



Meeting of the San Bernardino Community College District Board of Trustees  
Business Meeting Agenda  
District Board Room  
February 8, 2018 - 4:00 p.m.

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

**2. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- a. Conference with Labor Negotiators pursuant to Government Code section 54957.6  
Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- b. Public Employee Performance Evaluation pursuant to Government Code 54957 (b)(1)  
Title: Chancellor
- c. Conference with Legal Counsel – Existing Litigation pursuant to Government Code section 54956.9(e)(3): (3 cases) Workers Compensation Claim Nos 1655-04-0021, 398051, 398067
- d. Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code section 54956.9(d)(2)): (1 case)
- e. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957 (3 cases)

**3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Matters not appearing on the agenda will be heard after the board has heard all action agenda items. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.

**4. CONVENE CLOSED SESSION**

**5. RECONVENE PUBLIC MEETING**

**6. REPORT OF ACTION IN CLOSED SESSION**

7. **FISCAL INDEPENDENCE UPDATE**  
Jose Torres, Vice Chancellor Business & Fiscal Services (p6)
  
8. **REPORTS**
  - a. Board Members
    - i. Oral Reports from Board Committee Chairs
    - ii. Board Information Requests (p18)
  - b. Student Trustees
  - c. Chancellor
  - d. San Bernardino Valley College
    - i. President
    - ii. Academic Senate
    - iii. Classified Senate
    - iv. Associated Students
  - e. Crafton Hills College
    - i. President
    - ii. Academic Senate
    - iii. Classified Senate
    - iv. Associated Students
  - f. CSEA
  - g. CTA
  
9. **PUBLIC COMMENTS ON AGENDA ITEMS**  
This is an opportunity for members of the public to address the Board concerning items on the agenda.
  
10. **APPROVAL OF MINUTES**  
January 11, 2018 (p22)  
January 18, 2018 (p24)

## 11. CONSENT AGENDA

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

- a. Instruction/Student Services
  - i. Consideration of Approval of Curriculum – CHC (p29)
- b. Human Resources
  - i. Consideration of Acceptance of Employee Resignation (p46)
  - ii. Consideration of Acceptance of Employee Retirement and Non-Renewal for 2018-2019 (p48)
  - iii. Consideration of Approval of Adjunct and Substitute Academic Employees (p50)
  - iv. Consideration of Approval of Appointment of District Employees (p53)
  - v. Consideration of Approval of Classified Employee Promotion (p55)
  - vi. Consideration of Approval of District Volunteers (p57)
  - vii. Consideration of Approval of Interim Management Appointment (p59)
  - viii. Consideration of Approval of Non-Instructional Pay for Academic Employees (p61)
  - ix. Consideration of Approval of Placement of Classified Employee on the 39-Month Reemployment List (p68)
  - x. Consideration of Approval of Professional Expert Short-Term and Substitute Employees (p70)
  - xi. Consideration of Approval of Sabbatical Leave for the 2018-2019 Academic Year (p78)
  - xii. Consideration of Approval of Stipends (p80)
  - xiii. Consideration of Granting a Paid Leave of Absence for Academic Employee (p82)
- c. Business & Fiscal Services
  - i. Consideration to Approve Conference Attendance (p83)
  - ii. Consideration to Approve District-College Expenses (p97)
  - iii. Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p106)

- iv. Consideration of Approval to Award Request for Proposal 2018-01 and Contract to Direct Connection Marketing Communications of La Verne CA (p109)
- v. Consideration of Approval of Professional Services Contracts-Agreements (p110)
- vi. Consideration of Approval of Purchase Order Report (p114)
- vii. Consideration of Approval of Revised Authorized Signature List (p120)
- viii. Consideration of Approval of Routine Contracts-Agreements and Memorandums (p123)
- ix. Consideration of Approval of Vacation Payout (p142)
- x. Consideration of Approval to Appoint a Member to the Citizens Bond Oversight Committee (p143)
- xi. Consideration of Approval to Award Request for Proposal 2018-04 and Contract to California Food Trucks, Inc. of Long Beach CA (p145)
- xii. Consideration of Approval to Reclassify Foundation Director Positions Including a Step Increase Effective July 1, 2018 (p146)
- xiii. Consideration to Adopt Resolution to Pay Trustee (p147)

## **12. ACTION AGENDA**

- a. Consideration of Approval to RFQ-RFP 03-1718-10 and Professional Service Contract to Key Code Media Inc. (p150)
- b. Consideration of Approval to Accept the Prioritized Board Directives for the 2018-19 Budget for First Read (p153)

## **13. INFORMATION ITEMS**

- a. Applause Cards (p157)
- b. Budget Report (p159)
- c. CCFS-320 Apportionment Attendance Report for FY 2018 Period 1 (p178)
- d. Clery Report (p182)
- e. General Fund Cash Flow Analysis (p184)
- f. CSEA MOUS (p186)
- g. CTA MOU (p188)
- h. Quarterly Investment Report (p192)





**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: February 17, 2018 at 8am (Board Mid-Year Retreat @ Double Tree by Hilton at Ontario Airport)



# Fiscal Independence Update

February 8, 2018

# Purpose of Presentation

To provide an update on SBCCD's proposal for Fiscal Independence which includes the implementation of Human Resources software (ADP) and Fiscal Services software (Oracle Cloud).

