tadeo, Deborah	Student Services/First Year Experience	08/16/2017-12/15/2017
Tapia, Kimberly	Student Services/First Year Experience	08/16/2017-12/15/2017
Tapia, Yvette	Student Services/First Year Experience	08/16/2017-12/15/2017
Thompson, Makayla	Student Services/First Year Experience	08/16/2017-12/15/2017
Thornburg, Lisa	Arts & Humanities/Art	08/14/2017-12/31/2017
Tucker, Brianna	Student Services/First Year Experience	08/16/2017-12/15/2017
Ursuy, Gabrielle	Student Services/First Year Experience	08/16/2017-12/15/2017
Valencia, Jennifer	Student Services/First Year Experience	08/16/2017-12/15/2017
Vasquez, Rosy	Student Services/First Year Experience	08/16/2017-12/15/2017
Vega, Patricia	Student Services/First Year Experience	08/16/2017-12/15/2017
Veloz, Victor	Student Services/First Year Experience	08/16/2017-12/15/2017
Villegas, Anahi	Student Services/First Year Experience	08/16/2017-12/15/2017
Webbs, Erin	Student Services/DSP&S	08/11/2017-12/30/2017
Williams, Isaiah	Student Services/First Year Experience	08/16/2017-12/15/2017
Williams, Sterling	Student Services/First Year Experience	08/16/2017-12/15/2017

August 10, 2017		
District		
Name	Assignment	Date
Andrews, Brittany	KVCR Development	07/1/2017*-12/31/2017
Clary, Justice	KVCR Development	08/16/2017-12/30/2017
Reyes, Leonardo	KVCR	08/11/2017*-12/31/2017
McCluskey, Mary Fran	KVCR	07/1/2017*-12/31/2017

* Paperwork not received/processed timely.

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: Amalia Perez, Director, Human Resources

DATE: August 10, 2017

SUBJECT: Consideration of Approval of Interim Management Appointments

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of, and ratify the employment contract for the employee on the attached list.

OVERVIEW

The employee on the attached list is submitted for approval.

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

Approval of Interim Management Appointments

August 10, 2017

Name	Department	Site	Position	Start Date	End Date	Schedule	Range/ Step	Amount	New/ Replacing	Fund	Live Scan Clearance
Robert Miller	Police	DIST	Police Chief	7/20/17	10/31/17	Management	19/E	\$65.34 per hour	Pierre Galvez	Police General Fund	6/22/17

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Donna Ferracone, Chair, Board of Trustees Foundation Ad-Hoc Committee
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: August 10, 2017
SUBJECT: Consideration of Approval of New Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new Development Director job description.

OVERVIEW

The Board of Trustees Foundation Ad-Hoc Committee charge was to study the foundations, both auxiliary and independent, for the purpose of efficiencies, consistencies, compliance, and coordination among foundations.

ANALYSIS

After reviewing several job descriptions and compensation structures, the Board of Trustees Foundation Ad-Hoc Committee is recommending approval of the job description for a new Development Director to provide consistencies among the foundations.

Reclassifications of existing employees will be brought forward at a later date.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications connected with the approval of this item; however, the future reclassification of existing employees might affect the foundation budgets.

DEVELOPMENT DIRECTOR

SUMMARY DESCRIPTION:

Under the general supervision of the appropriate administrator, the Director of Foundation, is responsible for the overall management and administration of the Foundation; the development and implementation of a comprehensive fundraising program to provide the financial resources necessary to support the organization's mission; the coordination or writing of major grants for the Foundation; providing leadership for the solicitation of donations, fundraising including planned giving, annual giving campaigns, capital campaigns, endowments, planned annuities, scholarship and corporate giving; major event planning; alumni development; and community involvement as it relates to generating external sources of income to support the mission; oversee the organization's efforts in all philanthropic activities as major gifts, annual fund, events and development operations and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with existing and new donors.

REPRESENTATIVE DUTIES:

1. Serves as the Director of the Foundation and manages the overall function of the Foundation, developing annual goals, training, preparing meeting agendas, Board handouts, minutes, and other relevant materials, and accountability for the overall operation of the Foundation
2. Develop and implement a comprehensive development plan for the organization, including plans for annual giving, foundation and corporate support, and individual major and planned gifts.
3. Ensure success in events management, including cultivation activities and signature fundraising events.
4. Identifies external sources of income to assist the Foundation in attaining its objective by identifying, cultivating and soliciting gifts from both individuals and public and private institutions, including but not limited to: the solicitation of donations; fundraising including planned giving, annual giving campaigns, capital campaigns, endowments; planned annuities, scholarships, corporate giving, academic and campus program donations; major event fundraisers.
5. Identifies and analyzes new fundraising opportunities, works with others to solicit funds and in-kind gifts, and identify and design special events to support fundraising efforts.
6. Researches, identifies and recognizes state, federal and private grant offerings that present viable funding opportunities for the Foundation. Develops grant ideas and writes major grant proposals/applications on behalf of the Foundation. Manages and coordinates the implementation and performance of the grants received.
7. Prepares and develops promotional, publications, and marketing strategies, advancing the image and purpose of the Foundation, College, or the District.
8. Organizes and participates in outreach activities to promote long-term competitive capacity for the foundation, College, and the District.
9. Provides technical assistance in the planning, writing, program design, budget development, and evaluation. Creates and maintains systems for dissemination of information about external funding opportunities and other grants-related information.
10. Establishes, maintains and adheres to guidelines for maintaining the confidentiality and security of all Foundation matters. These guidelines take into account the nature of the Foundation's role in the community and the need to safeguard Foundation records.
11. Provides leadership for planning, budgeting, and the development of the grant programs and services in consultation with all external partners and coordinates the submission of proposals. Ensures that all grant expenditures are reasonable, allocable and allowable according to agency guidelines.

12. Manage a portfolio of major gift level prospects through the entire cycle of development (research and identification, cultivation, solicitation, closure and stewardship).
13. Pursue and complete major gift solicitations, to include revocable intentions. This would include face to face meetings with major gift donors.
14. Monitor Foundation assets, fiduciary oversight of trust agreements, gift reception and investment policies. Uses appropriate technology and data systems to manage and monitor gifting, donor data bases, and donations for planning and recognition purposes.
15. Provides leadership for the Foundation to be in compliance with federal, state, and local laws and regulations.
16. Coordinate the Annual Audit of the Foundation and prepares and disseminates the Annual Report and makes the Annual Report presentation to the SBCCD Board of Trustees and the Foundation Board. Ensures and oversees that the Foundation maintains accounts, payables and receivables, safeguards tax records, follows tax requirements, and satisfies the Foundation's insurance needs.
17. Performs other related job duties as assigned.

QUALIFICATIONS

Knowledge of:

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

Principles and practices of grant writing and management.

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

Principles and practices of program development and administration.

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

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

Principles of supervision, training, and performance evaluation.

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

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

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

Ability to:

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

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

Lead teams, groups and meeting.

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

Visualize operational and program implications, reason logically, draw valid conclusions, recommend alternative and take appropriate actions.

Plan, organize and direct and coordinate the work of others.

Develop, implement, interpret and apply a wide variety of governmental and department policies and procedures.

Establish and maintain cooperative working relationships with funding agencies, auditors and community.

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

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

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

Gather and analyze data and situations and make appropriate decisions.

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

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

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
Provide leadership based on ethics and principles as they relate to resource development and grant management functions and operations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Work evening and weekends according to event-related scheduling.

Education and Experience Guidelines

Education/Training:

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

Required Experience:

- a. Five (5) years of recent full-time experience in grants and resource development. OR
- b. Five (5) years of progressively responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts. OR
- c. Five (5) years full time equivalent work experience in marketing, community relations, and fundraising/development.

License and Certification:

Possession of a valid California driver's license.

Preferred Experience:

1. Experience in an educational setting.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Vice Chancellor
PREPARED BY: Amalia Perez, Director, Human Resources
DATE: August 10, 2017
SUBJECT: Consideration of Approval of Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the Sustainability & Energy Manager management job description.

OVERVIEW

The Sustainability & Energy Manager management position will be in alignment with the District Sustainability Plan. This position will lessen our environmental impact and improve the quality of life for our students, faculty and staff, and for the overall San Bernardino community.

ANALYSIS

The position will maintain and improve the District's energy conservation measures and plans, define alternative energies and efficiencies and develop opportunities for saving. This position is a replacement to the Cenergistic energy savings program and will save dollars that the District can reinvest in the employees, preserve the quality of learning for the colleges; students, and increase the awareness to empower energy users to become energy savers.

The District will realize an expected savings of \$150k to \$200k with the addition of the Sustainability & Energy Manager position.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SUSTAINABILITY & ENERGY MANAGER

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

SUMMARY DESCRIPTION

Under the general direction of the director of facilities planning & construction, the energy and sustainability manager is responsible for districtwide energy management and sustainability initiatives. The energy and sustainability manager focuses on five key areas; 1) sustainable facilities management and operations; 2) green building and sustainable design integration; 3) energy and utility analysis and reporting; 4) communications and outreach, and; 5) program development, administration and oversight. A high degree of independent judgment and creativity is required to develop and implement complex initiatives with multiple stakeholders. Public contact is extensive, with staff, colleagues and the community for providing information, assistance, advice, and appropriate support. This position requires an individual with excellent scheduling abilities; the ability to utilize independent judgment to perform technical and analytical studies of energy usage and electrical demand; a customer-service driven work ethic; good communication and organizational skills; and the ability to remain focused with little or no direct supervision. Knowledge in development, implementation, use, and calibration of complex facility and energy management systems is a basic requirement for this position.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Oversees the full life cycle (identification through verification) of energy, sustainability, efficiency, conservation and other utility conservation and management efforts.
2. Supports Campus Facilities Maintenance and Operations (M&O) staff in developing and implementing operational improvement strategies.
3. Serves as the District's in-house technical expert and research analyst on utility services, energy consumption, resource reduction and renewable energy sources.
4. Advocates for District's sustainability initiatives and energy efficiency projects and goals during capital and operational project development and implementation.
5. Consults with architects, engineers, builders and other departments to incorporate the District's standards on energy efficiency and sustainability; maintains district standards and owner program requirements; serves as an advisor on application and administration of sustainable design standards.
6. Works internally and externally to identify and procure professional services for energy and sustainability oriented efforts; ensures alignment of District planning strategies and building program implementation; provides required construction administration support with in-house facilities planning and management staff to ensure continuity throughout energy-related projects.
7. Assists the director of facilities planning & construction in districtwide capital improvement and scheduled maintenance and special repair programs; plans, organizes, and oversees the maintenance, alteration, construction, and installation/repair of district administrative facilities, systems and equipment.
8. Oversees development and implementation of technical specifications for resource conservation projects and programs; oversees conservation measures and facilitates project development; develops conceptual estimates of project costs, payback periods, and return on investment.

9. Assists in the proper management, maintenance and service of the district energy information system infrastructure and software, electrical vehicle charging stations, and other essential equipment, components and materials.
10. Assists in negotiations with public utility companies, the California Energy Commission, contractors, and consultants to obtain the best pricing on fuel sources.
11. Helps develop the basis for the annual utility budgets; tracks energy consumption of buildings districtwide; records the impact of energy and greenhouse gas reduction measures; assists in monitoring and analysis of utility billing records, including invoices.
12. Prepares and presents administrative, statistical, analytical and narrative reports as well as recommendations relating to energy efficiency, waste reduction and sustainability programs; conducts additional research as necessary; makes recommendations on findings.
13. Represents the Facilities Planning & Construction Department regarding energy and sustainability matters in discussions/meetings with Federal, State, regional, local entities and the public; assists in formulating policy related to energy resources and procurement; serves on committees and task forces both within the department and with local, State and national agencies and organizations as appropriate.
14. Serves as co-chair or chair of the Districtwide Sustainability Committee; serves as districtwide point person for sustainability initiatives and primary liaison between District and Campus sustainability committees; coordinates campus sustainability committees' combined efforts; tracks progress against sustainability plan goals; works closely with members of the college community on issues related to energy management, energy conservation, and sustainability.
15. Oversees District sustainability initiatives, including: Energy Management Strategy, Storm Water Management Program, Water Efficiency Program, Climate Action Planning, Campus Sustainability Plan Implementation, Solid Waste Reduction Programs, Transportation Management Program, and other initiatives as identified.
16. Assures that the District participates in available grants and utility company incentive and rebate programs; tracks grants, incentives and rebates received and administers the incentive application process.
17. In conjunction with Facilities Planning & Construction's team, participates in districtwide department, project, and construction meetings to review designs and activities associated with District facilities and capital improvement projects.
18. Coordinate with the campus maintenance & operation director the repairs of energy management systems (EMS) and effectively communicate with campus to promptly address any comfort issues by using EMS trending and data loggers; obtain a current calendar of events or schedules for each facility to insure they are operating according to energy guidelines and checks EMS schedules periodically to ensure operating efficiency and updated as necessary.
19. Other Duties as assigned.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of a public works, building, construction, maintenance and facilities program

Principles of electricity, energy conservation practices and measures that would apply to commercial, industrial, residential and public customers; principles of heat and heat transfer; general industrial processes involving heating, cooling and process heat; construction and building lighting and HVAC systems; alternative energy sources

Relevant Federal, State and local rules, regulations and codes related to energy consumption and conservation
Utility economics; analytical techniques used in economic analysis; energy auditing and management and energy equipment, products and services
Safety procedures, terminology, equipment and supplies applicable to installation, maintenance and repair operations
Automated facility management systems and supporting equipment; building operating principles
Working knowledge of California Community College and State capital planning standards and requirements

Ability to:

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.
Assess operating conditions, efficiency, and applicable standards relative to building and infrastructure systems, tools, vehicles and equipment.
Work cooperatively as part of a customer service team.
Read and comprehend complex instructions, blueprints and directions.
Attain required professional certifications, workshops, seminars and conferences.
Utilize independent judgment to perform technical and analytical studies of energy usage and electrical demand.
Conduct energy audits; interpret and apply regulations and standards related to energy conservation measures.
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
Provide leadership based on ethics and principles as they relate to facilities functions and operations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education/Training

Education equivalent to a Bachelor's Degree with major course work in Mechanical or Electrical Engineering, Computer Science, Energy Management, Architecture, or Business, or closely related field, from an accredited college or university.

Required Experience

Three years of progressively responsible experience in the area of energy audit or energy management program development and administration experience, with an experience working with commercial/industrial/ educational customers or equivalent energy use analysis experience preferred.

Desired Qualifications

1. California registered Architect or Engineer; Leadership in Energy and Environmental Design (LEED) certification preferred; Certified Energy Manager (CEM); Certified Measurement & Verification Professional (CMVP)

2. Experience in the California Community College facilities with responsibility for sustainability planning and/or energy efficiency, with demonstrated communication and consensus building in participatory governance environment.

License Requirement

Possession of a valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed in both indoor and outdoor environments and may be exposed to occasional hazards of constructions sites and extreme weather conditions. Travel between sites is required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 lbs.; 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 and may be exposed to moderate noise levels at construction sites.

Board Approved: August 10, 2017
Range: 14

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: Amalia Perez, Director, Human Resources
Dr. Wei Zhou, President, CHC
Diana Rodriguez, President, SBVC

DATE: August 10, 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.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

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

Non Instructional Pay					
Crafton Hills College					
August 10, 2017					
Academic Year 2016-2017					
Name	Project	Start Date	End Date	Hours/ Not to Exceed	Funding Source
Langenfeld, Elizabeth	English as a Second Language (ESL) Research & ESL Curriculum Development	5/29/2017*	6/30/2017	50	Basic Skills Categorical Funding
McConnell, Mark	Serve on hiring committees outside of school year	5/31/2017*	6/30/2017	25	Instruction General Fund

Crafton Hills College					
August 10, 2017					
Academic Year 2017-2018					
Name	Project	Start Date	End Date	Hours/ Not to Exceed	Funding Source
Alder, Mike	Outreach for Career and Technical Education Programs	7/1/2017*	6/30/2018	100	CTE Transitions Grant and RAMP-UP Grant
Allen, Denise	Develop ROP articulation agreements	7/1/2017*	6/30/2018	12	CTE Transitions Grant and RAMP-UP Grant
Allen, Denise	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
Anderson, Jonathan	Leading From the Middle Training; training leaders in methods of inquiry and the use of data to inform improvements and the application of planning and design strategies to promote the coordination of system-wide initiatives; developing leadership capacity for the implementation of specific approaches for advancing student success.	8/14/2017	12/21/2017	20	Counseling General Fund

Andrews, Breanna	Develop ROP articulation agreements	7/1/2017*	6/30/2018	12	CTE Transitions Grant and RAMP-UP Grant
Avery, George	Outreach for Career and Technical Education Programs and coordinate Wildland Forest Program	7/1/2017*	6/30/2018	200	CTE Transitions Grant and RAMP-UP Grant
Bailes, Brandi	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Bailes, Brandi	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
Bartlett, Ryan	Leading From the Middle Training; training leaders in methods of inquiry and the use of data to inform improvements and the application of planning and design strategies to promote the coordination of system-wide initiatives; developing leadership capacity for the implementation of specific approaches for advancing student success.	8/14/2017	12/21/2017	20	Counseling General Fund
Begley, David	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Bell, Eva	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling	8/14/2017	12/22/2017	10	Student Success & Support Program (SSSP) and Equity Funds
Brink, T. L.	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
Bullock, Scott	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Burke, Jeff	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity

Cervantez, Jeffrey	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
Chairez, Octavio	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Crews, Carly	Outreach for Career and Technical Education Programs	7/1/2017*	6/30/2018	100	CTE Transition Grant, Enhancement Grant, RAMP-UP Grant, and Perkins Fund
Crise, Robert	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Crow, Kathy	Coordinate Cadet Medic Program	7/1/2017*	6/30/2018	100	CTE Transitions Grant and RAMP-UP Grant
Crow, Kathy	Outreach for Career and Technical Education Programs, develop ROP articulation agreements, program development for Public Safety Boot Camp	7/1/2017*	6/30/2018	100	CTE RAMP-UP Grant
Davis, Anthony Sean	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling	8/14/2017	12/22/17	297	Student Success & Support Program (SSSP) and Equity Funds
De Boer, Frank	Develop ROP articulation agreements, outreach for Career and Technical Education Programs, coordinate Redlands Emergency Services Academy	7/1/2017*	6/30/2018	150	CTE Transitions Grant, Enhancement Grant, RAMP-UP Grant, and Perkins Fund
De la Pena, Susana	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
Dinu, Razvan	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity

Durban, Mark	Outreach for Career and Technical Education Programs	7/1/2017*	6/30/2018	100	CTE Transitions Grant, Enhancement Grant, RAMP-UP Grant and Perkins Fund
Franklin, Kimberly	Adjunct Librarian, backfill for unfilled Library Coordinator position.	8/14/2017	12/22/2017	342	Library General Fund
Gairson, Phillip	Outreach for Career and Technical Education Programs	7/1/2017*	6/30/2018	100	CTE Transitions Grant, Enhancement Grant, and RAMP-UP Grant
Garcia, Maria	Adjunct Nurse, Health and Wellness	8/16/2017*	12/31/2017	422	Student Health Services General Fund
Gardner, Gerry	Outreach for Career and Technical Education Programs	7/1/2017*	6/30/2018	100	CTE Transitions Grant, Enhancement Grant, and RAMP-UP Grant
Gibson, Kathleen	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Green, Laurie	Outreach for Career and Technical Education Programs	7/1/2017*	6/30/2018	100	CTE Transitions Grant, Enhancement Grant, and RAMP-UP Grant
Grigsby, Michael	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Gutierrez, Juan	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Hamlet, Ryan	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Hanley, Jodi	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Hanley, Jodi	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
Hidalgo, Joshua	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity

Jacinto, Christopher	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Juan, Shirley	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Lastra, Ulises	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Ledoux, Janine	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
Leon, Ralph	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Loera, Anthony	Outreach for Career and Technical Education Programs and coordinate Wildland Forest Program	7/1/2017*	6/30/2018	100	CTE Transitions Grant, Enhancement Grant, RAMP-UP Grant, and Perkins Fund
Lowe, Lynn	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
McConnell, Mark	To serve on hiring committees outside of school year.	7/1/2017*	8/10/2017	25	Instruction General Fund
McConnell, Mark	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
McCool, Karol	Adjunct Librarian, backfill for unfilled Library Coordinator position.	7/12/2017*	12/22/2017	437	Library General Fund
McCoy, Danielle	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
McKee, Julie	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds

McLaren, Meridyth	Develop ROP articulation agreements	7/1/2017*	6/30/2018	12	CTE Transitions Grant and RAMP-UP Grant
Menchaca, Patricia	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
Menchaca, Patricia	Overload assignment for Academic Senate Vice President	8/14/2017	12/15/2017	126	Academic Senate General Fund
Moruzzi, Ryan	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Myers-Hyatt, Diana	Adjunct Librarian, backfill for unfilled Library Coordinator position.	8/14/2017	12/22/2017	342	Library General Fund
Nguyen, Kevin	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Nimri, David	Develop new Computer Information System curriculum related to cloud and security	8/14/2017	6/30/2018	41	Perkins Fund
Pennington, Anne	Adjunct Librarian, backfill for unfilled Library Coordinator position.	8/14/2017	12/22/2017	342	Library General Fund
Piamonte, Rennard	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Pierce, Leah	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Punsalan, Kevin	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Quach, Patricia	Leading From the Middle Training; training leaders in methods of inquiry and the use of data to inform improvements and the application of planning and design strategies to promote the coordination of system-wide initiatives; developing leadership capacity for the implementation of specific approaches for advancing student success.	8/14/2017	12/21/2017	20	Counseling General Fund

Rabago, Ralph	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
Ramirez, Robert	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Ramirez, Steve	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Raney, Bret	Outreach for Career and Technical Education Programs	7/1/2017*	6/30/2018	100	CTE Transitions Grant, Enhancement Grant, and RAMP-UP Grant
Reid, Shirley	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Rippy, Scott	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Rippy, Scott	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
Roche, Joshua	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Sadiq, Fahima	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Sandez, Ann	Outreach for Career and Technical Education Programs	7/1/2017*	6/30/2018	100	CTE Transitions Grant, Enhancement Grant, RAMP-UP Grant, and Perkins Fund
Seager, Elena	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Serrano, Thomas	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds

Shum, Cynthia	International Adjunct Counselor	8/14/2017	12/22/2017	422	Counseling General Fund
Smith, Debra	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Smith, Jeff	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Sullivan, Dan	Develop ROP articulation agreements, outreach for Career and Technical Education Programs, and coordinate Redlands Emergency Services Academy	7/1/2017*	6/30/2018	150	CTE Transitions Grant and RAMP-UP Grant
Thomas, Genola	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling	8/14/2017	12/22/2017	297	Student Success & Support Program (SSSP) and Equity Funds
Truong, Sam	Develop ROP articulation agreements	7/1/2017*	6/30/2018	12	CTE Transitions Grant and RAMP-UP Grant
Truong, Sam	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
Van Nguyen, Thu	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity
Ward, Amanda	Outreach for Career and Technical Education Programs	7/1/2017*	6/30/2018	100	CTE Transitions Grant, Enhancement Grant, and RAMP-UP Grant
Wilson, Chante	Coordinate Cadet Medic Program	7/1/2017*	6/30/2018	100	CTE Transitions Grant and RAMP-UP Grant
Wilson, Chante	Develop ROP articulation agreements, outreach for Career and Technical Education Programs, and program development for Public Safety Boot Camp	7/1/2017*	6/30/2018	100	CTE RAMP-UP Grant
Wilson, Sherri	California Acceleration Project High Impact Design Principles Retreat, Mathematics	8/4/2017*	8/4/2017	8	Student Equity

Wilson, Sherri	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds
Woodcock, Alexandra	Adjunct Librarian, backfill for unfilled Library Coordinator position.	8/14/2017	12/22/2017	342	Library General Fund
Yau, Margaret	Develop ROP articulation agreements	7/1/2017*	6/30/2018	12	CTE Transitions Grant and RAMP-UP Grant
Yau, Margaret	Pathways/Basic Skills, Student Success and Equity Integration Training	8/14/2017	12/22/2017	8	Student Success & Support Program (SSSP) and Equity Funds

Non Instructional Pay					
Valley College					
August 10, 2017					
Name	Project	Start Date	End Date	Hours/ Not to Exceed	Funding Source
Beuche, William	Will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project.	08/14/2017	12/14/2017	36	Student Equity Funds
Buffong, Keynasia	Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP), Adjunct Counselor will conduct training workshops and classes that serve foster youth.	09/13/2017	04/18/2018	56	Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) Categorical Fund
Contreras, Monica	Counseling Department, Adjunct Counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services.	08/14/2017	12/31/2017	422	Student Success and Support Program (SSSP) Categorical Fund
Copeland, Mary	Will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project.	08/14/2017	12/14/2017	36	Student Equity Funds
Ferri-Milligan, Paula	To provide coordination of Learning Communities and Supplemental	08/11/2017	12/15/2017	119	Basic Skills Funds

	Instruction Programs associated with the Learning Compass Program. Includes coordinating student Supplemental Instruction Leaders, recruitment of faculty and collection of associated recordkeeping and planning documents.				
Gifford, Mercedes	Library and Learning Support Services, Adjunct Reference Librarian, Backfill for Dr. Celia Huston	08/14/2017	06/30/2018	400	Instruction General Fund
Hassanzadah, Ali	Will assist in the Student Success Center with evening and weekend coverage	08/14/2017	06/30/2018	422 per semester	Instruction General Fund
Heibel, Todd	To support the Geographic Information System (GIS) program, will develop non-credit curriculum to market the program and arrange promotional events.	4/14/2017*	06/30/2017	15	Perkins Grant Funds
Kelly, Matthew	Library and Learning Support Services, Adjunct Reference Librarian, Backfill for Dr. Celia Huston	08/14/2017	06/30/2018	400	Instruction General Fund
Lee, Dirkson	Will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project.	08/14/2017	12/14/2017	234	Student Equity Funds
Loh-Myers, Susan	Will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project.	08/14/2017	12/14/2017	36	Student Equity Funds
Marrs, Tracy	Will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project.	08/14/2017	12/14/2017	162	Student Equity Funds
Murtada, Samira	Will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project.	08/14/2017	12/14/2017	26	Student Equity Funds
Notarangelo, Maria	Will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project.	08/14/2017	12/14/2017	180	Student Equity Funds

Preston, Tammy	Counseling Department, Adjunct Counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services.	08/14/2017	12/31/2017	422	Student Success and Support Programs (SSSP) Categorical Fund
Seraj, Robyn	Will work for the Pharmacy Technology program to do outreach, write reports and continue aligning the program with accreditation standards.	*8/01/2017	06/30/2018	253	Perkins Grant Funds
Silva, Steven	Counseling Department, Adjunct Counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services.	08/14/2017	12/22/2017	422	Student Success and Support Program (SSSP) Categorical Fund
Voisard, Steven	Library and Learning Support Services, Adjunct Reference Librarian	08/14/2017	06/30/2018	400	Instruction General Fund
Wardell, Matt	Will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project.	08/14/2017	12/14/2017	36	Student Equity Funds
Wilson, Nancy	Will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project.	08/14/2017	12/14/2017	72	Student Equity Funds
Zuick, Nhan	Will assist in the Student Success Center with evening and weekend coverage.	8/14/2017	6/30/2018	108 per semester	Instruction General Funds

Non Instructional Pay					
District					
August 10, 2017					
Name	Project	Start Date	End Date	Hours/ Not to Exceed	Funding Source
George Avery	Coordinate Wildland Fire Program and Instructor Service Agreement	7/1/2017*	12/30/2017	240	Industry Driven Regional Collaborative #2 Grant

Celia Huston	HR Hiring Committee	6/22/17*	6/30/2017	3	Human Resources General Fund
Dirkson Lee	HR Hiring Committee	6/20/17*	7/6/2017	20	Human Resources General Fund

*Necessary paperwork not completed timely

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: Amalia Perez, Director, Human Resources

DATE: August 10, 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.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-18 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**Professional Expert Hourly Employees****August 10, 2017**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Debra Pirrello	Respiratory Care	CHC	Respiratory Care Clinical	8/11/17	12/31/17	\$40.00
Roger Seheult	Respiratory Care	CHC	Medical Director	8/14/17	12/31/17	\$3,000.00 / Semester
Cherie Nelson	Tutoring Center	CHC	Tutor I	7/1/17*	12/22/17	\$10.50
Jonathan Langley	Tutoring Center	CHC	Tutor II	8/11/17	12/22/17	\$12.00
Jonathan Brinkerhoff	Tutoring Center	CHC	Tutor III	8/11/17	12/22/17	\$14.00
Jordan Montejano	Tutoring Center	CHC	Tutor III	8/11/17	12/22/17	\$14.00
Johnalynn Holland	KVCR	DIST	Editor	8/14/17	12/30/17	\$30.00
Clarence Fulgham	Applied Technology, Transportation & Culinary Arts Division/Auto	SBVC	Program Assistant	8/14/17	12/22/17	\$20.00
Kathy Wessels	Art	SBVC	Special Events Planner	8/14/17	12/22/17	\$25.00
Albert Huntoon	Art	SBVC	Tutor II	8/14/17	12/22/17	\$12.00
Amanda Crabtree	DSP&S	SBVC	Interpreting / Transliterating Level IV	8/11/17	12/31/17	\$15.00
Angelia Carrera	DSP&S	SBVC	Interpreting / Transliterating Level IV	8/11/17	12/31/17	\$15.00
Kristyn Lesovsky	DSP&S	SBVC	Interpreting / Transliterating Level IV	8/11/17	12/31/17	\$15.00
Nathaniel Zappia	DSP&S	SBVC	Interpreting / Transliterating Level IV	8/11/17	12/31/17	\$15.00
Renee Colquette	DSP&S	SBVC	Interpreting / Transliterating Level IV	8/11/17	12/31/17	\$15.00
Armando Valencia	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Ashley Franklin	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Benjamin Dunmire	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Darlene Ochoa	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Eric Matthews	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Ezra Hunt	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Jamil Hadad	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00

Jorge Rivera	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Luis Avalos	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Mahdi Bagheri	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Marvin Martinez	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Mary Margaret Brewer	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Michelle Estrada	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Michelle Smith	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Mirel Safar	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Parisa Daneshvar	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Peter Hannalla	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Sandra Chavez	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Steve Hanson	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Thomas Montanez	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Valiant Phipps	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Vanessa Mendoza Llamas	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Wageha Rabie	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Xavier Ruiz	Instruction / SI	SBVC	Tutor II	8/14/17	12/31/17	\$12.00
Charles Kinzel	Mathematics, Business, & Computer Technology	SBVC	Tutor I	8/11/17	12/31/17	\$10.50
Shaunna Poulin	Mathematics, Business, & Computer Technology	SBVC	Tutor II	8/11/17	12/31/17	\$12.00
James Blankenship	Police Academies / Criminal Justice	SBVC	Facilitator / Evaluator / Safety Facilitator	8/11/17	12/31/17	\$35.00 / \$105.00 (per scenario) / \$25.00
Stacy Schor	Public Relations & Marketing	SBVC	Staff Writer / Photographer	8/11/17	12/31/17	\$18.00
Joe Moreno	RTVF, Arts & Humanities	SBVC	RTVF Intern I	8/14/17	12/31/17	\$11.00
Michael Contreras	RTVF, Arts & Humanities	SBVC	RTVF Intern I	8/14/17	12/31/17	\$11.00
Kelly Ballon	RTVF, Arts & Humanities	SBVC	RTVF Intern II	8/14/17	12/31/17	\$12.00
Keovichida Tan	Student Success Center	SBVC	Tutor II	8/11/17	12/31/17	\$12.00
Maria Diaz	Student Success Center	SBVC	Tutor II	8/11/17	12/31/17	\$12.00

Conner Ebarb	Student Success Center / Mathematics	SBVC	Tutor I	8/11/17	12/31/17	\$10.50
David Hempstead	Student Success Center / Mathematics	SBVC	Tutor I	8/11/17	12/31/17	\$10.50
Gustavo Acosta	Student Success Center / Mathematics	SBVC	Tutor I	8/11/17	12/31/17	\$10.50
Jorge Santarosa	Student Success Center / Mathematics	SBVC	Tutor I	8/11/17	12/31/17	\$10.50
Joseph Arreola	Student Success Center / Mathematics	SBVC	Tutor I	8/11/17	12/31/17	\$10.50
Mayra Moya	Student Success Center / Mathematics	SBVC	Tutor I	8/11/17	12/31/17	\$10.50
Mayra Ocegueda Salazar	Student Success Center / Mathematics	SBVC	Tutor I	8/11/17	12/31/17	\$10.50
Minh Huynh	Student Success Center / Mathematics	SBVC	Tutor I	8/11/17	12/31/17	\$10.50
Salvador Rodriguez	Student Success Center / Mathematics	SBVC	Tutor I	8/11/17	12/31/17	\$10.50
Benjamin Seavers	Student Success Center / Mathematics	SBVC	Tutor II	8/11/17	12/31/17	\$12.00
Daniel Perez	Student Success Center / Mathematics	SBVC	Tutor II	8/11/17	12/31/17	\$12.00
Giselle Sanchez	Student Success Center / Mathematics	SBVC	Tutor II	8/11/17	12/31/17	\$12.00
Hector De La Cruz	Student Success Center / Mathematics	SBVC	Tutor II	8/11/17	12/31/17	\$12.00
Hun Sok Kim	Student Success Center / Mathematics	SBVC	Tutor II	8/11/17	12/31/17	\$12.00
Sopheha Oeng	Student Success Center / Mathematics	SBVC	Tutor II	8/11/17	12/31/17	\$12.00
Jennifer Hatcher	Tutoring Center	CHC	Tutor III	7/1/17*	12/22/17	\$14.00

Rebecca Knapp	Tutoring Center	CHC	Tutor III	7/1/17*	12/22/17	\$14.00
Eric Mejia	EDCT	DIST	Program Assistant	7/14/17*	12/31/17	\$40.00
James Tillman	EDCT	DIST	Special Events Planner	7/14/17*	12/31/17	\$30.00
Abraham Vasquez	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$20.00
Berchman Melancon	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$46.85
Biju Variyam	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$50.00
Carlos Gonzalez	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$40.00 / \$50.00
Carolyn Ortman	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$50.00
Daniel Gipson	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$50.00
Dennis Boylin	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$50.00
Devin Loureiro	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$20.00
Frank Ortiz	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$50.00
Gary Drylie	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$75.00
Jayce Dwight Groves	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$20.00
Jeffrey Harris	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$50.00
Jonie Kipling	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$40.00 / \$50.00
Joseph Barros	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$50.00

Lilieth Rico	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$20.00
Linda Braatz-Brown	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$40.00 / \$50.00
Maria McCutcheon	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$50.00
Mario Campa	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$75.00
Mary Walls	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$40.00 / \$50.00
Marybeth Arnold	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$50.00
Robert Moreno Jr	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$30.00 / \$50.00
Roger Burgraff	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$75.00
Romeo Lampa	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$50.00
Rosina Ehrlich	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$50.00
Servando Gereau	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$75.00
William Napoli	EDCT	DIST	Workforce Development/ PDC Trainer	7/14/17*	12/31/17	\$70.00
Stacy Jones	EDCT	DIST	Workforce Development/ PDC Trainer/ Program Assistant	7/14/17*	12/31/17	\$25.00 / \$30.00
Blake Barrie	KVCR	DIST	Content Specialist	7/17/17*	12/31/17	\$40.00
Nicholas R Harris	KVCR	DIST	Program Assistant	7/17/17*	12/31/17	\$35.00
Nicole Robledo	KVCR	DIST	Content Specialist	7/17/17*	12/31/17	\$15.00
Amanda Rodriguez	KVCR (FNX)	DIST	Content Specialist	7/17/17*	12/30/17	\$21.00

Jose Michael Cruz	Applied Technology, Transportation & Culinary Arts Division/ Electricity Electronics	SBVC	Tutor II	7/17/17*	12/22/17	\$12.00
Dorothy Fierro	Nursing	SBVC	Program Assistant	7/14/17*	12/31/17	\$25.00

Short-Term Hourly						
August 10, 2017						
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Damien Cabrales	Marketing	CHC	Project Assistant III	8/14/17	12/31/17	\$14.00
Adrian Orozco	Applied Technology Division	SBVC	Project Assistant II	8/14/17	12/22/17	\$12.00
Gustavo Baca	Applied Technology Division	SBVC	Project Assistant II	8/14/17	12/22/17	\$12.00
Hunter Hale	Applied Technology Division	SBVC	Project Assistant II	8/14/17	12/22/17	\$12.00
Kenia Cruz	Art	SBVC	Model (undraped)	9/11/17	12/22/17	\$16.00
Nicholas Baker	Art	SBVC	Model (undraped)	9/11/17	12/22/17	\$16.00
Rose Neuharth	Art	SBVC	Model (undraped)	9/11/17	12/22/17	\$16.00
Stephanie Renteria	Art	SBVC	Model (undraped)	9/11/17	12/22/17	\$16.00
Charles Kinzel	Research & Planning	SBVC	Project Assistant I	8/15/17	12/31/17	\$10.50
Jason Mathew	Financial Aid	CHC	Project Assistant I	7/1/17*	8/18/17	\$10.50
Nicholas Hutchinson	Financial Aid	CHC	Project Assistant I	7/1/17*	8/18/17	\$10.50
*Not processed timely						

Substitute Employees							
August 10, 2017							
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate	Justification
Gilda Cardenas	Child Development Center	CHC	Child Development Assistant	8/1/17	9/29/17	\$13.75	New: On call for Sick/Vac Coverage
Paula J. Book	Child Development Center	CHC	Child Development Assistant	8/1/17	9/29/17	\$13.75	Ext: On call for Sick/Vac Coverage

Farrah Appleby	Office Of Instruction	CHC	Administrative Secretary	6/5/17	6/30/17	\$20.32	New: Coverage for vacancy in recruitment
Farrah Appleby	Office Of Instruction	CHC	Administrative Secretary	7/1/17	9/1/17	\$20.93	New: Coverage for vacancy in recruitment
Diana Pineda	OIERP	CHC	Research Assistant	8/7/17	10/7/17	\$25.39	Ext: Vacancy in recruitment
Gerard De Leon	Distance Education	DIST	System Administrator	7/1/17	9/1/17	\$25.76	New: Coverage for vacancy in recruitment
Tiffany Aguilar	Human Resources	DIST	Human Resources Generalist	6/12/17	7/13/17	\$28.13	New: vacancy in active recruitment
Donald Miller	KVCR	DIST	Broadcast Operator	7/1/17	9/1/17	\$20.82	New: Coverage for vacancy in recruitment
Joseph Shaff	KVCR	DIST	Broadcast Operator	7/1/17	9/1/17	\$20.82	New: Coverage for vacancy in recruitment
Daniel Sanchez	Fiscal	DIST	Account Clerk II	7/15/17	9/13/17	\$17.61	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Katherine Fonseca	Admissions & Records	SBVC	Admissions and Records Technician	6/3/17	6/30/17	\$17.97	Ext: On call for Sick/Vac Coverage
Nia Bowens	Admissions & Records	SBVC	Secretary I	7/5/17	9/5/17	\$17.20	New: vacancy in active recruitment/sick/vacation coverage.
Maureen Ryan	Athletics	SBVC	Secretary I	6/6/17	6/30/17	\$16.69	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Maureen Ryan	Athletics	SBVC	Secretary I	7/1/17	8/29/17	\$17.20	Extension: On Call vacancy in active recruitment/sick/vacation coverage.

