

Meeting of the San Bernardino Community College District Board of Trustees
Business Meeting Agenda
District Board Room
October 12, 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, Chancellor’s Progress on Annual Goals – September 2017 Government Code 54957(b)(1) Title: Chancellor
- c. Public Employee Discipline/Dismissal/Release/Non Re-Employment: Government Code 54957(b)(1) - 3 cases
- d. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code 54956.9(e)(3): 2 cases – Workers Compensation Claim Nos 507386, 518069
- e. Conference with Legal Counsel-Existing Litigation: Government Code 54956.9(d)(1) – 2 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 that have been approved by the organization's membership).
- a. Board Members
 - b. Oral Reports from Board Committee Chairs
 - c. Board Information Requests (p6)
 - 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. PRESENTATION – TITLE IX OVERVIEW (p8)

10. APPROVAL OF MINUTES

August 10, 2017 Business Meeting and Study Session (p 35 & 39)
September 14, 2017 Business Meeting and Study Session (p 40 & 46)

11. 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 of Curriculum Modifications (p49)
 - ii. Consideration of Approval of Donation (p54)
 - iii. Consideration to Approve Advisory Committees – CHC (p55)
 - iv. Consideration to Approve Advisory Committees – SBVC (p62)

- b. Human Resources
 - i. Consideration of Acceptance of Employee Resignation (p82)
 - ii. Consideration of Approval Not to Grant Any Sabbatical Leaves for the 2018-19 Academic Year (p84)
 - iii. Consideration of Approval of Adjunct and Substitute Academic Employees (p85)
 - iv. Consideration of Approval of Amendment of Transfer for Classified Employee (p87)
 - v. Consideration of Approval of Appointment of District Employees (p89)
 - vi. Consideration of Approval of Classified Employee Promotion (p91)
 - vii. Consideration of Approval of District Volunteers (p93)
 - viii. Consideration of Approval of Interim Management Appointments (p96)
 - ix. Consideration of Approval of Non-Instructional Pay for Academic Employees (p98)
 - x. Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees (p105)
 - xi. Consideration of Approval of Reclassification (p111)
 - xii. Consideration of Approval of Revised Classified Job Description and Reclassification of Incumbents (p112)
 - xiii. Consideration of Approval of Stipends (p117)
 - xiv. Consideration of Approval of Temporary Academic Employees (p119)
 - xv. Consideration of Approval of the Revised Management Job Description and Interim Appointment - Interim Executive Director of Research Planning & Institutional Effectiveness (p121)
 - xvi. Consideration of Approval of the Revised Management Job Description and Interim Appointment - Interim Executive Director Technology Services (p127)
 - xvii. Consideration of Approval of Vacation Payout (p132)
 - xviii. Consideration of Revised Job Description – Police Chief (p133)
 - xix. Consideration of Revision to the Professional Expert Rate of Pay Schedule (p138)

- c. Business & Fiscal Services
 - i. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p141)
 - ii. Consideration of Approval of Surplus Property and Authorize Donation to Cal State Community Services, Inc. of Altadena CA (p144)
 - iii. Consideration of Approval of District & College Expenses (p145)
 - iv. Consideration of Approval of Individual Memberships (p152)
 - v. Consideration to Approve Conference Attendance (p154)
 - vi. Consideration of Approval of Professional Services Contracts-Agreements (p166)
 - vii. Consideration of Approval of Purchase Order Report (p170)
 - viii. Consideration of Approval of Routine Contracts-Agreements and Memorandums (p179)

- d. Facilities
 - i. Consideration of Approval of Measure M Construction Change Orders and Contract Amendments (p204)
 - ii. Consideration of Approval of Pay Applications as Disputed Claims (p210)
 - iii. Consideration of Approval to Award a Small-Scale Construction Contract to MacKenzie Electric, Inc. of Highland, CA (p211)
 - iv. Consideration of Approval to Award Bid 03-1617-06-Package 1 and Contract to GatesAir of Mason, OH (p213)
 - v. Consideration of Approval to Award Bid 03-1617-06-Package 2 and Contract to Jampro Antennas, Inc. dba Jampro Construction of Sacramento, CA (p215)

12. ACTION AGENDA

- a. Consideration of Approval of the General Counsel Job Description (p217)
- b. Consideration of Approval to Accept Board Policies for First Reading (p221)
- c. Consideration of Approval to Award Request for Proposal 2017-04 and Contract for Bookstore Services (p233)
- d. Consideration to Adopt a Resolution in Support of Codifying DACA Into Federal Law (p235)

13. INFORMATION ITEMS

- a. Applause Cards (p238)
- b. Budget Report (p244)
- c. Clery Report (p261)
- d. CSEA MOUs (p263)
- e. CTA MOU (p266)
- f. General Fund Cash Flow Analysis (p268)
- g. Quarterly Financial Status Report (p270)

14. PUBLIC COMMENT ON NON-AGENDA ITEMS

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

15. CONVENE CLOSED SESSION

Convene Closed Session for unfinished business on closed session items.

16. RECONVENE PUBLIC MEETING

17. REPORT OF ACTION IN CLOSED SESSION

18. ADJOURN

The next meeting of the Board: Study Session (Planning Presentation), October 26, 2017 at 12pm and Study Session (Brand Assessment), October 26, 2017 at 2pm

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: October 12, 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 9/27/17)**

Date of Request: 7/13/2017
Requested by: Trustee Williams
Planned Completion Date: 12/31/17

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.

Comments:



San Bernardino
Valley College



Title IX SBCCCD



SAN BERNARDINO
COMMUNITY
COLLEGE
DISTRICT



POLICE

Purpose for Presentation

Provide an overview of Title IX at SBCCD

Title IX Defined

Federal civil rights law prohibits discrimination on the basis of gender in federally financed education programs

Different Forms of Sexual Harassment

- Sexual misconduct, violence, harassment
- Rape, sexual assault, or battery
- Sexual coercion
- Gender discrimination or bullying

Policies and Procedures

- BP/AP 3430 – Prohibition of Harassment
- BP/AP 3435 – Discrimination and Harassment Resolution Process
- BP/AP 3510 – Workplace Violence
- BP/AP 3515 – Reporting a Crime
- BP/AP 3540 – Sexual and Other Assaults on Campus
- BP/AP 5500 – Standards of Student Conduct

Keeping Students Informed

- Website
- Posters
- Flyers
- Brochures
- Events
- Trainings
- Student life programs
- Student handbook
- Campus Counseling services
- Clery Report

Find People Departments Mission Give to Crafton Logins



Apply Register

Prospective Students Current Students Online Students Faculty and Staff Visitors and Alumni

Title IX and Sexual Misconduct

Home » Student Conduct » Title IX And Sexual Misconduct

Title IX is the federal civil rights law that prohibits gender-based discrimination. It states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance"

Title IX is best known for its impact on gender equity in college athletics. However, another important aspect of the law is the prohibition of sexual harassment, including sexual misconduct, sexual assault, and sexual violence, because these acts can impede a person from accessing educational opportunities. Imagine having to see your rapist in class every day, or worrying that your stalker is waiting for you in the parking lot. A student in this situation is likely to drop out of school, or have stress-related absences and reduction in academic performance.

Crafton Hills College promotes access to higher education for all students. Every student has the right and responsibility to engage and connect with the college community, with teachers, and with other students, to learn, and to advance as students and aspiring professionals.

We are committed to the promotion of inclusion, civility and respect in all aspects of college life, and to reducing the attitudes and behaviors that cause and are associated with sexual misconduct and other gender based discrimination.

Title IX And Sexual Misconduct

[Accessing Care and Support](#)

[Information for the Respondent](#)

[Reporting and Privacy](#)

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Reporting and Privacy

Home » Student Conduct » Title IX And Sexual Misconduct » Reporting and Privacy

Once a student who has been harassed reports the sexual harassment, the Title IX Coordinator will be notified and will discuss with the student the options for informal and formal action, including an explanation of the grievance procedure. The College will address all complaints, whether or not the complainant chooses to make a formal complaint

If the college learns about harassment in other ways, such as a report from a student other than the harassed student, we will consider a variety of factors to determine the reasonable response. If it is reasonable for the college to investigate and it can confirm the allegations, we will follow the same responsive action as if we learned of the harassment directly from the student.

Whether or not the harassed student requests action, the college will promptly investigate and take steps to resolve the harassment. The type of investigation varies by situation but in all cases will be prompt, thorough, and impartial. While investigating, the college will inform the complainant about the investigation.

The college will make every effort to keep the names of those involved confidential, including the complainant (the harassed student), witnesses, and the accused (the harasser), unless necessary to investigate and only to the extent necessary to do so.

If the complainant wants to keep his or her name confidential from the accused student, the college will inform the complainant that such a request could limit an investigation and explain the college's retaliation prevention. If the complainant still desires to keep his or her name confidential then, consistent with the law, the college will take all reasonable steps to investigate and respond consistent with the student's request as long as doing so does not prevent the college from responding effectively and from preventing harassment.

Title IX And Sexual Misconduct

[Accessing Care and Support](#)

Websites

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Accessing Care and Support

Home » Student Conduct » Title IX And Sexual Misconduct » Accessing Care and Support

Survivors of sexual assault are not alone. There are many resources available both on- and off-campus to assist anyone suffering a trauma.

Whether you are seeking information to help a friend or yourself, we encourage you to contact one of the organizations listed here. These resources provide trained professionals who are available to guide you through the reporting process, seek medical attention, and find ongoing counseling and support.

Medical providers, such as our on-campus Health and Wellness Center, are mandated to inform police if a patient tells personnel s/he has experienced sexual assault. However, a survivor has the right to request a victim advocate and not pursue a criminal charge at that time.

Access the [Health and Wellness Center webpage](#) for information regarding what to do if you have been assaulted or raped, how to report the incident and access support and services.


Crafton Hills College Resources

CHC Police Department	909-389-3276
Health & Wellness Center	909-389-3272
Office of the Vice President of Student Services	909-389-3354

San Bernardino County Community Resources

http://www.craftonhills.edu/faculty-and-staff/student-conduct/title-ix-and-sexual-misconduct/accessing-care-and-support[9/14/2017 10:58:39 AM]

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Title IX Coordinator

Home » Student Conduct » Title IX And Sexual Misconduct » Title IX Coordinator

Dr. Rebecca Warren-Marlatt
Vice President, Student Services

Crafton Hills College
11711 Sand Canyon Road
Yucaipa, CA 92399
909-389-3355

maria@sbccod.cc.ca.us

Title IX And Sexual Misconduct

[Accessing Care and Support](#)

[Information for the Respondent](#)

[Reporting and Privacy](#)

[Resources](#)

[SBCCD Board Policies and Divisions](#)

[Sexual Violence Risk Reduction and Personal Safety](#)

[Title IX Coordinator](#)

http://www.craftonhills.edu/faculty-and-staff/student-conduct/title-ix-and-sexual-misconduct/title-ix-coordinator[9/13/2017 5:40:00 PM]

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Sexual Violence Risk Reduction and Personal Safety

Home » Student Conduct » Title IX And Sexual Misconduct » Sexual Violence Risk Reduction and Personal Safety

Sexual Violence Risk Reduction

At Parties or Clubs:

- Let someone know where you are going, who you'll be with, and when you'll be home.
- Meet in a public place.
- Don't drink anything you did not get yourself, or see made.
- If you set your drink down and lose sight of it, do not drink from it.
- Keep cash with you in case you need to get a taxi home.
- Trust your gut feeling.
- Have a buddy system; go to parties or clubs with a friend and be responsible for each other. Have a pre-planned signal for an uncomfortable or dangerous situation, with an action plan.

In a Relationship:

- Examine your needs and desires before you get into a sexual situation.
- Clearly tell your partner what you want. If there are limits that you want to maintain, state what they are and stick to them.
- Clearly ask your partner what he/she wants.
- Listen to each other.
- Be aware of non-verbal cues, but do not rely on them. If you are not sure, ask.
- Communicate clearly and be assertive. Saying "yes" or "no" may be difficult, but it is important. Passive or polite approaches can be misunderstood or ignored.

Click here for additional safety information on [dating violence](#), [sexual assault prevention](#), and [student information packet](#) on reporting assaults, types of reports, and how to file a restraining order.

http://www.craftonhills.edu/faculty-and-staff/student-conduct/title-ix-and-sexual-misconduct/sexual-violence-risk-reduction-and-personal-safety[9/13/2017 5:39:47 PM]

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Sexual Assault Information and Resources

Home » Health And Wellness Center » Sexual Assault Information and Resources


One out of four college students will be sexually assaulted.

What to Do If You Have Been Assaulted or Raped

- Get to a safe place. Your immediate safety is first.
- Call a friend or family member, someone you trust, for support.
- Get immediate medical attention at the nearest emergency room. Medical care is important, to protect you from sexually transmitted diseases and to attend to any injuries. A medical exam is also an important part of the evidence collection needed to file a police report. Evidence should be collected within 72 hours. An advocate can meet you at the designated hospital. The advocate can stay with you to provide support and answer questions. To obtain an advocate, call San Bernardino Sexual Assault Services at 909-335-8777.
- Call the police. Reporting the assault to the police is a matter of choice. If you decide not to go to the police right away, write down everything you can remember about what happened and save it in case you change your mind later.
- If you think you may want to press legal charges -
- DO NOT bathe
- DO NOT brush your teeth, smoke, eat or drink
- DO NOT change your clothes
- Evidence should be collected within 72 hours

Assistance for Victims of Sexual Assaults

The SBCCD Police are committed to ensuring that students, employees and other persons who have been sexually assaulted are provided with treatment, medical, counseling and information, and that they are treated with sensitivity, dignity and confidentiality. Every effort is made to ensure that our educational environment promotes and assists prompt reporting of sexual assaults and provides compassionate support services for survivors. Prompt reporting of sexual assaults is encouraged.



San Bernardino Valley College

Find People | Contact Us | Sitemap Google Custom Search

APPLY FOR ADMISSION REGISTER FOR A CLASS Athletics Quick Login

ABOUT SBVC ADMISSIONS & FINANCIAL AID ACADEMIC & CAREER PROGRAMS ONLINE CLASSES STUDENT SERVICES

San Bernardino Valley College TITLE IX

What is Title IX?

Title IX is a federal law that prohibits discrimination on the basis of sex in an educational institution's academic, education, extracurricular, and athletic activities, both on and off campus. Title IX protects all people regardless of their gender or gender identity from sexual harassment and violence, which are forms of sex discrimination.

What does Title IX cover?

- Sexual Discrimination
- Sexual Violence
- Consent
- Sexual Harassment
- Dating and Domestic Violence
- Stalking
- Bystander Intervention

No Discrimination at SBVC

SBVC strives to maintain a safe learning environment for all students and has a strict non-discrimination policy.

Become a Student
Becoming a student is easy. Get started!

Current Students
Class schedules, maps, and more.

Faculty & Staff
Grants, development, and more.

SBVC Foundation
Alumni & Friends / Make a Gift!

Title IX - Sexual Harassment and Unlawful Discrimination

The U.S. Department of Education's Office of Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in educational programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Beginning July 1st, 2015 the OCR requires that all students and employees to participate in annual Title IX training and awareness of unlawful discrimination. OCR vigorously enforces Title IX to ensure that institutions that receive federal financial assistance comply with the law. OCR evaluates, investigates, and resolves complaints alleging sexual harassment and/or unlawful discrimination. OCR also conducts proactive investigations, called compliance reviews, to examine potential systemic violations based on sources of information other than complaints.

San Bernardino Community College District does not discriminate on the basis of age, color, creed, religion, disability, marital status, veteran status, national origin, race, sex, sexual orientation, gender identity or gender expression. The college has a detailed [Title IX brochure](#) available. To file a Title IX complaint, contact the Title IX Administrator, Scott Thayer, Interim Vice President of Student Services, at sthayer@valleycollege.edu or (909) 384-8992.

To file a complaint with California State Chancellor's Office, visit their [website](#).



TITLE IX SAN BERNARDINO VALLEY COLLEGE

Title IX is a federal law that prohibits discrimination on the basis of sex in an educational institution's academic, education, extracurricular, and athletic activities, both on and off campus. Title IX protects all people regardless of their gender or gender identity from sexual harassment and violence, which are forms of sex discrimination.

What Does Title IX Cover? Sexual Discrimination • Sexual Violence • Consent • Sexual Harassment • Dating and Domestic Violence • Stalking • Bystander Intervention

What To Report? All allegations of discrimination, harassment, or retaliation based on sex, gender or sexual orientation, which are made against staff, faculty, students, applicants, or other third parties associated with the campus.

If You Feel Unsafe, Call 911!

HOW TO REPORT
In person • By phone • Via email

WHERE TO REPORT
Dr. Scott Thayer, Interim Vice President of Student Services
700 S. Van Ness Avenue, AT200-200
San Bernardino, CA, 92410
(909) 384-8473
sthayer@valleycollege.edu

San Bernardino Valley College

STUDENT CONDUCT AND SAFETY

Non-Discrimination Policy

The San Bernardino Community College District makes its policy on non-discrimination quite clear. ZERO TOLERANCE!

Here's the policy statement taken directly from the college catalog.

"San Bernardino Community College District and its two colleges, San Bernardino Valley College and Crafton Hills College, are committed to non-discrimination."

Our goal is to provide equal opportunities for all community members in all areas of the college including admission, student financing, student support facilities and activities, and employment.

Federal laws and District policies strictly prohibit all types of discrimination, including sexual harassment and inequities based on race, color, religion, sex, age, marital status, physical disabilities, mental impairments, or sexual orientation.

Complaints of discrimination may be registered by calling the Vice President of

BACK

NEXT

STUDENT CONDUCT AND SAFETY

Sexual Harassment Policy

This ZERO TOLERANCE concept extends also to the District's policy on sexual harassment.

Here's the policy statement as printed in the college catalog.

"Sexual harassment of students or employees in the academic and work environments violates both federal and state law and district policy, and it will not be tolerated."

It also violates law and policy to retaliate against any individuals for filing a complaint of sexual harassment, or for participation in the investigation or resolution of a formal or informal, written or oral complaint of sexual harassment.

Unlawful harassment on the basis of sex includes, but is not limited to, classroom conditions, grades, academic standing, scholarships, recommendations, employment opportunities, disciplinary action, or any other aspect of college life within the control of the District.

BACK

:05

STUDENT CONDUCT AND SAFETY

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college catalog.

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Complaints of sexual harassment may be registered by calling the Vice President of Student Services at (909) 384-4473.

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NEXT

Orientation

Every student must complete an online orientation before they can register for classes.

The orientation addresses discrimination, conduct, and gender based harassment



Sexual Harassment and Gender-Based Misconduct

sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, and in its extreme form, sexual violence.

Other misconduct offenses are considered to be violations of Title IX when they are gender-based, such as threatening physical harm, intimidating, bullying, violence between those in an intimate relationship, and stalking.

Not only is sexual harassment a violation of district policy which may subject the harasser to disciplinary action, it is also a violation of State and Federal Law where the harasser may be subject to civil or criminal penalty.

Any student or staff member with knowledge of an incidence of gender-based misconduct should immediately contact the campus Title IX Coordinator.

Rebecca Warren-Marlatt
Vice President of Student Services
LRC 223
marlatt@sbccd.cc.ca.us
(909) 389-3355



Posters

TITLE IX **SAN BERNARDINO VALLEY COLLEGE**

RETALIATION VIOLENCE STALKING
DISCRIMINATION HARRASSMENT

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What Does Title IX Cover? Sexual Discrimination • Sexual Violence • Consent
Sexual Harassment • Dating and Domestic Violence • Stalking • Bystander Intervention

What To Report? All allegations of discrimination, harassment, or retaliation based on sex, gender or sexual orientation, which are made against staff, faculty, students, applicants, or other third parties associated with the campus

If You Feel Unsafe, Call 911

HOW TO REPORT
In person • By phone • Via email

WHERE TO REPORT
Dr. Scott Thayer, Interim Vice President of Student Services
701 S. Mt. Vernon Avenue, ADSS 200
San Bernardino, CA, 92410
(909) 384-4473
stahyer@valleycollege.edu

San Bernardino Valley College

The San Bernardino Community College District does not discriminate on the basis of age, color, creed, religion, disability, marital status, veteran status, national origin, race, sex, sexual orientation, gender identity or gender expression.

TITLE IX **CRAFTON HILLS COLLEGE**

RETALIATION VIOLENCE STALKING
DISCRIMINATION HARRASSMENT

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HOW TO REPORT
In person • By phone • Via email

WHERE TO REPORT
Rebecca Warren-Marlatt, Title IX Coordinator
Crafton Center, Room 245
rmarla@sbccd.cc.ca.us
(909) 389-3355

CRAFTON HILLS COLLEGE

THE DISTRICT SEXUAL HARASSMENT POLICY IS AVAILABLE ON OUR WEBSITE AND IN OUR OFFICE

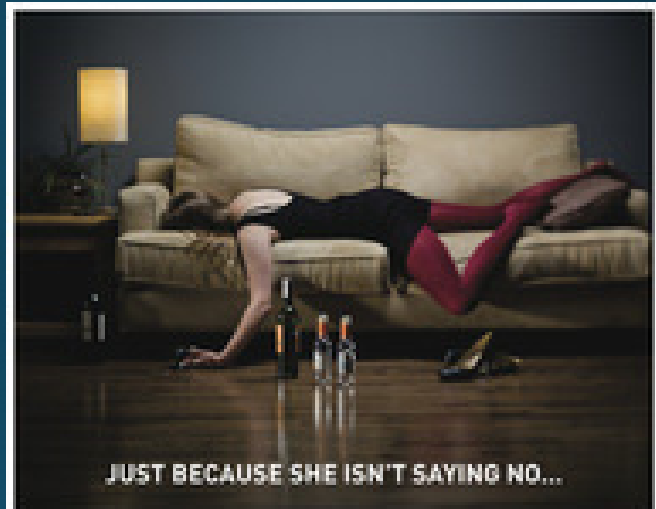
HE WAS
ACTING
ALL SWEET,
OFFERING
HER A
RIDE...

but it just didn't feel right.
So my friends and I stepped in
and got her out of the bar.

NO MORE | TOGETHER WE CAN END
DOMESTIC VIOLENCE & SEXUAL ASSAULT

SBCCD San Bernardino
Sexual Assault Services Support our Services to Survivors of
Sexual Assault and Domestic Violence
Education... Information... Resource

A message from SBCCD Police 909-384-4491/www.sbccd.org/police
Office of Student Life, Valley 909-384-4474; Student Health Services, Valley 909-384-4495
Department of Student Life, Crafton 909-389-3410; Health & Wellness Center, Crafton 909-389-3272



JUST BECAUSE SHE ISN'T SAYING NO...

DOESN'T MEAN SHE'S SAYING YES.

Not without consent is sexual assault

DON'T BE THAT GUY.

9-11111 | www.sbccd.org

Confidentiality

Confidentiality shall be maintained to the greatest extent possible within the requirements of conducting reasonable investigations. Only those who have an immediate need to know may find out the identity of the parties. However, the College is REQUIRED to investigate all Title IX complaints which may lead to a complaint being discussed with others.

Steps for Reporting

1. Document the parties, date, time and place of the alleged violation(s). Give a brief general description of what occurred.
2. Present a concern or complaint as a verbal or written report to the Title IX Administrator, Dr. Scott Thayer, Interim Vice President of Student Services, San Bernardino Valley College. Dr. Thayer is located in Admin/SS 200. The phone number is (909) 384-4473 or sthayer@valleycollege.edu.

Title IX requires the District/College to have a person designated to coordinate efforts to comply with end address Title IX issues.

- The Administrator will do the following:
- Investigate all complaints
 - Pursue appropriate initial remedies or accommodations
 - Formal Investigation if there are repeat offenses, patterns, predation, and/or future violence
 - Apply remedies while safeguarding victim privacy

Title IX Investigators:

Marco Cota, Dean of Counseling and Matriculation
ADSS/Student Services Building
m.cota@valleycollege.edu
(909) 384-8630

Raymond Carlos, Director of Student Life
Campus Center
rcarlos@valleycollege.edu
(909) 384-8253

Justine Plemons, Student Activities & Campus Center
Specialist Campus Center
jplemons@valleycollege.edu
(909) 384-6682

Title IX Resources:

Student Health Services (SHS)

SHS is available to provide assistance with health, wellness and counseling for students who may have been a victim of a sexual assault. SHS provide several types of service to support students in their pursuit of a healthy life.

Building in NW corner of parking lot 8, behind football field scoreboard (909) 384-4485

Student Counseling Center

Counseling services are offered to assist with crisis-oriented psychological or emotional difficulties which interfere with the students' ability to function and succeed in college.

San Bernardino County Crisis Referral Hotline
at (909) 381-2420, alt number 1 (866) 743-1476 and TDD 1 (888) 743-1481

San Bernardino Sexual Assault Services

24HR Crisis Hotline 1-800-656-4673 (toll-free); 24HR Crisis Hotline 1-909-885-8894

Mission Statement:

San Bernardino Valley College provides quality education and services that support a diverse community of learners.
<http://www.valleycollege.edu/>



701 Mt. Vernon Avenue
San Bernardino, CA 92410
(909) 384-4473

Revised 7-15

TITLE IX



SEXUAL DISCRIMINATION AND GENDER EQUITY IN HIGHER EDUCATION



Your future starts here.

IN AN EMERGENCY CALL 911

Campus Title IX Coordinators

CHC VP of Student Services	909.389.3355
SBVC VP of Student Services	909.384.8992
SBCCD Human Resources	909.382.4040

Campus Resources

CHC Health & Wellness Center	909.389.3272
SBVC Student Health Services	909.384.4495
SBCCD Police	909.384.4491

Local Resources

San Bernardino Sexual Assault Services
sbsas.org / 24/7 Hotline 800.656.4673

California Partnership to End Domestic Violence
cpedv.org / 310.524.4765

RAINN (Rapes, Abuse, and Incest National Network)
rainn.org / 800.656.HOPE

The National Center for Victims of Crime
victimsofcrime.org

U.S. Department of Education, Office For Civil Rights

ocr@ed.gov 800.421.3481

To file an OCR complaint online, visit:
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Title IX Notice of Non-Discrimination

For purposes of Title IX compliance, the San Bernardino Community College District does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities.

Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the District. Title IX protects all people regardless of their gender or gender identity from sexual discrimination, which includes sexual harassment and violence.

Title IX requires that the District adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence.

Regardless of whether an alleged victim ultimately files a complaint, if any district site knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. The site must advise the District Human Resources Office of the incident and their findings and must then take appropriate steps to eliminate any sexual discrimination, harassment or violence, prevent its recurrence, and remedy its effects.

For applicable Board Policies, please visit:
<http://sbccd.org/DiversityBP>
<http://sbccd.org/NonDiscriminationBP>

SBCCD Board of Trustees

Joseph Williams, President
Gloria Macias Harrison, Vice President
Donna Ferracane, Clerk
John Longville, Trustee
Frank Reyes, Trustee
Dr. Donald L. Singer, Trustee
Dr. Anne L. Viricel, Trustee
Bruce Baron, Chancellor and Secretary to the Board

Revised 5-17



TITLE IX: Sexual Harassment, Sexual Assault & Non-Discrimination

San Bernardino Community
College District

114 S. Del Rosa Dr. • San Bernardino, CA 92408
909.382.4000 • www.sbccd.org

Workshops

- District and College workshops take place each year at In-Service, for Part-timers, and for the entire campus



YOU ARE NOT ALONE.

DOMESTIC ABUSE
AWARENESS.
HELP YOURSELF.
HELP A FRIEND.

Thursday October 13, 2016 @ 4-5:50pm in
CCR-155 (Student Life Conference Room)
Presented by Jessica Banks,
Public Health Advocate/ Domestic Violence
Counselor at Option House, Inc.



Crafton Hills College		Thursday January 12th, 2017
Part-Time Faculty In-Service Agenda		
Time	Activity	Room
5:00-5:30 p.m.	Contract Signing and Parking Passes Question and Answer Session <u>Student Services Tours: 5:00, 5:20</u>	CCR Foyer Roadrunner Café
5:30-6:00 p.m.	Sandwiches, Snacks, Light Refreshments Question and Answer Session <u>Student Services Tours: 5:40</u>	CCR Foyer Roadrunner Café
6:00-6:25 p.m.	Introduction by Dr. Wei Zhou President of Crafton Hills College Campus Safety Chris Tamayo	Roadrunner Cafe

Sexual Assault Survivor Prevention

Find People Departments Mission Give to Crafton Logins

CRAFTON HILLS COLLEGE Apply Register

Prospective Students Current Students Online Students Faculty and Staff Visitors and Alumni

Sexual Assault Survivor Prevention

Home » News and Public Relations » Sexual Assault Survivor Prevention

Publish Date: Tue, 12 Apr 2016 00:00:00 -0800

Sexual Assault Prevention is Message at Crafton Hills College

Yucaipa, CA –As part of Sexual Assault Awareness Month, Crafton Hills College is offering awareness activities and featuring a presentation by a sexual assault survivor on Wednesday, April 20 at 3:30 p.m. in CCR-233.

After being assaulted as a student at UCLA and reporting her assault, Caylynn Simonson decided to speak up and give a voice to other victims of sexual assault who may be going through similar struggles. She became an advocate for sexual assault awareness in 2014 and since then, she has travelled across California on her collegiate speaking tour, speaking to universities and audiences about reducing

Student Success Planner
which addresses Title IX

Student Handbooks

Discrimination and Harassment

San Bernardino Community College District Board Policy BP 3430

Prohibition of Discrimination and Harassment

All forms of discrimination and harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or age.

Student Rights, Laws, Policies and Responsibilities 21

Laws and Policies and Designated Contact Person

District policies and procedures are available on the San Bernardino Community College District website; www.sbccd.org, under Board of Trustees.

Law or Policy	Contact, Location, and Phone Number
Academic Policies and Procedures	Dean, Student Services./Student Support, (909) 389-3368
Americans with Disabilities Act	Vice President, Student Services, (909) 389-3355
Bulletin Board Policy	Director, Student Life, SL-107, (909) 389-3410
Campaign and Election Policy	Director, Student Life, SL-107, (909) 389-3410
Disabilities laws and regulations	Vice President, Student Services, (909) 389-3355
Drugs and Alcohol, District Policy	Chief of SBCCD Police, (909) 384-3277
Family Education Rights and Privacy Act of 1971	Dean, Student Services/Student Support, (909) 389-3368
Matriculation Plan and Appeals Process	Dean, Student Services/Counseling and Matriculation (909) 389-3327
Section 504 of the Rehabilitation Acts	Vice President, Student Services, (909) 389-3355
Sexual Harassment Policy	Vice President, Student Services, (909) 389-3355
	Vice President, Student Services, (909) 389-3355
	Vice President, Instruction, (909) 389-3202
	Vice President, Instruction, (909) 389-3355

Title IX

Sexual Harassment and Unlawful Discrimination

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in educational programs or activities that receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Beginning July 1st, 2015 the OCR requires that all students and employees to participate in annual Title IX training and awareness of unlawful discrimination. OCR vigorously enforces Title IX to ensure that institutions that receive federal financial assistance comply with the law. OCR evaluates, investigates, and resolves complaints alleging sexual harassment and/or unlawful discrimination. OCR also conducts proactive investigations, called compliance reviews, to examine potential systemic violations based on sources of information other than complaints.

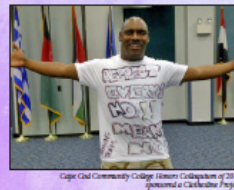
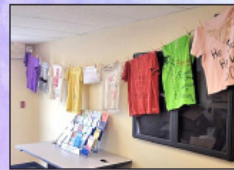
San Bernardino Community College District does not discriminate on the basis of age, color, creed, religion, disability, marital status, veteran status, national origin, race, sex, sexual orientation, gender identity or gender expression. The college has a detailed Title IX brochure that is available on our website by visiting: <http://www.valleycollege.edu/contact-sbvc>. To file a Title IX complaint, contact the Title IX Administrator, Ricky Shabazz, Vice President of Student Services, at rshabazz@valleycollege.edu or (909) 384-8992.



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Annual Sexual Assault Awareness Month

- April, Sexual Assault Awareness Month (SAAM)
- Denim Day
- Bob Hall, Nonviolent Sexuality: A Campus Dialogue
- Myths and Reality about Date Rape
- Posters and light poll banners around campus for at least 40 days
- Clotheslines project which passively brings attention to sexual misconduct through visuals in front of the campus center.



Bearing
Witness to
Violence
Against
Women



What is the Clothesline?

The Clothesline Project is a visual display that bears witness to the violence against women. During the public display, a clothesline is hung with shirts. Each shirt is decorated to represent a particular woman's experience, by the survivor herself or by someone who cares about her.

We started with thirty-one shirts hung in Hyannis, Massachusetts in the Fall of 1990. Since that time, projects have begun in communities all across the country and in other countries as well.

The purpose of the project is four-fold.

1. To bear witness to the survivors as well as the victims of the war against women.
2. To help with the healing process for people who have lost a loved one or are survivors of this violence.
3. To educate, document, and raise society's awareness of the extent of the problem of violence against women.
4. To provide a nationwide network of support, encouragement and information for other communities starting their own Clothesline Projects.

Reporting

- Campus Police
- Behavioral Intervention Team
- Scott Thayer, VP of Student Services, SBVC Title IX Officer
- Rebeccah Warren-Marlatt, VP of Student Services, CHC Title IX Officer
- Joe Opris, HR Manager, District, Title IX Officer

Reporting (Continued)

- San Bernardino Valley College Student Health Services 909.384.4495
 - Confidential reporting is available, along with counseling. Most services are free or low cost.
- Crafton Hills College Health & Wellness Center 909.389.3272
 - Confidential reporting is available, along with counseling. Most services are free or low cost.
- SBCCCD Human Resources 909.382.4040
 - HR will help employees file claims and report incidents.

Behavior Intervention Team/Mental Health Initiative

- Stable Leadership
- Team Members participate in NaBITA (National Behavioral Intervention Team Association) training
- Receives reports of disruptive, problematic, or concerning behavior or misconduct
- Connects the student with resources

Title IX Investigations Team

- Completed NCHERM (National Center for Higher Education Risk Management) training
 - Includes Title IX compliance requirements
- Participate in periodic training



Collaboration among SBCCD Police, Title IX officials, and Student Conduct Officials

- Police Officers are part of the regular meetings for BIT
- Sergeant's have meetings/ phone calls with Student discipline Officers for BIT issues, T9 and general student conduct violations
- Agreement with SBSAS to be advocate for student/employee victim.



San Bernardino
Sexual Assault Services
Committed to ending sexual violence.

*Support and Services for Survivors of
Sexual Assault and Domestic Violence*
Education... Information... Resources

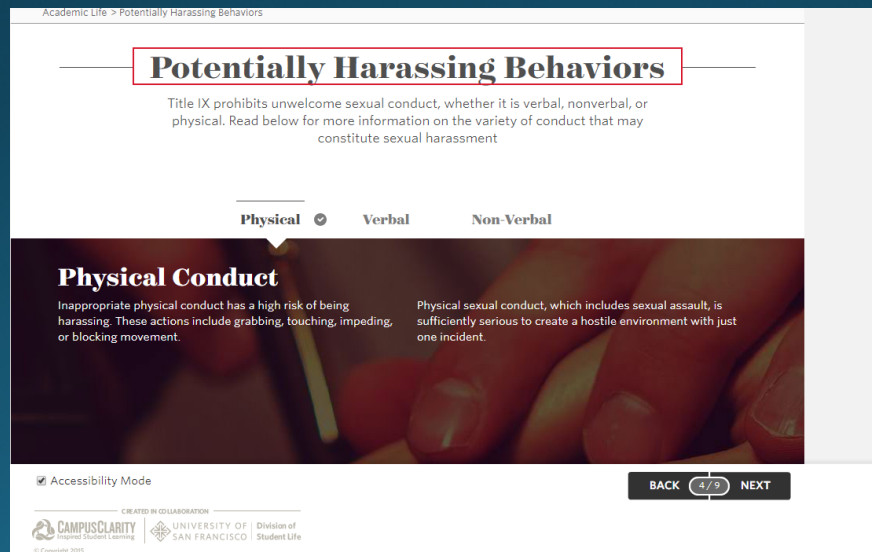
Maxient

- Maxient is the software of choice for managing behavior records at colleges and universities across North America.
- Their centralized reporting and recordkeeping helps institutions connect the dots and prevent students from falling through the cracks.
- Whether it's student discipline, academic integrity, care and concern records, Title IX matters, or just an "FYI", Maxient's Conduct Manager has us covered for all things related to a student's conduct and well-being.



Campus Clarity

- CampusClarity is a one-stop-shop to train students, staff, and faculty.
- CampusClarity currently helps nearly 200 schools comply with the SaVE Act and Title IX through interactive, engaging online training.



Academic Life > Potentially Harassing Behaviors

Potentially Harassing Behaviors

Title IX prohibits unwelcome sexual conduct, whether it is verbal, nonverbal, or physical. Read below for more information on the variety of conduct that may constitute sexual harassment.

Physical **Verbal** **Non-Verbal**

Physical Conduct

Inappropriate physical conduct has a high risk of being harassing. These actions include grabbing, touching, impeding, or blocking movement.

Physical sexual conduct, which includes sexual assault, is sufficiently serious to create a hostile environment with just one incident.

Accessibility Mode

BACK 4/9 NEXT

CREATED BY COLLABORATION
CAMPUSCLARITY UNIVERSITY OF SAN FRANCISCO | Division of Student Life
© Copyright 2015

Next Steps

- Implement Campus Clarity to all incoming students, students who travel or attend field trips, student senate members, and student club leaders and members
- Implement Campus Clarity to all staff and faculty
- Link the Title IX information to the front page
- Include a fillable reporting form (Maxient)
- Create an annual bystander awareness campaign

Next Steps

- Live Safe APP – students can use this to let other know where they are walking , (Guardian APP) <https://www.livesafemobile.com/>
- Safe Space for students – location, employees, training – Safe Zone Training
- Training for all employees
- Internal Title IX handbook
- Add policy for Faculty (have certain boundaries or standards with Students in class)
- Every Responsible Employee – Job Description updates



Increase of Information = Increase of Students Complaints

<https://nomore.org/campaigns/public-service-announcements/no-more-official-super-bowl-ad/>

Need help or information?

 <small>TRUSTED BY LAW ENFORCEMENT, MEDICAL, & LEGAL ADVISORS</small>	 CALCASA <small>CALIFORNIA COALITION AGAINST SEXUAL ASSAULT</small> 916.448.2520 • calcosa.org	 <small>Care In A. Colored Only</small> 909.384.4495	 310.524.4785 • cpedv.org	
 909.389.3272	 San Bernardino Community College District Police 909.384.4491 sbccd.org/police	 San Bernardino Sexual Assault Services <small>Committed to ending sexual violence</small> 800.856.4673 • sbsas.org	 310.473.6788 disabilityandabuse.org	
				 victimsforcrime.org



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

Members Present:

Gloria Macias Harrison, Vice President
Donna Ferracone, Clerk
Frank Reyes, Trustee
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:

Joseph Williams, President

CALL TO ORDER – PLEDGE OF ALLEGIANCE

Vice President Harrison called the meeting to order at 4:00pm. Trustee Reyes 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
- 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)

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

CONVENE CLOSED SESSION

Closed session convened at 4:03pm

RECONVENE PUBLIC MEETING

Public meeting reconvened at 5:03pm

REPORT OF ACTION IN CLOSED SESSION

None



REPORTS

- Autumn Blackburn reported on upcoming events at SBVC and attended a Summer Transition Retreat, where she taught Roberts Rules of Order.
- Trustee Ferracone attended the community session at SBVC.
- Trustee Viricel expressed her appreciation of the work being done at the campuses for accreditation.
- Trustee Reyes thanked staff who attended Sacramento. Richard Galope reported on the success of attending the 2-day trip to Sacramento and meeting with legislators. The visit resulted in attendance the Inland Empire Caucus to discuss workforce development, an opportunity to meet with Apple Computer to explore adopting their curriculum for coding for our regional youth and adult programs, referral to a local business on workforce readiness credential to assist in the recruitment of new applicants for 200 employees and training existing employees, referral from the Building Industry Association of six major construction firms to assist with workforce readiness training, an opportunity to develop a youth training program, and an opportunity to utilize a model program featuring disadvantaged population and developing a workers training center in the construction and building trade for our region.
- Chancellor Baron introduced Interim Police Chief, Bob Miller. Managers In-Service was held for districtwide managers to provide updates in the areas of budget, HR, and contract interpretation. \$1M Cups is growing in attendance and may expand to Redlands and Fontana.
- President Zou provided a written report.
- Mark McConnell reported CHC Senate had their retreat and discussed reaffirmation of their commitment to non-credit, involvement of faculty to develop additional pathways. The Senate is working on a resolution to reemphasizing support for STEM. Mark referenced the Board item in the agenda (consideration to approve adjunct instructors). The adjunct instructors are incorrectly labeled or don't exist. The list will be corrected and reviewed for future submissions to the Board. He also shared student success stories.
- President Rodriguez provided a written report.
- Judy Rodriguez highlighted events from last year. Classified Senate gave three \$350 scholarships, purchased a new concession stand. Classified Connection Week was held in June. Upcoming goal this year is to increase fundraising efforts and award five scholarships.
- Grayling Eation reported providing a statement on items being negotiated. CSEA has four articles remaining.

PUBLIC COMMENTS ON AGENDA ITEMS

Cassie MacDuff

APPROVAL OF MINUTES

June 8, 2017 and July 13, 2017

Student Trustee Dotson moved to approve, Trustee Longville seconded the motion and the board members voted as follows:

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

NOES: None

ABSENT: Williams

ABSTENTIONS: Harrison

CONSENT AGENDA

Instruction/Student Services

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 Classified Employee Promotion
- Consideration of Approval of District Volunteers
- Consideration of Approval of Interim Management Appointments
- Consideration of Approval of New Management Job Description - Development Director
- Consideration of Approval of New Management Job Description - Sustainability & Energy Manager
- 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 Employee

Business & Fiscal Services

- Consideration of Approval of Professional Services Contracts-Agreements
- Consideration of Approval of Purchase Order Report
- Consideration of Approval of Revised Authorized Signature List
- Consideration of Approval of Routine Contracts-Agreements and Memorandums of Understanding
- Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal
- Consideration of Approval of Vacation Payout
- 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 with HMC Architects of Ontario, CA
- Consideration of Approval of Amendment 008 to the Contract with CHJ Incorporated of Colton CA

Trustee Singer moved to approve, Trustee Ferracone seconded the motion and the board members voted to approve the consent agenda.