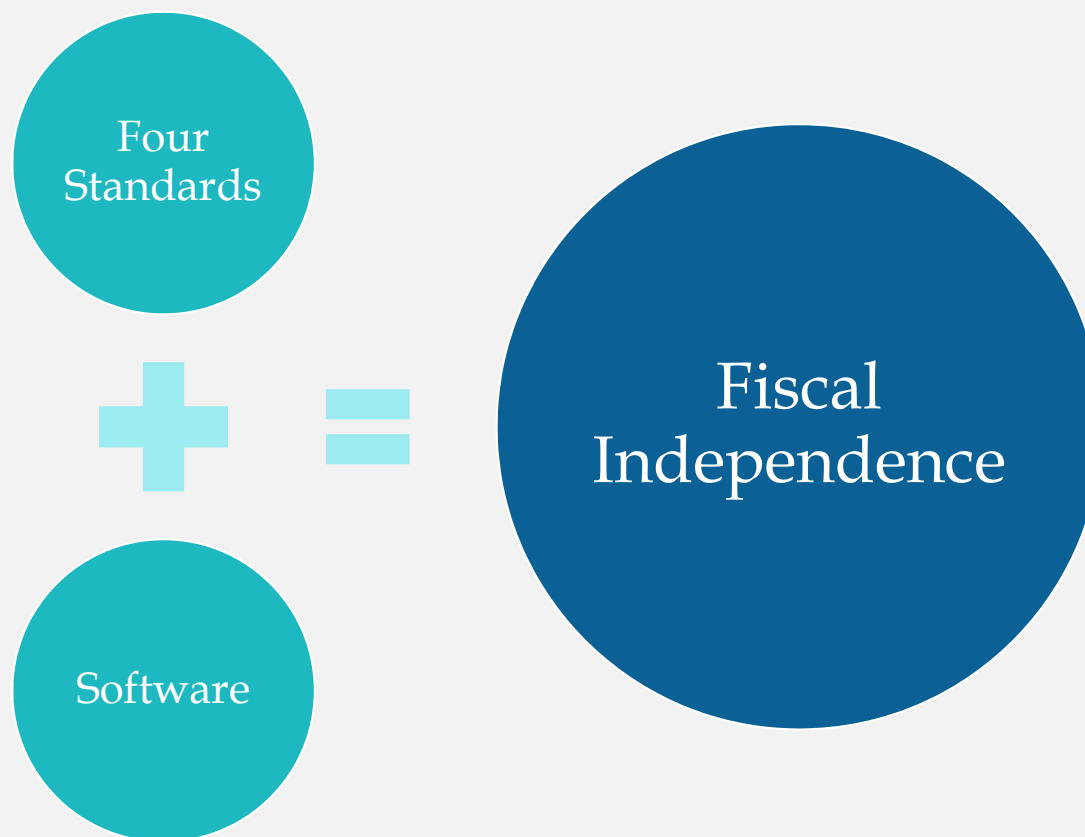
# Background

- As adopted in the District Strategic Plan and approved through the Program Review process.
- This action was taken in order increase administrative and operational efficiency and effectiveness.
  - The District's software systems and processes are no longer sufficient to support its human resources, finance, operations, and business functions.
- Become fiscally independent from the San Bernardino County Superintendent of Schools (SBCSS).

# What is Fiscal Independence?

- Fiscal Independence gives districts broad authority to issue warrants without review or approval of the County Office of Education or County Auditor.
- Under E.C., Section 85266.5, Fiscal Independence is granted by the Board of Governors, based largely on:
  - The recommendation from the community college district's applicable county offices.
  - Results of the independent Certified Public Accountant survey of the district's accounting controls (*Four Standards & Software*).