Sandra Robles	Chemistry	SBVC	Lab Tech	6/19/17	6/29/17	\$21.13	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Sandra Robles	Chemistry	SBVC	Lab Tech	7/3/17	8/31/17	\$22.13	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Brianna Schnaubelt	Child Development Center	SBVC	CDC Teacher	7/1/17	8/29/17	\$19.79	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Ida Newman	Child Development Center	SBVC	Child Development Assistant	7/1/17	8/29/17	\$13.75	Ext: On Call for sick/vacation coverage.
Lavonne Miller	Child Development Center	SBVC	Child Development Assistant	7/1/17	8/29/17	\$13.75	New: On call for Sick/Vac Coverage
Martha Morales	Child Development Center	SBVC	Child Development Assistant	7/1/17	8/29/17	\$13.75	Ext: On Call for sick/vacation coverage.
Mary Scott	Child Development Center	SBVC	Child Development Assistant	8/1/17	9/29/17	\$13.75	Ext: On call for Sick/Vac Coverage
Mary Scott	Child Development Center	SBVC	Child Development Teacher	8/1/17	9/29/17	\$19.79	Ext: On call for Sick/Vac Coverage
Neveen Shehata	Child Development Center	SBVC	Child Development Assistant	5/10/17	6/30/17	\$13.35	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Rebecca Reynolds	Child Development Center	SBVC	Child Development Teacher	7/1/17	8/29/17	\$19.79	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Rebecka Carlin	Child Development Center	SBVC	Child Development Teacher	7/1/17	8/29/17	\$19.80	Extension: On Call for sick/vacation coverage.

Yesenia Arrellano	Child Development Center	SBVC	Child Development Assistant	7/1/17	8/29/17	\$13.75	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Christina Raney	Financial Aid	SBVC	Clerical Assistant II	7/1/17	9/1/17	\$15.56	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Andrew Gebara	Office of Student Life	SBVC	Secretary II	7/1/17	8/31/17	\$18.97	Ext: On call for Sick/Vac Coverage

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: Amalia Perez, Director, Human Resources
DATE: August 10, 2017
SUBJECT: Consideration of Approval of Salary Advancement for Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary advancement for the employee on the attached list.

OVERVIEW

The employee on the attached list is submitted for approval.

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

Salary Advancement for Academic Employee

August 10, 2017

Name	Department	Site	Position	From Step Column	To Step Column	Amount	Days of Service	Start Date
Jamie Herrera	Counseling	SBVC	Counselor	E/6	F/6	\$76,220	200	7/1/17

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

DATE: August 10, 2017

SUBJECT: Consideration of Approval of Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve stipends for the 2016-2017 and 2017-2018 academic years.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

Stipends for Coaches are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, Appendix A-3. Stipends for Faculty Chairs are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, Appendix A-4. Stipends for Coordinators are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, MOU dated April 14, 2017.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2016-2017 and 2017-2018 budgets

Faculty Coordinators		
Crafton Hills College		
August 10, 2017		
NAME	DEPARTMENT	STIPEND
Huynh, Melissa	Radiologic Technology Program	\$4,000 total for 10 months
Rivera, Ernesto	STEM Transfer Coordinator	\$1,200 total for 3 months

Faculty Coordinators		
San Bernardino Valley College		
August 10, 2017		
NAME	DEPARTMENT	STIPEND
Yancie Carter	Counseling	\$4,800 total for 12 months
Rania Hamdy	Professional Development	\$4,000 total for 10 months

Assistant Coaches – Fall 2017		
San Bernardino Valley College		
August 10, 2017		
NAME	DEPARTMENT	STIPEND
Berry, Lonnie	Football	\$5,000
Carter, Devon	Football	\$5,000
Escobar, Joshua	Men's Soccer	\$5,000
Finley, Andrea	Volleyball	\$5,000
Hosea, Willie	Football	\$5,000

Faculty Chairs – Fall 2017		
San Bernardino Valley College		
August 10, 2017		
NAME	DEPARTMENT	STIPEND
Vasquez, Tatiana	Biology/Pharmacy Technology	\$7,000

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: Amalia Perez, Director, Human Resources

DATE: August 10, 2017

SUBJECT: Consideration of Approval of Temporary Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the temporary academic appointment of the employees listed below.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

It is essential that each position be filled on a temporary basis while the recruitment process for a permanent replacement is being conducted.

INSTITUTIONAL VALUES

I. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

Approval of Temporary Academic Employees

August 10, 2017

Name	Department	Site	Position	Start Date	End Date	Range/ Step	Amount	Fund	Live Scan Clearance
Yecica Bernardo	Counseling	SBVC	Counselor	8/14/2017	12/31/17	D/2	\$30,845 100 days of service	Student Services and Support Programs	9/21/15
Monica Contreras	Counseling	SBVC	Counselor	8/14/2017	12/31/17	D/2	\$30,845 100 days of service	Student Services and Support Programs	8/21/15
Earline Glover	Counseling	SBVC	Counselor	8/14/2017	12/31/17	E/4	\$34,777 100 days of service	Student Services and Support Programs	4/6/15
Monique Hill	Counseling	SBVC	Counselor	8/14/2017	12/31/17	D/1	\$29,631 100 days of service	Student Services and Support Programs	9/26/16
Nicole Mendoza	Counseling	SBVC	Counselor	8/14/2017	12/31/17	E/1	\$31,140 100 days of service	Student Services and Support Programs	8/22/16
Samantha Stephens	Counseling	SBVC	Counselor	8/14/2017	12/31/17	F/1	\$32,646 100 days of service	Student Services and Support Programs	9/28/16
Christopher Olivera	Biology	CHC	Instructor	8/14/2017	6/30/17	TBD	TBD	Instructional Fund	8/10/16

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: August 10, 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.

INSTITUTIONAL VALUES

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 8/10/2017

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Consultants</i>			
Fisher, Pamila	(15491) Consulting regarding organizational and leadership issues affecting SBCCD Term: 7/10/2017 - 6/30/2018 Funding Source: General Funds	Chancellor/SBCCD	\$14,000.00

SubTotal for Consultants: 1

Legal

Best Best & Krieger LLP Attorney at Law	(14977) Legal and investigative services for solar project at District; this is to approve an increase in time of one year and additional projects for an additional cost of \$10,000 Term: 4/17/2017 - 6/30/2018 Funding Source: General Funds	Facilities Planning/SBCCD	\$15,000.00
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SubTotal for Legal: 1

Legal - Investigations

Van Dermyden Maddux Law Corporation	(15442) Legal investigative services regarding submitted complaints Term: 5/5/2017 - 6/30/2017 Funding Source: General Funds	Chancellor/SBCCD	\$13,000.00
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SubTotal for Legal - Investigations: 1

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Firm</i>			
<i>Professional Services</i>			
Counseling Team International, The	(15526) Provide personnel psychological assessments for the Human Resources Department on an as needed basis; \$300.00 per assessment Term: 7/1/2016 - 6/30/2018 Funding Source: General Funds	Human Resources/SBCCD	\$20,000.00
Daub, Shelley, MA, LCSW	(15505) Provide assistance in crisis intervention and short term psychotherapy Term: 8/14/2017 - 6/30/2018 Funding Source: Student Health Fee	Health Center/SBVC	\$21,000.00
Fox, Roger E. MD DBA Fox Occupational Medical Center	(15322) Medical services for employment physicals, employee injury claims and required employee vaccination and testing; this is to approve the corrected two year contract value Term: 7/1/2017 - 6/30/2019 Funding Source: General Funds	Human Resources/SBCCD	\$12,000.00
<i>SubTotal for Professional Services: 3</i>			
<i>Grand Total Contracts for Board Date 8/10/2017: 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: August 10, 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 176023 - 180761 are attached for approval, except those approved through the contract agenda items. Purchase Orders are detailed by number, vendor, purpose, and amount.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2016/2017 & 2017/2018 budgets.

PO#	Vendor Name	Purchase Order Description	Amount
180330	SBVC BOOKSTORE	Classroom Textbooks	15,000.00
180635	PEARSON EDUCATION	Classroom Textbooks	623.33
180636	US BANK CORPORATE PMT SYSTEMS	Classroom Textbooks	196.24
176025	WORCESTER POLYTECHNIC	Conference	3,000.00
176027	US BANK CORPORATE PMT SYSTEMS	Conference	1,141.18
176028	US BANK CORPORATE PMT SYSTEMS	Conference	200
176030	AGAH, HUSSAIN	Conference	65
176031	SMITH, JAMES E.	Conference	915.94
176036	US BANK CORPORATE PMT SYSTEMS	Conference	851.15
176037	US BANK CORPORATE PMT SYSTEMS	Conference	851.15
176038	RODRIGUEZ, DIANA	Conference	27.07
176039	BENSON, LORI	Conference	200
176112	HALLEX, ALICIA	Conference	142
176113	BURTON, CHARLES	Conference	98
180007	WISEGARVER, LILLIAN	Conference	1,900.00
180010	GEORGE, KENNETH	Conference	944
180122	US BANK CORPORATE PMT SYSTEMS	Conference	1,519.00
180123	RODRIGUEZ, DIANA	Conference	243.27
180124	BRATULIN, PAUL	Conference	243.27
180125	US BANK CORPORATE PMT SYSTEMS	Conference	1,519.00
180126	US BANK CORPORATE PMT SYSTEMS	Conference	1,519.00
180127	SMITH, JAMES E.	Conference	243.27
180128	WILKINS, JANICE	Conference	955
180129	HUSTON, CELIA	Conference	361.76
180130	BURNHAM, LORRIE	Conference	361.76
180131	RUFFALO NOEL LEVITZ	Conference	695
180132	HUERTA, CINDY	Conference	1,336.00
180185	EXTRON ELECTRONICS	Conference	198
180186	NEWTON, KELLY	Conference	944
180191	DIAL, TROY LYNN	Conference	944
180192	HOLBROOK, JAMES	Conference	944
180193	ANDERSON, JONATHAN	Conference	850
180194	GREEN, LAURIE	Conference	944
180195	MONTEIL, LILIANA	Conference	850
180201	POWERS, YVONNE	Conference	2,000.00
180203	P A P A	Conference	400
180204	DE LA PENA, SUSANA	Conference	850
180205	RAMOS, SEFFERINO	Conference	850
180206	WILSON, SHERRI	Conference	850
180207	BAILES, BRANDI	Conference	850
180208	LEON, RALPH	Conference	850
180209	COUNCIL FOR ADVANCEMENT AND	Conference	3,060.00
180210	JACINTO, CHRISTOPHER	Conference	850
180211	HAMLETT, RYAN	Conference	850
180212	HANLEY, JODI	Conference	850

180215 PIERCE, LEAH	Conference	850
180216 CHILDERS, KAREN	Conference	424
180217 US BANK CORPORATE PMT SYSTEMS	Conference	750
180218 PANG, SONJA	Conference	1,174.00
180219 VALENCIA, SAMANTHA	Conference	1,174.00
180223 BIRKFELD, KEITH	Conference	2,500.00
180224 US BANK CORPORATE PMT SYSTEMS	Conference	2,500.00
180228 US BANK CORPORATE PMT SYSTEMS	Conference	2,050.00
180229 BABER, CORRINA	Conference	769.53
180230 YARBROUGH, KAY DEE	Conference	769.53
180231 SMITH, JAMES E.	Conference	580
180232 WEISS, KAY	Conference	580
180239 COMMUNITY COLLEGE LEAGUE	Conference	685
180240 ZHOU, WEI	Conference	1,504.00
180268 ADAMIAK, ANN	Conference	250
180270 KLEIN, ANN	Conference	749
180271 BURNS-PETER, DAVENA	Conference	750
180273 US BANK CORPORATE PMT SYSTEMS	Conference	3,701.35
180274 SMITH, JAMES E.	Conference	27.07
180275 AMERICAN ASSOCIATION OF	Conference	1,000.00
180276 HISPANIC ASSOCIATION	Conference	603
180277 RODRIGUEZ, DIANA	Conference	238
180279 US BANK CORPORATE PMT SYSTEMS	Conference	1,552.00
180280 HISPANIC ASSOCIATION	Conference	10,833.20
180281 SIFUETES, UVALDO	Conference	538.67
180282 FLAA, JONATHAN	Conference	128
180287 RODRIGUEZ, JUDY	Conference	300
180289 HILTON PORTLAND & EXECUTIVE	Conference	839.38
180290 HILTON PORTLAND & EXECUTIVE	Conference	839.38
180291 PASILLAS, KAROL	Conference	300
180292 BABER, CORRINA	Conference	300
180294 YARBROUGH, KAY DEE	Conference	500
180295 BELL, EVA	Conference	50
180296 ORTA, REBECCA	Conference	50
180298 ZHOU, WEI	Conference	984
180299 ZHOU, WEI	Conference	240
180301 ZHOU, WEI	Conference	265
180302 COMMUNITY COLLEGE LEAGUE	Conference	685
180303 US BANK CORPORATE PMT SYSTEMS	Conference	1,256.96
180304 RODRIGUEZ, DIANA	Conference	20
180306 JOHNSON, HEATHER	Conference	2,378.00
180307 EVERGREEN STATE COLLEGE, THE	Conference	11,000.00
180308 US BANK CORPORATE PMT SYSTEMS	Conference	302
180309 US BANK CORPORATE PMT SYSTEMS	Conference	1,500.00
180322 RIVERA, ERNESTO	Conference	2,557.55
180323 BELL, EVA	Conference	2,557.55
180324 PAPP, EDWARD	Conference	2,557.55

180329 ST JEAN, CYNTHIA	Conference	229.63
180331 US BANK CORPORATE PMT SYSTEMS	Conference	978
180333 US BANK CORPORATE PMT SYSTEMS	Conference	125
180335 KUCK, GLEN	Conference	600
180374 US BANK CORPORATE PMT SYSTEMS	Conference	10,000.00
180377 MARRIOTT WARDMAN PARK HOTEL	Conference	6,500.00
180383 US BANK CORPORATE PMT SYSTEMS	Conference	6,000.00
180384 US BANK CORPORATE PMT SYSTEMS	Conference	2,500.00
180387 RODRIGUEZ, ANGEL	Conference	1,000.00
180388 BARON, BRUCE	Conference	1,000.00
180403 US BANK CORPORATE PMT SYSTEMS	Conference	220
180415 US BANK CORPORATE PMT SYSTEMS	Conference	1,746.00
180418 US BANK CORPORATE PMT SYSTEMS	Conference	4,180.00
180424 US BANK CORPORATE PMT SYSTEMS	Conference	1,488.00
180425 US BANK CORPORATE PMT SYSTEMS	Conference	4,180.00
180450 WILLIAMS, JOSEPH	Conference	2,000.00
180453 VIRICEL, ANNE	Conference	1,000.00
180458 US BANK CORPORATE PMT SYSTEMS	Conference	30,000.00
180462 US BANK CORPORATE PMT SYSTEMS	Conference	630
180466 TABLEAU SOFTWARE INC	Conference	1,095.00
180476 SINGER, DONALD L	Conference	3,000.00
180484 REYES, FRANK	Conference	1,000.00
180494 LONGVILLE, JOHN	Conference	500
180496 HARRISON, GLORIA M	Conference	1,000.00
180500 FERRACONE, DONNA	Conference	1,000.00
180501 DOTSON, JAJUAN	Conference	1,000.00
180507 COUNCIL FOR ADVANCEMENT AND	Conference	1,180.00
180508 COOPER, RALPH	Conference	2,500.00
180514 CARLOS, RAYMOND	Conference	160
180517 BOND, JOYCE	Conference	2,347.00
180518 BLACKBURN, AUTUMN	Conference	1,000.00
180522 AUDET, CARRIE	Conference	225.67
180531 ALLEN, TAMMY	Conference	1,000.00
180535 ELLUCIAN COMPANY LP	Conference	2,099.00
180536 ELLUCIAN COMPANY LP	Conference	2,099.00
180541 ELLUCIAN COMPANY LP	Conference	2,099.00
180560 BURTON, CHARLES	Conference	98
180562 HUERTA, CINDY	Conference	43.19
180565 HEIBEL, TODD	Conference	1,000.00
180566 RODRIGUEZ, OSCAR	Conference	160
180567 HERRERA, JAMIE	Conference	160
180568 OROZCO, DEBBIE	Conference	160
180569 HECHT, ANDREA	Conference	160
180570 NGUYEN, JOSEPH	Conference	160
180571 JOSHUA, JUDITH	Conference	1,000.00
180572 LUKE, CRAIG	Conference	1,000.00
180573 JAKPOR, RIASE	Conference	1,025.00

180575 CALDERON, COLLEEN	Conference	1,000.00
180576 CCCEOPSA	Conference	1,800.00
180577 ON COURSE INC	Conference	2,390.00
180578 HO, JOE	Conference	2,347.00
180579 JONES, DIANNA	Conference	2,347.00
180580 MOUNT SAINT MARY'S	Conference	75
180581 MOUNT SAINT MARY'S	Conference	75
180582 JONES, DIANNA	Conference	322
180583 SARABIA, SAMANTHA	Conference	322
180584 ELLUCIAN COMPANY LP	Conference	480
180585 ELLUCIAN COMPANY LP	Conference	3,200.00
180586 ELLUCIAN COMPANY LP	Conference	1,920.00
180587 ELLUCIAN COMPANY LP	Conference	480
180588 ELLUCIAN COMPANY LP	Conference	1,920.00
180589 BOMGAR CORPORATION	Conference	2,000.00
180596 THAYER, SCOTT	Conference	1,404.54
180597 RUFFALO NOEL LEVITZ	Conference	765
180598 RIGGS, MICHELLE A	Conference	63.67
180631 ON COURSE INC	Conference	2,190.00
180632 WINGSON, KIMBERLY	Conference	1,905.00
180633 GASCA, SUSAN	Conference	1,905.00
180634 ACADEMY FOR GRASSROOTS	Conference	300
180648 US BANK CORPORATE PMT SYSTEMS	Conference	1,053.80
180649 US BANK CORPORATE PMT SYSTEMS	Conference	1,500.00
180651 US BANK CORPORATE PMT SYSTEMS	Conference	22
180652 US BANK CORPORATE PMT SYSTEMS	Conference	2,740.00
180669 SERAJ, ROBYN	Conference	1,788.00
180079 CHEM-PAK	Custodial Supplies	10,000.00
180081 GRAINGER INC W W	Custodial Supplies	2,000.00
180142 REDLANDS-YUCAIPA RENTALS	Custodial Supplies	500
180143 WAXIE SANITARY SUPPLY	Custodial Supplies	55,500.00
180417 WAXIE SANITARY SUPPLY	Custodial Supplies	127,864.00
180540 MGF SERVICES DBA	Custodial Supplies	5,000.00
176024 ACADEMIC SENATE, THE	Dues & Memberships	1,641.45
176105 ACADEMY FOR GRASSROOTS	Dues & Memberships	110
180004 COMMUNITY COLLEGE LEAGUE	Dues & Memberships	2,500.00
180005 POLICYSTATE LLC	Dues & Memberships	3,072.00
180006 NATIVE AMERICAN JOURNALISTS	Dues & Memberships	355
180014 ACCREDITING COMMISSION	Dues & Memberships	25,091.00
180015 AAUW	Dues & Memberships	175
180020 HSA CCC	Dues & Memberships	150
180021 AMERICAN COLLEGE HEALTH ASSN	Dues & Memberships	375
180022 4C/SD	Dues & Memberships	175
180054 AMERICAN COUNCIL ON EDUCATION	Dues & Memberships	1,700.00
180091 CACCRAO	Dues & Memberships	300
180095 COSTCO	Dues & Memberships	110
180153 CUPA-HR	Dues & Memberships	870

180183 FOUNDATION FOR CALIFORNIA COMM	Dues & Memberships	1,525.00
180184 ASSOCIATION OF FUNDRAISING	Dues & Memberships	285
180225 NASFAA	Dues & Memberships	2,055.00
180269 AMERICAN EVALUATION ASSOC	Dues & Memberships	99
180286 ACCREDITING COMMISSION	Dues & Memberships	29,515.00
180320 SOUTHERN CALIFORNIA	Dues & Memberships	2,200.00
180542 HISPANIC ASSOCIATION	Dues & Memberships	2,937.50
180602 CCLC/CCCAA	Dues & Memberships	9,500.00
180604 CCCCSSAA	Dues & Memberships	300
180605 INTER ASSOC OF CAMPUS LAW ENF	Dues & Memberships	250
180606 PUBLIC RADIO INTERNATIONAL	Dues & Memberships	16,407.08
180607 DEVELOPMENT EXCHANGE INC, THE	Dues & Memberships	3,295.00
180608 CALIFORNIA PUBLIC TV	Dues & Memberships	1,000.00
180614 ASSOCIATION OF COLLEGE AND	Dues & Memberships	250
180615 BIG BEAR CHAMBER OF COMMERCE	Dues & Memberships	125
180619 CODESP	Dues & Memberships	2,050.00
180621 AMERICAN COUNCIL ON EDUCATION	Dues & Memberships	500
180622 SCHOOL EMPLOYERS ASSOCIATION	Dues & Memberships	2,610.00
180623 CUPA-HR	Dues & Memberships	870
180641 AMERICA'S PUBLIC TELEVISION	Dues & Memberships	2,900.00
180757 ASSOCIATION FOR INSTITUTIONAL	Dues & Memberships	140
180036 SOUTHERN CALIFORNIA EDISON CO	Electric Utilities	6,000.00
180357 CITY OF COLTON	Electric Utilities	35,000.00
180472 SOUTHERN CALIFORNIA EDISON CO	Electric Utilities	1,410,000.00
180473 SOUTHERN CALIFORNIA EDISON CO	Electric Utilities	84,000.00
180344 STAPLES	Equipment	189.09
180618 COMPUTER PROTECTION TECH INC	Equipment	12,906.26
180620 KNORR POOL SYSTEMS INC	Equipment	1,534.88
180363 STAPLES	Equipment	693.65
180016 SMART & FINAL IRIS CO	Food Supplies	2,700.00
180017 STATER BROS MARKETS	Food Supplies	3,000.00
180160 STATER BROS MARKETS	Food Supplies	5,000.00
180161 CALIFORNIA DAIRY DISTRIBUTORS	Food Supplies	15,000.00
180163 US FOODS INC	Food Supplies	70,000.00
180173 STATER BROS MARKETS	Food Supplies	4,000.00
180176 SMART & FINAL IRIS CO	Food Supplies	4,000.00
180181 SMART & FINAL IRIS CO	Food Supplies	2,500.00
180656 SYSCO FOOD SERVICES	Food Supplies	48,000.00
180657 SYSCO FOOD SERVICES	Food Supplies	20,000.00
180658 SYSCO FOOD SERVICES	Food Supplies	5,000.00
180035 SOUTHERN CALIFORNIA GAS CO	Gas Utilities	600
180471 SOUTHERN CALIFORNIA GAS CO	Gas Utilities	110,000.00
180039 BURRTEC WASTE GROUP INC	Grounds Supplies	200
180060 DAN'S LAWNMOWER CENTER	Grounds Supplies	200
180061 EWING IRRIGATION PRODUCTS	Grounds Supplies	1,000.00
180062 SITEONE LANDSCAPE SUPPLY	Grounds Supplies	2,000.00
180063 THOMPSON BUILDING MATERIALS	Grounds Supplies	500

180077 HOME DEPOT, THE	Grounds Supplies	2,000.00
180083 WILBUR'S POWER EQUIPMENT	Grounds Supplies	3,500.00
180141 EWING IRRIGATION PRODUCTS	Grounds Supplies	1,000.00
180144 CROP PRODUCTION SERVICES	Grounds Supplies	1,250.00
180145 MASON'S SAW & LAWNMOWER SERVIC	Grounds Supplies	500
180146 CHERRY VALLEY NURSERY	Grounds Supplies	500
180147 WILBUR'S POWER EQUIPMENT	Grounds Supplies	500
180538 RDO EQUIPMENT CO.	Grounds Supplies	3,200.00
180064 AAA ELECTRIC MOTOR SALES & SER	HVAC Supplies	2,000.00
180072 ALLIED REFRIGERATION INC	HVAC Supplies	500
180073 JOHNSTONE SUPPLY	HVAC Supplies	14,000.00
180085 PACWEST AIR FILTER LLC	HVAC Supplies	15,000.00
180018 DISCOUNT SCHOOL SUPPLY	Instructional Supplies	1,080.00
180045 MEDCO SPORTS MEDICINE	Instructional Supplies	3,486.14
180076 FISHER SCIENTIFIC	Instructional Supplies	215.59
180136 TROXELL COMMUNICATIONS INC	Instructional Supplies	7,000.00
180165 CM SCHOOL SUPPLY CO	Instructional Supplies	7,000.00
180166 LAKESHORE LEARNING STORE	Instructional Supplies	7,000.00
180167 DISCOUNT SCHOOL SUPPLY	Instructional Supplies	7,000.00
180168 KAPLAN SCHOOL SUPPLY CORP	Instructional Supplies	3,000.00
180213 PIONEER ATHLETICS	Instructional Supplies	937.42
180220 FLINN SCIENTIFIC INC	Instructional Supplies	2,341.59
180221 CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	573.74
180222 ULINE	Instructional Supplies	628.29
180278 NILES BIOLOGICAL INC	Instructional Supplies	217.03
180288 UNITED STATES PLASTIC CORP	Instructional Supplies	114
180300 FISHER SCIENTIFIC	Instructional Supplies	71.96
180386 STAPLES	Instructional Supplies	377.4
180394 HARDY DIAGNOSTICS	Instructional Supplies	3,249.41
180395 UNITED STATES PLASTIC CORP	Instructional Supplies	319.35
180396 DISCOUNT TWO WAY RADIO CORP	Instructional Supplies	201.74
180404 BOUND TREE MEDICAL	Instructional Supplies	934.33
180408 STATER BROS MARKETS	Instructional Supplies	150
180410 CHANNING BETE COMPANY	Instructional Supplies	382.47
180422 US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	1,500.00
180429 WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	133.61
180430 US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	754.25
180461 US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	200
180469 STAPLES	Instructional Supplies	129.43
180624 SYSCO FOOD SERVICES	Instructional Supplies	831
180647 US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	3,000.00
180659 STATER BROS MARKETS	Instructional Supplies	150
180660 STATER BROS MARKETS	Instructional Supplies	215.5
180671 SBVC BOOKSTORE	Instructional Supplies	2,500.00
180675 SARGENT-WELCH SCIENTIFIC	Instructional Supplies	2,800.00
180685 P & P UNIFORMS	Instructional Supplies	51.7
180688 NILES BIOLOGICAL INC	Instructional Supplies	210

180705 HOME DEPOT, THE	Instructional Supplies	1,000.00
180708 HARDY DIAGNOSTICS	Instructional Supplies	2,800.00
180709 HARDY DIAGNOSTICS	Instructional Supplies	184.18
180710 HARDY DIAGNOSTICS	Instructional Supplies	571.75
180713 GRAINGER INC, W W	Instructional Supplies	46.55
180719 FREY SCIENTIFIC	Instructional Supplies	276.63
180720 FREY SCIENTIFIC	Instructional Supplies	148.7
180722 FISHER SCIENTIFIC	Instructional Supplies	380.73
180726 ELLIOTT'S PET EMPORIUM	Instructional Supplies	150
180733 CONSOLIDATED PLASTICS	Instructional Supplies	160.33
180745 CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	4,000.00
180749 BIO-RAD LABORATORIES	Instructional Supplies	1,000.00
180750 BIO-RAD LABORATORIES	Instructional Supplies	1,005.54
176110 US BANK CORPORATE PMT SYSTEMS	IT Equipment	1,279.59
180375 APPLE COMPUTER INC	IT Equipment	17,220.80
180376 DELL COMPUTER COMPANY	IT Equipment	249,974.62
180504 DELL COMPUTER COMPANY	IT Equipment	13,582.25
180505 DELL COMPUTER COMPANY	IT Equipment	111,661.97
180617 CONVERGEONE INC	IT Equipment	20,647.06
180743 CDW GOVERNMENT INC	IT Equipment	2,286.97
180753 BEST BUY	IT Equipment	5,579.07
180758 APPLE COMPUTER INC	IT Equipment	5,721.41
180111 ARAMARK UNIFORM SERVICES	Laundry	3,330.00
180075 CLARK SECURITY PRODUCTS	Lock & Key Supplies	5,000.00
180310 HUNTINGTON HARDWARE CO INC	Lock & Key Supplies	4,000.00
180266 AMERICAN ASSOCIATION OF	Magazines & Subscriptions	36
180456 US BANK CORPORATE PMT SYSTEMS	Magazines & Subscriptions	89
180563 CHRONICLE OF PHILANTHROPY, THE	Magazines & Subscriptions	84
180038 AIRGAS USA LLC	Maintenance Supplies	200
180066 HUB CONSTRUCTION SPECIALTIES	Maintenance Supplies	1,000.00
180067 INTERSTATE BATTERY SYSTEM OF	Maintenance Supplies	2,000.00
180068 GRAINGER INC, W W	Maintenance Supplies	6,000.00
180070 REDLANDS PAINT INC	Maintenance Supplies	8,000.00
180071 FERGUSON ENTERPRISES INC	Maintenance Supplies	9,500.00
180080 US BANK CORPORATE PMT SYSTEMS	Maintenance Supplies	5,000.00
180087 HOME DEPOT, THE	Maintenance Supplies	10,000.00
180089 SQUIRES LUMBER COMPANY INC	Maintenance Supplies	4,000.00
180090 CONSOLIDATED ELECTRICAL DIST	Maintenance Supplies	10,500.00
180148 AIRGAS USA LLC	Maintenance Supplies	500
180150 INTERSTATE BATTERY SYSTEM OF	Maintenance Supplies	500
180151 STAR AUTO PARTS	Maintenance Supplies	750
180342 B'S POOL SERVICE	Maintenance Supplies	10,000.00
180347 LESLIES POOLMART INC	Maintenance Supplies	6,000.00
180348 FULLER ENGINEERING INC	Maintenance Supplies	10,000.00
180367 CROWN ACE HARDWARE	Maintenance Supplies	2,750.00
180368 INLAND LIGHTING SUPPLIES	Maintenance Supplies	1,500.00
180369 PRO PIPE	Maintenance Supplies	1,500.00

180370 US BANK CORPORATE PMT SYSTEMS	Maintenance Supplies	16,500.00
180371 MONTGOMERY HARDWARE CO	Maintenance Supplies	2,000.00
180372 ALLIED REFRIGERATION INC	Maintenance Supplies	1,500.00
176029 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	80
176033 GOWEN, LAURA	Meals & Refreshments	59.96
176035 MORENO, ROBERT	Meals & Refreshments	62
176111 SBVC FOOD SERVICES	Meals & Refreshments	711.24
176114 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	460
180157 PANERA BREAD	Meals & Refreshments	9,852.60
180265 SBVC FOOD SERVICES	Meals & Refreshments	59.62
180293 SBVC FOOD SERVICES	Meals & Refreshments	2,000.00
180340 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	300
180341 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	3,000.00
180343 RODRIGUEZ, ANGEL	Meals & Refreshments	500
180381 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	10,000.00
180382 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	50
180389 BARON, BRUCE	Meals & Refreshments	1,000.00
180391 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	9,000.00
180400 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	1,000.00
180413 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	12,000.00
180420 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	45
180427 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	2,000.00
180457 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	250
180477 SBVC FOOD SERVICES	Meals & Refreshments	418.24
180478 SBVC FOOD SERVICES	Meals & Refreshments	539.07
180625 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	250
180627 STATER BROS MARKETS	Meals & Refreshments	750
180628 SANTOYO, LAURA ROCIO	Meals & Refreshments	3,689.00
180637 SBVC FOOD SERVICES	Meals & Refreshments	1,984.00
176109 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	2,241.55
176115 REVOLVING CASH	Non-Instructional Supplies	69.57
180019 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	5,000.00
180024 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	3,500.00
180026 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	4,000.00
180031 ULINE	Non-Instructional Supplies	6,500.00
180032 AMERICAN THERMOFORM CORP	Non-Instructional Supplies	35,000.00
180033 SOUTHWEST PLASTIC BINDING	Non-Instructional Supplies	500
180034 TRANSCRIBING MARINERS	Non-Instructional Supplies	6,500.00
180037 SMART & FINAL IRIS CO	Non-Instructional Supplies	3,000.00
180046 CDW GOVERNMENT INC	Non-Instructional Supplies	2,500.00
180048 GRAYBAR ELECTRIC CO INC	Non-Instructional Supplies	1,000.00
180052 CHEVRON & TEXACO	Non-Instructional Supplies	200
180053 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	1,000.00
180059 AUTO ZONE #2875	Non-Instructional Supplies	200
180074 STATEWIDE TRAFFIC SAFETY	Non-Instructional Supplies	1,000.00
180078 SHELL CREDIT CARD CENTER	Non-Instructional Supplies	4,000.00
180088 GRAINGER INC, W W	Non-Instructional Supplies	4,000.00

180098	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	3,000.00
180099	GANS INK & SUPPLY CO	Non-Instructional Supplies	3,000.00
180100	GRAYBAR ELECTRIC CO INC	Non-Instructional Supplies	2,000.00
180101	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	2,000.00
180104	HOME DEPOT, THE	Non-Instructional Supplies	500
180105	HOME DEPOT, THE	Non-Instructional Supplies	2,000.00
180108	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	2,000.00
180109	KELLY PAPER COMPANY	Non-Instructional Supplies	30,000.00
180116	SPICERS PAPER INC	Non-Instructional Supplies	15,000.00
180117	DYNAMIC BINDERY INC	Non-Instructional Supplies	2,000.00
180120	MARK ANDY INC	Non-Instructional Supplies	1,200.00
180121	SBVC BOOKSTORE	Non-Instructional Supplies	1,000.00
180135	SEHI COMPUTER PRODUCTS INC	Non-Instructional Supplies	5,000.00
180137	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	5,400.00
180138	SBCCD PRINTING SERVICES	Non-Instructional Supplies	2,310.00
180139	DELL COMPUTER COMPANY	Non-Instructional Supplies	10,000.00
180149	CHC BOOKSTORE	Non-Instructional Supplies	100
180158	SBVC BOOKSTORE	Non-Instructional Supplies	100
180164	STATER BROS MARKETS	Non-Instructional Supplies	250
180169	CM SCHOOL SUPPLY CO	Non-Instructional Supplies	8,000.00
180170	HOME DEPOT, THE	Non-Instructional Supplies	6,000.00
180171	KELLY PAPER COMPANY	Non-Instructional Supplies	2,000.00
180172	US FOODS INC	Non-Instructional Supplies	2,465.00
180174	STATER BROS MARKETS	Non-Instructional Supplies	5,000.00
180178	SMART & FINAL IRIS CO	Non-Instructional Supplies	500
180196	GRAYBAR ELECTRIC CO INC	Non-Instructional Supplies	3,000.00
180197	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	3,000.00
180198	SBCCD PRINTING SERVICES	Non-Instructional Supplies	1,200.00
180200	SBVC BOOKSTORE	Non-Instructional Supplies	800
180202	DAISY IT SUPPLIES	Non-Instructional Supplies	2,000.00
180284	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	1,000.00
180316	SBVC BOOKSTORE	Non-Instructional Supplies	1,500.00
180317	SBVC BOOKSTORE	Non-Instructional Supplies	2,000.00
180328	GOLF CARS OF RIVERSIDE	Non-Instructional Supplies	452.83
180339	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	2,000.00
180345	STAPLES	Non-Instructional Supplies	524.43
180352	STAPLES	Non-Instructional Supplies	507
180362	DATAMAX ONEIL PRINTER SUPPLIES	Non-Instructional Supplies	1,000.00
180366	SBCCD PRINTING SERVICES	Non-Instructional Supplies	500
180373	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	1,000.00
180379	STAPLES	Non-Instructional Supplies	167.7
180393	PHARMEDIX	Non-Instructional Supplies	5,000.00
180397	NEOPOST USA INC	Non-Instructional Supplies	3,000.00
180398	PRESSTEK LLC	Non-Instructional Supplies	5,000.00
180399	CINTAS FIRST AID & SAFETY	Non-Instructional Supplies	1,600.00
180401	STAPLES	Non-Instructional Supplies	210.19
180402	MESA LABS INC	Non-Instructional Supplies	96.95

180405 CDW GOVERNMENT INC	Non-Instructional Supplies	2,116.21
180406 SBCCD PRINTING SERVICES	Non-Instructional Supplies	1,000.00
180407 STAPLES	Non-Instructional Supplies	118.33
180409 ELLIOTT'S PET EMPORIUM	Non-Instructional Supplies	50
180412 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	3,000.00
180421 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	1,500.00
180423 STAPLES	Non-Instructional Supplies	100.94
180428 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	1,000.00
180468 STAPLES	Non-Instructional Supplies	800.69
180470 STAPLES	Non-Instructional Supplies	95.21
180510 CHEVRON & TEXACO	Non-Instructional Supplies	3,500.00
180650 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	1,500.00
180654 TAPEONLINE.COM	Non-Instructional Supplies	197.72
180655 SYSCO RIVERSIDE INC	Non-Instructional Supplies	2,237.00
180661 STAPLES	Non-Instructional Supplies	745.27
180662 STAPLES	Non-Instructional Supplies	1,547.93
180663 STAPLES	Non-Instructional Supplies	71.7
180667 SIGNS ON THE CHEAP	Non-Instructional Supplies	312.8
180672 SBVC BOOKSTORE	Non-Instructional Supplies	1,000.00
180677 SAN BERNARDINO COUNTY	Non-Instructional Supplies	16,500.00
180683 PRIORITY MAILING SYSTEMS LLC	Non-Instructional Supplies	500
180700 INTERSTATE BATTERY SYSTEM OF	Non-Instructional Supplies	200
180704 HOME DEPOT, THE	Non-Instructional Supplies	600
180706 HOME DEPOT, THE	Non-Instructional Supplies	750
180711 H L DALIS INC	Non-Instructional Supplies	600
180712 GRAYBAR ELECTRIC CO INC	Non-Instructional Supplies	200
180714 GRAINGER INC W W	Non-Instructional Supplies	200
180715 GLOBAL INDUSTRIAL	Non-Instructional Supplies	288.26
180716 GALLS INC	Non-Instructional Supplies	8,000.00
180721 FLYERS ENERGY LLC	Non-Instructional Supplies	5,000.00
180727 ELECTRONIC WAREHOUSE	Non-Instructional Supplies	500
180739 CINTAS FIRST AID & SAFETY	Non-Instructional Supplies	3,600.00
180740 CINTAS FIRST AID & SAFETY	Non-Instructional Supplies	400
180741 CINTAS FIRST AID & SAFETY	Non-Instructional Supplies	2,600.00
180742 CINTAS FIRST AID & SAFETY	Non-Instructional Supplies	1,500.00
180755 AUTO ZONE #2875	Non-Instructional Supplies	700
180756 AUTO ZONE #2875	Non-Instructional Supplies	500
180760 AMERICAN SAFETY AND HEALTH	Non-Instructional Supplies	450
180023 AMBROCIO, EDWIN	Operational Expenses & Fees	160
180049 CAAHEP	Operational Expenses & Fees	550
180110 COMMITTEE ON ACCREDITATION	Operational Expenses & Fees	1,700.00
180187 DIAZ BOCANEGRA, EDITH	Operational Expenses & Fees	160
180189 SOUTH COAST AQMD	Operational Expenses & Fees	130
180199 DEPARTMENT OF SOCIAL SERVICES	Operational Expenses & Fees	605
180214 CLIA LABORATORY PROGRAM	Operational Expenses & Fees	150
180233 BERNASCONI, ANNA	Operational Expenses & Fees	160
180234 CABRAL, ANGELINA	Operational Expenses & Fees	160