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

ACTION AGENDA

- 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

Trustee Singer moved to approve, Trustee Viricel seconded the motion and the board members voted as follows:

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



Consideration of Approval to Accept Guiding Principles for First Read

Trustee Ferracone moved to approve, Trustee Viricel seconded the motion and the board members voted as follows:

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

Discussion:

Trustee Longville commented the name of the agenda item was not clear and did not indicate FCC auction proceeds. He also said the Guiding Principles does not indicate building, expanding, or restoring KVCR. This is a one-time opportunity to provide the District with another windfall to restore KVCR to its earlier status, increase the Media Academy, and create news operations.

Trustee Ferracone added that the Guiding Principles were put together by the Board Budget Committee and the District Budget Committee. What is included in the Board agenda item is the result of discussions and changes approved by consensus by both committees. Suggestions could be made and come back for second read.

Trustee Singer shared his thoughts that the principles will guide the committee and the Board, which can then be used to determine what specific funds should go to specific operations for KVCR and other operations.

Consideration of Final Approval of Board Policies

Trustee Viricel moved to approve, Trustee Reyes seconded the motion and the board members voted as follows:

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

INFORMATION ITEMS

Applause Cards

Budget Report

CCFS-320 Apportionment Attendance Report for FY 2017 Period 3

Clery Report

Enrollment-Full Time Equivalent Student Update

General Fund Cash Flow Analysis

Quarterly Investment Report

Summary of Measure M Construction Contract Change Orders and Amendments

ADJOURN

The next meeting of the Board: Study Session (Final Budget Presentation), August 31, 2017 at 12pm
Vice President Harrison adjourned the meeting at 5:55pm.

Donna Ferracone, Clerk
SBCCD Board of Trustees



Meeting of the San Bernardino Community College District Board of Trustees
Study Session Minutes
District Board Room
August 10, 2017, 1:00 p.m.

Members Present:

Gloria Macias Harrison, Vice President
Donna Ferracone, Clerk
Dr. Donald L. Singer, Trustee
Frank Reyes, Trustee

Members Absent:

Joseph Williams, President
Dr. Anne L. Viricel, Trustee
John Longville, Trustee

CALL TO ORDER – PLEDGE OF ALLEGIANCE

Vice President Harrison called the meeting to order at 1:04pm. Trustee Singer led the pledge of allegiance.

PUBLIC COMMENTS ON AGENDA ITEMS

Laurie Green

CAREER TECHNICAL EDUCATION AND STRONG WORKFORCE PRESENTATION

Dr. James Smith, Interim VP of Instruction at SBVC and Dr. Kathy Bakhit, VP of Instruction at CHC gave a presentation on Career Technical Education (CTE) and Strong Workforce at CHC and SBVC. The presentation included criteria for evaluating the effectiveness of CTE programs, evaluating programs for funding by the Strong Workforce Program (SWP), and the data used to make the selection. It also included the amount of funding received, current programs, performance, and completion rates.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

ADJOURN

The next meeting of the Board: Business Meeting, August 10, 2017, at 4:00pm
Vice President Harrison adjourned the meeting at 2:16pm.

Donna Ferracone, Clerk
SBCCD Board of Trustees



Meeting of the San Bernardino Community College District Board of Trustees
Business Meeting Minutes
District Board Room
September 14, 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 4:00 p.m. and elected not to repeat the pledge of allegiance.

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- Conference with Labor Negotiators – Government Code 54957.6 – Agency Negotiators: Human Resources Director Perez, Vice Chancellor Torres, Chancellor Baron – CTA, CSEA, Management/ Supervisors, and Confidential Employees
- Public Employee Discipline/Dismissal/Release: Government Code section 54957(b)(1) – (4 cases)
- Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) – (2 cases)
- Conference with Legal Counsel – Existing Litigation: Government Code section 54956.9(e)(3) – (3 cases) Workers Compensation Claim #487290

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

CONVENE CLOSED SESSION

Board convened to closed session at approximately 4:04 p.m.

RECONVENE PUBLIC MEETING

Public meeting reconvened at 5:00 p.m.

REPORT OF ACTION IN CLOSED SESSION

- On September 14, 2107, the Board, by unanimous vote, took action pursuant to Education Code section 87734 to issue faculty member, employee number 5628, a Notice of Unprofessional Conduct.
- On September 14, 2017, the Board, by unanimous vote, took action to approve the resignation settlement agreement with employee number 9764, which includes maintaining the employee in paid status until June 30, 2018.

REPORTS

- Trustee Harrison reported that the Board Budget Committee had reviewed a bond measure feasibility study and discussed scheduling a Board of Trustees study session to review investment strategies for the FCC Auction Proceeds.
- Trustee Ferracone reported that the Foundation Ad Hoc Committee has begun reviewing the bylaws of the auxiliary foundations. The Policy Committee has not met but will do so in October.
- Trustee Reyes recently attended the California Legislative Black Caucus 50th Anniversary Celebration, as well as the 2017 Black Rose, Humanitarian, and Community Service Awards Banquet. These events are good opportunities to recognize people in the community.
- Trustee Viricel attended the ribbon cutting ceremony for SBVC’s new stadium. She reported that the press box looked state of the art. She enjoyed seeing the involvement of students. She also attended the KVCR new season opening and was impressed with the new shows.
- Trustee Singer mentioned an article he read recently honoring former SBVC student and alma mater author, Dorothy Ingram, who was the first African American superintendent in California. He reported that the County Board of Education will be naming its new building after her.
- Trustee Longville also attended the Black Rose banquet and KVCR relaunch dinner which, he felt, was an outstanding event. He mentioned Congressman Pete Aguilar’s recent visit to our campus. He reported that the CTE Committee had met on August 31 and, referring to KVCR’s earlier presentation, spoke of the committee’s highest priority being the renewal of the students’ involvement in the current opportunities.
- President Williams reported that he and Trustee Reyes had participated in the Community College League of California’s (CCLC) Equity Summit. Among the topics discussed was a big need for student housing. He also mentioned a recent CCLC publication on the Trustees’ Role in Creating Change in Support of the Guided Pathways Project. He passed the publication around to the other trustees.
- Trustee Harrison added that she had attended a very nice ceremony unveiling the donor wall at SBVC in the foyer of the Auditorium. The wall is beautiful and they will, hopefully, be adding more names.
- Student Trustee Blackburn reported that she had been elected Legislative Affairs Representative for Region 9 of the Student Senate for California Community Colleges. She also attended the SBVC stadium grand opening.
- Student Trustee Dotson reported that he had attended the regular student government meeting and that he had gotten the highest test score in his EMS class.
- Chancellor Baron recognized SBCCD student Tina Gonzalez who recently gave a moving testimony about the impact of CTE and the Strong Workforce Program on her life. This occurred while attending an event at Senator Connie Leyva’s office which was also attended by the State Vice Chancellor for Workforce and Economic Development, Van Ton-Quinlivan. Ms. Gonzalez was a participant in the EDCT pre-apprenticeship program. Chancellor Baron also complimented and thanked Interim Police Chief Miller and others for their work on documenting protocol for interacting with immigration officials.
- President Rodriguez advised that she and a team of staff members went to Sacramento to learn more about the California Promise Program. She commented on the stadium and donor wall openings and thanked the trustees for attending. President Rodriguez shared that SBVC had recently hosted a leadership conference for over 350 Colton students. She also mentioned the upgraded campus security system recently installed. On a personal note she was voted to be on the executive board of the Making Hope Happen Foundation. President Rodriguez expressed pride in the District’s unified letter supporting students around the issues of DACA.
- SBVC Academic Senate President Huston thanked the Board for pulling item 11.b.10. from the agenda so that it could be properly vetted. She proceeded to address the Board on several topics.
 - Dr. Huston called attention to agenda item 12.d. on page 251 recommending approval of the FCC Guiding Principles. She shared that these principles did go through a process at both colleges and that she was pleased with the May 23 recommendation of the District Budget Committee. She was disappointed, however, in the changes which appeared in the August 10 first read, including removal of the word “collegial” from the overarching principles, use of “SBCCD” instead of “the colleges”, removal of wording regarding future assessments supporting KVCR, etc. She hoped that the item would be pulled.

Trustee Williams gave Dr. Huston a point of order that board reports are for activities and events and that the public comment card process should be used for addressing other items. This is so concerns will be brought up when agenda items are discussed. He asked that in the future this practice be followed.

 - Dr. Huston indicated the Academic Senate’s dissatisfaction with the Board’s response to their resolutions. They would appreciate the courtesy of a note or visit indicating they had been heard.

- The Senate recommends that Title 9 and APs 3430 and 3435 be widely distributed to employees. It was suggested that Human Resources develop an onboarding process for new employees that included this information and a request was made for Vice Chancellor Torres to update the Senate on this effort within 60 days.
- SBVC Classified Senate Vice President Rodriguez spoke about the stadium opening event and the plaque that was dedicated to the late Classified Senate President, Aaron Beavor. She expressed appreciation to President Rodriguez and Vice President Stark for making this possible. She reported that the football game fundraisers have already netted \$1,150 for student scholarships.
- Student Trustee Blackburn reported that the ASG has submitted three resolutions – one for healthier nutrition options on campus, one for resources for formerly incarcerated students, and one for transportation safety.
- President Zhou thanked all who attended the grand opening of CHC’s Veterans Resource Center. He reported that the recent Roadrunner Rally was a success. He remarked on the Paramedic class graduation, advising that CHC graduates have a 95% pass rate on the National Registry Exam and over 95 % of them are employed as paramedics within three months. He reported that CHC had a meaningful scholar-donor recipient event at which donors got to see the difference they make for students. President Zhou also reported that the ACCJC midterm accreditation report had been completed and thanked Vice President Warren-Marlatt for her leadership in this effort.
- CHC Academic Senate President McConnell asked for clarification on the language of agenda item 7. President Williams stated that reports are for activities and events; comments regarding agenda items should occur as those items are being considered. This provides context and allows for follow up. Trustee Longville added that the forum for ‘public comment’ refers to anyone other than a board member. President Williams advised that at future meetings the Board will stick to the agenda and make use of public comment cards. Professor McConnell commenced his report.
 - Regarding the earlier study session’s discussion on the digital arts academy, CHC is slightly behind Valley and staff were not quite prepared to speak today, however, they have done a lot of work on this already.
 - The CHC Senate has written a Physical Therapy Assistant CTE program.
 - They will shortly be disclosing research done on the viability of middle college high school and ESL programs.
 - A dual-enrollment subcommittee has been established.
 - They are looking at grant activities and what should be done, if anything, with College Hour.
 - The CHC Academic Senate requests that SBCCD explore its budget model again. Morale at CHC is very low and it is affecting students. President Williams invited Professor McConnell to communicate further with Chancellor Baron on this issue.
- CSEA President Eaton reported that a bargaining unit employee had recently been offered an in-house promotion which was then retracted due to a procedural error. He advised that it was good the mistake had been identified, but he is recommending SBCCD offer the employee a letter of apology. He expressed support for the general counsel position on tonight’s agenda and requested that decision makers be at the table during the next negotiations so that the bargaining agreement can be settled.

PUBLIC COMMENTS ON AGENDA ITEMS

Grayling Eaton

PRESENTATION – MEASURE M UPDATE

Vice Chancellor Torres and Director of Facilities Agah made a presentation on the progress of Measure M. Trustee Reyes commented that when the community sees all the good things that have happened, they will support a new bond measure.

APPROVAL OF MINUTES

July 27, 2017

Trustee Viricel moved to approve, Trustee Longville seconded the motion and the board members voted as follows:

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

NOES: None

ABSTENTIONS: None

ABSENT: None



CONSENT AGENDA

Instruction/Student Services

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

Human Resources

- Consideration of Acceptance of Employee Resignations
- Consideration of Approval of Adjunct and Substitute Academic Employees
- Consideration of Approval of Amendment of Interim Management Appointment
- Consideration of Approval of Appointment of District Employees
- Consideration of Approval of Classified Employee Promotion
- Consideration of Approval of District Volunteers
- Consideration of Approval of Non-Instructional Pay for Academic Employees
- Consideration of Approval of Professional Expert Rate of Pay
- Consideration of Approval of Professional Expert Short-Term and Substitute Employees
- Consideration of Approval of Stipends
- Consideration of Approval of Temporary Academic Employee
- Consideration of Approval of Transfer for Classified Employee

Business & Fiscal Services

- Consideration of Approval of Professional Services Contracts-Agreements
- Consideration of Approval of Purchase Order Report
- Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal
- Consideration of Approval of Surplus Property and Authorize Donation to Church of the Nazarene, Inc. of Colton CA
- Consideration of Approval of Tuition Reimbursement
- Consideration of Approval of Vacation Payout
- Consideration of Approval to Award Request for Proposal and Contract for RFP 2017-06 SBCCD Web Design Services to Yoodle, LLC of Overland Park, KS
- Consideration of Approval of District & College Expenses
- Consideration of Approval of Individual Memberships
- Consideration to Approve Conference Attendance

Trustee Viricel moved to approve, Trustee Longville seconded the motion and the board members voted as follows:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

ITEMS PULLED FROM CONSENT AGENDA

Consideration of Approval of Revised Management Job Description New Management Job Description and Interim Appointments EDCT

Item pulled from the agenda its entirety.



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

CSEA President Eaton queried the Board on various routine contracts including AB Building Solutions and Beaumont Electric asking whether or not this work could be done by CSEA staff. Vice Chancellor Torres advised that these were on-demand contracts for specialized labor. In the interest of time, Mr. Eaton advised he will follow up on any other similar questions with Mr. Torres directly. He then asked that contract with Queen Jen, Inc. dba Queen Bean be pulled due to CSEA’s request to negotiate the effect of this vendor on union work. Chancellor Baron advised that the CHC food service operation had closed some time ago without displacing any staff and that this vendor was meeting CHC students’ food needs. Student Trustee Dotson expressed his strong opinion that this vendor be allow to remain. Trustee Longville moved to approve this item in its entirety, Trustee Ferracone seconded the motion and the board members voted as follows:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

ACTION AGENDA

Consideration of Approval of SBCCD CTA NEA Proposal to the District

Trustee Harrison moved to approve, Trustee Longville seconded the motion and the board members voted as follows:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Consideration of Approval to Accept General Counsel Job Description for First Read

Trustee Harrison moved to approve, Trustee Viricel seconded the motion. Trustee Ferracone commented that SBCCD needs to ensure that this position is, in essence, saving the district money. Trustee Harrison commented that there will still be occasions when SBCCD will need additional specialized legal opinion. The board members voted as follows:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

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

Trustee Ferracone moved to approve, Trustee Viricel seconded the motion and the board members voted as follows:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Consideration of Final Approval of Guiding Principles for FCC Auction Proceeds

Trustee Harrison moved to approve, Trustee Singer seconded the motion. Trustee Longville highlighted Overarching Principle 1 that reads, “Our students are our core mission and we will focus our resources on their success.” The board members voted as follows:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Consideration to Approve Board Ad Hoc Legislative Committee and Its Members

Trustee Viricel moved to approve, Trustee Longville seconded the motion to approve this item with removal of the words “Career Technical Education Ad Hoc Committee” from the Recommendation. The board members voted as follows:

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

NOES: None

ABSTENTIONS: None

ABSENT: None

Consideration to Approve MOU with Mexican Consulate for First Read

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

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

NOES: None

ABSTENTIONS: None

ABSENT: Singer (temporarily away from the meeting)

Consideration of Approval to Conduct a Public Hearing on the Final Budget for Fiscal Year 2017-18

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

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

NOES: None

ABSTENTIONS: None

ABSENT: Singer (temporarily away from the meeting)

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

Consideration of Approval of the Final Budget for Fiscal Year 2017-18

Trustee Harrison moved to approve, Trustee Longville seconded the motion and the board members voted as follows:

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

NOES: None

ABSTENTIONS: None

ABSENT: Singer (temporarily away from the meeting)

INFORMATION ITEMS

Applause Cards

Budget Report

CHC Collegiate Sports

Clery Report

CSEA MOUs

General Fund Cash Flow Analysis

Summary of Measure M Construction Contract Change Orders and Amendments

PUBLIC COMMENT ON NON-AGENDA ITEMS

- Dr. Huston commented on the earlier discussion of including only activities and events in board reports. She felt this could have been better communicated to faculty.
- Dewey Kelleygray expressed her view that a lack of staff at SBVC has caused significant problems with facilities, grounds maintenance and custodial services. President Williams asked Chancellor Baron to follow up on this.

ADJOURN

President Williams adjourned the meeting at 7:01 p.m. The next meeting of the Board: Board Training, October 12, 2017, 1:00-3:00 p.m.

Meeting of the San Bernardino Community College District Board of Trustees
Study Session Minutes
District Board Room
September 14, 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 1:00 p.m. Trustee Longville led the pledge of allegiance.

PUBLIC COMMENTS ON AGENDA ITEMS

Darnell Hutch
Vester Banner
Michelle Bernay

PRESENTATIONS


KVCR Interim General Manager Lágrimas and several members of the KVCR staff, as well as the FNX Interim Chief Content Manager Micah Wright, addressed the Board of Trustees regarding the future focus of KVCR. They expressed excitement over the station's potential. The presentation and discussion included the following.

- There was a proposal to reorganize staff and add several positions to improve productivity, management efficiency and fundraising capabilities.
- New programming is under development and includes in-house productions, co-productions with regional partners, and new acquisitions like EastEnders, one of Britain's number one programs. Trustee Longville expressed appreciation that KVCR was able to obtain this show for only \$500 per episode.
- A rebranding effort was discussed that would bring KVCR TV 24, FNX, KVCR 91.9 and a new media-based digital magazine platform called TheInland under the umbrella identity of Empire Network.
- The presentation touched on KVCR's vision of partnering with Crafton Hills College to establish a digital arts academy involving CHC creative arts and technologies disciplines. Also included was information about SBVC and KVCR working together to form the Inland Empire Media Academy and other instructional programs.
- President Rodriguez spoke about SBVC's perspective of the current opportunity as the boost its media program needs. She reported that Arts & Humanities Dean Kay Weiss and Faculty Members Diane Dusick and Margaret Worsley are very excited about this program.
- Trustee Longville commented that several board members have been concerned about meshing KVCR more thoroughly into the academic programs. Listening to this presentation makes him more positive that he has been in a long time. He commented on the great deal of work that had obviously gone into this presentation and thanked everyone involved.
- A plan is in place to create a homegrown news production called Empire News that will work with the colleges to integrate faculty and students while providing many intern opportunities.


- General Manager Lágrimas presented the following slide depicting KVCR’s request for expenditure of FCC Auction Proceeds. Trustee Harrison asked for confirmation that the total of the figures on this slide is the total amount of the proceeds being requested. Mr. Lágrimas confirmed that it is.

Our Proposal for Spectrum Funds


KVCR fulfills its true potential and serves the community of the Inland Empire




TV/FM FCC Requirements / Studio Upgrade
✓ \$18,000,000



Co-Production Event Series with PBS
✓ \$1,000,000



3 Year Transitional Support Into Sustainability
✓ FY2017-2018 -- \$2,350,000
✓ FY2018-2019 -- \$2,700,000
✓ FY2019-2020 -- \$410,000



Empire News Production Annual Budget
✓ Year 1 -- \$330,000
✓ Year 2 -- \$632,000
✓ Year 3 -- \$941,000

K V C R
TV 24 | 91.9

K V C R
NIGHTLY
NEWS

SLIDE 25

Chancellor Baron commented that the budget presented covers the FCC upgrade and sustainability of KVCR. What is not included at this point are funds to support the Inland Empire Media Academy. He advised that a unified academy budget is going being requested that includes an endowment for funding the academy in perpetuity.

President Williams verified that \$1.5 million of the costs listed on the Mandatory Transition Funding slide are for the purchase of hard equipment in relation to the transition required by the FCC. Mr. Lágrimas added that the other costs listed in Phase 1 are linked to the installation of this hard equipment because of its anticipated effect on other existing, outdated equipment. President Williams further asked for confirmation of the expenditure initially approved for the transition. Vice Chancellor Torres advised that \$5 million was set aside for the transition in the March 9, 2017 board item tasking the Board of Trustees Budget Committee to develop a strategic plan for the FCC Auction Proceeds.

Mandatory Transition Funding FY2017-2018

**Updated* Three Phase Technological Modernization Plan

Phase	Equipment	Total USD
Phase 1: FCC Repack / VHF Transition and Urgent Control Room and Equipment Upgrade	1 VHF TRANSMITTER AND ANTENNA SYSTEMS	\$3,503,149
	1 CENTRAL APPARATUS ROOM CONSISTING OF 24 RACKS OF EQUIPMENT	\$3,608,269
	1 RADIO TOWER AND ASSOCIATED EQUIPMENT	\$821,119
	1 MASTER CONTROL ROOM AND SUPPORTING SYSTEMS	\$946,559
	1 FIELD PRODUCTION EQUIPMENT	\$167,432
	1 COMPUTER UPGRADES	\$227,400
	1 TRAINING BUDGET - PHASE 1	\$84,667
	1 SERVICES - PHASE 1	\$513,132
	1 ANNUAL SUPPORT CONTRACT	\$66,667
	2 EDIT SUITES (4)	\$505,466
Phase 2: Production optimization, Inland Media Academy launch and ATSC 3.0	2 RADIO STUDIOS	\$692,404
	2 KU BAND UPLINK	\$100,480
	2 4 CAMERA TELEVISION STUDIO & AUDIO CONTROL ROOM	\$3,132,269
	2 TRAINING BUDGET - PHASE 2	\$84,667
	2 SERVICES - PHASE 2	\$513,132
	2 ANNUAL SUPPORT CONTRACT	\$66,667
Phase 3: KVCR / FNX Expansion into innovation and IE Accelerator	3 4 CAMERA NEWS GATHERING PANEL VAN	\$2,236,066
	3 NEWS ROOM SYSTEM	\$677,344
	3 SERVICES - PHASE 3	\$513,132
	3 TRAINING BUDGET - PHASE 3	\$84,667
	3 LOGISTICS	\$169,334
3 CONTINGENCY	\$1,100,000	
Grand Total:		\$17,944,017

**Figures revised since April Board Presentation*

SLIDE 28

Trustee Harrison commented that the Board of Trustees has not received any prior information on an academy endowment. Associate Vice Chancellor Galope confirmed that this is a new concept which is why staff from Crafton had not had time to prepare anything and did not speak earlier. Trustee Viricel confirmed with Associate Vice Chancellor Galope that the proposed funding for the academy would be through FCC auction proceeds. He responded that the concept is in response to Trustee Longville’s initiative that students be more involved in KVCR and has been discussed in the CTE Committee.



President Williams advised that his vote on the proposed funding for KVCR would be contingent upon the additional funding requirements for the academy.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Cassie MacDuff

ADJOURN

The next meeting of the Board: Business Meeting, 4 p.m., September 14, 2017. President Williams adjourned the meeting at 3:07 p.m.

Donna Ferracone, Clerk
SBCCD Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Wei Zhou, President, CHC
PREPARED BY: Dr. Kathy Bakhit, Vice President of Instruction, CHC
DATE: October 12, 2017
SUBJECT: Consideration of Approval of Curriculum Modifications

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Curriculum Modifications.

OVERVIEW

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

ANALYSIS

These courses, certificates and degrees have been approved by the Curriculum Committee of the Academic Senate.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEES APPROVAL
October 12, 2017

COURSE MODIFICATION

COURSE ID	COURSE TITLE
CIS 190A	Web Master Internship

COURSE TITLE: Web Design Work Experience

PREREQUISITE: Successful completion of Web Design coursework relevant to the work experience and instructor approval

MINIMUM SEMESTER HOURS:

FIELD: 60 – 225

CATALOG DESCRIPTION: A one-semester course providing hands-on experience in web page design and web site management supervised by a professional mentor in the web development industry.

Students must work a minimum of 60 hours in a semester to meet the course credit requirements. Weekly hours may vary; for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit.

The work experience must be secured by the student and can either be paid or volunteer work.

SCHEDULE DESCRIPTION: A one-semester course providing hands-on experience in web page design and web site management resulting in an increase in both career awareness and workforce readiness. Students must work a minimum of 60 hours in a semester to meet the course credit requirements. The work experience must be secured by the student and can either be paid or volunteer work.

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

Effective: Fall 2018

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CIS 190B	Network Administration Internship

COURSE TITLE: Network Administration Work Experience

PREREQUISITE: Successful completion of networking coursework relevant to the work experience and instructor approval

SEMESTER UNITS: 1 – 3

MINIMUM SEMESTER HOURS:

FIELD: 60 – 225

CATALOG DESCRIPTION: A one-semester course providing hands-on experience in network design, implementation, support, and administration supervised by a professional mentor in the network industry.

Students must work a minimum of 60 hours in a semester to meet the course credit requirements. Weekly hours may vary; for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit.

The work experience must be secured by the student and can either be paid or volunteer work.

SCHEDULE DESCRIPTION: A one-semester course offering hands-on experience in network design, implementation, support and administration resulting in an increase in both career awareness and workforce readiness. Students must work a minimum of 60 hours in a semester to meet the

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Conjoint Meeting: 09-25-17

Board of Trustees Meeting: 10-12-17

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course credit requirements. The work experience must be secured by the student and can either be paid or volunteer work.

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

Effective: Fall 2018

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CIS 190C	Hardware Technician Internship

COURSE TITLE: Hardware Technician Work Experience

PREREQUISITE: Successful completion of computer hardware coursework relevant to the work experience and instructor approval

SEMESTER UNITS: 1 – 3

MINIMUM SEMESTER HOURS:

FIELD: 60 – 225

CATALOG DESCRIPTION: A one-semester course offering hands-on experience in computer hardware maintenance and user support. This course will offer further expertise to students interested in furthering their skills in hardware and end-user support by exposing them to authentic support scenarios, and coaching by a professional in the field.

Students must work a minimum of 60 hours in a semester to meet the course credit requirements. Weekly hours may vary; for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit.

The work experience must be secured by the student and can either be paid or volunteer work.

SCHEDULE DESCRIPTION: A one-semester course offering hands-on experience in computer hardware maintenance and end-user support. Students must work a minimum of 60 hours in a semester to meet the course credit requirements. The work experience must be secured by the student and can either be paid or volunteer work.

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

Effective: Fall 2018

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CIS 190D	Software Development Internship

COURSE TITLE: Software Development Work Experience

PREREQUISITE: Successful completion of programming coursework relevant to the work experience and instructor approval

MINIMUM SEMESTER HOURS:

FIELD: 60 – 225

CATALOG DESCRIPTION: A one-semester course offering hands-on experience in software development. Exposure to authentic software product development and coaching by a professional mentor in the programming and software development industries.

Students must work a minimum of 60 hours in a semester to meet the course credit requirements. Weekly hours may vary; for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit.

The work experience must be secured by the student and can either be paid or volunteer work.

SCHEDULE DESCRIPTION: A one-semester course offering hands-on experience in programming and software development resulting in an increase in both career awareness and workforce

Curriculum Meeting: 09-11-17

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Board of Trustees Meeting: 10-12-17

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readiness. Students must work a minimum of 60 hours in a semester to meet the course credit requirements. The work experience must be secured by the student and can either be paid or volunteer work.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2018
Rationale: Six-year revision

COURSE ID	COURSE TITLE
CIS 190E	Digital Media Design Internship

COURSE TITLE: Digital Media Design Work Experience

PREREQUISITE: Successful completion of digital media coursework relevant to the work experience and instructor approval

MINIMUM SEMESTER HOURS:

FIELD: 60 – 225

CATALOG DESCRIPTION: A one-semester course offering hands-on experience in digital media design. Exposure to authentic digital media design projects and coaching by a professional mentor in the digital media industries.

Students must work a minimum of 60 hours in a semester to meet the course credit requirements. Weekly hours may vary; for paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit.

The work experience must be secured by the student and can either be paid or volunteer work.

SCHEDULE DESCRIPTION: A one-semester course offering hands-on experience in digital media design. Students must work a minimum of 60 hours in a semester to meet the course credit requirements. The work experience must be secured by the student and can either be paid or volunteer work.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2018
Rationale: Six-year revision

COURSE ID	COURSE TITLE
SOC 100	Introduction to Sociology

CATALOG DESCRIPTION: An introductory study of the basic concepts, theoretical foundations, and methods of sociology. Topics typically include the analysis and explanation of structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and globalization.

SCHEDULE DESCRIPTION: Survey of the basic concepts and theories of society and culture, social organizations, social stratification, social change, and social policy.

Equate: SOC 100 at SBVC
Effective: Fall 2018
Rationale: Six-year revision. Distance Education component was added.

COURSE ID	COURSE TITLE
SOC 100H	Introduction to Sociology - Honors

DEPARTMENTAL RECOMMENDATION: None

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CATALOG DESCRIPTION: An introductory study of the basic concepts, theoretical foundations, and methods of sociology. Topics typically include the analysis and explanation of structure, group dynamics, socialization and the self, social stratification, culture and diversity, social change and globalization. This course includes content and experiences appropriate for students wishing to earn honors credit.

SCHEDULE DESCRIPTION: Survey of the basic concepts and theories of society and culture, social organizations, social stratification, social change, and social policy. This course includes content and experiences appropriate for students wishing to earn honors credit.

Equate: SOC 100H at SBVC

Effective: Fall 2018

Rationale: Six-year revision

DISTRIBUTED EDUCATION

COURSE ID	DISTRIBUTED EDUCATION FORMAT
SOC 100	100% Online

Effective: Fall 2018

Rationale: Six-year revision

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez, President, SBVC
PREPARED BY: Dr. James Smith, Interim Vice President, Instruction, SBVC
DATE: October 12, 2017
SUBJECT: Consideration of Approval of Donation – SBVC

RECOMMENDATION

It is recommended that the Board of Trustees accept the following donation.

OVERVIEW

The following donation is being made to the Automotive Department within the Applied Technology Division at SBVC:

Donations

(75) Shop Manuals

Source

Steve Phillips, Dutton Motors

ANALYSIS

The donation, being made by Steve Phillips, Dutton Motors, is valued at \$3,750.00. This donation is very useful to the Automotive Department as it will allow advanced students to make use of the manuals in their course of study.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Wei Zhou, President, CHC
PREPARED BY: Dr. Kathy Bakhit, Vice President, Instruction, CHC
DATE: October 12, 2017
SUBJECT: Consideration to Approve Advisory Committees

RECOMMENDATION

It is recommended that the Board of Trustees approve the Advisory Committee Members who serve the various academic programs throughout our campus.

OVERVIEW

According to Title 5, all vocational programs must have an Advisory Committee. These committees must be presented and approved by the institution's Board of Trustees.

ANALYSIS

Title 5 of the California Code of Regulations explicitly states that vocational programs serving higher educational facilities must have Advisory Committee's. these Advisory Committees are compiled of CHC faculty, local business, community and industry leaders along with other experts in the field who have extensive knowledge, and/or education, of the subject matter in which they are serving as committee members of. These committee members offer the most up to date knowledge, expertise and guidance through up and coming trends within their chosen field and discipline at hand.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Division			
Advisory Committee	Member	Affiliation	Years on Committee
Career Education and Human Development			
Child Development	Adams, Kathy	San Bernardino Valley College	15
	Blue, Robyn	Crafton Hills College	15
	Bogh, Debbie	Crafton Hills College	15
	Chernobieff, Christine	Christ the King Child Care Center	15
	Colvey, Kirsten	Crafton Hills College	15
	Dial, Troy	Crafton Hills College	15
	Diaz, Gabriela	Redlands High School	10
	Gaitan, Patty	Redlands Day Nursery	15
	Herndon, Deanna	Children's Center	5
	Inland Preschool, Director	Inland Preschool	5
	Kindercare Childcare, Director	Kindercare	10
	Johle, Christina	Crafton Hills College	15
	Knight, Denise	San Bernardino Valley College	15
	Smith, Kimberly	Orangewood High School	10
	Thames, Becky	San Bernardino County Superintendent of Schools	12
	Turnpugh, Stacey	Redlands High School	10
	Wasbotten, Deborah	Crafton Hills College	15
	Wilcox, Amanda	California State University, San Bernardino	10
	Word, Dan	Crafton Hills College	15
Emergency Medical Technician	Holbrook, James	Crafton Hills College	1
	Jeide, William	Professional Expert	2
	Kolodzik, Susan	ICEMA	1
	Loera, Anthony	Crafton Hills College	2
	Molloy, David	AMR – Redlands	2
	Ogaz, Danielle	ICEMA	1
	Page, Andrea	ROP	1
	Patty, Arron	Cal Fire	2

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Watts, Heathers	ICEMA	1
Fire Technology	Alder, Mike, Chief	Crafton Hills College	3
	Bender, Jeff, Chief	Loma Linda Fire Department	7
	Chamberlin, John, Deputy Chief	San Bernardino County	1
	Costello, Mike, Chief	Rancho Cucamonga Fire District	5
	Frazier, Jeff, Chief	Redlands City Fire Department	6
	Gaddy, Duran, Battalion Chief	Cal Fire - San Bernardino	6
	Grayson, Shawn, Chief	Rialto City Fire Department	1
	Hartwig, Mark, Chief	San Bernardino County Fire Department	7
	Janssen, Ron, Battalion Chief	Cal Fire - Yucaipa	4
	Littlefield, Shane, Division Chief	Cal Fire - San Bernardino	5
	McHargue Tim, Chief	Colton City Fire Department	7
	Moore, Michael, Chief	Riverside City Fire Department	3
	Porter, Tim, Assistant Chief	San Bernardino County Fire Department	1
	Smith, Mike, Chief	San Manuel Fire Department	10
	Sullivan, Dan, Faculty Chair	Crafton Hills College	11
	Willis, Jeff, Chief	Big Bear Lake City Fire Department	5
Paramedic	Chao, Kevin	KR & Associates / Customer Service Consulting Firm	5
	Crews, Carly	San Bernardino County Fire Department	2
	Crow, Kathy	Crafton Hills College	6
	Nguyen, Phong, Dr.	Redlands Community Hospital	12

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Drazin, Noelle	AMR - Redlands	5
	Horak, Bernie	San Bernardino County Sheriffs	5
	Kibbey, Bryttany	AMR - Palm Springs	3
	Malinowski, Grant	Cal Fire - Yucaipa	5
	Ogaz, Danielle	ICEMA	2
	Pope, Krista	San Bernardino County Fire Department	2
	Sandez, Ann	San Manuel Fire Department	4
	Tyson, Bob	Redlands Community Hospital	6
	Vasquez, Henry	AMR - Redlands	1
	Word, Dan	Crafton Hills College	6
Radiologic Technology	Anderson, Debra	Arrowhead Regional Medical Center	5
	Bell, Amanda	Arrowhead Regional Medical Center	1
	Huynh, Melissa	Arrowhead Regional Medical Center	3
	Le, Ha, M.D.	Arrowhead Regional Medical Center	7
	Leahy-Curtis, Julie	Arrowhead Regional Medical Center	28
	McAtee, Robert	Crafton Hills College	6
Respiratory Care	Alipoon, Ala	Loma Linda University	15
	Anderson, Dave	San Gorgonio Hospital	6
	Anderson, Debra	Crafton Hills College	5
	Baldwin, Stan	Loma Linda University	2
	Bell, Rey	Crafton Hills College	17
	Bedolla, Sedrick	Eisenhower Medical Center	3
	Broman, Don	Dignity Health	15
	Connelly, Mark	Arrowhead Regional Medical Center	2
	Contreras, Amber	Crafton Hills College	8
	Davidson, James	Corona Regional	15
	Duff, Glen	Riverside Community Hospital	15
	Erickson, Lief	Redlands Community Hospital	15

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Garcia, Ed	Riverside University Health System	1
	Hudson, Tracie	San Gorgonio Hospital	6
	Langdon, Ed	Dignity Health	15
	Musselman, Susan	Riverside Community Hospital	15
	Rafeedie, Nidal	Arrowhead Regional Medical Center	2
	Ramirez, Carol	Totally Kids	15
	Reese, Matthew	Riverside Community Hospital	2
	Rinnander, Paul	Eisenhower Medical Center	5
	Rojas III, Daniel	Crafton Hills College	2
	Scott, Lori	Loma Linda University	2
	Seheult, Roger	Medical Director	6
	Serrano, Thomas	Crafton Hills College	1
	Sheahan, Mike	Crafton Hills College	8
	Taylor, Tom	Loma Linda VA	15
Counseling			
EOPS and DSPS	Andrews, Breanna	Crafton Hills College	5
	Baeza, Mario	California State University, San Bernardino	5
	Boring, Connie	Department of Rehabilitation	5
	Brink, T. L.	Crafton Hills College	5
	Cabrales, Joe	Crafton Hills College	5
	Chavira, Rejoice	Crafton Hills College	5
	Colvey, Kirsten	Crafton Hills College	5
	Coombs, Cathleen	Department of Rehabilitation	5
	Ditchfield, Desmond	Department of Rehabilitation	5
	Edwards, Raemon	Children and Family Services	5
	Fry, Maureen	Crafton Hills College	5
	Kelly, Conor	Redlands Unified School District	5
	Marrujo, Monique	Crafton Hills College	5
	Muskavitch, John	Crafton Hills College	5
	Orta, Rebecca	Crafton Hills College	5

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Rodriguez, Nati	Crafton Hills College	5
	Rosa, Laura	Department of Rehabilitation	5
	Sandy, Hannah	Crafton Hills College	5
	Southerland, Frances	Crafton Hills College	5
	Williams, Amy	University of Redlands	5
Guardian Scholars	Aguilar, Myriam	Children and Family Services	1
	Angel, Guadalupe	Apiranet	1
	Bell, Eva	Crafton Hills College	1
	Bogan, Andrea	Aspiranet	1
	Boyce, Anwar	Walden	1
	Dowdy, Brenda	San Bernardino County Superintendent of Schools – Homeless Education	1
	Harris, Jatori	Independent Living Program	1
	Langford, Krista	Inspire	1
	Lehman, Veronica	Crafton Hills College	1
	Lock, Peter	Redlands Unified School District	1
	Montana, Pam	Children and Family Services	1
	Orta, Rebecca	Crafton Hills College	1
	Perry, Shonie	San Bernardino County Superintendent of Schools – Homeless Education	1
	Pinchback, Bernadette	San Bernardino County Superintendent of Schools	1
	Rawls, Michael	Children and Family Services	1
	Rivera, Marissa	San Bernardino County Economic Development	1
	Robles, Amanda	California State University, San Bernardino	1

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Ruffolo, Mariann	San Bernardino County Workforce Development	1
	Urquidies, Angela	San Bernardino County Superintendent of Schools	1
	Valdez, Olga	San Bernardino County Superintendent of Schools – Foster Youth Services	1
Social, Information and Natural Sciences			
Computer Information Systems	Allen, Denise	Crafton Hills College	14
	Dean, Galen R.	Digital Network Advertising	1
	Hattar, James	Colton-Redlands-Yucaipa Regional Occupational Program	1
	Hergert, Steve	Claremont Graduate University	1
	Mata, Susanne	Deputy Sector Navigator, ICT/DM – Inland Empire/Desert Region	1
	Nimri, David	Cal State San Bernardino and Crafton Hills College	2
	Papp, Edward	Your Consulting Team and Crafton Hills College	2
	Shin, Yui	Redlands High School	7
	Snowwhite, Mark	Crafton Hills College	1
	Yau, Margaret	Crafton Hills college	7

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Diana Rodriguez President, SBVC

PREPARED BY: Dr. Scott W. Thayer, Interim Vice President, Student Services, SBVC
and Dr. James E. Smith, Interim Vice President, Instruction, SBVC

DATE: October 12, 2017

SUBJECT: Consideration to Approve Advisory Committees

RECOMMENDATION

It is recommended that the Board of Trustees approve the Advisory Committee Members who serve the various academic programs throughout our campus.

OVERVIEW

According to Title 5, all vocational programs must have an Advisory Committee. These committees must be presented and approved by the institution's Board of Trustees.