## What is Fiscal Independence? (continued)

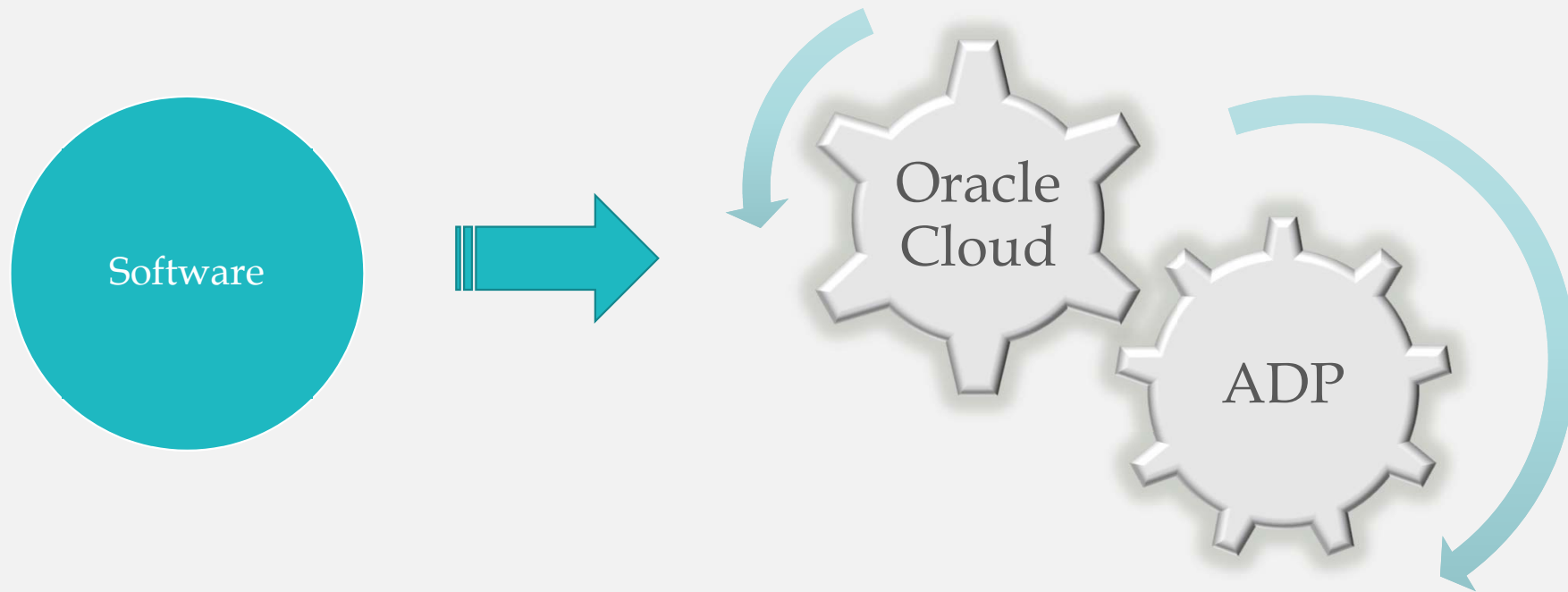


# Four Standards



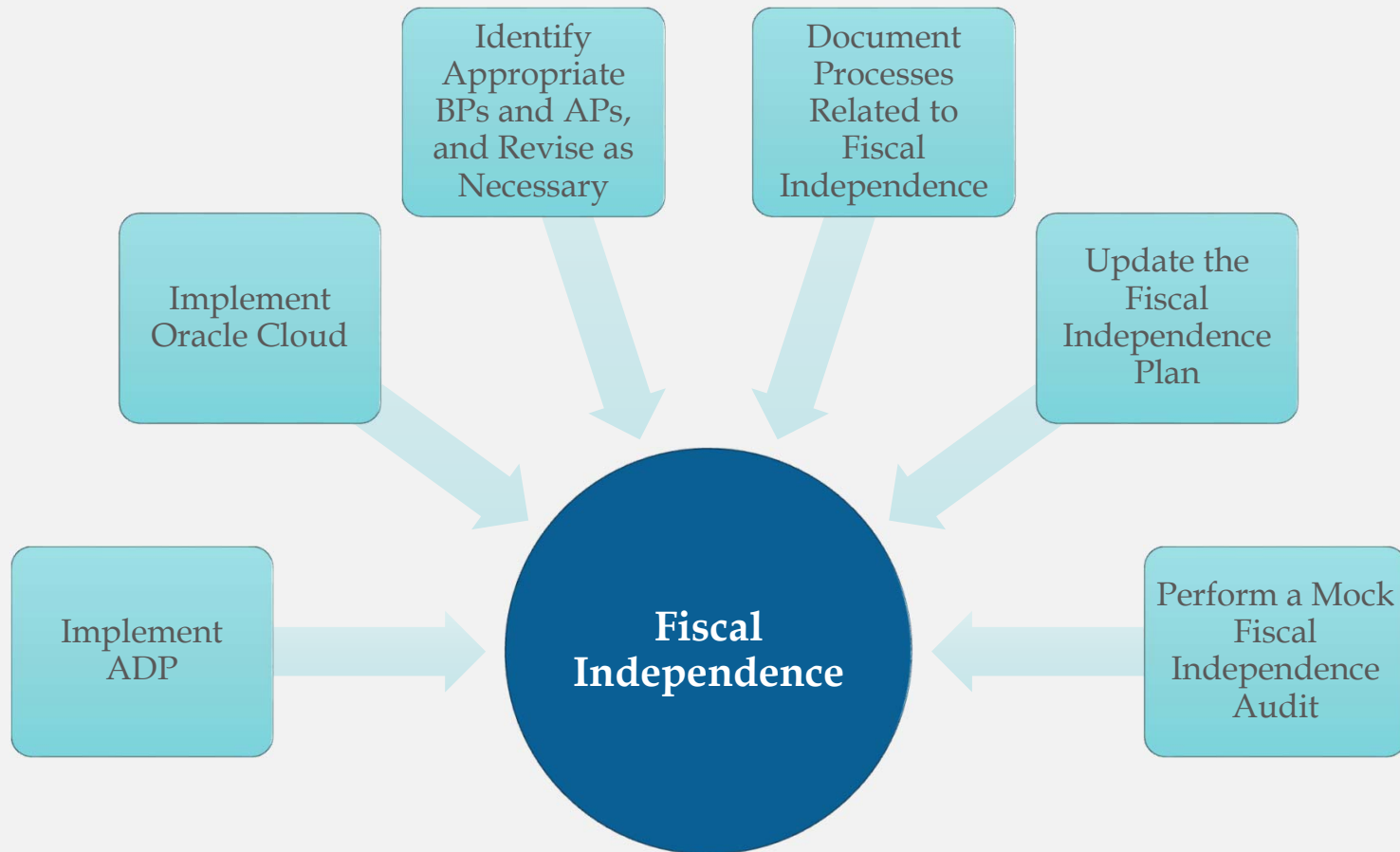
- ✓ *Standard 1: Adequate Fund Balances*
- ✓ *Standard 2: Statute and Governing Board*
- ✓ *Standard 3: Adequate Internal Controls*
- ✓ *Standard 4: Legality and Propriety of Transactions*