180235 CASTRO, ELLEN	Operational Expenses & Fees	160
180236 CONTRERAS, RUDY	Operational Expenses & Fees	160
180237 GONZALEZ, ERICK	Operational Expenses & Fees	160
180238 ELDER, LEIGHA	Operational Expenses & Fees	160
180241 ESTRADA, NADIA	Operational Expenses & Fees	160
180242 FURGERSON, LETECIA	Operational Expenses & Fees	160
180243 GONZALES, MANUAL	Operational Expenses & Fees	160
180244 GONZALEZ, FABIOLA	Operational Expenses & Fees	160
180245 GZESH, SONIA	Operational Expenses & Fees	160
180246 LARA SANCHEZ, ANDRE	Operational Expenses & Fees	160
180247 LOPEZ, ROMAN	Operational Expenses & Fees	160
180248 MARTINEZ-ZOOK, FRANSISCA	Operational Expenses & Fees	160
180249 MCLEOD, MIKIKO	Operational Expenses & Fees	160
180250 MORALES, KIMBERLY	Operational Expenses & Fees	160
180251 MERCADO, PAULA	Operational Expenses & Fees	160
180252 MORA, TANYA	Operational Expenses & Fees	160
180253 POLO, DENISE	Operational Expenses & Fees	160
180254 NAVAR, ADRIAN	Operational Expenses & Fees	160
180255 PANG, SONJA	Operational Expenses & Fees	160
180256 SALAZAR, KARLA	Operational Expenses & Fees	160
180257 RODRIGUEZ, KIMBERLY	Operational Expenses & Fees	160
180258 SOTO, STEPHANIE	Operational Expenses & Fees	160
180259 SANCHEZ, GABRIELA	Operational Expenses & Fees	160
180260 SANDOVAL DE ROSAS, SANDRA	Operational Expenses & Fees	160
180261 SERRANO MONTES, ESMERADA	Operational Expenses & Fees	160
180262 SERRATO, LUIS	Operational Expenses & Fees	160
180264 VARGAS, CHRISTIAN	Operational Expenses & Fees	160
180267 HILTON SAN DIEGO BAYFRONT	Operational Expenses & Fees	18,193.80
180272 US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	100
180350 COUNTY OF SAN BERNARDINO	Operational Expenses & Fees	600
180353 SAN BERNARDINO COUNTY	Operational Expenses & Fees	200
180354 US POSTAL SERVICE	Operational Expenses & Fees	1,000.00
180355 CITY OF SAN BERNARDINO	Operational Expenses & Fees	200
180356 SAN BERNARDINO COUNTY FIRE	Operational Expenses & Fees	2,500.00
180358 SOUTH COAST AQMD	Operational Expenses & Fees	200
180359 DEPT OF INDUSTRIAL RELATIONS	Operational Expenses & Fees	6,500.00
180360 STATE WATER RESOURCES	Operational Expenses & Fees	1,400.00
180361 CITY OF SAN BERNARDINO	Operational Expenses & Fees	350
180364 COMMITTEE ON ACCREDITATION	Operational Expenses & Fees	1,900.00
180481 SBCCD FINANCIAL AID	Operational Expenses & Fees	10,000.00
180482 SBCCD FINANCIAL AID	Operational Expenses & Fees	100,000.00
180509 CITY OF SAN BERNARDINO	Operational Expenses & Fees	700
180600 FOUNDATION FOR CALIFORNIA COMM	Operational Expenses & Fees	17,517.50
180601 DTSC ACCOUNTING SECTION	Operational Expenses & Fees	1,000.00
180603 DEPT OF INDUSTRIAL RELATIONS	Operational Expenses & Fees	28,747.07
180609 SOUTH COAST AQMD	Operational Expenses & Fees	400
180610 SOUTH COAST AQMD	Operational Expenses & Fees	200

180611 SOUTH COAST AQMD	Operational Expenses & Fees	550
180612 SOUTH COAST AQMD	Operational Expenses & Fees	150
180613 SOUTH COAST AQMD	Operational Expenses & Fees	200
180664 SOUTH COAST AQMD	Operational Expenses & Fees	2,490.98
180668 SESAC LLC	Operational Expenses & Fees	625
180676 SAN BERNARDINO COUNTY SUPT	Operational Expenses & Fees	400
180305 SVM LP	Other Student Aid	25,998.45
180311 SBVC BOOKSTORE	Other Student Aid	39,442.55
180312 SBVC CAMPUS BUSINESS OFFICE	Other Student Aid	5,000.00
180365 CHC BOOKSTORE	Other Student Aid	2,980.00
180511 CHC BOOKSTORE	Other Student Aid	7,000.00
180512 CHC BOOKSTORE	Other Student Aid	150,000.00
180630 CHC BOOKSTORE	Other Student Aid	4,754.73
180670 SBVC BOOKSTORE	Other Student Aid	120,000.00
180003 KHADJENOURY, SAHAR	Personal Mileage	267.5
180008 WRIGHT, MICAH	Personal Mileage	267.5
180009 NICHOLS, BARBARA	Personal Mileage	107
180011 MANUZ, DARIAN	Personal Mileage	187.25
180012 BLANQUET, FRANCISCO	Personal Mileage	160.5
180013 WISEGARVER, LILLIAN	Personal Mileage	160.5
180029 BAUGHER, JEFF	Personal Mileage	500
180092 AYCOCK, LARRY	Personal Mileage	300
180093 URIBE, REYNA	Personal Mileage	300
180094 GARCIA, KRISTIN	Personal Mileage	100
180096 CARMICHAEL, DENNIS	Personal Mileage	1,080.00
180097 HARRIS II, JAMES L	Personal Mileage	1,350.00
180106 PARADA, OSMAN	Personal Mileage	1,080.00
180112 CARRANZA, FRANCISCO	Personal Mileage	575
180113 LARES, RHIANNON	Personal Mileage	405
180114 TRAM, YVETTE	Personal Mileage	108
180118 TINOCO, MICHELLE	Personal Mileage	100
180119 GLAZATOV, TRELISA	Personal Mileage	388.12
180134 HRDLICKA, RICK	Personal Mileage	53.5
180152 VASQUEZ, TATIANA	Personal Mileage	380
180154 PEREZ, AMALIA	Personal Mileage	500
180155 BEDELL, SUSANN	Personal Mileage	100
180156 ELMORE, CORY	Personal Mileage	500
180182 RODRIGUEZ, ANGEL	Personal Mileage	250
180227 RAMIREZ, FERMIN	Personal Mileage	400
180283 HEILGEIST, KRISTINA	Personal Mileage	100
180285 RODRIGUEZ, DIANA	Personal Mileage	1,000.00
180313 CASTRO, OMAR	Personal Mileage	400
180314 RODRIGUEZ-CRUZ, BONNIE	Personal Mileage	200
180315 HERNANDEZ, ANITA	Personal Mileage	400
180378 ZARAGOZA, KARLA	Personal Mileage	1,500.00
180426 VASQUEZ, TIMOTHY	Personal Mileage	1,000.00
180465 THOMAS, KAREN	Personal Mileage	1,500.00

180467 SYSAWANG, BRITTANY	Personal Mileage	250
180515 BROOKS, COLIN	Personal Mileage	1,000.00
180533 KLUG, JEFFREY	Personal Mileage	425
180545 LEWIS, DENEATRICE	Personal Mileage	1,200.00
180546 OPRIS, IOSIF	Personal Mileage	1,500.00
180547 RAMIREZ, MARIA	Personal Mileage	2,900.00
180548 THAYER, SCOTT	Personal Mileage	147.12
180590 GAINES, ASHLEY	Personal Mileage	1,000.00
180591 LEVESQUE, ROBERT	Personal Mileage	2,000.00
180592 KREHBIEL, DEANNA	Personal Mileage	2,000.00
180593 HOLLIMAN, ROANNE	Personal Mileage	1,000.00
180629 GONZALES, AMELIA	Personal Mileage	400
180056 AT&T	Phone Utilities	15
180057 AT&T	Phone Utilities	8,000.00
180058 FRONTIER COMMUNICATIONS	Phone Utilities	70,000.00
180084 VERIZON WIRELESS	Phone Utilities	4,000.00
180086 FRONTIER COMMUNICATIONS	Phone Utilities	1,000.00
180107 VERIZON WIRELESS	Phone Utilities	3,120.60
180115 FRONTIER COMMUNICATIONS	Phone Utilities	40,000.00
180140 VERIZON WIRELESS	Phone Utilities	457
180188 FRONTIER COMMUNICATIONS	Phone Utilities	500
180190 VERIZON WIRELESS	Phone Utilities	480
180325 VERIZON BUSINESS	Phone Utilities	13,000.00
180349 FRONTIER COMMUNICATIONS	Phone Utilities	6,000.00
180411 VERIZON WIRELESS	Phone Utilities	5,000.00
180416 VERIZON BUSINESS	Phone Utilities	60
180474 SKYRIVER COMMUNICATIONS INC	Phone Utilities	3,588.00
180523 AT&T	Phone Utilities	660
180524 AT&T	Phone Utilities	1,080.00
180525 AT&T	Phone Utilities	900
180526 AT&T	Phone Utilities	2,760.00
180527 AT&T	Phone Utilities	6,000.00
180553 FRONTIER COMMUNICATIONS	Phone Utilities	360
180555 FRONTIER COMMUNICATIONS	Phone Utilities	60
180556 FRONTIER COMMUNICATIONS	Phone Utilities	42,000.00
180557 FRONTIER COMMUNICATIONS	Phone Utilities	23,400.00
180558 FRONTIER COMMUNICATIONS	Phone Utilities	840
180559 FRONTIER COMMUNICATIONS	Phone Utilities	1,764.00
180639 VERIZON WIRELESS	Phone Utilities	600
180640 FRONTIER COMMUNICATIONS	Phone Utilities	3,000.00
180030 FEDEX	Postage & Freight	14,000.00
180040 INLAND PRESORT & MAILING SRVS	Postage & Freight	4,900.00
180050 USPS - HASLER	Postage & Freight	6,000.00
180051 FEDEX	Postage & Freight	1,400.00
180065 FEDEX	Postage & Freight	945
180102 FEDEX	Postage & Freight	270
180321 FEDEX	Postage & Freight	1,000.00

180326 PITNEY BOWES	Postage & Freight	39,721.00
180327 UNITED PARCEL SERVICE	Postage & Freight	50
180419 WALKER, JAMES	Postage & Freight	35.7
180551 FEDEX	Postage & Freight	6,000.00
180594 DMW WORLDWIDE LLC	Postage & Freight	3,000.00
180133 SBCCD PRINTING SERVICES	Printing, SBCCD	500
180159 SBCCD PRINTING SERVICES	Printing, SBCCD	150
180162 SBCCD PRINTING SERVICES	Printing, SBCCD	3,500.00
180226 SBCCD PRINTING SERVICES	Printing, SBCCD	4,552.22
180263 SBCCD PRINTING SERVICES	Printing, SBCCD	7,000.00
180297 SBCCD PRINTING SERVICES	Printing, SBCCD	1,000.00
180318 SBCCD PRINTING SERVICES	Printing, SBCCD	1,000.00
180319 SBCCD PRINTING SERVICES	Printing, SBCCD	500
180334 SBCCD PRINTING SERVICES	Printing, SBCCD	500
180479 SBCCD PRINTING SERVICES	Printing, SBCCD	9,500.00
180480 SBCCD PRINTING SERVICES	Printing, SBCCD	3,500.00
180595 SBCCD PRINTING SERVICES	Printing, SBCCD	100
180599 SBCCD PRINTING SERVICES	Printing, SBCCD	2,000.00
180673 SBCCD PRINTING SERVICES	Printing, SBCCD	1,500.00
180175 US BANK CORPORATE PMT SYSTEMS	Reference Books	1,500.00
180385 US BANK CORPORATE PMT SYSTEMS	Reference Books	200
180082 BURRTEC WASTE GROUP INC	Solid Waste Disposal	65,000.00
180642 YUCAIPA DISPOSAL CO	Solid Waste Disposal	35,000.00
176041 BERNASCONI, ANNA	Student Financial Aid	424.32
176042 CHAPMAN, KIMBERLY	Student Financial Aid	79.56
176043 CHAVEZ, CINDY	Student Financial Aid	371.28
176044 COBARRUBIAS, ERIKA	Student Financial Aid	371.28
176045 CONTRERAS, MARIA	Student Financial Aid	79.56
176046 DE LA ROCHA, ARLEN	Student Financial Aid	609.96
176047 DELGADO, JENNIFER	Student Financial Aid	769.08
176048 DELGADO, LAURA	Student Financial Aid	344.76
176049 EVANS, JENNIFER	Student Financial Aid	238.68
176050 GONZALEZ, DANIKA	Student Financial Aid	159.12
176051 GONZALEZ ESCALERA, LIGIA	Student Financial Aid	106.08
176052 GREEN, DANA	Student Financial Aid	238.68
176053 GULZARZADA, FARZANA	Student Financial Aid	159.12
176054 HARRIS, BRITNEY	Student Financial Aid	609.96
176055 HERNANDEZ, ANNET	Student Financial Aid	212.16
176056 JOHNSON, TRINA	Student Financial Aid	79.56
176057 MATA, JOEY	Student Financial Aid	159.12
176058 MORENO, MARINA	Student Financial Aid	397.8
176059 NEWMAN, IDA	Student Financial Aid	769.08
176060 OLMOS, KRYSTAL	Student Financial Aid	265.2
176061 ORTIZ, GEMA	Student Financial Aid	159.12
176062 OSORIO, JESSICA	Student Financial Aid	79.56
176063 OVERSTREET, TINESHA	Student Financial Aid	185.64
176064 RAMOS, ADRIANA	Student Financial Aid	477.36

176065 RUIZ, VIRGINIA	Student Financial Aid	265.2
176066 SCOTT, MARY	Student Financial Aid	185.64
176067 SNELL, REBECCA	Student Financial Aid	609.96
176068 SUDOL, KELLY	Student Financial Aid	397.8
176069 TAMAYO, MATTY	Student Financial Aid	530.4
176070 THI, LIEN	Student Financial Aid	185.64
176071 THUR, TABITHA	Student Financial Aid	424.32
176072 VASQUEZ, MARIA	Student Financial Aid	848.64
176073 VAZQUEZ, LAURA	Student Financial Aid	159.12
176074 VICKMAN, FREESIA	Student Financial Aid	238.68
176075 ALAMI, SAIDA	Student Financial Aid	185.64
176076 ALAMILLO, FERMINA	Student Financial Aid	265.2
176077 BECERRA, JENNY	Student Financial Aid	371.28
176078 CARD, MARISSA	Student Financial Aid	742.56
176079 CEJA, MARIA	Student Financial Aid	583.44
176080 COLGATE, JENNIFER	Student Financial Aid	185.64
176081 DICKSON, DENISE	Student Financial Aid	397.8
176082 FIGUEROA-PALACIOS, MARIBEL	Student Financial Aid	477.36
176083 FLORES, JACQUELINE	Student Financial Aid	344.76
176084 KNABENBAUER, ALYSSA	Student Financial Aid	79.56
176085 MARTINEZ, ESPERANZA	Student Financial Aid	265.2
176086 MEDINA, CRISTAL	Student Financial Aid	344.76
176087 MERITO, CLAUDIO	Student Financial Aid	265.2
176088 MONTANO, LETICIA	Student Financial Aid	344.76
176089 RAMIREZ, LUCIA	Student Financial Aid	159.12
176090 SALAS, CINDY	Student Financial Aid	344.76
176091 SANCHEZ, ANA	Student Financial Aid	238.68
176092 SERENA, IRENE	Student Financial Aid	424.32
176093 THOMAS, KEA	Student Financial Aid	159.12
176094 VARGAS, REYNA	Student Financial Aid	106.08
176095 VARGAS, ELIZABETH	Student Financial Aid	106.08
176096 VASQUEZ, ERICA	Student Financial Aid	424.32
176097 AWAD, SAMIA	Student Financial Aid	159.12
176098 AYBAR, MARY ANN	Student Financial Aid	265.2
176099 DEL HOYO, JENNIE	Student Financial Aid	159.12
176100 FRAZEE, ANNALEE	Student Financial Aid	79.56
176101 GILBERT, DARLENE	Student Financial Aid	159.12
176102 HERNANDEZ, MARIA	Student Financial Aid	106.08
176103 QUINONEZ, MARISSA	Student Financial Aid	159.12
176104 SANCHEZ, MARISSA	Student Financial Aid	238.68
176106 MARTINEZ, SANDRA	Student Financial Aid	79.56
176107 SANCHEZ, MAYRA	Student Financial Aid	79.56
176118 POTJER, BROOKE	Student Financial Aid	375
176119 BALLOID-MORALES, MIRANDA	Student Financial Aid	75
176120 GROVE, SARAH	Student Financial Aid	75
176121 RASH, DINA	Student Financial Aid	291
176122 VARGAS, LYDIA	Student Financial Aid	251

176123 SCOTT, MARY	Student Financial Aid	88
176124 KAMHIRIRI, BETHANY	Student Financial Aid	457
180392 SBCCD FINANCIAL AID	Student Financial Aid	3,000.00
180534 SOUTH COAST WATER	Water Treatment	1,130.00
180539 CULLIGAN WATER CONDITIONING	Water Treatment	1,110.00
180055 WATER DEPARTMENT	Water Utilities	195,000.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: August 10, 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 2017-18.

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 2017-18 was board approved on June 8, 2017 and went into effect July 1, 2017. The attached revision is to add authority to sign Notices of Employment for the new Director of Human Resources, Kristina Hannon.

INSTITUTIONAL VALUES

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 2017-18

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 2017-18

<p style="text-align: center;">District Orders for Commercial Warrants and Related Journal Entries</p>	<p>◆ <i>Jose Torres, Vice Chancellor, Business & Fiscal Services</i> ◆ <i>Larry Strong, Director of Fiscal Services</i> ◆ <i>Tenille Alexander, Accounting Manager</i> ◆ <i>Kate Myers, Accounting Supervisor</i></p>
<p style="text-align: center;">Payroll Orders and Related Journal Entries, and Voluntary Payroll Deductions (PAY620)</p>	<p>◆ <i>Jose Torres, Vice Chancellor, Business & Fiscal Services</i> ◆ <i>Larry Strong, Director of Fiscal Services</i> ◆ <i>Colleen Gamboa, Payroll Administrator</i></p>
<p style="text-align: center;">Notices of Employment for Certificated, Classified, and Student and Temporary Employees</p>	<p>◆ <i>Bruce Baron, Chancellor</i> ◆ <i>Jose Torres, Vice Chancellor, Business & Fiscal Services</i> ◆ <i>Amalia Perez, Director, Human Resources</i> ◆ <i>Kristina Hannon, Director, Human Resources</i></p>
<p style="text-align: center;">Purchase Orders (no monetary limit)</p>	<p>◆ <i>Jose Torres, Vice Chancellor, Business & Fiscal Services</i> ◆ <i>Steven J. Sutorus, Business Manager</i></p>
<p style="text-align: center;">Journal Entries (not authorized by District or Payroll Orders), Interfund Transactions, and Budget Transfers</p>	<p>◆ <i>Jose Torres, Vice Chancellor, Business & Fiscal Services</i> ◆ <i>Larry Strong, Director of Fiscal Services</i> ◆ <i>Tenille Alexander, Accounting Manager</i> ◆ <i>Kate Myers, Accounting Supervisor</i></p>
<p style="text-align: center;">Certify/Attest to Board Action</p>	<p>◆ <i>Bruce Baron, Chancellor</i> ◆ <i>Donna Ferracone, Clerk of the Board</i></p>
<p style="text-align: center;">Access to San Bernardino County Schools Computer Consortium System with Secure I.D. Token</p>	<p>◆ <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>

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: August 10, 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.

INSTITUTIONAL VALUES

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 8/10/2017***

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
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Bond Measure Funded

Bristol Omega, Inc.	(15131) Provide and install new countertops for CHC's counseling center, Transfer and Career Center, and EOPS/CalWorks Offices; this is to approve increase of \$1,523.00 due to missing payment bond requirement Term: 6/8/2017 - 8/31/2017 Funding Source: Bond Construction	Kitchell/SBCCD	\$50,760.00
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San Diego Air Balance CO. Inc.	(15496) Test and balance air flow in CHC Student Services building Term: 6/20/2017 - 6/30/2017 Funding Source: Bond Construction	Kitchell/SBCCD	\$1,505.00
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<i>SubTotal for Bond Measure Funded: 2</i>			<i>\$52,265.00</i>
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Broadcasting Rights

American Public Television	(15419) Program exchange for KVCR-TV station Term: 7/1/2017 - 6/30/2018 Funding Source: KVCR - Gen fund	TV/KVCR	\$8,702.00
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Dramatic Publishing	(15511) Performance Rights for "It's a Wonderful Life" Term: 11/30/2017 - 12/3/2017 Funding Source: General Funds	Theater Arts/SBVC	\$2,000.00
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<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Broadcasting Rights</u>				
	Executive Program Services, Inc.	(15436) Broadcasting rights for "The Red Green Show" Term: 7/1/2017 - 5/31/2019 Funding Source: KVCR - CPB Grant - TV	TV/KVCR	\$3,600.00
<i>SubTotal for Broadcasting Rights: 3</i>				<i>\$14,302.00</i>
<u>CalWorks Child Care</u>				
	Little Mountain LLC	(15433) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Daisy Maranjo Term: 7/3/2017 - 6/30/2018 Funding Source: CalWorks	Calworks/SBVC	\$25,000.00
<i>SubTotal for CalWorks Child Care: 1</i>				<i>\$25,000.00</i>
<u>CalWorks Off-Campus Work Study</u>				
	Real Journey Academies, Inc.	(15458) Off-Campus workstudy - Student - Penigar, Amenda; reimbursed at up to 100% of per hourly rate Term: 7/1/2017 - 6/30/2018 Funding Source: CalWorks	Calworks/SBVC	\$17,000.00
	SBX Services Inc. dba Express Quality Car Hand Wash	(15459) Off-Campus workstudy - Student - Figueroa, Jose; reimbursed at up to 100% of per hourly rate Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Calworks/SBVC	\$15,000.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>CalWorks Off-Campus Work Study</u>				
<i>SubTotal for CalWorks Off-Campus Work Study: 2</i>				\$32,000.00
<u>Clinicals</u>				
Eisenhower Medical Center	(15524) Clinical - Clinical Site for Respiratory Care Program; no cost to SBCCD Term: 7/1/2017 - 6/30/2022 Funding Source: N/A	Respiratory Care/CHC		
San Antonio Regional Hospital	(15454) Clinical Site for EMS program participants; no cost to SBCCD Term: 7/1/2017 - 6/30/2022 Funding Source: N/A	Emergency Medical Svcs/CHC		
<i>SubTotal for Clinicals: 2</i>				
<u>General</u>				
4 Imprint	(15449) Production of six convertible 6'X8' table throws for division departments Term: 7/11/2017 - 9/1/2017 Funding Source: General Funds	Social Science/SBVC		\$1,516.56
America's Xpress Rent A Car DBA Canada's Auto Sale Inc.	(15443) Rental - Districtwide on-demand eight passenger van rentals as needed by departments; each department pays for own rental period Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Business Services/SBCCD		\$88,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Amsterdam Printing	(15494) Production of 3 inch round buttons Term: 7/17/2017 - 9/30/2017 Funding Source: Educational Planning	Counseling/CHC	\$737.04
Amsterdam Printing	(15495) Production of stylus pens and ceramic mugs Term: 7/17/2017 - 9/30/2017 Funding Source: Educational Planning	Counseling/CHC	\$19,831.76
Badge Express	(15435) Production of name plate for Student Services employee Term: 7/10/2017 - 10/31/2017 Funding Source: General Funds	Student Services/SBVC	\$23.83
Badge Express	(15400) Production of name plates and badge for Financial Aid office personnel Term: 7/1/2017 - 9/1/2017 Funding Source: Financial Aid	Financial Aid/SBVC	\$266.43
Badge Express	(15426) Production of name plates and badge for new SBVC staff Term: 7/1/2017 - 8/31/2017 Funding Source: General Funds	Marketing/SBVC	\$70.88
Bear Valley USD	(15456) Rental of Big Bear High School for SBVC satellite campus for Fall 2017 and Spring 2018 Term: 8/1/2017 - 6/30/2018 Funding Source: General Funds	Science/SBVC	\$7,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Ben's Lock and Key	(15500) On demand repairs on CHC locks and doors Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/CHC	\$7,000.00
Ben's Lock and Key	(15409) On demand repairs on SBVC locks and doors Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$5,000.00
Best Golf Carts, Inc.	(15432) On-demand maintenance and repairs of SBCCD owned golf carts Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Business Services/SBCCD	\$30,000.00
Bio-Tox Laboratories, Inc.	(13207) Blood screening services for the District Police Department; this is to approve Amendment 01 to increase the not to exceed amount by \$800.00 Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	District Police/SBCCD	\$1,000.00
Black Chamber of Commerce Inland Empire	(15489) Advertising sponsorship for the "Black Chamber of Commerce Youth Business Conference" Term: 7/24/2017 - 7/24/2017 Funding Source: General Funds	Chancellor/SBCCD	\$1,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Blackboard	(13744) Help desk service for students and staff; this is to approve amendment 02 to extend services for two months at a cost of \$35,575.70 Term: 7/1/2016 - 8/31/2017 Funding Source: General Funds	TESS/SBCCD	\$308,434.98
Butte-Glenn CCD	(15431) Provide specially skills training Term: 1/1/2017 - 6/30/2017 Funding Source: ETP Grant	PDC/SBCCD	\$45,000.00
California Baptist University	(15470) MOU - Partnership to promote and recruit employees for enrollment into CBU academic programs and offer 30% tuition scholarship; no cost to District Term: 8/1/2017 - 7/31/2019 Funding Source: N/A	Human Resources/SBCCD	
Computer Protection Technologies, Inc. (CPT)	(15427) Replace 40 batteries for emergency backup system; includes installation and removal of old batteries Term: 7/1/2017 - 8/31/2017 Funding Source: KVCR - Gen fund	TV/KVCR	\$12,934.35
Crest Chevrolet/Geo	(15480) On demand repairs to the maintenance department vehicles Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$20,000.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>				
	Culligan Water	(14578) Water softening treatment for the ice machines in SBVC Cafeteria; this is to approve correction to term date Term: 10/1/2016 - 6/30/2019 Funding Source: General Funds	Administrative Services/SBVC	\$870.00
	Direct Connection	(15485) Postcard mailing to promote Fall 2017 semester Term: 7/1/2017 - 8/31/2017 Funding Source: General Funds	Marketing/CHC	\$3,774.11
	DS Waters of America, Inc. dba Sparkletts	(15460) Bottled water delivery Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Chancellor/SBCCD	\$2,000.00
	Echavarria, Richard Thomas	(15477) Video editing services and rebranding of logo Term: 7/12/2017 - 6/30/2018 Funding Source: KVCR - Gen fund	TV/KVCR	\$5,000.00
	Educational Computer Systems, Inc. DBA Heartland ECSI	(15438) Contract services for IRS 1098-T reporting and processing Term: 7/1/2017 - 6/30/2022 Funding Source: General Funds	Fiscal Services/SBCCD	\$23,000.00
	Facebook, Inc.	(15408) Advertisement to promote SBVC Foundation events Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Foundation/SBVC	\$3,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Facebook, Inc.	(15503) Ongoing advertisement on Facebook to promote CHC programs and events Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Marketing/CHC	\$12,000.00
FastSigns	(15173) Production of 10 A-frame signs and 5 feather flags Term: 5/12/2017 - 9/30/2017 Funding Source: General Funds	Student Success/SBVC	\$1,959.07
FedEx Kinkos - Printers	(15488) Printing services for SBVC Marketing Department Term: 7/27/2016 - 7/27/2016 Funding Source: General Funds	Marketing/SBVC	\$212.81
Girl Scouts of San Geronio Council	(15450) To provide outreach activities to middle school and high school aged participants to expose them to career opportunities in the Digital Media field through presentations and field trips as part of the ICT/Digital Media Deputy Sector Navigator project Term: 7/15/2017 - 9/30/2017 Funding Source: ICT/Digital Media Grant	PDC/SBCCD	\$10,000.00
Golf Cars of Riverside	(15509) On demand repairs and maintenance on CHC golf carts Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Technology Services/CHC	\$1,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Goodwill Southern California	(15498) On Demand document shredding services Term: 7/1/2017 - 6/30/2018 Funding Source: KVCR - Gen fund	KVCR/KVCR	\$300.00
H & L Charter Co, Inc.	(15429) Bus rental for Puente field trip to University of California Riverside Term: 2/24/2017 - 2/24/2017 Funding Source: Matriculation	Puente/SBVC	\$926.00
H & L Charter Co, Inc.	(15472) Bus rental to Citrus College for football game Term: 9/16/2017 - 9/16/2017 Funding Source: General Funds	Athletics/SBVC	\$2,036.00
H & L Charter Co, Inc.	(15474) Bus rental to College of the Desert for football game Term: 10/21/2017 - 10/21/2017 Funding Source: General Funds	Athletics/SBVC	\$2,094.00
H & L Charter Co, Inc.	(15473) Bus rental to Hancock College for football game Term: 9/30/2017 - 9/30/2017 Funding Source: General Funds	Athletics/SBVC	\$4,520.48
H & L Charter Co, Inc.	(15447) Bus rental to Imperial Valley for soccer game Term: 10/6/2017 - 10/6/2017 Funding Source: General Funds	Athletics/SBVC	\$1,736.56

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>				
	H & L Charter Co, Inc.	(15476) Bus rental to Mt. San Jacinto College for football game Term: 11/11/2017 - 11/11/2017 Funding Source: General Funds	Athletics/SBVC	\$2,036.00
	H & L Charter Co, Inc.	(15446) Bus rental to Santa Barbara for soccer game Term: 9/8/2017 - 9/8/2017 Funding Source: General Funds	Athletics/SBVC	\$1,682.32
	H & L Charter Co, Inc.	(15475) Bus rental to Southwestern College for football game Term: 10/28/2017 - 10/28/2017 Funding Source: General Funds	Athletics/SBVC	\$2,790.00
	H & L Charter Co, Inc.	(15469) Puente Field Trip to UC San Diego Term: 9/30/2017 - 9/30/2017 Funding Source: General Funds	Puente/SBVC	\$1,511.00
	Heidi Tuckler Dance Theatre	(15437) Live dance performance and panel discussion; no cost to SBCCD Term: 10/28/2017 - 10/28/2017 Funding Source: N/A	Humanities/SBVC	
	KCAL FM - SBR Broadcasting Corp	(15412) Radio advertising to promote SBVC Adult Education program Term: 7/24/2017 - 8/5/2017 Funding Source: AB86 Adult Consortium	Mathematics/SBVC	\$8,080.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
LeMay Construction	(15405) Install new outlet in print shop area and install new data ring in attic space Term: 7/1/2017 - 8/31/2017 Funding Source: General Funds	Print Shop/SBCCD	\$385.00
Magic Jump Rentals	(15484) Rental of maze, hoop, & shootout games for Food Fest event Term: 4/27/2017 - 4/27/2017 Funding Source: General Funds	Marketing/SBVC	\$690.00
Marketing Communications Resource, Inc.	(15418) Production of printing, postage and mailing of November appeal Term: 7/1/2017 - 10/31/2017 Funding Source: General Funds	Foundation/SBVC	\$5,000.00
Mint Print Media	(15490) Production of 9'X9' banner for 90th Anniversary event Term: 5/22/2017 - 5/22/2017 Funding Source: General Funds	Marketing/SBVC	\$305.57
MSDSonline	(15514) Online services for Material Safety Data Sheets as part of District Environmental Health program Term: 7/1/2017 - 6/30/2020 Funding Source: General Funds	Facilities Planning/SBCCD	\$12,717.00
Nielsen Company (US), LLC, The	(15430) Local audience measuring service Term: 7/1/2017 - 6/30/2020 Funding Source: KVCR - CPB Grant - TV	TV/KVCR	\$105,180.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>				
	Nielsen Company (US), LLC, The	(15493) Service - Fee for local audience measuring service Term: 7/1/2017 - 6/30/2020 Funding Source: KVCR - CPB Grant - TV	TV/KVCR	\$230,556.00
	P2C Solutions, LLC	(15386) Design promotional materials to promote Adult Education project Term: 7/1/2017 - 7/31/2017 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$9,750.00
	Press Enterprise, The	(15523) Sticky note advertising on pe.com to promote CHC programs Term: 7/15/2017 - 6/30/2018 Funding Source: General Funds	Marketing/CHC	\$4,782.00
	Ram Plumbing Heating & Air	(15462) On demand plumbing and HVAC repairs at SBVC for work that cannot be performed by staff plumber Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$10,000.00
	Ran Graphics, Inc.	(15504) Production of SBVC's Fall 2017 class schedules Term: 7/24/2017 - 8/7/2017 Funding Source: General Funds	Instruction/SBVC	\$6,977.40

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Rayne Water Conditioning - Covina	(15401) Water treatment services and tank rental for Microbiology Department Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Microbiology/SBVC	\$864.00
Redlands, City of	(15439) Photography/Filming permit for KVCR's recording of events at the Redlands Bowl; no cost to SBCCD Term: 7/18/2017 - 8/18/2017 Funding Source: N/A	TV/KVCR	
Riverside CCD	(15455) Plan and implement a college cyber camp at the Moreno Valley College campus Term: 7/1/2017 - 7/31/2017 Funding Source: ICT/Digital Media Grant	PDC/SBCCD	\$3,950.00
School Employers Association of California	(15444) Membership in JPA in order to maintain programs, policies and procedures necessary to understand and comply with the Educational Employment Relations Act of California Term: 7/1/2017 - 6/30/2022 Funding Source: General Funds	Human Resources/SBCCD	\$15,000.00
Shepard Bros., Inc.	(15468) Monthly water treatment for SBVC Central Plant; includes on-demand repairs Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$20,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Sheriff's Employees' Benefit Association	(15483) Single team sponsorship for the "Third Annual Fallen Heroes Bowling Tournament" Term: 10/14/2017 - 10/14/2017 Funding Source: General Funds	Chancellor/SBCCD	\$600.00
Shred-It	(12469) Monthly document shredding service; this is to approved adding Admisstions and Recorded department on to the account for Financial Ad office Term: 10/1/2015 - 9/30/2018 Funding Source: General Funds	Financial Aid/SBVC	\$10,000.00
SiteOne Landscape Supply, LLC	(15411) On-demand service and repair on Rain Master Central Control System Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Grounds/SBVC	\$2,500.00
Small Manufacturers Institute	(14445) Facilitate Career Technical Education activities; arrange presentations, workshops, and events; this is to approve additional scope of work and cost increase of \$19,980; funded through EDCT/PDC contract education income Term: 11/15/2016 - 6/30/2017 Funding Source: EDCT Funds	PDC/SBCCD	\$39,420.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Sun and Sky Entertainment Inc.	(15506) Ethan Bortnick Performance at the Fox Performing Arts Center fundraising event Term: 3/10/2018 - 3/10/2018 Funding Source: KVCR - Foundation	TV/KVCR	\$32,500.00
Sun, The-Inland Valley Daily	(15492) Half page advertisement to promote CHC programs Term: 7/30/2017 - 7/30/2017 Funding Source: General Funds	Marketing/CHC	\$575.00
Sunstate Equipment Company	(15479) On demand heavy equipment rentals Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$20,000.00
Sunstate Equipment Company	(15499) On demand heavy equipment rentals Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/CHC	\$5,000.00
Symons Emergency Specialist	(15448) Stand-by event emergency services for home football games Term: 9/2/2017 - 11/4/2017 Funding Source: General Funds	Athletics/SBVC	\$2,000.00
Trans-Pennine Holdings, Inc.	(15402) Cooperative training agreement for online lectures that meet the educational requirement of the AB1217-790 program Term: 7/1/2017 - 1/31/2021 Funding Source: General Funds	PDC/SBCCD	\$5,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Trophy House	(15482) Production of rosewood plaque Term: 5/12/2017 - 5/12/2017 Funding Source: General Funds	Marketing/SBVC	\$343.61
Turf Star, Inc.	(15481) Repair and maintenance on ride-on turf mower Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Grounds/SBVC	\$5,000.00
UNISA, Inc.	(15478) Loan servicing for student loans Term: 7/1/2017 - 6/30/2022 Funding Source: General Funds	Fiscal Services/SBCCD	\$30,000.00
Valley Tire Company	(15457) On demand services and repairs for SBCCD Police vehicles Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	District Police/SBCCD	\$3,000.00
Valley Tire Company	(15463) On demand services and repairs for SBVC vehicles Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$5,000.00
Vision Maker Media	(15502) Production of 100 Finding Refuge DVDs to use as giveaways to promote FNX Term: 7/1/2017 - 9/30/2017 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$848.18