ANALYSIS

Title 5 of the California Code of Regulations explicitly states that vocational programs serving higher educational facilities must have Advisory Committee's. these Advisory Committees are compiled of SBVC faculty, local business, community and industry leaders along with other experts in the field who have extensive knowledge, and/or education, of the subject matter in which they are serving as committee members of. These committee members offer the most up to date knowledge, expertise and guidance through up and coming trends within their chosen field and discipline at hand.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Division			
Advisory Committee	Member	Affiliation	Years on Committee
Applied Technology, Transportation, and Culinary Arts			
Aeronautics	Bonner, David	United Postal Service	3
	Burrows, Michael	Exec. Dir. SBD International Airport	3
	Casillas, David	SBVC/United Postal Service	2
	Fenton, Sherrie	SBVC Faculty	1
	Gablin, Theodore	SBVC Faculty	1
	Gibbs, Mark	San Bernardino Airport	3
	Halabi, Tarif	SBVC Aero Faculty Chair	2
	Hoyt, James	SBVC Faculty	4
	Moore, Allen	SBVC Faculty	8
	Orozco, Debbie	SBVC Counseling	1
	Pike, Mark	Jet Zone	2
	Pritchett, Catherine	San Bernardino Airport	1
	Rice, Larry	OldGuysCFI	3
	Siddiqui, Rehan	World Wide Wings	2
	Snyder, Keith	Ontario Airport	2
	Teegarden, Thomas	SBVC Aeronautics Faculty	4
	Wilkerson, Kenneth	SBVC Aeronautics Lab Tech	2
	Zinn, Wendy	CTE Project Manager	2
Automotive Collision	Bodnar, William	SBVC Automotive Faculty	4
	Bonar, Mark	Snap-On Tools	3
	Cruz, Curtis	Redlands High School	4
	Funn, Wayne	Funtastic Collision	5
	Loera, Manuel	SBVC Automotive Faculty	8
	Molina, Art	SBVC Automotive Faculty	3
	Oliver, Shawn	Thermo Air	3
	Paz, Oscar	Presta Products	4
	Reid, Paul	Pro Spray	4
	Russell, Jeff	SBVC Auto Professional Expert	4
	Scheurer, Mark	Genuine Auto Parts	5

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Sievers, Jerry	SBVC Automotive Faculty	6
	Williams, Mark	SBVC Automotive Faculty Chair	8
	Wilson, Randall	Wilson's Towing	5
	Zinn, Wendy	CTE Project Manager	2
Automotive Technician	Bodnar, William	SBVC Automotive Faculty	5
	Ferguson, Ed	Goodyear Tire	4
	Ferguson, Jim	Goodyear Tire	4
	Hinrichs, Guy	SBVC Automotive Faculty	8
	Jaramillo, Richard	SBVC Automotive Faculty	8
	Ramirez, Richard	SBVC Automotive Faculty	6
	Wilson, Don	SBVC Automotive Faculty	8
	Zinn, Wendy	CTE Project Manager	2
Culinary Arts/Food and Nutrition	Ammerman, Drew	SYSCO	4
	Brewster, Kimberly	Public Health	3
	Geurds, Michael	Job Corps	4
	Hammond, Brian	Teen Challenge	3
	Lea, Brandon	SBVC Culinary Arts Professional Expert	3
	Martinez, Luis	Marriott Hotels	4
	Meyer, Stacy	SBVC Culinary Arts Faculty Chair	8
	Morgan, Marjorie	Apple Valley High School	3
	Moghaddam, Bobby	Riverside City College	3
	Schlinkert, Tamara	SBVC Culinary Arts Lab Tech	4
	Zinn, Wendy	CTE Project Manager	2
Electricity/Electronics	Ababat, Anthony	SBVC Electricity Faculty	2
	Chase, Gerald	SBVC Electricity Faculty	8
	Daraei, Khosrow	SBVC Electricity Faculty	4

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Dowlatabadi, Mohammad	SBVC Electricity Faculty	3
	Falls, Anthony	SBVC Electricity Faculty	5
	Halabi, Tarif	SBVC Electricity Faculty Chair	4
	Haz, Dik	Mettler Toledo	3
	Hill, Travis	SBVC Student	1
	Monin, Craig	Lons Electric	5
	Montgomery, William	SBVC Electricity Faculty	5
	Panjabi, Raj	Ranesco	4
	Raya, Frank	Brenner Fieldler	3
	Romero, Markazan	SBVC Electricity Faculty	4
	Salazar, Sal	FedEx	4
	Saouli, Mohamad	DeVry University	5
	Trujillo, Albert	Sirius	3
	Valle, Samuel	SBVC Electricity Faculty	4
	Zinn, Wendy	CTE Project Manager	2
Heating, Ventilation, Air Conditioning/Refrigeration	Aguilera, Senobio	HVAC Faculty, Riverside City College	2
	Bowlin, Brad	SBVC HVAC/R Faculty	1
	Halabi, Tarif	SBVC HVAC/R Faculty Chair	3
	Husein, Aziz	Climatec	5
	Kelly, Gary	Retired, SBVC	7
	Lawton, Phillip	Kaiser Permanente	6
	Lindeman, Dave	SBVC HVAC/R Faculty	6
	Worley, Ed	Wingate	6
	Zinn, Wendy	CTE Project Manager	2
Machine Trades	Aguirre, David	California Steel	1
	Ortiz, Miguel	SBVC Machine Faculty	6
	Zinn, Wendy	CTE Project Manager	2
Transportation/Diesel	Barretta, Larry	Operating Engineers Training Trust	5
	Castellanos, Rene	Operating Engineers Training Trust	5

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Diskin, Les	SBVC Faculty	4
	Gutierrez, Juan	TCI Leasing	5
	Hernandez, Jose	TCI Leasing	5
	Johnson, Jessica	Penske	4
	Nieuheid, Kurt	Penske	4
	Savietta, Do	Operating Engineers Training Trust	3
	Torres, Thomas	NAPA	4
	Vasquez, Timothy	SBCCD/EDCT	4
	Zinn, Wendy	CTE Project Manager	2
Water Supply Technology	Alvarez, Kit	San Bernardino County Superintendent of Schools	5
	Ariza, Ernest	SBVC Water Faculty	5
	Brandon, Preston	SBVC Water Faculty	1
	Caldwell-Betties, Melita	SBVC Water Faculty	
	Coady, Andy	San Bernardino City Water	5
	Dymally, Edgar	African American Water Leadership Council	1
	Gane, Bill	City of Redlands	3
	Gaylor, Linda	San Bernardino County Superintendent of Schools	5
	Gaynor, Michael	SBVC Water Faculty	1
	Hayes, June	San Bernardino City Water	1
	Holliman, Roanne	SBCCD/EDT	2
	Korisal, Vijay	San Bernardino City Water	3
	Leonard, Nicole	Cucamonga Valley Water District	1
	Levesque, Robert	SBCCD/EDCT	2
	Longville, Susan	Cal State San Bernardino	3
	Louge, Karen	West Valley Water District	1
	Loukeh, Alison	Jurupa Water District	4
	Maestas, Albert	SBVC Water Faculty	1
	Maestas, Mike	SBVC Water Faculty	5

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Martinez, Debra	West Valley Water District	3
	Milroy, Patrick	SBVC Water Faculty	3
	Montelongo, Erni	West Valley Water District	5
	Navarro, Gil	San Bernardino City Water	1
	Nelson, Jack	Jurupa Water District	1
	Perez, Roberta	Cucamonga Valley Water District	5
	Rogers, Clover	Jurupa Water District	1
	Rozul, Byron	Golden State Water Company	1
	San Miguel, Arnold	Association of Government	3
	Schwartz, Rebecca	SBVC Water Faculty	3
	Sepulveda, Joe	City of Redlands	2
	Sturdivian, Gary	East Valley	3
	Valladao, Gary	City of Riverside	4
	Verholtz, Gary	SBVC Water Faculty	4
	Zinn, Wendy	CTE Project Manager	2
Welding/Inspection	Barta, Christopher	CYR-ROP	3
	Bogner, Ed	Miller Sales	2
	Butris, Nabil	SBVC Welding Faculty	3
	Cacho, Bryce	SBVC Welding Faculty	3
	Campa, Mario	California Steel	2
	Comiskey, Daniel	SBVC Welding Faculty	3
	Estrada, Gil	SBVC Inspection Faculty	4
	Garcia, Jose	San Bernardino Steel	2
	Grossman, Jeremy	Airgas	3
	Hernandez, Ramon	SBVC Inspection Faculty	3
	Houts, Robert	SBVC Inspection Faculty	4
	Ito, Dennis	Lyman Engineering	3
	Krehbiel, Deanna	SBCCD/EDCT	2
	Milligan, Joshua	SBVC Welding Faculty Chair	3
	Moreno, Robert	Fontana High School	2
	Rubio, Eddie	SBCCD/EDCT	2
	Smith, Bryan	UA Local 364 Apprenticeship Program	2

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Wellenstein, Nicholas	SBVC Welding Faculty	3
	Zinn, Wendy	CTE Project Manager	2
Arts & Humanities			
Graphic Design/Multimedia	Bartman, Vincent	Designer, Concordia Supply	1
	Bourbeau, Ron	3D Designer, PlayDek Games Adjunct Instructor, SBVC, CHC, RCC – Norco	2
	Bouskill, Brian	Freelance Web Designer Professor, Mt. SAC	2
	Butterfield, John	Freelance Designer Adjunct Instructor, SBVC	3
	Caughman, Rick	Art at 5th Alley La Adjunct Instructor La Sierra University and SBVC	1
	Gomez, Ed	Assistant Professor, CSUSB Director, Mexi Cali Biennial	1
	Huntoon, Christopher	Student, SBVC	1
	Jon Kawa	Photographer, Jon & Karlie Photography Adjunct Instructor, SBVC	3
	Kawa, Karlie	Instructor, Platt College Adjunct Instructor, SBVC Freelance Designer	3
	Kates, Phillis	Owner, PK Designs	2
	McGovern, Tom	Professor, CSUSB	2
	Oakes, Andrew	Owner, Green Acres Designs Assistant Professor, CSUSB	1

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Poore, Jacob	Coyote Advertising Manager, CSUSB Adjunct Instructor CSUSB Board of Directors, AAF- D15	1
	Ruiz, Xavier	Supplemental Instructor, SBVC	2
	Sasse, Gene	Owner/Photographer Gene Sasse Photography	1
	Steffel, Beth	Assistant Professor/Graphic Design, CSUSB	2
	Wessels, Kathy	Freelance Marketing Consultant	1
	Zerovnik, Greg	Marketing and Advertising Consultant/Educator La Sierra University CSU Monterey Bay University of Redlands	2
Radio, Television & Film	Audet, Anthony (A.J.)	Ind. Film Producer	10
	Bernal, Jonathan	Broadcast Engineer Teacher, Hesperia HS	1
	Berkebile, Meta	Former RTVF Adjunct	6
	Bibo, Keven	Assistant Principal Career Technical Education Palm Desert High School	15
	Blankhand, Ron	Multimedia Director, TLM	1
	Dulock, Rick	Radio Producer, KVCR	15
	Encia, Edward	Producer, Vid-Atlantic	1
	Felton, Gabriel	Producer, Rialto Ch 3	10
	Fisher, Kevin	Citrus Valley High School, Redlands	2
	Galang, Mark	Media Specialist RUSD	3
	Hatter, James	Community Recruiter, CRY-ROP	1

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Layon, Klyde	Channel 3, City of San Bernardino	1
	Lyons, Kevin	RTVF Adjunct prof	2
	Mario, Maala	Multimedia Coordinator, Cal-Trans	1
	Martin, Joe	Production Supervisor, KMIR	1
	Miller, Ivan	Producer, Wanted-Productions	1
	Peratt, Gretchen	Camp Coordinator and Teacher, Apple Valley HS	1
	Perry, Angela	City of Rialto Media	15
	Rippetoe, James	RTVF Adjunct	10
	Salvador, Michael	CSUSB Comm Faculty	5
	Snyder, Carol	Community Member	1
	Sousa, Nicholas	Univ. of Redlands Media	5
	Story, Bomani	Ind. Film Producer	10
	Trewhella, Donna	KVCR Producer	6
	Trotter, James	Producer, CSUSB	1
	Williams, Cheryl	City of Redlands Producer	15
	Wymer-Lucero, Dereck	Multimedia Coordinator, SB County	1
Library and Learning Support Services			
Library Technology	Carter, George P.	San Bernardino County Law Library	6
	Erjavek, Ed	Director, San Bernardino Public Library	12
	Evans-Perry, Virginia	San Bernardino Valley College	8
	Gideon, Angie	San Bernardino Valley College	20
	Huston, Celia	San Bernardino Valley College	15
	Mestas, Marie	San Bernardino Valley College	20

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Voisard, Steve	San Bernardino Valley College	20
	Wall, Patti	San Bernardino Valley College	18
Mathematics, Business & Computer Technology			
Accounting	Bowlby, Barb	Certified Public Accountant	8
	Chen, Ron	Professor, California State University, San Bernardino	8
	Courts, Janet	Accounting Professor, San Bernardino Valley College, Certified Public Accountant	12
	Huh, Sung-Kyoo Dr.	Accounting Professor, California State University, San Bernardino	8
	Jin, Jon	Accounting Professor, California State University, San Bernardino	8
	Kritzberg, Joan	Retired Certified Public Accountant	8
	Lillie, Rick Dr.	Certified Public Accountant	8
	Marion, David	Certified Public Accountant	8
	Orejel, Alicia	Certified Public Accountant	8
	Sarwar, Ghulam	Finance Professor, California State University, San Bernardino	8
	Taylor, Colleen	Certified Public Accountant	8
	Wilson, Matt	Certified Public Accountant	8
Business Administration	Alexander, Todd	Certified Public Accountant	8
	Assumma, Michael	Department Chair – Business, San	12

Division			
Advisory Committee	Member	Affiliation	Years on Committee
		Bernardino Valley College	
	Austin, Robert	Vice President, Crawford Investment Company	8
	Collins, Rodney (DDS)	Orange Tree Dental, Redlands CA	8
	Galindo, Michael	District Manager, Firestone Bridgestone Corp	8
	Magness, John	Senior Vice President, Hillwood Investment Properties	8
	Newman, Eric	Department Chair-Marketing, California State University, San Bernardino	8
	Stauble, Vernon	Retired Business Professor, San Bernardino Valley College	10
	Underwood, Bruce	Business/Accounting Professor, San Bernardino Valley College	5
Computer Information Technology/Computer Science	Brady, Jason	Web Developer, San Bernardino Community College District	6
	Brunke, Jeff	Network Engineer, San Manuel Indian Bingo and Casino	2
	Engel, Aline	Independent IT Contractor	2
	Gomez, Raymond	Systems Analyst, Stater Bros.	2
	Hughes, Christopher	Technical Services Manager, Loma Linda University Medical Center	3
	Lugo, Peter	Automated Systems Engineer, Arrowhead Regional Medical Center	2

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Mulcahy, Brandon	IT Manager, Enkosystems	4
	Nunn, Justin	Operations Manager, Dk MTN Enterprises	2
	Orpilla, Paul	Payment poster, Arrowhead Orthopedics	2
	Planscena, Hector	Automated Systems Technician, Arrowhead Regional Medical Center	2
	Ramos, Cole	Operations Manager, UPS	2
	Shin, Yui	Teacher, Colton Redlands Yucaipa ROP	8
	Stanton, Karen	Coordinator - Western Academy Support & training Center, Networking Academy	8
Real Estate	Chatfield, Walter Dr.	Retired Economics Professor, San Bernardino Valley College	10
	Dulgeroff, James Dr.	Economics Professor, San Bernardino Valley College	10
	Kridle, Lyne	Administrative Executive, Inland Empire Institute of Estate Management (IREM) Certified Property Manager	8
	Luevana, Maria	Tarbell Realty, Manager	8
	Nagy, John	Residential Appraiser, San Bernardino	8
	Nydam, Don	Totally for Kids, Owner Real Estate Investor	8
	Sims, Alan	General Appraiser Expert Witness – Loan Fraud	8

Division			
Advisory Committee	Member	Affiliation	Years on Committee
Retail Management	Assumma, Michael	Department Chair, Business – San Bernardino Valley College	12
	Etchinson, Ashley	Norco College	8
	Hall, Kelley	College of the Desert	8
	Ingoglia, Joe	Safeway/Vons Markets	8
	Jones, Laura	Stater Bros. Markets	8
	Kester-Phipps, Cherie	Western Association of Food Chains, Inc.	8
	Thomas , Vanessa	Chaffey College	8
	Van Dine, Barbara	Smart & Final/Henry's Markets	8
	Zubiate, Jennifer	Ralph's and Food 4 Less Markets	8
Science			
Architecture	Anton, Michael	Instructor, SBVC	20
	Jorgensen, Judy Zak	Faculty, SBVC	20
	Sarenana, Chris	Instructor, SBVC	10
Graphic Information Systems (GIS)	Cruz, Michael	Alumnus, SBVC	5
	Conrad, Robert	Instructor, SBVC	3
	Davis, Cynthia	Alumna, SBVC	3
	Donoghue, John	Instructor, SBVC	2
	Enstrom, Vanessa	Instructor, SBVC	2
	Gonzalez, Juan	Instructor, SBVC	4
	Heibel, Todd	Faculty Chair, SBVC	4
	Hidalgo, Alma	Instructor, SBVC	6
	Hrdlicka, Rick	Director, Technology Service, SBVC	3
	Johnson, Wallace	Dean, Social Science, Human Development, and Physical Education, SBVC	2
	Jorgensen, Judy Zak	Faculty, SBVC	2
	King, Melissa	Faculty, SBVC	2
	Krizek, Jeffrey	Instructor, SBVC	4
	Levesque, Robert	Manager, Workforce Development	2

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Maniaol, Albert	Dean, Applied Technology, transportation, and Culinary Arts, SBVC	3
	Mukundan, Ramaa	Instructor, SBVC	3
	Murillo, Joan	Faculty, SBVC	2
	Nimako, Solomon	Instructor, SBVC	2
	Rogers, Clover	Alumna, SBVC	2
	Weiss, Kay	Dean, Arts and Humanities, SBVC	4
Pharmacy Technology	Amador, Brian	Pharmacist, San Bernardino Community Hospital Pharmacy Instructor, SBVC	6
	Bangasser, Susan	Dean, Science (Retired) and SBVC Foundation	10
	Barta, Julette	Program Manager, CRY ROP Pharmacy Instructor, SBVC	3
	Bryson, Shaunna	Pharmacy Technician, LLUMC	4
	Burnham, Lorrie	Interim Dean, Science, SBVC	1
	Chota-Ontiveros, Doris	Pharmacy Technician, Loma Linda Children's Hospital Pharmacy Instructor, SBVC	6
	Curasi, Gina	Counselor, SBVC	4
	DeCoursey, Ryan	Pharmacy Technician, Sales Manager	4
	Durazo, Daniel	Pharmacy Technician, Dignity Health	5
	Furr, Yvonne	Pharmacist, LLUMC (Retired) Pharmacy Instructor, SBVC	10
	Gabriel, Shandrea	Licensed Pharmacy Technician, SBVC Student	2
	Gascon, Mary	Pharmacy Technician Instructor, UEI	10

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Geirman, Joseph	Director of Pharmacy, Beaver Medical Group	25
	Glenny, Scott	Pharmacist, Loma Linda Children's Hospital	10
	Halcon, John	Manager, Walgreens	10
	Hatter, James	Program Manager, CRY ROP Pharmacy Instructor, SBVC	15
	Lopez, Kim	Pharmacy Technician, Loma Linda Children's Hospital Pharmacy Instructor, SBVC	20
	Seraj, Majid	Pharmacist, LLUMC	25
	Seraj, Robyn	Ascend Pharmaceutical, Pharmacy Technician Pharmacy Instructor, SBVC	25
	Wells, Carol	Director/Associate Dean, Nursing Program, SBVC	3
	Williams, Sandra	Manager, CVS Pharmacy	20
Psychiatric Technology	Akers, Elaine	Faculty	6
	Alsip, Andee	Faculty	3
	Asif, Obed	Faculty	2
	Bangasser, Susan	Public	5
	Beasley, Larry	Public	2
	Booth, Kim	Faculty	3
	Cretarola, Scott	Public	4
	Dubois-Eastman, Kim	Faculty	4
	Estrada, Laura	Faculty	1
	Gutierrez, Nereida	Public	2
	Harris, Christine	Adjunct	2
	Jackson, Dennis	Public	5
	Klingstrand, Marianne	Faculty	5
	Martinez, Isabelle	Faculty	2
	Maurizi, Tamara	Faculty	5
	Molle, Laura	Adjunct	2
	Nolan, Rosilyn	Faculty	3

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Penniman, Walter	SBVC Adj.	2
	Reeves-Maxey, La Tanya	Anderson School	2
	Reyes, Jun	Public	2
	Reynolds, Avuse	Public	3
	Richard, Rose	Public	2
	Stowell, Jeni	Public	2
	Wyatt, Marcia	Faculty	3
Registered Nursing	Ankerman, Katheryn	Dignity/St. Bernardine's Med Ctr.	1
	Bangasser, Susan	Private	10
	Baze, Sue	Redlands Community Hospital	7
	Benart, Nancy	Redlands Community Hospital	1
	Booth, Kim	Arrowhead Regional Med Ctr.	2
	Brown, Pat	San Gorgonio Memorial Hospital	1
	Castillo, Yubitza	Adjunct	1
	Chitrathorn, Puttachart	Adjunct	7
	Cora, Young	Dignity/St. Bernardine's Med Ctr.	1
	Cozart, Barbara	Community Hospital SB	20
	Cruze, Joan	Dignity/St. Bernardine's Med Ctr.	7
	D'Jhoanna, Kelley	Adjunct	4
	Davis, Hope	Dignity/St. Bernardine's Med Ctr.	1
	DeMarco, Sandi	Adjunct	15
	Drennan, Rynda	San Gorgonio Memorial Hospital	1
	Dubois-Eastman, Kim	Faculty	4
	Duran, Shirlee	Adjunct	1
	Fender, Rochelle	Faculty	8
	Freude, Gayle	San Gorgonio Memorial Hospital	3
	Hardas, Daisey	Arrowhead Regional Med Ctr.	2
	Henry, Michelle	Adjunct	1
	Hill, June	Faculty	22

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Horn, jaqueline	Adjunct	2
	Hubbell, Daniel	Adjunct	1
	Huddell, Ravanzo	Adjunct	1
	Jackson, Beverlyn	Adjunct	4
	Kappattil, Reshmi	Adjunct	3
	Lola, Tawnia	Jerry L. Pettis Memorial VA Hosp.	1
	Lopez-Flores, Doris	Adjunct	1
	Mahoe, Shyla	Adjunct	2
	Massad, Sana	Faculty	1
	Maurizi, Tamara	Faculty	21
	Morkas, Mona	Dignity/St. Bernardine's Med Ctr.	1
	Nelson, Kim	San Gorgonio Memorial Hospital	7
	Nolan, Rosilyn	Community Hospital SB	21
	Obra, Violeta	Faculty	14
	Ornelas, Carmelita	Adjunct	4
	Ortiz, Grace	Adjunct	8
	Padgett, Desiree	Adjunct	4
	Pascale, Melody	Adjunct	1
	Puerto, Sofia	Jerry L. Pettis Memorial VA Hosp.	15
	Schroder, Geoff	Adjunct	10
	Simental, Yolanda	Faculty	7
	Sumar, Shahla	Adjunct	2
	Tran, Bao	Adjunct	8
	Tumang, Mimi	Adjunct	1
	Valdez, Maria	SBVC Psych Tech	6
	Vara, Richard	Adjunct	6
	Weaver, Teresa	Faculty	2
	Wells, Carol	Asst. Dean	4
	Wysocki, Gwen	Loma Linda University Med Ctr.	15
Social Sciences, Human Development & Physical Education			
Child Development	Adams, Kathryn	SBVC Child Development, Contract Faculty Co- Chair	20

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Arch, Patty	Redlands Day Nursery, Site Director	1
	Barnett, Kellie	SBVC Child Development, Contract Faculty	13
	Bogarin, Alex	Rialto Unified School District, Early Education Administrator	1
	Drew, Linda	San Bernardino Teddy Bear Tymes Child Development Center, Director	8
	Knight, Denise	SBVC Child Development, Contract Faculty Co-Chair	22
	Krizek, Pat	Rialto Unified School District, Director Early Education	2
	Martin, Juliann	SBVC Child Development, Retired Faculty	2
	McLaren, Meridyth	CHC Child Development, Faculty Chair	10
	Price, Brandi	SBVC Child Development, Adjunct Faculty	4
	Resendez, Kathie	San Bernardino County Superintendent of Schools, Early Learning specialist	3
	Terrell, LaTrenda	San Bernardino Preschool Services, Education Coordinator	4
	Thompson, Melissa	Moreno Valley College Child Development, Contract Faculty	3
	Wallick, Amber	SBVC Child Development, Adjunct Faculty	2
	Wasbotten, Deborah	CHC, Child Development Center Director	5

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Wilcox-Herzog, Amanda	CSUSB Human Development, Contract Faculty	5
Criminal Justice	Alfaro, Glen	Academy Director for San Bernardino Sheriff Department	8
	Buckley, Patrick	Administration of Justice Faculty	8
	Chencharick, John	Police Academy Faculty	8
	Dickey, Stephen	Police Academy Faculty	8
	Fagan, Greg	Law Enforcement	8
	Galvez, Pierre	Chief of San Bernardino Community College District	8
	Gonzales, Amelia	Criminal Justice Secretary	1
	Huddy, Billy	Public Safety	1
	Johnson, Wallace	Dean	1
	Kuhs, Terry	Public Safety	1
	O'Brine, Robert	Law Enforcement	1
	Paulino, Joseph	Chief of San Bernardino County Unified School District	8
	Stuart, Doris	Police Academy Coordinator	8
Human Services	Bolter, Richard	Riverside County, DUI Coordinator	1
	Chagolla, Daniel	Cedar House Life Change Center, Director/CEO	1
	Degnan, Russel	New Hope, Director of Operations	1
	Hughes, Tina	San Bernardino Recovery Center, Inland Valley Recovery Services, Coordinator	1
	Lozano-Cox, Maria	SBVC Human Services, Adjunct Faculty	7

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Moneymaker, Melinda	SBVC Human Services, Assistant Professor/Faculty Chair	7
	Nelson, Brandy	SBVC Human Services, Contract Faculty	4
	Prewitt, Cynthia	SBVC Human Services, Adjunct Faculty	7
	Ruiz, Angelica	San Bernardino County Technical Assistance Department, Program Coordinator	1

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: Kristina Hannon, Director, Human Resources
DATE: October 12, 2017
SUBJECT: Consideration of Acceptance of Employee Resignation

RECOMMENDATION

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

OVERVIEW

The employee on the attached list is 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					
October 12, 2017					
Name	Position	Department	Site	Years of Service	Last Date of Employment
Glen Kuck	Associate Vice Chancellor, TESS	TESS	DIST	15	10/2/17

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: October 12, 2017
SUBJECT: Consideration of Approval Not to Grant Any Sabbatical Leaves for the 2018-19 Academic Year

RECOMMENDATION

It is recommended that the Board Trustees not grant any sabbatical leaves for the 2018-19 academic year.

OVERVIEW

The process for awarding sabbatical leaves is based on the bargaining agreement, Article 18, Section H.1. (a) between SBCCD and the CTA. The Sabbatical Leave Committee at each college will evaluate each proposal and forward the applications and recommendations to the District Sabbatical Leave Committee. The District Sabbatical Leave Committee shall forward its recommendations to the Chancellor for review and any recommendation to the Board.

If the Board determines to grant any sabbatical leaves for the following year, employees are notified of the number of sabbatical leaves granted by the Board.

ANALYSIS

Due to the decline in 2016-17 enrollment, SBCCD has been placed in stabilization by the State Chancellor's Office. In addition, the current budget forecast includes deficit spending for the next three years. In light of these circumstances, it is recommended that no sabbatical leaves be granted for the 2018-19 academic year.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Approval of this board item will not impact the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

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

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

DATE: October 12, 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		
October 12, 2017		
San Bernardino Valley College		
Name	Course Subject	Discipline Per Minimum Qualifications
Bernardo, Yecica	Career Exploration & Life	Counseling
Chambers, Tyler	Blueprint for the Workplace; Blueprint for Customer Service; Job Search Strategies; Positive Strategies for New Employment	Vocational Education (short-term): Noncredit
Glover, Earline	Career Exploration & Life	Counseling
Grimes, Kim L.	Blueprint for the Workplace; Blueprint for Customer Service; Job Search Strategies; Positive Strategies for New Employment	Vocational Education (short-term): Noncredit
McGee, Kellie R.	Fitness	Kinesiology
Melgar, Luisa	Fundamentals of Nursing; Medical-Surgical Nursing	Nursing
Padron, Angela	Blueprint for the Workplace; Blueprint for Customer Service; Job Search Strategies; Positive Strategies for New Employment	Vocational Education (short-term): Noncredit
Roller, Gayle	Freshman Composition	English
Scott, Joshua S.	Principles of Microeconomics	Economics
Villarreal, Carissa	Fundamentals of Nursing; Medical-Surgical Nursing	Nursing
Zardkoohi, Sohrab	Introduction to Baking; Advanced Baking	Culinary Arts/Food Technology

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: October 12, 2017
SUBJECT: Consideration of Approval of Amendment of Transfer for Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the effective date amendment to the transfer and change of assignment for the employee on the attached list.

OVERVIEW

The employee on the attached list is submitted for approval.

ANALYSIS

The employee went through the internal recruitment process and is recommended for the position.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

Transfer of District Employees

October 12, 2017

Name	From Position	From Site	To Position	To Site	Effective Date	Schedule	Range /Step	Amount	New/ Replacing	Fund
Jonathan Mendigorin	Campus Security Officer	DIST	Custodian	SBVC	Amended from 8/18/17 to 9/18/17	Classified	27/E	\$3,459 per month	Gustavo Cruz	Custodial 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: Kristina Hannon, Director, Human Resources
DATE: October 12, 2017
SUBJECT: Consideration of Approval of Appointment of District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment, 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

October 12, 2017

Name	Department	Site	Position	Start Date	Schedule	Range /Step	Amount	New/ Replaces	Fund	Live Scan Clearance
Nguyen Phan	Facilities/Planning and Construction	DIST	Environmental Health and Safety Administrator	10/02/17	Management	12/C	\$87,610.33 Annually	Whitney Fields	Facilities/Planning and Construction General Fund	09/11/17
Janet Perez	Human Resources	DIST	Human Resources Generalist	10/13/17	Confidential	3/A	\$4,968.62 monthly	Erica Mosley	Human Resources General Fund	8/10/17
Latasha Smith	Human Resources	DIST	Human Resources Coordinator	10/13/17	Confidential	1/A	\$3,923.41 Monthly	New Approved Reorg	Human Resources General Fund	9/08/17
Brandy Perez	Human Resources	DIST	Human Resources Coordinator	10/13/17	Confidential	1/B	\$4,119.54 Monthly	New Approved Reorg	Human Resources General Fund	8/16/17
Andrew Gebara	Fire Technology	CHC	Secretary I	10/13/17	Classified	29/A	\$2,992.00 Monthly	New	Strong Workforce	5/5/17
Artour Aslanian	Research & Planning	CHC	Research Analyst	10/13/17	Classified	54/A	\$5,543.00 Monthly	New	Student Equity & SSSP	9/6/17
Sahar Khadjenoury	KVCR	DIST	Tribal Liaison	10/13/17	Management	8/A	\$65,373.96 Annually	Francisco Blanquet	KVCR General Fund	7/6/17
Devvree Carrillo	Police Department	DIST	College Security Officer	10/30/17	Classified	29/A	\$2,992.00 Monthly	Gina Yap-Gonzalez	Police Department General Fund	Pending
Darren Moore	Police Department	DIST	College Security Officer	10/30/17	Classified	29/A	\$2,992.00 Monthly	Ryan Garcia	Police Department General Fund	Pending
Melanie Gonzales	Human Resources	DIST	Human Resources Generalist	10/30/17	Confidential	3/A	\$4,968.62 Monthly	New Approved Reorg	Human Resources General Fund	9/19/17

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: Kristina Hannon, Director, Human Resources
DATE: October 12, 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

October 12, 2017

Name	From Position	From Site	To Position	To Site	Effective Date	Schedule	Range /Step	Amount	New/ Replacing	Fund
Kristin Garcia	Admissions & Records Technician	CHC	Admissions & Records Evaluator	CHC	10/13/17	Classified	42/A	\$4,123.00 Monthly	New	SSSP

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: October 12, 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		
October 12, 2017		
Crafton Hills College		
Name	Assignment	Date
Carissa Cardenas	Counseling	10/13/2017-12/31/2017
Michael Easklake	Tech Services	10/13/2017-06/30/2018
Laura Gutierrez	Health & Wellness	11/01/2017-06/30/2018
Amber Neyses	Counseling	10/13/2017-12/31/2017
Jordan Mack	Department of Student Life	8/1/2017-6/30/2018
Christine Johnson	Anatomy & Physiology	8/18/2017-6/30/2018

District Volunteers		
October 12, 2017		
Valley College		
Name	Assignment	Date
Adam Arias	President's Office/Marketing	10/13/2017-12/31/2017
Charles Maddox	Student Services/DSP&S	10/13/2017-12/22/2017
Hector Torres	President's Office/Marketing	10/13/2017-12/31/2017

District Volunteers		
October 12, 2017		
District		
Name	Assignment	Date
Shareen Awad	KVCR Development	10/13/17 – 12/31/17
Charles Bocage	KVCR Development	10/13/17 – 6/30/18
Victoria Ortiz	KVCR Development	10/13/17 – 6/30/18
June Yamamoto	KVCR Development	10/13/17 – 6/30/18
Gabrielle Brewer	KVCR Development	10/13/17 – 6/30/18
Candace Grant	KVCR Development	10/13/17 – 6/30/18
Marisa Dubas	KVCR Development	10/13/17 – 6/30/18
Kathleen Fanning	KVCR Development	10/13/17 – 6/30/18
Sylvia Woodard	KVCR Development	10/13/17 – 6/30/18
Demetria Lee	KVCR Development	10/13/17 – 6/30/18
Tom Cassel	KVCR Development	10/13/17 – 6/30/18
Mike Ramos	KVCR Development	10/13/17 – 6/30/18
Shirley Ponder	KVCR Development	10/13/17 – 6/30/18
Kay Ramos	KVCR Development	10/13/17 – 6/30/18
Lupe Navarro	KVCR Development	10/13/17 – 6/30/18
Raewyn Orlich	KVCR Development	10/13/17 – 6/30/18
Michael Orlich	KVCR Development	10/13/17 – 6/30/18
Robert Patterson	KVCR Development	10/13/17 – 6/30/18
Taryn Damorp	KVCR Development	10/13/17 – 6/30/18
Michelle O'Brien	KVCR Development	10/13/17 – 6/30/18

Charlotte Woosley	KVCR Development	10/13/17 – 6/30/18
Brad Woosley	KVCR Development	10/13/17 – 6/30/18
Elias Obeid	KVCR Development	10/13/17 – 6/30/18
Cecilia Burch	KVCR Development	10/13/17 – 6/30/18
Jamal Carr	KVCR Development	10/13/17 – 6/30/18

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: October 12, 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	Chief of Police	11/1/17	12/31/17	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: 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: October 12, 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 2017-2018 budget.

Non Instructional Pay					
Crafton Hills College					
October 12, 2017					
Academic Year 2017-2018					
Name	Project	Start Date	End Date	Hours/ Not to Exceed	Funding Source
Begley, David	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Bullock, Scott	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Burke, Jeff	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Chairez, Octavio	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Dinu, Razvan	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Enciso-Villasenor, Jairo	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity

Garcia, Maria	Health and Wellness Center Nurse	1/01/2018	5/31/2018	422	Student Health Services
Gibson, Kathleen	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Grigsby, Michael	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Gutierrez, Juan	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Hamlet, Ryan	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Hidalgo, Joshua	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Jacinto, Christopher	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Juan, Shirley	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Lastra, Ulises	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity

Leon, Ralph	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
McCoy, Danielle,	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Meekins, Jack	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Moruzzi, Ryan	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Nguyen, Keim	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Nguyen, ThuVan	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Page, Tony	Outreach for Career and Technical Education Programs	7/1/2017	6/30/2018	100	CTE Transitions Grant, Enhancement Grant, and RAMP-UP Grant
Piamonte, Rennard	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity

Pierce, Leah	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Punsalan, Kevin	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Ramirez, Robert	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Reid, Shirley	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Robinson, Jesse	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Roche, Joshua	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Sadiq, Fahima	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Seager, Elena	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity

Smith, Debra	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity
Smith, Jeff	California Acceleration Project High Impact Design Principles Retreat, Mathematics	9/22/2017	9/22/2017	2	Student Equity

Non Instructional Pay					
Valley College					
October 12, 2017					
Name	Project	Start Date	End Date	Hours/ Not to Exceed	Funding Source
Bourbeau, Ron	To conduct curriculum research and writing for the Digital Arts program in conjunction with the Strong Workforce Grant.	10/13/2017	12/31/2017	26	Strong Workforce Grant
Kawa, Karlie	To conduct curriculum research and writing for the Digital Arts program in conjunction with the Strong Workforce Grant.	10/13/2017	12/31/2017	26	Strong Workforce Grant
Loukeh, Alison	Developing and updating Water Supply Technology curriculum for career pathways.	10/13/2017	12/22/2017	20	Perkins Grant

Regner, Don	Developing and updating Electricity/Electronics curriculum for career pathways.	10/13/2017	12/22/2017	80	Strong Workforce Program Grant
Romero, Markazan	Provide tutoring for students, mentoring and support.	10/13/2017	12/22/2017	100	Electricity/Electronics Perkins Funding
Runas, Arnolfo	Developing and updating Electricity/Electronics curriculum for career pathways.	10/13/2017	12/22/2017	80	Strong Workforce Program Grant
Valle, Samuel	Provide tutoring for students, mentoring and support.	10/13/2017	12/22/2017	100	Electricity/Electronics Perkins Funding

Non Instructional Pay					
District					
October 12, 2017					
Name	Project	Start Date	End Date	Hours/ Not to Exceed	Funding Source
Mark McConnell	Serve on hiring committees outside of school year	6/28/17	07/31/17	20	Human Resources General Fund
Romana Pires	Serve on hiring committees outside of school year	8/7/17	8/23/17	20	Human Resources General Fund
Celia Huston	Accreditation Liaison Officer and Faculty co-chair for San Bernardino Community College District will develop and run the Program Review for the District	6/8/17	6/30/18	600	IEPI Funds
Kevin Lyons	Evaluation Committee Work	7/1/17	11/30/17	2	Human Resources 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: Kristina Hannon, Director, Human Resources
DATE: October 12, 2017
SUBJECT: Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Professional Expert, Short-Term, and Substitute Employees.

OVERVIEW

The following list of Professional Expert, Short-Term, and Substitute Employees is submitted for approval and is certified to be in accordance with California Education Code section 88003.

ANALYSIS

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

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

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

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Professional Expert Hourly Employees

October 12, 2017

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Jonathan Langley	Tutoring Center	CHC	Tutor II	7/1/17	8/10/17	\$12.00
Jonathan Brinkerhoff	Tutoring Center	CHC	Tutor III	7/1/17	8/10/17	\$14.00
Jordan Montejano	Tutoring Center	CHC	Tutor III	8/10/17	8/11/17	\$14.00
Clyde Williams	EDCT	DIST	Program Assistant	10/13/17	12/31/17	\$30.00
Vicente Nacario	EDCT	DIST	Program Assistant	9/28/17	12/31/17	\$49.00
Andrew Ortiz	EDCT	DIST	Workforce Development / PDC Trainer	10/13/17	12/30/17	\$20.00
Lisa Harper	EDCT	DIST	Workforce Development / PDC Trainer	7/17/17	12/30/17	\$60.00
Robert Cotton	EDCT	DIST	Workforce Development / PDC Trainer	10/13/17	12/30/17	\$50.00
Samuel Valle	EDCT	DIST	Workforce Development / PDC Trainer	10/13/17	12/30/17	\$50.00
Sharon Pierce	EDCT	DIST	Workforce Development / PDC Trainer	10/13/17	12/30/17	\$50.00
Tina Gonzalez	EDCT	DIST	Workforce Development / PDC Trainer	10/13/17	12/30/17	\$15.00
Aditya Putcha	KVCR	DIST	Content Specialist	10/13/17	12/31/17	\$30.00
Amanda Mellard	KVCR	DIST	Content Specialist	8/10/17	12/30/17	\$25.00

Benjamin Purper	KVCR	DIST	Content Specialist	9/15/17	12/30/17	\$16.00
Jean Demery	KVCR	DIST	Content Specialist	10/13/17	12/31/17	\$30.00
Karen Moreno	KVCR	DIST	Content Specialist	8/01/17	12/30/17	\$20.00
Bradley J Greenwell	KVCR	DIST	Editor	10/14/17	12/30/17	\$30.00
Damue Bagwell	KVCR	DIST	Editor	10/13/17	12/31/17	\$25.00
Daniel Adame	KVCR	DIST	Editor	7/17/17	12/30/17	\$28.00
Kevin Morris	KVCR	DIST	Editor	7/1/17	12/30/17	\$20.00
Weldon Grover	KVCR	DIST	Editor	10/13/17	12/30/17	\$19.00
Andrea Caldera	Mathematics, Business & CIT	SBVC	Program Assistant	10/13/17	12/30/17	\$25.00

Short Term Hourly Employees**October 12, 2017**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Colton Young	Aquatics	CHC	Lifeguard	10/13/17	12/31/17	\$12.00
Karlee Nault	Aquatics	CHC	Lifeguard	9/15/17	12/31/17	\$12.00
Kathleen Ward	Aquatics	CHC	Lifeguard	9/15/17	12/31/17	\$12.00
Skyler McGiveron	Aquatics	CHC	Lifeguard	10/13/17	12/31/17	\$12.00
Leonard Michelson	Aquatics	CHC	Project Assistant II	10/13/17	12/31/17	\$12.00
Robert Blackford	Art	CHC	Model (Undraped)	9/25/17	12/21/17	\$16.00
Alicia Christopher	Research & Planning	SBVC	Project Assistant I	10/16/17	12/31/17	\$10.50

Substitute Employees							
October 12, 2017							
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate	Justification
Troy Butler	Chemistry	CHC	Lab Technician	9/12/17	11/12/17	\$21.35	Ext: Sick/vacation coverage F. Farrell
Enrique Ramos	Custodial	CHC	Custodian	8/1/17	10/1/17	\$16.35	New: For V. Pinedo covering J. Almanza OOC
Regina Pinedo	Custodial	CHC	Custodian	8/28/17	10/28/17	\$16.35	New: Vacancy in recruitment
Matthew Georgiades	Facilities Planning & Construction	DIST	Custodian	9/1/17	11/29/17	\$16.35	New: Vacancy in recruitment eff. 8/29/17
Latasha Smith	Human Resources	DIST	Human Resource Coordinator	9/25/17	10/12/17	\$22.55	New: Vacancy in recruitment
Arliss Malone	Payroll	DIST	Payroll Accountant	9/11/17	10/1/17	\$21.98	New: Vacancy in recruitment
Trang Willis	TESS	DIST	Administrative Assistant I	9/4/17	9/14/17	\$23.11	Ext: Vacancy in Recruitment
Andrew Fratti	Admissions and Records	SBVC	Admissions and Records Technician	9/25/17	11/25/17	\$18.51	Ext: Sick/vacation coverage
Nia Bowens	Admissions and Records	SBVC	Secretary I	9/6/17	11/6/17	\$17.20	Ext: Vacancy in recruitment
Andres Dominguez	Applied Technology	SBVC	Lab Tech - Culinary Arts	9/18/17	11/18/17	\$21.45	New: Vacancy in recruitment
Christina Camarena	Applied Technology	SBVC	Lab Tech - Culinary Arts	9/18/17	11/18/17	\$21.45	New: Vacancy in recruitment
Brian Romo	Bookstore	SBVC	Customer Service Assistant	10/29/17	12/27/17	\$14.59	Coverage for out of class assignment
Anabel Martinez	Campus Business Office	SBVC	Account Clerk I	10/29/17	12/27/17	\$15.71	Ext: Vacancy in recruitment
Arturo Arteaga	Campus Technology	SBVC	Technology Support Specialist I	10/15/17	12/13/17	\$26.15	Ext: Vacancy in recruitment
Sandra Robles	Chemistry	SBVC	Lab Tech - Chemistry	9/5/17	11/5/17	\$21.45	Ext: Sick/vacation coverage
Ida Newman	Child Development Center	SBVC	Child Development Assistant	8/29/17	10/28/17	\$13.75	Ext: Sick/vacation coverage

Lavonne Miller	Child Development Center	SBVC	Child Development Assistant	8/29/17	10/28/17	\$13.75	Ext: Sick/vacation coverage
Martha Morales	Child Development Center	SBVC	Child Development Assistant	8/29/17	10/28/17	\$13.75	Ext: Sick/vacation coverage
Neveen Shehata	Child Development Center	SBVC	Child Development Assistant	8/29/17	10/28/17	\$13.75	Ext: Sick/vacation coverage
Yesenia Arellano	Child Development Center	SBVC	Child Development Assistant	8/29/17	10/28/17	\$13.75	Ext: Sick/vacation coverage
Rebecca Reynolds	Child Development Center	SBVC	Child Development Teacher	8/29/17	10/28/17	\$19.79	Ext: Sick/vacation coverage
Rebecka Carlin	Child Development Center	SBVC	Child Development Teacher	8/29/17	10/28/17	\$19.79	Ext: Sick/vacation coverage
Lorena Zapien	Counseling	SBVC	Clerical Assistant II	9/5/17	11/1/17	\$15.56	Ext: Sick/vacation coverage
Darrell Fisher	Custodial	SBVC	Custodian	9/6/17	11/5/17	\$16.35	New: Vacancy in active recruitment
Dinora Menendez	Custodial	SBVC	Custodian	10/29/17	12/27/17	\$16.35	Ext: Sick/vacation coverage
Ernest Ritchie	Custodial	SBVC	Custodian	10/29/17	12/27/17	\$16.35	Ext: Sick/vacation coverage
Irene Mulgado	Custodial	SBVC	Custodian	10/29/17	12/27/17	\$16.35	Ext: Sick/vacation coverage
Lucio Chaparro	Custodial	SBVC	Custodian	9/6/17	11/5/17	\$16.35	New: Sick/vacation coverage & vacancy
Raquel Rivera	Custodial	SBVC	Custodian	10/29/17	12/27/17	\$16.35	Ext: Sick/vacation coverage
Sherri Schweiger	Financial Aid	SBVC	Clerical Assistant II	9/18/17	10/24/17	\$15.56	New: Sick/vacation coverage
Suzan Hall	Office Instruction	SBVC	Secretary II	9/1/17	11/1/17	\$18.97	New: Vacancy in recruitment
Trang Willis	Student Services	SBVC	Administrative Assistant I	9/18/17	11/18/17	\$23.11	New: Vacancy in recruitment

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

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

PREPARED BY: Amalia Perez, Director, Human Resources

DATE: October 12, 2017

SUBJECT: Consideration of Approval of Reclassification

RECOMMENDATION

It is recommended that the Board of Trustees approve the Reclassification of the Ms. Mary Smith, Secretary II, Range 33, Step D in the First Year Experience Department at San Bernardino Valley College to Administrative Secretary, Range 37 & Step E effective November 21, 2016.