# Software

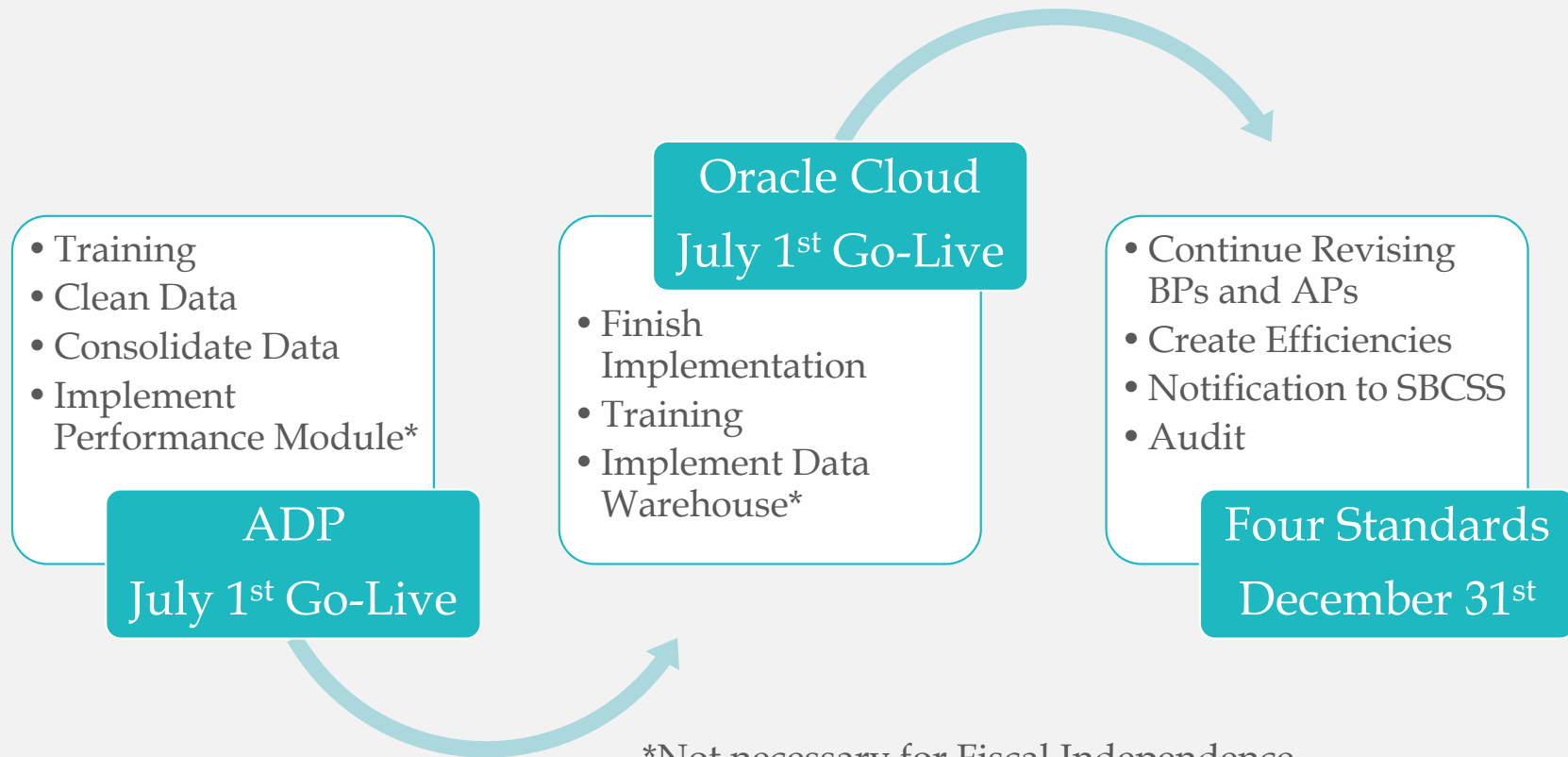




# How Are We Accomplishing Fiscal Independence? District Support Services Plan



# Next Steps



## Next Steps

**SBCCD will achieve  
Fiscal Independence  
on July 1, 2019.**

# The Team



## Business & Fiscal Services

- Steve Sutorus
- Larry Strong
- Kate Myers
- Tenille Alexander
- Staff

## Human Resources

- Kristina Hannon
- Amalia Perez
- Karla Zaragoza
- Joe Opris
- Staff

## Other Departments

- David James
- Yvette Tram
- Jeramiah Gilbert
- Grants Departments

## Strong Support

- Board
- Chancellor
- Colleges



# Fiscal Independence Update

February 8, 2018

## **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:** February 8, 2018

**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**  
Sorted by Planned Completion Date (updated 1/30/18)

**Date of Request:** 1/18/2018  
**Requested by:** Trustee Harrison  
**Planned Completion Date:** 3/8/18

**Request:** Trustee Harrison requested statistics on how many were local businesses, veteran owned business, and minority/women owned businesses?