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Waxie	(15452) On demand repair and maintenance of janitorial equipment Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Custodial/SBVC	\$20,000.00
WGBH Foundation	(15527) Mutual nondisclosure agreement Term: 7/19/2017 - 6/30/2022 Funding Source: N/A	KVCR/KVCR	
Wilbur's Power Equipment	(15410) On demand repairs of lawn equipment Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$10,000.00
<i>SubTotal for General: 76</i>			<i>\$1,256,287.94</i>
<u>Income - Contract Ed</u>			
Broco-Rankin	(15520) PDC to provide on-site contract training Term: 7/1/2017 - 6/30/2018 Funding Source: N/A	PDC/SBCCD	\$25,000.00
California, State of, EDD	(15023) Contract Education for Barriga De La Rosa, Jaime; this is to approve a decrease of \$2,000 Term: 4/3/2017 - 11/29/2017 Funding Source: N/A	PDC/SBCCD	\$8,500.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Income - Contract Ed</i>			
Microdyne Plastics, Inc.	(15525) Contract Education for customized training of contractor's employees Term: 7/6/2017 - 6/30/2018 Funding Source: N/A	PDC/SBCCD	\$25,000.00
<i>SubTotal for Income - Contract Ed: 3</i>			<i>\$58,500.00</i>
<i>Income - Facilities Use</i>			
Piranha Swim Team	(15487) Facility use of CHC pool for swim training Term: 7/1/2017 - 6/30/2018 Funding Source: N/A	Administrative Services/CHC	\$2,500.00
Redlands Swim Team	(15486) Facilities use of CHC pool for swim practice Term: 7/1/2017 - 6/30/2018 Funding Source: N/A	Administrative Services/CHC	\$10,000.00
Thunderbird Water Polo Club, Inc.	(15434) Use of CHC swimming pool for water polo practices Term: 7/3/2017 - 6/30/2018 Funding Source: N/A	Pool/CHC	\$500.00
<i>SubTotal for Income - Facilities Use: 3</i>			<i>\$13,000.00</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Income - General</i>			
CCC Chancellor's Office	(15529) COTOP "Chancellor's Office Tax Offset Program" - The collection of debt owed to SBCCD via the State Franchise Tax Board's Interagency Offset Program; 75% of Collected Debt Term: 10/1/2017 - 9/30/2018 Funding Source: N/A	Fiscal Services/SBCCD	
Foundation for California Community Colleges	(15453) Interagency Agreement - SBVC's Automotive Smog Lab to be used for State of California's BAR Smog Referee and Student Technician Training Program Term: 7/1/2017 - 6/30/2019 Funding Source: N/A	Automotive/SBVC	\$24,000.00
<i>SubTotal for Income - General: 2</i>			<i>\$24,000.00</i>
<i>Income - Grant</i>			
Foundation for California Community Colleges	(15507) Grant - Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP) Term: 7/1/2017 - 6/30/2018 Funding Source: N/A	EOP&S/SBVC	\$22,500.00
<i>SubTotal for Income - Grant: 1</i>			<i>\$22,500.00</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Income - Underwriter</u>			
California State University - San Bernardino	(15403) Underwriter agreement to sponsor KVCR-FM and KVCR -TV programs Term: 7/1/2017 - 4/30/2018 Funding Source: N/A	KVCR/KVCR	\$10,000.00
Theater League	(15404) Underwriter agreement to sponsor KVCR-FM NPR spots Term: 7/1/2017 - 7/31/2017 Funding Source: N/A	FM/KVCR	\$1,500.00
<i>SubTotal for Income - Underwriter: 2</i>			<i>\$11,500.00</i>
<u>Leases</u>			
Terra Pacific Waste Management	(15451) Lease - One P200 Compactor and two P200 Bins; these are trash compactors to save on campus costs of waste disposal; lease includes on-going support Term: 7/1/2017 - 6/30/2020 Funding Source: General Funds	Administrative Services/SBVC	\$48,000.00
Terra Pacific Waste Management	(15501) Lease for One P200 Compactor and two P200 Bins Term: 7/1/2017 - 6/30/2022 Funding Source: General Funds	Maintenance/CHC	\$35,000.00
<i>SubTotal for Leases: 2</i>			<i>\$83,000.00</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Maintenance Agreement</u>			
Black Knight Termite & Pest Control, Inc.	(15440) Pest control services for CHC Term: 7/1/2017 - 6/30/2020 Funding Source: General Funds	Maintenance/CHC	\$9,180.00
Konica Minolta	(15425) Maintenance agreement for BizHub copier; serial #AOEDO11007430 Term: 7/1/2017 - 6/30/2018 Funding Source: State Grant	PDC/SBCCD	\$2,000.00
Pacific Parking Systems, Inc.	(13661) Maintenance of parking permit vending machines on CHC campus and on-demand repairs and parts; this is to approve the correct amount of \$9,000 per year Term: 7/1/2016 - 6/30/2019 Funding Source: Parking Fee	Maintenance/CHC	\$27,000.00
Presstek, LLC	(15445) Maintenance of the Print Shop Vector FL52 digital press Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Print Shop/SBCCD	\$7,800.00
<i>SubTotal for Maintenance Agreement: 4</i>			<i>\$45,980.00</i>
<u>PO as Contract</u>			
Crest Chevrolet/Geo	(15519) Perform automotive repair and maintenance on 2003 Trailblazer Term: 7/20/2017 - 8/15/2017 Funding Source: KVCR - Gen fund	KVCR/KVCR	\$1,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i><u>PO as Contract</u></i>			
Encore Piano & Organ Moving LLC	(15522) Piano moving services Term: 7/20/2017 - 8/15/2017 Funding Source: General Funds	Music/SBVC	\$200.00
<i>SubTotal for PO as Contract: 2</i>			<i>\$1,200.00</i>
<i><u>Program Acquisition</u></i>			
Telles, David	(15471) Program rights for "Letter To My Heroes"; no cost to SBCCD Term: 5/3/2017 - 5/2/2022 Funding Source: N/A	TV/KVCR	
<i>SubTotal for Program Acquisition: 1</i>			
<i><u>Small Scale Construction</u></i>			
LeMay Construction	(15512) Furnish and install electrical and HVAC for Human Resources partition project Term: 7/24/2017 - 7/31/2017 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$3,365.00
New Tangram LLC.	(15513) Furnish and install partition in Human Resources Term: 7/24/2017 - 7/31/2017 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$5,392.67
<i>SubTotal for Small Scale Construction: 2</i>			<i>\$8,757.67</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Software/Online Services</u>			
Allegiance Software, Inc	(15528) Software License for "Address Automation (SATORI)" donor marketing software Term: 7/1/2017 - 6/30/2018 Funding Source: KVCR - Foundation	KVCR/KVCR	\$3,450.84
ComputerLand of Silicon Valley	(14425) Software license for "Creative Cloud Enterprise ETLA" and "Adobe Sign" used for graphic designing; this is to approve the optional additional two years at a cost of \$31,000 Term: 11/1/2016 - 11/1/2019 Funding Source: General Funds	TESS/SBCCD	\$41,000.00
ConvergeOne, Inc.	(15510) Smartnet Essential software support for the CISCO phone system used for troubleshooting Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	TESS/SBCCD	\$66,836.56
Educause	(15508) Registration of "craftonhills.edu" and "valleycollege.edu" domain names Term: 8/1/2017 - 7/31/2018 Funding Source: General Funds	TESS/SBCCD	\$80.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u><i>Software/Online Services</i></u>				
	Elsevier Inc.	(15515) Software license "RN A/2 Critical Thinking" and "Adaptive Quiz" for online assessment exams for students in enrolled Registered Nurse program; Graduating Class of Fall 2019 Term: 7/1/2017 - 12/31/2019 Funding Source: Nursing Grant	Nursing/SBVC	\$19,364.00
	Elsevier Inc.	(15517) Software license for 10 module test for online assessment exams for 47 students in enrolled Registered Nurse program; Graduating Class of Fall 2019; no cost to SBCCD Term: 7/1/2017 - 12/31/2019 Funding Source: N/A	Nursing/SBVC	
	Elsevier Inc.	(15518) Software license for 10 module test for online assessment exams for 47 students in enrolled Registered Nurse program; Graduating Class of Spring 2019; no cost to SBCCD Term: 7/1/2017 - 6/30/2019 Funding Source: N/A	Nursing/SBVC	
	Elsevier Inc.	(15516) Software license for 12 module test for online assessment exams for 47 students in enrolled Registered Nurse program; Graduating Class of Spring 2019 Term: 7/1/2017 - 6/30/2019 Funding Source: Nursing Grant	Nursing/SBVC	\$18,894.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Software/Online Services</u>			
Evernote Corporation	(15497) Annual licensing for use of Evernote software; this program links user's devices so that notes are always available Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Chancellor/SBCCD	\$42.00
Hyland global Headquarters (formerly Lexmark Software)	(15057) Annual license renewal for ImageNow; this is to approve vendor name changes from Lexmark Software Term: 9/1/2017 - 8/31/2018 Funding Source: General Funds	TESS/SBCCD	\$72,057.77
Namecheap, Inc.	(15399) Registration of three domain names for KVCR "empirenetwork.org, pbsempire.org and nprempire.org" for three years Term: 6/20/2017 - 6/19/2020 Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$184.26
OnX USA LLC	(15428) Software support and maintenance for HP Data Protectors used to backup servers Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	TESS/SBCCD	\$1,158.00
Public Media Partnerships, Inc.	(15203) Software licensing for "Prompli Pro" used as a password protected cloud-based online application for pledge drives Term: 9/1/2017 - 8/30/2020 Funding Source: KVCR - Foundation	FM/KVCR	\$5,373.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Software/Online Services</u>			
Three M (3M) Personal Safety Division	(15521) Online medical clearance exams Term: 7/1/2017 - 6/30/2018 Funding Source: Medical Clearance	Administrative Services/CHC	\$10,535.00
XAP Corporation	(10896) License agreement for eTranscripts software used by SBVC and CHC Student Services department; no cost to District - funded through State Chancellors Office; Amendment 01 - to extend term to 06/30/2017 Term: 11/13/2014 - 6/30/2017 Funding Source: N/A	TESS/SBCCD	
<i>SubTotal for Software/Online Services: 15</i>			<i>\$238,975.43</i>
<u>Subgrantee</u>			
Colton Joint USD	(15413) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); subgrantee to provide services of the grant objectives Term: 7/1/2017 - 12/31/2019 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$528,580.00
Redlands USD	(15414) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); subgrantee to provide services of the grant objectives Term: 7/1/2017 - 12/31/2019 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$324,311.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Subgrantee</i>			
Rialto USD	(15415) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); subgrantee to provide services of the grant objectives Term: 7/1/2017 - 12/31/2019 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$924,470.00
San Bernardino City USD	(15416) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); subgrantee to provide services of the grant objectives Term: 7/1/2017 - 12/31/2019 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$6,784,521.00
Yucaipa-Calimesa Joint USD	(15417) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); subgrantee to provide services of the grant objectives Term: 7/1/2017 - 12/31/2019 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$345,876.00
<i>SubTotal for Subgrantee: 5</i>			<i>\$8,907,758.00</i>
<i>Grand Total Contracts for Board Date 8/10/2017: 128</i>			

Routine Contracts - Summary

Scheduled Board Meeting 08/10/2017

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Bond Measure Funded</u>	2	\$52,265.00
<u>Broadcast Rights</u>	3	\$14,302.00
<u>CalWorks Child Care</u>	1	\$25,000.00
<u>Calworks Workstudy</u>	2	\$32,000.00
<u>Clinicals</u>	2	\$0.00
<u>General</u>	76	\$1,256,287.94
<u>Leases</u>	2	\$83,000.00
<u>Maintenance Agreement</u>	4	\$45,980.00
<u>PO as Contract</u>	2	\$1,200.00
<u>Program Acquisition</u>	1	\$0.00
<u>Small Scale Construction</u>	2	\$8,757.67
<u>Software/Online Services</u>	15	\$238,975.43
<u>Subgrantee</u>	5	\$8,907,758.00
	117	
		Total Expenses <u><u>\$10,665,526.04</u></u>

INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Income - Contract Ed</u>	3	\$58,500.00
<u>Income - Facilities Use</u>	3	\$13,000.00
<u>Income - General</u>	2	\$24,000.00
<u>Income - Grant</u>	1	\$22,500.00
<u>Income - Underwriter</u>	2	\$11,500.00
	11	
		Total Income <u><u>\$71,000.00</u></u>
Total Number of Contracts	<u><u>128</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: August 10, 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.

INSTITUTIONAL VALUES

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
August 10, 2017

Asset #	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
32185	6/15/2017	SBVC	OptiPlex 780	9/1/2010	\$1,206.24	\$0.00
32982	6/26/2017	CHC	Dell Venue 11 Pro	5/22/2014	\$1,169.95	\$0.00
32983	6/26/2017	CHC	Dell Venue 11 Pro	5/22/2014	\$1,169.95	\$0.00
32988	6/26/2017	CHC	Dell Venue 11 Pro	5/22/2014	\$1,169.95	\$0.00

Non-Fixed Assets Surplus Report
August 10, 2017

Dell Venue Pro 11 Tablets	15 ea
Dell Venue Pro 11 Keyboards	15 ea
Dell Tablet Dock	2 ea
Ipad	1 ea
19" Dell Monitors	15 ea
Sony Viao Tablet	1 ea
Asus Tablet	1 ea
Boxes of Miscellaneous Cables	1 ea
HP Deskjet 955c	1 ea
Gateway Laptop	1 ea
Crestron Power Connect	1 ea
Crestron Power Supply	3 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: August 10, 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
Colleen Gamboa, Payroll Administrator	22	\$320.92	\$7,060.24
Amalia Perez, Director of Human Resources	20	\$474.12	\$9,482.40

OVERVIEW

Based on legal opinion, the County of San Bernardino requires that the payout of vacation time 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.

INSTITUTIONAL VALUES

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: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant to the Chancellor

DATE: August 10, 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.

INSTITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

**San Bernardino Community College District
District & College Expenses**

Site: Central Services
Event: Reimbursement for Interviews for Management position at Crafton Hills College
Date of Event: June 7, 8, 18 & 19, 2017

Item Being Purchased: Reimbursement
Cost: \$1643.53
Funding Source: General Fund

Site: Central Services
Event: Manager's In-Service Day
Date of Event: 08/02/17

Item Being Purchased: Refreshments
Cost: \$2000
Funding Source: General Fund

Site: SBVC
Event: SBVC Campus & Community Meeting
Date of Event: 08/10/17

Item Being Purchased: Refreshments
Sponsored by the Office of Research, Planning and Institutional Effectiveness, this semi-annual event taking place for the third year as part of Flex Day and the beginning of a new semester. Staff meet to brainstorm ideas for student success and strategic planning through breakout sessions with staff, faculty, and the community. Anticipated attendance is approximately 85 students, community members, faculty and staff.
Cost: \$539.07
Funding Source: President's Office General Fund
RATIFICATION: This item is being ratified as this event being held prior to the board meeting being held. Timelines occurring during the fiscal year transition may conflict with meeting the appropriate deadlines. Therefore, we ask that this item be approved at the August 10, 2017 board meeting.

Site: SBVC
Event: All Counselors in Student Services
Retreat
Date of Event: 09/05/17-09/07/17

Item Being Purchased: Meals, Refreshments and Supplies
Sponsored by the Counseling Department at San Bernardino Valley College.
The attendees will undergo intensive sessions for intensive updates on Student
Success interventions, review on processes and procedures, activities for
teamwork enhancement including key mandates for Student Services.
Anticipated attendance is 100 faculty and staff.

Cost: \$4765

Funding Source: Student Success and Support Program Categorical
Funds

Site: SBVC
Event: STAR Program/Trio Student
Cultural Lunches, "Dining with the STARS"
Fall 2017
Date of Event: 09/18/17
10/17/17
11/15/17

Item Being Purchased: Refreshments
Sponsored by the STAR Program, lunches will be cultural activities allowing
students to exchange insight and experiences, to increase comfort with faculty
and establish connections beyond immediate peer or academic group. (Based
on the Successful Dinner with 12 Strangers originated at UCLA). Anticipated
attendance will be 7 students, faculty and staff members. The cost is \$130 per
event.

Cost: \$390

Funding Source: STAR Program/TRIO Grant Funds

Site: SBVC
Event: Commercial Exploitation of Children
- Awareness and Identification
Date of Event: 09/28/17
10/26/17

Item Being Purchased: Meals and Supplies
Sponsored by the Foster & Kinship Care Education (FKCE) Program, this
training is to ensure that foster parents and kinship caregivers, along with
professionals in child servicing students understand the Commercial Sexual
Exploitation of Children (CSEC) problem and how to identify exploited and at risk
children. Anticipated attendance is 22 staff and community members. The cost
is \$560 per event.

Cost: \$560

Funding Source: Foster & Kinship Care Education Categorical Funds

<p>Site: SBVC Event: Puente Project - Motivational Transfer Conference Date of Event: 09/30/17</p>	<p>Item Being Purchased: Bus Rental Sponsored by the Puente Project, the Transfer Motivational Conference is an event that focuses on promoting transfer readiness, leadership development and exposure to career opportunities for the Puente Community College Phase I students. Students attending will network with other Puente students and develop leadership skills necessary to transfer to 4-year colleges. Anticipated attendance will be 32 students and faculty members. Chaperones will be Alma Lopez and Elizabeth Banuelos. Cost: \$1511 Funding Source: Puente Project General Fund</p>
<p>Site: SBVC Event: Annual Fall Transfer/College Fair 2017 Date of Event: 10/11/17</p>	<p>Item Being Purchased: Refreshments, Decorations, Rentals, Promotions and Printing Sponsored by the Student Success and Support Program and the Transfer and Career Services. The purpose of the fair is to increase retention and transfer rates by providing awareness of requirements for public, private and out-of-state universities. Exposure to a variety of institutions will assist students with obtaining admissions information, getting their transfer questions answered and ultimately transferring to a 4-year institution. Approximate attendance is 725 students, faculty, staff and university representatives. Cost: \$8389 Funding Source: Student Success and Support Program (SSSP) Categorical Funds, Transfer Center General Funds and Transfer Center Trust</p>
<p>Site: CHC Event: Flex Day Date of Event: 8/10/17</p>	<p>Item Being Purchased: Refreshments for faculty and staff for Flex Day. Cost: \$1000 Funding Source: Student Equity categorical funding Hiring of Professional Development lead faculty failed twice prior to the selection. This resulted in a delay in the planning process.</p>
<p>Site: CHC Event: CCCAA Compliance and Eligibility Training Date of Event: 8/29/17</p>	<p>Item Being Purchased: Refreshments. Sponsored by the CHC President's Office, refreshments and lunch for the faculty and staff attending the CCCAA Compliance and Eligibility Training. Cost: \$250 Funding Source: Campus President General Fund</p>

Site: CHC
Event: Fall Club Rush
Date of Event: 09/25/17-09/28/17

Item Being Purchased: Refreshments, Giveaways, and Decorations. Sponsored by the Associated Student Government for the CHC students and staff. Attended guests will have the opportunity to participate in various giveaways and have snacks and refreshments that will be provided by their ASB.
Cost: \$1500
Funding Source: Associated Student body General Fund 027

Site: CHC
Event: Region 9 CalWORKs Train the Trainer-Customer Service Training Academy
Date of Event: 10/26/17-10/27/17

Item Being Purchased: Meals, hotel and travel costs, facilitator. Sponsored by the State CalWORKs, this conference is for Region 9 CalWORKs directors and counselors.
Cost: \$8000
Funding Source: Region 9 State CalWORKs fund

Site: KVCR
Event: Live Pledge Event
Date of Event: 9/12/17

Item Being Purchased: Refreshments
Cost: \$250
Funding Source: KVCR Foundation

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: August 10, 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.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

Included in the budget.

**San Bernardino Community College District
Individual Memberships**

Site: CHC
Name: Donna Hoffmann
Cost: \$75.00
Funding Source: Marketing General Fund

Membership & Purpose: Community College Public Relations Organization, This is a statewide organization focused on professional development and service organizations that seek to promote excellence in California's community colleges.

Site: CHC
Name: Donna Hoffmann
Cost: \$250.00
Funding Source: Marketing General Fund

Membership & Purpose: National Council for Marketing and Public Relations (NCMPR), This is the leading professional development organization for community and technical college communicators. It provides opportunities to network with colleagues across the nation, receive professional development, share ideas, and have access to tools to advocate for our college.

Site: SBVC
Name: Karen Childers
Cost: \$200.00 (includes IEPGRT membership)
Funding Source: Development & Community Relations General Fund

Membership & Purpose: Partnership for Philanthropic Planning (PPP) and Inland Empire Planned Giving Roundtable (IEPGRT), The Partnership for Philanthropic Planning is the source for education, research and advocacy for professionals who have a role in designing and implementing donors' philanthropic plans. The Inland Empire Planned Giving Roundtable is the local chapter of PPP for the Inland Empire.

Site: Central Services

Name: Anna Mendez

Cost: \$250.00

Funding Source: General Funds

Membership & Purpose: 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.

Site: KVCR

Name: Micah Wright

Cost: \$2,900.00

Funding Source: FNX and KVCR

Membership & Purpose: America's Public Television Stations Grant Center Membership, Membership to APTS grant center for public media

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: August 10, 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.

INSITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

**San Bernardino Community College District
Conference Attendance**

Site: Central Services
Department: Business & Fiscal Services
Conference Name: CCFC Annual Conference
Travel Dates: 11/12/2017 - 11/15/2017
City, State: Sacramento, CA
Cost per person: \$ 1565
Funding Source: General Fund

Name: Hussain Agah

Purpose: Director of Facilities to learn about community college facilities issues such as state funding approaches, construction delivery methods, local bond management, sustainability, etc.

Site: Central Services
Department: Human Resources
Conference Name: PMA Conference
Travel Dates: 10/16/2017 - 10/19/2017
City, State: Anaheim, CA
Cost per person: \$ 2500
Funding Source: General Fund

Name: Tiffany Aguilar and Maria Gates

Purpose: Internal Investigation Certification

Site: Central Services
Department: Police Department
Conference Name: Background Investigator's Course
Travel Dates: 11/13/2017 - 11/17/2017
City, State: Riverside, CA
Cost per person: \$ 197
Funding Source: General Fund

Name: Gina Gonzalez

Purpose: This class is to provide the knowledge necessary to conduct background investigations

Site: Central Services
Department: Chancellor's Office
Conference Name: CASE Conference for
Community College Advancement
Travel Dates: 10/12/2017 - 10/14/2017
City, State: Anaheim, CA
Cost per person: \$ 1000
Funding Source: General Fund

Name: Bruce Baron

Purpose: To find opportunities and strategies to benefit our students and District.

Site: CHC
Department: Administrative Services
Conference Name: Enrollment
Management Academy
Travel Dates: 7/17/2017 - 7/20/2017
City, State: Claremont, CA
Cost per person: \$ 1500
Funding Source: Administrative Services
General Fund

Name: Mike Strong

Purpose: Attend workshops that provide an intensive investigation into the best practices in enrollment management. Workshops will include an opportunity to hear from industry professionals and models with college data.

Jose Torres asked Mike to attend after the deadline to submit to July board. This is an important conference for enrollment challenges that the college will benefit from his attendance.

Site: CHC
Department: Resource Development
Conference Name: 2017 Conference for
Community College Advancement
Travel Dates: 10/12/2017 - 10/14/2017
City, State: Anaheim, CA
Cost per person: \$ 1234
Funding Source: Resource Development
General Fund

Name: Carrie Audet and Michelle Riggs

Purpose: To learn best practices for building a stronger relationship between CHC and the community.

Site: CHC
Department: Student Success
Conference Name: Caped Training and Convention
Travel Dates: 10/18/2017 - 10/22/2017
City, State: Huntington Beach, CA
Cost per person: \$ 2000
Funding Source: DSPS Categorical Funding

Name: Vonda O'Shaughnessy

Purpose: To learn latest ADA laws that guide our DSPS office as well as training in the field of disability to further enhance our expertise and better serve our students at CHC.

Site: SBVC
Department: Counseling
Conference Name: African American Male Education Network & Development Conference (A2MEND)
Travel Dates: 3/1/2017 - 3/3/2017
City, State: Los Angeles, CA
Cost per person: \$ 1307.55
Funding Source: Student Equity Categorical Fund

Name: Tahirah El-Sherif

Purpose: To hold African American male administrator in the community college system to their moral responsibility to uplift their communities through their role in education, knowledge, and expertise in the profession. To learn approaches and receive training in order to provide successful college experiences to the African American male.

RATIFICATION:

This item is being ratified as the original paperwork gave a total balance under the required amount to be sent to board. With the conference amount increasing, the item does need to be ratified for board approval. Therefore we ask that this item be approved at the August 10, 2017 board meeting.

Site: SBVC
Department: First Year Experience
Conference Name: National Summer Institute on Learning Communities
Travel Dates: 7/9/2017 - 7/14/2017
City, State: Olympia, WA
Cost per person: \$ 2378
Funding Source: Student Equity Categorical Fund

Name: Heather Johnson

Purpose: To allow staff/faculty to gain the tools to better serve First Year Experience (FYE) learning communities. Will help with the best practices to create a successful FYE learning community at San Bernardino Valley College.

RATIFICATION:

This item is being ratified due to an organizational change in which paperwork was misplaced. Therefore, the item was not board approved on a timely basis. Therefore we ask that this item be approved at the August 10, 2017 board meeting.

Site: SBVC
Department: First Year Experience
Conference Name: National Summer Institute on Learning Communities
Travel Dates: 7/10/2017 - 7/14/2017
City, State: Olympia, WA
Cost per person: \$ 2161.12
Funding Source: Student Equity Categorical Fund

Name: Judy Joshua

Purpose: As an instructor, the attendee will learn the best practices in establishing successful learning communities at San Bernardino Valley College. The knowledge and skills acquired at this institution will assist in student retention and student success.

AMENDMENT/RATIFICATION:

This item was board approved on June 8, 2017 board meeting and being amended and ratified to reflect the increase of the total cost from \$2,066.39 to \$2,161.12 due to shuttle fee increase and adjustments of other expenses. We ask that this item be approved at the August 10, 2017 board meeting.

Site: SBVC
Department: Student Equity and Success
Conference Name: The Nuts and Bolts of California Community College Administration
Travel Dates: 7/23/2017 - 7/27/2017
City, State: Irvine, CA
Cost per person: \$ 2150
Funding Source: Student Equity Categorical Fund

Name: Maria Del Carmen Rodriguez

Purpose: To provide an overview of the most crucial technical, regulatory and legal aspects of administration as it applies to California's unique community college system. Strengthen skills and techniques to better serve San Bernardino Valley College's staff, faculty and students in Student Services.

RATIFICATION:

This item is being ratified as Maria Del Carmen Rodriguez was asked to attend this conference after the deadline date for board approval. Due to an organizational change within Student Services the board deadline dates were missed. Therefore we ask that this item be approved at the August 10, 2017 board meeting.

Site: SBVC
Department: Mathematics, Business, and Computer Technology
Conference Name: 2017 National Conference on Student Recruitment, Marketing and Retention
Travel Dates: 7/25/2017 - 7/28/2017
City, State: Denver, CO
Cost per person: \$ 2438
Funding Source: President's General Fund

Name: Stephanie Briggs

Purpose: The conference offers sessions that address nearly every facet of enrollment management and student success, along with opportunities to network and exchange ideas with colleagues from throughout the United States and Canada. The SBVC team will be there to represent the college, and will learn topics that include enrollment planning, marketing, recruitment, student retention and success.

AMENDMENT:

Item is being amended as James Smith or his designee, was board approved on June 8, 2017 board date and he will not be attending the conference. Stephanie Briggs will attend this conference on July 25-28, 2017 as his designee. Therefore, we ask that this item be approved at the August 10, 2017 board meeting.

Site: SBVC
Department: Student Life
Conference Name: 2017 National Conference on Student Recruitment, Marketing and Retention
Travel Dates: 7/25/2017 - 7/28/2017
City, State: Denver, CO
Cost per person: \$ 2010.90
Funding Source: President's General Fund

Name: Raymond Carlos

Purpose: The conference offers sessions that address nearly every facet of enrollment management and student success, along with opportunities to network and exchange ideas with colleagues from throughout the United States and Canada. The SBVC team will be there to represent the college, and will learn topics that include enrollment planning, marketing, recruitment, student retention and success.

RATIFICATION: This item is being ratified as the President, Diana Rodriguez, who was board approved on June 8, 2017, will not be attending the conference. Raymond Carlos will attend this conference in her place. Therefore, we ask that this item be approved at the August 10, 2017 board meeting.

Site: SBVC
Department: Student Services
Conference Name: 2017 National Conference on Student Recruitment, Marketing and Retention
Travel Dates: 7/25/2017 - 7/28/2017
City, State: Denver, CO
Cost per person: \$ 2169.54
Funding Source: President's General Fund

Name: Scott W. Thayer, Ed.D.

Purpose: To attend sessions on strategic enrollment planning; marketing, recruitment, and financial aid; student retention and success; and web and e-recruitment.

To have opportunities to network and exchange ideas with colleagues from throughout the United States and Canada to help better serve our students at San Bernardino Valley College.

RATIFICATION:

This item is being ratified as the prior Vice President, Dr. Ricky Shabazz, who was board approved, has left the district. With an incoming Interim Vice President, Dr. Scott Thayer, there was a need for him to attend this conference thereby sending conference attendance to board for approval. Therefore we ask that this item be approved at the August 10, 2017 board meeting.

Site: SBVC
Department: First Year Experience
Conference Name: 31st Annual Hispanic Association of Colleges and Universities (HACU) Conference
Travel Dates: 10/28/2017 - 10/30/2017
City, State: San Diego, CA
Cost per person: \$ 1146.70
Funding Source: Student Equity Categorical Fund

Name: Raymond Carlos, Andrea Hecht, Jamie Herrera, Joseph Nguyen, Debbie Orozco and Oscar Rodriguez

Purpose: To provide our San Bernardino Valley College (SBVC) students with opportunities for career development, networking, leadership skills and information concerning Latino higher education. Strengthen our SBVC student career-building skills; networking with federal agencies, corporations, colleges and universities, and non-profits; expand our students' knowledge of careers in different sectors.

Site: SBVC
Department: First Year Experience
Conference Name: 31st Annual Hispanic Association of Colleges and Universities (HACU) Conference
Travel Dates: 10/28/2017 - 10/30/2017
City, State: San Diego, CA
Cost per person: \$ 939.70
Funding Source: Student Equity Categorical Fund

Name: 31 San Bernardino Valley College Students

Purpose: To provide or San Bernardino Valley College students with the opportunities for career development, networking, leadership skills and information concerning Latino higher education. Strengthen our SBVC student career-building skills; networking with federal agencies, corporations, colleges and universities, and non-profits; expand our students' knowledge of careers in different sectors.

Site: EDCT
Department: Economic Development and Corporate Training
Conference Name: 2017 EMSI Conference
Travel Dates: 9/17/2017 - 9/20/2017
City, State: Coeur d' Alene, ID
Cost per person: \$ 4382
Funding Source: EDCT Foundation General Fund

Name: Ashley Gaines and Tayte Olma

Purpose: Purpose: To learn how my peers are using innovative, data-informed approaches to improve recruiting, workforce planning and economic development policy. Value: Will enable me to implement best practices and applications within the district.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Hussain Agah, Director, Facilities Planning & Construction
DATE: August 10, 2017
SUBJECT: Consideration of Approval of Amendment 001 to the Contract with HMC Architects of Ontario, CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the contract with HMC Architects of Ontario, CA in the amount of \$13,990.00.

OVERVIEW

On March 9, 2017, the Board of Trustees approved a contract with HMC Architects for architectural services on the 01-1617-11 Nursing Lab Renovation at Health Life Science Building at SBVC.

ANALYSIS

Additional design services are needed to address Campus added scope and unforeseen mechanical and ADA (Americans with Disabilities Act) restroom requirements. This requires additional time for design and hence additional services from HMC Architects.

The effect of this amendment will be an addition of \$13,990 to the HMC Architects contract, resulting in a revised contract amount of \$100,785.00. There is no increase in length of contract.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

No. VC 556 – Nursing Lab Renovation

DATE: 06/27/2017

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

FROM: Ernie Loera
Facilities Project Manager
San Bernardino Community College District (SBCCD)

RE: San Bernardino Valley College (SBVC) Measure M
SBVC – 01-1617-11 Nursing Lab at HLS
HMC Contract Amendment No. 001

SCOPE:

SBCCD approval of HMC Architect Contract Amendment 001 for the San Bernardino Valley College (SBVC) Nursing Lab Renovation project at Health Life Science Building.

NARRATIVE:

The District, Nursing User Group and HMC met to further define the renovation scope for the Nursing Lab Renovation. During this meeting it was confirmed that the Campus / User Group would like to renovate the Pharmacy classroom as well to meet accreditation requirements. It was also determined through site walks with the Engineer that a standalone split system mechanical unit would need to be added to the scope to properly cool the Nursing Control Room along with ADA improvements to the first floor restrooms as they do not meet current ADA codes. These three items have resulted in an add service to the original HMC contract.

RECOMMENDATION:

Facilities Project Manager recommends that SBCCD approve HMC Architects Contract Amendment in the amount of \$13,990 for a total amount of \$100,785 for the Nursing/Pharmacy Lab Project. The costs of the added services is anticipated to be within the Measure M project budgeted dollar amount.

BUDGET INFORMATION:

*Nursing Lab Renovation Project at HLS Building #9527
Info from Measure M Budget Version #46 5/31/2017*


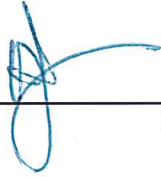

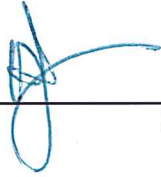
Project Original Budget Amount:	\$	470,000.00
Project Current Spent to Date:	\$	990.00
Project Current Estimate to Complete:	\$	444,805.00
Project Memo Forecast Cost:	\$	13,990.00
Project Change Amount:	\$	00.00

Project Memo cost of \$13,990.00 will be added to Budget Line Item 42-50-01-9527-0257-6220.10-7100 – Architectural Fees.



Handwritten signature and date: 7/19/17

Approvals:

	
_____ Scott Stark, Vice President, Administrative Services, SBVC	_____ Date
	
_____ Hussain Agah, Director, Facilities Planning & Construction, SBCCD	_____ Date

Attachments: HMC Architects Contract Amendment 001; HMC Cost Proposal dated 6/20/2017

ARCHITECTURAL CONTRACT AMENDMENT: 001

PROJECT: San Bernardino Valley College (SBVC) – Nursing Lab Renovation Project at HLS
701 S. Mount Vernon Avenue
San Bernardino, CA 92410

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

TO: HMC Architects, Inc.
3546 Concourses Street
Ontario, CA 91764

Brief Description:

Contract Amendment No. 001 is for additional architectural design and construction services on the Measure M HLS Nursing Renovation Project for San Bernardino Valley College (SBVC). Additional services are needed to address Campus added scope and unforeseen mechanical and ADA restroom requirements. This requires additional time for design and hence additional services from HMC Architects.

Attachments:

HMC Architects, Inc. Proposal Dated 6/20/2017 and Project Memo #556

Costs:

NTE (Not to Exceed) \$13,990.00 = Total of this requested Architectural Contract Amendment: 1

The original Contract Sum	\$86,795.00
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$86,795.00
The Contract Sum will be increased by this Amendment	\$13,990.00
The new Contract Sum including this Amendment	\$100,785.00

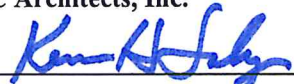
The Contract Schedule as of this Amendment will remain unchanged.

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

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

Authorized:

CONSULTANT
HMC Architects, Inc.

By: 

DATE: 7-19-17

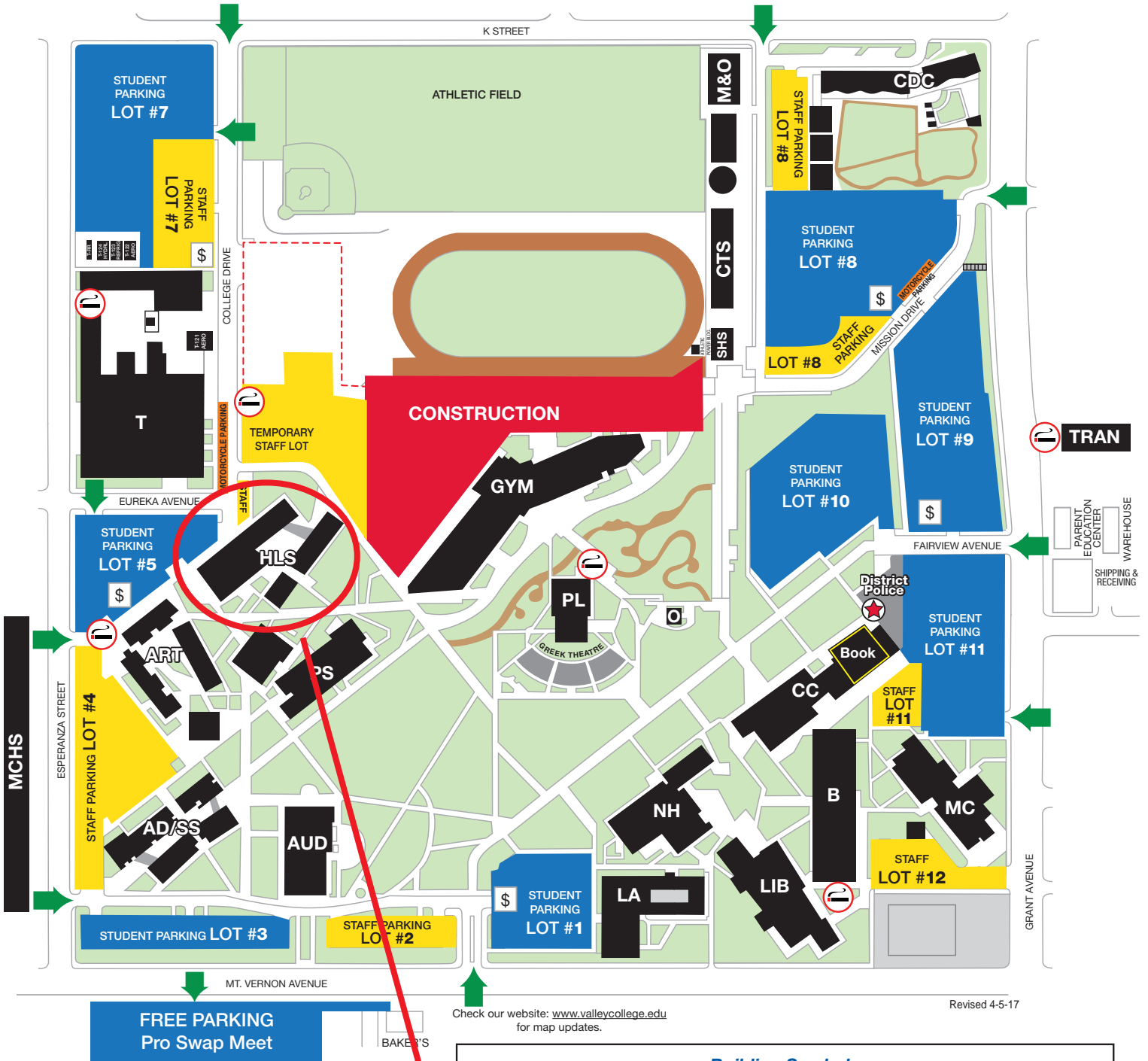
OWNER
SBCCD

By: _____

DATE: _____

San Bernardino Valley College

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



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

Revised 4-5-17

INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

INDICATES APPROVED SMOKING AREAS (6)
 This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	LIB Library
ART..... Art Center	MC..... Media/Communications
AUD..... Auditorium	MCHS..... Middle College High School
B..... Business	M&O..... Maintenance & Operations
BOOK..... Bookstore	MP..... Motor Cycle Parking
CC..... Campus Center	NH..... North Hall
CDC..... Child Development Center	O..... Observatory
CTS..... Computer Technology Services	PL..... Planetarium
GYM..... Gym	PS..... Physical Sciences
HLS..... Health & Life Science	SHS..... Student Health Services
LA..... Liberal Arts	T..... Technical
	TRAN..... Transportation Center

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 SCCD parking permit/decal.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Hussain Agah, Director, Facilities Planning & Construction
DATE: August 10, 2017
SUBJECT: Consideration of Approval of Amendment 008 to the Contract with CHJ Incorporated of Colton CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 008 to the contract with CHJ Incorporated of Colton CA in the amount of \$69,500.00.

OVERVIEW

On March 12, 2015, the Board of Trustees approved a contract with CHJ Incorporated for Geotechnical and Laboratory Testing Services on the New Gymnasium and Field Project at San Bernardino Valley College.

This amendment is to procure additional professional services necessary to complete this project, principally related to unforeseen wet soil conditions encountered during the over excavation and backfill operations for Phase 4, as well as for added scope to install a shade structure and replace a light pole.

ANALYSIS

The effect of this amendment will be an addition of \$69,500.00 to the CHJ Incorporated contract, resulting in a revised contract amount of \$1,302,918.47. There is no increase in length of contract.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

No. VC 562 – Gymnasium Project

DATE: 7/17/2017

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)
 CHJ Incorporated - Contract Amendment 008

SCOPE:

SBCCD approval of Consultant Contract Amendment 008 to the CHJ Incorporated Contract for the Gymnasium and Fields Project at San Bernardino Valley College (SBVC) for necessary professional testing, inspection, and laboratory services per the Division of State Architect (DSA) requirements.

NARRATIVE:

Contract Amendment 008 is for additional professional services including geotechnical and material lab and specialty inspections for the Gymnasium Project and associated field facilities. Additional professional services to be provided shall include soils testing, laboratory work, and materials inspection for Buildings B, C, and D, as well as inspection and testing for the added shade shelter, and replacement light pole of the home-side field lighting as required by the Division of State Architecture (DSA). There are several reasons contributing to the need for the additional funding, principally the unanticipated need for soils inspections related to overexcavation and backfill operations because of excessively wet soil encountered in Phase 4 of the project as well as for the Masonry and steel inspection needs that exceeded previously-budgeted inspection value proposals.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD approve CHJ Incorporated's Contract Amendment 008 for the amount of **\$69,500.00**. With SBCCD's concurrence with this recommendation, CHJ Incorporated's Amendment 008 will be presented to the SBCCD board at the upcoming Board Meeting.