OVERVIEW

Ms. Mary Smith submitted a Request for Consideration of Position Classification. The Classified Service Employee Association (CSEA) and Human Resources reviewed the request and recommended approval to reclassify Ms. Smith, from Secretary II to Administrative Secretary at SBVC.

ANALYSIS

Ms. Mary Smith submitted her request for Consideration of Position Reclassification and based her request on the accretion of duties and responsibilities as the Administrative Secretary as confirmed and verified by former Director, First Year Experience.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

The financial implication of the reclassification is an additional cost to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

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

PREPARED BY: Amalia Perez, Director, Human Resources

DATE: October 12, 2017

SUBJECT: Consideration of Approval of Revised Classified Job Description and
Reclassification of Incumbents

RECOMMENDATION

It is recommended that the Board of Trustees approve the Revision of the Senior Technology Support Specialist job description and the Reclassification of the following incumbent classified employees:

1. Anthony White, Senior Technology Support Specialist, Range 54, Step E in the Technology Services Department at Crafton Hills College will be reclassified into the newly revised job classification of Senior Technology Support Specialist Range 58, Step E effective December 1, 2015.
2. Gino Barabani, Senior Technology Support Specialist, Range 54, Step E in the Technology Services Department at Crafton Hills College will be reclassified to the newly revised job classification of Senior Technology Support Specialist, Range 58, Step E effective December 1, 2015.
3. Osman Parada, Senior Technology Support Specialist, Range 54, Step E in the Computing Services District at San Bernardino Community College District will be reclassified to the newly revised job classification of Senior Technology Support Specialist, Range 58, Step E effective December 1, 2015.
4. Dennis Carmichael, Senior Technology Support Specialist, Range 54, Step E in the Computing Services Department at the San Bernardino Community College District will be reclassified to the newly revised job classification of Senior Technology Support Specialist, Range 58, Step E effective December 1, 2015.
5. Gabriel Roseli, Senior Technology Support Specialist, Range 54, Step E in the Technology Services Department at San Bernardino Valley College will be reclassified to the newly revised job classification of Senior Technology Support Specialist, Range 58, Step E effective December 1, 2015.

6. Mark Byrd, Senior Technology Support Specialist, Range 54, Step E in the Technology Services Department at San Bernardino Valley College will be reclassified to the newly revised job classification of Senior Technology Support Specialist, Range 58, Step E effective December 1, 2015.
7. Lazarus Mascarenhas, recently retired Senior Technology Support Specialist, Range 54, Step E in the Computing Services Department at will be reclassified to the newly revised job classification of Senior Technology Support Specialist, Range 58, Step E effective December 1, 2015.

OVERVIEW

The classified employees submitted a Request for Consideration of Position Classification. The Classified Service Employee Association (CSEA) and Human Resources reviewed the request and recommended approval.

ANALYSIS

The reclassification is based on the employees' request on the accretion of duties and responsibilities as a Senior Technology Support Specialist. The revisions to the Senior Technology Support Specialist job description brings the position in alignment with other comparable positions and provide internal equity.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

The financial implications as a result of the reclassification will be an additional cost to the budget. Each employee will be reclassified from \$6,738.00 to \$8,466.00 per month.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

SENIOR TECHNOLOGY SUPPORT SPECIALIST

*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 general direction, has district-wide responsibility for all aspects of information technology and data/voice infrastructure; provides enterprise and department-level technology support; partners with District computing to ensure compatible interchange of District and Campus supported data.

This is the advanced journey level class in the Technology Support Specialist series. The Senior Technology Support Specialist class has a broad responsibility for the design, implementation, and support of an enterprise-level network infrastructure at a district location. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including full responsibility for a large Wide Area Network. Positions in this class may provide lead direction to Technology Support Specialist I/II positions. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Designs, installs, configures, and maintains software, hardware, network systems, computer labs, and data lines; troubleshoots, repairs, and maintains LAN systems, including computers, servers, routers, switches, and other peripherals and their related software and accessories.
2. Manage the entire lifecycle of servers, storage and network equipment within the facility. Including receiving, racking, maintenance, and recycling.
3. Identifies and corrects complex network problems; analyzes ~~campus~~ district service requests and develops solutions.
4. Collaborates with District Computing Services to ensure compatible interchange of District and campus data; consults with faculty and staff to develop solutions for office and lab technology; provides direction and oversight to vendors to ensure achievement of District goals.
5. Maintains enterprise network hardware, operating system software, systems software packages, and applications; maintains and updates network system security.
6. Design, install, configure, and maintain Virtual Infrastructure systems (Citrix, VMWare, Windows-V) including hypervisor hardware, shared virtualization storage and resources, and individual virtual machines.
7. Maintains and communicates implementation schedules for the application of corrective maintenance; to resolve known network problems and maintain network stability and security.
8. Participates in developing, establishing, and documenting procedures for the proper use and support of enterprise network hardware and software.
9. Provides technical analysis and advice to district users to allow successful planning for network configuration changes.
10. Plans, researches, and recommends changes to the enterprise network hardware and software

configuration based upon District needs, technological advances, and cost-effectiveness.

11. Manages the college's information assets, including data, intellectual property, and licenses; ensures compliance with licensing agreements.
12. Develops bid specifications for the procurement of new hardware, software, or other services.
13. Installs, tests, implements, and maintains enterprise network hardware and software, including network hardware, operating systems, system management software, specialty network management or security-related systems, virtual infrastructure systems, WAN systems, LAN systems and other devices.
14. Monitors network utilization data and implements recommendations to better utilize resources for optimal performance and cost-effectiveness.
15. Provides guidance, training, and instruction to lower level technology staff and student assistants.
16. Stays abreast of advances in technology and keeps current on relevant technology changes.
17. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Advanced knowledge of computer hardware, software, and network operations, protocols, and capabilities.

Network systems software and hardware.

Varied data center hardware and software including stand-alone servers, blades, blade enclosures, storage devices, and the associated management software

Various virtualization technologies and their attendant requirements (e.g. VMWare, Citrix, Windows Hyper-V)

Network security management systems.

Project management concepts.

Microsoft and Linux servers and their operating systems.

User account administration.

LAN design, software installation, and operation; LAN and WAN security protocols.

Budgeting principles and practices.

Computer hardware, software, and peripheral installation and operation.

Telecommunication installation and troubleshooting.

Ability to:

Perform technology and product research, testing, installation, customization, and support.

Install computers, servers, hubs, and telecommunications lines.

Install and configure software applications on LANs.

Diagnose, troubleshoot, and rapidly respond to Virtualization specific issues as they arise related to hypervisors or virtual machines.

Plan for, implement, modify, and triage data center resources including but not limited to, storage, connectivity, power usage, and rack space.

Respond to user requests for assistance and provide technical support for computer and network malfunctions.

Diagnose equipment and software problems using software and hardware based diagnostic tools.

Assist in the analysis of telecommunication system requirements.

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

Research, follow, implement and adapt to changing technology trends as related to all aspects under the purview of the position including emergent technologies, changes in software and network security, and storage technologies and strategies.

Read, interpret, and apply detailed technical written and oral instructions.

Learn District and College organization, operations, policies and objectives.

Plan and organize work.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in computer science or a related field, ~~or an Associate Degree with major course work in computer science or a related field~~ AND ~~current and recognized certifications/licenses, such as MCSE.~~

Responsible Host system and/or personal computer technical support experience in a Local Area Network (LAN) or Wide Area Network (WAN) environment may be substituted for the required education on a year-for-year basis.

Experience:

Five (5) years of experience in a network environment, providing administration and support consisting of responsibility for hardware, software, application support, and user training.

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 indoors with travel to various locations to provide user support and attend meetings.

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

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

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

Range: 54 58

Johnson & Associates Revised: January 2007

Revised: April 9, 2015, October 12, 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: Diana Rodriguez, President, SBVC
DATE: October 12, 2017
SUBJECT: Consideration of Approval of Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve stipends for the 2016-2018 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 2016-2018 budgets.

Faculty Coordinators		
San Bernardino Valley College		
October 12, 2017		
NAME	DEPARTMENT	STIPEND
Yancie Carter	Counseling	\$4,800 total for 12 months for 2016-2017 fiscal year
Rania Hamdy	Professional Development	\$4,000 total for 10 months for 2016-2017 fiscal year

Assistant Coaches – Fall 2017		
San Bernardino Valley College		
October 12, 2017		
NAME	DEPARTMENT	STIPEND
Siliga, Siala	Football	\$2,000

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: Kristina Hannon, Director, Human Resources
DATE: October 12, 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

October 12, 2017

Name	Department	Site	Position	Start Date	End Date	Range/ Step	Amount	Fund	Live Scan Clearance
Nicholas Wellenstein	Welding	SBVC	Instructor, Welding	8/14/17	12/31/17	TBD	Salary placement to be determined upon verification of education and experience	Welding General Fund	1/15/15
Sohrab Zardkoohi	Culinary Arts	SBVC	Instructor, Culinary Arts	8/14/17	12/31/17	TBD	Salary placement to be determined upon verification of education and experience	Strong Workforce Grant	8/8/17
Yecica Bernardo	Counseling	SBVC	Counselor	8/14/17	12/31/17	D/2	\$28,068.95 Amend to 91 days of service	Student Services and Support Programs	9/21/15
Monica Contreras	Counseling	SBVC	Counselor	8/14/17	12/31/17	D/2	\$28,068.95 Amend to 91 days of service	Student Services and Support Programs	8/21/15
Earline Glover	Counseling	SBVC	Counselor	8/14/17	12/31/17	E/4	\$31,647.07 Amend to 91 days of service	Student Services and Support Programs	4/6/15
Monique Hill	Counseling	SBVC	Counselor	8/14/17	12/31/17	D/1	\$26,964.21 Amend to 91 days of service	Student Services and Support Programs	9/26/16
Nicole Mendoza	Counseling	SBVC	Counselor	8/14/17	12/31/17	F/2	\$30,801.78 Amend to 91 days of service	Student Services and Support Programs	8/22/16
Samantha Stephens	Counseling	SBVC	Counselor	8/14/17	12/31/17	F/2	\$30,810.78 Amend to 91 days of service	Student Services and Support Programs	9/28/16

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business and Fiscal Services
PREPARED BY: Kristina Hannon, Director of Human Resources
DATE: October 12, 2017
SUBJECT: Consideration of Approval of the Revised Management Job Description and Interim Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised job description revision and the interim management appointment to accommodate the immediate needs of TESS functional areas.

Jeremiah Gilbert, from Instructor, Mathematics at Faculty Salary Schedule Range I, Step 20, \$10,493.45 to Interim Executive Director of Research, Planning & Institutional Effectiveness, at Management Salary Schedule Range 23, Step B, \$11,891.72 per month effective from October 13, 2017 through June 30, 2018, or until position is filled on a permanent basis, whichever occurs first. Funding Source is General Fund.

OVERVIEW

The revisions to the Executive Director of Research, Planning & Institutional Effectiveness are due to the vacancy left by the Associate Vice Chancellor.

ANALYSIS

It is necessary to review the TESS functional areas and revise this job description to accommodate the immediate needs of the organization due to the vacancy left by the Associate Vice Chancellor.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

**EXECUTIVE DIRECTOR OF RESEARCH, PLANNING & INSTITUTIONAL
EFFECTIVENESS**

*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 Chancellor, ~~the Associate Vice Chancellor of Technology and Education Support Services~~, the Executive Director of Research, Planning & Institutional Effectiveness, is responsible for providing leadership and strategic planning for institutional effectiveness and research throughout the District which includes coordinating, facilitating, and supporting research, planning, and information needs for the District. The Executive Director of Research, Planning & Institutional Effectiveness will organize and direct operations and activities involved in the review, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, assisting with District and college planning, accreditation, decision-making, program reviews, student learning outcomes, and determining implications of District and college practices, policies, measures and procedures. This position also provides information and direction which will assist the District and the colleges in understanding and improving student outcomes, success and ultimately recommending methods of continuous improvement and institutional effectiveness. The core responsibility is to establish effective working relationships with all District and College departments and divisions, providing assistance to the District and each College, which will enable the District and the Colleges to improve the effectiveness in meeting the educational needs of its students.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

1. Implements District and State policies regarding accountability reporting to ensure that the information submitted is of the highest possible quality, and meets the evidence-based needs of the District and College decision-makers.
2. Acquires and maintains pertinent information regarding the learning, retention, and success of students being served by District and College programs, and of the overall institutional effectiveness of the District and Colleges, including reports required by management, the Board of Trustees, State Chancellor's Office, state agencies, and other groups.
3. Oversees timely completion of federal, state, and local data submissions including but not limited to the State Management Information System (State MIS), the Integrated Postsecondary Education Data System (IPEDS), Gainful Employment, and the Student Success Scorecard.
4. Coordinate the collection of data for statutory reporting requirements; develop appropriate models of outcome measures, and prepare comprehensive reports for documenting progress toward District, state, and federal accountability standards.
5. Provides District and College decision-makers with effective orientation to institutional reporting mandates and on-going in-service training for decision support tools available to the District.

6. Develops and generates statistical reports, provides data analysis and interpretation of findings in terms of practical implications, and implements accountability procedures and systems, including the development and maintenance of the District data warehouse.
7. Serves as a member of appropriate District and College committees in the development and administration of long-range strategic, fiscal, human resources, enrollment management, and educational plans.
8. Facilitates the development of planning and budgeting priorities for the District, working in consultation with the colleges, industry, community and educational partners.
9. Provides leadership in major planning efforts; ensures alignment of District and college planning initiatives to maximize the benefits that can be achieved with available resources; facilitates identification of priorities; and coordinates the research and analysis of planning alternatives.
10. Supports the College research offices in analyzing educational research to identify implications for college program planning.
11. Plans, organizes and conducts meetings related to educational and District-wide planning, institutional effectiveness and outcomes.
12. Coordinates the development and implementation of a comprehensive and sustained planning program; provides planning assistance to District and college staff; oversees special studies, projects and analyses related to program evaluation, master planning activities and outcome measures.
13. Facilitates the development of goals, objectives, and action plans for the District and the colleges on an institutional program level; and supports District and college-wide planning including aspects of staffing, facilities, enrollment, technology and educational and support programs.
14. Facilitates the implementation of improvement initiatives by providing evidence and training on how to use evidence.
15. Acts as a facilitator with groups assigned with the responsibility for developing processes related to the accomplishment and measurement of institutional effectiveness goals and outcomes using continuous quality improvement techniques.
16. Provides administrative direction and leadership to the District and College Program Review Committees and the accreditation process for the District and the colleges; including District-wide leadership to committees and groups charged with accomplishing a variety of goals and/or tasks.
17. Conducts training on and facilitates Institutional Effectiveness Processes.
18. Serves as a technical research consultant to the District and college administration, faculty and staff.
19. Integrates statistical and planning software, processes and models including data warehousing and client server database procedures with academic master planning. Develop and maintain computerized databases; retrieve information from the District database; verify and interpret results from both internal and external sources for use in a variety of on-line and printed reports.
20. Collaborate with the campus researchers to develop web-based dashboards that support evidence-based decision making, program review, planning, and institutional effectiveness.

21. Provide information to facilitate evidence-based decision making at every layer of the District.
22. Oversee the maintenance of research web based data warehouse system with an indexed archive of screens, dashboards, reports, and templates suitable for viewing information, facilitating evidence-based decision making, and responding to federal, state and local surveys, questionnaires, or to comply with federal, state and local data collection or accountability requirements.
23. Promote creativity and innovation in the development of research projects and services within the Institutional Effectiveness, Research, and Planning Office and throughout the District.
24. Develop and manage the implementation of a District-wide research agenda; coordinate priorities with District and College administrators; and, develop and maintain a system to track, evaluate, assign, and document annual and ad hoc requests and projects.
25. Develop comprehensive information regarding key performance indicators, characteristics of students, employees, and the community, as well as current trends in education to be utilized in the District's decision-making processes.
26. Develop, analyze, and refine District-wide standardized enrollment reporting for enrollment management, course scheduling, FTES targets, and enrollment trends.
27. Coordinate the development of an extensive local Data Element Dictionary for Data Warehouse Store.
28. Actively nurture a districtwide culture of inquiry that supports a pervasive commitment to excellence in student learning.
29. Represents the District in relationships with associations with other agencies and institutions regarding data-sharing and other collaborative activities and services including evaluation and development of projects which further the mission and goals of the District.
30. Selects, adapts, and applies appropriate quantitative and qualitative research design and statistical tools and techniques to all areas of study.
31. Facilitate and lead the effort to collect and report reliable Human Resources data.
32. Facilitate District planning including the District Strategic, Enrollment Management, and Human Resources Plan.
33. Develops and generates statistical data and reports.
34. Monitors budget and authorizes budget expenditures.
35. Represents the perspectives of the District when attending College or community meetings and shares information obtained with District personnel.
36. Maintains accessibility and strong lines of communication with District and College administrators, faculty and staff.
37. Provides supervision and administrative function for the District Office of Institutional Effectiveness, Research & Planning.
38. Performs other related 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

Principles, practices, and theories of higher education; and the philosophy, objectives, and functions of California community college instructional programs.

Appropriate sections of the Education Code and Title 5; federal, state, and county regulations as they relate to community college programs.

Principles and practices in budget development and management; program planning and evaluation.

Applicable state reporting systems and procedures.

Principles and practices of program development and administration.

Principles of supervision, training, and performance management.

Conducting student outcomes assessment.

Research methods and statistical skills

Appropriate understanding of computer software associated with research, such as spreadsheet, statistical software, data warehousing, databases, inter/intranet, operating systems and networks

Accreditation requirements

Ability to

Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.

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.

Prioritize and execute a wide range of projects simultaneously.

Work independently, assume responsibility, and take initiative in carrying out assignments.

Communicate effectively both orally and in writing.

Establish and maintain cooperative relationships between the District, Colleges, community, and key individuals, and with all persons contacted in the course of work.

Build consensus among multiple constituencies and coordinate people and projects

Communicate in a non-technical language and use data to tell a compelling story

Use statistical software and manage databases

Education/Training

Required Education and Experience:

1. A Master's degree from an accredited institution or equivalent.
2. Two years of formal training, internship or leadership experience reasonably related to the administrative assignment.
3. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community

college students and personnel, including those with physical and/or learning disabilities.

Desired Experience:

1. Five (5) years of increasingly responsible experience, at least two years which demonstrates administrative responsibilities as a department head or division Director.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Board Approved: March 12, 2015

Revised October 12, 2017

Range: 23

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business and Fiscal Services
PREPARED BY: Kristina Hannon, Director of Human Resources
DATE: October 12, 2017
SUBJECT: Consideration of Approval of the Revised Management Job Description and Interim Appointment – Executive Director TESS

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised job description revision and the interim management appointment to accommodate the immediate needs of TESS functional areas.

Andrew Chang, from Director, Administrative Application Systems at Management Salary Schedule Range 16, Step E, \$9,783.45 to Interim Executive Director, Technology and Educational Support Services, at Management Salary Schedule Range 23, Step B, \$11,891.72 per month effective from September 12, 2017 through June 30, 2018, or until position is filled on a permanent basis, whichever occurs first. Funding Source is General Fund.

OVERVIEW

The revisions to the Associate Vice Chancellor of Technology and Educational Support Services are due to the vacancy left by the Associate Vice Chancellor.

ANALYSIS

It is necessary to review the TESS functional areas and revise this job description to accommodate the immediate needs of the organization due to the vacancy left by the Associate Vice Chancellor.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

~~ASSOCIATE VICE-CHANCELLOR~~ **EXECUTIVE DIRECTOR OF
TECHNOLOGY AND EDUCATIONAL SUPPORT SERVICES**

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

SUMMARY DESCRIPTION

Under the administrative direction of the Chancellor, the ~~Associate Vice-Chancellor~~ **Executive Director** of Technology and Educational Support Services serves as the District's Chief Information Systems Officer (CISO) and is responsible for all information technology functions including all administrative applications, technical infrastructure (telecommunication services, networks, and security and emergency systems), College Technology services, Distance Education, Print Shop and the Alternate Text Production Center (ATPC) grant. Responsibilities include the planning, budgeting, acquisition, allocation of all information technology services and educational support services throughout the District. The ~~Associate Vice-Chancellor~~ **Executive Director** of Technology and Educational Support Services will provide broad vision and leadership and be responsible for the development and instructional integrity of distance education, instructional and administrative technology, and printing services, and District-level grant projects.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Interprets, refines, updates, and implements the District Technology Strategic Plan in consultation with appropriate administrators, faculty, and staff.
2. Develops and recommends short and long term plans, policies and procedures covering all areas of Information Technologies Services in the District.
3. Develops, maintains, and supports computing and communications services that balance centralized and decentralized approaches to meeting the technology needs of academic and administrative users.
4. Advises the Chancellor and the Board on how technology supports and complements strategic decisions and the direction of the District to achieve its mission.
5. Works collaboratively with faculty, staff, and administrators to develop, maintain, and support computing and communications services to facilitate student access and success.
6. Oversees the state funded projects and grants, including the Alternate Text Production Center .
7. Maintains a comprehensive Catalog of Services for all services provided by the technical areas of the District including service level agreements.
8. Ensures effective project management methodologies are used in the selection, prioritization, and implementation of all technology related projects.
9. Ensures the effective use of an IT participatory governance model for all aspects of planning that is related to the District Technology Strategic Plan and other IT related planning initiatives.
10. Oversees the development and maintenance of District web-sites.
11. Implements District and State policies regarding technology and educational services to ensure that the services offered are of the highest possible quality, meet the educational needs of the greatest number of students, and are provided at the most reasonable cost.
12. Chairs and/or serves as a member of appropriate instructional committees working with SBVC and CHC including faculty senates in the development and administration of long range strategic, fiscal and educational plans for technology and educational services.
13. Represents the District in relationships and associations with other agencies and institutions regarding college-level technology and educational services including evaluation and development of proposals for the effective use of technologies to further the mission and goals of the District and its campuses with its community partners.

14. Coordinates and provides strategic direction to the ongoing development rollout of a central administrative application (Datatel).
15. Provides senior administrators and other District personnel with regular updates on projects and activities.
16. Communicates complex technology issues clearly to non-technical parties orally or in written format and makes effective presentations; ensures open communications between users and technical groups; Coordinates and participates in the training of the users; performs regular workshops and in-services.
17. Participates in long-range planning efforts;
18. Participates in the evaluation, costing, selection, testing, and implementation of all applications-related software and hardware; advises on current application technology innovations
19. Provide on-site leadership, coordination, supervision and technical support for District –wide software applications, technology systems and services;
20. Participates in the development, interpretation, and communication of departmental standards, goals, objectives, priorities, policies and procedures, within District quality guidelines, ensures all projects and assignments comply and are understood by all technical and user groups;
21. Participates in establishing and maintaining the creative vision and direction for online services, products and programs related to area of assignment; consults with students, faculty, staff and administration on the development and delivery use of assigned technology systems and services; convene or serve on design teams as appropriate;
22. Develops and schedules priorities, assigns responsibilities, ensures efficient and timely completion of projects, and prepares time and cost estimates and progress reports;
23. Trains, evaluates and provides work direction to assigned staff;
24. Confers with hardware and software vendors to obtain information, resolves problems, and arrange and conduct demonstrations and evaluations;
25. Performs 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:

~~Knowledge of current technologies utilized in distributed education, current and emerging distributed education modalities, California Community College philosophy and mission, management and supervision principles, budgetary management.~~

Knowledge of principles, practices and techniques of information systems management, including applications design, hardware and software options for administrative, business and academic functions and the cost-benefit of systems alternatives;

Knowledge of principles and methods of systems and business process analysis and project management;

Knowledge of applications design principles and development methodologies and tools.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to information systems management

Ability to:

~~Ability to communicate effectively both orally and in writing, work collaboratively with faculty, staff, and administrators; supervise and direct staff, manage the budget effectively, work with students, faculty, and staff from diverse academic, cultural, ethnic, and socioeconomic backgrounds.~~

Ability to build team support;

Ability to communicate effectively both orally and in writing, work collaboratively with faculty, staff, and administrators; supervise and direct staff, manage the budget effectively, work with students, faculty,

and staff from diverse academic, cultural, ethnic, and socioeconomic backgrounds.
Ability to develop cooperative working relationships in a highly diverse environment;
Ability to provide leadership in planning and implementing effective and efficient information management systems;
Ability to concurrently direct multiple projects related to applications, programming, and user training;
Ability to work effectively with user groups to determine and develop solution to administrative issues and information needs.
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.

Education and Experience Guidelines

Education/Training:

~~Possession of a Master's Degree from an accredited institution of higher education in education, instructional technology, or a related area.~~

~~Four years of experience in administration of post-secondary education at least at a level equivalent to a large department.~~

~~Four years of experience in full-time teaching at the post-secondary level.~~

~~Demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.~~

A Masters degree from an accredited college or university.

Required Experience:

Five years of experience in information systems which should include:

1. Project management and system analysis.
2. Three years of experience at a management level with supervisory, team leadership, and workload management responsibilities
3. Experience that indicates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community college students and to staff and students with physical and learning disabilities..

Preferred Education and Experience:

1. A Doctorate degree from an accredited college or university.
2. Experience in the California Community College System.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform

the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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

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

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

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

Board Approved: August 9, 2012

Revised: October 12, 2017

Management Salary Schedule Range: ~~25~~ 23

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: October 12, 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
Andrew Chang, Director of Administrative Applications	30	\$451.54	\$13,546.20
Albert Maniaol, Dean, Applied Technology	20	\$503.15	\$10,063.00

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. Approval is based on the knowledge that these hours have been earned and are the employee's property right.

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: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Kristina Hannon, Director, Human Resources
DATE: October 12, 2017
SUBJECT: Consideration of Revised Job Description – Police Chief

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised job description of Police Chief.

OVERVIEW

The revisions to the job description listed above accurately displays the duties and qualifications required to perform successfully in this role. The change includes updating the classification title to match industry standards.

ANALYSIS

The revisions reflect clearly defining the minimum qualifications candidates are expected to have at the time of hire to successfully perform the position. In addition to refining qualifications, the position of lieutenant was removed to allow for succession planning. Changes support the goals of equal opportunity and diversity and provide equal consideration for all qualified candidates.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

~~POLICE CHIEF~~ CHIEF OF POLICE

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

SUMMARY DESCRIPTION

Under the administrative direction of the Chancellor, the Chief of Police ~~Police Chief~~ plans, directs, manages, and oversees the activities and operations of the San Bernardino Community College District Police Department including safety and security services at each campus and all District locations in order to preserve order, prevent crime, protect life and property, and enforce laws and regulations in accordance with the laws of the State of California. The Chief of Police ~~Police Chief~~ is the District's chief law enforcement officer.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Duties may include but are not limited to the following:

1. Provides leadership and direction to the District's Police Department.
2. Advises college administrators on police and security matters.
3. Responsible for developing, recommending and implementing long and short-range goals, objectives policies and procedures in the law enforcement area
4. Develops department rules and regulations that are consistent with local, state and federal legal mandates for community college police departments.
5. Interprets and adheres to laws, rules and regulations affecting community college police departments including but not limited to the California Government, Education, Penal, Vehicle, Business and Professional, Health and Safety Codes and provides guidance to District personnel.
6. Ensures the District complies with mandated disclosure and information dissemination activities, including but limited to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."
7. Ensures the department complies with state and federal crime data reporting mandates. Ensures the department complies with mandates to maintain POST certification.
8. As necessary, responds to major incidents reported to the Police Department and ensures that the Incident Commander is following Incident Command System/Standardized Emergency Management System (ICS/SEMS) protocol; assumes role as Incident Commander or other roles as needed for the situation and works closely with the District assigned emergency preparedness coordinator; and consults with representatives of law enforcement, safety and disaster preparedness to improve interagency cooperation.
9. Ensures compliance with the San Bernardino Community College Board Policy and Administrative Regulations. Ensures compliance with rules, policies, and procedures of each campus.
10. Supervises investigation of District crimes and identification and recovery of District property.
11. Reviews and recommends selection of District intrusion, fire alarm and communication systems.
12. Develops and administers department budget.
13. Develops and implements a training program for all staff in a variety of areas, including but not limited to, jurisdiction, reporting procedures, use of force, weapons, laws of arrest and radio procedures.
14. Testifies in court and may testify as an expert.
15. Meets with a variety of governmental and private agencies and serves on committees and boards.
16. Prepares special studies and reports and reviews reports of subordinates.
17. ~~Reviews reports of subordinates~~
18. Conducts performance evaluation and counseling of lieutenants and sergeants.
19. Participates in the evaluation of police officers, campus security officers and other police department employees.

20. Oversees and may conduct investigations of citizen complaints on employee conduct and prepares related reports.
21. Reviews effectiveness of operating procedures and makes appropriate recommendation.
22. Develops and implements department goals and objectives.
23. Works effectively with people at all levels of the organization including management, faculty, staff, and students; and is sensitive to and understands the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
24. Represents the department with other law enforcement services and allied agencies, other District departments, civic groups, and the public; plans and facilitates the conduct of special and allied agencies, other District departments, civic groups, and the public; plans and facilitates the conduct of special campus/District events requiring law enforcement participation; establishes and maintains a customer service orientation within assigned areas.
25. ~~Participates in a variety of committees and boards.~~
26. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement and crime prevention; incorporates new developments as appropriate. Participates in a variety of committees and boards.
27. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
28. Performs related 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 comprehensive law enforcement program.

Principles and practices of law enforcement administration, organization and management.

Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Methods, procedures, and practices, including investigation and crisis/emergency management; intrusion, fire alarm and communication systems.

Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities.

Principles and practices of program development, budget preparation, and administration.

~~Principles and practices of budget preparation and administration.~~

Principles of supervision, training, and performance evaluation.

Care, maintenance, and operation of firearms and other modern police equipment.

Pertinent federal, state, and local laws, codes, and regulations including applicable section of California Education Code, Government, Vehicle, Penal, Business and Professional, and Safety Codes, and juvenile law.

Recent court decisions and how they affect department operations; Applicable court procedures.

~~Applicable court procedures~~

Functions and objectives of federal, state, and local law enforcement agencies.

Principles and practices of data collection and analysis.

Conflict resolution skills and techniques and investigative procedures.

Methods and techniques of report preparation and business letter writing.

Occupational hazards and standard safety practices.

Techniques and applications of self-defense and proper use of force.

Operational characteristics of police equipment, vehicles, and tools including firearms.

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

Principles of law enforcement information systems including applicable computer software.

Ability to:

Plan, organize, supervise, and evaluate the performance of District Police Department personnel and manage a variety of security and safety programs.
Manage and direct a comprehensive law enforcement program.
Develop and administer goals, objectives, and procedures for assigned area.
Exercise sound judgment in handling emergency situations; interrogating suspects and interviewing victims and witnesses.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of lower level staff.
Participate in the selection and recommendation, supervision, training, and evaluation of staff.
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.
Analyze complex law enforcement issues, evaluate alternatives, and implement sound solutions.
Think clearly and act quickly in emergency situations.
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
Operate office equipment including computers and supporting work processing, spreadsheet, and database applications.
Maintain high ethical standards and behavior.
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 law enforcement functions and operations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work preferably in criminology, criminal justice, police science, law enforcement, business administration, public administration or related field or any equivalent combination of education and experience.

Required Experience:

Ten (10) years of full-time employment as a peace officer of which five (5) years shall be commensurate with a position at the senior police management level ~~have been at the rank or level of Lieutenant or above~~ in a California POST-approved police department.

License or Certificate:

1. Possession of a valid POST Management or Supervisory certificate.
2. Possession of a valid First-Aid/CPR certification.
3. Possession of a valid California driver's license.

Special Requirements:

1. Must be a U.S. citizen

2. Must meet all of the minimum standards set forth in California Government Code Section 1031 and not be disqualified by a factor set forth in California Government Code Sections 1029 and 1031.5. These include but are not limited to the highest standards of personal integrity and honesty.
3. Successful completion of a P.O.S.T. certified Campus Law Enforcement Course within two (2) years of appointment as per PC 832.3(g).

Preferred Experience:

1. Experience in the California Community College System.

Conditions Of Appointment:

Appointment to this position is contingent upon satisfactory completion of a background investigation by an independent investigator including but not limited to investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check, medical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions, and interviewed by investigator as a condition of employment.

Working Conditions:

Incumbent must be physically able to react appropriately in emergency situations. Incumbent must be available on call 24 hours a day, if necessary.

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, reactive emergency, natural or manmade disaster, and routine peace keeping environments with travel from site to site; regular exposure to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours, including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a law enforcement and an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally climb and balance; requires to regularly 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: Kristina Hannon, Director, Human Resources
DATE: October 12, 2017
SUBJECT: Consideration of Revision to the Professional Expert Rate of Pay Schedule

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the Professional Expert Rate of Pay Schedule.

OVERVIEW

The requirements of becoming a Police Academy Scenario Evaluator include being a Veteran Police Officer with more than six years on the job. The department prefers those who have completed the POST field training officer course, POST Scenario Evaluator course and the POST Academy Instructor course. Attendance in these courses provide evaluators with additional skills that are valuable to the department. Comparable positions at other academies have similar requirements. The evaluator pay has been the same for over 15 years without market adjustments.

ANALYSIS

It is recommended that the Board of Trustees approve the pay increase for the following Professional Expert Position:

	FROM	TO
Evaluator (per scenario)	\$105	\$150

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in 2017-2018 budget.

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

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	\$25.00 to \$40.00
Adult Education Planning Grant Coordinator	\$40.00
Assistant Instructor	\$20.00
Bilingual Translator/Interviewer	\$20.00
Business and Resources Development Consultant	\$60.00
CAHSEE Facilitator	\$50.00
Camera & Lighting Technician	\$10.50 to \$20.00
Clinical Instructor	\$20.00
Closed Caption Editor I	\$10.50 to \$15.00
Closed Caption Editor II	\$16.00 to \$20.00
Closed Caption Editor III	\$21.00 to \$30.00
Content Specialist (FNX and Marketing & Public Relations)	\$15.00 to \$40.00
Counseling Intern I / II / III	\$25.00/\$30.00/\$35.00
Counseling Trainee	\$15.00
Criminal Justice Academy Liaison	\$30.00
CTE Transition Coordinator	\$20.00 to \$30.00
Guardian Scholars and Dreams Liaison (Categorical)	\$45.00
Editor (KVCR, FNX, Pledge Drive)	\$18.00 to \$30.00
EMT-1 Skills Laboratory Assistant	\$12.00
EMT(EMS)/Respiratory Care/Fire Tech/PE/ASL Specialist	\$30.00
Fire Agility Group Leader/Proctor	\$12.50
Fire Agility Instructor	\$30.00
Fire Operations Specialist	\$55.00
Flight Simulator Repair	\$30.00
Foster Parenting Education	\$45.00
GIS Technician	\$18.00 to \$24.00
Grant Program Assistant (Categorical)	\$35.00
Grant Writer I/II/III	\$30.00/\$40.00/\$55.00
Human Resources Recruiter	\$20.00
Interpreting/Transliterating Level I (0-2 yrs of exp & pass evaluation)	\$18.00
Interpreting/Transliterating Level II (2-4 yrs of exp & pass evaluation)	\$21.00
Interpreting/Transliterating Level III (4-5 yrs of exp & pass evaluation)	\$24.00
Interpreting/Transliterating Level IV (5-6 yrs of exp or RID & pass evaluation)	\$27.00
Laboratory Instructor	\$20.00
Mental Health Educator/Counselor Intern	\$55.00
Nurse Practitioner I (1-2 years of SBCCD experience)	\$55.00
Nurse Practitioner II (3-5 years of SBCCD experience)	\$60.00
Nurse Practitioner III (6+ years of SBCCD experience)	\$65.00
Physician	\$30.00
Pharmacy Technology Accreditation Coordinator	\$30.00 to \$50.00
Police Science Facilitator/Instructor	\$35.00
Policy Analyst	\$60.00
Primary Instructor	\$25.00
Program Assistant	\$20.00 to \$49.00
Project Evaluator	\$40.00

Board Approved: July 1, 2014
Revised: October 12, 2017

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

Project Manager	\$75.00
Public Information Specialist	\$65.00
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$40.00
Risk Management Coordinator	\$28.00
RTVF Intern I / II / III	\$11.00 / \$12.00 / \$13.00
Safety Facilitator	\$19.00 to \$25.00
Safety Officer	\$22.50
Social Media Specialist (FNX & Marketing & Public Relations)	\$21.00 to \$25.00
Special Events Planner	\$25.00 to \$35.00
Staff Writer/Photographer	\$16.00 to \$20.00
Tactical Officer/Police	\$28.00
Tactical Officer/Fire	\$23.00
Tech Prep	\$30.00
Training Specialist	\$19.00
Tutor I / II / III	\$10.50 / \$12.00 / \$14.00
TV Closed Captioning	\$10.50 to \$15.00
Veteran's Resource Specialist	\$50.00
Workforce Development/PDC Trainer	\$15.00 to \$100.00 or up to 85% of Enrollment or up to 60% of net
Strengths Educator/Coach	\$49.00
PROFESSIONAL EXPERT ASSIGNMENT	SESSION RATE
Foster Parent Host	\$25.00
Musician	\$75.00
PROFESSIONAL EXPERT ASSIGNMENT	DAILY RATE
Evaluator (<i>per scenario</i>)	\$150.00
Theatre Production Assistant	\$500.00
CPR/Lifeguard Certification Facilitator	\$200.00 to \$300.00
Consultant	\$300.00 to \$500.00
PROFESSIONAL EXPERT ASSIGNMENT	SEMESTER RATE
Faculty Intern	\$600.00
Future Teacher Intern	\$300.00
Grant Assignment	\$300.00
Medical Director (EMT)	\$3,500.00
Medical Director (Respiratory Care)	\$3,000.00

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: October 12, 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
October 12, 2017

Asset #	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
12242	9/14/2017	SBVC	COMPUTER	7/1/1999	\$4,400.00	\$0.00
15571	8/27/2017	SBVC	WIRELESS MIC SYS	9/8/2000	\$2,350.00	\$0.00
15727	8/27/2017	SBVC	WIRELESS MIC SYS	9/8/2000	\$2,350.00	\$0.00
22522	9/14/2017	DIST	OPTIPLEX	6/30/2002	\$1,294.08	\$0.00
22568	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22569	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22570	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22571	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22572	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22573	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22575	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22576	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22578	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22580	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22581	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22582	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22583	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22584	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22585	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22586	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22587	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22588	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22589	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22590	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22591	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22592	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22593	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22594	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22596	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22597	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22598	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22599	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22601	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22602	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22604	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22605	9/15/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22606	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22607	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22608	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
22609	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
23505	9/14/2017	DIST	Computer monitor	1/6/2003	\$1,205.94	\$0.00
23551	9/14/2017	DIST	Desktop	3/14/2003	\$1,058.00	\$0.00
24010	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00

Fixed Assets Surplus Report
October 12, 2017

24011	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
24014	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
24015	9/14/2017	DIST	THINK PAD	6/30/2002	\$2,084.96	\$0.00
24474	9/14/2017	DIST	PC, desktop	12/1/2003	\$1,907.00	\$0.00
24476	9/14/2017	DIST	PC, desktop	12/1/2003	\$1,907.00	\$0.00
24621	9/14/2017	DIST	PC Desktop	2/1/2004	\$1,290.00	\$0.00
24622	9/14/2017	DIST	PC Desktop	2/1/2004	\$1,290.00	\$0.00
24625	9/14/2017	DIST	PC Desktop	2/1/2004	\$1,290.00	\$0.00
24626	9/14/2017	DIST	PC Desktop	2/1/2004	\$1,290.00	\$0.00
24629	9/14/2017	DIST	PC Desktop	2/1/2004	\$1,290.00	\$0.00
24634	9/14/2017	DIST	PC desktop	1/1/2004	\$1,290.00	\$0.00
24753	9/14/2017	SBVC	PC w/monitor	4/1/2004	\$2,521.00	\$0.00
24845	9/14/2017	DIST	LAP TOP COMPUTER	5/18/2004	\$2,310.48	\$0.00
24866	9/14/2017	SBVC	PC, Desktop	5/1/2004	\$1,781.00	\$0.00
24963	9/14/2017	SBVC	PC, Desktop	6/1/2004	\$1,708.00	\$0.00
26421	9/14/2017	DIST	Monitor, PC	4/1/2006	\$1.00	\$0.00
26886	9/14/2017	DIST	PC desktop	11/1/2006	\$3,087.00	\$0.00
27061	9/14/2017	SBVC	Monitor, PC	2/1/2007	\$1.00	\$0.00
27380	9/14/2017	DIST	OptiPlex 745 Minitower	2/27/2007	\$1,160.51	\$0.00
27383	9/14/2017	DIST	OptiPlex 745 Minitower	2/27/2007	\$1,160.51	\$0.00
27904	9/14/2017	DIST	PC, laptop Lat D520	6/1/2007	\$1,335.00	\$0.00
27914	9/14/2017	DIST	PC, laptop Lat D520	6/1/2007	\$1,335.00	\$0.00
29030	9/14/2017	SBVC	OptiPlex 755	12/12/2007	\$1,593.03	\$0.00
29031	9/14/2017	SBVC	Monitor, PC	12/12/2007	\$1.00	\$0.00
29068	9/14/2017	DIST	Dell Precision T5400	2/13/2008	\$3,892.24	\$0.00
29827	8/29/2017	SBVC	Camera	7/16/2007	\$27,557.06	\$0.00
29833	8/29/2017	SBVC	HD Video camera	6/30/2008	\$16,022.42	\$0.00
31108	9/14/2017	DIST	LAPTOP	5/13/2009	\$2,191.36	\$0.00
31876	9/14/2017	DIST	CPU	11/21/2011	\$1,305.76	\$0.00
32609	8/27/2017	SBVC	Varicam/P2HD Camera	11/16/2011	\$45,855.53	\$0.00
32610	8/27/2017	SBVC	Varicam/P2HD Camera	11/16/2011	\$45,855.53	\$0.00
34785	9/14/2017	ATPC	Bizhub 600 printer	11/14/2012	\$4,675.50	\$0.00
34786	9/14/2017	ATPC	C452 Color Printer	11/14/2012	\$6,130.12	\$0.00
34819	9/14/2017	DIST	OptiPlex 9010	1/10/2013	\$1,127.73	\$0.00
35077	9/14/2017	ATPC	Bizhub 601 printers	8/26/2013	\$5,321.25	\$0.00

Non-Fixed Assets Surplus Report
October 12, 2017

Trailer

1 ea

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: October 12, 2017
SUBJECT: Consideration of Approval of Surplus Property and Authorize Donation to Cal State Community Services, Inc. of Altadena CA

RECOMMENDATION

It is recommended that the Board of Trustees approve the surplus and donation of computer equipment to Cal State Community Services, Inc. of Altadena CA.