**Comments:** Chancellor requested the information and will work with Vice Chancellor Torres.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Harrison  
**Planned Completion Date:** 3/8/18

**Request:** District Marketing Director was asked to look at CA Promise Program vs. CA Promise Grant and BOG. Find a way to explain this to the public – what it might be and what students can expect for the fall.

**Comments:** Chancellor requested the information and will work with Angel Rodriguez.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Ferracone  
**Planned Completion Date:** 3/8/18

**Request:** District Staff to meet with the Senates to discuss specific steps for faculty members to address immigration officials. Trustee Ferracone suggested the same information be sent to classified and students so we are on the same page.

**Comments:** Chancellor Baron sent the updates as requested. Angel Rodriguez & Chief Jackson will schedule updates with the Senates.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Singer  
**Planned Completion Date:** 3/8/18

**Request:** 2017-19 Integrated Plan - Basic Skills Initiative, Student Equity, and Student Success and Support Program should include: 1). Baseline and 2). Where will you be at the end of a given time to indicate you are successful. The campuses were asked to prepare numbers and goals in a quantitative way for each category and share with the board.

**Comments:** The college presidents will provide the board with quantitative numbers and goals.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Williams  
**Planned Completion Date:** 3/8/18

**Request:** Requested a profile of our customers (i.e. who is our student, income levels, sleep patterns, best time to take classes) for Brand Assessment.

**Comments:** Angel Rodriguez will review options to obtain this information and provide a report as requested.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Williams  
**Planned Completion Date:** 6/30/18

**Request:** All cover sheets to reflect when items are submitted for 2nd reading and approval.

**Comments:** The Chancellor will ensure cover sheets indicate first and second read as necessary. This is ongoing.

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**Date of Request:** 7/13/2017  
**Requested by:** Trustee Williams  
**Planned Completion Date:** 7/30/18

**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:** Chancellor will submit an Administrative Assistant II to program review in January 2018.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Singer  
**Planned Completion Date:** Ongoing

**Request:** Both colleges were asked to look at what can be done to increase productivity.

**Comments:** Chancellor will work with the college presidents to provide an update on the request.

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**Date of Request:** 1/18/2018  
**Requested by:** Trustee Harrison  
**Planned Completion Date:** Ongoing

**Request:** Business & Fiscal Services was asked to send board items in a more timely manner so the Board is not approving items after the fact.

**Comments:** Vice Chancellor Torres will work with the departments to meet the request. This is ongoing.

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**Date of Request:** 12/14/2017  
**Requested by:** Trustee Ferracone  
**Planned Completion Date:** Completed

**Request:** Policy Committee reviewed the policy on recording and determined any recording between staff, students, or faculty is not a Chapter 2 policy and should be referred to HR.

**Comments:** 1/18/18 - BOT Policy Committee reviewed the recommendation from HR and recommended not to create a new separate policy.

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**Date of Request:** 12/14/2017  
**Requested by:** Trustee Harrison  
**Planned Completion Date:** Completed

**Request:** The Board would like to discuss the BOT Strategic Directions for 2017-2018 at the Board Retreat.

**Comments:** The item is agendaized for the Mid-Year Retreat on 2/17/18.

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**Date of Request:** 12/14/2017  
**Requested by:** Trustee Singer  
**Planned Completion Date:** Completed

**Request:** Conference material to be shared with Dr. Pam Fisher for discussion at the Board Retreat.

**Comments:** Chancellor submitted the information on 2/17/18.

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**Meeting of the San Bernardino Community College District Board of Trustees  
Study Session Minutes  
District Board Room  
January 11, 2018, 12:00 p.m.**

**PRESENT**

Joseph Williams, President  
Gloria Macías Harrison, Vice President  
Dr. Anne L. Viricel, Clerk  
Donna Ferracone, Trustee  
John Longville, Trustee (arrived 12:20 p.m.)  
Dr. Donald L. Singer, Trustee

**ABSENT**

Frank Reyes, Trustee  
Jajuan Dotson, CHC Student Trustee  
Autumn Blackburn, SBVC Student Trustee

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

President Williams called the meeting to order at 12:03 pm. Trustee Singer led the pledge of allegiance.

**PUBLIC COMMENTS ON AGENDA ITEMS**

None

**PRESENTATION - BOND CAMPAIGNING**

Vice Chancellor Jose Torres introduced Bond Attorney David Casnocha of Stradling Yocca Carlson & Rauth and Jared Boigon of TBWB Strategies.

**Rules of Conduct in Context of Possible Bond Election**

Mr. Casnocha led the presentation on potential bond measure rules of conduct. Sometime in July the Board, if it decides to move forward with a bond measure, will adopt a resolution containing ballot language. The time between now and that decision is the planning phase. From July to the election is the advocacy phase. Expenses paid during the first phase will not be reimbursed from the bond.

In the second phase, emphasis will shift to a privately funded advocacy effort. The law demands neutrality in the use of public funds for a bond measure that the public is undecided about. The County will charge a couple hundred thousand in election costs. If a bond measure passes, SBCCD can elect to reimburse itself from the first bond issuance.