BUDGET INFORMATION:

Gymnasium Project – 1510
Info from Measure M Budget Version 47 dated 06/30/2017

Project Original Budget Amount:	\$ 69,376,038.00
Project Current Spent to Date:	\$ 68,006,638.92
Project Current Estimate to Complete:	\$ 71,917,057.26
Project Memo Forecast Cost:	\$ 69,500.00
Project Change Amount:	\$ 00.00

Project Memo cost of **\$69,500.00** will be added to Budget Line Item 42-50-01-1510-0257-6210.13-7100.



Approvals:  2/17/17

Samir Shah, Senior Project Manager / Senior Campus Manager, Kitchell/BRj Date

 7.25.17

Scott Stark, Vice President, Administrative Services, SBVC Date

 JULY 25, 2017

Hussain Agah, Director, Facilities Planning & Construction, SBCCD Date

Attachments: CHJ Incorporated Contract Amendment 008 (Sample); CHJ Incorporated's Proposal Dated July 12, 2017.

CONSULTANT CONTRACT AMENDMENT 008

PROJECT: San Bernardino Valley College (SBVC)
701 S. Mount Vernon Avenue
San Bernardino, CA 92410

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

TO: CHJ INCORPORATED
1355 East Cooley Drive, Suite B
Colton, CA 92324

Brief Description:

This Contract Amendment 008 is for additional field and laboratory work, as well as inspection hours needed to complete the New Gymnasium & Pools Project (Gymnasium and Fields Project) under the Measure M Bond Projects at San Bernardino Valley College (SBVC). Additional services to be provided shall include soils testing, laboratory work, and materials inspection for Buildings B, C, and D, the added shade structure, and the replacement of a light pole. This amendment will cover CHJ's June 2017 billing, and future work to complete inspections of the above-mentioned buildings, shade shelter, and lighting.

Attachments:

CHJ Incorporated Proposal Dated 07/12/2017; SBVC Project Memo #562

Increase Line Item:

42-50-01-1510-0257-6210.13-7100 - SBVC – New Gymnasium & Pools (Gymnasium and Fields Project): **\$69,500.00**

Costs:

\$69,500.00 = Total of this requested Consultant Contract Amendment 008

The original Contract Sum	\$320,667.00
Net change by previous Amendments	\$912,751.47
The Contract Sum prior to this Amendment	\$1,233,418.47
The Contract Sum will be increased by this Amendment	\$69,500.00
The new Contract Sum including this Amendment	\$1,302,918.47

The Contract Schedule as of this Amendment will have (0) change.

By signing this Amendment, the San Bernardino Community College District (SBCCD) authorizes CHJ INCORPORATED to proceed with the scope of professional services listed above.

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

Authorized:

George Battey
President
CHJ Incorporated

Samir Shah
Senior Campus Manager
Kitchell/BRj

Jose F. Torres
Vice Chancellor, Business & Fiscal
Services – SBCCD

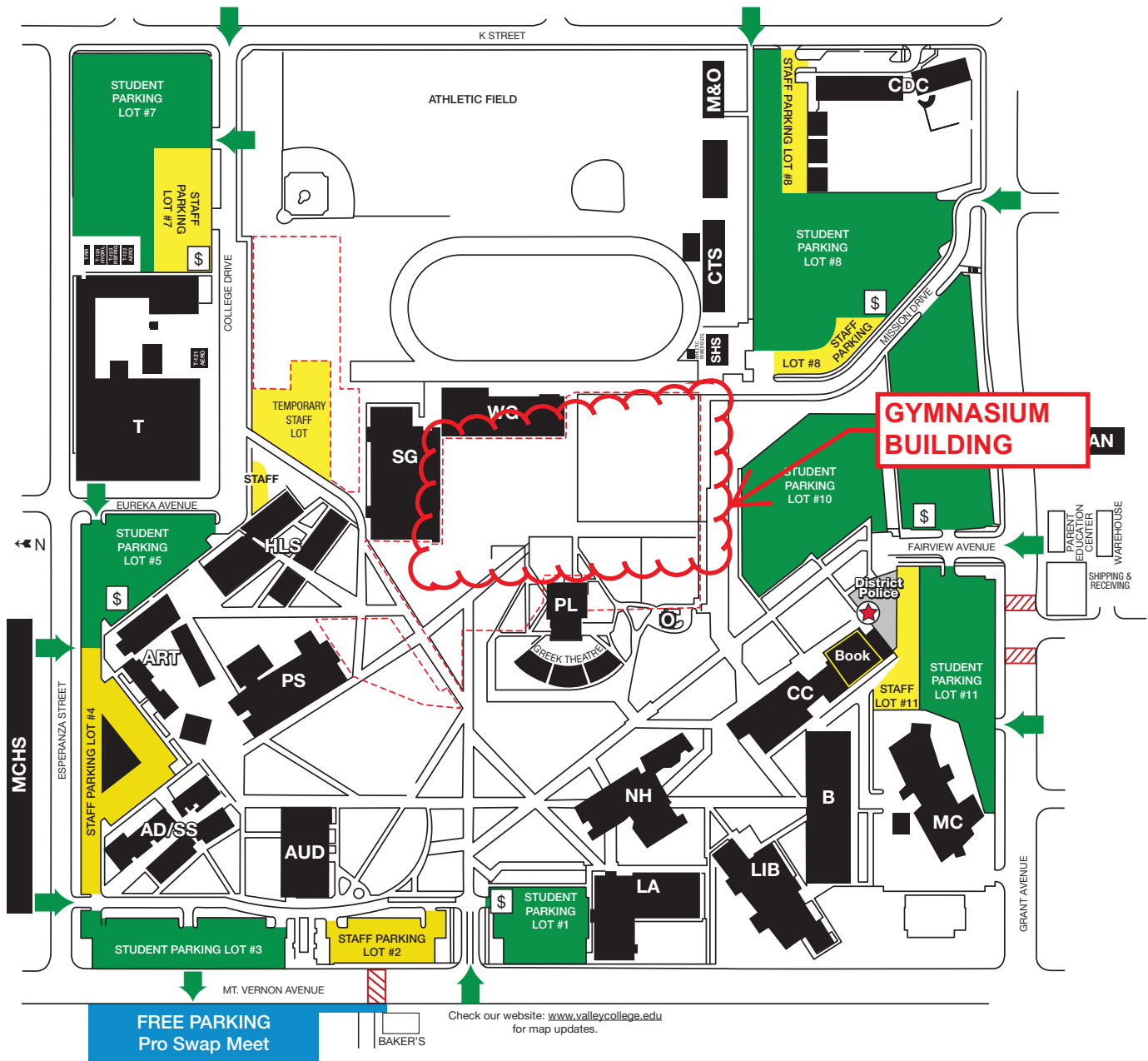
By: George L. Battey
DATE: JULY 21, 2017

By: [Signature]
DATE: 7/21/17

By: _____
DATE: _____

San Bernardino Valley College

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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

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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 Torres, Vice Chancellor, Business & Fiscal Services

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

DATE: August 10, 2017

SUBJECT: Consideration of Approval of Draft Crafton Hills College and San Bernardino Valley College 2017 Midterm Report to the Accrediting Commission for Community and Junior Colleges

RECOMMENDATION

It is recommended that the Board of Trustees approve the first reading of the Crafton Hills College (CHC) and San Bernardino Valley College (SBVC) 2017 Midterm Report to the Accrediting Commission for Community and Junior Colleges (ACCJC).

OVERVIEW

Guidelines set by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (WASC), require CHC and SBVC to file an Accreditation Midterm Report.

ANALYSIS

The CHC and SBVC 2017 Midterm Report to ACCJC will be filed on October 15, 2017.

INSTITUTIONAL VALUES

- 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.

Midterm Report

Submitted by
Crafton Hills College
11711 Sand Canyon Rd.
Yucaipa, CA 92399



Approved by the San Bernardino Community College District Board of Trustees
September 14, 2017

Submitted to:
Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges
October 15, 2017

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Certification of the Midterm Report

To: Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

From: Dr. Wei Zhou
Crafton Hills College
11711 Sand Canyon Road
Yucaipa, CA 92399

I certify there was broad participation/review by the campus community and believe this Report accurately reflects the nature and substance of this institution.

Signatures:

<hr/> Dr. Wei Zhou, President	Date
<hr/> Joseph Williams, President, Board of Trustees	Date
<hr/> Bruce Baron, Chancellor San Bernardino Community College District	Date
<hr/> Mark McConnell, President, Crafton Hills College Academic Senate	Date
<hr/> Benjamin Gamboa, President, Crafton Hills College Classified Senate	Date
<hr/> Marcus McInerny, President, Crafton Hills College Student Senate	Date
<hr/> Kevin Palkki, Vice President, California State Employees Association	Date
<hr/> Rebecca Warren-Marlatt, Accreditation Liaison Officer	Date

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Report Preparation

The College began preparing the Midterm Report in September 2016, three months after receiving the Commission’s decision following the January, 2016 Follow-up Report. The Institutional Effectiveness, Accreditation, and Outcomes Committee, in close collaboration with the Accreditation Liaison Officer, was responsible for coordinating and monitoring the development of the Midterm Report. Drafts of the report were distributed to the entire campus via email three times; in February, 2017 as a preliminary draft, with a call for information and evidence; in April, 2017 as a second preliminary draft; in August, 2017 as a polished draft, and in September as a final report.

Open forums were held in August, 2017 to discuss the college’s progress toward sustaining its work, to identify work yet to be accomplished, and to ensure the campus’ broad understanding.

The report received formal first and second readings by the Classified, Student, and Academic Senates, and by the Crafton Council, the central deliberative body of the College throughout March, May, and September 2017.

A detailed timeline of the College’s approach to the preparation of the Midterm Report is provided below.

Crafton Hills College 2016-17 Midterm Report Detailed Timeline

Date	Activity
July 8 2016	ACCJC Decision: CHC off Warning
July 11 2016	CHC President announces ACCJC finding
July 11 2016	Follow-Up Report, Follow-Up Team Report, ACCJC Letter on website
September 6 2016	Midterm Report on IEAOC Agenda
September 2016	Midterm Report on Accreditation Steering Committee Agenda
Sept. 2016– Feb 2017	Preliminary draft of midterm report developed
February 7 2017	IEAOC Review of preliminary draft
February 10 2017	Preliminary draft of report to campus constituencies
February 10-28 2017	Feedback incorporated into midterm report
March 24	Classified Senate First Review of Preliminary Draft
April 24 2017	Draft Midterm Report to Senates and Crafton Council
May 3 2017	Academic Senate First Review
May 5 2017	Classified Senate Second Review
May 5 2017	Student Senate First Review
May 23 2017	Crafton Council First Reading and Approval
June – July 2017	Midterm Report edited

Date	Activity
August	Open Forums
August 10, 2017	First Board Presentation and Reading
August 30 2017	Academic Senate Second Reading and Approval
September 11 2017	Crafton Council, Second Reading and Approval
September 14 2017	Second Board Reading and Board Approval, Midterm Report
Sept 14 – Oct 14	Editing and polishing
October 10 2017	Final Midterm Report to Commission for October 15 Due Date
January 2018	Commission Meeting
February 2018	ACCJC Finding to campus, Midterm Report
2019-2020	Self-Evaluation Year
July 2020	Self-Evaluation to Commission
October 2020	External Evaluation Team
February 2021	ACCJC Finding
October 2024	Midterm Report (assuming no requirement for follow-up)

At the July, 2016 meeting, the Accrediting Commission for Community and Junior Colleges (ACCJC) removed Crafton Hills College from warning status, and fully reaffirmed accreditation. The Commission found, based on the January, 2016 Follow-up Report, the College had resolved deficiencies 1 through 4, and the District had resolved deficiencies 1 through 3. This report provides updates on the recommendations previously addressed, delineates the planning agendas from the 2014 Self Evaluation addresses the college and district recommendations for improvement, and provides evidence that the improvement processes adopted by the College and the District have been sustained.

Following is a brief update of the deficiencies cited by the Commission and addressed by the College and by the District. Throughout this document, the evidence corresponding to each update, planning agenda, or recommendation for improvement is numbered and cited within the text. The full, numbered list can be found in the final section of this report.

Update, Commission Recommendations from the 2014 Self Evaluation

College Recommendation 1, Assessment and Review of Outcomes at All Levels.

In order to meet the standards, the team recommends that the college systematically complete the implementation and regularly assess and review student learning outcomes (and services area outcomes, where applicable) for all courses, programs, certificates, and degrees and;

- Demonstrate the use of the assessment results to make improvements to courses and programs; Demonstrate the use of student learning assessment results in college-wide planning;
- Demonstrate that resource decisions are based on student learning assessment results;
- Develop and implement a process to ensure that SLOs are included on all course syllabi.
- (Prior Recommendation 4 from 2002, Prior Recommendation 3 from 2008, II.A.1.c, II.A.2.e, II.A.2.f, II.A.2.h, II.A.6, II.B.1, II.B.4, II.C.2, ER 10)

College Recommendation 1 Update

The External Evaluation Team found that the College had made significant progress towards the systematic assessment of course, program, and institutional outcomes, that meaningful dialogue had taken place, and that the implementation of the Cloud Tool, a clearinghouse for all levels of assessment was providing constituents with ready access to the tools and information needed for institutional improvement. The table below illustrates that the College's progress has been sustained over the past three years.

Table 1. Annual Percentages by Level of Assessment

Level of Outcome	2014	2015	2016
Courses	99.6%	97%	95.5%
Programs	90.9%	97.7%	100%
Student Services/Learning Support	100%	100%	100%

In addition, student learning outcomes were listed on course syllabi. In spring 2017, student learning outcomes were listed on 97.44% of syllabi. The Commission found that the College had addressed College Recommendation 1, resolved deficiencies, and that it met Standards.

College Recommendation 2, Distance Education Plan

In order to meet the standards, the team recommends that the college update its Distance Education plan to provide guidance in determining the long-term vision for distance education to support the current and future needs of its students including student support and library and learning support services. (Prior Recommendation #8 from 2008, II.A.1.b, II.B.1, II.B.3, II.B.3.a, II.B.3.c, II.C.1, II.C.1.c)

College Recommendation 2 Update

In the 2016 Follow-up Report, the College reported that a Distance Education Coordinator had been hired, the Distance Education Plan had been written, vetted, and approved by the Academic Senate, and that the plan was approved by the Crafton Council. Additionally, a Substantive Change proposal was to have been submitted in March to allow the College to offer programs in DE formats. A Substantive Change proposal was submitted, and was approved by the Commission at the May 2016 meeting.

Services and support for online courses were being addressed through the purchase of NetTutor, an online tutoring application. Since that time, Counseling has implemented Cranium Café for online counseling services. PrepTalk is being used to deliver workshops and procedural information to students.

The Commission found that the College had addressed College Recommendation 2, resolved the deficiencies, and met the Standards (1).

College Recommendation 3, Program Elimination Policy

In order to meet the standards, the team recommends that the College establish a policy to address when programs are eliminated or significantly changed and ensure that this process does not negatively impact students. (II.A.6.b)

College Recommendation 3 Update

In the 2016 Follow Up visit, the team found that the Chairs Council and Academic Senate had developed, vetted, and approved the college Program Viability process. The new process allowed new programs to be proposed, as well as current programs to be discontinued. The policy ensures that students in discontinued programs will not be negatively impacted. Since the implementation of the Program Viability Process, two new programs have been proposed. The team found the College had addressed College Recommendation 3, resolved the deficiency, and met the Standards (2).

College Recommendation 4, College Catalog

In order to meet the standards, the team recommends that the College demonstrate a practice of preparation, review, and publishing the College Catalog at an appropriate time and with a level of accuracy to assure student success. (II.B.2)

College Recommendation 4 Update

In the 2016 Follow Up Visit, the team found that the College had established a protocol to produce, publish, and distribute a current and accurate College Catalog. An online catalog application had been implemented, and the workflow clearly articulated. Administrative oversight had changed to Student Services, and there had been staffing improvements to ensure the work was accomplished timely. The College continues to make alterations to the catalog production process. A new digital workflow process was developed and implemented. The team found that the College had addressed College Recommendation 4, resolved the deficiency, and met the standards (3).

District Recommendation 1, Board of Trustees Policies

In order to meet standards, the team recommends that the Board of Trustees examine its role in the development of policies and ensure that it acts in a manner consistent with its approved policies and bylaws. The team further recommends that the Board of Trustees take steps to ensure that all policies are developed or revised within the framework of the established input and participation process. (III.A.3, III.A.3.a, III.D.3, IV.A.2, IV.B.1.e, IV.B.1.j)

District Recommendation 1 Update

In the 2016 Follow-Up Visit, the team found that the Board had engaged in self-reflection and training to examine their role in the development of policies and to act in a manner consistent with those policies. Additionally, a comprehensive process of policy review, revision, and approval had been established and was functioning appropriately. The team found that the college and district had fully addressed the recommendation, corrected the deficiencies, and met the Commission standards. Board Policy 2200, Board Duties and Responsibilities, was reviewed and approved on 1/21/16. The policy clearly delineate Board roles. The Board of Trustees Policy Committee was established as a standing committee, which meets quarterly to discuss and review Board Policies and Procedures (4, 5).

District Recommendation 2, District Human Resources

In order to meet standards, the team recommends that the Board of Trustees, and the chancellor, in consultation with the leadership of the college campuses, develop a strategy for addressing significant issues to improve the effectiveness of district human resources services that support the colleges in their missions and functions. These issues include: Reliable data from the Human Resources Department to support position control and other human resources functions;

- Timeliness of employee evaluations;
- Responsiveness and improved timelines for employee hiring;
- Consistent policy interpretation and guidance; and
- Completion of the faculty evaluation instrument to include work on Student Learning Outcomes. (Prior Commission Recommendation #1 from 2009, Prior Recommendation #7 and #9 from 2008, III.A, III.A.1, III.A.1.b, III.A.1.c, III.A.5, IV.B.3.b)

District Recommendation 2 Update

The Follow-Up team found that progress had been made, and that improvements in Human Resources had been implemented to increase the department's productivity and the quality of services to the colleges. In 2015, staffing in Human Resources was increased and the department underwent reorganization. The team found that the college had addressed the recommendation, corrected the deficiencies, and now meets the Commission Standards. In 2017, the District piloted a second Human Resources reorganization which eliminated five positions, added 6 positions, transferred 3 positions to other departments, and placed the department under the position of Vice Chancellor, Business and Fiscal Services. The purpose of the reorganization was the continuous improvement of services to the colleges.

District Recommendation 3, District Level Integrated Planning

In order to meet standards, the team recommends that the District follow their Resource Allocation Model focusing on transparency and inclusiveness, supported by a comprehensive district-wide Enrollment Management Plan and a Human Resource/Staffing Plan integrated with other district-wide programs and financial plans, broadly communicated to the colleges. (*Crafton Hills College* Commission Recommendation #1, III.A.6, III.D, III.D.1.a, III.D.1b, III.D.1.d, III.D.4, IV.B.3.c)

District Recommendation 3 Update

The Follow Up team found that adjustments to the resource allocation model had been implemented to better address the fiscal needs of the colleges. An Enrollment Management Plan and a Human Resources/Staffing Plan were also completed, and these plans were integrated with other district and college plans. (Standard III.A.6) Communication and information dissemination were found to have improved. The team found that the college had addressed the recommendation, corrected deficiencies, and met the Commission Standards. The District Budget Committee, a participative governance body, continues to review budgetary policies, administrative procedures, allocation model formulas and guidelines across the District (7.)

Crafton Hills College has worked assiduously to address and comply with all the College recommendations, and to sustain the progress toward meeting all accreditation standards. The Colleges and the District have worked collaboratively to address the District recommendations. To prepare for this Midterm Report, the college Institutional Effectiveness, Accreditation, and Outcomes Committee reviewed the planning agenda items in the college's 2014 Institutional Self Evaluation Report (ISER). The following section demonstrates that the college's Planning Agenda items have either been addressed during the completion of the 2016 Follow Up Report, and/or have continued to be addressed through the college's existing planning and implementation processes. The next section contains a chart listing the following:

- 1) all planning agenda items from the ISER
- 2) the relevant deficiency or improvement cited by the Commission, if any were cited
- 3) their alignment with the relevant standard(s)
- 4) the actions taken to address the planning agenda, and their integration with planning and/or implementation processes

Plans Arising out of the Self-Evaluation Process

Planning Agenda for College Recommendation 1: Assessment and Review of Outcomes at All Levels				
II.A. 6. The institution assures that students and prospective students receive clear and accurate information about educational courses and programs and transfer policies. The institution describes its degrees and certificates in terms of their purpose, content, course requirements, and expected student learning outcomes. In every class section students receive a course syllabus that specifies learning outcomes consistent with those in the institution's officially approved course outline				
#	Planning Agenda	Status	Responsibility Center	Timeline (if incomplete)
1.	II.A.3. Make course outlines easily accessible to students.	Complete	Curriculum Committee	N/A
2.	II.A.3. Attach SLO's to Course Outlines.	Complete	Deans of Instruction and Student Services	N/A
3.	II.A.3. Develop system to cross check SLO's on course syllabi with course outline	Complete	Deans of Instruction and Student Services	N/A
Actions and Integration with Planning/Implementation Processes:				
<p>The College continues to implement the SLO practices and processes described in the 2016 Follow Up Report (8, p. 19). A process to attach SLOs to course outlines was integrated into the curriculum approval process by the Curriculum Committee (9). Division deans and their administrative secretaries routinely and systematically check course syllabi to ensure they contain SLOs. As of spring 2017, 97.44 percent of syllabi included Student Learning Outcomes. The College continues its dialogue about the use of learning outcomes data to improve teaching and learning. For example, the Academic Senate considered a proposal for the disaggregation of student learning outcomes data at its May 17 meeting (10).</p>				

Planning Agenda for College Recommendation 4, College Catalog

II.B.2 The institution provides a catalog for its constituencies with precise, accurate, and current information concerning the following:

II.B.2.a General Information and Available Learning Resources;

II.B.2.b Requirements;

II.B.2.c Major Policies Affecting Students; Locations or Publications Where Other Policies May Be Found

#	Planning Agenda	Status	Responsibility Center	Timeline (if incomplete)
1.	II.B.2. a.-c. Continue with plans to implement the new online catalog web-based software	Complete	Vice President Student Services/ Dean of Student Services/Student Support	N/A

Actions and Integration with Planning/Implementation Processes:

The College has sustained the improvements to the catalog described in the 2016 Follow Up Report, 8, pp. 30-32. The online catalog has been in place for five years, and has been available in June before the actual go-live date. A second Services Catalog/Schedule Data Specialist position, which reports to Student Services, was created and filled to ensure additional time and focus can be devoted to the accuracy and timely publication of the catalog, to manage degree audit, and to work collaboratively with her counterpart in Instruction on joint scheduling and catalog projects. Audits of all curriculum have continued. All courses that did not satisfy state regulations were identified and corrected. As of April 14, 2017, the college had received state approval for 100% of courses, and was completely up-to-date on all course filing through the 2017/2018 catalog. The formatting and content of the online catalog continue to be reviewed and revised, with input from stakeholders. The College is examining the addition of course scheduling, syllabus, and curriculum management software solutions to streamline editing and to integrate academic content with the Catalog, to ensure its accuracy (10, 11).

**Planning Agenda for College Recommendation 6 for Improvement, Performance Evaluations
And District Recommendation 2, District Human Resources**

III.A.1.b. The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The institution establishes written criteria for evaluating all personnel, including performance of assigned duties and participation in institutional responsibilities and other activities appropriate to their expertise. Evaluation processes seek to assess effectiveness of personnel and encourage improvement. Actions taken following evaluations are formal, timely, and documented.

III.A.1.c. Faculty and others directly responsible for student progress toward achieving stated student learning outcomes have, as a component of their evaluation, effectiveness in producing those learning outcomes.

IV.B. 3. In multi-college districts or systems, the district / system provides primary leadership in setting and communicating expectations of educational excellence and integrity throughout the district / system and assures support for the effective operation of the colleges. It establishes clearly defined roles of authority and responsibility between the colleges and the district / system and acts as the liaison between the colleges and the governing board.

IV.B.3.b. The district / system provides effective services that support the colleges in their missions and functions.

#	Planning Agenda	Status	Responsibility Center	Timeline (if incomplete)
1.	III.A.1.b. The College must ensure the evaluation of all classified staff and management employees is conducted in a timely manner	Complete	Vice Chancellor, Fiscal and Human Resources	N/A
2.	III.A.1.c. The faculty evaluation tool must be revised to reflect the Memorandum of Understanding between the District and the Bargaining Unit.	Complete	Vice Chancellor, Fiscal and Human Resources	N/A
3.	IV.B.3. IV.B.3.b. The District must secure stable leadership in Human Resources by hiring a qualified Vice Chancellor.	Complete	Chancellor	N/A
4.	IV.B.3.b. Staffing in Human Resources should be strategically increased to meet college needs.	Complete	Vice Chancellor, Fiscal and Human Resources	N/A

Actions and Integration with Planning/Implementation Processes:

Administrative Procedure 7150, Evaluation, was updated in May, 2015 (13). To promote the timely evaluation of all employees, the Human Resources department sends email notifications of pending evaluations to the manager and the individual to be evaluated. SBCCD continues to implement the process improvements for position control numbers, employee evaluations, hiring practices, and policy interpretation and guidance described in the Follow-Up report. For additional details see March 2016 Follow-Up Report pp. 20-29.

The faculty evaluation tool was revised to reflect the Memorandum of Understanding between the District and the Bargaining Unit. For additional details see March 2016 Follow-Up Report p. 54.

The District has charged the former Vice Chancellor of Fiscal Services with leadership of both fiscal services and human resources. Human Resources was reorganized to have two directors over labor relations and operations, respectively (6).

Planning Agenda for Professional Development (Not cited by the Commission as a deficiency or improvement item)
III.A.5. The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.

III.A.5.a. The institution plans professional development activities to meet the needs of its personnel.

III.A.5.b. With the assistance of the participants, the institution systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement.

#	Planning Agenda	Status	Responsibility Center	Timeline (if incomplete)
1.	III.A.5.a. The Professional Development Committee will work with campus constituencies to update the Professional Development Plan.	In Progress	Chair, Professional Development Committee	December 2017
2.	III.A.5. III.A.5.b. Collaborate with the vice chancellor of human resources, bargaining units, and staff to develop opportunities for advancement	Complete	Vice Chancellor, Fiscal and Human Resources	
3.	III.A.5. Develop a strategy to improve communication among employee constituency groups, focusing particular efforts on including classified staff	Complete	Chancellor, President, Vice Chancellor	

Actions and Integration with Planning/Implementation Processes:

In 2015-16, the College assigned a faculty member to serve the college as the Professional Development Coordinator, who also co-chaired the Professional Development Committee. The Professional Development Coordinator collaborated with the Coordinator of Diversity and Inclusion to offer a broad range of workshops, training events, and speakers. The Professional Development Plan was reviewed by the Academic and Classified Senate Senates in spring 2017. The revised plan will be published in fall 2017.

As reported in the 2016 Follow Up report, improved communication among constituents has been addressed in several areas: 1) The Accreditation Steering Committee, which meets periodically to ensure alignment of the college reports and plans for ACCJC; 2) Consistent communication from

the Vice Chancellor of Fiscal (and Human) Resources to the campus; 3) Monthly Extended Cabinet meetings between the Chancellor and the college cabinets; 4) and periodic assessment of the effectiveness of District an College communications. (8. Follow Up Report, pp. 4, 56, 59, 62).

Planning Agenda for Facilities, Safety, and Long-Range Capital Plans (Not cited by the Commission as a deficiency or as an improvement item)

III.B.1.b. The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

III.B.2.a. Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.

III.B.2.b. Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement

#	Planning Agenda	Status	Responsibility Center	Timeline (if incomplete)
1.	III.B.1.b. Continue safety training programs, emergency preparedness program implementation, and safety inspections.	Complete	Vice Chancellor, Fiscal Services	N/A
2.	III.B.2.a. Continue development of capital improvement/replacement plans based upon lifecycles identified in the total cost of ownership evaluations for each building.	Complete	Vice Chancellor Fiscal Services	N/A
3.	III.B.2.b. Continue implementation of online software tools to inform physical resource use and improve efficiencies.	In Progress	Vice President Administrative Services	Spring 2018

Actions and Integration with Planning/Implementation Processes:

Safety and emergency training programs are promoted by the District Police as well as by the College’s Administrative Services and the Safety Committee. District Human Resources has implemented SBCCD/Keenan SafeColleges Online Safety Training, which provides employees with links to mandatory and optional training opportunities (15). The SBCCD Police provide training workshops on topics such as sexual assault, active shooter, campus safety awareness, and dealing with difficult/irate people. The College’s 2017 Comprehensive Master Plan integrates internal and external

scan data, labor market information, instructional data, and major institutional goals and initiatives with a thorough facilities analysis. Recommendations regarding the campus learning environment, building renovation and construction, vehicular circulation and parking, and campus security and safety align with the strategic directions and goals of the College (16). The District is in the process of implementing scheduling software to better utilize instructional and non-instructional space, and to aid in room assignment decisions. Additionally, both colleges are reviewing scheduling software that integrates with Colleague, the catalog system, and other data systems.

Planning Agenda for College Recommendation 2, Distance Education Plan

III.C.1. The institution assures that any technology support it provides is designed to meet the needs of learning, teaching, college wide communications, research, and operational systems.

#	Planning Agenda	Status	Responsibility Center	Timeline (if incomplete)
1.	III.C.1. The Distance Education Plan must be updated and aligned with the Education Master Plan.	Complete	Distance Education Coordinator, Chair, Educational Master Planning	N/A

Actions and Integration with Planning/Implementation Processes:

As reported in the 2016 Follow Up Report (8, p. 24), the DE Plan was updated and aligned with the Educational Master Plan (18).

Planning Agenda for District Recommendation 3, District Level Integrated Planning

III.D.1. The institution relies upon its mission and goals as the foundation for financial planning.

III.D.1.a. Financial planning is integrated with and supports all institutional planning.

III.D.2.c. Appropriate financial information is provided throughout the institution, in a timely manner.

III.D.2.e. The institution’s internal control systems are evaluated and assessed for validity and effectiveness and the results of this assessment are used for improvement.

Standard III.D.3. The institution has policies and procedures to ensure sound financial practices and financial stability.

III.D.3.a. The institution has sufficient cash flow and reserves to maintain stability, strategies for appropriate risk management, and develops contingency plans to meet financial emergencies and unforeseen occurrences

III.D.3.h. The institution regularly evaluates its financial management practices and the results of the evaluation are used to improve internal control structures.

III.D.4. Financial resource planning is integrated with institutional planning. The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement of the institution.

IV.B.3.d. The district / system effectively controls its expenditures.

#	Planning Agenda	Status	Responsibility Center	Timeline (if incomplete)
1.	III.D.1.a. Complete a District enrollment management plan and utilize enrollment projections to solidify financial planning.	Complete	Executive Vice Chancellor Fiscal Services and Human Resources	N/A
2.	III.D.1, III.D.1.a, III.D.2.c. Continue commitment to full transparency through ongoing development of the budget committee. Increased budgetary reviews in President’s Cabinet meetings, improve fiscal sustainability through input with all campus stakeholders.	Complete	Vice President, Administrative Services	N/A
3.	III.D.2.c, III.D.2.e, III.D.3. III.D.3.a, III.D.3.h. District Fiscal Services and the college office of administrative services continue to pursue improvements in the budget planning and forecasting that will minimize the use of cumbersome paper processes, facilitate electronic	Complete	Executive Vice Chancellor Fiscal Services and Human Resources	N/A

	review and approvals, provide a higher level of efficiency, consistency, and control in financial management and analysis.			
4.	III.D.2.c, III.D.2.e, III.D.3 III.D.3.a, III.D.3.h. The district and college should continue to collaboratively implement the “ideal” processes outlined in the business process analysis assessment report.	In progress	Executive Vice Chancellor Fiscal Services and Human Resources, Vice President, Administrative Services	Spring 2018
5.	III.D.3, II.D.3.a, III.D.3.h. Continue action plans in reviewing budgetary projections, developing solutions, and implementing remedies to mitigate the projected future budget deficit	In progress	Executive Vice Chancellor Fiscal Services and Human Resources, Vice President of Administrative Services	Fall 2017
6.	III.D.4. Continue evaluation and assessment to inform annual budgeting and resource allocation.	Complete	Executive Vice Chancellor Fiscal Services and Human Resources, Vice President of Administrative Services	N/A
7.	IV.B.3.d. Additionally, the District must develop long-term financial plans that allow the Colleges to meet the needs of their respective communities.	Complete	Executive Vice Chancellor Fiscal Services and Human Resources, Vice President of Administrative Services	N/A
8.	A permanent Vice Chancellor of Fiscal Services must be hired	Complete	Chancellor	N/A

Actions and Integration with Planning/Implementation Processes:

The 2016-2019 San Bernardino Community College District Enrollment Management Plan was approved by the Board of Trustees on July 14, 2016. The three-year plan supports the District’s mission and goals, and aligns with the college’s strategic enrollment goals and strategies (19).

The Crafton Hills College Budget Committee has met regularly. The President’s Cabinet regularly reviews the college budget. A budget forum was held on May 10, 2017 that included presentations by the Vice President of Administrative Services and the district Vice Chancellor of Fiscal and Human Resources. The Vice President of Administrative Services has provided budget updates to the entire campus on fall and spring In-Service

Days, and at Academic Senate and Classified Senate meetings. The District Budget Committee has met monthly to develop the annual budget, to review the resource allocation model, and to discuss other district budget-related items (20). The Vice Chancellor communicates regularly with the Academic Senate, the Crafton Hills College management team, and the campus via email, open forums, presentations, and Board updates (21, 22, 23, 24, and 25).

In 2015-16, the District implemented Questica, a web-based tool designed to create efficiencies in budget development, fiscal forecasting, and other financial functions (26). In 2016-18, the District implemented Oracle, an online financial management system that integrates with other systems and allows the colleges to gain efficiencies through more automated and standardized processes (27, 28).

Planning Agenda for District Recommendation I, Board of Trustees Policies

IV.B.1.d. The institution or the governing board publishes the board bylaws and policies specifying the board’s size, duties, responsibilities, structure, and operating procedures.

IV.B.1.e. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.

IV.B.1.j. The governing board has the responsibility for selecting and evaluating the district / system chief administrator (most often known as the chancellor) in a multi-college district / system or the college chief administrator (most often known as the president) in the case of a single college. The governing board delegates full responsibility and authority to him / her to implement and administer board policies without board interference and holds him / her accountable for the operation of the district / system or college, respectively. In multi-college districts / systems, the governing board establishes a clearly defined policy for selecting and evaluating the presidents of the colleges.

#	Planning Agenda	Status	Responsibility Center	Timeline (if incomplete)
1.	IV.B.1.d. IV.B.1.e. The Board of Trustees must adhere to Board policy concerning the creation of District policies and procedures.	Complete	Board of Trustees	N/A
2.	IV.B.1.j. The Board will adhere to Board Policy concerning the evaluation of the chancellor.	Complete	Board of Trustees	N/A

Actions and Integration with Planning/Implementation Processes:

Progress toward meeting this standard has continued since the 2016 Follow Up Report. As of January, 2016 policy and procedure updates are following the shared governance model and are moving through the Chancellor’s Cabinet, District Assembly, the Board of Trustees Policy Committee, and the Board of Trustees for first and second review and approval (for Board Policies) or information (Administrative Procedures) (29, 30). Since the 2014 Self Evaluation:

- 54 policies and 32 procedures have been reviewed by the Board Ad Hoc Committee
- 145 policies and 111 procedures have been reviewed by the District Assembly
- 69 policies have been approved and adopted by the Board of Trustees.

The Board completed the most recent evaluation of the Chancellor in January 2016. The Chancellor’s evaluation was item 2 b. on the Board’s July 13, 2017 agenda (31).

Institutional Reporting on Quality Improvements

Quality Improvements: Crafton Hills College

College Recommendation for Improvement, Board Approval of Mission Statement

In order to improve, the college should ensure that it does not begin to use or publish its mission statement in college materials such as the college website and college catalog prior to approval or adoption by the District Board of Trustees. (I.A.2, I.A.4, II.A.6.c, IV.B.3.a.)

As of fall 2016, the Educational Master Planning Committee and Crafton Council had revised their charges to specify their roles in reviewing, approving, and forwarding revisions in the mission, vision, and values to the Board of Trustees for review and approval.

The Educational Master Planning Committee (EMPC), charged with the periodic review and revision of the College's Educational Master Plan--which includes the College mission, vision, and values--added the following language to its charge on December 8, 2015: "The EMPC forwards revisions of the Educational Master Plan and the College Mission, Vision, and Values to the Crafton Council for review and approval."

Crafton Council, the central deliberative collegial consultation body at Crafton Hills College, approved a change in its charge on November 10, 2015. The charge now includes the following language: "(the Crafton Council) forwards revisions of the College Mission, Vision, and Values to the Board of Trustees for review and approval, and determines an appropriate implementation date."

The revised committee charges are published in the updated Crafton Hills College Organizational Handbook. In addition, all participative governance committees are required to review their charges at the first meeting of the year, ensuring that this improvement will be sustainable and ongoing.

The new mission is published in the College Catalog, in the Planning and Program Review online template, in the Committee Meetings and Agendas template, and in other online and paper publications. (32, 33, 34, 35, 36, 37).

College Recommendation for Improvement, Performance Evaluations

In order to improve, the team recommends that the college fully adhere to its systematic and regularly scheduled process of performance evaluation across all employee groups. (III.A.)

Human Resources is maintaining and updating all evaluation information in a spreadsheet and has actively promoted the timely evaluation of all staff. As of fall 2015, management employees with past-due evaluations were evaluated, and those who had a change of assignment or supervisor were either placed on a new evaluation cycle or were evaluated. Past-due evaluations of classified and academic employees are taking place in accordance with the appropriate bargaining unit agreement.

Beginning spring 2016, evaluation notifications were emailed to both the responsible manager and the individual to be evaluated.

To promote a more thorough understanding of the importance and utility of performance evaluations, the Human Resources department has developed a training catalog for managers. Topics covered include performance improvement, evaluations, performance coaching, and the FRISK documentation model. Table 1 compares employee evaluation status for January 2016 and 2017. The results show an improvement in the completion of employee evaluations in 2017 compared to 2016 (38, 39, and 40).

Table 1: District wide Employee Evaluation Status Summary, January 2016; January 2017

Status	Employees 2016	Employees 2017	Percent Change
On-Schedule Evaluations	554		89.07%
Past-Due Evaluations	68		10.93%
Total Evaluations	622		100%

Analysis of Results Achieved to Date

The District and the College have collaborated to develop a system for timely and effective employee evaluations. Training is taking place to increase the proficiency of managers in carrying out evaluations.

Quality Improvements: San Bernardino Community College District

District Recommendation for Improvement, Board Orientation

In order to improve effectiveness, the team recommends that the District develop a local Board orientation program to ensure that all members of the Board are adequately prepared to provide leadership appropriate to their role as board members (IV.B.1.f).

In response to the Commission recommendation for improvement, the SBCCD Board of Trustees reviewed and revised the Board Handbook during 2014-15. The updated draft includes the mission, vision and values of the District, organizational charts for both campuses and the District entities, Board imperatives and goals, Board duties and responsibilities, procedural information regarding the Board and its meetings, planning and evaluation, accreditation, and a Board member orientation, among other topics. The section of the handbook concerning orientation calls for the orientation of all new Board of Trustee appointees within 30 days of appointment. The responsibility for orienting new Board members is shared by the Chancellor and current Board of Trustees members. The training includes orientation to the institution, such as college history and development; briefings on the organization, programs, budget, and facilities of the colleges and sites; and orientation to trusteeship, including roles of Board members, attendance at local, state, and national meetings, and review of pertinent laws and Board policy. The new Board Handbook was approved by District Assembly on September 1, 2015 and by the Board on October 8, 2015. The Handbook is available on the District website.