OVERVIEW

SBVC Campus Technology Services wishes to surplus the computer equipment listed below which is no longer used by the District. Education Code 81452 (c) provides that the governing board may, by unanimous vote, declare property of insignificant value as surplus and donate the surplus property to a charitable organization. The estimated value of the donation is \$3000. The items to be donated are: 138 desktop computers, keyboards, mice, and power cords.

ANALYSIS

SBVC no longer uses the equipment and the items are non-essential to ongoing operations. Cal State Community Services, Inc. has examined the property and is willing to accept the donation for use in supporting their mission.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

No cost to the District.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant to the Chancellor

DATE: October 12, 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: Board/Staff Meeting
Date of Event: 9/26/17

Item Being Purchased: Meals/Refreshments to discuss District business.
Total Estimated Cost: \$800.00
Funding Source: General Fund

Site: CHC
Event: Region 9 CEO Meeting
Date of Event: 2/2/18

Item Being Purchased: Refreshments. Sponsored by the Campus President, CHC is hosting the Region 9 CEO meeting of all college presidents in Region 9 on 2-2-18.
Total Estimated Cost: \$350.00
Funding Source: Campus President General Fund

Site: CHC
Event: Region IX Career Center Meeting
Date of Event: 10/16/17

Item Being Purchased: Refreshments. Sponsored by the Crafton Hills College Career Center. Crafton is hosting the Region IX Career Center meeting on October 16, 2017. This meeting is for professional development of Career Center Coordinators and Career Counselors in the region. Items to be discussed are best practices, strategies, and tools for increasing major and career selection, processes and other developmental services for student's success. Providing lunch for approximately 15-20 people in attendance.
Total Estimated Cost: \$1,000.00
Funding Source: Transfer/Career Center General Fund

Site: CHC
Event: UC Irvine Fieldtrip
Date of Event: 10/27/17

Item Being Purchased: Transportation and Refreshments for 18 students and 2 chaperones to visit UC Irvine to connect students to admissions and programs for the purpose of encouraging transfer to 4-year institutions. Sponsored by the University Transfer Center.
Total Estimated Cost: \$650.00
Funding Source: Student Equity Categorical Funding

<p>Site: CHC Event: Veteran's Appreciation Luncheon Date of Event: 11/9/17</p>	<p>Item Being Purchased: Refreshments. A Veteran's appreciation luncheon, in honor of our veteran community on campus. Sponsored by CHC Student Services. Total Estimated Cost: \$1,650.00 Funding Source: Student Equity Categorical Funding</p>
<p>Site: CHC Event: Fall General Assembly Date of Event: 11/17/17-11/19/17</p>	<p>Item Being Purchased: Transportation, hotel, meals, flights, registration for one advisor and two students. CHC will have the opportunity to network with other community colleges, attending workshop sessions in leadership and work on SSSCC resolutions. Total Estimated Cost: \$3,000.00 Funding Source: Student Rep Fee Account</p>
<p>Site: KVCR Event: Live Pledge Event Date of Event: 9/12/17</p>	<p>Item Being Purchased: Refreshments Total Estimated Cost: 250.00 Funding Source: KVCR Foundation</p>
<p>Site: SBVC Event: SBVC Campus & Community Meeting Date of Event: 08/10/17</p>	<p>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 was approximately 85 students, community members, faculty and staff. Total Estimated Cost: \$631.00 Funding Source: President's Office General Fund AMENDMENT: This item was board approved on August 10, 2017. Item being amended to reflect the increase in cost from \$537.07 to \$631.00 due to an increase in the number of attendees from 85 to 100 people.</p>

Site: SBVC
Event: Puente Project - Noche de Familia
Date of Event: 10/06/17

Item Being Purchased: Decorations, Supplies and Refreshments
Sponsored by the Puente Project, the Noche de Familia is an event that brings students and parents together to help understand the educational process and experience. They have the opportunity to reconnect with other Puente families and students who have the same educational goals. Anticipated attendance will be 60 students, staff and community members.

Total Estimated Cost: \$550.00

Funding Source: Puente Project General Fund

AMENDMENT:

This item was previously board approved at the September 14, 2017 meeting. The item is being amended to reflect a change in the event date from October 4, 2017 to October 6, 2017.

Site: SBVC
Event: Field Trip to California Baptist University
Date of Event: 10/20/17

Item Being Purchased: Bus Rental

Sponsored by Transfer and Career Services, this event is designed to increase transfer awareness and provide San Bernardino Valley College (SBVC) students the opportunity to get actual view, see the environment, and evaluate the academics and social life of the school. This visit also gives them the chance to talk to student, faculty and financial aid and admission officers. Anticipated attendance is 37 students and faculty members. Chaperones will be Botra Moeung and Keynasia Buffong.

Total Estimated Cost: \$675.00

Funding Source: Transfer Center General Fund

Site: SBVC
Event: Inter Club Council Fall Fest
Date of Event: 10/24/17-10/26/17

Item Being Purchased: Refreshments, Rentals, Advertising, Prizes and Club Awards

Sponsored by the Inter Club Council, this event will feature a fun and mildly competitive atmosphere. The Inter Club Council will serve lunch to participants, carnival games, and a pumpkin decorating contest. Anticipated attendance is 150 students, faculty and staff.

Total Estimated Cost: \$4,150.00

Funding Source: Student Clubs & Trust/Inter Club Council Account

<p>Site: SBVC Event: Naturalization Awareness Event Date of Event: 10/26/17</p>	<p>Item Being Purchased: Refreshments and Supplies Sponsored by the First Year Experience Division and offices of Rosa Elena Sahagun, this event will provide information on the naturalization process for students who live in San Bernardino County and attend San Bernardino Valley College. Anticipated attendance is 46 students, staff and community members. Total Estimated Cost: \$1,500.00 Funding Source: Student Equity Categorical Fund</p>
<p>Site: SBVC Event: Art Department Art Exhibition Receptions Date of Event: 11/01/17 11/29/17</p>	<p>Item Being Purchased: Refreshments Sponsored by the Art Club at San Bernardino Valley College, the Art Club supports the Art department program by providing refreshments for each art reception that takes place through the academic year. Receptions help promote the Art department and the artists' as well as help bring the community in to learn about different types of art that is displayed. Anticipated attendance is 100 students, staff, faculty and community members. Total Estimated Cost: \$260.00 Funding Source: Student Clubs & Trust/Art Club Trust Account</p>
<p>Site: SBVC Event: UMOJA XIII Conference Date of Event: 11/02/17-11/04/17</p>	<p>Item Being Purchased: Registration, Lodging, Transportation and Meals Sponsored by the UMOJA Community, the San Bernardino Valley College Tumaini Program will attend the UMOJA XIII Conference in Sacramento, CA. Students and faculty will learn skills and knowledge that is vital to their student success and will enable them to make positive changes in their lives and on campus. Along with this, they will enhance their knowledge on educational and cultural experiences of at-risk students. Anticipated attendance is 9 students and faculty members. Chaperone will be Kathy Kafela. Total Estimated Cost: \$7,662.00 Funding Source: Student Equity Categorical Funds</p>

Site: SBVC
Event: Field Trip to California State University, Dominguez Hills
Date of Event: 11/3/17

Item Being Purchased: Bus Rental

Sponsored by the Transfer and Career Services, this event is designed to increase transfer awareness and provide San Bernardino Valley College students the opportunity to get actual view, see the environment, and evaluate the academics and social life of the school. This visit also gives them the chance to talk to student, faculty, and financial aid and admission officers. Anticipated attendance is 37 students, faculty and staff. Abe Fulgham will attend as a staff member. Chaperone will be Botra Moeung.

Total Estimated Cost: \$905.00

Funding Source: Transfer Center General Fund

Site: SBVC
Event: Veteran's Day Celebration 2017
Date of Event: 11/9/17

Item Being Purchased: Supplies, Meals and Refreshments

Sponsored by the Veteran's Resource Center, this celebration will aim to honor all military service members. This event is open to students, families, Veterans and friends. Anticipated attendance is 500 students, staff, community members and faculty. Jason Alvarez will serve as the advisor for this event.

Total Estimated Cost: \$1,500.00

Funding Source: Student Equity Categorical Funds

Site: SBVC
Event: Student Senate for California Community Colleges (SSCCC) Fall 2017 General Assembly
Date of Event: 11/17/17-11/19/17

Item Being Purchased: Registration, Lodging, Transportation, Parking and Meals

Sponsored by the Associated Student Government, this event will provides important forums for discussion and debate on senate-wide issues, multi-district challenges and a sharing of ideas on how to improve the community college system. It also allows participants to learn leadership skills and vote on resolutions and legislation through a participatory democracy. Anticipated attendance is 6 students and an advisor. Chaperone will be Raymond Carlos.

Total Estimated Cost: \$7,000.00

Funding Source: Student Representation Fee Fund and Student Life Trust Account

Site: SBVC
Event: Youth Empowerment Strategies for
Success/Independent Living Program
(YESS/ILP) Graduation Celebration
Date of Event: 12/13/17

Item Being Purchased: Refreshments

Sponsored by the Foster & Kinship Department, the YESS/ILP graduation celebration is held for foster youth who have successfully completed the 14-week Independent Living Program Life Skills classes. These classes help to prepare the foster youth to continue their educational or vocational goals and to gain employment. The celebration will take place at Shakey's Pizza in San Bernardino. Anticipated attendance will be 30 staff, students and community members.

Total Estimated Cost: \$600.00

Funding Source: Youth Empowerment Strategies for
Success/Independent Living Program (YESS/ILP) Graduation Celebration

Site: SBVC
Event: Region 9 CEO Meeting
Date of Event: 2/2/18

Item Being Purchased: Refreshments. Sponsored by the Campus President, CHC is hosting the Region 9 CEO meeting of all college presidents in Region 9 on 2-2-18.

Total Estimated Cost: \$350.00

Funding Source: Campus President 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

DATE: October 12, 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: Kathy Bakhit

Total Cost: \$276.80

Funding Source: Instruction Office
General Fund

Membership & Purpose: Association of California Community College Administrators (ACCCA), ACCCA provides both leadership excellence and leadership development. It is dedicated to providing professional education, training and development opportunities for new and continuing community college administrators and building partnerships with business, education and government agencies.

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: October 12, 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: Police Department
Conference Name: Pubic Records Act
Travel Dates: 10/5/2017 - 10/6/2017
City, State: Irwindale, CA
Cost per person: \$ 250
Funding Source: General Funds

Name: Michele Jeannotte
Purpose: Information on the CA Public Records Act including current requirements, release exemptions, fees, retention, 1043 motions, records subpoenas

CA Peace Officers Association opened more seats for this class

Site: Central Services
Department: Business & Fiscal Servies
Conference Name: GFOA Alliance for Excellence in School Budgeting
Travel Dates: 11/1/2017 - 11/3/2017
City, State: Chicago, IL
Cost per person: \$ 2250
Funding Source: General Fund

Name: Larry Strong
Purpose: To gain an overview of best practices in school budgeting, including cost savings, collaboration, and and engagement.

Site: Central Services
Department: TESS
Conference Name: Association For Talent Development Conference
Travel Dates: 5/17/2017 - 5/25/2017
City, State: Atlanta, GA
Cost per person: \$ 6506.34
Funding Source: DE General Funds

Name: Rhiannon Lares
Purpose: Association For Talent Development has more than three hundred education sessions focused on ten content tracks. It will build my skills in both instructional design and training to broaden San Bernardino Community College Districts professional development

Site: Central Services
Department: TESS/ATPC
Conference Name: Braille Authority of North America Board Meeting
Travel Dates: 11/1/2017 - 11/4/2017
City, State: Winnetka (Chicago), IL
Cost per person: \$ 1825
Funding Source: ATPC GRANT

Name: Dawn Gross

Purpose: ATPC is a voting board member of this organization, attendance is required. Decisions on Braille code changes and the implementation plans/procedures for introducing new braille codes will be discussed and voted on.

Site: Central Services
Department: Economic Development and Corporate Training
Conference Name: California Community College Association for Occupational Education (CCCAOE) 2017 Fall Conference
Travel Dates: 11/1/2017 - 11/3/2017
City, State: Rancho Mirage, CA
Cost per person: \$ 10889
Funding Source: EDCT Categorical Funds

Name: Vanessa Canova, Richard Galope, Stacy Garcia, Roanne Holliman, Roxane Joyce, Robert Levesque, Robert Mejia, Eddie Rubio, and Timothy Vasquez

Purpose: Navigate the Strong Workforce Program for year two and further refine programs, processes and systems. Value: Learn best practices t continually improve services to our students.

Site: Central Services
Department: Economic Development and Corporate Training
Conference Name: Certified Logistics Technician (CLT) Online Instructor Training
Travel Dates: 10/13/2017 - 12/30/2017
City, State: San Bernardino, CA
Cost per person: \$
Funding Source: EDCT Categorical Funds

Name: Jorge Chavarin

Purpose: Train our trainer on Certified Logistics Technician (CLT) and Certified Logistics Associate (CLA) Certification to train individuals under the Industry Driven Regional Collaborative (IDRC) Grant. Value: To provide CLT and CLA Certification to adults with barriers to employment.

Site: CHC
Department: Sciences
Conference Name: GSA National Conference
Travel Dates: 10/20/2017 - 10/26/2017
City, State: Seattle, WA
Cost per person: \$ 985
Funding Source: Professional Development General Fund and CHC Foundation

Name: Richard Hughes III

Purpose: Presenting SI (Supplemental Instructor) research at this conference. The abstract was accepted by the national conference committee in August.

Site: CHC
Department: Office of Instruction
Conference Name: CCCCIO Fall 2017 Conference
Travel Dates: 10/25/2017 - 10/27/2017
City, State: San Diego, CA
Cost per person: \$ 1160
Funding Source: Office of Instruction General Fund

Name: Kathy Bakhit

Purpose: Receive updates on instructional matters at the state level.

Site: CHC
Department: CTE
Conference Name: 2017 CCCAOE Fall Conference
Travel Dates: 10/31/2017 - 11/4/2017
City, State: Rancho Mirage, CA
Cost per person: \$ 1545
Funding Source: Strong Workforce Program categorical funding

Name: Trinette Barrie, Dan Word

Purpose: To gain information in refining programs, processes, and systems to continually improve services to our students.

Site: CHC
Department: Office of Instruction
Conference Name: 2017 Fall Plenary Session
Travel Dates: 11/1/2017 - 11/4/2017
City, State: Irvine, CA
Cost per person: \$ 1419
Funding Source: Campus President General Fund

Name: Mark McConnell and Patricia Menchaca

Purpose: This plenary session permits local senates to be apprised about hot topics and to receive new training to bolster the effectiveness of their senate. Provides the Executive Committee its direction through the resolution and voting process.

Site: CHC
Department: Student Services
Conference Name: 2017 CalWORKs Training Academy
Travel Dates: 12/4/2017 - 12/7/2017
City, State: Sacramento, CA
Cost per person: \$ 1180
Funding Source: CalWORKs general fund

Name: Rejoice Chavira

Purpose: The Training Academy will offer a comprehensive program designed to strengthen knowledge and skills, share best practices, and promote collaboration to ensure the CalWORKs program successfully engages and serves California's families and children in need.

Site: KVCR
Department: KVCR/FNX
Conference Name: Native American Journalist Association
Travel Dates: 9/5/2017 - 9/10/2017
City, State: Anaheim, CA
Cost per person: \$ 2000
Funding Source: FNX - San Manuel

Name: Sahar Khadjenoury

Purpose: Annual NAJA Excellence in Journalism Award event.

Sahar and Frank both signed up to be mentors at the NAJA event on 9/5/17 for media and film students in attendance.

Site: KVCR
Department: KVCR/FNX
Conference Name: National Association of Broadcasters
Travel Dates: 4/6/2018 - 4/13/2018
City, State: Las Vegas, NV
Cost per person: \$ 2000
Funding Source: KVCR and FNX - San Manuel

Name: Micah Wright, Blake Barrie, Nick Harris, Jim Walker, Robert Reinstra, Ben Holland

Purpose: Networking for New Tech Core equipment needs.

Site: SBVC
Department: Modern Languages
Conference Name: 2017 National Deaf Evangelism Conference
Travel Dates: 7/16/2017 - 7/23/2017
City, State: Milford, DE
Cost per person: \$ 750
Funding Source: Professional Development General Fund

Name: Davena Burns-Peters

Purpose: The attendee will represent the district by presenting at a national conference and will gain knowledge that will grow and benefit the American Sign Language (ASL) program on campus. The attendee will be able to network, teach and gather knowledge from interpreters and teachers from all over the US.

This item is being ratified due to being inadvertently missed in submitting to the July board.

Site: SBVC
Department: Student Services/Financial Aid
Conference Name: 2017 California Association of Financial Aid Administrators (CASFAA) Annual Conference
Travel Dates: 10/28/2017 - 10/31/2017
City, State: Monterey, CA
Cost per person: \$ 1750
Funding Source: Matriculation Categorical Funds

Name: Rocio Delgado, Ernesto Nery, Jr. and Fermin Ramirez

Purpose: To ensure compliance with federal and state regulations as mandated by the Department of Education. Provides valuable training to Financial Aid staff regarding federal aid state regulations.

Site: SBVC
Department: Applied Technology
Conference Name: World's Largest Trade Show and Training Event for the Automotive and Collision Industry
Travel Dates: 10/30/2017 - 11/3/2017
City, State: Las Vegas, NV
Cost per person: \$ 750
Funding Source: Professional Development General Funds and Perkins Grant Fund

Name: Manuel Loera

Purpose: This trade show will provide us with educational seminars, product demonstrations. It will also solidify strategic partnerships and provide for networking with industry peers.

Site: SBVC
Department: Applied Technology
Conference Name: World's Largest Trade Show and Training Event for the Automotive and Collision Industry
Travel Dates: 10/30/2017 - 11/3/2017
City, State: Las Vegas, NV
Cost per person: \$ 2109.68
Funding Source: Professional Development General Fund and Perkins Grant Fund

Name: Mark Williams

Purpose: This trade show will provide us with educational seminars, product demonstrations. It will also solidify strategic partnerships and provide for networking with industry peers.

Site: SBVC
Department: Nursing
Conference Name: Pediatric Critical Care & Emergency Nursing
Travel Dates: 10/31/2017 - 11/3/2017
City, State: Las Vegas, NV
Cost per person: \$ 750
Funding Source: Professional Development General Fund

Name: Violeta Obra

Purpose: This conference will comply with the nursing/faculty requirement of the Nursing Accreditation Agency (BRN, NLN). The attendees will learn current knowledge/skills in patient management with faculty update on concepts/skills of evidenced-based and safe quality patient centered care.

Site: SBVC
Department: Nursing
Conference Name: Pediatric Critical Care & Emergency Nursing
Travel Dates: 10/31/2017 - 11/3/2017
City, State: Las Vegas, NV
Cost per person: \$ 250
Funding Source: Professional Development General Fund

Name: Puttachart Chithatron

Purpose: This conference will comply with the nursing/faculty requirement of the Nursing Accreditation Agency (BRN, NLN). The attendees will learn current knowledge/skills in patient management with faculty update on concepts/skills of evidenced-based and safe quality patient centered care.

Site: SBVC
Department: Applied Technology
Conference Name: 2017 California Community College Association for Occupational Education
Travel Dates: 10/31/2017 - 11/3/2017
City, State: Rancho Mirage, CA
Cost per person: \$ 1073.01
Funding Source: Perkins Grant Fund

Name: Albert Maniaol

Purpose: The attendees will obtain information and state and federal grants updates for Perkins and the Strong Workforce Program. The benefit of this conference is to learn new policies, grant opportunities, partnerships and best practices related to Career and Technical Education (CTE).

Site: SBVC
Department: English
Conference Name: 2017 Fall Plenary
Travel Dates: 11/1/2017 - 11/4/2017
City, State: Irvine, CA
Cost per person: \$ 1254.2
Funding Source: Academic Senate
General Funds

Name: Mary Copeland

Purpose: Attendee will receive updates on legislative issues that affect faculty. She will also be a voting representative for San Bernardino Valley College on statewide senate resolutions.

Site: SBVC
Department: Student Services/Student
Equity
Conference Name: Umoja XIII Conference
Travel Dates: 11/2/2017 - 11/4/2017
City, State: Sacramento, CA
Cost per person: \$ 1900
Funding Source: Student Equity
Categorical Fund

Name: Sandra Blackman, Kathy Kafela and Daniele Ramsey

Purpose: The Umoja conference instills the knowledge and skills necessary to enable them to make positive differences in their lives. The Umoja conference enhances the educational and cultural experiences of African American and other at risk students. Student workshops show how to empower student leaders through networking, organizing and solving problems together.

Site: SBVC
Department: English
Conference Name: Pacific Ancient and
Modern Language Association 115th
Annual Conference
Travel Dates: 11/9/2017 - 11/12/2017
City, State: Honolulu, HI
Cost per person: \$ 250
Funding Source: Professional
Development General Fund

Name: Lauren Bond and Matthew Bond

Purpose: Participation in this conference benefits the district as well as SBVC students and faculty in that it will improve the attendees academic research and field knowledge which will be brought back to the classroom and shared with colleagues. This activity is education for the attendees and for those whom they professionally engage.

Site: SBVC
Department: Student Life
Conference Name: Student Senate for California Community Colleges (SSCCC) 2017 Fall General Assembly
Travel Dates: 11/17/2017 - 11/19/2017
City, State: Sacramento, CA
Cost per person: \$ 1556.18
Funding Source: Student Representation Fee Fund

Name: Raymond Carlos

Purpose: Members of the Associated Student Government (ASG) will debate and discuss senate-wide issues, multi-district challenges, and share ideas on how to improve the community college system. Members of ASG will learn leadership skills and vote on resolutions and legislation through participatory democracy.

Site: SBVC
Department: Student Services/Financial Aid
Conference Name: 2017 Federal Student Aid (FSA) Training Conference for Financial Aid Professionals
Travel Dates: 11/26/2017 - 12/1/2017
City, State: Lake Buena Vista, FL
Cost per person: \$ 2025
Funding Source: Financial Aid Categorical Fund

Name: Ernesto Nery, Jr., Maria Perez-Santana and Maria Trujillo

Purpose: Training for financial aid professionals charged with administering the Title IV student financial assistance programs on campus. Ensures compliance with federal and state regulations as mandated by the Department of Education.

Site: SBVC
Department: Student Services/Student Equity
Conference Name: Title IX Awareness and Sexual Assault Prevention (ASAP) Training for College Administrators
Travel Dates: 12/4/2017 - 12/6/2017
City, State: Santa Monica, CA
Cost per person: \$ 2400
Funding Source: Student Equity Categorical Fund

Name: Raymond Carlos, Marco Cota, Justine Plemons, Carmen Rodriguez, Christopher Tamayo and Scott Thayer.

Purpose: Staff attending the Awareness and Sexual Assault Prevention (ASAP) Title IX training will be trained on current policies, procedures and laws pertaining to Title IX campus investigations. Staff will in turn keep our campus compliant with state regulations, as well as informed and prepared on how to properly serve our students, and run investigations if and when they are faced with a Title IX issue.

San Bernardino Community College District Conference Attendance

Site: SBVC
Department: Student Services/CalWORKs and Workforce Development
Conference Name: Ready, Set, Engage! Pathways to Opportunity
Travel Dates: 12/4/2017 - 12/8/2017
City, State: Sacramento, CA
Cost per person: \$ 1625
Funding Source: CalWORKs Categorical Fund

Name: Bonnie Rodriguez-Cruz, Leslie Gregory, Anita Hernandez, Shalita Tillman and Patricia Valenzuela

Purpose: To provide attendees with vital information and tools necessary so that they may continue to uphold the core values of the CalWORKs program and successfully engage and serve CalWORKs families. This event brings together front-line human service and workforce development practitioners, administrators, community college representatives, service providers, trainers, and a variety of other partners who provide services to CalWORKs clients and families throughout California.

Site: SBVC
Department: Student Services/Middle College High School
Conference Name: Gallup Accelerated Strengths Coaching Course
Travel Dates: 12/10/2017 - 12/15/2017
City, State: Los Angeles, CA
Cost per person: \$ 6083
Funding Source: Middle College High School Chancellor's Grant Fund

Name: Susan Gasca and Kimberly Wingson

Purpose: To gain an invaluable opportunity to help and understand the principles of strengths development and advance coaching with students in their growth and development for success.
The knowledge of different type of techniques, educational tools/resources, and how to apply talents on becoming an effective counselor/adjunct instructor.

Site: SBVC
Department: Social Science
Conference Name: Annual Popular Culture/ American Culture Association (PCA/ACA)
Travel Dates: 3/27/2018 - 3/31/2018
City, State: Indianapolis, IN
Cost per person: \$ 750
Funding Source: Professional Development General Fund

Name: Melissa King

Purpose: Dr. King will be able to share with her SBCCD colleagues what she learns at this conference. She will network, maintain disciplinary currency, and learn about strategies for teaching culture.

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: October 12, 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 10/12/2017

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
Consultants			
Applied Best Practices	(15780) Consulting for continuing disclosure services for bond program Term: 10/13/2017 - 10/12/2022 Funding Source: Bond Construction	Fiscal Services/SBCCD	\$30,000.00
Fieldman, Rolapp & Associates	(15789) Consulting for debt issuance and financial planning for bond program; cost will be determined at time of bond issuance Term: 10/13/2017 - 10/12/2022 Funding Source: Bond Construction	Fiscal Services/SBCCD	
Huron Consulting Group, Inc.	(15806) Additional consultant needed for the implementation of the SBCCD's new Enterprise Resource Planning (Oracle Cloud) system as part of the RFP 2016-01 Term: 10/13/2017 - 7/31/2018 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$750,000.00
Peachy, Burt dba Burt Peachy Consulting	(15715) Consulting service to finalize and submit a "Zero Textbook Cost Degree Grant" to the CCC Chancellor's Office Term: 8/18/2017 - 9/28/2017 Funding Source: General Funds	Grants/SBVC	\$5,000.00

SubTotal for Consultants: 4

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Firm</i>			
Legal			
Burke, William & Sorensen, LLP	(15795) Legal Services for Human Resources Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Human Resources/SBVC	\$3,000.00
Burke, William & Sorensen, LLP	(15796) Legal Services for KVCR Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	KVCR/KVCR	\$25,000.00
SubTotal for Legal: 2			
Legal - Investigations			
Van Dermyden Maddux Law Corporation	(15442) Legal investigative services regarding submitted complaints; this is to approve revised ending term date to 09/30/2017 Term: 5/5/2017 - 9/30/2017 Funding Source: General Funds	Chancellor/SBCCD	\$13,000.00
SubTotal for Legal - Investigations: 1			
Professional Services			
Brown Eyes Media Corp	(15727) Production of a Science television program in exchange for ownership of completed program by KVCR Term: 9/5/2017 - 9/4/2018 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$108,160.00

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Firm</i>			
Palm Strike, Inc.	(15747) Producer agreement for production of the series "Custer's Last Stand-Up" working title Term: 9/1/2017 - 8/31/2022 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$144,300.00
Public Economics, Inc.	(13874) Consulting services in financial, economic, facilities and/or administrative matters pertaining to District interaction with area redevelopment agencies; this is to approve Amendment 01 - extend term end date and increase in hourly rate Term: 7/1/2016 - 6/30/2017 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$39,000.00
Sano Attorney Services dba S.A.S. LLC	(15738) Legal courier and delivery services needed by Human Resources Department Term: 7/1/2017 - 6/30/2019 Funding Source: General Funds	Human Resources/SBCCD	\$10,000.00
<i>SubTotal for Professional Services: 4</i>			
<i>Grand Total Contracts for Board Date 10/12/2017: 11</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: October 12, 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 181605 - 182065 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 2017/2018 budget.

PO#	Vendor Name	Purchase Order Description	Amount
181607	CSUSB	Athletic Entry Fees	150
181608	COLLEGE OF THE CANYONS	Athletic Entry Fees	150
181609	PALOMAR FOUNDATION CROSS	Athletic Entry Fees	100
181615	SBVC BOOKSTORE	Classroom Textbooks	22,000.00
181616	SCUDDER, ROBERT	Conference	383.41
181618	NOEL ACADEMY FOR STENGTHS	Conference	295
181619	NOEL ACADEMY FOR STENGTHS	Conference	650
181620	FLOWERS, TANISHA	Conference	83.03
181621	LOERA, ANDREW	Conference	234.3
181624	US BANK CORPORATE PMT SYSTEMS	Conference	36.68
181625	COMMUNITY COLLEGE FACILITIES	Conference	405
181627	JENKINS, ROBERT	Conference	100
181628	US BANK CORPORATE PMT SYSTEMS	Conference	387.9
181629	AGAH, HUSSAIN	Conference	2,580.00
181636	RODRIGUEZ, NATIVIDAD	Conference	832
181640	FOUNDATION FOR CALIFORNIA	Conference	150
181642	CHAVIRA, REJOICE C	Conference	837
181677	LANDA, MICHELLE	Conference	1,643.53
181680	CROCFER, MICHELLE	Conference	21.51
181683	US BANK CORPORATE PMT SYSTEMS	Conference	640
181684	DIAZ, EMMA	Conference	21
181686	PALI MOUNTAIN RETREAT	Conference	9,724.00
181688	ACHRO/EEO	Conference	250
181689	ACHRO/EEO	Conference	250
181696	CASBO EASTERN SECTION	Conference	169
181697	CASBO EASTERN SECTION	Conference	169
181699	LEVESQUE, ROBERT	Conference	736.21
181700	US BANK CORPORATE PMT SYSTEMS	Conference	2,500.00
181701	LAGRIMAS, MARK	Conference	250
181705	US BANK CORPORATE PMT SYSTEMS	Conference	600
181706	US BANK CORPORATE PMT SYSTEMS	Conference	400
181708	CHAVIRA, REJOICE C	Conference	387
181712	LINDAMOOD-BELL LEARNING	Conference	749
181715	MARQUEZ, EVELYN	Conference	215
181727	SCHOENFELD, RACQUEL	Conference	438
181728	HARRIS, KASHAUNDA	Conference	543.4
181737	HAYTON, CLAUDIA	Conference	1,650.00
181738	MUSKAVITCH, JOHN	Conference	1,650.00
181739	SOUSA, JUANITA	Conference	1,650.00
181742	CHABOT-LAS POSITAS CCD	Conference	750
181751	ACBO	Conference	75
181753	REGIONAL TRAINING CENTER	Conference	517
181755	HOLLIMAN, ROANNE	Conference	562.9
181756	CCCAOE	Conference	495
181757	JOYCE, ROXANE	Conference	577.88

PO#	Vendor Name	Purchase Order Description	Amount
181758	CCCAOE	Conference	495
181765	NATIVE AMERICAN JOURNALISTS	Conference	510
181768	CANOVA, VANESSA	Conference	562.57
181769	CCCAOE	Conference	495
181770	RUEDA, MARGARET	Conference	157.98
181771	CCCAOE	Conference	495
181772	LEVESQUE, ROBERT	Conference	548
181773	US BANK CORPORATE PMT SYSTEMS	Conference	510
181774	US BANK CORPORATE PMT SYSTEMS	Conference	510
181777	CCCAOE	Conference	495
181778	US BANK CORPORATE PMT SYSTEMS	Conference	90
181779	KREHBIEL, DEANNA	Conference	70
181780	CCCAOE	Conference	495
181793	SACRAMENTO STATE COLLEGE	Conference	2,000.00
181794	RODRIGUEZ-CRUZ, BONNIE	Conference	1,198.25
181795	VALENZUELA, PATRICIA	Conference	1,198.25
181796	GREGORY, LESLIE	Conference	1,200.19
181797	TILLMAN, SHALITA	Conference	1,198.25
181798	HERNANDEZ, ANITA	Conference	1,200.19
181805	CCCAOE	Conference	495
181806	CCCAOE	Conference	495
181808	HOLBROOK, JAMES	Conference	1,632.00
181809	NERY, ERNESTO	Conference	1,493.84
181810	ADAME, DANIEL	Conference	500
181811	SACRAMENTO STATE COLLEGE	Conference	150
181812	CHABOT-LAS POSITAS CCD	Conference	750
181813	US BANK CORPORATE PMT SYSTEMS	Conference	143.74
181814	MEJIA, ROBERT	Conference	211
181815	BARRIE, TRINETTE	Conference	100
181817	MENCHACA, PATRICIA	Conference	888.09
181818	MCCONNELL, MARK	Conference	888.09
181819	ACADEMIC SENATE, THE	Conference	1,060.00
181820	MELLO, BRANDICE	Conference	25
181821	MORENO, MARIANA	Conference	25
181823	SAN BERNARDINO COUNTY	Conference	100
181825	SAN BERNARDINO BLACK CULTURE	Conference	650
181829	THORNTON, CARLA	Conference	365.13
181830	COMMUNITY COLLEGE FACILITIES	Conference	405
181831	AGAH, HUSSAIN	Conference	1,160.00
181832	ALMARAZ, ERIKA	Conference	85
181868	US BANK CORPORATE PMT SYSTEMS	Conference	600
181886	BARRIE, TRINETTE	Conference	60
181904	US BANK CORPORATE PMT SYSTEMS	Conference	244.8
181911	DIXON, KAREN	Conference	337
181912	JOHN BURTON ADVOCATES FOR	Conference	160

PO#	Vendor Name	Purchase Order Description	Amount
181913	DIXON, KAREN	Conference	617.44
181916	JOHN BURTON ADVOCATES FOR	Conference	160
181917	RIVERA-REZA, ROSEMARY	Conference	617.44
181918	FOUNDATION FOR CALIFORNIA COMM	Conference	150
181922	HACU	Conference	600
181923	HACU	Conference	200
181924	HACU	Conference	991
181925	WEISS, KAY	Conference	51.75
181927	THAYER, SCOTT	Conference	51.75
181929	SMITH, JAMES E.	Conference	51.75
181931	RODRIGUEZ, MARIA DEL CARMEN	Conference	51.75
181932	RODRIGUEZ, DIANA	Conference	51.75
181935	MORENO, MARIANA	Conference	25
181936	MELLO, BRANDICE	Conference	25
181938	HUSTON, CELIA	Conference	51.75
181939	HUNTER, DIANE	Conference	51.75
181941	COTA, MARCO	Conference	51.75
181944	BURNHAM, LORRIE	Conference	51.75
181981	SAN BERNARDINO SHERIFFS DEPT	Conference	100
181983	P A P A	Conference	80
181984	GROSS, DAWN	Conference	365
181992	CCCAOE	Conference	495
181996	MARRUJO, MONIQUE	Conference	2,348.00
181997	RODRIGUEZ, NATIVIDAD	Conference	2,348.00
181998	URIBE, REYNA	Conference	2,348.00
182001	RAMIREZ, FERMIN	Conference	1,678.76
182002	HACU	Conference	4,683.60
182003	DELGADO, ROCIO	Conference	1,713.01
182004	SKILLPATH SEMINARS	Conference	199
182006	US BANK CORPORATE PMT SYSTEMS	Conference	788
182007	US BANK CORPORATE PMT SYSTEMS	Conference	788
182008	PLEMONS, JUSTINE	Conference	788
182009	CARLOS, RAYMOND	Conference	788
182010	TAMAYO, CHRIS	Conference	788
182011	DE LA PENA, SUSANA	Conference	2,348.00
182012	CALIFORNIA PEACE OFFICERS	Conference	250
182013	PARISH, CYNTHIA	Conference	86.41
182014	CASTRO, ANTHONY	Conference	51.75
182015	WRIGHT, MICAH	Conference	30
182016	HIRSCHFIELD KRAEMERS'S LLP	Conference	1,190.00
182017	US BANK CORPORATE PMT SYSTEMS	Conference	788
182018	BARRIE, TRINETTE	Conference	60
182021	RODRIGUEZ, DIANA	Conference	56.71
182022	US BANK CORPORATE PMT SYSTEMS	Conference	58
182023	P A P A	Conference	160

PO#	Vendor Name	Purchase Order Description	Amount
182025	GROSS, DAWN	Conference	1,824.00
182026	BAUGHER, JEFF	Conference	980
182028	COMMUNITY COLLEGE FACILITIES	Conference	865.9
182030	VASQUEZ, TIMOTHY	Conference	562.57
182031	CALIFORNIA POLICE CHIEFS ASSOC	Conference	525
182032	CCCCIO	Conference	400
182033	BAKHIT, KHETAM	Conference	760
182040	US BANK CORPORATE PMT SYSTEMS	Conference	662
182046	HIRSCHFIELD KRAEMERS'S LLP	Conference	5,950.00
182055	PESTICIDE APPLICATORS	Conference	400
182056	PESTICIDE APPLICATORS	Conference	400
182057	JOYCE, ROXANE	Conference	21.39
182058	RUEDA, MARGARET	Conference	21.39
182059	CCCAOE	Conference	2,475.00
182060	GOWEN, LAURA	Conference	257
182061	RUBIO, EDUARDO	Conference	905
182062	US BANK CORPORATE PMT SYSTEMS	Conference	905
182063	US BANK CORPORATE PMT SYSTEMS	Conference	905
182064	US BANK CORPORATE PMT SYSTEMS	Conference	905
181702	ROCKY MOUNTAIN CORPORATION	Dues & Memberships	300
181710	HONORS TRANSFER COUNCIL OF CA	Dues & Memberships	120
181711	MIDDLE COLLEGE NATIONAL CONSOR	Dues & Memberships	800
181718	ACADEMY FOR GRASSROOTS	Dues & Memberships	100
181721	US BANK CORPORATE PMT SYSTEMS	Dues & Memberships	1,700.00
181762	ASSOCIATION OF COMMUNITY	Dues & Memberships	7,017.00
181776	CCLC/CCCAA	Dues & Memberships	2,750.00
181788	CAPPO	Dues & Memberships	520
181800	GLENDALE COMMUNITY COLLEGE	Dues & Memberships	100
181885	CCCCIO	Dues & Memberships	300
181921	SCIAC	Dues & Memberships	100
181988	REDLANDS CHAMBER OF COMMERCE	Dues & Memberships	175
181990	DEPARTMENT OF PESTICIDE	Dues & Memberships	60
182047	SOUTH ORANGE COUNTY CCD	Dues & Memberships	200
181646	GLENN B DORNING INC	Equipment	19,254.69
181698	ALL AMERICAN SPORTS CORP	Equipment	2,829.50
181720	US BANK CORPORATE PMT SYSTEMS	Equipment	677.92
181732	B&H PHOTO VIDEO	Equipment	4,471.36
181844	NAPA AUTO PARTS	Equipment	17,031.05
181856	FIREVENT LLC	Equipment	4,525.50
181857	POWER CASTER INC	Equipment	1,804.81
181873	TOOLSOURCE.COM	Equipment	366.35
181926	US BANK CORPORATE PMT SYSTEMS	Equipment	600
181957	HARLOW'S KITCHEN CONCEPTS	Equipment	902.58
181999	INTERIOR OFFICE SOLUTIONS	Equipment	5,256.99
182000	GAUMARD SCIENTIFIC COMPANY	Equipment	4,391.72