2018 Potential Bond Measure – Public Outreach

Mr. Boigon and Lauren Babb of TBWB Strategies made a presentation on the planning stage (which occurs prior to the advocacy stage) and what outreach can be done. Board members should be confident in discussing the bond during this time. Data suggests that the most of the public is open-minded about this bond.

Trustee Williams asked for about the survey data broken out by trustee area. Mr. Boigon said he will forward that information. In the next six months the Board of Trustees will want to have conversations with opinion makers in the area. If SBCCD took the poll results and did nothing else, then a bond measure would not be likely to pass. Questions from the public should be responded to consistently. Kiwanis should hear what other groups like Rotary hear. Input gathered from the community can be included in ballot.

Lauren Babb spoke about “tool kit” which contained several documents. She advised that everyone should use the Fact Sheet. Trustee feedback was given on the tool kit. Mr. Boigon advised he would retrieve any further feedback through Chancellor Baron’s office and update the materials.

The document entitled Talking Points was discussed. This is an internal guide and not for distribution. It will be updated as new questions arise and are answered. Trustee Williams wants to schedule an opportunity to talk about the projects which were board approved on May 11, 2017.

Trustee Longville commented that page 4 of the Talking Points should specifically state that SBCCD did NOT sell KVCR.

Mr. Boigon, Vice Chancellor Torres and Director of Marketing Angel Rodriguez will work to develop a schedule of meetings to move the outreach effort forward.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**ADJOURN**

The next meeting of the Board: Business Meeting, January 18, at 4pm. President Williams adjourned the meeting at 2:00 p.m.

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Dr. Anne L. Viricel, Clerk  
SBCCD Board of Trustees



**Meeting of the San Bernardino Community College District Board of Trustees  
Business Meeting Minutes  
District Board Room  
January 18, 2018, 4:00 p.m.**

**PRESENT**

Joseph Williams, President  
Gloria Macias Harrison, Vice President  
Donna Ferracone, Clerk  
John Longville, Trustee (arrived at 4:09pm)  
Frank Reyes, Trustee  
Dr. Donald L. Singer, Trustee  
Dr. Anne L. Viricel, Trustee (left at 5:11pm)  
Autumn Blackburn, SBVC Student Trustee

**ABSENT**

Jajuan Dotson, CHC Student Trustee

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

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

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- Conference with Labor Negotiators – Government Code 54957.6
- Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- Public Employee Performance Evaluation - Government Code 54957 (b)(1) Title: Chancellor
- Conference with Legal Counsel – Existing Litigation pursuant to Government Code section 54956.9(e)(3) (2 cases) Workers Compensation Claim Nos #520382, #493176
- Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 1 case

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None.

**CONVENE CLOSED SESSION**

Closed session convened at 4:02pm

**RECONVENE PUBLIC MEETING**

Public meeting reconvened at 5:11pm. President Williams re

**REPORT OF ACTION IN CLOSED SESSION**

- On January 18, 2018, the Board unanimously took action to approve settlement of the Workers Comp Claim No. 520382.
- On January 18, 2018, the Board unanimously took action to approve settlement of the Workers Comp Claim No. 493176.

## **PRESENTATION**

- Betsy Starbuck presented the CBOC Annual Report consistent with the requirements of Proposition 39. The 2017 Report to the Community is available on the SBCCD website.
- Hussain Agah, SBCCD Director of Facilities Planning and Construction and Antonio Dupre of Padilla & Associates presented the Community Benefits Agreement (CBA) Status Update. The presentation included background information, current projects, project demographics (Apprentices & Journeymen and Subcontractors). Other updates on approved change orders, completion of LADM & SSA, issues/actions, and other efforts. The full presentation is available on the SBCCD website.

## **REPORTS**

- Trustee Reyes travelled with a delegation to Mexico City on DACA. NSF is awarding grants to HSIs. He also attended an MLK event.
- Trustee Ferracone attended both campuses Opening Day and Fire Academy Graduation. Foundation Committee has not met. Policy Committee met and have reviewed all 2017-2018 policies. Next meeting will review Board member compensation and AP/BP 2510 Collegial Consultation. The committee determined recording without the consent of both parties is illegal and no additional policy is needed.
- Harrison – Budget committee update on proposed budget from the governor. Need to pay close attention to the proposed new funding formula. Committee also reviewed CA Promise Program vs. CA Promise Grant and BOGG. District Marketing Director will look at how to explain this to the public – what it might be and what students can expect for the fall. SBCCD has 14843 students receiving a BOGG.
- President Williams attended Opening Day at both campuses. Legislative Committee reviewing the Prosper Act, Rialto Advisory Committee, met with President/CEO of Edison International, and President/CEO of SCE regarding investing in community colleges to prepare students for future jobs, Student Success Committee met today and provided feedback on Board Directive language.
- Student Trustee Blackburn attended CCLC Conference in November and helped draft a student code of ethics for ASG.
- Chancellor Baron thanked CBA team for the report given. Thanked Richard Galope and Robert Levesque for 2.9M regional project to develop noncredit programs in workforce readiness through Strong Workforce Regional program. Dr. Zhou named to serve on the Alignment San Bernardino Executive Board to represent community colleges. Angel Rodriguez and Chief Jackson will meet with the Senates to discuss specific steps for faculty members to address immigration officials. Trustee Ferracone suggested the same information be sent to classified and students so we are on the same page.
- President Rodriguez reported on FTES for SBVC. An update was distributed on Guided Student Pathways.
- Celia Huston reported senate received presentations on Title IX, distributed 100 copies of the draft immigration update, learned how to outreach through Starfish, reminded food pantry, learned new initiatives to increase access and success. Senate will draft policy language for Honorary Degrees. Approved timeline change to AP 2410 – change current language from three months to 4 consecutive meetings. Celia Huston registered for ACCJC Training in May.
- President Zhou reported on FTES for CHC and campus activities.
- Trustee Singer asked both colleges to look at what can be done to increase productivity.
- Mark McConnell thanked Angel and Chief Jackson for their efforts on DACA. Senate is reviewing Drop for non-payment, non-traditional finals schedule, replacement hires, budget, and the proposed 115<sup>th</sup> college. Run through Redlands is March 4.