Each section of the handbook features a checklist, which the new Board member is expected to sign. The Board scheduled a special meeting for the purposes of new Trustee Orientation on December 3, 2015.

In addition, the SBCCD Board of Trustees participated in Board Training at a special meeting on June 1, 2015. Topics addressed included Board roles and responsibilities from an accreditation viewpoint, the realm of the Board, scenarios describing the accreditation experiences of three community college boards, and some actions for improvement.

The Board President received training specific to his/her role (IV.B.1.f).

Local Board President Training was included in the latest edition of the Board Handbook. Topics covered include Board imperatives and goals, Board duties and responsibilities, elections, officers of the Board, committees of the Board, Board education, the Brown Act, preparing for meetings, communications among Board members, and the like. Most important in addressing the recommendation is the addition of clear language that the Board President is ultimately responsible to orient new board members and student trustees. Last, the Board Policy concerned with Board Officers (BP 2210) was updated to align with the new handbook. Board Policy 2210 was approved

by the District Assembly on November 3, 2015, was forwarded to the Board for a first reading on December 10, 2015. Final Board approval took place on January 21, 2016. The updated Board Policy will be added to the District website.

In 2016, the Chancellor requested a Partnership Resource Team through the Institutional Effectiveness Partnership Initiative (IEPI), to focus on the district recommendations from the Commission. The outcome was a plan that included:

- Improvement of the relationship between the Board, the district, and the colleges
- Development of a process to vet Board agenda items
- Increase communication, training, and leadership growth for the Trustees and the Chancellor.

To reach these goals, several actions were delineated, some of which have taken place.

- 1) The District held a joint training on the topic of the Academic Senate's Academic and Professional matters (10 plus 1) was held on May 17, 2017 for managers, Board members, and Academic Senate leadership.
- 2) Joint training with constituency group leadership has been held to improve communication and build a culture of trust.
- 3) The District Assembly Executive Committee vets all board agenda items.
- 4) Key topics are calendared on the Board agenda for annual presentation.
- 5) Board training on the following topics has been provided:
 - a. Decision-making
 - b. Adherence to policies and procedures
 - c. The role and importance of senate resolutions
 - d. District processes for problem resolution

The Accreditation Steering Committee, which meets approximately quarterly, developed a list of additional topics for Board training, including collegial consultation, and the alignment of district and college planning and program review processes.

Analysis of Results Achieved

A new Board Handbook and Board training process was developed with input from both colleges, Board members, and District representatives. In December 2015 the new Board member received two training sessions—one with the Chancellor and the second with the Chancellor and Board President. The sessions focused on background information on the District, issues impacting the District and Board; Board Handbook, Board Policies, committee structure, and the distinctions between board governance and District operations. District materials were provided to the Trustee for study. The Trustee was connected with online Trustee resources of the California Community Colleges League and ACCJC. The new Trustee signed off on completion of the Board training modules. The District has fully addressed this recommendation for improvement (41, 42, 43, 44, and 45).

Data Trend Analysis

Annual Report Data/Institution-Set Standards

Category	Reporting year		
	2014	2015	2016
STUDENT COURSE COMPLETION (Definition: The course completion rate is calculated based on the number of student completions with a grade of C or better divided by the number of student enrollments.)			
Standard	63.6%	63.6%	63.6%
Performance	73%	72%	72.8%
Difference between Standard and Performance	9.4%	8.4%	9.2%
<p>Analysis of the data: The performance trend data indicates the College has performed above the set standard for the 2014, 2015, and 2016 reporting years. Specifically, in the last two reporting years, the course completion rate increased from 72% in 2015 to 72.8% in 2016. As part of Crafton's continuous quality improvement process, the College will review the minimum standard in the 2017-2018 academic year.</p>			

DEGREE COMPLETION (Students who received one or more degrees may be counted once.)			
Standard	250	250	250
Performance	417	465	473
Difference	167	215	223
<p>Analysis of the data: The performance trend data indicates the College has performed above the set standard for the 2014, 2015, and 2016 reporting years. Specifically, the number of students earning a degree increased from 417 in 2014 to 473 in 2016, a 13% increase. As part of Crafton's continuous quality improvement process, the College will review the minimum standard in the 2017-2018 academic year. Most of the growth in degree completion is a result of the newly created Associate Degrees for Transfer. In the last three years, the number of transfer degrees awarded increased from 80 to 182, an increase of 128%.</p>			

CERTIFICATE COMPLETION (Students who received one or more certificates may be counted once.)			
Standard	204	204	204
Performance	305	310	339
Difference	101	106	135
<p>Analysis of the data: The performance trend data indicates the College has performed above the set standard for the 2014, 2015, and 2016 reporting years. Specifically, the number of students earning a certificate increased from 305 in 2014 to 339 in 2016, an 11% increase. As part of Crafton's continuous quality improvement process, the College will review the minimum standard in the 2017-2018 academic year.</p>			

TRANSFER			
Standard	163	163	163
Performance	255	302	359
Difference	92	139	196
<p>Analysis of the data: The performance trend data indicates the College has performed above the set standard for the 2014, 2015, and 2016 reporting years. Specifically, the number of students transferring to a four-year institution increased from 255 in 2014 to 359 in 2016, a 41% increase. One possible impact on the number of transfers to four-year institutions is the creating and implementation of the Associate Degrees in Transfer. As mentioned previously, there has been a 128% increase in the transfer degrees, which were specifically designed to help make transfers from community colleges to four-year institutions seamless for students. As part of Crafton's continuous quality improvement process, the College will review the minimum standard in the 2017-2018 academic year.</p>			

LICENSENSURE PASS RATE								
(Definition: The rate is determined by dividing the number of students that passed the licensure examination divided by the number of students that took the examination)								
Program Name	CIP Code	Institution Set Standard	Performance			Difference		
			2014	2015	2016	2014	2015	2016
Respiratory Care/Therapy	1210	70%	78.80%	88%	94.40%	8.80%	18%	24.40%
Radiologic Technology	1225	78.60%	92%	100%	88.80%	13.40%	21%	10.20%
Emergency Medical Services	1250	70%	80.30%	90%	72.60%	10.30%	20%	2.60%
Paramedic	1251	70%	86%	80%	86%	+16%	+10%	+16%
<p>Analysis of Data: The performance trend data indicates that each of the four programs has exceeded the Institution Set Standards in all three years. In addition, the Respiratory Care Licensure Pass Rate has consistently increased from 79% in 2014 to 94% in 2016. The Paramedic Licensure Pass Rate increased from 80% in 2015 to 86% in 2016. The other two areas appear to have declined and appear to have a pattern of increasing in one year, decreasing in the next, and increasing in the next. Radiologic Technology has very small cohorts and in 2014 and 2016; the percentages indicate that only 1 student did not pass the exam. The pass rate for Emergency Medical Services (EMS) has fallen from previous assessments in overall scoring. Because of this decrease, the program is implementing a measuring sequence to determine a more focused rationale. The measurement will evaluate which specific module of NREMT the student had difficulty with (example, airway, trauma, medical etc.). This information will guide revisions to the instructional processes. EMS has already secured the funding for the 2017 – 2018 academic year for this assessment.</p>								

JOB PLACEMENT RATE

(Definition: The placement rate is defined as the number of students employed in the year following graduation divided by the number of students who completed the program.)

Program Name	CIP Code	Institution Set Standard	Performance			Difference		
			2014	2015	2016	2014	2015	2016
Accounting	0502	43%	58.30%	75%	50%	15.30%	32%	7%
Business Management	0506	54%	64.70%	67%	66.67%	10.70%	13%	13%
Computer Information Systems	0702	61%	66.70%	62%	57.14%	5.70%	1%	-4%
Other Information Technology	0799	53%	66.70%	71%	70.27%	13.70%	18%	17%
Respiratory Care/Therapy	1210	57%	69%	63%	80%	12.00%	6%	23%
Radiologic Technology	122 5	64%	100%	91%	86.53%	36.00%	27%	23%
Emergency Medical Services	1250	85%	85.70%	73%	100%	0.70%	-12%	15%
Paramedic	1251	96%	70%	91%	73.68%	26.00%	-5%	-22%
Child Development/Early Care and Education	1305	50%	49.60%	65%	91.67%	-0.40%	15%	42%
Fire Technology	2133	80%	80.10%	79%	50%	0.10%	-1%	-30%

Analysis of Data: The College and the system have been working to track graduates and their eventual placement in the workforce accurately. The numbers reported here are from the most recent Perkins Core Indicators data. The Perkins Core Indicators data has many methodological issues, such as, the inability to track students who join the military or students hired by the federal government and the low number of students in each cohort. Another concern is that the job placement rates increase dramatically as time passes and the rates in the most recent year are often lower than prior years because of the availability of the data. The performance trend data indicates that all but three programs have exceeded the Institution Set Standards in the most recent performance year. The Institution Set Standard for the Paramedic and Fire Technology programs may be uncharacteristically high and will be reviewed with the programs in the 2017-2018 academic year. When looking at the most recent job placement rates, in 2017 the Computer Information Systems Job Placement Rate increased to 100% and exceeded the Institutional Set Standard

STUDENT LEARNING OUTCOMES ASSESSMENT

	2014	2015	2016
Number of Courses	320	344	385
Number of courses assessed	291	334	368
Number of Programs	44	44	54
Number of Programs assessed	40	43	54
Number of Institutional Outcomes	6	6	6
Number of outcomes assessed	6	6	6

Analysis of the data: Crafton continues to consistently review and improve its outcomes assessment processes. Currently, the Crafton faculty is working on identifying student characteristics that may help to inform curriculum development and instruction when examined in relation to outcomes assessment data. In addition, Crafton is refining its assessment processes in program review and the calendar and timeline for program and course level assessments. Crafton has assessed all of the Institutional Outcomes in the last three years as well as 100% of the programs in the most recent year. Ninety-six percent of Crafton's courses were assessed in the most recent course assessment cycle. As mentioned previously, Crafton is continuously refining its processes to ensure the assessment of all of its courses in each assessment cycle.

Annual Fiscal Report Data

Category	Reporting year		
	2014	2015	2016
General Fund Performance			
Revenues	76,906,981	78,442,275	98,090,550
Expenditures	73,167,902	78,869,870	83,535,522
Expenditures for Salaries and Benefits	62,457,130	67,295,050	72,283,420
Surplus/Deficit	-	-	-
Surplus/Deficit as % Revenues (Net Operating Revenue Ratio)	-	-	-
Reserve (Primary Reserve Ratio)	-	-	-
Analysis of the data:			
Other Post-Employment Benefits			
Actuarial Accrued Liability (AAL) for OPEB	7,224,889	7,224,899	8,325,249
Funded Ratio (Actuarial Value of plan Assets/AAL)	46%	46%	94%
Annual Required Contribution (ARC)	732,097	732,097	568,558
Amount of Contribution to ARC	4,384,127	374,226	304,023
Analysis of the data:			
Enrollment			
Actual Full Time Equivalent Enrollment (FTES)	14,401	15,368	15,743
Analysis of the data:			
Financial Aid			
USDE official cohort Student Loan Default Rate (FSLD - 3 year rate)	25%	22%	20%
Analysis of the data:			

Evidence

Update, College Recommendation 2, Distance Education Plan

1. Online Counseling Webpage and links. <http://www.craftonhills.edu/current-students/counseling/online-counseling/index.php>

Update, College Recommendation 3, Program Elimination Policy

2. Program Viability Proposal: Workforce Readiness Credential (example).
http://www.craftonhills.edu/faculty-and-staff/academic-senate/meetings/2016/10-19/wrc-viability-proposal-chc_senate-10-18-16.pdf

Update, College Recommendation 4, College Catalog

3. 2017-18 College Catalog. <http://craftonhills.smartcatalogiq.com/2017-2018/Catalog>

Update, District Recommendation 1, Board of Trustees Policies

4. Board Policy 2200, Board Duties and Responsibilities, reviewed 1/21/2016.
<http://www.sbccd.org/~media/Files/SBCCCD/District/Board/Board%20Policies/2000/BP%202200%20Board%20Duties%20%20Responsibilities%201-21-16.pdf>
5. Webpage, Board of Trustees Policy Committee. http://www.sbccd.org/Board_of_Trustees/board-policies-and-procedures-committee

Update, District Recommendation 2, District Human Resources

5. Board of Trustees, Agenda, April 27, 2017, p. 1, 4. a.; pp. 25-53.
<http://www.sbccd.org/~media/Files/SBCCCD/District/Board/Agenda/2017/4-27-17%20Board%20Agenda.pdf>

Update, District Recommendation 3, District Level Integrated Planning

7. District Budget Committee Web Page. http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Budget_Committee

Planning Agenda for College Recommendation 1: Assessment and Review of Outcomes at All Levels

8. Crafton Hills College Follow Up Report, 2016. <http://www.craftonhills.edu/faculty-and-staff/accreditation/chc-follow-up-report-march-2016/index.php>
9. Curricunet, Examples of CORs with embedded SLOs.
 - Anatomy 101.
http://www.curricunet.com/Crafton/reports/course_outline_html.cfm?courses_id=850
 - Communication Studies 100.
http://www.curricunet.com/Crafton/reports/course_outline_html.cfm?courses_id=2059
 - Arabic 101.
http://www.curricunet.com/Crafton/reports/course_outline_html.cfm?courses_id=1445
10. Academic Senate Agenda, May 17, 2017. Proposal for Disaggregating Student Learning Outcomes Data
<http://www.craftonhills.edu/faculty-and-staff/academic-senate/meetings/2017/05-17/as-meeting-agenda-5-17-17b.pdf>

Planning Agenda for College Recommendation 4, College Catalog

11. CHC Website, 2017-18 Catalog. <http://craftonhills.smartcatalogiq.com/2017-2018/Catalog>
12. Email regarding Catalog Updates, 5/12/2017

Planning Agenda for College Recommendation 6 for Improvement, Performance Evaluations; and District Recommendation 2, District Human Resources

13. Administrative Procedure 7150, Evaluation.
<http://www.sbccd.org/~media/Files/SBCCD/District/Board/Administrative%20Procedures/7000/AP%207150%20Evaluation%205-14-15.pdf>

Planning Agenda for Professional Development (not cited by the Commission for improvement)

14. Professional Development and Diversity and Inclusion Spring 2017 Workshops and Events.
<http://www.craftonhills.edu/faculty-and-staff/professional-development/pdnew.pdf>

Planning Agenda for Facilities, Safety, and Long-Range Capital Plans (not cited by the Commission for improvement)

15. SBCCD Safety Training Web Page. http://www.sbccd.org/Human_Resources-Jobs/Employee_Training_and_Development/Safety_Training

16. SBCCD Police Web Page, Request a Presentation.
http://www.sbccd.org/District_Police/Request_a_Presentation
17. Crafton Hills College Comprehensive Master Plan, 2017. <https://www.craftonhills.edu/faculty-and-staff/committees/educational-master-plan-committee/chc-comprehensive-master-plan-20170320.pdf>

Planning Agenda for College Recommendation 2, Distance Education Plan

18. Crafton Hills College Distance Education Plan 2016-2020. <https://www.craftonhills.edu/faculty-and-staff/documents/chc-distance-ed-plan-1-26-16-approved.pdf>

Planning Agenda for District Recommendation 3, District Level Integrated Planning

19. San Bernardino Community College District Enrollment Management Plan.
http://www.sbccd.org/~media/Files/SBCCD/District/District_Committees/District_Enrollment_Management_Committee/201619%20DEMP%20%20Board%20Approved%20July%2014%202016.pdf
20. District Budget Committee Meeting Minutes and Agenda Website.
http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information_Forms/District_Committee_Minutes/District_Budget_Committee
21. Academic Senate Minutes, May 10, 2017, Budget Discussion, Old Business.
<http://www.craftonhills.edu/faculty-and-staff/academic-senate/meetings/2017/05-17/as-meeting-minutes-5-10-17.pdf>
22. Classified Senate Minutes, April 28, 2017. Budget Discussion, New Business, pp. 2-3.
<http://www.craftonhills.edu/faculty-and-staff/classified-senate/meetings/2017/05-12/chc-classified-senate-minutes-20170428.pdf>
23. Classified Senate Minutes May 12, 2017, Budget Discussion, New Business, p. 2.
<http://www.craftonhills.edu/faculty-and-staff/classified-senate/meetings/2017/05-25/chc-classified-senate-minutes-20170512.pdf>
24. CHC Budget Open Forum May 10, 2017. http://www.craftonhills.edu/faculty-and-staff/academic-senate/meetings/2017/05-17/as_enrollment_strategies_and_budget_5-10-17.pdf
25. Email to the campus from the Vice Chancellor of Fiscal and Human Resources. Business & Fiscal Services Update: FY 2017-18 Final State Budget Approved

26. SBCCD Board Minutes, Approval of Questica, p. 11
<http://www.sbccd.org/~media/Files/SBCCD/District/Board/Agenda/2015/01-15-15.pdf>
27. District Budget Committee Minutes December 17,, 2015 re: Enterprise Resource Planning solutions Oracle and ADP.
http://www.sbccd.org/~media/Files/SBCCD/District/District_Committees/District_Budget_Committee/2016/2015-12-17%20Minutes%20Approved.pdf
28. ERP Update, 2016.
<http://www.sbccd.org/~media/Files/SBCCD/District/Fiscal%20Services%20Documents/ERP%20Update%20-%20February%202016.pdf>

Planning Agenda for District Recommendation 1, Board of Trustees, Policies

29. Board of Trustees, Policy Committee Minutes, March 23, 2017.
<http://www.sbccd.org/~media/Files/SBCCD/District/Board/Board%20Committee%20Minutes/Policy/2017/3-23-17%20Policy%20Committee%20Minutes.pdf>
30. Special Meeting of the Board of Trustees, Minutes, January 14, 2016.
<http://www.sbccd.org/~media/Files/SBCCD/District/Board/Minutes/2016%20Minutes/1-14-16%20minutes.pdf>
31. Board of Trustees, Agenda, July 13, 2017, Item 2.b.
<http://www.sbccd.org/~media/Files/SBCCD/District/Board/Agenda/2017/7-13-17%20Board%20Agenda.pdf>

Quality Improvements, Board Approval of Mission Statement

32. Crafton Council Minutes 4/22/2014
33. SBCCD Board of Trustees, Agenda 10/9/2014, approval of CHC Mission, Vision, Values. P. 3, Item 12.iii.
34. 3SBCCD Board of Trustees, Minutes 10/9/2014, approval of CHC Mission, Vision, Values, p. 4
35. Educational Master Plan, Committee Minutes, 12/8/2015
36. Crafton Council, Minutes, 11/10/2015

37. Crafton Council, Web Page, Charge (#11.) <http://www.craftonhills.edu/faculty-and-staff/committees/crafton-council/index.php>

Quality Improvements, Performance Evaluations

38. People Admin - Evaluation Tracking overview (e.g. Performance Management) (Attachment IV)
39. [SBCCD Employee Climate Survey, HR Services](#), pp. 32-37
40. [The LEADer's Catalog: Learning, Education, Achievement, Diversity](#) (HR publication)

Quality Improvements, Board Orientation

41. District Assembly Minutes, September 1, 2015, re: Old Business
42. Revised Board Handbook Review
43. SBCCD Board of Trustees Minutes, June 1, 2015, Item 8, pp. 1-2.
<http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Accreditation/2016/chc-follow-up-report-march-2016/Evidence%20D.4.%20Board%20Orientation/D.4.b.%20SBCCD%20Board%20of%20Trustees%20Minutes%206%201%202015%20Item%208%20pp.%201-2.pdf>
44. SBCCD Board of Trustees Handbook (Approved 10/8/15)
45. SBCCD Board of Trustees Minutes, December 3, 2015, Item 3: New Trustee Orientation

San Bernardino Valley College

DRAFT
Mid-Term Report

Submitted By
San Bernardino Valley College

To
The Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges
October 2017

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Statement of Report Preparation

The Accreditation and SLO Committee (ASLO Committee) is a shared governance committee with representation of all constituency groups. In preparation for the Mid-Term report, the ASLO Committee met to review and evaluate the Planning Agenda items from the 2014 Comprehensive Self-Study.

SBVC Mid-Term Report Timeline

Updated 2/23/2017

9/22/2016	ASLO Committee: Approve Tentative Timeline
10/10/2016	Develop Template for Outline and begin requesting information; Send out request information updates
10/27/2016	ASLO Meeting:
11/10/2016	ASLO Meeting: Review Draft
12/10/2016	ASLO Meeting: Review Draft
2/9/2017	ASLO Meeting
3/9/2017	ASLO Meeting
4/13/2017	ASLO Meeting
4/27/2017	ASLO Meeting: Send draft to constituencies
5/3/2017	Academic Senate First Reading
5/5/2017	ASG First Reading
5/9/17	Board: First Reading
5/10/2017	College Council First Reading
5/11/2017	ASLO Meeting: First Reading
5/12/2017	Classified Senate First Reading
June 2017	Mid-Term Report Editing
July 2017	Mid-Term Report Formatting
8/9/2017	Flex Day Workshop
8/16/17	College Council: Second Reading
8/23/17	Academic Senate: Second Reading
8/24/2017	ASLO Meeting: Second Reading
9/1/17	ASC: Second Reading
TBD	Classified Senate: Second Reading :TBD
9/05/2017	Final Document to Campus Constituencies
9/14/2017	Board Approval
9/15/2017	Mail To ACCJC

The October 2014 accreditation team visit resulted in San Bernardino Valley College being placed on warning. The team made several recommendations to resolve deficiencies, one

directed to the college, four directed at the district and one commission recommendation. In brief the ACCJC Commission and recommended the following:

- PLOs be assessed on a regular basis
- examine the role of the Board of Trustees and ensure Trustees act consistently within defined policies
- improve the effectiveness of district human resources services that support the Colleges in their missions and functions
- inclusion of SLOs on faculty evaluation forms
- increase the consistency and transparency of Resource Allocation Model
- develop comprehensive and fully integrated Enrollment Management and HR Staffing Plans
- increase transparency and improve communication between the District and the Colleges.
- ensure the President holds an appropriate degree
- ensure that the college catalog accurately reflects the degrees held by all administrators and faculty

The campus addressed these recommendations and submitted a Follow-Up Report to the Commission in March 2016. As a result of the Follow-Up Report and a team visit San Bernardino Valley College was removed from warning and accreditation was reaffirmed.

The October 2014 accreditation team visit and Commission made further recommendations for improvement. In brief the Commission recommended the following:

- dialogue about the results of the evaluation and measurement of strategic goals and objectives should be increased
- documentation of assessment of planning and evaluation processes
- review the financial aid department processes and make any changes deemed necessary to support student success
- develop a formal centralized student complaint process that is communicated to the College community through the catalog
- develop a local Board orientation program

The college takes very seriously the recommendations of the Commission and the 2014 accreditation and is ready to report on the campus' continued progress on these

recommendations and the actionable planning agenda items in the 2014 Comprehensive Self-Evaluation Study.

The ASLO Committee reviewed the Planning Agenda items in SBVC's 2013 Institutional Self-Evaluation Report (ISER) and found that many of the Planning Agenda items have been satisfied during the completion of the District and College recommendations in the Follow-Up Report. A table aligning ACCJC Recommendations to completed Planning Agenda items and brief update to demonstration that processes put in place are ongoing.

Alignment of ACCJC Recommendations and Planning Agenda Items addressed in the Follow-Up Report

ACCJC Recommendation	Planning Agenda Items
<p>College Recommendation 1: In order to meet Standards, the team recommends that all program student learning outcomes be assessed on a regular basis as part of a sustainable cycle of continuous quality improvement. (I.B.1, II.A.2.f)</p>	<p>I.B.2: SBVC will incorporate SLO/SAO data into EMP one-sheets</p> <p>II.A.1.b: SBVC will gradually implement SLO software for easier outcomes tracking, evaluation, and analysis.</p> <p>II.A.2.i: SBVC will conduct a campus-wide review of SLO processes during spring 2015 to further discuss and shape SBVC's future vision for SLOs at the course, program, and college levels.</p> <p>III.A.1.c: Professional development will provide expanded training and opportunities to engage the campus in dialogues on SLOs, learning, and success.</p>
<p>Activities:</p>	
<p>San Bernardino Valley College has continued to move forward with the innovative processes that were implemented during the ISER and Follow-Up Report. The Academic Senate has consistently voted to maintain current assessment processes which consists of ongoing data collection for every course, every semester and systematic evaluation of courses and programs on a three-year cycle. The Outcomes process was moved online during the follow-up report process. The SLOCloud, an open source SLO reporting tool that has been modified to mimic SBVC's simple paper SLO form on the front end for data collection and aligns SLOs with PLOs, and ILOs on the back end to generate evaluation reports has been very successful. SLOCloud data can be disaggregated for analysis of learning gaps between modes of delivery, between learning cohorts and general population, between accelerated and traditional delivery of classes, and more. The SLOCloud is currently being configured for SAO data collection and reporting.</p> <p>In SP16, the Academic Senate voted to explore aligning SLO processes with Program Review processes to eliminate duplication of effort. The Program Review committee requires each program to complete a Program Efficacy report every four years. These reports already include a thorough evaluation analysis of PLO, SLO, and SAO data as appropriate. The ASLO and Program Review</p>	

Committees successfully explored and have developed a plan to fully integrate outcomes with Program Efficacy. The data collection process will remain the same. SLO data will be collected for every course, every semester. PLO, SLO, and SAO evaluation will move to a four-year cycle and be aligned with Program Efficacy. Programs will have to demonstrate to the Program Review Committee that PLOs, SLOs, and SAOs have been evaluated at least once during the four year program review cycle. Program review will also focus on how programs are using outcomes to impact teaching, learning, and student success.

ACCJC Recommendation	Planning Agenda Items
<p>District Recommendation 1: In order to meet Standards, the team recommends that the Board of Trustees examine its role in the development of policies and ensure that it acts in a manner consistent with its approved policies and bylaws. The team further recommends that the Board of Trustees should take steps to ensure that all policies are developed or revised within the framework of the established input and participation process. (III.A.3, III.A.3.a, III.D.3, IV.A.2, IV.B.1.e, IV.B.1.j)</p>	<p>II.A.7.c: SBVC will complete a review of board policies and administrative procedures according to a designated cycle, in coordination with the SBCCD. (II.B.2.c, III.D.3.a)</p>
<p>Activities</p>	
<p>SBVC continues to follow the review cycle for board policies and administrative procedures. For additional details see March 2016 Follow-Up Report pp. 13-19.</p>	

ACCJC Recommendation	Planning Agenda Items
<p>District Recommendation 2: In order to meet Standards, the team recommends that the Board of Trustees, and the chancellor, in consultation with the leadership of the college campuses, develop a strategy for addressing significant issues to improve the effectiveness of district human resources services that support the colleges in their missions and functions. These issues include:</p> <ul style="list-style-type: none"> Reliable data from the Human Resources Department to support position control and other human resources functions; Timeliness of employee evaluations; Responsiveness and improved timelines for employee hiring; Consistent policy interpretation and guidance; and Completing the faculty evaluation instrument that was agreed would include work on Student Learning Outcomes <p>(Prior Commission Recommendation #1 from 2009, Prior 2008 Recommendation - IV.B.3.b, III.A, III.A.1, III.A.1.b, III.A.1.c, III.A.6, IV.B.3.b)</p>	<p>III.A.1.b: SBVC will establish better processes for tracking and completing employee evaluations.</p> <p>III.B.1: SBVC will implement a more efficient and effective process for filling vacant positions.</p>
Activities	
<p>SBCCD continues to utilize the successful improvements and practices put in place for position control numbers, employee evaluations, hiring practices, and policy interpretation and guidance established in the Follow-Up report. For additional details see March 2016 Follow-Up Report pp. 20-29.</p>	

SBCCD has evaluated the *Human Resources Reorganization and Restructure Plan* is currently restructuring HR personnel and processes based on feedback from District constituencies. SBCCD will continue to monitor and evaluate HR during and after the reorganization.

ACCJC Recommendation	Planning Agenda Items
<p>District Recommendation 3: In order to meet Standards, the team recommends that the District follow their Resource Allocation Model focusing on transparency and inclusiveness, supported by a comprehensive district-wide Enrollment Management Plan and a Human Resource/Staffing Plan integrated with other district-wide program and financial plans, broadly communicated to the colleges. (San Bernardino Valley College 2009 Commission Recommendation #1, III.A.6, III.D, III.D.1.a, III.D.1b, III.D.1.d, III.D.4, IV.B.3.c)</p>	<p>III.A.1.a: The recommendations of SBCCD Three-Year Staffing Plan 2014-2017 will be reviewed in fall 2014 using collegial and transparent processes and will be implemented as appropriate. (II.A.4.b, III.A.6)</p> <p>IV.B.3.c SBVC will develop multiyear budget projections.</p>
Activities	
<p>SBCCD continues to utilize the successful the practices established and encourages campus participation in budget and RAM processes and enrollment management. The Staffing Plan will be readdressed after the reorganization of HR is complete. For additional details see March 2016 Follow-Up Report pp. 30-35.</p>	

Plans Arising from the Self Evaluation Processes

Throughout the 2013 ISER and embedded in our campus planning documents including the Equity Plan, SSSP Plan, Strategic Plan and Educational Master Plan is found the recurring themes of access, course completion and strategic planning.

One way the college addressed these themes was through a series of workshops entitled Strategic Planning through a Culturally Competent Lens. Through these workshops our campus has strived to gain an accurate working definition of student equity through the increased understanding of cultural competence and to review or revise our planning documents to more effectively serve students. The workshops were a collaborative effort with our offices of Instruction, Student Services and Professional Development. The workshops included an overview of cultural competence; how it applies to higher education, and ultimately creating a living document that integrates this understanding into our strategic plan goals. Through this process a group of active and engaged colleagues will continue to make meaningful contributions.

The campus scheduled 3 part off-campus retreats that were facilitated by a recognized speaker on cultural competence. Participants included a diverse mixture of attendees from instruction and student services who work with students in varying capacities. Workshop attendees included campus leadership; College President, VP's, Division Deans, Department Chairs, and the Academic Senate Executive Committee, as well as other interested faculty and classified professionals.

The October 2016 workshop activities focused primarily on cultural competency activities. Participants measured their awareness of cultural differences, learned about unconscious bias, and learned strategies for leading culturally competent discussions. The workshop also presented an overview of strategic planning, SBVC's Strategic Plan, and defined strategic planning goals for future workshops.

The morning session of the February 2017 workshop revealed how alignment of cultural competency, student equity and strategic planning could benefit the college. Workshop attendees participated in brainstorming sessions for how campus planning could benefit different student equity groups.

The afternoon sessions of the February 2017 workshop focused on establishing planning values, norms, and assumptions for strategic planning at Valley College. Workshop attendees emphasized the need for collegial planning and decision making, improved communication, and greater student participation in the planning process. Participants identified structural challenges in the existing strategic plan agreeing that the plan objectives were too numerous and highly detailed and that the May 2017 workshop should focus on refining Strategic Goals and Objectives.

During the May 2017 Workshop participants were broken into groups and assigned a strategic planning goal. Participants were asked to; read the goal and objectives for clarity and simplicity, identify how the goal addressed student equity and cultural competence; and evaluate the overall relevance of the goal to the college mission. Participants were encouraged to rewrite and/or combine goals or objectives and reform goals to be action oriented that move the campus out of its comfort zone.

The Strategic Planning through a Culturally Competent Lens workshops were successful in that they brought campus constituencies together in an environment where candid conversations could take place and ideas could flourish. Moving forward the key organizers of the workshops plan to continue the workshops on campus in Fall 2017 and build on the concepts that emerged from the workshop to reframe the campus strategic goals and objectives.

Institu

tional Reporting on Quality Improvements

ACCJC Recommendation
<p>District Recommendation 4: In order to improve effectiveness, the team recommends that the District develop a local Board orientation program to ensure that all members of the Board are adequately prepared to provide leadership appropriate to their role as board members. (Standard IV.B.1.f)</p>
<p>District Recommendation 4 is closely aligned with District Recommendation 1 and the Board Handbook and Trustee training was briefly addressed in that section. The Board Handbook includes the mission, vision and values of the District, organizational charts for both campuses and the District entities, Board imperatives and goals, Board duties and responsibilities, procedural information regarding the Board and its meetings, planning and evaluation, accreditation, and a Board member orientation, among other topics. The section of the handbook concerning orientation calls for training of all new Board of Trustee appointees within 30 days of appointment. The responsibility for new Board member orientation is shared by the Chancellor and current Board of Trustees members. The training includes orientation to the institution, such as college history and development; briefings on the organization, programs, budget, and facilities of the colleges and sites; and orientation to trusteeship, including roles of Board members, attendance at local, state, and national meetings, and review of pertinent laws and Board policy. The new Board Handbook was approved by District Assembly on September 1, 2015 and by the Board on October 8, 2015. The Handbook is available on the District website.</p> <p>Each section of the handbook features a checklist, which the new Board member is expected to sign. The Board scheduled a special meeting for the purposes of new Trustee Orientation on December 3, 2015.</p> <p>In addition, the SBCCD Board of Trustees participated in Board Training at a special meeting on June 1, 2015. Topics addressed included Board roles and responsibilities from an accreditation viewpoint, the realm of the Board, scenarios describing the accreditation experiences of three community college boards, and some actions for improvement.</p> <p>The Board President received training specific to his/her role (IV.B.1.f).</p> <p>Local Board President Training was included in the latest edition of the Board Handbook. Topics covered include Board imperatives and goals, Board duties and responsibilities, elections, officers of the Board, committees of the Board, Board education, the Brown Act, preparing for meetings, communications among Board members, and the like. Most important in addressing the recommendation is the addition of clear language that the Board President is ultimately responsible for new board member and student trustee orientation. Last, the Board Policy concerned with Board Officers (BP 2210) was updated to align with the new handbook. Board Policy 2210 was approved by the District Assembly on November 3, 2015, and was</p>

forwarded to the Board for a first reading on December 10, 2015. Final Board approval took place on January 21, 2016. The updated Board Policy will be added to the District website.

The Chancellor requested a Partnership Resource Team (PRT) visit through Institutional Effectiveness Planning Initiative (IEPI) that focused on the District Recommendations. The resulting Institutional Innovation and Effectiveness Plan includes actions based on the recommendation of the PRT that include improving the relationship between the Trustees, District and Colleges, developing a process to vet Board agenda items, increase communication, and increase training and leadership opportunities for the Trustees and the Chancellor. Section 3 of the Institutional Innovation and Effectiveness Plan focuses on Board Roles and includes the following actions.

1. “Reset” – Academic Senates, Managers, and Board Members to have joint training on 10+1
2. Develop joint training with constituency group leadership to improve communication and build a culture of trust
3. Utilize the District Assembly Executive Committee to vet board agenda items
4. Present “Key Topics” to Board at each meeting with calendar built out a year in advance.
5. Provide ongoing training for the Board on topics including:
 - a. Decision making
 - b. Adherence to policies and procedures
 - c. Role and importance of resolutions
 - d. Working within/with district processes and constituents of the district and not “go it alone.”

Upon completion of the Institutional Innovation and Effectiveness Plan, the district requested and received a grant from Institutional Effectiveness Partnership Initiative.

The 10+1 Reset was scheduled during a Board Study Session on Wednesday 5/10/17 from 8 – 11 am. The training was conducted by:

Julie Bruno, Academic Senate for California Community Colleges

Bill Scroggins, Mt. San Antonio CCD

Larry Galizio, Community College League of California

All Board members, as well as representative from the faculty and administration from both campuses were in attendance.

The ACCJC Joint Task Force Ad-Hoc Committee is working toward improving communication and trust between the campuses and district by developing a calendar of key topics for the Board; defining decision making processes; examination of SBCCD collegial consultation processes; alignment of District and Campus Planning Processes, aligning District Program Review and Planning processes with the Campus Program Review Processes.

<p>ACCJC Recommendation College Recommendation 2: In order to improve effectiveness, the team recommends that dialogue about the results of the evaluation and measurement of strategic goals and objectives be increased so that the outcomes of College efforts to improve can be used to make decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and re-evaluation. (I.B.2, I.B.3, I.B.7)</p>	<p>Planning Agenda Items</p> <p>I.B.7: SBVC will prepare and conduct a validity check of the evaluative measures for the Strategic Plan. [Dean of Research, Planning and Institutional Effectiveness, spring 2015]</p> <p>I.B.4: SBVC will compile, analyze, and distribute the results of the Committee Self-Evaluation survey in fall 2014. (I.B.5, I.B.7) [College Council, 2014-2015]</p>
<p>Activities</p>	
<p>In addition to the Strategic Planning through a Culturally Competent Lens workshops detailed in the Plans Arising from the Self-Evaluation Process section of this report SBVC has held ongoing community meetings and opening day events when planning and evaluation were on the agenda.</p> <p>Over the last two years, the campus has undertaken a broad-based and inclusive dialog regarding planning goals, and the methodology used to measure progress toward meeting those goals. In each of the meetings listed above, the campus engaged in identifying priorities, evaluating progress, and evaluating our evaluation tools.</p> <p>Campus and community meetings are designed to provide a venue where community members can interact with faculty and staff to discuss planning priorities. These meetings typically have representatives from local school boards, community non-profit service organization representatives, elected officials, and residents from the surrounding neighborhood. The meeting involved presentation from subject experts who provided the attendees with statistics regarding, community demographics, student success, and employment projections.</p>	

This was followed by table exercises that allowed that group to provide their input. Recommendations from these meetings led to a reexamination of strategic planning goals, strategic initiatives, and objectives. The number of objectives was questioned. A reduction in the number of objectives was recommended. These recommendations have resulted in the combining and consolidation of several objectives, and the removal of many others.

Table 5: Community meetings and Opening day events when planning and evaluation were on the agenda

Table 1-p Campus/Community Meetings	-----Date-----	Attendance	Topics covered
	April 1, 2015	43	How can SBVC better serve the educational needs of the local community? Are the tools we use providing an accurate measure of our success?
	August 12, 2016	77	Cultivating partnerships with community organizations and local institutions: Adult Education, CTE, and Transfer. How do we determine the right balance?
	August 14, 2016	63	Partnerships for student success and student equity.
	January 13, 2016	44	Student equity: How do we measure success?

	January 11, 2017	40	Planning priorities for a caring and safe campus. What are the indicators that let us know when we are moving in the right direction?
Opening Day Meetings with faculty and staff			
	January 5, 2015	212	Which of our current measures are essential to assess our progress toward achieving strategic goals. Which can be illuminated? Which need to be refined?
	January 15, 2016	198	Do we have the right strategic goals? How can we improve our strategic objectives? How can we improve our methods of measuring strategic objectives? Mission statement revisions—what should we include?
	January 13, 2017	179	Student success; student equity, and evaluating progress

<p>ACCJC Recommendation College Recommendation 3: In order to improve effectiveness, the team recommends that the College document how it is assessing its planning and evaluation mechanisms for use in a systematic review of their effectiveness in improving instructional programs, student support services, library services, and other learning support services. (I.B.6, I.B.7)</p>	<p>Planning Agenda Items I.B.2: SBVC will revise the SBVC Planning Model. (II.D.1.a) [College Council and appropriate collegial consultation committees, fall 2014] III.D.1.a: SBVC will review and update SBVC Planning Model. [College Council and appropriate collegial consultation committees, fall 2014]</p>
<p>Activities</p>	
<p>College Council worked on updating the SBVC Planning Model periodically through Feb 2016, but approval of the final draft was delayed until a permanent campus President was hired. College Council reviewed the updated SBVC Planning Model with the new President and approved the SVC Planning model in November 2016.</p> <p>The College documents how it is assessing its planning and evaluation mechanisms for use in a systematic review of their effectiveness in improving instructional programs, student support services, library services, and other learning support services in a number of ways. Campus planning, instructional programs, and academic and student support services are functions of the collegial consultation process and the campus committee structure. Campus committees assess their mission, culture, and effectiveness every academic year using a Committee Self-Evaluation survey. Results of the survey are reviewed by the committee, Academic Senate, and College Council. The Academic Senate and College Council reviews the campus committee structure, mission, and composition every two years and make changes as appropriate. Committees with responsibility for major campus planning processes; curriculum, program review, and SLOs, conduct internal and external assessments of their processes.</p> <p>The campus holds regular meetings with faculty, staff, students, and community members where planning objectives and methods of evaluating outcomes are reviewed. Input from these meetings is used by the Office of Research and Planning to refine evaluation methods (some of the meetings are listed in Table #). Over the last two years, the campus met with consultants employed by the district to update the campus and district strategic plans. This process included an additional set of meetings and workgroup sessions with stakeholders to discuss the value and relevance of goals and objectives, as well as define and refine evaluation procedures for measuring the achievement goals, objectives, and outcomes. These efforts represent ways the</p>	

campus has addressed college recommendation 3—to assess planning mechanisms and systematically review the methods for evaluating and assessing effectiveness in improving instructional programs, student support services, library services, and other learning support services.