PO#	Vendor Name	Purchase Order Description	Amount
182020	B&H PHOTO VIDEO	Equipment	9,725.40
182038	JE HALLIDAY SALES INC	Equipment	66,750.00
182048	BINDER LIFT LLC	Equipment	611.45
181687	STARBUCKS COFFEE COMPANY	Food Supplies	10,235.82
181791	STATER BROS MARKETS	Food Supplies	4,000.00
181648	FLEET FEET SPORTS	Instructional Supplies	862.5
181653	PIONEER ATHLETICS	Instructional Supplies	937.42
181654	REAL VOLLEYBALL	Instructional Supplies	1,197.37
181655	EASTBAY TEAM SALES	Instructional Supplies	696.8
181656	FLINN SCIENTIFIC INC	Instructional Supplies	344.8
181657	MF ATHLETIC	Instructional Supplies	452.56
181658	DICK BLICK	Instructional Supplies	64.66
181709	STAPLES	Instructional Supplies	254.25
181752	US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	3,000.00
181849	GRAINGER INC, W W	Instructional Supplies	363.64
181852	CALIFORNIA TOOL & WELDING SPLY	Instructional Supplies	680
181869	MOORE MEDICAL CORPORATION	Instructional Supplies	519.28
181871	FISHER SCIENTIFIC	Instructional Supplies	445.39
181872	BOUND TREE MEDICAL	Instructional Supplies	935.54
181877	PARTSTOWN	Instructional Supplies	836.19
181880	HACH COMPANY	Instructional Supplies	49.87
181902	ULINE	Instructional Supplies	85.66
181920	BEST BUY	Instructional Supplies	129.29
181969	DICK BLICK	Instructional Supplies	161.62
181970	KEN'S SPORTING GOODS	Instructional Supplies	141.86
181971	EASTBAY TEAM SALES	Instructional Supplies	735.12
181972	BSN SPORTS INC	Instructional Supplies	313.04
181975	VERNIER SOFTWARE	Instructional Supplies	1,179.65
181976	STAPLES	Instructional Supplies	177.53
181978	HARDY DIAGNOSTICS	Instructional Supplies	205.07
181985	BOUND TREE MEDICAL	Instructional Supplies	512.96
181994	PERFORMANCE TRAINING	Instructional Supplies	766.4
182053	STAPLES	Instructional Supplies	230.03
181666	DELL COMPUTER COMPANY	IT Equipment	829.65
181667	CDW GOVERNMENT INC	IT Equipment	9,131.59
181692	CDW GOVERNMENT INC	IT Equipment	1,638.33
181714	US BANK CORPORATE PMT SYSTEMS	IT Equipment	229.99
181816	DELL COMPUTER COMPANY	IT Equipment	61,896.33
181862	DELL COMPUTER COMPANY	IT Equipment	355.55
181870	LANSHACK.COM	IT Equipment	797.54
181887	CDW GOVERNMENT INC	IT Equipment	1,892.03
181888	DELL COMPUTER COMPANY	IT Equipment	59,619.25
181896	A & A COPY MACHINE INC	IT Equipment	6,680.50
181915	CONVERGEONE INC	IT Equipment	41,294.11
182029	B&H PHOTO VIDEO	IT Equipment	2,177.16

PO#	Vendor Name	Purchase Order Description	Amount
181933	PRUDENTIAL OVERALL SUPPLY INC	Laundry	1,800.00
181942	CINTAS THE UNIFORM PEOPLE	Laundry	10,900.00
181782	SQUIRES LUMBER COMPANY INC	Maintenance Supplies	2,000.00
181606	MELANCON, KENNY	Meals & Refreshments	150
181613	DIAL, TROY LYNN	Meals & Refreshments	65.93
181614	LUCILLES SMOKEHOUSE	Meals & Refreshments	2,014.00
181626	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	250.91
181630	SBVC FOOD SERVICES	Meals & Refreshments	481.95
181633	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	465.7
181635	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	150
181695	HANNON, KRISTINA	Meals & Refreshments	129.34
181713	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	32.82
181726	JOSE'S MEXICAN FOOD INC	Meals & Refreshments	1,000.00
181790	SBVC FOOD SERVICES	Meals & Refreshments	164.15
181853	LEVESQUE, ROBERT	Meals & Refreshments	32.14
181892	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	38.83
181893	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	66.46
181897	SBVC FOOD SERVICES	Meals & Refreshments	483.04
181906	SBVC FOOD SERVICES	Meals & Refreshments	496
181952	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	908.27
181956	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	66
181958	SBVC FOOD SERVICES	Meals & Refreshments	483.04
181959	SBVC FOOD SERVICES	Meals & Refreshments	1,634.63
181960	SBVC FOOD SERVICES	Meals & Refreshments	1,774.53
181961	SBVC FOOD SERVICES	Meals & Refreshments	1,871.95
181963	ORIGINAL TACO GIRLS, THE	Meals & Refreshments	400
181968	SBVC FOOD SERVICES	Meals & Refreshments	930
181977	WORD, DANIEL	Meals & Refreshments	500
181982	LEVESQUE, ROBERT	Meals & Refreshments	35.89
182024	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	100
182041	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	200
181766	US BANK CORPORATE PMT SYSTEMS	Media	100
181955	US BANK CORPORATE PMT SYSTEMS	Media	15
181605	SBVC BOOKSTORE	Non-Instructional Supplies	200
181611	STAPLES	Non-Instructional Supplies	600.99
181617	SBVC BOOKSTORE	Non-Instructional Supplies	10,000.00
181623	SBVC BOOKSTORE	Non-Instructional Supplies	100,000.00
181634	STAPLES	Non-Instructional Supplies	214.05
181637	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	750
181638	STAPLES	Non-Instructional Supplies	559.97
181643	STAPLES	Non-Instructional Supplies	52.88
181644	STAPLES	Non-Instructional Supplies	142.77
181645	STAPLES	Non-Instructional Supplies	159.55
181652	STAPLES	Non-Instructional Supplies	1,152.94
181668	LIVESCRIIBE INC	Non-Instructional Supplies	64.11

PO#	Vendor Name	Purchase Order Description	Amount
181669	CDW GOVERNMENT INC	Non-Instructional Supplies	246.07
181670	ARS ENTERPRISES INC	Non-Instructional Supplies	261.11
181685	ULINE	Non-Instructional Supplies	1,020.61
181693	NORTHERN LIGHT TECHNOLOGIES	Non-Instructional Supplies	262.82
181694	STAPLES	Non-Instructional Supplies	170.18
181716	STAPLES	Non-Instructional Supplies	1,851.69
181717	STAPLES	Non-Instructional Supplies	2,591.89
181722	NICHOLS, BARBARA	Non-Instructional Supplies	17.65
181723	STAPLES	Non-Instructional Supplies	86.68
181724	STAPLES	Non-Instructional Supplies	146.49
181725	STAPLES	Non-Instructional Supplies	114.58
181729	STAPLES	Non-Instructional Supplies	433.11
181730	STAPLES	Non-Instructional Supplies	68.57
181731	STAPLES	Non-Instructional Supplies	240.69
181735	SBVC BOOKSTORE	Non-Instructional Supplies	216
181761	STAPLES	Non-Instructional Supplies	1,292.84
181767	STAPLES	Non-Instructional Supplies	106.63
181775	HARRIS, NICHOLAS	Non-Instructional Supplies	92.29
181781	SBVC BOOKSTORE	Non-Instructional Supplies	150
181787	STAPLES	Non-Instructional Supplies	54.19
181792	STAPLES	Non-Instructional Supplies	1,079.01
181822	STAPLES	Non-Instructional Supplies	489.33
181824	STAPLES	Non-Instructional Supplies	686.43
181826	STAPLES	Non-Instructional Supplies	148.08
181827	STAPLES	Non-Instructional Supplies	60.17
181828	STAPLES	Non-Instructional Supplies	83.87
181860	SERVICE CASTER CORP	Non-Instructional Supplies	20.98
181875	HEALTH CARE LOGISTICS	Non-Instructional Supplies	181.75
181878	MOORE MEDICAL CORPORATION	Non-Instructional Supplies	208.35
181879	MBA DESIGN & DISPLAY PRODUCTS	Non-Instructional Supplies	83.49
181889	STAPLES	Non-Instructional Supplies	679.64
181891	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	750
181914	STAPLES	Non-Instructional Supplies	2,300.14
181928	STAPLES	Non-Instructional Supplies	349.38
181934	PHARMEDIX	Non-Instructional Supplies	5,000.00
181953	STAPLES	Non-Instructional Supplies	64.63
181954	STAPLES	Non-Instructional Supplies	65.13
181962	STAPLES	Non-Instructional Supplies	299.11
181964	CDW GOVERNMENT INC	Non-Instructional Supplies	4,890.23
181973	SBVC BOOKSTORE	Non-Instructional Supplies	250
181974	STAPLES	Non-Instructional Supplies	769.91
181979	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	1,200.00
181980	STAPLES	Non-Instructional Supplies	210.14
181986	HOFFMANN, DONNA	Non-Instructional Supplies	64.98
181989	MOORE MEDICAL CORPORATION	Non-Instructional Supplies	5,000.00

PO#	Vendor Name	Purchase Order Description	Amount
182034	SCANTRON CORPORATION	Non-Instructional Supplies	1,266.06
182035	TROXELL COMMUNICATIONS INC	Non-Instructional Supplies	547.37
182054	STAPLES	Non-Instructional Supplies	109.91
182065	STAPLES	Non-Instructional Supplies	737.1
181610	REVOLVING CASH	Operational Expenses & Fees	680
181679	CALIFORNIA SPECIALIZED	Operational Expenses & Fees	324
181682	COOPER, KRISTY	Operational Expenses & Fees	594.6
181707	SAN BERNARDINO COUNTY	Operational Expenses & Fees	497
181748	US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	1,700.00
181842	BANK OF NEW YORK MELLON	Operational Expenses & Fees	20,000.00
181854	COUNTY OF SAN BERNARDINO	Operational Expenses & Fees	448
181867	HILTON SAN DIEGO BAYFRONT	Operational Expenses & Fees	3,134.04
181876	MORENO, MARIANA	Operational Expenses & Fees	350
181993	COUNTY OF SAN BERNARDINO	Operational Expenses & Fees	123
182005	COMEAU, CHERIE	Operational Expenses & Fees	878.44
182027	US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	20
182044	LOPEZ, JOSE	Operational Expenses & Fees	457
182045	NUNEZ, ANA	Operational Expenses & Fees	457
182049	MIRELES, VICTOR	Operational Expenses & Fees	457
182050	GUTIERREZ, JOSE	Operational Expenses & Fees	457
182051	LOPEZ, BRANDEN	Operational Expenses & Fees	457
182052	VASQUEZ, CINDY	Operational Expenses & Fees	457
181641	SBVC BOOKSTORE	Other Student Aid	3,500.00
181665	KINDERCARE LEARNING CENTERS	Other Student Aid	4,000.00
181759	CHC BOOKSTORE	Other Student Aid	2,601.41
181884	AGUIRRE, JENNIFER	Other Student Aid	3,000.00
181965	SBVC BOOKSTORE	Other Student Aid	3,000.00
181622	NERY, ERNESTO	Personal Mileage	100
181651	ACOSTA, JHOANN	Personal Mileage	321
181760	WARD, AMANDA	Personal Mileage	400
181786	VALDEZ, MARIA	Personal Mileage	300
181930	RUEDA, MARGARET	Personal Mileage	500
181937	JOYCE, ROXANE	Personal Mileage	500
181943	CANOVA, VANESSA	Personal Mileage	500
181631	VERIZON WIRELESS	Phone Utilities	964
181719	VERIZON WIRELESS	Phone Utilities	100
181991	FRONTIER COMMUNICATIONS	Phone Utilities	350
181632	SBCCD PRINTING SERVICES	Printing, SBCCD	100
181681	SBCCD PRINTING SERVICES	Printing, SBCCD	500
181661	GALLUP ORGANIZATION	Reference Books	51.55
181754	US BANK CORPORATE PMT SYSTEMS	Software	48.99
181763	BLANQUET, FRANCISCO	Software	48.99
181919	US BANK CORPORATE PMT SYSTEMS	Software	84

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: October 12, 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 10/12/2017***

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
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Art Exhibition Loan Agreements

Svenson, David	(15756) Art exhibition loan agreement for "Working ON Neon" show; no cost to SBCCD Term: 9/11/2017 - 9/28/2017 Funding Source: N/A	Art/SBVC	
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Svenson, Kazumi	(15755) Art exhibition loan agreement for "Working ON Neon" show; no cost to SBCCD Term: 9/11/2017 - 9/28/2017 Funding Source: N/A	Art/SBVC	
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SubTotal for Art Exhibition Loan Agreements: 2

Bond Measure Funded

Mark Beamish Waterproofing, Inc.	(15770) Furnish and install Exo Air 110 over the plywood seam and caulk around patch with Tremco Dynamic 100 FC as part of Crafton Center project at CHC Term: 9/20/2017 - 12/31/2017 Funding Source: Bond Construction	Facilities Planning/SBCCD	\$350.00
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Triumph Painting	(15764) Painting of stucco at the Gym Building Term: 9/12/2017 - 12/31/2017 Funding Source: Bond Construction	Facilities Planning/SBCCD	\$2,265.00
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<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Bond Measure Funded</u>				
<i>SubTotal for Bond Measure Funded: 2</i>				<i>\$2,615.00</i>
<u>Broadcasting Rights</u>				
	City News Group, Inc.	(15746) Furnish Riverside, San Diego, Los Angeles and Orange Counties news reports for airing on KVCR FM Term: 7/1/2017 - 6/30/2022 Funding Source: KVCR - Gen fund	FM/KVCR	\$42,000.00
	MTV Networks	(15721) Non-exclusive license and rights to distribute MTV broadcast on CHC campus; no cost to SBCCD Term: 8/21/2017 - 8/20/2020 Funding Source: N/A	Student Life/CHC	
	Storm, Ashley	(15794) Talent Attachment Agreement for TV Series "Goldy Knows"; no cost to SBCCD Term: 9/25/2017 - 6/30/2018 Funding Source: N/A	TV/KVCR	
<i>SubTotal for Broadcasting Rights: 3</i>				<i>\$42,000.00</i>
<u>CalWorks Child Care</u>				
	Aguirre, Jennifer	(15713) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Delgado, Georgina Term: 8/17/2017 - 6/30/2018 Funding Source: CalWorks	Calworks/SBVC	\$7,000.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>CalWorks Child Care</u>				
<i>SubTotal for CalWorks Child Care: 1</i>				<i>\$7,000.00</i>
<u>CalWorks Off-Campus Work Study</u>				
	St John's Community Success Center	(15710) Off-Campus work study - Student Torres, Rachel; reimbursed at up to 100% of per hourly rate Term: 9/6/2017 - 6/30/2018 Funding Source: CalWorks	Calworks/SBVC	\$14,112.00
	Vasquez, Yolanda Maria	(15711) Off-Campus workstudy - Student Torres, Claudia; reimbursed at up to 100% of per hourly rate Term: 9/6/2017 - 6/30/2018 Funding Source: CalWorks	Calworks/SBVC	\$14,112.00
<i>SubTotal for CalWorks Off-Campus Work Study: 2</i>				<i>\$28,224.00</i>
<u>Clinicals</u>				
	Loma Linda University Health Care	(15779) Clinical site for students in the Respiratory Therapy Program; no cost to SBCCD Term: 9/5/2017 - 6/30/2018 Funding Source: N/A	Career Education/CHC	
	VA Loma Linda Health Care System	(15719) Clinical Site Agreement - Affiliation Site for the Respiratory Care Program; no cost to SBCCD Term: 8/18/2017 - 8/17/2027 Funding Source: N/A	Emergency Medical Svcs/CHC	

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Clinicals</u>			
<i>SubTotal for Clinicals: 2</i>			
<u>General</u>			
ABM Building Solutions LLC	(15554) Repairing of chilled water taps in SBVC central plant Term: 9/1/2017 - 12/31/2017 Funding Source: General Funds	Maintenance/SBVC	\$8,708.00
Ad Club Advertising Services, Inc.	(15318) Recruitment advertising for vacant positions; this is to approve an increase in amount by \$296 Term: 6/1/2017 - 6/30/2017 Funding Source: General Funds	Human Resources/SBCCD	\$1,296.00
ALSCO, Inc.	(9644) Uniform and linen rental; extension of ending term date to 01/30/2018; increase in contract amount by \$5,000 Term: 11/14/2013 - 1/30/2018 Funding Source: State Grant	Sunroom/SBVC	\$8,000.00
American Printing & Promotions	(15552) Production of custom water bottles, lanyards, pens, and highlighters for promotional giveaways Term: 9/1/2017 - 11/30/2017 Funding Source: Matriculation	Counseling/SBVC	\$2,630.32
American Printing & Promotions	(15740) Production of promotional giveaways for the EOPS department; 100 rain ponchos Term: 9/11/2017 - 11/30/2017 Funding Source: EOP&S	EOP&S/SBVC	\$299.91

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>				
	American Printing & Promotions	(15741) Production of promotional giveaways for the First Year Experience department; Term: 9/1/2017 - 12/31/2017 Funding Source: Student Equity	Student Services/SBVC	\$10,000.00
	Awesome Blinds & Shutters, Inc.	(15248) Window shade replacement in Child Development classrooms: this is to approve the extension of the term date by one month to 09/30/2017; no additional cost Term: 5/24/2017 - 9/30/2017 Funding Source: General Funds	Maintenance/SBVC	\$10,050.64
	Awesome Blinds & Shutters, Inc.	(15761) Window shade replacement in the Reading Lab Term: 9/20/2017 - 12/31/2017 Funding Source: General Funds	Maintenance/SBVC	\$1,645.99
	Blaser Swisslube	(15776) Consignment agreement for the use of coolant for machines at SBVC machine lab; no cost to SBCCD Term: 9/1/2017 - 6/30/2018 Funding Source: N/A	Technical Training/SBVC	
	Butler, Lesley	(15732) Speaker for the "Middle College High School Program Etiquette Luncheon" Term: 10/10/2017 - 10/10/2017 Funding Source: Middle College HS	Student Services/SBVC	\$300.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>				
	California Student Aid Commission	(15685) Cal Grant Participation Agreement for CHC for FY 2017-2021; no cost to SBCCD Term: 7/1/2017 - 6/30/2021 Funding Source: N/A	Financial Aid/CHC	
	California Student Aid Commission	(15684) Cal Grant Participation Agreement for SBVC for FY 2017-2021; no cost to SBCCD Term: 7/1/2017 - 6/30/2021 Funding Source: N/A	Financial Aid/SBVC	
	Colton Joint USD	(15808) MOU for credit and non credit courses offered on high school sites; no cost to SBCCD Term: 7/1/2017 - 6/30/2018 Funding Source: N/A	Instruction/SBVC	
	Computerized Embroidery Company, The	(15749) Production of embroidered jerseys for women's soccer team Term: 9/1/2017 - 12/31/2017 Funding Source: General Funds	Athletics/SBVC	\$493.56
	Contra Costa CCD	(15733) CISCO Academy Affiliation Agreement Term: 7/1/2017 - 6/30/2018 Funding Source: State Grant	Computer & Info Science/CHC	\$850.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Couts Heating & Cooling, Inc.	(15769) Maintenance for HVAC systems at SBCCD repairs for work outside of the expertise of District Staff; plus on demand repairs Term: 7/1/2017 - 6/30/2020 Funding Source: General Funds	District M & O/SBCCD	\$15,000.00
Craigslist	(15700) Online advertising for job listings for the E-text and Braille production Term: 8/28/2017 - 9/28/2017 Funding Source: Braille Grant	ATPC/SBCCD	\$25.00
Dan Lyman Construction, Inc.	(15193) Furnish and install ADA automated door openers; this is to approve time extension of two months Term: 5/16/2017 - 8/31/2017 Funding Source: General Funds	Maintenance/SBVC	\$48,241.00
Dewey Pest Control	(15771) Pest control service for District Office, PDC, and ATTC Term: 7/1/2017 - 6/30/2020 Funding Source: General Funds	District M & O/SBCCD	\$15,000.00
Diamond Environmental Services, LP	(15737) On demand service of portable toilets for SBVC in case of emergencies Term: 9/1/2017 - 6/30/2018 Funding Source: General Funds	Administrative Services/SBVC	\$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>			
DS Waters of America, Inc. dba Sparkletts	(15699) Bi-weekly drinking water delivery to the District Police Department Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	District Police/SBCCD	\$1,900.00
Eppendorf North America	(15720) Repair of plate pourer at the Biology lab Term: 9/11/2017 - 11/30/2017 Funding Source: General Funds	Biology/SBVC	\$439.00
Gallaghers	(15753) Production of plaque for EDCT Foundation Term: 4/27/2017 - 5/31/2017 Funding Source: EDCT - Foundation	PDC/SBCCD	\$107.75
Gonzalez, Rigoberto	(15705) Speaker for "Hispanic Heritage Month" followed by book signing Term: 10/21/2017 - 10/21/2017 Funding Source: Student Equity	Student Services/SBVC	\$3,000.00
Hill, Iris T	(15693) On air host of "Hidden Hikes" show Term: 7/24/2017 - 12/31/2017 Funding Source: KVCR - Gen fund	TV/KVCR	\$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>			
Holiday Inn Express - Beaumont	(15765) Block room rental for region 9 CalWORKs workshop Term: 10/25/2017 - 10/27/2017 Funding Source: CalWorks	Calworks/CHC	\$3,000.00
Holiday Inn Express - Beaumont	(15766) Meeting room rental for region 9 CalWORKs conference Term: 10/25/2017 - 10/27/2017 Funding Source: CalWorks	Calworks/CHC	\$600.00
Inland Empire Tours & Transportation	(15718) Bus rental for field trip to Cal State Dominguez Hills; additional cost may be charged for fuel and time overages Term: 11/3/2017 - 11/3/2017 Funding Source: General Funds	Transfer Center/SBVC	\$975.14
Inland Empire Tours & Transportation	(15717) Bus rental for field trip to California Baptist University; additional cost may be charged for fuel and time overages Term: 10/20/2017 - 10/20/2017 Funding Source: General Funds	Transfer Center/SBVC	\$727.31
J & M Trophies	(15702) Production of 4,000 custom lapel pins with logo for promotional giveaways Term: 8/9/2017 - 9/30/2017 Funding Source: General Funds	Marketing/SBVC	\$4,310.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Kiwanis Club of Redlands	(15774) Half page advertisement in the Veteran's Day Parade Program Term: 11/10/2017 - 11/10/2017 Funding Source: General Funds	Marketing/CHC	\$500.00
Lin, Hsin-Chuen	(15767) Speaker for Art Gallery workshop; funded by Art Club Term: 3/2/2017 - 3/2/2017 Funding Source: Trust Account	Art Club/SBVC	\$1,508.34
Locks, Goldy dba Factory by Goldy Locks, The	(15706) Performance for the launch of upcoming series "Goldy Knows" Term: 9/4/2017 - 9/13/2017 Funding Source: KVCR - Gen fund	TV/KVCR	\$7,500.00
M.C. Dean Inc.	(15683) Preventive maintenance service on battery systems at various SBVC locations Term: 9/1/2017 - 12/31/2017 Funding Source: General Funds	Maintenance/SBVC	\$3,443.69
Mills, Larry L.	(15745) Provide assistance in forklift training for PDC program participants Term: 8/1/2017 - 6/30/2018 Funding Source: Employment Training Panel	PDC/SBCCD	\$15,000.00
Music in Motion	(15758) Repairing of piano legs at the Performing Arts Center Term: 9/1/2017 - 9/30/2017 Funding Source: General Funds	Maintenance/CHC	\$312.50

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Palomar Mountain Premium Spring Water, LLC	(15736) On demand service of bulk water to SBVC in case of emergencies Term: 9/1/2017 - 6/30/2018 Funding Source: General Funds	Administrative Services/SBVC	\$1,000.00
Phoenix Group - Information Systems	(15726) Parking citations processing service Term: 9/1/2017 - 8/31/2020 Funding Source: General Funds	District Police/SBCCD	\$5,500.00
Props AV, LLC	(15686) Rental of staging, sound system and audio-visual system for KVCR Launch Event and fundraiser Term: 9/5/2017 - 9/5/2017 Funding Source: KVCR - Foundation	TV/KVCR	\$8,500.00
Prudential Overall Supply, Inc.	(15735) Laundry service for custodial uniform shirts and floor mats for District office Term: 7/1/2017 - 6/30/2022 Funding Source: General Funds	Facilities Planning/SBCCD	\$10,000.00
Ran Graphics, Inc.	(15682) Production of SBVC FY18 College Catalog Term: 7/1/2017 - 8/24/2017 Funding Source: General Funds	Instruction/SBVC	\$5,947.80

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Redlands Door & Window Company dba Gerber, Guy	(15759) Replacement of dual panel window at the Crafton Center Term: 9/14/2017 - 9/30/2017 Funding Source: General Funds	Maintenance/CHC	\$2,880.00
Rialto USD	(15809) MOU for credit and non credit courses offered on high school sites; no cost to SBCCD Term: 7/1/2017 - 6/30/2018 Funding Source:	Instruction/SBVC	
Riverside CCD	(15712) Participation in "2017 Fall CTE Faculty Retreat" Term: 9/1/2017 - 12/31/2017 Funding Source: ICT/Digital Media Grant	EDCT/SBCCD	\$10,000.00
San Bernardino City USD	(15690) Use of San Gorgonio High School baseball field by SBVC softball team; no cost to SBCCD Term: 8/31/2017 - 12/15/2017 Funding Source: N/A	Athletics/SBVC	
Smile Premier	(15754) Provide preventative dental hygiene services to students; no cost to SBCCD Term: 9/11/2017 - 9/10/2018 Funding Source: N/A	Health Services/SBVC	

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Smith, Danielle dba Book Yoga Time	(15701) Facilitate the "Stress Management Workshops" for faculty and staff Term: 10/13/2017 - 6/30/2018 Funding Source: General Funds	President/SBVC	\$3,000.00
South Orange County CCD	(15714) Irvine Valley College to provide training to companies using Employment Training Panel Funds; funded through the Employment Training Panel grant Term: 7/1/2017 - 6/30/2018 Funding Source: ETP Grant	PDC/SBCCD	\$25,000.00
Stanley Convergent Security	(15195) Furnish and install security cameras in remaining buildings on campus; this is to approve time extension by two months Term: 5/16/2017 - 8/31/2017 Funding Source: General Funds	Administrative Services/SBVC	\$82,513.00
Stanley Convergent Security	(15763) Monitoring of Sonitrol System for CHC Bookstore, Crafton Center, Aquatic Center, and Maintenance Yard Term: 7/1/2017 - 6/30/2020 Funding Source: General Funds	Maintenance/CHC	\$7,500.00
Stefanski, Kay dba Detroit Sign Factory, LLC	(15724) Production of portable banner, back drop, and table runner to promote the Adult Education Consortium Term: 8/30/2017 - 9/30/2017 Funding Source: AB86 Adult Consortium	Mathematics/SBVC	\$1,556.26

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Thermair Integrated Technologies	(15778) Replacement of an actuator Term: 9/14/2017 - 12/31/2017 Funding Source: General Funds	Maintenance/SBVC	\$760.00
Three Peaks Corp.	(15704) Installation of pavers in the breezeway of the Kinesiology and Athletics Complex Term: 9/14/2017 - 10/19/2017 Funding Source: Foundation Grant	Foundation/SBVC	\$8,664.00
Three Peaks Corp.	(15691) On demand services for electrical repairs and maintenance for work outside of CHC staff's expertise Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/CHC	\$2,000.00
Utility Tree Services Inc.	(15777) On demand service for bucket and chipper service for work outside of SBVC staff's expertise Term: 9/18/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$12,967.00
Yucaipa Chamber of Commerce	(15757) Booth rental and sponsorship package for Yucaipa Chamber of Commerce events Term: 10/1/2017 - 6/30/2018 Funding Source: General Funds	Marketing/CHC	\$1,955.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
<i>SubTotal for General: 56</i>			<i>\$359,607.21</i>
<u>Income - Contract Ed</u>			
Public Safety Academy	(15734) Contract Education for Spanish 101 and Spanish 102 courses offered to Academy Students Term: 8/1/2017 - 6/30/2018 Funding Source: N/A	Instruction/CHC	\$30,526.00
<i>SubTotal for Income - Contract Ed: 1</i>			<i>\$30,526.00</i>
<u>Income - Facilities Use</u>			
MESA Aquatics	(15744) Use of CHC swimming pool for swim practice Term: 9/9/2017 - 9/9/2017 Funding Source: N/A	Aquatics/CHC	\$100.00
Opportunity Institute, The	(15775) Use of the Business Conference Center for an Inland Empire Regional Meeting Term: 11/3/2017 - 11/3/2017 Funding Source: N/A	Administrative Services/SBVC	\$35.00
<i>SubTotal for Income - Facilities Use: 2</i>			<i>\$135.00</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Income - General</i>			
Omnitrans	(15697) Omnitrans to provide sponsorships for the Roadrunner Rally and Foundation Gala; also provide 9 months of bus shelter advertising; Term: 9/1/2017 - 6/30/2018 Funding Source: N/A	Student Life/CHC	\$5,000.00
Patreon	(15694) Subscription to an internet-based membership platform; KVCR to receive of 95% of proceeds collected on website Term: 9/5/2017 - 9/4/2018 Funding Source: N/A	TV/FM/KVCR	\$1,425.00
San Bernardino City USD	(15768) PDC to provide hands-on educational activities for "iCreate Full STEAM Ahead" program Term: 9/6/2017 - 1/31/2018 Funding Source: N/A	PDC/SBCCD	\$53,700.00
Victor Valley CCD	(15688) Participation agreement for Counselors Conclave event Term: 8/1/2017 - 11/15/2017 Funding Source: N/A	PDC/SBCCD	\$5,000.00
<i>SubTotal for Income - General: 4</i>			<i>\$65,125.00</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Income - Grant</u>			
Rancho Santiago CCD	(15722) Sub-grantee agreement for CTE Data Unlocked Initiative Term: 7/1/2017 - 10/31/2017 Funding Source: N/A	Research & Planning/SBVC	\$50,000.00
<i>SubTotal for Income - Grant: 1</i>			<i>\$50,000.00</i>
<u>Maintenance Agreement</u>			
ARS Enterprises, Inc. - Autoclave Repair Division	(15723) Preventive maintenance agreement for the Biology department autoclave machines Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Science/CHC	\$3,016.25
Bibliotheca, LLC	(15716) Maintenance for CHC library detection system Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Library/SBVC	\$2,542.37
CDW Government Inc.	(15696) Service agreement for Fortinet Forticare and FortiAP equipment Term: 8/30/2017 - 6/30/2018 Funding Source: Capital Outlay	TESS/SBCCD	\$1,636.34
Firetower Digital Services, LLC	(15692) Exterior lighting control system repair and maintenance Term: 7/1/2017 - 6/30/2019 Funding Source: General Funds	Maintenance/CHC	\$13,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Maintenance Agreement</u>			
Lancer Sales USA Inc.	(15689) Maintenance agreement for laboratory and industrial glassware washer Term: 8/31/2017 - 8/30/2018 Funding Source: General Funds	Microbiology/CHC	\$1,870.00
Triveni Digital Inc.	(15695) Maintenance agreement for "StreamScope Enhanced System" Term: 9/20/2017 - 9/19/2018 Funding Source: General Funds	TV/KVCR	\$2,155.00
<i>SubTotal for Maintenance Agreement: 6</i>			<i>\$24,219.96</i>
<u>Off-Campus Work Study</u>			
Calimesa, City of	(15791) Off-Campus Work Study agreement for placement of CHC Students at non-campus sites; no additional cost to SBCCD Term: 9/1/2017 - 6/30/2018 Funding Source: San Manuel Donation	Resource Development/CHC	
Redlands, City of	(15792) Off-Campus Work Study agreement for placement of CHC Students at non-campus sites; no additional cost to SBCCD Term: 9/1/2017 - 6/30/2018 Funding Source: San Manuel Donation	Resource Development/CHC	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Off-Campus Work Study</u>				
	Yucaipa, City of	(15790) Off-Campus Work Study agreement for placement of CHC Students at non-campus sites; no additional cost to SBCCD Term: 9/1/2017 - 6/30/2018 Funding Source: San Manuel Donation	Resource Development/CHC	
<u>SubTotal for Off-Campus Work Study: 3</u>				
<u>Program Acquisition</u>				
	Beco Indian Arts and Crafts	(15762) Program acquisition rights for "Silly Billy Dine"; no cost to SBCCD Term: 10/2/2017 - 10/1/2022 Funding Source: N/A	FNX/KVCR	
	InterINDigital Entertainment Inc.	(15698) Program rights to "Fish Out of Water Series" episodes 1-39 Term: 8/21/2017 - 8/20/2019 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$28,750.80
	InterINDigital Entertainment Inc.	(15708) Program rights to "Fish Out of Water Series" episodes 40-46 Term: 8/21/2017 - 8/20/2019 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$5,160.40
	Torres, Kavelina	(15760) Program acquisition rights for "Yugumalleq"; no cost to SBCCD Term: 10/16/2017 - 10/15/2022 Funding Source: N/A	FNX/KVCR	

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Program Acquisition</i>			
Vision Maker Media	(15707) Program acquisition rights for "Silent Thunder", "Looking Toward Home", "Injunuity", "Native American Night Before Christmas", and "Twelve Days of Native Christmas" Term: 10/12/2017 - 10/11/2022 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$12,820.00
WYCC-TV PBS Chicago dba City Colleges of Chicago Foundation	(15739) Program acquisition rights for "Buddy Guy's Legends Presents the Chicago Blues" Term: 8/31/2017 - 8/30/2019 Funding Source: KVCR - FNX Grant	TV/KVCR	\$2,400.00
Wyoming PBS	(15709) Program rights to "Washakie Last Chief of the Shoshone", "Lived History - The Story of the Wind River Virtual Museum", "The Mystery of the Horse Creek" and "Photography of Sara Wiles"; no cost to SBCCD Term: 11/6/2017 - 11/5/2022 Funding Source: N/A	FNX/KVCR	
<i>SubTotal for Program Acquisition: 7</i>			<i>\$49,131.20</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	(15793) Software License for "Allegiance Main Fund-Raising System" to include expanded premium model, electronic data transmission module, major gift module and web membership module Term: 10/15/2017 - 10/14/2018 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$14,049.62
	Cintas the Uniform People	(15111) Uniform rental and cleaning for maintenance, grounds and custodial department Term: 7/1/2017 - 6/30/2020 Funding Source: General Funds	Maintenance/CHC	\$32,700.00
	ComputerLand of Silicon Valley	(15751) Software licensing for Microsoft software package for CHC Term: 7/1/2017 - 6/30/2020 Funding Source: General Funds	TESS/SBCCD	\$25,720.50
	ComputerLand of Silicon Valley	(15752) Software licensing for Microsoft software package for SBVC Term: 7/1/2017 - 6/30/2020 Funding Source: General Funds	TESS/SBCCD	\$65,892.00
	ComputerLand of Silicon Valley	(15748) Software licensing for Microsoft software package for TESS, ATTC and District Offices Term: 7/1/2017 - 6/30/2020 Funding Source: General Funds	TESS/SBCCD	\$25,447.50

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Software/Online Services</u>			
Crimestar Corp	(15725) Software License for "RMS Records Management System" for District Police Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	District Police/SBCCD	\$1,500.00
Envato	(15729) Software license for "Envato" used for themed wordpress templates for EDCT Foundation Term: 9/18/2017 - 9/17/2018 Funding Source: EDCT - Foundation	PDC/SBCCD	\$60.00
Envato	(15730) Software license for "Envato" used for themed wordpress templates for EDCT Foundation IE Accelerator Term: 9/18/2017 - 9/17/2018 Funding Source: EDCT - Foundation	PDC/SBCCD	\$60.00
Foundation for California Community Colleges	(15773) Software license for "ESRI" a geographic information systems mapping software Term: 7/1/2017 - 6/30/2018 Funding Source: Block Grant	Campus Tech/SBVC	\$4,000.00
Green Geeks	(15731) Software license for "Green Geeks"; a web hosting for edctfoundation.org Term: 9/18/2017 - 9/17/2018 Funding Source: EDCT - Foundation	PDC/SBCCD	\$142.20

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Software/Online Services</u>			
Hootsuite	(15728) Software license for "Hootsuite" used to organize fundraisers Term: 9/18/2017 - 9/17/2018 Funding Source: EDCT - Foundation	PDC/SBCCD	\$600.00
Namecheap, Inc.	(15750) Registration of domain name "custerslaststandup.com" Term: 9/6/2017 - 9/5/2020 Funding Source: KVCR - Gen fund	TV/KVCR	\$32.01
National Emergency Number Association	(15743) National emergency number ID access lines Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	TESS/SBCCD	\$250.00
Qless	(13293) Software licensing for "Mobile SMS Queuing"; this is to approve the second year services at a cost of \$3,721.70 Term: 6/1/2016 - 6/30/2018 Funding Source: Matriculation	Student Services/CHC	\$8,943.40
Questica, Inc.	(15703) Online subscription for "Openbook" report building software Term: 4/1/2017 - 3/31/2021 Funding Source: General Funds	Fiscal Services/SBCCD	\$7,500.00
<i>SubTotal for Software/Online Services: 15</i>			<i>\$186,897.23</i>

Grand Total Contracts for Board Date 10/12/2017: 107

Routine Contracts - Summary

Scheduled Board Meeting 10/12/2017

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Art Exhibition Loan Agreement</u>	2	\$0.00
<u>Bond Measure Funded</u>	2	\$2,615.00
<u>Broadcast Rights</u>	3	\$42,000.00
<u>CalWorks Child Care</u>	1	\$7,000.00
<u>Calworks Workstudy</u>	2	\$28,224.00
<u>Clinicals</u>	2	\$0.00
<u>General</u>	57	\$364,607.21
<u>Maintenance Agreement</u>	6	\$24,219.96
<u>Off-Campus Work Study</u>	3	\$0.00
<u>Program Acquisition</u>	7	\$49,131.20
<u>Software/Online Services</u>	15	\$186,897.23

100

Total Expenses \$704,694.60

INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Income - Contract Ed</u>	1	\$30,256.00
<u>Income - Facilities Use</u>	2	\$135.00
<u>Income - General</u>	4	\$65,125.00
<u>Income - Grant</u>	1	\$50,000.00

8

Total Income \$145,516.00

Total Number of Contracts 108

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: October 12, 2017
SUBJECT: Consideration of Approval of Measure M Construction Change Orders and Contract Amendments

RECOMMENDATION

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

Crafton Hills College – Laboratory/Administration Building						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
AMG & Associates	CA-01	9,660,000.00	716,038.19	104,932.29	10,480,970.48	n/a
AMG & Associates	CA-02	9,660,000.00	872,848.39	110,882.17	10,643,730.56	n/a

OVERVIEW

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

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

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

ANALYSIS

Construction contract amendments and change orders submitted with this board item total \$215,814, which is 0.12% of the total Measure M construction contracts of \$184,180,086.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

4636
Project Number

LADM_CA-01

CHANGE AMENDMENT

Original Contract Amount: **\$9,660,000.00**
Amount of Previous Contract Amendments: **\$0.00**
Amount of Previous Change Orders: **\$716,038.19**

School Name:	<u>SBCCD - Crafton Hills College</u>	Date:	<u>6/23/17</u>
Project Description:	<u>Laboratory & Administration Building Renovation (LADM)</u>	Contract No.:	<u>04-113303</u>
To (Contractor):	<u>AMG & Associates, Inc.</u>	Attn:	<u>Anthony Traverso</u>

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

Item No.: **Refer to attachments** Reference COR No.: **Refer to attachments**

Description of Work:

This change amendment includes additional scope of work for the General Contractor generated from unforeseen conditions encountered during construction operations. These items were not included in the original contract documents and noted after the bid and execution of the contract. See backup for additional description/information.