- Kevin Palkki congratulated Trustee Singer for spearheading historical archive program for the CCLC. Classified representation on eboard JPA. AB119 negotiations is complete. Working with the Chancellor and HR on discrimination issues and getting staff trained.

### **PUBLIC COMMENTS ON AGENDA ITEMS**

None.

### **APPROVAL OF MINUTES**

November 30, 2017 Study Session, December 14, 2017 Study Session & Business Meeting

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

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

NOES: None

ABSENT: Viricel, Dotson

ABSTENTIONS: None

### **CONSENT AGENDA**

Instruction/Student Services

Consideration of Approval of Curriculum – CHC

Consideration of Approval to Sell Alcoholic Beverages at Campus Fundraising Event

### **Human Resources**

Consideration of Acceptance of Employee Resignation

Consideration of Acceptance of Employee Retirement

Consideration of Approval of Adjunct and Substitute Academic Employees

Consideration of Approval of Appointment of District Employees

Consideration of Approval of Change in Professional Expert Title

Consideration of Approval of Classified Employee Promotion

Consideration of Approval of District Volunteers

Consideration of Approval of Interim Management Appointments

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 Revised Management Job Descriptions

Consideration of Approval of Salary Step Advancement for Management Employees

Consideration of Approval of Temporary Academic Employees

### **Business & Fiscal Services**

Consideration of Approval of District & College Expenses

Consideration of Approval of Individual Memberships

Consideration to Approve Conferences

Consideration of Approval of 2018-19 Nonresident Tuition and Capital Outlay Fees

Consideration of Approval of Professional Services Contracts-Agreements

Consideration of Approval of Purchase Order Report

Consideration of Approval of Routine Contracts-Agreements and Memorandums

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



Consideration of Approval of Uniform Construction Cost Accounting Procedures  
Consideration of Approval of Vacation Payout

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

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

**ITEM PULLED FROM THE CONSENT AGENDA**

Consideration of Approval of Curriculum – SBVC

Trustee Singer commented on college Mandarin Chinese and the opportunity it provides to students in larger society.

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

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

**ACTION AGENDA**

Consideration of Approval of 2017-19 Integrated Plan Basic Skills Initiative, Student Equity, and Student Success and Support Program – CHC

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

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

Consideration of Approval of 2017-19 Integrated Plan Basic Skills Initiative, Student Equity, and Student Success and Support Program – SBVC

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

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



Consideration to Adopt Resolution to Pay Trustee Reyes

Consideration to Adopt Resolution to Pay Trustee Williams

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

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

NOES: None

ABSENT: Viricel, Dotson

ABSTENTIONS: None

Consideration to Support the Recommendations of the Student, Faculty and Staff-led Brand Identity Task Force to Enhance the Public Image of the San Bernardino Community College and Its Entities

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

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

NOES: None

ABSENT: Viricel, Dotson

ABSTENTIONS: None

Discussion: Staff clarified the item allows SBCCD to continue to work and have conversation to improve branding and marketing efforts. Recommendations to come back to the board and updated report by April.

**INFORMATION ITEMS**

Applause

Budget Report

Clery Report

CSEA MOUs

General Fund Cash Flow Analysis

Guided Pathways Self-Assessment – CHC

Guided Pathways Self-Assessment – SBVC

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Malachi Davis & Jonathan Moreno

**ADJOURN**

The next meeting of the Board: Business Meeting 4pm, February 8, 2018.

President Williams adjourned the meeting at 7:19pm.

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Dr. Anne L. Viricel, 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, Instruction, CHC  
**DATE:** February 8, 2018  
**SUBJECT:** Consideration of Approval of Curriculum - CHC

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the CHC 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 for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2018-2019 or 2019-2020 College Catalog.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

None.