<p>ACCJC Recommendation College Recommendation 4: To improve effectiveness, the team recommends that the College review the financial aid department processes and make any changes deemed necessary to support student success through the timely processing of student aid packages. (II.B.1.)</p>	<p>Planning Agenda Items</p>
<p>Activities</p>	
<p>SBVC has made major advancements in our Financial Aid Office. During spring 2015, we implemented Auto-Packager and hired two additional clerks to work the front counter. Our fall 2015 numbers show that approximately 2000 students were paid \$1.8 million during our first disbursement. This was nearly three times the amount of aid that was disbursed during the first disbursement during fall 2014. The integration of technology and reorganizing the staffing in the office have led to shorter lines and larger disbursements. During our first disbursement for spring 2016, approximately 2,800 students were paid \$2.85 million. The spring 2016 disbursement was one of the, if not the, largest first disbursements in the history of SBVC. During spring 2017, the Financial Aid Office launched an electronic line which allows students to sign into a virtual waiting line in the office where they can adjust their place in line based on the amount of people waiting to see an advisor. This use of technology has been met with great feedback from students who no longer have to come into the office to wait in line when they may have class or work. Students can now sign up to see an advisor without ever coming into the office. There is nearly never a line in the Financial Aid Office because students are alerted via text or email to see a counselor when they have questions. Additionally, our disbursements have been in the \$2-\$3 million range, which compared to before the launch of Auto-Packager, when our first disbursements ranged from approximately \$5-\$600,000.</p>	

<p>ACCJC Recommendation College Recommendation 5: To improve effectiveness, the team recommends the College develop a formal centralized student complaint process, communicate this process to the College community through the catalog, and develop procedure to determine any trends in complaints that need to be addressed for institutional improvement. (II.B.2.c. II.B.3.a, II.B.4)</p>	<p>Planning Agenda Items</p> <p>II.B.2.c: SBVC will update the student complaint policy. [VPSS]</p>
<p>Activities</p>	
<p>Summary: <i>Current procedures allow students to file grievances against any District employee or another student for a variety of reasons. Although the procedure requires every effort to resolve the issue at the lowest level, most grievances require that a supervisor be involved and thus becomes a formal hearing (AP/BP 5530). Because students may only want to submit a complaint and not go through the formal process, a student complaint form may be appropriate.</i></p> <p>On February 4, 2015-a standing committee presented to the Academic Senate the language that would be used on the Student Complaint Form. The following language was adopted:</p> <p>Adopted Language</p> <p>PROCEDURES:</p> <p>The Director of Student Life or the appropriate manager that has oversight of the department in which the complaint was made will investigate student complaints.</p> <ul style="list-style-type: none"> • The complaining party will be interviewed by the Director of Student Life or the appropriate manager. • The investigation may include contact with other parties involved. • If appropriate, efforts may be taken to resolve a conflict by bringing parties together for discussion. • Supervisors of employees may be contacted if complaints involve their areas. • A record of complaints will be maintained in the Office of Student Life. 	

- Written complaints against a member of the San Bernardino Community College District Teachers Association (SBCCDTA) collective bargaining unit shall not be filed in the Office of Student Life, but shall be maintained in the Human Resources Department. In accordance with Article 17 of the Agreement between the San Bernardino Community College District (SBCUSD) and the San Bernardino Community College District Teachers Association (SBCCDTA), “No reference to complaints, which are determined by the District to be without merit, shall be placed in the unit member’s personnel file or utilized in any evaluation or disciplinary action against the unit member.” For the purposes of accreditation accountability, the Office of Student Life will keep only a numerical record of the number of written complaints against members of the SBCCDTA but shall not keep copies of any documents relating to the complaints.

Should any outside agencies seek information regarding specific faculty members, they shall be referred to Human Resources Department in accordance with existing law.

History and Current Efforts

In the summer of 2015, the District (including Valley College and Crafton) moved forward in reviewing software to streamline the conduct process. In fall of 2015, Maxient software was identified. This software will allow for a more efficient way of managing student conduct, student behavior, and student complaints. The system would also allow the college to streamline the student complaint procedures electronically. In the summer of 2016, Tech area at district stated they were not accepting any more project requests and the Maxient software would have to wait until spring of 2017. Currently, we are manually inputting the back end data to roll out Maxient next spring.

Future Plans

Once the data is inputted manually into the system, the Maxient software will be available for use. Training manuals and in person training workshops will be held in spring of 2017. This software will be used to track the number of student complaints.

Planning Agenda Items

III.B.1: SBVC will review and modify as required the safety components and responsibilities of various position descriptions.

Activities

Progress Report: The purpose of this action item was to address the following problem: As stated in the self-evaluation, few positions are dedicated to safety, and there is increasing demand on management in general- significantly affecting management's ability to complete its mission.

- In the recent 12 months, the College and District have moved to address this problem more directly, and from a different angle to that stated in the improvement plan to get quicker relief to management while improving college safety simultaneously.
- In June 2015, Environmental Health & Safety was reorganized as follows and approved by the Board of Trustees:
- Environmental Health & Safety (EH&S), was changed to Safety & Risk Mgmt. (SRM)
- SRM was moved from under Fiscal Services to Human Resources
- The EH&S Administrator position was reclassified to the Director, Safety & Risk Mgmt.
- SRM was reorganized to oversee, safety, risk mgmt., workers' compensation, hazardous waste mgmt. operations & disaster preparedness
- 1 permanent staff member was added to SRM, the Safety & Risk Mgmt. Specialist in April 2016
- The Emergency Preparedness Manager was moved from Police to SRM in HR as a professional expert, the Emergency Preparedness Coordinator.
- During 2015, program review funding was approved to fund the Emergency Preparedness Manager position, permanently once again, under SRM. Recruitment will commence in December 2016 for the permanent position, in the interim a professional expert serves in this role.

Summary of Safety & Risk Mgmt. Specialist duties:

Under the general direction of the Director, Risk and Safety Management, the position is responsible for performing a variety of specialized duties related to the planning and implementation of the District's environmental health, safety and emergency preparedness programs; position assists and participates in the administration, enforcement, training, and advising departments

of employee safety and accident prevention programs; participating in the administration of the District workers' compensation program; developing, preparing a variety of safety and risk management training topics; assisting in Americans with Disabilities Act (ADA-title II) and Occupational Safety and Health Administration (OSHA) compliance; preparing and maintaining appropriate files and records; and maintaining confidentiality.

Summary of Emergency Preparedness Manager duties:

Under the direction of the Director, Safety & Risk Management, the Emergency Preparedness Manager oversees, coordinates, develops, implements, promotes, evaluates and manages the District's disaster, emergency preparedness and response program and activities. The Emergency Preparedness Manager provides leadership, expertise and professional consultation to the District in all phases of emergency management, which includes mitigation, preparedness, business continuity, response and recovery. These new positions under the SRM reorganization are operating in the field, in support to managers responsible for the college safety programs. Safety training has increased because there are more qualified people to do it. These positions also relieve managers by interfacing with regulatory agencies, doing the necessary communications. They perform the time consuming and necessary research for appropriate safety actions, providing options, and in many cases preparing safety programs and program revisions/updates for management edits and approval- a big time saver. SRM now manages a contract with Citadel for internal safety assessments, evaluations, and recommendations, for management approval. The result is a heightened awareness of safety issues and regulatory compliance, a more proactive position, and timely, responsive, appropriate safety actions.

An item will be placed on the agenda of both the SBVC and the SBCCD Safety Committees to discuss the review and potential modification of job descriptions relative to safety.

A space inventory and utilization study was completed in July 2016 by in-house staff under the auspices of the Director of Facilities, Maintenance and Operations. It was used this year to adjust classroom chair counts to maximize student capacity but stay within code limits. It will also be used to populate the new facilities scheduling and management software Resource 25. As enrollment increases, we continue to struggle with finding suitable space to conduct classes, especially during the prime hours of the instruction week. Matching course facilities requirements with our inventory of rooms is becoming increasingly labor intensive for staff, generating less than optimal schedules for some faculty and students.

III.B.2.a: SBVC will utilize information and enhanced data from cost analyses, reports, and new software for more effective use of resources and for long-range planning, staffing, and budget forecasting.

Activities

Progress Report: In December 2015 the district contracted with ISES Corporation to provide a comprehensive facility condition assessment of all buildings on the SBVC campus. The assessment and report was completed in April 2016. The assessment inspected and evaluated all building components/systems and the utilities as they related to the asset. ISES determined what repairs or modifications may be necessary to restore the systems and buildings to an acceptable condition, the timeframe, and costs to do so. The costs can be escalated for inflation. The reports identified recurring and non-recurring repairs and modifications, as well as critical modifications. The list of projects identified as critical were reviewed and used to prioritize the allocation of facilities repair funding this fiscal year. The reports were produced for the college in hard copy binders, as well as on-line access.

Resource 25 facilities scheduling and management software implementation is in the planning and data collection process. Training for academic and administrative power users is scheduled for were completed November 2016. To make sure R25 is implemented effectively, we have pulled together a team with individuals from both colleges and the District. The team includes technical personnel, classified employees with scheduling expertise, and academic managers. The team is following an 18-month implementation timeline with beta tests scheduled for Spring 2017 and Fall 2017. Our “go-live” goal is to officially develop the Spring 2018 schedule with R25. Throughout the process we will be collecting feedback from multiple shared governance committees and groups.

II.B.3.c: SBVC will implement and evaluate the SSSP Plan.

Activities

SSSP plan is reviewed annually by the SSSP Committee for currency and to ensure the state mandates are being met. Additionally, key services are required for first time students to complete prior to registering for classes, i.e. orientation, assessment, and an initial education plan. Further assessment is conducted but not limited to:

- Annual Program SLO
- Student surveys as they pertain to services received

- SSSP reports to the state
- Evaluation of student participation in SSSP components (i.e. orientation, assessment, off-site high school assessment, etc.)
- MIS reports on all the mandated services rendered
- Regular departmental and divisional meetings to assess implementation of SSSP plan

Results indicated that approximately ninety percent of incoming students have received the mandated services, orientation, assessment, academic advising, initial education plan, and follow-up services. Marked increase of service utilization by the general population. Student registered in SDEV 102 and 103 showed markedly higher retention and success compared to those students who did not take the SDEV courses; target students are first time students. Student retention and success were maintained overtime until educational goal completion. Students that receive academic advising and an education plan show a higher GPA than those who do not. Thus, performance outcomes have been maintained with the imperative to elevate overall academic success. Currently, representatives from the SSSP, Student Equity, and Basic Skills committee are working on the new integrated report.

III.D.1.b: SBVC and SBCCD will implement the recommendations of the DBC to the Chancellor’s Cabinet.

Activities

Progress Report: The District Budget Committee has continued to discuss and deliberate budget issues and forward recommendations to the Chancellor’s Cabinet for consideration. Evidence of DBC meetings and recommendations to the Chancellor’s Cabinet, as well as acceptance of the recommendations by Chancellor’s Cabinet can be found at the link below.

http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Budget_Committee

When the recommendations are accepted by the Chancellor’s Cabinet, and subsequently entered into the budget and approved by the Board of Trustees in the final budget, SBVC implements the budget as approved by the board.

Evidence of recommendations to the Chancellor’s Cabinet that are ultimately approved by the Board of Trustees and implemented by SBVC are indicated in in the 2016-17 Final Budget Summary.

ACCJC Midterm Report Data Reporting Form

ANNUAL REPORT DATA INSTITUTION-SET STANDARDS

STUDENT COURSE COMPLETION

(Definition: The course completion rate is calculated based on the number of student completions with a grade of C or better divided by the number of student enrollments.)

Category	Reporting Year		
	2014	2015	2016
Institution Set Standard	62.0%	63.2%	62.6%
Stretch Goal	69.7%	70.2%	69.8%
Actual Performance	65.0%	68.3%	69.7%
Difference between Standard and Performance	+ 3.0%	+ 5.1%	+ 7.1%
Difference between Stretch Goal and Performance	- 2.7%	- 1.9%	- 0.1%

Analysis of the data: SBVC is meeting and exceeding the Institution Set Standard for Course Completion and growing closer to meeting the six year stretch goal.

DEGREE COMPLETION

(Students who received one or more degrees may only be counted once.)

Category	Reporting Year		
	2014	2015	2016
Institution Set Standard	975	1040	968
Stretch Goal	1055	1097	1165
Actual Performance	983	981	1068
Difference between Standard and Performance	+ 8	- 59	+ 100
Difference between Stretch Goal and Performance	- 72	- 116	- 97

Analysis of the data: SBVC is meeting and exceeding the Institution Set Standard for Degree Completion and working towards meeting the six year stretch goal.

CERTIFICATE COMPLETION

(Students who received one or more certificate may only be counted once.)

Category	Reporting Year		
	2014	2015	2016
Institution Set Standard	362	354	360
Stretch Goal	404	394	388
Actual Performance	406	347	374
Difference between Standard and Performance	+ 44	- 7	+ 14
Difference between Stretch Goal and Performance	+ 2	- 47	- 14
Analysis of the data:	SBVC is now meeting and exceeding the Institution Set Standard for Certificate Completion and working towards meeting the stretch goal after a completion decline in 2015.		

TRANSFER

Category	Reporting Year		
	2014	2015	2016
Institution Set Standard	613	614	613*
Stretch Goal	778	797	828
Actual Performance	696	730	786
Difference between Standard and Performance	+ 83	+ 116	+ 173*
Difference between Stretch Goal and Performance	- 82	- 67	- 42
Analysis of the data:	SBVC is exceeding the Institution Set Standard for Transfer and gradually moving closer towards meeting the stretch goal.		

STUDENT LEARNING OUTCOMES ASSESSMENT

	Reporting Year		
	2014	2015	2016
Number of Courses	760	716	1031
Number of Courses Assessed	741	733	
Number of Programs	138	139	126
Number of Programs Assessed	123	139	126
Number of Institutional Outcomes	7	7	5
Number of Outcomes Assessed	7	7	0
Analysis of the data:	SBVC has revised all ILOs. SLOs, PLOs, and SAOs are following the current 3 year cycle of ongoing assessment and systematic evaluation. SBVC Academic moved to align evaluation of SLOs, PLOs, and SAOs with the campus's 4 year Program Review process		

LICENSURE PASS RATE

(Definition: The rate is determined by the number of students who passed the licensure examination divided by the number of students who took the examination.)

Program Name	Institution Set Standard	Actual Performance			Difference			Stretch Goal	Difference		
		2014	2015	2016	2014	2015	2016		2014	2015	2016
Nursing	75.34	74.65	79.31	77.94	-.69	+3.97	+2.6	81.21	-6.56	-1.9	-3.27
Pharmacy Technology	50.00	81.81	50.00	n/a	+31.8	0	n/a	97.72	-15.9	-47.7	n/a
Psychiatric Technology	86.00	97.00	86.00	n/a	+11.0	0	n/a	102.5	-5.5	-16.5	n/a

JOB PLACEMENT RATE

(Definition: The placement rate is determined by the number of students employed in the year following graduation divided by the number of students who completed the program.)

Program Name	Institution Set Standard	Actual Performance			Difference			Stretch Goal	Difference		
		2014	2015	2016	2014	2015	2016		2014	2015	2016
		n/a	n/a	n/a							

ANNUAL FISCAL REPORT DATA

Category	Reporting Year		
	2014	2015	2016
<u>General Fund Performance</u>			
Revenue	76,906,981	78,442,275	98,090,550
Expenditures	73,167,902	78,869,870	83,535,522
Expenditures for Salaries and Benefits	62,457,130	67,295,050	72,283,420
Surplus/Deficit			
Surplus/Deficit as % Revenues (Net Operating Revenue Ratio)			
Reserve (Primary Reserve Ratio)			
Analysis of the data:			

Other Post Employment Benefits

Actuarial Accrued Liability (AAL) for OPEB	7,224,889	7,224,889	8,325,249
Funded Ratio (Actuarial Value of Plan Assets/AAL) Annual	46%	46%	94%
Required Contribution (ARC)	4,384,127	374,226	304,023

Amount of

Contribution to

ARC

Analysis of

the data:

Enrollment

Actual Full-Time Equivalent	9,901.70	10,117.30	10,499.50
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Enrollment (FTES)

Analysis of the data:

Financial Aid

USED Official Cohort Student Loan Default Rate (FSLD - 3 year rate)	25%	22%	20%
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Analysis of
he data:

Substantive Change

In October 2016, San Bernardino Valley College submitted Substantive Changes Reports for two programs; Heavy Duty Diesel Program and Basic Police Officer.

On June 28, 2017 and July 19, 2017 SBVC received confirmations from ACCJC that the following new programs did not require a substantive change report:

- Professional Baking and Management AA Degree
- Business Baking Certificate
- Baking Certificate
- Industrial Automation Certificate
- Automotive Interiors Certificate
- Diesel Engine and Fuel Injection Technology Certificate
- Modular Basic Peace Officer Certificate Medical Coding and Billing Certificate
- Computer Information Technology AA Degree
- Computer Network Support Specialist Certificate
- Computer Support Specialist Certificate
- Information Security and Cyber Defense Certificate
- Office Technology Fundamentals Noncredit Certificate
- Refrigeration Service Engineer Society (HVAC) Certificate

And that the minor curricular changes to the existing programs below did not require substantive change report:

Certificates

- Automotive and Manual Transmission
- Administrative Assistant
- Basic Automotive Collision Repair and Refinishing
- Computer-Aided Drafting Technician
- Graphic Design
- Machinist Standard
- Pharmacy Technician
- Radio, Television, and Film (RTVF)
- RTVF-FILM

Degrees

- Anthropology
- Art
- Astronomy
- Automotive and Manual Transmission

- Basic Automotive Collision Repair and Refinishing
- Office Technology
- Graphic Design
- Machinist Standard
- Pharmacy Technician
- Radio, Television, and Film (RTVF)
- RTVF-FILM
- Sociology

Evidence

1. ACCJC Follow Up Report
2. HR Re-Org
3. SBVC Self-Evaluation Report
4. Strategic Planning through a Culturally Competent Lens Workshop Agenda and Materials
5. *PRT Team Visit Materials; 10+1 Board Presentation: ACCJC Task Force materials and minutes.*
6. *Opening Day Presentations Community Meetings -Feedback/Notes; Committee Self-Evaluation Survey Results; College Council Minutes*
7. *SBVC Planning Model – College Council Minutes*
8. *Student Services/Financial Aid Newsletters*
9. *Maxient Update to Academic Senate*
10. Minutes SBVC Academic Senate 4/1/15
11. *SSSP Plan*
12. *Integrated SSSP/BS/SE Report (draft)*
13. *District Budget Committee Minutes*

Italics = need copies of evidence

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Gloria Macías Harrison, Chair, Board of Trustees Budget Committee
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: August 10, 2017
SUBJECT: Consideration of Approval to Accept Guiding Principles for First Read

RECOMMENDATION

It is recommended that the Board of Trustees accept the attached Guiding Principles for the FCC Auction Proceeds Strategic Financial Plan for First Read.

OVERVIEW

On March 9, 2017 the Board of Trustees tasked the Board of Trustees Budget Committee (BBC) to prepare a strategic financial plan using the proceeds from the FCC incentive auction.

ANALYSIS

After receiving public comment and reviewing the recommendation of the District Budget Committee, the BBC has developed the attached Guiding Principles for the FCC Auction Proceeds Strategic Financial Plan.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

Guiding Principles for the FCC Auction Proceeds Strategic Financial Plan

Overarching

1. Our students are our core mission and we will focus our resources on their success.
2. All FCC auction proceeds activity should be transparent.

One-Time Expenditures

3. SBCCD will use the proceeds as a one-time investment in KVCR for the mandatory transition costs from UHF to VHF over-the-air and current broadcast standards.
4. SBCCD will be reimbursed for all costs related to the FCC auction.
5. One-time fund proceeds should help KVCR reach financial sustainability within a specified, board-approved timeframe.
6. The district unrestricted general fund balance should be restored to a range of 12-15%.
7. With the exception of items 3-6 above, one-time expenditures should support the approved program review, and educational and facilities master plans.

Principal Investment

8. Proceeds should be invested in a manner that serves SBCCD for years to come.
9. Principal amount should not be used as a resource for ongoing expenditures unless approved by the Board of Trustees.
10. Investments should include real estate and a diversified portfolio.

Revenue Generated from Investments

11. Revenue generated from the investment of proceeds should help SBCCD meet its strategic goals as established in the comprehensive master plan.
12. Annual revenue amount should be subject to annual allocation and follow existing collegial consultation and established budget processes.

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: August 10, 2017

SUBJECT: Consideration of Final Approval of Board Policies

RECOMMENDATION

It is recommended that the Board of Trustees approve the Board Policies. Administrative Procedures are submitted for information and review for consistency with Board policies.

BP/AP 2410, BP 2200

ANALYSIS

The changes to the APs and BPs were submitted for First Reading on July 13, 2017.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.



Origination: 01/2001
 Last Approved: 01/2016
 Last Revised: 01/2016
 Next Review: 6 years after approval
 Owner: Board Board:
 Policy Area: Chapter 2 Board of Trustees
 References:

BP 2200 Board Duties and Responsibilities

(Replaces SBCCD BP 2000 and BP 2270)

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- ~~Represent the public interest~~
- ~~Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations~~
- ~~Select, hire, and evaluate the Chancellor~~
- ~~Delegate power and authority to the Chancellor to effectively lead the District~~
- ~~Assure fiscal health and stability~~
- ~~Monitor institutional performance and educational quality~~
- ~~Advocate and protect the District~~

~~The Board is committed to excellence and effectiveness in all the operations and entities that comprise the District. It is committed to student access, retention and success and to prudent management of all the District's resources. The Board strives for and expects informed and excellent governance and leadership from themselves and from all the key leaders of the District.~~

- Act as a unit
- Represent the common good
- Set policy direction
- Employ, support, and evaluate the chief executive officer
- Define policy standards for college operations
- Monitor institutional performance
- Create a positive climate
- Support and advocate the interests of the institution
- Lead as a thoughtful, educated team

In addition, the each Board member accepts the following responsibilities to:

- Work as a member of the board unit
- Make being a trustee a priority
- Understand their role and the colleges' roles
- Know the community and represent its best interests
- Be visionary and thoughtful

- Support the colleges' pursuit of their missions
- Act with integrity and respect
- Use influence effectively
- Avoid conflicts of interest

To that end, the Board has established ~~four~~ Institutional Values that are reviewed, revised and adopted by the Board Imperatives: each year.

- 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~~

The Board directs the Chancellor to ensure that each entity of the District develops and meets goals to ensure that the ~~Board's Imperatives~~ Institutional Values are met.

In addition, the Board of Trustees is committed to fulfilling its roles and responsibilities in the following ~~duties and responsibilities~~ ways:

A. General

1. ~~Select the Chancellor of the District.~~
2. ~~Approve the college calendar and determine which holidays to observe and on what days to observe them within the framework of providing the necessary number of days of instruction to qualify for state apportionment. The calendar shall be established after consultation with the District constituencies.~~
3. ~~Consider communications and requests from citizens or organizations on matters of administration and policy.~~
4. ~~Provide auxiliary services necessary to achieve the purposes of the community college.~~
5. ~~Approve and provide such classes, programs and facilities under the provisions of the Community Service Act and the Civic Center Act as deemed appropriate.~~
6. ~~Notify the Board President or Chancellor when a member shall be absent from a Board meeting. Such notification shall be given as far in advance of the meeting as possible.~~
7. ~~Evaluate annually, in writing, the Chancellor's performance using selected evaluation instruments.~~
8. ~~Evaluate annually, in writing, the Board of Trustees performance using selected evaluation instruments.~~

B. Business

1. ~~Establish policies and approve long-range master plans for facilities, and submit such plans to the Board of Governors for review and approval.~~
2. ~~Determine and control the District budget and present the budget to County authorities.~~
3. ~~Consider reports of the financial condition of the District.~~
4. ~~Provide for periodic audit of funds of the District as provided by law, including those of student organizations, food services, bookstores, and others handled under the supervision of the District.~~
5. ~~Authorize expenditures of funds and approve payment for authorized purchases.~~
6. ~~Manage and control District property.~~

- ~~7. Contract for the procurement of such goods and services as authorized by law.~~
- ~~8. Receive and administer gifts, grants, and scholarships.~~

C. Educational

- ~~1. Establish policies for, and approve, current and long-range educational plans and programs, and promote orderly growth and development of the colleges within the District.~~
- ~~2. Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the Board of Governors.~~
- ~~3. Approve courses, programs of instruction, and certificate and graduation requirements.~~
- ~~4. Establish ad hoc citizen advisory committees and curricular or career and technical advisory committees, and appoint, upon the recommendation of the Chancellor, the members of such committees.~~

D. Personnel

- ~~1. Employ and assign all personnel.~~
- ~~2. Establish employment practices, salaries, and benefits for all employees.~~
- ~~3. Serve as a Board of final appeal for employees and the public.~~
- ~~4. Act upon the recommendations of the Chancellor pertaining to the appointment or dismissal of District employees.~~

E. Students

- ~~1. Establish such student fees as authorized by law.~~
- ~~2. Establish rules and regulations governing student conduct.~~
- ~~3. Serve as a final appeal for complaints regarding administrative actions against students, employees, and citizens of the District. The Board shall serve in its appellate role for students, employees, and citizens only after a decision on the matter in contention has been made by administrative action and then upon the basis of a request for reconsideration of the matter to the Board. Appeals on grievances and discipline matters of bargaining unit members will be handled in accordance with the Collective Bargaining Agreements.~~

- : Act as a Unit – The board as a whole is a corporate body. It governs as a unit, with one voice. Each trustee contributes his or her talents, skills, and backgrounds to the board but has no power or authority to act on his or her own to further individual agendas or direct college employees or operations. Individual trustees do not make commitments for the board to constituents, nor do they criticize or work against board decisions once they are made.
- : Boards of trustees exist to represent the general public for whom they hold the colleges in trust. They are responsible for balancing and integrating the wide variety of interests and needs into policies that benefit the common good and the future of their region. Trustees should learn as much as they can about the communities they serve. Representing the public means considering multiple viewpoints and discussing the issues in public.
- : Set the Policy Direction – Policy is defined as a set of broad statements that define the institutional mission and vision as well as acceptable practices to achieve them. Governing boards provide guidance to the Chancellor and administration of the colleges through their policies. Visionary boards are aware of broad values and diverse needs-they gain this knowledge through the work they do to learn about and communicate with many different groups.

- Employ, Evaluate and Support the Chancellor – One of the essential factors for successful governance is a good relationship between the board and the Chancellor. He or she is the primary agent of the board and is the single most influential person in creating an outstanding institution. Selecting, evaluating, and supporting the Chancellor are among the board’s most important responsibilities. This paradoxical relationship works best when there are clear, mutually agreed on expectations and role descriptions. The partnership thrives on open communication, confidence, and trust.
- Define Policy Standards for College Operations – Successful boards of trustees establish policies that set standards for quality, ethics, and prudence in college operations, including the following:
 - Educational Programs and Services – The colleges’ educational programs and services are guided by the policy direction set by the board. The board adopts policies that set standards for student achievement and how students should be treated. At its discretion, Program Review or other evaluations processes may be addressed in board policy.
 - Personnel and Human Resources – The board will establish policies that ensure the District and Colleges attract and retain high quality personnel and that hiring, evaluation, and dismissal procedures are legal, equitable, and clear. Policies and budgets should create an expectation for professional development and growth. The board will define standards for salaries and benefits, and collective bargaining processes.
 - Fiscal Health and Stability- The board is responsible for ensuring that the public’s money is spent wisely and well. It will set policy standards for the use of public funds. Policy will address budgets, expenditures and protection of assets. The board will adopt a budget based on its support of progress toward the educational goals of the colleges.
- Create a Positive Climate – The board sets the tone for the entire District. Through their behavior and policies, they establish a climate in which learning is valued, and professional growth is enhanced. The importance of student success and adding value to the community are of utmost importance. The board creates a positive climate by focusing on the future, acting with integrity, supporting risk taking, and challenging the Chancellor and college staff to strive for excellence.
- Monitor Institutional Performance – The board is responsible for holding the Chancellor and the Colleges accountable for serving current and future community learning needs. The board, through the Chancellor, will monitor adherence to board policy standards for programs, personnel, and fiscal and asset management. All monitoring processes culminate in the evaluation of the Chancellor as the institutional leader.
- Support and be Advocates for the Colleges – Trustees promote the college in the community and seek support for it from local, state, and national policymakers.
- Lead as a Thoughtful, Educated Team- Each trustee will function as a part of the team, by being well informed, and committed to working with each other. Trustees will speak openly for their points of view during decision making processes and then will support the position of the board.

References:

ACCJC Accreditation Standard IV (formerly IV.B.1.d);
Education Code Section 70902

Attachments:

[BP 2200 Board Duties and Responsibilities - Comments](#)
[BP 2200 Board Duties and Responsibilities - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 1st reading	Board Board:	pending
District Assembly 2nd reading	District Assembly District Assembly: [SN]	06/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	06/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	06/2017



Origination: 10/2010
Last Approved: 02/2017
Last Revised: 02/2017
Next Review: 6 years after approval
Owner: Board Board:
Policy Area: Chapter 2 Board of Trustees
References:

BP 2410 Board Policies and Administrative Procedures

(Replaces SBCCD BP 2045)

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

In matters relating to Board Policies in Chapter 2 (not including AP/BP 2510), the Board will submit board policies and policy changes to the District Assembly for information only.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. [SN1] Administrative procedures are forwarded to the Board of Trustees. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's ~~judgement~~ judgment, be inconsistent with the Board's own policies.

Board policies and administrative procedures are to be reviewed on a six-year cycle per the schedule specified in AP 2410.

Board policies and administrative procedures shall be readily available on the District's website.

Reference:

Education Code Section 70902; ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly IV.B.1.b & e)

~~[SN1] DA recommended striking the last sentence on lines 32-33 as it is addressed in lines 27-31.~~

Attachments:

[BP 2410 Board Policies & Admin Procedures - Comments](#)

[BP 2410 Board Policies & Admin Procedures - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 1st reading	Board Board:	pending
District Assembly 2nd reading	District Assembly District Assembly: [SN]	06/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	06/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	06/2017



Origination:	10/2011
Last Approved:	12/2014
Last Revised:	12/2014
Next Review:	6 years after approval
Owner:	Board Board:
Policy Area:	Chapter 2 Board of Trustees
References:	

AP 2410 Board Policies and Administrative Procedures

(Replaces SBCCD AP 2045)

Pursuant to Education Code Section 70902(a)(1), the Board of Trustees shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the Board of Trustees may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by, any law, and that is not in conflict with the purposes for which community college districts are established.

The Chancellor, through the Collegial Consultation process, has the authority to propose new Board Policies and Administrative Procedures. Review of the policies designated in the 6-year cycle shall begin in October.

At the beginning of each academic year, the Chancellor will notify the appropriate parties of the chapters or specific BPs or APs to be reviewed.

Responsibility for the review process is as follows:

Chapter 1: Board of Trustees and the Chancellor

Chapter 2: Board of Trustees and the Chancellor

Chapter 3: Chancellor and Chancellor's Cabinet

Chapter 4: Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents

Chapter 5: Vice-Presidents of Instruction, Student Services, and Academic Senate Presidents

Chapter 6: Vice-Chancellor of Fiscal Services and Vice-Presidents of Administrative Services

Chapter 7: Vice-Chancellor of Human Resources

It is incumbent on the Academic Senates to engage the campus community as appropriate.

The process for developing or changing Board Policies and/or Administrative Procedures is outlined below:

1. A proposal for a new Board Policy or a change in a current Policy or Administrative Procedure may be submitted by any interested party. A proposal must be submitted in writing to the Chancellor and shared with the Board of Trustees.
2. Updates to APs and BPs will be reviewed when forwarded from the Community College League of California (CCLC).

3. Following review by the Chancellor, the proposal will be shared with Chancellor's Cabinet and the Chancellor will make the recommendation to District Assembly and forward to the Academic Senate presidents to determine whether either believes the proposal is an "academic and professional matter."

4. If the Chancellor and Academic Senates agree that the proposal is deemed to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations:

a. The proposal will be submitted to the Academic Senates on both campuses, which will have up to 3 months to review and suggest appropriate changes to the proposal, in accordance with Title 5 and relevant state regulations.

b. After the Senates have completed their review, a Joint Senate Conference Committee, with representatives from each Academic Senate, will confer to reconcile any differences within 30 days.

c. The proposal will then be submitted to the Chancellor and the District Assembly as an information item.

d. The Chancellor will review the recommendation from the Academic Senate and will forward to the Board for approval. The Chancellor will submit the Academic Senates' changes to Administrative Procedures to the Board for information only.

5. If the Chancellor and Academic Senates agree that the proposal is deemed not to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations:

a. The proposal will be submitted to the District Assembly for review and recommendation. The proposal will simultaneously be submitted to the Academic and Classified Senates as an information item.

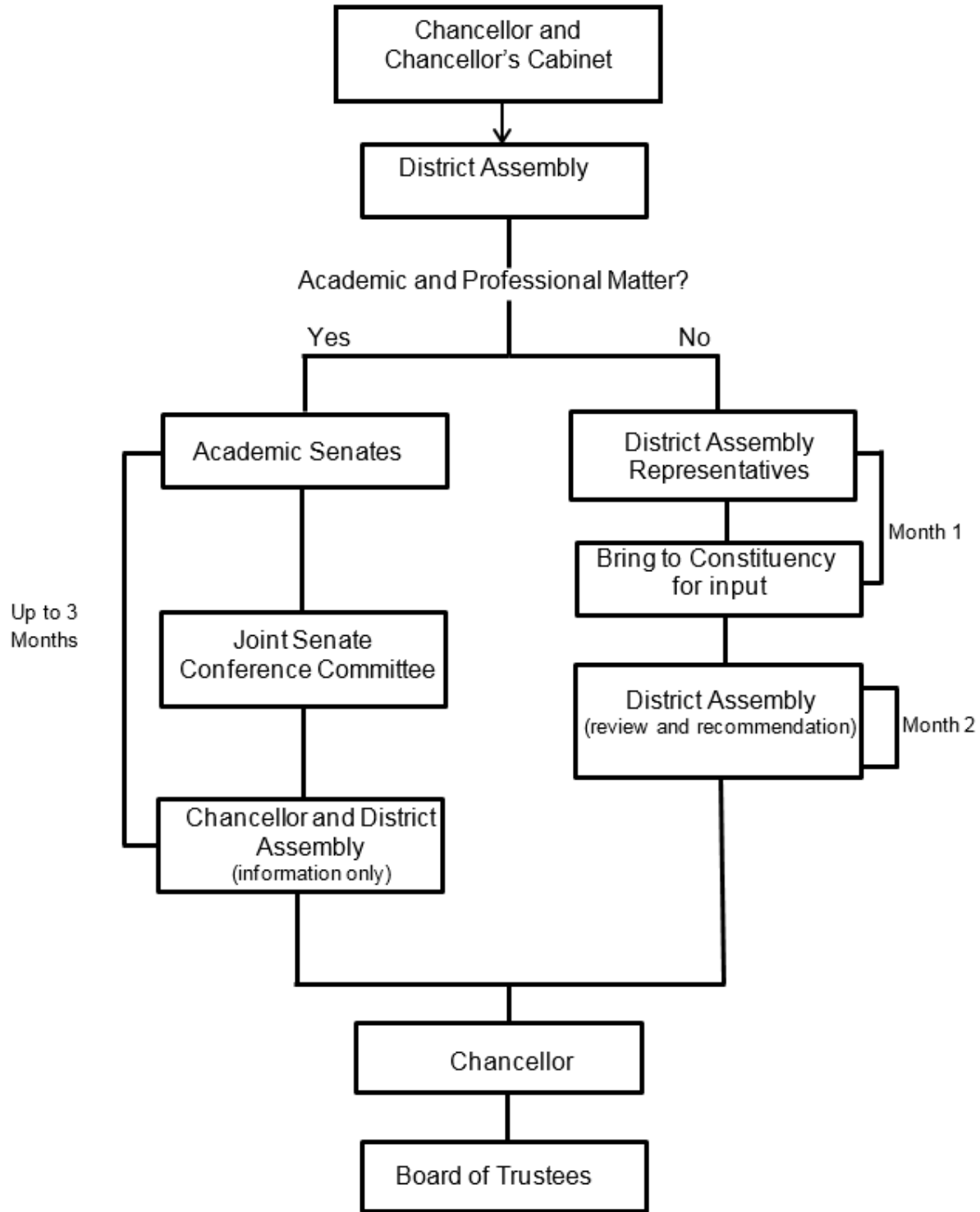
b. The District Assembly may, when appropriate, assign a subcommittee which will review and respond to the proposal.

c. After the subcommittee has completed its review, their response will be submitted to the District Assembly within two months.

d. The recommendation will be submitted to the Chancellor. If the proposal concerns a Board Policy, the Chancellor will submit it to the Board for a first reading and/or approval.

6. If the Chancellor and Academic Senates do not agree that the proposal is deemed not to be an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations, the Chancellor, with concurrence with the Board, may overrule the determination by an Academic Senate that a policy or procedure is indeed an "academic and professional matter" within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations.