Refer to attached LADM Renovation Project Memo No. 050 dated 6/23/2017

Contract Change Amendment No. LADM_CA-01: Item CA1.1 - Item CA1.7

TOTAL COST of CONTRACT CHANGE AMENDMENT LADM_CA-01: \$104,932.29

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

Building Cost, Unforeseen Field Condition

Initiator of Change: *****See Breakdown by item on next page**



District Generated
Contractor Generated
Architect/Engineer Generated

The original Base Contract Sum was:	<u>\$9,660,000.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to LADM_CA-01 will be increased by:	<u>\$104,932.29</u>
The revised BASE Contract Sum:	<u>\$9,764,932.29</u>
Net change by previous authorized Change Order(s):	<u>\$716,038.19</u>
The Contract Sum including previous authorized Change Orders:	<u>\$10,376,038.19</u>
The revised Contract Amount, including this Contract Change Amendment is, therefore:	<u>\$10,480,970.48</u>
The contract TIME due to LADM_CA-01 will be increased by:	<u>0</u> calendar days.
The Contract Completion Date, including this Contract Change Amendment is, therefore	<u>28-Jul-17</u>
SBCCD Change Amendment No. <u>LADM_CA-01</u> includes Item Number(s):	<u>CA1.1 - CA1.7</u>

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

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

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

Signature	Name (printed)	Date
	Monisha Adnani - PMSM Architects	
	Albert M. Giacomazzi Anthony Traverso - AMG & Associates, Inc.	
	Adam Price, Knowland Construction Services, Inc.	
	Leilani Nunez - Kitchell/BRJ	
	Jose F. Torres, Vice Chancellor Fiscal Services	

Printed Name/Title

CHANGE AMENDMENT NO. LADM_CA-01

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item CA1.1	Change Vestibules 246 & 248 to Tile Flooring. KB PCO #033A / AMG COR #147R1	F-4	100	\$0.00	\$4,489.31	\$4,489.31
Item CA1.2	Add Epoxy Dowels at Jambs due to Unforeseen Existing Conditions. KB PCO #038 / AMG COR #047R2	F-1	100	\$0.00	\$25,412.64	\$25,412.64
Item CA1.3	Remediate Moisture at Existing 1st Floor Concrete for Epoxy Flooring. KB PCO #125 / AMG COR #096R1	F-1	100	\$0.00	\$6,769.65	\$6,769.65
Item CA1.4	Fill Existing Duct Openings at 2nd Floor South. KB PCO #128 / AMG COR #114	F-1	100	\$0.00	\$33,262.36	\$33,262.36
Item CA1.5	Bring Existing Concrete at 3rd Floor into Tolerance for Epoxy Flooring. KB PCO #136 / AMG COR #107R2	F-1	100	\$0.00	\$12,814.41	\$12,814.41
Item CA1.6	Roof Ponding. KB PCO #178 / AMG COR #150R1	F-1	100	\$0.00	\$20,165.42	\$20,165.42
Item CA1.7	Automatic Door Opening at 217A. KB PCO #185 / AMG COR #162R1	F-3	100	\$0.00	\$2,018.50	\$2,018.50
Subtotal				\$0.00	\$104,932.29	\$104,932.29
TOTAL CONTRACT CHANGE AMENDMENT No. 01						\$104,932.29

CODE LEGEND

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

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

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

4636
Project Number

LADM_CA-02

CHANGE AMENDMENT

Original Contract Amount: **\$9,660,000.00**
Amount of Previous Contract Amendments: **\$104,932.29**
Amount of Previous Change Orders: **\$767,916.10**

School Name:	<u>SBCCD - Crafton Hills College</u>	Date:	<u>8/16/17</u>
Project Description:	<u>Laboratory & Administration Building Renovation (LADM)</u>	Contract No.:	<u>04-113303</u>
To (Contractor):	<u>AMG & Associates, Inc.</u>	Attn:	<u>Anthony Traverso</u>

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

Item No.: **Refer to attachments** Reference COR No.: **Refer to attachments**

Description of Work:

This change amendment includes additional scope of work for the General Contractor generated from unforeseen conditions encountered during construction operations. These items were not included in the original contract documents and noted after the bid and execution of the contract. See backup for additional description/information.

Refer to attached LADM Renovation Project Memo No. 058 dated 8/16/2017

Contract Change Amendment No. LADM_CA-02: Item CA2.1 - Item CA2.4

TOTAL COST of CONTRACT CHANGE AMENDMENT LADM_CA-02: \$110,882.17

Reason for Change: *****See Breakdown by item on next page**
Building Cost, Unforeseen Field Condition

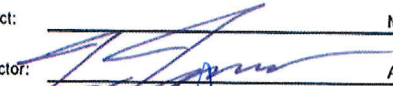
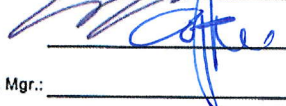
Initiator of Change: *****See Breakdown by item on next page**
Contractor Generated
Architect/Engineer Generated

The original Base Contract Sum was:	<u>\$9,660,000.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$104,932.29</u>
The contract AMOUNT due to LADM_CA-02 will be increased by:	<u>\$110,882.17</u>
The revised BASE Contract Sum:	<u>\$9,875,814.46</u>
Net change by previous authorized Change Order(s):	<u>\$767,916.10</u>
The Contract Sum including previous authorized Change Orders:	<u>\$10,427,916.10</u>
The revised Contract Amount, including this Contract Change Amendment is, therefore:	<u>\$10,643,730.56</u>
The contract TIME due to LADM_CA-02 will be increased by:	<u>0</u> calendar days.
The Contract Completion Date, including this Contract Change Amendment is, therefore:	<u>28-Jul-17</u>
SBCCD Change Amendment No. <u>LADM_CA-02</u> includes Item Number(s):	<u>CA2.1 - CA2.4</u>

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

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time.

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

Signature	Name (printed)	Date
_____	Monisha Adnani - PMSM Architects	_____
	Anthony Traverso - AMG & Associates, Inc.	<u>8/18/17</u>
	Adam Price, Knowland Construction Services, Inc.	<u>8/18/17</u>
_____	Leilani Nunez - Kitchell/BRJ	_____
_____	Jose F. Torres, Vice Chancellor Fiscal Services	_____

Printed Name/Title

CHANGE AMENDMENT NO. LADM_CA-02

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item CA2.1	Bulletin #001 – 3rd Floor Concrete Wall Finishes. KB PCO #021 / AMG COR #008R1	F-3	100	\$0.00	\$4,040.94	\$4,040.94
Item CA2.2	Bulletin #005 - Paint Furred Walls at 2nd and 1st Floors. KB PCO #031B / AMG COR #181	F-3	100	\$0.00	\$3,468.11	\$3,468.11
Item CA2.3	Bring Existing Concrete Subfloors into Tolerances. KB PCO #152 / AMG COR #126R1	F-1	100	\$0.00	\$88,430.57	\$88,430.57
Item CA2.4	Moisture Levels at 1st Floor South Existing Floors. KB PCO #199 / AMG COR #170	F-1	100	\$0.00	\$14,942.55	\$14,942.55
Subtotal				\$0.00	\$110,882.17	\$110,882.17
TOTAL CONTRACT CHANGE AMENDMENT No. 02						\$110,882.17

CODE LEGEND

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

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

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



CRAFTON HILLS COLLEGE COLLEGE MAP

UPDATED: APRIL 2016

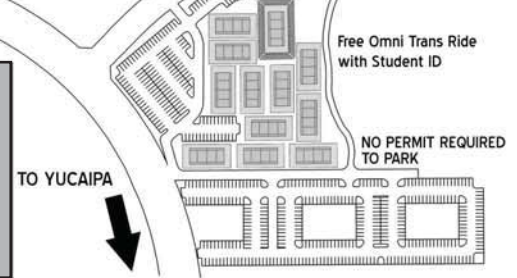
TO REDLANDS



TO CHAPMAN HEIGHTS

LEGEND

① M&O - Maintenance & Operations	⑦ SSB - Student Support Building	⑬ ARTS - Visual Arts	⑱ NRTH - North Complex
② CDC - Child Development Center	⑧ LRC - Learning Resource Center	⑭ EAST 1 - East Complex 1	⑲ KHA - Kinesiology, Health Education & Aquatics Complex
③ CHL - Crafton Hall	⑨ PAC - Performing Arts Center	⑮ EAST 2 - East Complex 2	⑳ AF - Athletic Field
④ CTB - Clock Tower Building	⑩ CNTL 1 - Central Complex 1	⑯ PSAH - Public Safety & Allied Health	㉑ TC-CRTS - Tennis Courts
⑤ West - West Complex	⑪ CNTL 2 - Central Complex 2		
⑥ CCR - Crafton Center	⑫ CYN - Canyon Hall		



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: October 12, 2017
SUBJECT: Consideration of Approval of Pay Applications as Disputed Claims

RECOMMENDATION

It is recommended that the Board of Trustees request San Bernardino County Superintendent of Schools District Financial Services (DFS) to approve payment of all pay applications submitted for the following contracts as disputed claims. The work has been performed to SBCCD's satisfaction by both companies, however, DFS refused the pay applications on the basis that labor exceeded 10% of material costs.

Vendor	Project	Contract Amount
Mohawk Commercial, Inc. (CMAS 4-13-72-0039C)	SBVC Flooring Replacement in Library and Campus Center	\$132,850.51
FieldTurf USA, Inc. (CMAS 4-06-78-0031A)	SBVC Football Field Replacement	\$696,437.00

OVERVIEW

SBCCD reached out to FieldTurf and Mohawk as part of the California Multiple Award Schedules (CMAS) program. Both CMAS contracts contained approved material and labor rates built into the schedule. All CMAS guidelines were followed as the quoted price did not exceed the approved CMAS rate sheet.

Contracts to FieldTurf and Mohawk were both approved by the Board of Trustees on June 8, 2017. The work for these projects was performed over the summer. All of FieldTurf's pay applications are being held at DFS. The remainder of Mohawk's pay applications will be submitted for processing in the near future.

ANALYSIS

SBCCD did not violate any CMAS guidelines. However the County is of the opinion that labor costs cannot exceed 10% of the total material costs without requiring the labor to be separately bid. After consulting with County Schools Legal Counsel, it was determined that this board action would allow for payment of the contract services rendered.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

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: October 12, 2017
SUBJECT: Consideration of Approval to Award a Small Scale Construction Contract to MacKenzie Electric, Inc. of Highland, CA

RECOMMENDATION

It is recommended that the Board of Trustees award a small scale construction contract to MacKenzie Electric, Inc. of Highland, CA for the SBVC Gym Musco Light Pole Relocation project in the amount of \$41,200.00.

OVERVIEW

The SBVC Gym project included the installation of a new light pole at the stadium. This pole is required to be relocated per the Division of the State Architects as it close to the new press box.

ANALYSIS

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

INSTITUTIONAL VALUES

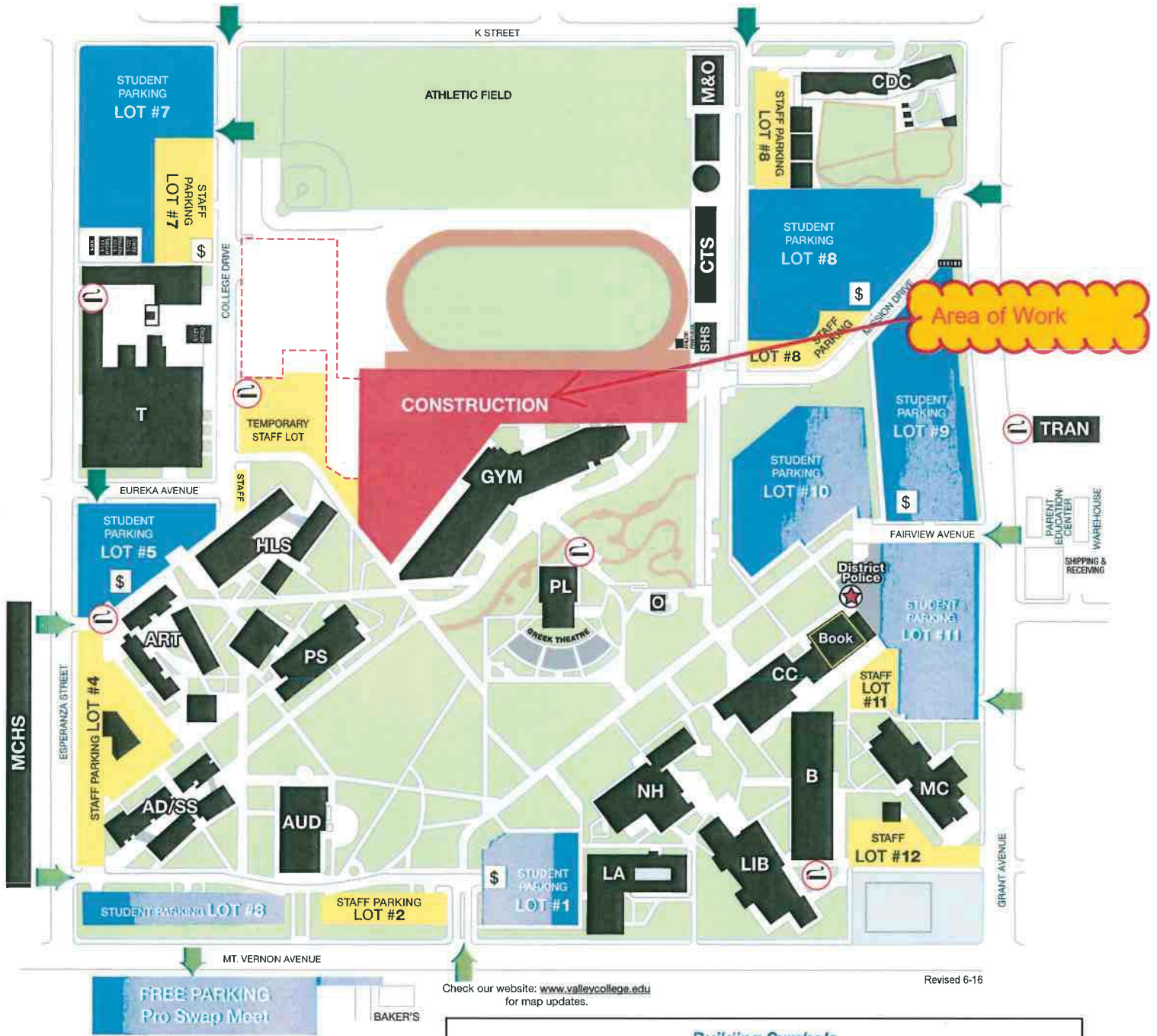
III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Measure M Bond budget.

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 6-16

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

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

Building Symbols

AD/SS..... Administration/Student Services (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	NH.....North Hall
CC.....Campus Center	O.....Observatory
CDC.....Child Development Center	PL.....Planetarium
CTS.....Computer Technology Services	PS.....Physical Sciences
G.....Gym	SHS.....Student Health Services
HLS.....Health & Life Science	T.....Technical
LA.....Liberal Arts	TRAN.....Transportation Center

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

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

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: October 12, 2017

SUBJECT: Consideration of Approval to Award Bid 03-1617-06-Package 1 and Contract to GatesAir of Mason, OH

RECOMMENDATION

It is recommended that the Board of Trustees award Bid 03-1617-06-Package 1 and contract to GatesAir of Mason, OH for the Transmitter Solution System portion of the KVCR UHF-to-VHF Transition project in the amount of \$603,146.81.

OVERVIEW

Earlier this year SBCCD successfully participated in the Federal Communications Commission Broadcast Incentive Auction to free up bandwidth for mobile and wireless providers. Now in the FCC-mandated Post-Auction Transition phase, SBCCD must convert KVCR-TV's current ultra-high frequency (UHF) channel to its new very-high frequency (VHF) channel. This requires replacing the existing transmitter located in Moreno Valley.

ANALYSIS

Due to the ultra-specialized scope of services required for this project, a request for qualification and proposal was completed. Four vendors responded, however, one subsequently withdrew and another was not qualified. Based on vendor qualifications, area of expertise, and response to the questionnaire, GatesAir received prequalification. At the bid opening on September 21, 2017, GatesAir submitted its bid and has been determined to be the responsible and responsive bidder for the Transmitter Solution System portion of the 03-1617-06 KVCR UHF-to-VHF Transition project.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 59 FCC Auction Proceeds budget.



Thursday September 21, 2017, 2:00PM

San Bernardino Community College District

KVCR UHF-to-VHF Transition Project

RFQ/RFP 03-1617-06

Official Bid Results

#	Mandatory Pre Bid Attendee Contractors	Bid Package #	City, State	Addenda Noted Y/N	Allowance Included Y/N	Bid Bond Y/N	Base Bid	Bid Allowance	Base Bid with Allowance
1	GatesAir	Package #1 - Transmitter Solution System	Mason, OH	Y	Y	Y	\$553,146.81	\$50,000.00	\$603,146.81
2	Jampro Antennas Inc. dba Jampro Construction	Package #2 - Antenna Solution System	Sacramento, CA	Y	Y	Y	\$539,064.00	\$50,000.00	\$589,064.00

Successful Bidders

1	GatesAir	Package #1 - Transmitter Solution System	Mason, OH	Y	Y	Y	\$553,146.81	\$50,000.00	\$603,146.81
2	Jampro Antennas Inc. dba Jampro Construction	Package #2 - Antenna Solution System	Sacramento, CA	Y	Y	Y	\$539,064.00	\$50,000.00	\$589,064.00

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: Hussain Agah, Director, Facilities Planning & Construction

DATE: October 12, 2017

SUBJECT: Consideration of Approval to Award Bid 03-1617-06-Package 2 and Contract to Jampro Antennas, Inc. dba Jampro Construction of Sacramento, CA

RECOMMENDATION

It is recommended that the Board of Trustees award Bid 03-1617-06-Package 2 and contract to Jampro Antennas, Inc. dba Jampro Construction of Sacramento, CA for the Antenna Solution System portion of the KVCR UHF-to-VHF Transition project in the amount of \$589,064.00.

OVERVIEW

Earlier this year SBCCD successfully participated in the Federal Communications Commission Broadcast Incentive Auction to free up bandwidth for mobile and wireless providers. Now in the FCC-mandated Post-Auction Transition phase, SBCCD must convert KVCR-TV's current ultra-high frequency (UHF) channel to its new very-high frequency (VHF) channel. This requires replacing the existing antenna located in Moreno Valley.

ANALYSIS

Due to the ultra-specialized scope of services required for this project, a request for qualification and proposal was completed. Four vendors responded, however, one subsequently withdrew and another was not qualified. Based on vendor qualifications, area of expertise, and response to the questionnaire, Jampro Construction received prequalification. At the bid opening on September 21, 2017, Jampro submitted its bid and has been determined to be the responsible and responsive bidder for the Antenna Solution System portion of the 03-1617-06 KVCR UHF-to-VHF Transition project.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 59 FCC Auction Proceeds budget.



Thursday September 21, 2017, 2:00PM

San Bernardino Community College District

KVCR UHF-to-VHF Transition Project

RFQ/RFP 03-1617-06

Official Bid Results

#	Mandatory Pre Bid Attendee Contractors	Bid Package #	City, State	Addenda Noted Y/N	Allowance Included Y/N	Bid Bond Y/N	Base Bid	Bid Allowance	Base Bid with Allowance
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2	Jampro Antennas Inc. dba Jampro Construction	Package #2 - Antenna Solution System	Sacramento, CA	Y	Y	Y	\$539,064.00	\$50,000.00	\$589,064.00

Successful Bidders

1	GatesAir	Package #1 - Transmitter Solution System	Mason, OH	Y	Y	Y	\$553,146.81	\$50,000.00	\$603,146.81
2	Jampro Antennas Inc. dba Jampro Construction	Package #2 - Antenna Solution System	Sacramento, CA	Y	Y	Y	\$539,064.00	\$50,000.00	\$589,064.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: October 12, 2017
SUBJECT: Consideration of Approval of General Counsel Job Description 2nd Read

RECOMMENDATION

It is recommended that the Board of Trustees approve the new management job description for General Counsel.

OVERVIEW

Over the past three years, legal fees incurred by the district averaged about \$700,000 with about 70% being expended for Human Resources operations. We anticipate the same amount being spent in 2017-18. Additionally, some board members have expressed their desire to have an attorney present at Board meetings to assure that all legal processes are followed.

Based on internal deliberation and discussion it is felt that SBCCD would greatly benefit from a new approach, including the creation of an internal General Counsel position. This addition to staff would provide immediate legal support in the areas of board policies, administrative procedures, collective bargaining, and labor relations. In addition, in-house counsel would provide a consistent, knowledgeable resource for day to day operations, including compliance with the Brown Act, fulfillment of public record requests, institutional conflict of interest, etc.

ANALYSIS

The new position will cost approximately \$225,000 in annual salary and benefits, plus an estimated operating budget of \$300,000, for a total of \$525,000. The General Counsel position will not only provide needed legal support including certain legal consultation costs for highly specialized areas of the law, but also save the district approximately \$175,000 annually.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The establishment of this new management position will save SBCCD approximately \$175,000 annually in the Unrestricted General Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

GENERAL COUNSEL

SUMMARY DESCRIPTION

~~Under the supervision of the appropriate administrator, provides counsel, support and advice on all legal matters related to the operation of the District including the development and revision of all Board Policies and Administrative Procedures, coordination of the district's legal affairs and services; and serves as the legal counsel and advisor to Human Resources Employee and Labor Relations. Oversees complex legal responsibilities for the District and coordinates claims and litigation activities with Employment and Labor Relations and Risk Management. Serves as the chief legal officer and advisor to Board of Trustees, Chancellor, and senior management; provides executive leadership over all District strategic and tactical legal initiatives, programs, and services; and manages the work of the District's contracted external counsels including bond construction counsel.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as the primary subject matter expert and advisor to the District for all legal activities ~~related to employment, labor relations and risk management.~~
2. Assumes responsibility for ensuring employment, labor relations and risk management programs and activities are legally conducted in compliance with applicable laws, statutes, codes and regulations.
3. ~~Assists with the administration in coordinating~~ Administers the District's legal affairs, including the handling of civil litigation, administrative hearings, and collective bargaining contract review, drafting, and serves as chief negotiator as needed.
4. ~~Acts as the primary liaison to coordinate and manage~~ Coordinates and manages the work assigned to external legal firms, including developing and communicating scope of work; ensuring timely feedback; interpreting legal opinions; and reviewing and approving legal billings.
5. Monitors and maintains a current status report inventory of all outstanding claims and litigated and non-litigated.
6. Receives, reviews, logs, processes and monitors all lawsuits and discovery documents including subpoenas, request for production of documents, requests for admissions, California Public Records Act (PRA) requests, and deposition notices.
7. Provides legal expertise in accordance with Brown Act. Attends all closed session meetings at all official Board of Trustees meetings.
8. Responsible for the development, review and revision of legal documents, resolutions, Board Policies and Administrative Procedures, including presentation to the District Assembly (when appropriate) and Board of Trustees. Works with all stakeholders to ensure all policies and procedures are up-to-date, timely, and effectively represent their interest.
9. ~~In coordination with Human Resources Employee and Labor Relations, provides~~ Provides guidance and assistance in the areas of diversity, ADA, Equal Opportunity Employment, sexual harassment, Title IX, gender and sexual orientation sensitivity, discrimination, retaliation, and other human resources compliance issues, in addition to the areas of Business Services including purchasing and contracts.
10. Assists Human Resources Employee and Labor Relations with regard to personnel investigations and other employee matters to maintain compliance. Reviews and directs personnel investigations regarding EEOC, DFEH, Title IX, Cal OSHA, and other complaints.
11. Coordinates the distribution of all appropriate legal communications for the District ~~and Human Resources Employee and Labor Relations.~~
12. In coordination with Risk Management, works with the third party administrator and Human Resources, manages the investigation, evaluation and resolution of complex legal disputes including, regulatory, governmental and highly sensitive matters both litigated and non-litigated.
13. Attends and/or coordinates ~~with Human Resources Employee and Labor Relations~~ attendance of

required parties at administrative hearings, settlement conferences, depositions, trials, arbitrations, and mediations in connection with all litigated matters.

14. Performs legal research and prepares and renders legal opinions.
15. Conducts in-service training programs and workshops regarding employment legal issues, legislation, court decisions and trends as needed.
16. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
17. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of a legal services program.

Legal principles, practices and procedures related to employment, administrative, civil, and contract law.

Methods, procedures and practices used in the conduct of employment, administrative, civil and contract litigation.

Judicial procedures and rules of evidence.

Fact-finding methods and procedures of legal research.

Methods and techniques used to effectively evaluate legal risks and liability and consequences of legal strategies.

Provisions of federal, state, and local legislation, statutes, codes, procedures and court decisions related to community college education and human resources.

Principles and practices of employment law and risk management.

Pertinent federal, state, and local laws, codes, and regulations relating to employment and risk management.

Ability to:

Oversee and participate in the management of a comprehensive legal affairs program.

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 legal affairs functions and operations.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines

Education/Training:

1. A Juris Doctor degree from an accredited college or university; and
2. License to practice law in the State of California; and
3. Membership in good standing with The State Bar of California.

Required Experience and License and/or Certification:

~~Five (5)~~ ~~Seven (7)~~ years of experience in the practice of law which includes:

1. Experience working in education and/or public sector administrative law or employment and labor law.
2. Familiarity with administrative procedures, practices, and applicable laws affecting California community colleges or public education systems; working on matters related to corporate governance and a broad range of business functions.
3. Experience in advising governing board members.
- ~~3-4.~~ Familiarity with principles and practices of California employment and labor law; and facilities and/or fiscal management.
- ~~4-5.~~ Possession of a valid California driver's license.
- ~~5-6.~~ Extensive experience in demonstrating skill in respectful and sensitive communication with individuals of diverse in cultures, language groups, abilities, lifestyle and backgrounds. Demonstrated sensitivity to and an understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel including those with physical or learning disabilities.

Preferred Experience:

1. Experience in the California Community College System.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Board Approved: ~~September 14~~ October 12, 2017
Management Salary Schedule Range: 23

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: October 12, 2017
SUBJECT: Consideration of Approval to Accept Board Policies for First Reading

RECOMMENDATION

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

OVERVIEW

The changes to these policies include requirements of the Education Code and current law.

The SBCCD has a process of continuous review of its Board Policies and Administrative Procedures to ensure compliance with Title 5, California Education Code and current district/college needs.

ANALYSIS

The Board may adopt policies authorized by law or determined to be necessary for the efficient operation of the district per Board Policy 2410.

The attached Administrative Procedures have been modified and or reviewed and have gone through the collegial consultation process per Board Policy 2410.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.



Origination: 03/2013
Last Approved: 05/2016
Last Revised: 05/2016
Next Review: 6 years after approval
Owner: Board Board:
Policy Area: Chapter 2 Board of Trustees
References:

AP 2712 Conflict of Interest Code

(Replaces current SBCCD AP 2260)

~~Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix at the end of this procedure, constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this procedure are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.~~

~~Section 1. Definitions~~

~~The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.~~

~~Section 2. Designated Employees~~

~~The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.~~

~~Section 3. Disclosure Categories~~

~~This code does not establish any disclosure obligation for those designated employees who are also specified in Government Code Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economics interests pursuant to article 2 of chapter 7 of the Political Reform Act, Government Code Sections 87200 et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:~~

- ~~A. The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;~~

- ~~B. The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Government Code Section 87200; and~~
- ~~C. The filing officer is the same for both agencies. Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those economic interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories are the kinds of economic interests which he/she foreseeably can affect materially through the conduct of his/her office.~~

~~Section 4. Statements of Economic Interests~~

~~Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.~~

~~Section 5. Statements of Economic Interests~~

~~Time of Filing~~

- ~~A. Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.~~
- ~~B. Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.~~
- ~~C. Annual Statements. All designated employees shall file statements no later than April 1.~~
- ~~D. Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.~~

~~Section 5.5. Statements for Persons Who Resign Prior to Assuming Office~~

~~Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he/she did not make or participate in the making of, or use his/her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his/her appointment. Such persons shall not file either an assuming or leaving office statement.~~

- ~~A. Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:
 - ~~1. File a written resignation with the appointing power; and~~
 - ~~2. File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he/she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.~~~~

Section 6. Contents of and Period Covered by Statements of Economic Interests

- A. ~~Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.~~
- B. ~~Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.~~
- C. ~~Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later.~~
- D. ~~Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.~~

Section 7. Manner of Reporting

~~Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:~~

- A. ~~Investments and Real Property Disclosure. When an investment or an interest in real property is required to be reported, the statement shall contain the following:~~
 - 1. ~~A statement of the nature of the investment or interest;~~
 - 2. ~~The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;~~
 - 3. ~~The address or other precise location of the real property;~~
 - 4. ~~A statement whether the fair market value of the investment or interest in real property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000), exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars (\$1,000,000).~~
- B. ~~Personal Income Disclosure. When personal income is required to be reported, the statement shall contain:~~
 - 1. ~~The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;~~
 - 2. ~~A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);~~
 - 3. ~~A description of the consideration, if any, for which the income was received;~~
 - 4. ~~In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;~~

~~6. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.~~

~~C. Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:~~

- ~~1. The name, address, and a general description of the business activity of the business entity;~~
- ~~2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).~~

~~D. Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he/she is a director, officer, partner, trustee, employee, or in which he/she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.~~

~~E. Acquisition or Disposal during Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.~~

~~Section 8. Prohibition on Receipt of Honoraria~~

~~A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government Code Section 89501 shall apply to the prohibitions in this section.~~

~~Honorarium is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. This does not include:~~

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

~~B. This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Government Code Section 89506.~~

~~Section 8.1. Prohibition on Receipt of Gifts in Excess of \$460~~

~~A. No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$460 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests. This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.~~

~~B. Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the prohibitions in this section.~~

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

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

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

~~Section 8.2. Loans to Public Officials~~

- ~~A. No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.~~
- ~~B. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.~~
- ~~C. No elected officer of a state or local government agency shall, from the date of his/her election to office through the date that he/she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.~~
- ~~D. No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he/she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.~~
- ~~E. This section shall not apply to the following:~~
- ~~1. Loans made to the campaign committee of an elected officer or candidate for elective office.~~
 - ~~2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse~~

~~of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.~~

- ~~3. Loans from a person which, in the aggregate, do not exceed five hundred dollars (\$500) at any given time.~~
- ~~4. Loans made, or offered in writing, before January 1, 1998.~~

Section 8.3. Loan Terms

- ~~A. Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his/her election to office through the date he/she vacates office, receive a personal loan of five hundred dollars (\$500) or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.~~
- ~~B. This section shall not apply to the following types of loans:
 - ~~1. Loans made to the campaign committee of the elected officer.~~
 - ~~2. Loans made to the elected officer by his/her spouse, child, parent, grandparent grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.~~
 - ~~3. Loans made, or offered in writing, before January 1, 1998.~~~~
- ~~C. Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.~~

Section 8.4. Personal Loans

- ~~A. Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:
 - ~~1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.~~
 - ~~2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:
 - ~~a. The date the loan was made.~~
 - ~~b. The date the last payment of one hundred dollars (\$100) or more was made on the loan.~~
 - ~~c. The date upon which the debtor has made payments on the loan aggregating to less than two hundred fifty dollars (\$250) during the previous 12 months.~~~~~~
- ~~B. This section shall not apply to the following types of loans:
 - ~~1. A loan made to the campaign committee of an elected officer or a candidate for elective office.~~
 - ~~2. A loan that would otherwise not be a gift as defined in this title.~~
 - ~~3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.~~
 - ~~4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in a~~~~

~~criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.~~

~~5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.~~

~~C. Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.~~

~~Section 9. Disqualification~~

~~No designated employee shall make, participate in making, or in any way attempt to use his/her official position to influence the making of any governmental decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his/her immediate family or on:~~

~~A. Any business entity in which the designated employee has a direct or indirect investment worth two thousand dollars (\$2,000) or more;~~

~~B. Any real property in which the designated employee has a direct or indirect interest worth two thousand dollars (\$2,000) or more;~~

~~C. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;~~

~~D. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or~~

~~E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$440 460 or more provided to; received by, or promised to the designated employee within 12 months prior to the time when the decision is made.~~

~~Section 9.3. Legally Required Participation~~

~~No designated employee shall be prevented from making or participating in the making of any decision to the extent his/her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his/her participation legally required for purposes of this section.~~

~~Section 9.5. Disqualification of State Officers and Employees~~

~~In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his/her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his/her immediate family has, within 12 months prior to the time when the official action is to be taken:~~

~~A. Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or~~

~~B. Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value one thousand dollars (\$1,000) or more.~~

~~Section 10. Disclosure of Disqualifying Interest~~

~~When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.~~

~~Section 11. Assistance of the Commission and Counsel~~

~~Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.~~

~~Section 12. Violations~~

~~This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000–91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.~~

~~BIENNIAL REVIEW~~

~~Pursuant to Government Code Section 87306 (b), the District shall submit to the Fair Political Practices Commission (FPPC) a biennial report identifying changes in its conflict of interest code. The biennial report shall be submitted no later than March 1 of each odd-numbered year.~~

~~ADMINISTRATION~~

~~The Office of Human Resources shall be responsible for the administration of the Conflict of Interest Code. Administration shall include:~~

- ~~• Maintaining the Conflict of Interest Code Appendix.~~
- ~~• Reporting newly designated positions and amendments to the Conflict of Interest Code to the FPPC.~~
- ~~• Notifying Designated Employees of their filing requirements at the appropriate times (e.g. initial, assuming office, annual, and leaving office).~~
- ~~• Collecting disclosure statements and following up with late filers.~~
- ~~• Reviewing disclosure statements in accordance with California Code of Regulations Title 2, Division 6, Section 18115.~~
- ~~• Retaining disclosure statements as required by the FPPC.~~
- ~~• Providing public access to disclosure statements.~~

~~APPENDIX~~

~~Designated Positions and Disclosure Requirements~~

~~Persons holding positions listed below are considered designated employees. It has been determined that these persons make or participate in the making of decisions which may have a foreseeable material effect on financial interest.~~

~~The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has~~

adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the **San Bernardino Community College District (District).**

Individuals holding designated positions shall file their statements of economic interests with the **District**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the **District**.

APPENDIX A

DESIGNATED POSITIONS

<u>Designated Positions</u>	Disclosure Categories
Board of Trustees	1, 2, 3 , 4, 5 , 6
Chancellor	1, 2, 3 , 4, 5 , 6
President, CHC	5 , 6 <u>2</u>
President, SBVC	5 , 6 <u>2</u>
General Manager, KVCR TV/FM	5 , 6 <u>2</u>
Vice Chancellor, Business and Fiscal Services	1, 2, 3 , 4, 5 , 6
Vice Chancellor, Human Resources	5 , 6 <u>2</u>
Vice President of Instruction	5 , 6 <u>2</u>
Vice President of Student Services	5 , 6 <u>2</u>
Vice President of Administrative Services	5 , 6 <u>2</u>
Retirement Board Authority	4
Business Manager	1, 2, 4, 5
Investment Advisors/Consultants	4
<u>Business Manager</u>	<u>1, 2</u>
General Counsel	1, 2
Associate Vice Chancellor, TESS	5 , 6 <u>2</u>
Associate Vice Chancellor, EDCT	6 <u>2</u>
Director, Facilities Planning & Construction	1, 2, 3, 4 <u>1</u>
Director, Human Resources Ad	6 <u>2</u>
Director, Fiscal Services	4, 5 <u>2</u>
Director of Technology Services	5 , 6 <u>2</u>
Director, Campus Technology Services	5 , 6 <u>2</u>
Director, Alternative Text Production	5 , 6 <u>2</u>

Director, Administrative Application Systems	5 , <u>62</u>
Director, Grant Development & Management	<u>62</u>
Director, DSP&S	<u>62</u>
Police Chief	5 , <u>63</u>
Deans	<u>62</u>
Associate Deans	<u>62</u>
Cafeteria/Snack Bar Manager	<u>63</u>
Director, Bookstore	<u>63</u>
Director of Maintenance & Operations	<u>63</u>
Consultants/New Positions*	*

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:

~~*Consultants are defined in Board Policy~~ The Chancellor may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. The Chancellor may determine in writing ~~Such written determination shall include a description of the consultant's or new position's duties and, based upon that a particular consultant, although a "designated person," is hired to perform a range of duties that are limited in scope and thus is not required to comply with the~~ description, a statement of the extent of ~~disclosure requirements of one or more categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of~~ disclosure requirements. The Chancellor's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. ~~(Government Code Section 81008). Nothing herein excuses any such consultant from any other provisions of the Conflict of Interest Code.~~

~~**Disclosure Categories:** The disclosure categories listed below identify the types of investments, business entities, sources of income, or real property which the designated employees must disclosure for each disclosure category to which he/she is assigned.~~

~~**Category 1:** All investments and business positions in and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.~~

~~**Category 2:** All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.~~

~~**Category 3:** All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.~~

~~**Category 4:** All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.~~

The following positions are NOT covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- : [Retirement Board Authority](#)
- : [Investment Advisors](#)

[An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.](#)

APPENDIX B

DISCLOSURE CATEGORIES

Category 1. Designated positions assigned to this category must report:

- A.** [Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the potential site.](#)
- B.** [Investments and business positions in business entities and income \(including receipt of gifts, loans, and travel payments\) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.](#)

Category 2. Designated positions assigned to this category must report:

~~**Category 5:**~~ All ~~investments~~ [Investments](#) and business positions in [business entities and income \(including receipt of gifts, and loans, and travel payments\)](#) from sources ~~of income from~~ [that are contractors engaged in the performance of work, business entities that provide training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles or equipment of a of the type purchased or leased](#) utilized by the District.

~~**Category 6:**~~ All ~~investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.~~

Category 3. Designated positions assigned to this category must report:

[Investments and business positions in business entities and income \(including receipt of gifts, loans, and travel payments\) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position's department.](#)

References:

Government Code Sections ~~87103(e)~~[81000, 87300-87302](#)~~81008, 89501, 89502, and 89503;[87200](#)~~

Title 2 Section 18730

Any changes to this AP requires approval of the FPPC prior to board approval.

Attachments:

[AP 2712 Conflict of Interest Code - Comments](#)
[AP 2712 Conflict of Interest Code - Legal Citations](#)
[FPPC Approval of AP 2712 Conflict of Interest Code.pdf](#)

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: October 12, 2017
SUBJECT: Consideration of Approval to Award Request for Proposal 2017-04 and Contract for Bookstore Services to Follett Corporation of Westchester, IL

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) 2017-04 and contract to Follett Corporation of Westchester, IL for the purpose of providing complete and comprehensive bookstore services for the management and operation of the campus bookstores.

OVERVIEW

SBCCD embarked on an analysis several years ago in order to gain a better understanding of its bookstore operations. As part of this review, it was revealed that the bookstores were performing at a deficit, with expenditures far exceeding revenue. A plan to achieve financial stability was initiated, yet bottom line figures did not improve. At the same time, the District began exploring other options for bookstore services, including outsourcing.

An RFP was released in January 2017 and a nationwide search for a professional bookstore vendor began. The RFP focused on the vendors providing specific proposed services including outstanding service to students, faculty, and staff. Primary emphasis in evaluating the proposals was given to the ability of the vendor to protect the jobs of both classified and management personnel, and deliver exceptional services for our students at a lower cost.

ANALYSIS

The District received two proposals which were reviewed by a committee comprised of representation from each constituent group in the District. The committee ranked the proposals as indicated below. Through an analysis of the proposals received and a committee-based review process, rankings indicate Follett Corporation is the vendor that will best meet the needs of the District.

<u>Vendor</u>	<u>Ranking</u>
Follett Corporation (Westchester, IL)	1
Barnes & Noble College Bookseller, LLC (Seattle, WA)	2

Of primary importance, Follett will lower the cost of materials for students. Preliminary estimates indicate that SBCCD students will save \$500,000 annually through Follett's various course material affordability programs listed below:

- Follett would provide \$10,000 in textbook scholarships annually.
- Follett's Rent-A-Text can save students an average of 80% on rentals versus buying new.
- As Follett operates the largest used textbook distribution center in the country, students will save money by selecting from more than 140,000 titles with over 2 million copies in Follett's warehouse. At the end of the term, with Follett's scale of 1,200 stores, students will get more money when selling their books back.
- Follett's guaranteed low price promise ensures they will match any price students find either online or in another bookstore.
- Open education resources (OER) are freely accessible, openly-licensed educational materials available on the web. Follett offers an expanding list of thousands of course materials. Additionally, Follett's partnership with Lumen Learning makes it easy for faculty to utilize OER. This results in substantial student savings, as the price for such materials is as low as \$25.

Additional benefits of this partnership include the following:

- Follett will invest \$40,000 in renovations to create a beautiful and efficient student-centered store space.
- Follett will invest \$50,000 in its state-of-the-art point of sale system.
- Follett will use its integrated campus store solution, allowing seamless access to course materials as students register.
- Follett would spend \$5,000 annually for marketing and community relations in support of the campus bookstore.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Approval of this item will result in an anticipated elimination of existing financial losses and significant potential savings to SBCCD students of approximately \$500,000 annually.

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: October 12, 2017
SUBJECT: Consideration to Adopt Resolution in Support of Codifying DACA into Federal Law

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution in support of codifying DACA into federal law.

OVERVIEW

On September 5, 2017, President Trump announced this his administration would terminate the Deferred Action for Childhood Arrivals (DACA) program, pending a six-month delay to allow Congress to take action. This decision goes against the values and ideals of the California Community Colleges, a system that is committed to serving all communities and all students, regardless of immigration status.

ANALYSIS

DACA began in June of 2012, to address the uncertain status of thousands of young people brought to this country as children by granting permission to stay in the United States and obtain work permits. To qualify for DACA, applicants must pass a rigorous test, including the requirement to have arrived in the United States before reaching age 16, resided here continuously since 2012, be enrolled in or completed high school, not been convicted of a crime, and not present a threat to national security or public safety.

Today, about 800,000 young people have DACA status, and California is home to 223,000 DACA recipients. These young people are now working, studying at college, or enlisting in the armed services. With access to work permits, they are making immediate contributions to our society and economy.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None.

San Bernardino Community College District
RESOLUTION
In Support of Codifying DACA into Federal Law

WHEREAS, On September 5, 2017, the Trump Administration ordered an end to the program known as Deferred Action for Childhood Arrivals, or DACA, and the Administration has urged Congress to identify a replacement within six months before the Administration phases out DACA's protections. The outcome will determine the legal status and ultimate fate of approximately 800,000 immigrants, known as "Dreamers", who were brought into the United States as children and who are eligible - under the existing DACA program - to apply for temporary residency in the United States; and

WHEREAS, in an act of faith and trust in America's promise of opportunity and the historical legal principle of not punishing children for the actions of their parents and/or guardians, "Dreamers" gave their names, addresses and telephone numbers to the United States Government to participate in the DACA program; and

WHEREAS, the callous decision by the Trump Administration to end the Deferred Action on Childhood Arrivals (DACA) program is antithetical to American values and abandons the promise made to over 800,000 individuals pursuing the American Dream.