Flow Chart for Changes to Board Policies or Administrative Procedures



References:

Education Code Section 70902;

ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b & e)

Attachments:

[AP 2410 Board Policies & Admin Procedures - Comments](#)
[AP 2410 Board Policies & Admin Procedures - Legal Citations](#)
[AP 2410 Board Policies & Admin Procedures - revised.docx](#)
[AP 2410 Board Policies & Admin Procedures-with Rejected Changes - Comments](#)
[Flow Chart for Changes to Board Policies or Administrative Procedures](#)
 Image 01

Approval Signatures

Step Description	Approver	Date
Board of Trustees 1st reading	Board Board:	pending
District Assembly 2nd reading	District Assembly District Assembly: [SN]	04/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	04/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	04/2017

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: August 10, 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.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Caring Hands Applause Cards - AUGUST 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
DISTRICT				
BeDell	Susann	Human Resources	Thank you for being professional and making our team great throughout the year amongst the Adm Assist II's/Executive Adm Assist. You are very much appreciated!	Debby Gallagher
BeDell	Susann	Human Resources	Thank you for providing the new "tabled" templates for our campus site use for submission of Human Resources board agenda item to you. We appreciate all you do!	Debby Gallagher
BeDell	Susann	Human Resources	You are always professional and helpful in assisting our campus. You are appreciated!!	Cyndie St. Jean
Diggle	Virginia	Business Services	Thank you for being so knowledgeable and all your assistance throughout the year regarding submission of contracts, etc. You are very much appreciated!	Debby Gallagher
Goodrich	Kelly	Fiscal Services	Thank you for being professional and making our team great throughout the year amongst the Adm Assist II's/Executive Adm Assist. You are very much appreciated!	Debby Gallagher
Goodrich	Kelly	Fiscal Services	You are always professional and helpful in assisting our campus. You are appreciated!!	Cyndie St. Jean
Harris	James	TESS	Went above and beyond by dedicating extra time to helping me with a time sensitive situation.	Emma Diaz
Lewis	Deneatrice	Human Resources	Thank you for being professional and enjoyable to work with to assure our needs are met regarding HR items throughout the year. You are very much appreciated!	Debby Gallagher
Nikac	Stacey	Chancellor's Office	Thank you for being professional and making our team great throughout the year amongst the Adm Assist II's/Executive Adm Assist. You are very much appreciated!	Debby Gallagher
Nikac	Stacey	Chancellor's Office	You are always professional and helpful in assisting our campus. You are appreciated!!	Cyndie St. Jean
Parada	Osman	TESS	Thank you for always making yourself available. Your swift assistance to requests is appreciated!	Stacey Nikac
Ryckevic	Susan	Fiscal Services	Thank you SO much for all of your help with the budget number for Ruby and I. I truly appreciate you taking the time to make sure it was corrected. Thank You!!	Carrie Audet
Sims	Jeremy	TESS	Thank you for being professional and making our team great throughout the year amongst the Adm Assist II's/Executive Adm Assist. You are very much appreciated!	Debby Gallagher

Caring Hands Applause Cards - AUGUST 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Sims	Jeremy	TESS	Thank you for always responding quickly to requests and for expediting the set up of our new employee!	Stacey Nikac
Torres	Maria	Human Resources	Thank you for being professional, helpful and friendly throughout the year whenever I contact you in HR regarding miscellaneous requests. You are appreciated!	Debby Gallagher
CHC				
Barrie	Trinette	Career Counseling	Outstanding class visits that inspire and inform our students.	Richard Leon Linfield
Chavira	Rejoice	EOP&S	Rejoice shows her dedication to student success by making students feel cared about.	Richard Leon Linfield
Sternard	Evan	Counseling	Evan goes the extra mile for students by helping them find where to go for the help they need, and by helping them himself.	Richard Leon Linfield
St. Jean	Cyndie	President's Office	Thank you for being professional and making our team great throughout the year amongst the Administrative Assistants II's/Executive Administrator. You are wonderful to work with and are very much appreciated!	Debby Gallagher
SBVC				
Baber	Corrina	Instruction Office	Thank you for helping out during the Ice Cream Socials during the month of July! I appreciate you and everything you do for our campus.	Debby Gallagher
Blackwell	Shari	Student Services	Thank you for always being detail oriented, accurate when submitting items to our office and having a team concept attitude. I can always count on you and it is a pleasure working with you.	Debby Gallagher
Blackwell	Shari	Student Services	Thank you for helping out during the Ice Cream Socials during the month of July! I appreciate you and everything you do for our campus.	Debby Gallagher
Bratulin	Paul	Marketing & Public Relations	Thank you for helping make Dr. Ricky Shabazz farewell party a success! Your help and assistance was much appreciated!	Debby Gallagher
Candelaria	Bridget	Instruction Office	Thank you for always being detail oriented, accurate when submitting items to our office and having a team concept attitude. I can always count on you and it is a pleasure working with you.	Debby Gallagher

Caring Hands Applause Cards - AUGUST 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Candelaria	Bridget	Instruction Office	Thank you for your assistance in helping me with the testing of the new HR tabled templates to assure that they worked for your use in your VPI office. You are appreciated!	Debby Gallagher
Cosme	David	Financial Aid	He went above and beyond, patient and continued to help after closing of the financial aid department.	Elizabeth Houston, Student
Cruz	Bonnie	CalWORKs	Thank you for helping make Dr. Ricky Shabazz farewell party a success! Your help and assistance was much appreciated!	Debby Gallagher
Feist	John	Campus Technology Services	Thank you for setting up my new computer. Your helpfulness attitude is very much appreciated whenever I need your assistance. You are appreciated!	Debby Gallagher
Gallagher	Debby	President's Office	Even with our busy days, you are always professional, supportive and full of knowledge. You are very much appreciated!	Cyndie St. Jean
Garcia	Rose	Science Division	Thank you for your flexibility while we worked in your area the week of July 10-14. It was kind of you to accommodate us!	Karen Childers
Gonzales	Amelia	Police Academies & MCHS	Thank you for helping out during the Ice Cream Socials during the month of July! I appreciate you and everything you do for our campus.	Debby Gallagher
Gonzales	Amelia	Police Academies & MCHS	Thank you for helping make Dr. Ricky Shabazz farewell party a success! Your help and assistance was much appreciated!	Debby Gallagher
Gonzales	Amelia	Police Academies & MCHS	Thank you for always having a team concept attitude. I can always count on you and it is a pleasure working with you.	Debby Gallagher
Hernandez	Anita	CalWORKs	Thank you for helping make Dr. Ricky Shabazz farewell party a success! Your help and assistance was much appreciated!	Debby Gallagher

Caring Hands Applause Cards - AUGUST 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Hrdlicka	Rick	Campus Technology Services	Thank you for everything you do for our campus! Your professionalism and helpfulness is very much appreciated whenever I need your assistance. You are appreciated!	Debby Gallagher
Juarez	Sylvia	Student Services/Guardian Scholars & Dreamers	Thank you for helping make Dr. Ricky Shabazz farewell party a success! Your help and assistance was much appreciated!	Debby Gallagher
Kafela	Kathy	Transfer and Career Center	Thank you for helping make Dr. Ricky Shabazz farewell party a success! Your help and assistance was much appreciated!	Debby Gallagher
Kracher	Gloria	Custodial	Thank you for doing a great job and always being so kind and helpful. You are so appreciated!	Debby Gallagher
Kracher	Gloria	Custodial	Gloria consistently goes out of her way to be kind and to help.	Sarah Miller
Moeung	Botra	Transfer and Career Center	Thank you for helping make Dr. Ricky Shabazz farewell party a success! Your help and assistance was much appreciated!	Debby Gallagher
Pasillas	Karol	Administrative Services	Thank you for always being detail oriented, accurate when submitting items to our office and having a team concept attitude. I can always count on you and it is a pleasure working with you.	Debby Gallagher
Pasillas	Karol	Administrative Services	Thank you for helping out during the Ice Cream Socials during the month of July! I appreciate you and everything you do for our campus.	Debby Gallagher
Raghavan	Girija	Research, Planning & IE	Thank you for all you do in assisting campus staff with grant submissions and the accounting tracking. You are appreciated!	Debby Gallagher
Rodriguez	Judy	Administrative Services	Thank you for always getting back to me promptly when inquiring about facilities availability for use for the President's events and having a team concept attitude. It is a pleasure working with you and you are appreciated!	Debby Gallagher

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: August 10, 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 2017-18 fiscal year through July 20, 2017. As of that date, SBCCD was 5.5% through the fiscal year and had spent and/or encumbered approximately 4.8% 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 2017-18 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.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Budget Revenue & Expenditure Summary

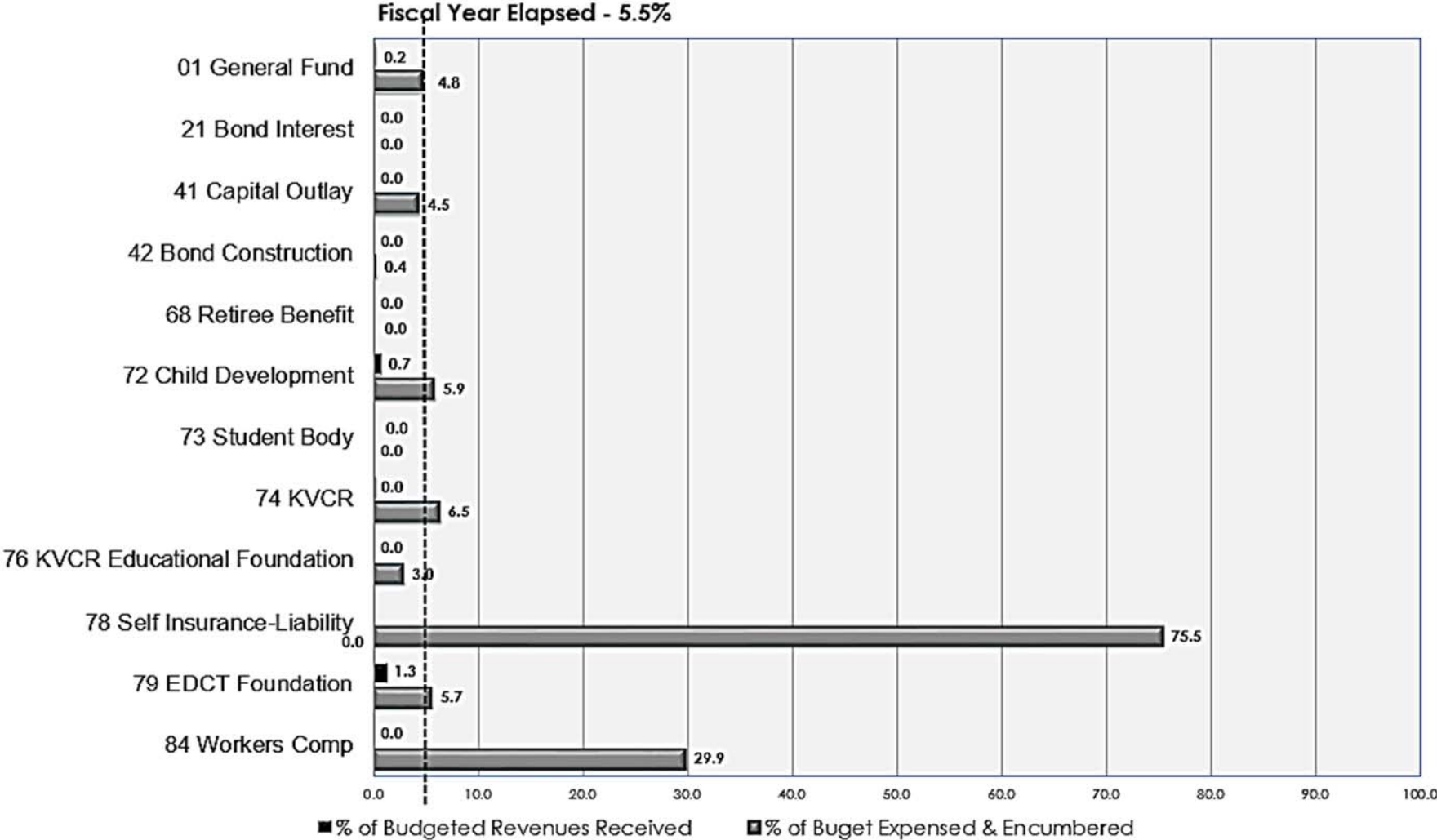
Year to Date 7/20/2017

	5.5% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund	\$141,493,624	\$ 217,109	0.2%	\$145,172,522	\$ 7,038,095	4.8%	
21 Bond Interest & Redemption	\$ 21,665,000	\$ -	0.0%	\$ 21,665,000	\$ -	0.0%	<i>Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.</i>
41 Capital Outlay Projects	\$ 2,073,567	\$ -	0.0%	\$ 9,195,860	\$ 413,087	4.5%	
42 Bond Construction	\$ -	\$ -	n/a	\$ 7,437,967	\$ 26,445	0.4%	
68 Retiree Benefit	\$ 261,000	\$ -	0.0%	\$ 807,803	\$ -	0.0%	
72 Child Development	\$ 2,757,100	\$ 20,659	0.7%	\$ 2,752,639	\$ 163,125	5.9%	
73 Student Body Center Fee	\$ 297,951	\$ -	0.0%	\$ 297,676	\$ -	0.0%	
74 KVCR	\$ 5,826,138	\$ 1,558	0.0%	\$ 6,134,192	\$ 399,965	6.5%	
76 KVCR Educational Foundation	\$ 3,175,000	\$ -	0.0%	\$ 3,177,175	\$ 94,340	3.0%	
78 Self Insurance-Liability	\$ 550,000	\$ -	0.0%	\$ 765,000	\$ 577,530	75.5%	<i>Annual premiums paid in July.</i>
79 EDCT Foundation	\$ 388,996	\$ 5,000	1.3%	\$ 389,810	\$ 22,299	5.7%	
84 Workers Compensation	\$ 1,110,000	\$ -	0.0%	\$ 1,110,000	\$ 331,994	29.9%	<i>Includes \$321 thousand in encumbered funds to be spent throughout the year on premiums and program management.</i>



Budget Revenue & Expenditure Summary

Year to Date 7/20/2017



Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 01 GENERAL FUND							
Revenue							
Federal Revenue (810000 to 819999)	2,505,927.81	-	-	0.00%	-	2,505,927.81	100.00%
Other State Revenue (860000 to 869999)	107,898,517.95	-	-	0.00%	-	107,898,517.95	100.00%
Other Local Revenue (880000 to 889999)	30,442,608.98	216,684.13	216,684.13	0.71%	424.75	30,225,500.10	99.29%
Interfund Transfers In (898000 to 898999)	646,569.00	-	-	0.00%	-	646,569.00	100.00%
Total Revenue	141,493,623.74	216,684.13	216,684.13		424.75	141,276,514.86	
Expenditure							
Certificated Salary (100000 to 199999)	43,997,398.13	(1,224.00)	(1,224.00)	0.00%	-	43,998,622.13	100.00%
Classified Salary (200000 to 299999)	29,176,732.88	(12.61)	(12.61)	0.00%	(1,033.22)	29,177,778.71	100.00%
Employee Benefit (300000 to 399999)	24,451,105.69	(608.13)	(608.13)	0.00%	-	24,451,713.82	100.00%
Books and Supplies (400000 to 499999)	2,593,042.07	(10,881.81)	(10,881.81)	(0.42%)	678,262.63	1,925,661.25	74.26%
Services and Operating Expenditures (500000 to 599999)	36,318,721.83	122,133.24	122,133.24	0.34%	5,972,984.45	30,223,604.14	83.22%
Capital Outlay (600000 to 699999)	6,356,825.41	692.05	692.05	0.01%	39,607.26	6,316,526.10	99.37%
Other Financing Uses (700000 to 729999)	210,000.00	-	-	0.00%	-	210,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	1,090,000.00	-	-	0.00%	-	1,090,000.00	100.00%
Other Financing Uses (740000 to 769999)	978,696.00	25,998.45	25,998.45	2.66%	212,177.28	740,520.27	75.66%
Total Expenditure	145,172,522.01	136,097.19	136,097.19		6,901,998.40	138,134,426.42	
Total Fund 01 GENERAL FUND	(3,678,898.27)	80,586.94	80,586.94		(6,901,573.65)	3,142,088.44	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance Only = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 21 BOND INTEREST AND REDEMPTIONF							
Revenue							
Other State Revenue (860000 to 869999)	215,000.00	-	-	0.00%	-	215,000.00	100.00%
Other Local Revenue (880000 to 889999)	21,450,000.00	-	-	0.00%	-	21,450,000.00	100.00%
Total Revenue	21,665,000.00	-	-		-	21,665,000.00	
Expenditure							
Other Financing Uses (700000 to 729999)	21,665,000.00	-	-	0.00%	-	21,665,000.00	100.00%
Total Expenditure	21,665,000.00	-	-		-	21,665,000.00	
Total Fund 21 BOND INTEREST AND REDEMPTIONF	-	-	-		-	-	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance Only = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 41 CAPITAL OUTLAY PROJECTS FUND							
Revenue							
Other State Revenue (860000 to 869999)	714,154.00	-	-	0.00%	-	714,154.00	100.00%
Other Local Revenue (880000 to 889999)	1,359,413.00	-	-	0.00%	-	1,359,413.00	100.00%
Total Revenue	2,073,567.00	-	-		-	2,073,567.00	
Expenditure							
Classified Salary (200000 to 299999)	200,721.62	-	-	0.00%	-	200,721.62	100.00%
Employee Benefit (300000 to 399999)	79,289.27	-	-	0.00%	-	79,289.27	100.00%
Services and Operating Expenditures (500000 to 599999)	2,760,923.00	-	-	0.00%	100,000.00	2,660,923.00	96.38%
Capital Outlay (600000 to 699999)	6,154,926.00	-	-	0.00%	413,086.70	5,741,839.30	93.29%
Total Expenditure	9,195,859.89	-	-		513,086.70	8,682,773.19	
Total Fund 41 CAPITAL OUTLAY PROJECTS FUND	(7,122,292.89)	-	-		(513,086.70)	(6,609,206.19)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance Only = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 42 REVENUE BOND CONSTRUCTION FUND							
Expenditure							
Services and Operating Expenditures (500000 to 599999)	1,039,638.00	-	-	0.00%	26,444.91	1,013,193.09	97.46%
Capital Outlay (600000 to 699999)	6,398,329.00	-	-	0.00%	-	6,398,329.00	100.00%
Total Expenditure	7,437,967.00	-	-		26,444.91	7,411,522.09	
Total Fund 42 REVENUE BOND CONSTRUCTION FUN	(7,437,967.00)	-	-		(26,444.91)	(7,411,522.09)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance Only = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 68 RETIREE BENEFIT FUND							
Revenue							
Other Local Revenue (880000 to 889999)	261,000.00	-	-	0.00%	-	261,000.00	100.00%
Total Revenue	261,000.00	-	-		-	261,000.00	
Expenditure							
Employee Benefit (300000 to 399999)	371,234.00	-	-	0.00%	-	371,234.00	100.00%
Interfund Transfers Out (730000 to 739999)	436,569.00	-	-	0.00%	-	436,569.00	100.00%
Total Expenditure	807,803.00	-	-		-	807,803.00	
Total Fund 68 RETIREE BENEFIT FUND	(546,803.00)	-	-		-	(546,803.00)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance Only = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 72 CHILD DEVELOPMENT FUND							
Revenue							
Federal Revenue (810000 to 819999)	167,710.00	-	-	0.00%	-	167,710.00	100.00%
Other State Revenue (860000 to 869999)	2,449,390.00	-	-	0.00%	-	2,449,390.00	100.00%
Other Local Revenue (880000 to 889999)	140,000.00	20,659.00	20,659.00	14.76%	-	119,341.00	85.24%
Total Revenue	2,757,100.00	20,659.00	20,659.00		-	2,736,441.00	
Expenditure							
Classified Salary (200000 to 299999)	1,661,246.26	-	-	0.00%	-	1,661,246.26	100.00%
Employee Benefit (300000 to 399999)	817,833.55	-	-	0.00%	-	817,833.55	100.00%
Books and Supplies (400000 to 499999)	220,722.96	525.26	525.26	0.24%	161,995.00	58,202.70	26.37%
Services and Operating Expenditures (500000 to 599999)	47,836.11	-	-	0.00%	605.00	47,231.11	98.74%
Capital Outlay (600000 to 699999)	5,000.00	-	-	0.00%	-	5,000.00	100.00%
Total Expenditure	2,752,638.88	525.26	525.26		162,600.00	2,589,513.62	
Total Fund 72 CHILD DEVELOPMENT FUND	4,461.12	20,133.74	20,133.74		(162,600.00)	146,927.38	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance Only = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 73 STUDENT BODY CENTER FEE FUND							
Revenue							
Other Local Revenue (880000 to 889999)	297,951.00	-	-	0.00%	-	297,951.00	100.00%
Total Revenue	297,951.00	-	-		-	297,951.00	
Expenditure							
Classified Salary (200000 to 299999)	160,980.31	-	-	0.00%	-	160,980.31	100.00%
Employee Benefit (300000 to 399999)	60,046.55	-	-	0.00%	-	60,046.55	100.00%
Books and Supplies (400000 to 499999)	16,080.85	-	-	0.00%	-	16,080.85	100.00%
Services and Operating Expenditures (500000 to 599999)	36,068.43	-	-	0.00%	-	36,068.43	100.00%
Capital Outlay (600000 to 699999)	24,500.00	-	-	0.00%	-	24,500.00	100.00%
Total Expenditure	297,676.14	-	-		-	297,676.14	
Total Fund 73 STUDENT BODY CENTER FEE FUND	274.86	-	-		-	274.86	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance Only = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 74 KVCR FUND							
Revenue							
Other Local Revenue (880000 to 889999)	3,501,844.00	1,557.50	1,557.50	0.04%	-	3,500,286.50	99.96%
Interfund Transfers In (898000 to 898999)	2,324,294.00	-	-	0.00%	-	2,324,294.00	100.00%
Total Revenue	5,826,138.00	1,557.50	1,557.50		-	5,824,580.50	
Expenditure							
Certificated Salary (100000 to 199999)	29,000.00	-	-	0.00%	-	29,000.00	100.00%
Classified Salary (200000 to 299999)	2,308,615.71	-	-	0.00%	-	2,308,615.71	100.00%
Employee Benefit (300000 to 399999)	813,502.04	-	-	0.00%	-	813,502.04	100.00%
Books and Supplies (400000 to 499999)	41,500.00	-	-	0.00%	10,776.50	30,723.50	74.03%
Services and Operating Expenditures (500000 to 599999)	2,746,636.00	-	-	0.00%	376,282.28	2,370,353.72	86.30%
Capital Outlay (600000 to 699999)	182,700.00	-	-	0.00%	12,906.26	169,793.74	92.94%
Other Financing Uses (700000 to 729999)	12,238.00	-	-	0.00%	-	12,238.00	100.00%
Total Expenditure	6,134,191.75	-	-		399,965.04	5,734,226.71	
Total Fund 74 KVCR FUND	(308,053.75)	1,557.50	1,557.50		(399,965.04)	90,353.79	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance Only = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 76 KVCR EDUCATIONAL FOUNDATION							
Revenue							
Other Local Revenue (880000 to 889999)	3,175,000.00	-	-	0.00%	-	3,175,000.00	100.00%
Total Revenue	3,175,000.00	-	-		-	3,175,000.00	
Expenditure							
Classified Salary (200000 to 299999)	325,965.47	-	-	0.00%	-	325,965.47	100.00%
Employee Benefit (300000 to 399999)	101,745.13	-	-	0.00%	-	101,745.13	100.00%
Books and Supplies (400000 to 499999)	29,250.00	-	-	0.00%	4,062.50	25,187.50	86.11%
Services and Operating Expenditures (500000 to 599999)	731,158.00	(245.31)	(245.31)	(0.03%)	90,522.75	640,880.56	87.65%
Capital Outlay (600000 to 699999)	17,000.00	-	-	0.00%	-	17,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	1,972,056.00	-	-	0.00%	-	1,972,056.00	100.00%
Total Expenditure	3,177,174.60	(245.31)	(245.31)		94,585.25	3,082,834.66	
Total Fund 76 KVCR EDUCATIONAL FOUNDATION	(2,174.60)	245.31	245.31		(94,585.25)	92,165.34	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance Only = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 78 SELF INSURANCE-LIABILITY&PROP							
Revenue							
Interfund Transfers In (898000 to 898999)	550,000.00	-	-	0.00%	-	550,000.00	100.00%
Total Revenue	550,000.00	-	-		-	550,000.00	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	765,000.00	492,530.00	492,530.00	64.38%	85,000.00	187,470.00	24.51%
Total Expenditure	765,000.00	492,530.00	492,530.00		85,000.00	187,470.00	
Total Fund 78 SELF INSURANCE-LIABILITY&PROP	<u>(215,000.00)</u>	<u>(492,530.00)</u>	<u>(492,530.00)</u>		<u>(85,000.00)</u>	<u>362,530.00</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance Only = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 79 EDCT FOUNDATION							
Revenue							
Other State Revenue (860000 to 869999)	160,000.00	-	-	0.00%	-	160,000.00	100.00%
Other Local Revenue (880000 to 889999)	28,996.00	5,000.00	5,000.00	17.24%	-	23,996.00	82.76%
Interfund Transfers In (898000 to 898999)	200,000.00	-	-	0.00%	-	200,000.00	100.00%
Total Revenue	388,996.00	5,000.00	5,000.00		-	383,996.00	
Expenditure							
Classified Salary (200000 to 299999)	106,283.38	-	-	0.00%	-	106,283.38	100.00%
Employee Benefit (300000 to 399999)	44,145.06	-	-	0.00%	-	44,145.06	100.00%
Books and Supplies (400000 to 499999)	16,850.00	-	-	0.00%	9,300.00	7,550.00	44.81%
Services and Operating Expenditures (500000 to 599999)	222,532.00	-	-	0.00%	7,999.00	214,533.00	96.41%
Total Expenditure	389,810.44	-	-		17,299.00	372,511.44	
Total Fund 79 EDCT FOUNDATION	(814.44)	5,000.00	5,000.00		(17,299.00)	11,484.56	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance Only = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

Budget Summary Report for District 72 - San Bernardino Community College - Summary (From: 7/1/2017 To: 6/30/2018)

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 84 WORKERS COMPENSATION FUND							
Revenue							
Other Local Revenue (880000 to 889999)	1,110,000.00	-	-	0.00%	-	1,110,000.00	100.00%
Total Revenue	1,110,000.00	-	-		-	1,110,000.00	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	1,110,000.00	11,005.77	11,005.77	0.99%	320,988.09	778,006.14	70.09%
Total Expenditure	1,110,000.00	11,005.77	11,005.77		320,988.09	778,006.14	
Total Fund 84 WORKERS COMPENSATION FUND	-	(11,005.77)	(11,005.77)		(320,988.09)	331,993.86	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance Only = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: August 10, 2017
SUBJECT: CCFS-320 Apportionment Attendance Report for FY 2017 Period 3

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The CCFS-320 Apportionment Attendance Report for FY 2017 Period 3 has been submitted to the State Chancellor's Office.

ANALYSIS

The Period 3 report includes final attendance figures for the period July 1, 2016 – June 30, 2017. The chart below summarizes the District's status as of P3 and provides comparison data.

Comparison – FY16 Annual vs FY17 P3						
FY16 at Year End			FY17 at P3			
				# Change	% Change	
CHC	4,843		CHC	4,241	-602	-12.4%
SBVC	10,500		SBVC	10,270	-230	-2.2%
Total	15,343		Total	14,511	-832	-5.4%

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Robert Miller, Interim Police Chief
DATE: August 10, 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 June (See attached)

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
June 2017

<u>Case#</u>	<u>Reported</u>	<u>Reportable Clery Crimes</u>	<u>Location</u>	<u>Disposition</u>
<u>ON CAMPUS:</u>				
CRAFTON				
17-189	6/8/17	Domestic Violence	Library	Booked
DISTRICT				
NO INCIDENTS TO REPORT				
Valley				
17-197	6/24/17	Alcohol on School Grounds	PS Building	Subject Arrested
<u>PUBLIC PROPERTY:</u>				
CRAFTON				
NO INCIDENTS TO REPORT				
DISTRICT				
NO INCIDENTS TO REPORT				
VALLEY				
17- 194	6/19/17	Grand Theft Auto	Esperanza St.	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: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: August 10, 2017
SUBJECT: Enrollment /Full-Time Equivalent Student Update

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

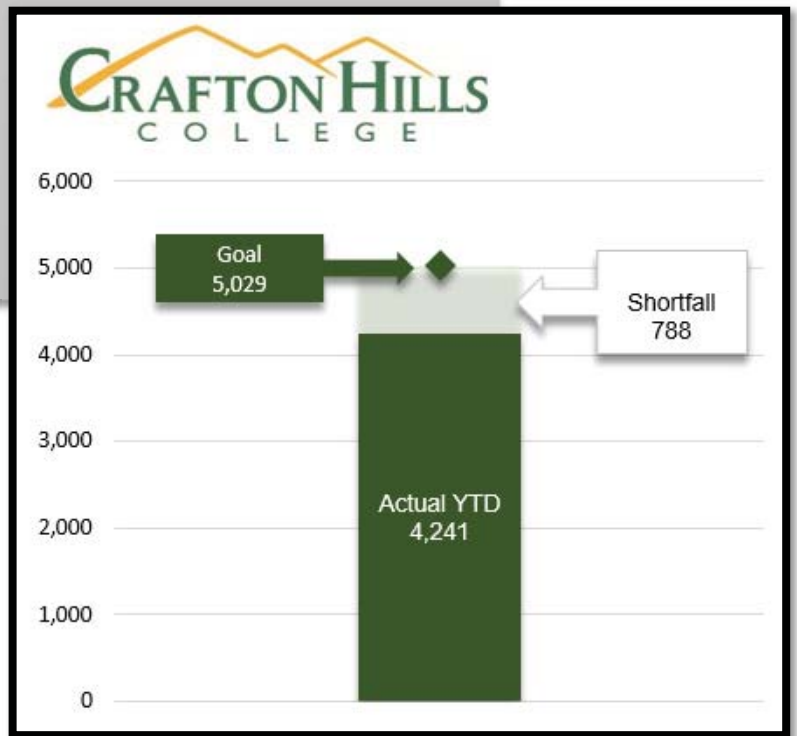
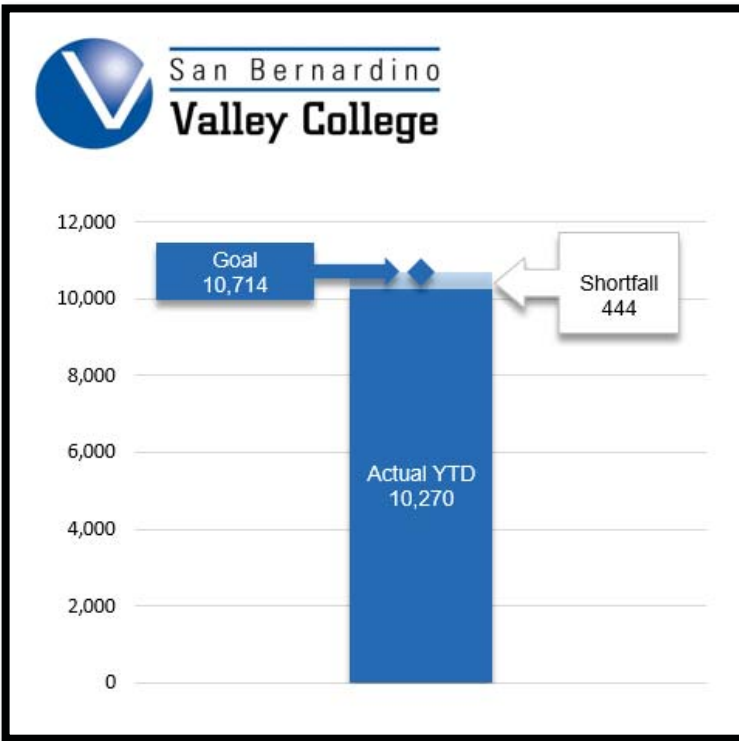
The measurement of Full-Time Equivalent Students, or FTES, is one of the main components in the calculation of state apportionment for California Community Colleges. Simply stated, one FTES represents 525 hours of student instruction. Districts are required to report their attendance to the state on January 15 (P1), April 20 (P2), and July 15 (Annual). There is also an opportunity to adjust or correct the annual figures by November 1 (Recal).

Since the monthly apportionment payments a district receives are based on its prior year P2 report, the amount of state income is subject to change as the current year unfolds. In fact, the final reconciliation of payments received to FTES earned is not determined until February of the following fiscal year, at which time a district will either receive additional monies, or have its current year funding reduced.

ANALYSIS

Despite efforts of faculty and staff, SBCCD enrollment declined by 2.4% in FY 2016-17. Although earlier predictions indicated growth, a hidden inaccuracy in the data has been amended, revealing a deficit. Fortunately, in the initial year of a decline in FTES, the State provides districts with “stability funding” in an amount equal to the loss of FTES revenue. In light of this guaranteed support, and in order to best position ourselves for 2017-18, SBCCD will be removing a portion of Summer enrollment from FY 2016-17 and reporting it in 2017-18. This strategy, while reducing 2016-17 FTES by 5.4% from 14,972 to 14,511, will allow us to begin 2017-18 with a positive enrollment and still receive funding at our 2016-17 base FTES rate of 15,343.





INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This item is for information only.

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: August 10, 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, 2018 is estimated to be \$32,722,849.

INSTITUTIONAL VALUES

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 2017-18

	PROJECTIONS												ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Beginning Cash Balance	40,690	41,262	40,606	42,745	39,254	38,008	39,652	43,253	39,518	36,448	37,801	38,405		
Receipts														
Federal	12		14	161	71	1	935	283	14	-3	255	764		2,506
State	7,572	6,365	12,422	10,719	16,958	7,248	7,437	5,571	12,405	7,357	7,441	6,403		107,899
State Deferrals														
Local	934	2,449	11	827	2,832	5,632	7,196	1,410	-99	5,711	3,838	-300		30,443
Temporary Borrowings														
Inc Transfer & Sale of Assets		10		9		613					1	14		647
Accounts Receivable/Accruals	313	986	3,600	111	207	648	-309	70	376	253	576	59		6,891
Total Receipts	8,832	9,810	16,048	11,828	20,068	14,142	15,259	7,335	12,697	13,318	12,111	6,939		148,385
Disbursements														
Academic Salaries	5	2,028	3,654	3,996	4,059	3,989	3,996	3,739	3,965	4,028	4,034	6,504		43,997
Classified Salaries	1,930	2,111	2,324	2,427	2,389	2,723	2,467	2,178	2,640	2,481	2,545	2,960		29,177
Benefits	996	1,722	2,015	2,081	2,001	2,121	2,080	2,052	2,146	2,121	2,129	2,988		24,451
Supplies & Materials	-7	71	164	180	128	116	137	204	214	161	315	912		2,593
Other Operating Exp	7	595	4,809	4,933	2,212	2,851	2,344	2,446	3,657	2,391	1,908	8,166		36,319
Capital Outlay		-19	85	597	466	134	549	361	447	626	739	2,372		6,357
Other Outgo	3	106	10	189	464	604	96	99	48	151	39	469		2,279
Longterm Post-Employment Benefits		-5	-8	-8	-4	-8	-8	-8	40	-1	6	-4		-9
Accounts Payable/Accruals	5,326	3,857	857	924	9,599	-31	-5	-3	2,612	7	-207	-11,747		11,188
Total Disbursements	8,259	10,466	13,909	15,319	21,313	12,499	11,658	11,070	15,767	11,964	11,507	12,621		156,352
Increase / (Decrease) in Cash Balance	572	-656	2,139	-3,491	-1,245	1,643	3,601	-3,735	-3,070	1,354	604	-5,682		
Ending Cash Balance	41,262	40,606	42,745	39,254	38,008	39,652	43,253	39,518	36,448	37,801	38,405	32,723		

[†] Rounded to the nearest 1,000.

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: August 10, 2017
SUBJECT: Quarterly Investment Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

This report also does not include the General Fund, which is submitted to the Board of Trustees on a monthly basis in the information item, General Fund Cash Flow Analysis.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.



Quarterly Investment and Deposit Report

Quarter Ending June 30, 2017

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$ 1,474,365.26	0.00	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 30,240.52	0.00	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 1,504,605.78</u>			
Bond Fund (#256245)*	\$ 37,057,252.21	0.00	Investment	Bank of New York Mellon, Los Angeles CA
Enterprise Funds				
Bookstore	\$ 412,093.93	0.00	Checking	Bank of America, Colton CA
Cafeteria	\$ 256,036.20	0.00	Checking	Bank of America, Colton CA
	<u>\$ 668,130.13</u>			
Internal Service Funds				
Workers Comp	\$ 120,000.00	0.05	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 25,000.00	0.00	Checking	Bank of America, Concord CA
	<u>\$ 145,000.00</u>			
Trust Funds				
Financial Aid	\$ 30,455.20	0.00	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 160,623.64	0.05	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 13,047.77	0.00	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 18,608.93	0.20	Checking	Community Bank, Redlands CA
Emergency Loan	\$ 17,942.03	0.00	Checking	Community Bank, Redlands CA
SBVC Clubs/Trusts	\$ 207,927.72	0.00	Checking	Wells Fargo, San Bernardino CA
SBVC ASB	\$ 72,610.26	0.00	Checking	Wells Fargo, San Bernardino CA
CHC Clubs/Trust & ASB	\$ 268,023.30	0.00	Checking	Bank of America, Yucaipa CA
Scholarships	\$ 93,114.32	0.70	Money Market	Inland Valley Bank, Redlands CA
SBVC/CHC Student Rep Fee	\$ 101,924.92	0.00	Checking	Inland Valley Bank, Redlands CA
	<u>\$ 984,278.09</u>			
Total Checking, Savings & Investments	\$ 40,359,266.21			

*Amount shown is as of May 31, 2017; June statement not available as of the writing of this report.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Hussain Agah, Director of Facilities Planning & Construction
DATE: August 10, 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
\$184,169,889	\$1,428,001 0.78%	\$185,597,890	\$7,431,645 4.00%

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

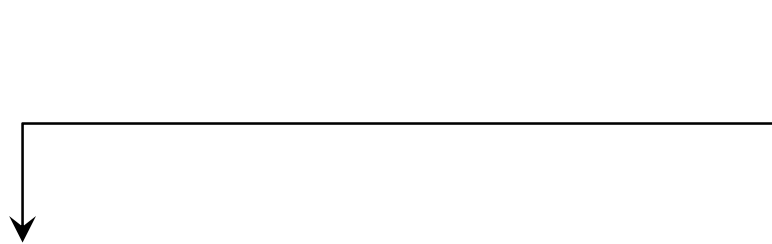
This item is for information only. There are no financial implications.

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	\$ 96,989,921.97	\$ 443,133.86	\$ 104,932.29	\$ 97,537,988.12	0.57%
SBVC-San Bernardino Valley College	\$ 87,179,967.09	\$ 879,934.62	\$ -	\$ 88,059,901.71	1.01%
Totals for Contract Amendments	\$ 184,169,889.06	\$ 1,323,068.48	\$ 104,932.29	\$ 185,597,889.83	0.78%



Change Orders

Campus	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders (% of Base Contracts)
		Previous	Pending		
CHC-Crafton Hills College	\$ 97,537,988.12	\$ 3,850,353.08	\$ 1,523.00	\$ 101,389,864.20	3.95%
SBVC-San Bernardino Valley College	\$ 88,059,901.71	\$ 3,579,769.16	\$ -	\$ 91,639,670.87	4.07%
Totals for Change Orders	\$ 185,597,889.83	\$ 7,430,122.24	\$ 1,523.00	\$ 193,029,535.07	4.00%

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	\$ 4,920,513.91	\$ 743.00	\$ -	\$ (97,924.41)	\$ -	\$ 4,823,332.50	-1.99%
Science Building	\$ 18,763,480.49	\$ -	\$ -	\$ 1,016,777.25	\$ -	\$ 19,780,257.74	5.42%
LADM Renovation	\$ 9,746,884.65	\$ -	\$ 104,932.29	\$ 712,217.47	\$ -	\$ 10,564,034.41	7.23%
Crafton Center	\$ 21,898,232.88	\$ -	\$ -	\$ 374,097.08	\$ -	\$ 22,272,329.96	1.71%
Student Services - A	\$ 5,624,922.67	\$ -	\$ -	\$ 239,647.83	\$ 1,523.00	\$ 5,866,093.50	4.29%
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	\$ 96,989,921.97	\$ 443,133.86	\$ 104,932.29	\$ 3,850,353.08	\$ 1,523.00	\$ 101,389,864.20	3.95%