WHEREAS, the average DACA recipient immigrated to the United States when they were six years old and has spent the majority of their lives living in the U.S.;

WHEREAS, the DACA Program has offered the opportunity for hundreds of thousands of Americans to reach their educational goals regardless of their immigration status;

WHEREAS, this shortsighted political calculation of ending DACA inhibits the aspirations of 222,795 Californians including the 72,000 estimated to be California community college students; and

WHEREAS, our vision for California's community colleges is to provide access to a quality public higher education for all Californians, and as the largest public system of higher education in the U.S., we take great pride in being the pathway to opportunity for Californians of all backgrounds.

WHEREAS, a study of DACA recipients by the University of California, San Diego, found that the incomes of those participating in the program increased by 45%;

WHEREAS, a recent analysis by the CATO Institute found that the U.S. economy could be reduced by \$215 billion, and the federal government would lose \$60 billion in tax revenues with the elimination of DACA;

WHEREAS, DACA recipients are ineligible for federally funded financial aid programs such as subsidized loans, grants, scholarships or work study, subsidies provided by the Affordable Care Act, Medicaid, food stamps or cash assistance despite paying income, sales, and other taxes;

WHEREAS, seventy percent of DACA recipients are in school and 92% of them identify DACA as permitting them to pursue educational opportunities they previously unavailable;

WHEREAS, to qualify for DACA eligible applicants must not have committed a felony or significant misdemeanor, have been brought into the country under the age of 16, have lived continuously in the United States since 2007 and have to be either currently in school, have graduated from high school or have been honorably discharged from the U.S. armed forces;

WHEREAS, President Trump has put the educational goals and career aspirations of hundreds of thousands of Californians on hold and their future and America's economy at risk; and

WHEREAS, we remain steadfast in our commitment to educational opportunity and will stand with "Dreamers" to protect quality public community colleges for all Californians;

BE IT RESOLVED, that SAN BERNARDINO COMMUNITY COLLEGE DISTRICT hereby urges the Congress of the United States, and our State and local leaders - in keeping with the highest and best traditions of our pluralistic constitutional democracy - to acknowledge and accept the moral imperative of relieving these victims of circumstance from the fear of deportation, and to provide our nation's "Dreamers" with continued relief from deportation, and a path to permanent citizenship; and

BE IT FURTHER RESOLVED, that the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT urges Congressional members to uphold California values, and to fill the leadership void created by President Trump's decision, and to codify protections contained within the Deferred Action for Childhood Arrivals Program that will permit thousands of California "Dreamers" to achieve their highest potential.

PASSED AND ADOPTED by the Board of Trustees for San Bernardino Community College of California on this 12th day of October, 2017, by the following vote:

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: October 12, 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 - OCTOBER 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
DISTRICT				
Diggle	Virginia	Business Services	Thank you for taking the time out of your busy day to give us the Contract and Purchasing workshop. It was very informative and your presentation was excellent.	Mark Lagrimas
Aguilar	Tiffany	Human Resources	Tiffany is very professional and informative. She does her part to facilitate success for candidates and employees.	Kristina Hannon
Diggle	Virginia	Business Services	Virginia offers support and guidance and helps ensure contracts follow a smooth transition toward approval. Her knowledge is appreciated!	Kathy Wilson
Gaines	Ashley	EDCT	Thank you for being such a great leader for the EDCT Foundation, your vision and knowledge is going to be great for our colleges and community.	Brittany Sysawang
Sysawang	Stacy	EDCT	Mrs. Sysawang thank you for always being so supportive and helpful when the EDCT Foundation are in need, your guidance and support has help us achieve many projects	Lucinda Romo
Diggle	Virginia	Business Services	Thank you for being a great mentor and assisting the EDCT Foundation, your help is always appreciative.	Brittany Sysawang
Davis	Angela	Fiscal Services	Angela, Thank you for being so helpful to the EDCT Foundation, your guidance and supports have helped us so much.	Brittany Sysawang
Parada	Osman	TESS	Osman is a wonderful person, he is always there to assist and Support us here at the EDCT Foundation, every time we are in need, he's there in a great timely manner.	Brittany Sysawang
Mendez	Anna	Printing Services	Anna has been very helpful in helping me make sure my orders were processed correctly. She has reached out to me several times just to make sure my orders are o.k.	Ernest Guillen

Caring Hands Applause Cards - OCTOBER 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Alexander	Tenille	Business Services	Thank you for your help with Questica. Your professionalism, knowledge and willingness to help was sincerely appreciated.	Shari Blackwell
Aguilar	Tiffany	Human Resources	Tiffany does great job on hiring the department staff. She is a good communicator, approachable, responsive, worked closely with the hiring manager and have made the hiring process smoothly and painless.	Hussain Agah
Asamoah	Amber	Accounting	Amber works very hard to maintain our vendors paid timely. In several occasions, Amber went extra mile working with the county and vendors and addressed most of our issues promptly with a big smile.	Hussain Agah
Crafton Hills College				
Avila	Jose	CHC Test Center	Thanks for all you do to help students, assist in the Test Center and for making our team awesome.	Anonymous
Chavez	Ed	Custodial	Thank you for always being willing to help with anything we need and being a team player! Great job Ed!!	Tina Marie Gimple
Dixson	Dennis	CHC Test Center	Thanks for all you do to help students, assist in the Test Center and for making our team awesome.	Anonymous
Joseph	Roshan	CHC Test Center	Thanks for all you do to help students, assist in the Test Center and for making our team awesome.	Anonymous
Morales	Carrita	CHC Test Center	Thanks for all you do to help students, assist in the Test Center and for making our team awesome.	Anonymous
Newton	Kelly	Office of Instruction	Thank you for your professionalism and for always being willing to assist. You rock, Kelly!	Corrina Baber
O'Shaughnessy	Vonda	DSPS	Vonda is a wonderful woman! She has so much kindness in her heart and she cares about her students!	Anonymous
Perez	Julianne	CHC Test Center	Being a valued team membr and excellent customer service. She is an asset to the office.	Anonymous

Caring Hands Applause Cards - OCTOBER 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Ramirez	Ruben	Marketing	Thank you for all the work you do to help out every department at CHC. Your humor, good nature, hard work, and intelligence are vital to the college. You will always be a part of our team at the Transfer Center!	Brandice Mello
Rojas	Daniel	Respiratory Care	You are an amazing instructor. You really care about your students and are always willing to spread your knowledge. Thank you so much for your dedication!	Anonymous
Simpson	Floyd	Admissions & Records	Floyd has been incredibly patient and helpful as I learn to navigate the different processes associated with A&R! Every question I throw his way, he either knows the answer, or seeks it out!	Kristina Heilgeist
Villegas	Alejandra	University Transfer and Career Center	Thank you for your hard work and dedication. We appreciate your kindness, creativity, and great work with students. Thank you for being a part of our team!	Brandice Mello
Williams	Miriam	CHC Test Center	Thanks for all you do to help students, assist in the Test Center and for making our team awesome.	Anonymous
San Bernardino Valley College				
Carlos	Ray	Student Life	Mr. Carlos has been essential in proofing endless materials needed for the promotion of Arts, Lectures & Diversity Events. Thank You.	Ernest Guillen
Feist	John	Campus Technology Services	John is a never failing source of help and support. He goes above and beyond his duties, and has helped several times in helping me perform mine as co-chair of the Arts, Lectures & Diversity committee.	Ernest Guillen
Fonseca	Katherine	EOPS	For her cheerful helpfulness with our students at SBVC.	Raquel Villa
Gonzales	Manuel	Welcome Center	This gentleman helped me get through the registration process effortlessly.	Chris Duwel, Student

Caring Hands Applause Cards - OCTOBER 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Gonzales	Manuel	Welcome Center	Manuel was very helpful. He helped me enroll into all my classes and I did bug him...lol, but he was always ready and willing to help. You need more helpers like him in your office.	Ruben I. Sarmiento, Student
Gonzales	Manuel	Welcome Center	I needed help with a mix up in classes. Mr. Gonzales walked me through personally, step by step with the computer. I am computer illiterate and a disabled student. He directed me to the proper Administrative Offices to fix my enrollment.	Randall I. Kouigher, Student
Gonzales	Manuel	Welcome Center	I am happy with the service I received from this ambassador. He is cheerful, humble and respectful. Always attends to the students request.	Charity Okpala, Student
Gonzales	Manuel	Welcome Center	Mr. Gonzales has always been a great help with registration information and any online help needed within the system for student help. Please be advised that he has been a great avenue to achieve my needs. Thank you, Mr. Gonzales	Laverne Smith Clayton, Student
Lee	Yvette	English	Ms. Lee has been essential in proofing endless materials needed for the promotion of Arts, Lectures & Diversity Events. She does so generously and cheerfully. Thank You.	Ernest Guillen
Moody	Amanda	Student Success Center	Ms. Moody has been essential in processing the endless amount of work needed to support Arts, Lectures & Diversity events.	Ernest Guillen
Rodriguez	Judy	Administrative Services	Judy is tireless and cheerful in her support of all the endless paperwork needed for Arts, Lectures & Diversity events.	Ernest Guillen and Keynasia Buffong
Rodriguez	Maria Del Carmen	Student Success Center	Ms. Rodriguez has been essential in proofing endless materials needed for the promotion of Arts, Lectures & Diversity Events. She does so generously and cheerfully. Thank You.	Ernest Guillen
Rodriguez	Carmen	EOPS	For going above and beyond for students and staff.	Raquel Villa

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: October 12, 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 September 18, 2017. As of that date, SBCCD was 21.1% through the fiscal year and had spent and/or encumbered approximately 25.1% of its budgeted general fund.

ANALYSIS

While year to date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2017-18 budget unless noted here.

For explanations of any significant variances in year to date revenues/expenditures from fiscal year elapsed, please see the attached summary.

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

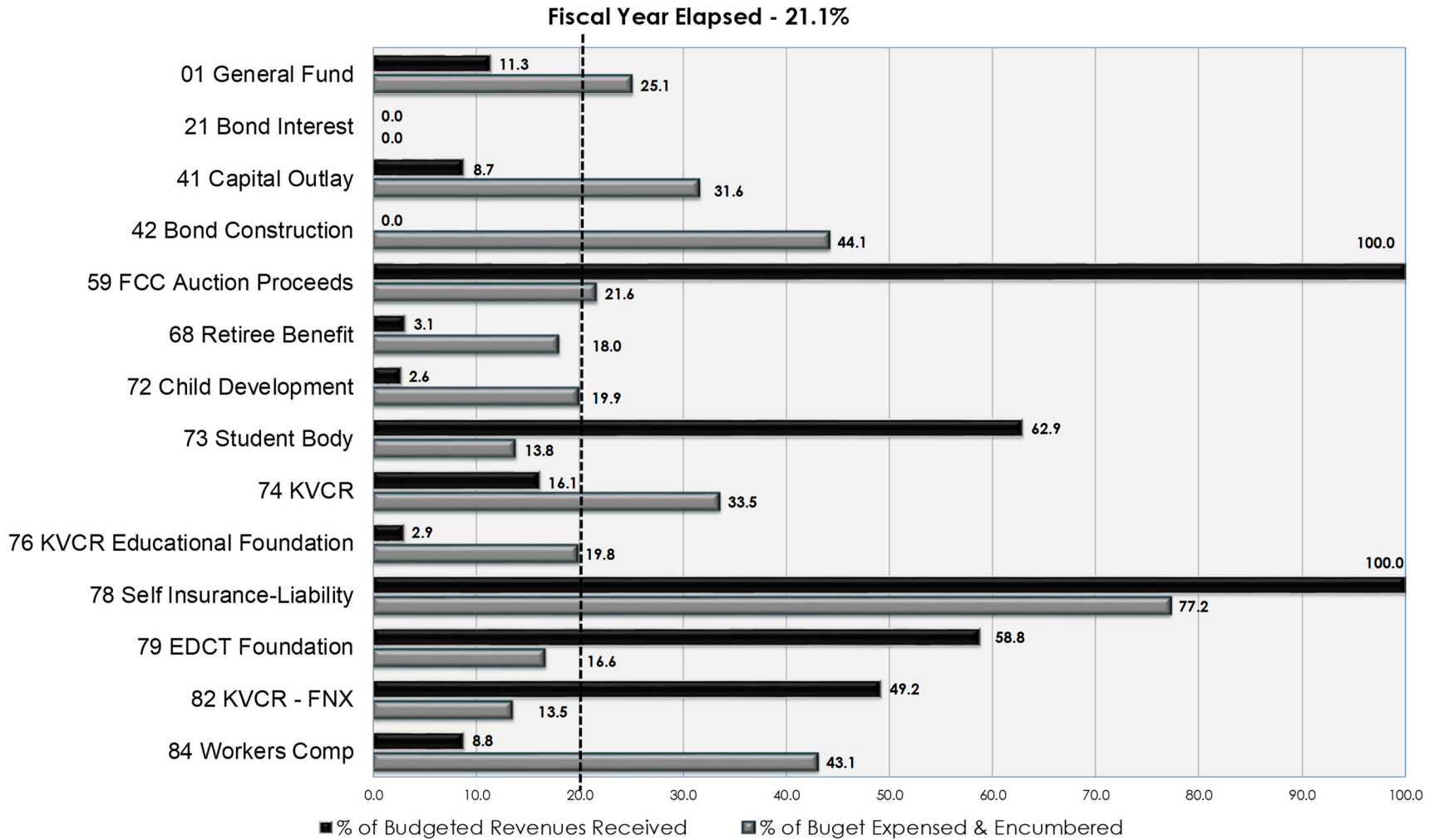
Year to Date 8/18/2017

	21.1% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund	\$ 143,338,772	\$ 16,237,336	11.3%	\$ 146,005,397	\$ 36,614,817	25.1%	
21 Bond Interest & Redemption	\$ 21,665,000	\$ -	0.0%	\$ 21,665,000	\$ -	0.0%	Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.
41 Capital Outlay Projects	\$ 2,617,505	\$ 228,770	8.7%	\$ 8,137,605	\$ 2,568,435	31.6%	RDA revenue transfer expected in November
42 Bond Construction	\$ -	\$ 29,029	n/a	\$ 8,118,504	\$ 3,583,397	44.1%	Encumbrances total \$3,056,450.
59 FCC Auction Proceeds	\$ 157,113,171	\$ 157,113,171	100.0%	\$ 2,400,000	\$ 518,876	21.6%	Auction proceeds received in July. Expenses are for transition costs as approved by the Board of Trustees.
68 Retiree Benefit	\$ 261,000	\$ 8,102	3.1%	\$ 371,234	\$ 66,733	18.0%	Additional revenue expected in second quarter from interest and retirement contribution from grants.
72 Child Development	\$ 2,827,100	\$ 74,841	2.6%	\$ 2,827,012	\$ 563,603	19.9%	First quarter apportionment not yet received (typically received in October)
73 Student Body Center Fee	\$ 285,750	\$ 179,768	62.9%	\$ 285,750	\$ 39,408	13.8%	Student fees collected at the start of the term.
74 KVCR	\$ 3,633,454	\$ 584,812	16.1%	\$ 3,632,866	\$ 1,216,848	33.5%	
76 KVCR Educational Foundation	\$ 2,809,269	\$ 82,603	2.9%	\$ 2,809,269	\$ 556,287	19.8%	Revenue will be recorded after completion of this year's first pledge drive.
78 Self Insurance-Liability	\$ 550,000	\$ 550,000	100.0%	\$ 765,000	\$ 590,642	77.2%	Annual premiums paid in July. Annual revenue recorded in September.
79 EDCT Foundation	\$ 348,996	\$ 205,117	58.8%	\$ 368,996	\$ 61,361	16.6%	Annual District support revenue was recorded in August.
82 KVCR FNX	\$ 2,033,290	\$ 1,000,000	49.2%	\$ 2,033,290	\$ 274,544	13.5%	Grant revenue of \$1 million was received in August.
84 Workers Compensation	\$ 1,325,000	\$ 116,526	8.8%	\$ 1,110,000	\$ 477,899	43.1%	Includes \$96,345 in encumbered funds to be spent throughout the year on premiums and program management.



Budget Revenue & Expenditure Summary

Year to Date 8/18/2017



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

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)	2,457,243.93	-	-	0.00%	-	2,457,243.93	100.00%
Other State Revenue (860000 to 869999)	105,195,500.04	11,603,176.23	11,603,176.23	11.03%	(184,468.00)	93,776,791.81	89.15%
Other Local Revenue (880000 to 889999)	35,476,028.24	4,826,372.82	4,826,372.82	13.60%	(9,956.25)	30,659,611.67	86.42%
All Other Financing Sources (890000 to 897999)	-	2,211.00	2,211.00	100.00%	-	(2,211.00)	0.00%
Interfund Transfers In (898000 to 898999)	210,000.00	-	-	0.00%	-	210,000.00	100.00%
Total Revenue	143,338,772.21	16,431,760.05	16,431,760.05		(194,424.25)	127,101,436.41	
Expenditure							
Certificated Salary (100000 to 199999)	42,863,770.15	5,576,388.11	5,576,388.11	13.01%	-	37,287,382.04	86.99%
Classified Salary (200000 to 299999)	29,562,786.01	4,518,268.52	4,518,268.52	15.28%	1,628.16	25,042,889.33	84.71%
Employee Benefit (300000 to 399999)	24,251,365.51	3,561,912.25	3,561,912.25	14.69%	-	20,689,453.26	85.31%
Books and Supplies (400000 to 499999)	3,027,108.85	145,975.51	145,975.51	4.82%	1,113,155.78	1,767,977.56	58.40%
Services and Operating Expenditures (500000 to 599999)	39,775,153.03	1,035,213.69	1,035,213.69	2.60%	18,952,189.23	19,787,750.11	49.75%
Capital Outlay (600000 to 699999)	4,490,017.87	72,168.75	72,168.75	1.61%	453,512.95	3,964,336.17	88.29%
Other Financing Uses (700000 to 729999)	210,000.00	-	-	0.00%	-	210,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	750,000.00	750,000.00	750,000.00	100.00%	(364.00)	364.00	0.05%
Other Financing Uses (740000 to 769999)	1,075,196.00	26,558.56	26,558.56	2.47%	408,209.69	640,427.75	59.56%
Total Expenditure	146,005,397.42	15,686,485.39	15,686,485.39		20,928,331.81	109,390,580.22	
Total Fund 01 GENERAL FUND	(2,666,625.21)	745,274.66	745,274.66		(21,122,756.06)	17,710,856.19	

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 = 151,169; 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)
Budget Summary for Board Meetings

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)
Budget Summary for Board Meetings

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)	1,258,092.11	(36,926.00)	(36,926.00)	(2.94%)	184,468.00	1,110,550.11	88.27%
Other Local Revenue (880000 to 889999)	1,359,413.00	71,268.97	71,268.97	5.24%	9,959.25	1,278,184.78	94.02%
Total Revenue	2,617,505.11	34,342.97	34,342.97		194,427.25	2,388,734.89	
Expenditure							
Classified Salary (200000 to 299999)	200,721.62	33,453.60	33,453.60	16.67%	-	167,268.02	83.33%
Employee Benefit (300000 to 399999)	79,289.27	13,190.34	13,190.34	16.64%	-	66,098.93	83.36%
Services and Operating Expenditures (500000 to 599999)	2,039,236.00	(319,347.10)	(319,347.10)	(15.66%)	1,216,532.40	1,142,050.70	56.00%
Capital Outlay (600000 to 699999)	5,818,358.11	109,864.74	109,864.74	1.89%	1,514,741.14	4,193,752.23	72.08%
Total Expenditure	8,137,605.00	(162,838.42)	(162,838.42)		2,731,273.54	5,569,169.88	
Total Fund 41 CAPITAL OUTLAY PROJECTS FUND	(5,520,099.89)	197,181.39	197,181.39		(2,536,846.29)	(3,180,434.99)	

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 = 151,169; 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)
Budget Summary for Board Meetings

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							
Revenue							
Other Local Revenue (880000 to 889999)	-	29,029.15	29,029.15	100.00%	-	(29,029.15)	0.00%
Total Revenue	-	29,029.15	29,029.15		-	(29,029.15)	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	314,563.00	-	-	0.00%	162,684.91	151,878.09	48.28%
Capital Outlay (600000 to 699999)	7,803,940.61	526,947.42	526,947.42	6.75%	2,893,764.77	4,383,228.42	56.17%
Total Expenditure	8,118,503.61	526,947.42	526,947.42		3,056,449.68	4,535,106.51	
Total Fund 42 REVENUE BOND CONSTRUCTION FUN	<u>(8,118,503.61)</u>	<u>(497,918.27)</u>	<u>(497,918.27)</u>		<u>(3,056,449.68)</u>	<u>(4,564,135.66)</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)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 59 ENTERPRISE FUND-FCC AUCTION							
Revenue							
All Other Financing Sources (890000 to 897999)	157,113,171.00	157,113,171.00	157,113,171.00	100.00%	-	-	0.00%
Total Revenue	157,113,171.00	157,113,171.00	157,113,171.00		-	-	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	960,000.00	3,000.00	3,000.00	0.31%	175,875.62	781,124.38	81.37%
Capital Outlay (600000 to 699999)	1,100,000.00	-	-	0.00%	-	1,100,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	340,000.00	340,000.00	340,000.00	100.00%	-	-	0.00%
Total Expenditure	2,400,000.00	343,000.00	343,000.00		175,875.62	1,881,124.38	
Total Fund 59 ENTERPRISE FUND-FCC AUCTION	154,713,171.00	156,770,171.00	156,770,171.00		(175,875.62)	(1,881,124.38)	

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 = 151,!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)
Budget Summary for Board Meetings

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	(264.00)	(264.00)	(0.10%)	8,366.40	252,897.60	96.90%
Total Revenue	261,000.00	(264.00)	(264.00)		8,366.40	252,897.60	
Expenditure							
Employee Benefit (300000 to 399999)	371,234.00	66,733.25	66,733.25	17.98%	-	304,500.75	82.02%
Total Expenditure	371,234.00	66,733.25	66,733.25		-	304,500.75	
Total Fund 68 RETIREE BENEFIT FUND	<u>(110,234.00)</u>	<u>(66,997.25)</u>	<u>(66,997.25)</u>		<u>8,366.40</u>	<u>(51,603.15)</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)
Budget Summary for Board Meetings

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	13,448.47	13,448.47	8.02%	-	154,261.53	91.98%
Other State Revenue (860000 to 869999)	2,449,390.00	772.65	772.65	0.03%	-	2,448,617.35	99.97%
Other Local Revenue (880000 to 889999)	210,000.00	60,619.60	60,619.60	28.87%	-	149,380.40	71.13%
Total Revenue	2,827,100.00	74,840.72	74,840.72		-	2,752,259.28	
Expenditure							
Classified Salary (200000 to 299999)	1,623,463.74	277,116.97	277,116.97	17.07%	-	1,346,346.77	82.93%
Employee Benefit (300000 to 399999)	789,680.94	122,082.64	122,082.64	15.46%	-	667,598.30	84.54%
Books and Supplies (400000 to 499999)	220,722.96	12,082.83	12,082.83	5.47%	150,779.13	57,861.00	26.21%
Services and Operating Expenditures (500000 to 599999)	188,144.83	360.00	360.00	0.19%	1,101.88	186,682.95	99.22%
Capital Outlay (600000 to 699999)	5,000.00	-	-	0.00%	-	5,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	-	-	-	0.00%	80.00	(80.00)	100.00%
Total Expenditure	2,827,012.47	411,642.44	411,642.44		151,961.01	2,263,409.02	
Total Fund 72 CHILD DEVELOPMENT FUND	87.53	(336,801.72)	(336,801.72)		(151,961.01)	488,850.26	

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 = 151,169; 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)
Budget Summary for Board Meetings

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)	285,750.00	179,770.50	179,770.50	62.91%	(3.00)	105,982.50	37.09%
Total Revenue	285,750.00	179,770.50	179,770.50		(3.00)	105,982.50	
Expenditure							
Classified Salary (200000 to 299999)	160,980.31	27,958.88	27,958.88	17.37%	-	133,021.43	82.63%
Employee Benefit (300000 to 399999)	60,046.55	10,288.52	10,288.52	17.13%	-	49,758.03	82.87%
Books and Supplies (400000 to 499999)	16,200.00	739.98	739.98	4.57%	420.61	15,039.41	92.84%
Services and Operating Expenditures (500000 to 599999)	24,023.14	-	-	0.00%	-	24,023.14	100.00%
Capital Outlay (600000 to 699999)	24,500.00	-	-	0.00%	-	24,500.00	100.00%
Total Expenditure	285,750.00	38,987.38	38,987.38		420.61	246,342.01	
Total Fund 73 STUDENT BODY CENTER FEE FUND	-	140,783.12	140,783.12		(423.61)	(140,359.51)	

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 = 151,169; 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)
Budget Summary for Board Meetings

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)	1,633,049.05	100,621.36	100,621.36	6.16%	(55,815.01)	1,588,242.70	97.26%
Interfund Transfers In (898000 to 898999)	2,000,405.00	555,000.00	555,000.00	27.74%	(15,000.00)	1,460,405.00	73.01%
Total Revenue	3,633,454.05	655,621.36	655,621.36		(70,815.01)	3,048,647.70	
Expenditure							
Certificated Salary (100000 to 199999)	-	2,940.00	2,940.00	100.00%	-	(2,940.00)	0.00%
Classified Salary (200000 to 299999)	1,401,524.05	421,480.85	421,480.85	30.07%	(27,386.20)	1,007,429.40	71.88%
Employee Benefit (300000 to 399999)	606,697.07	126,296.93	126,296.93	20.82%	(444.81)	480,844.95	79.26%
Books and Supplies (400000 to 499999)	15,200.00	1,543.64	1,543.64	10.16%	18,815.36	(5,159.00)	(33.94%)
Services and Operating Expenditures (500000 to 599999)	1,400,945.05	54,444.59	54,444.59	3.89%	588,573.93	757,926.53	54.10%
Capital Outlay (600000 to 699999)	208,500.00	(3,272.42)	(3,272.42)	(1.57%)	33,855.78	177,916.64	85.33%
Total Expenditure	3,632,866.17	603,433.59	603,433.59		613,414.06	2,416,018.52	
Total Fund 74 KVCR FUND	587.88	52,187.77	52,187.77		(684,229.07)	632,629.18	

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 = 151,169; 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)
Budget Summary for Board Meetings

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)	2,809,269.32	26,788.08	26,788.08	0.95%	55,815.01	2,726,666.23	97.06%
Total Revenue	2,809,269.32	26,788.08	26,788.08		55,815.01	2,726,666.23	
Expenditure							
Classified Salary (200000 to 299999)	356,150.74	22,665.30	22,665.30	6.36%	27,386.20	306,099.24	85.95%
Employee Benefit (300000 to 399999)	113,696.94	12,443.45	12,443.45	10.94%	444.81	100,808.68	88.66%
Books and Supplies (400000 to 499999)	29,250.00	(928.87)	(928.87)	(3.18%)	6,597.49	23,581.38	80.62%
Services and Operating Expenditures (500000 to 599999)	739,185.97	11,093.56	11,093.56	1.50%	276,584.96	451,507.45	61.08%
Capital Outlay (600000 to 699999)	16,000.00	3,478.21	3,478.21	21.74%	(3,478.21)	16,000.00	100.00%
Other Financing Uses (700000 to 729999)	275,000.00	-	-	0.00%	-	275,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	1,279,985.00	200,000.00	200,000.00	15.63%	-	1,079,985.00	84.37%
Total Expenditure	2,809,268.65	248,751.65	248,751.65		307,535.25	2,252,981.75	
Total Fund 76 KVCR EDUCATIONAL FOUNDATION	0.67	(221,963.57)	(221,963.57)		(251,720.24)	473,684.48	

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 = 151,169; 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)
Budget Summary for Board Meetings

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	550,000.00	550,000.00	100.00%	-	-	0.00%
Total Revenue	550,000.00	550,000.00	550,000.00		-	-	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	765,000.00	529,515.62	529,515.62	69.22%	61,126.38	174,358.00	22.79%
Total Expenditure	765,000.00	529,515.62	529,515.62		61,126.38	174,358.00	
Total Fund 78 SELF INSURANCE-LIABILITY&PROP	(215,000.00)	20,484.38	20,484.38		(61,126.38)	(174,358.00)	

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 = 151,169; 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)
Budget Summary for Board Meetings

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)	120,000.00	-	-	0.00%	-	120,000.00	100.00%
Other Local Revenue (880000 to 889999)	28,996.00	5,116.64	5,116.64	17.65%	-	23,879.36	82.35%
Interfund Transfers In (898000 to 898999)	200,000.00	185,000.00	185,000.00	92.50%	15,000.00	-	0.00%
Total Revenue	348,996.00	190,116.64	190,116.64		15,000.00	143,879.36	
Expenditure							
Classified Salary (200000 to 299999)	150,619.38	28,320.04	28,320.04	18.80%	-	122,299.34	81.20%
Employee Benefit (300000 to 399999)	44,145.06	7,585.72	7,585.72	17.18%	-	36,559.34	82.82%
Books and Supplies (400000 to 499999)	16,850.00	568.09	568.09	3.37%	8,731.90	7,550.01	44.81%
Services and Operating Expenditures (500000 to 599999)	154,882.00	4,938.01	4,938.01	3.19%	10,662.31	139,281.68	89.93%
Capital Outlay (600000 to 699999)	2,500.00	554.65	554.65	22.19%	-	1,945.35	77.81%
Total Expenditure	368,996.44	41,966.51	41,966.51		19,394.21	307,635.72	
Total Fund 79 EDCT FOUNDATION	(20,000.44)	148,150.13	148,150.13		(4,394.21)	(163,756.36)	

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 = 151,169; 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)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 82 · KVCR-FNX							
Revenue							
Other Local Revenue (880000 to 889999)	2,033,290.00	1,000,000.00	1,000,000.00	49.18%	-	1,033,290.00	50.82%
Total Revenue	2,033,290.00	1,000,000.00	1,000,000.00		-	1,033,290.00	
Expenditure							
Classified Salary (200000 to 299999)	701,437.14	18,380.00	18,380.00	2.62%	-	683,057.14	97.38%
Employee Benefit (300000 to 399999)	230,989.36	514.64	514.64	0.22%	-	230,474.72	99.78%
Books and Supplies (400000 to 499999)	26,300.00	263.55	263.55	1.00%	4,757.87	21,278.58	80.91%
Services and Operating Expenditures (500000 to 599999)	894,943.00	4,145.34	4,145.34	0.46%	242,193.83	648,603.83	72.47%
Capital Outlay (600000 to 699999)	74,200.00	-	-	0.00%	4,288.63	69,911.37	94.22%
Other Financing Uses (700000 to 729999)	105,420.00	-	-	0.00%	-	105,420.00	100.00%
Total Expenditure	2,033,289.50	23,303.53	23,303.53		251,240.33	1,758,745.64	
Total Fund 82 SCHOLARSHIP & LOAN AGENCY-KVCR	0.50	976,696.47	976,696.47		(251,240.33)	(725,455.64)	

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)
Budget Summary for Board Meetings

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)	1,325,000.00	(12,599.21)	(12,599.21)	(0.95%)	129,125.00	1,208,474.21	91.21%
Total Revenue	1,325,000.00	(12,599.21)	(12,599.21)		129,125.00	1,208,474.21	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	1,110,000.00	381,554.18	381,554.18	34.37%	96,345.07	632,100.75	56.95%
Total Expenditure	1,110,000.00	381,554.18	381,554.18		96,345.07	632,100.75	
Total Fund 84 WORKERS COMPENSATION FUND	215,000.00	(394,153.39)	(394,153.39)		32,779.93	576,373.46	

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 = 151,169; 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: Bruce Baron, Chancellor
PREPARED BY: Robert Miller, Interim Police Chief
DATE: October 12, 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 July (See attached)

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
August 2017

<u>Case#</u>	<u>Reported</u>	<u>Reportable Clery Crimes</u>	<u>Location</u>	<u>Disposition</u>
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ON CAMPUS:

CRAFTON

17-236	8/20/17	Arson	East of Gym	Report Taken
17-238	8/21/17	Possession of Drug Paraphernalia	Station	Cite

DISTRICT

NO INCIDENTS TO REPORT

Valley

17-213	8/3/17	Domestic Battery	Business Building	Subject Arrested
17-217	8/5/17	Domestic Battery	Lot 4	Subject Arrested
17-231	8/16/17	Grand Theft Auto	Swap Lot	Report Taken

PUBLIC PROPERTY:

CRAFTON

NO INCIDENTS TO REPORT

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

NO INCIDENTS TO REPORT

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Amalia Perez, Director, Human Resources
DATE: October 12, 2017
SUBJECT: Information Item: CSEA MOUs

RECOMMENDATION

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

OVERVIEW

The District and the California School Employees Association met and entered into the attached MOUs.

ANALYSIS

The Memorandums of Understanding constitute the full and complete Agreement. The MOUs pend CSEA ratification.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291
August 30, 2017

**Use of Video Camera Monitoring and Other Devices
(Video, Audio & Tracking Equipment)**

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

All bargaining unit members shall be notified of the presence and use of video, audio and tracking devices on District property.

The intent and purpose of the video monitoring and audio equipment, audio and tracking devices is to enhance the security of District equipment, facilities, students and staff, and respond to crisis situations more effectively.

The District will not use the video equipment, audio and tracking devices to monitor bargaining unit member's performance.

If a serious violation of the law, board policy or a pattern of unsafe behavior is reported, data gathered through video surveillance may be used to confirm or refute any allegations of misconduct, the verified data gathered, may be evidence in the disciplinary process.

If video data is to be used in an employee discipline situation, a bargaining unit member or Association shall be provided copies of video & audio surveillance and/or tracking data. The District shall provide copies of the available data within 72 hours of the request.


This Agreement is subject to the procedures required by CSEA Policy 610.

For the SBCCD District

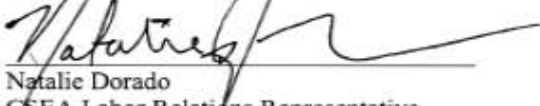

Amalia Perez, Director of Human Resources

For CSEA, Chapter 291


Ginger Suppin, Negotiations Team Member


Kevin Palkki, Negotiations Team Member


Fermin Ramirez, Negotiations Team Member


Natalie Dorado
CSEA Labor Relations Representative
For CSEA, Chapter 291

MEMORANDUM OF UNDERSTANDING

By And Between

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER 291

September 26, 2017


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

The parties have met to negotiate the decision and the effects of the reorganization of San Bernardino Community College District's Human Resources Department, specifically concerning the Clerical Assistant II position at the District Office. The parties agree as follows:

1. Safety concerns that have arisen regarding the proposed physical location change for the Clerical Assistant II position from the Human Resources Department at the District Office to the reception area at the District Office. The concerns have arisen due to the lack of a secondary emergency evacuation exit from the reception area for bargaining unit members which could lead to injury or loss of life.
2. The Parties have agreed to that the physical work location of Clerical Assistant II position shall remain within the Human Resources Department until such time that the reception area to can be renovated to address CSEA concerns.


This agreement is subject to all approvals required by the CSEA Policy 610 and the District.

For the District



Amalia Perez, SBCCD
Director, Human Resources

For CSEA



Grayling Eation
President, CSEA Chapter 291




Ginger Suptim, Negotiations Team Member



Kevin Palkki, Negotiations Team Member



Fermin Ramirez, Negotiations Team Member



Stacy Garcia, Negotiations Team Member



Natalie Dorado, CSEA Labor Relations Representative

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: October 12, 2017
SUBJECT: Informational Item: CTA MOU

RECOMMENDATION

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

OVERVIEW

The District and San Bernardino Community College Teachers Association met and entered into a Memorandum of Understanding.

ANALYSIS

The attached Memorandum of Understanding constitute the full and complete Agreement between the District and the Association.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

MEMORANDUM OF UNDERSTANDING

30 August 2017

This Memorandum of Understanding is made and entered into this 30th day of August, 2017 between the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT herein after the District) and the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION/CTA/NEA (hereinafter the Association.)

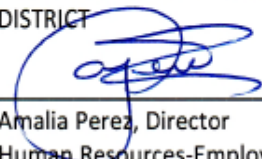
It is recognized that under the current organizational structure the San Bernardino Valley College football team has one head coach, and that the head football coach is the offensive head coach and the full time assistant football coach serves in a similar capacity with defense and therefore performs a similar level of duties as the head football coach.

It is HEREBY AGREED that:

The full time football assistant coach, Kenneth Lawler, shall receive the same level of compensation as a full time head coach as indicated in the MOU: Coaches and Assistant Coaches, dated April 14, 2017.

This Memorandum of Understanding shall be re-evaluated annually by the District and the Association based on the organizational structure of the football team from feedback from both the management (the dean and athletic director) and the football coaches.

SAN BERNARDINO COMMUNITY COLLEGE
DISTRICT

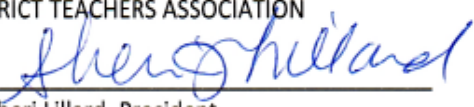


Amalia Perez, Director
Human Resources-Employee Relations

August 30, 2017

Date

SAN BERNARDINO COMMUNITY COLLEGE
DISTRICT TEACHERS ASSOCIATION



Dr. Sheri Lillard, President
SBCCDTA-CTA/NEA

8/30/2017

Date

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: October 12, 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 \$32,827,924.

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

	PROJECTED													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Beginning Cash Balance	40,690	42,502	38,957	39,941	35,581	34,091	35,459	39,534	35,526	31,616	33,296	34,074		
Receipts														
Federal	63	-63	14	158	69	1	917	278	14	-3	250	760		2,457
State	5,743	5,846	12,111	10,451	16,533	7,067	7,251	5,432	12,095	7,173	7,254	8,241		105,196
State Deferrals														
Local	3,013	2,059	13	930	3,183	6,331	8,089	1,585	-111	6,419	4,314	-347		35,476
Temporary Borrowings														
Inc Transfer & Sale of Assets				3		199						8		210
Accounts Receivable/Accruals	544	3,487	3,600	111	207	648	-309	70	376	253	576	59		9,623
Total Receipts	9,363	11,329	15,738	11,653	19,993	14,245	15,947	7,365	12,374	13,842	12,395	8,720		152,962
Disbursements														
Academic Salaries	1	2,026	3,560	3,893	3,955	3,887	3,893	3,643	3,863	3,925	3,930	6,289		42,864
Classified Salaries	1,943	2,200	2,355	2,460	2,421	2,759	2,500	2,207	2,674	2,513	2,579	2,951		29,563
Benefits	951	1,677	1,999	2,064	1,985	2,103	2,063	2,036	2,128	2,104	2,111	3,030		24,251
Supplies & Materials	-8	71	191	210	149	135	160	239	250	188	367	1,076		3,027
Other Operating Exp	161	211	5,732	5,880	2,636	3,398	2,794	2,915	4,359	2,849	2,274	6,566		39,775
Capital Outlay	1	7	60	422	329	95	388	255	315	442	522	1,654		4,490
Other Outgo	26	341	9	169	414	539	86	89	43	135	35	150		2,035
Longterm Post-Employment Benefits		-8	-8	-8	-4	-8	-8	-8	40	-1	6	-4		-11
Accounts Payable/Accruals	4,481	8,348	857	924	9,599	-31	-5	-3	2,612	7	-207	-11,747		14,834
Total Disbursements	7,556	14,874	14,754	16,013	21,483	12,877	11,871	11,372	16,284	12,161	11,617	9,966		160,829
Increase / (Decrease) in Cash Balance	1,807	-3,545	984	-4,360	-1,490	1,368	4,075	-4,007	-3,910	1,680	777	-1,246		
Ending Cash Balance	42,497	38,957	39,941	35,581	34,091	35,459	39,534	35,526	31,616	33,296	34,074	32,828		

[†] 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: October 12, 2017
SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

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

OVERVIEW

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form.

ANALYSIS

The attached report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow needs. Questions regarding this report may be addressed to the Fiscal Services Department.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2016-2017

District: (980) SAN BERNARDINO

Quarter Ended: (Q4) Jun 30, 2017

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	76,882,155	77,430,155	98,085,704	96,715,397
A.2	Other Financing Sources (Object 8900)	24,736	1,012,120	4,846	16,241
A.3	Total Unrestricted Revenue (A.1 + A.2)	76,906,891	78,442,275	98,090,550	96,731,638
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	73,167,902	78,869,870	83,535,522	89,354,557
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	11,117,504	1,809,993	12,705,000	1,231,356
B.3	Total Unrestricted Expenditures (B.1 + B.2)	84,285,406	80,679,863	96,240,522	90,585,913
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-7,378,515	-2,237,588	1,850,028	6,145,725
D.	Fund Balance, Beginning	24,062,725	16,684,210	14,446,622	16,296,650
D.1	Prior Year Adjustments + (-)	0	0	369,299	369,299
D.2	Adjusted Fund Balance, Beginning (D + D.1)	24,062,725	16,684,210	14,815,921	16,665,949
E.	Fund Balance, Ending (C. + D.2)	16,684,210	14,446,622	16,665,949	22,811,674
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	19.8%	17.9%	17.3%	25.2%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	14,550	14,717	15,352	14,511
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		23,494,335	31,502,476	40,690,817
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	12,250,728	23,494,335	31,502,476	40,690,817

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	91,920,798	91,945,798	96,715,397	105.2%
I.2	Other Financing Sources (Object 8900)	12,000	12,000	16,241	135.3%
I.3	Total Unrestricted Revenue (I.1 + I.2)	91,932,798	91,957,798	96,731,638	105.2%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	90,193,859	91,923,224	89,354,557	97.2%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,546,716	1,515,260	1,231,356	81.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	92,740,575	93,438,484	90,585,913	96.9%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-807,777	-1,480,686	6,145,725	
L.	Adjusted Fund Balance, Beginning	16,665,949	16,665,949	16,665,949	
L.1	Fund Balance, Ending (C. + L.2)	15,858,172	15,185,263	22,811,674	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	17.1%	16.3%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?

NO

Next year?

NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)