**CRAFTON HILLS COLLEGE**  
**SUBMITTED FOR BOARD OF TRUSTEE APPROVAL**  
**February 8, 2018**

**NEW COURSE**

*Addition to the 2018-2019 College Catalog*

**Course ID:** EMS 066  
**Course Title:** Introduction – Patient Care Documentation  
**Units:** .50  
**Lecture:** .50 contact hours per week  
8-9 contact hours per semester  
**Prerequisite:** None  
**Corequisite:** EMS 020  
**Departmental Recommendation:** None  
**Catalog Description:** Introduction to out-of-hospital patient care documentation and the use of electronic health care records.  
**Schedule Description:** Introduction to out-of-hospital patient care documentation and the use of electronic health care records.  
**Rationale:** To comply with state requirements  
**Equate:** Course not offered at SBVC  
**Effective:** Fall 2018

**NEW COURSE**

*Addition to the 2018-2019 College Catalog*

**Course ID:** EMS 067  
**Course Title:** Electronic Patient Care Reporting – Field  
**Units:** 1  
**Lecture:** 1 contact hour per week  
16-18 contact hours per semester  
**Prerequisite:** None  
**Corequisite:** EMS 020  
**Departmental Recommendation:** None  
**Catalog Description:** The use of electronic patient care reporting during the clinical and field section of the Emergency Medical Technician program.  
**Schedule Description:** The use of electronic patient care reporting during the clinical and field section of the Emergency Medical Technician program.  
**Rationale:** To comply with state requirements  
**Equate:** Course not offered at SBVC  
**Effective:** Fall 2018

**NEW COURSE**

*Addition to the 2018-2019 College Catalog*

**Course ID:** EMS 068  
**Course Title:** Pharmacology for the EMT  
**Units:** 1  
**Lecture:** .75 contact hours per week  
12-13.5 contact hours per semester  
**Laboratory:** .75 contact hours per week  
12-13.5 contact hours per semester  
**Prerequisite:** None

**Corequisite:** EMS 020  
**Departmental Recommendation:** Be able to incorporate basic math skills into the instructional activity.  
**Catalog Description:** Review of pharmacology principles for the EMT which includes the role of opioid antagonists and epinephrine in the treatment of out-of-hospital patients. This course also includes the assessment of blood glucose levels.  
**Schedule Description:** Review of pharmacology principles for the EMT which includes the role of opioid antagonists and epinephrine in the treatment of out-of-hospital patients.  
**Rationale:** To comply with state requirements  
**Equate:** Course not offered at SBVC  
**Effective:** Fall 2018

**MODIFY COURSE**

*Changes to the 2018-2019 College Catalog*

COURSE ID	COURSE TITLE
EMS 921	EMERGENCY MEDICAL TECHNICIAN REFRESHER – TRANSITIONAL COURSE

**Course Title:** Emergency Medical Technician Refresher  
**Course ID:** EMS 921X20  
**Prerequisite:** Student must present copy/proof of a current California EMT certification  
**Semester Units:** 3  
**Minimum Semester Hours:**  
**Lecture:** 2.5 contact hours per week  
 40-45 contact hours per semester  
**Lab:** 1.5 contact hours per week  
 24-27 contact hours per semester  
**Catalog Description:** Review of all facets of basic life-support measures used in Emergency Medical Services. This course uses the United States Department of Transportation's EMT National Standard Curriculum, DOT HS 811077A, January 2009. This course also fulfills the National Registry Emergency Medical Technicians National Continued Competency Program requirements. Graded on a Pass or No Pass basis only.  
**Schedule Description:** Review of all facets of basic life-support measures used in Emergency Medical Services. This course meets California, US DOT refresher criteria and National Registry of Emergency Medical Technicians (NREMT) National Continued Competency Program.  
**Rationale:** To comply with state requirements  
**Equate:** Course not offered at SBVC  
**Effective:** Fall 2018

<b>MODIFY CERTIFICATE</b>
<i>Changes to the 2018-2019 College Catalog</i>

**EMERGENCY MEDICAL TECHNICIAN – I CERTIFICATE**  
**CERTIFICATE OF ACHIEVEMENT**

The objective of this certificate program is to document that the student has successfully completed an approved Emergency Medical Technician (EMT) course that meets the requirements of the California Code of Regulations, Title 22. Social Security, Division 9. Prehospital Emergency Medical Services, Chapter 2. Emergency Medical Technician, and has passed all required tests required by the California certifying agency.

<b>REQUIRED COURSES:</b>	<b>Units</b>
EMS 020                      Emergency Medical Technician-I/EMT-Basic	6
EMS 021                      Preventing Disease Transmission for the Emergency Medical Technician	.5
EMS 022                      Basic Life Support for Emergency Medical Technician-I/EMT-Basic	.5
EMS 023                      Hazardous Materials First Responder Awareness for Emergency Medical Technician-I/EMT-Basic	.5
EMS 025                      Customer Service and Professionalism for the Emergency Services Worker	.5
EMS 066                      Introduction - Patient Care Documentation	.5
EMS 067                      Electronic Patient Care Reporting – Field	1
EMS 068                      Pharmacology for the EMT	1
<b>Total Units</b>	<b>10.5</b>

*The EMT program is open to all students who meet the age and physical requirements. There are additional requirements for initial certification (written and skills testing, state and federal criminal history background check)*

**Rationale:** Curriculum update based on new state requirements  
**Effective:** Fall 2018

<b>INFORMATION ITEM</b>
<b>MODIFY DEGREE – TRANSFER DEGREE (AA-T)</b>
<i>Changes to the 2018-2019 College Catalog</i>

**ASSOCIATE IN ARTS IN ANTHROPOLOGY FOR TRANSFER**

The Associate in Arts-Transfer (A.A.-T.) degree in Anthropology at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in anthropology or a related field of study. Students earning this degree will be able to utilize anthropological theories and research methods to make the unfamiliar familiar and make the familiar unfamiliar; apply archeological and anthropological research methods and explain which would be appropriate in this investigation; identify the components of culture and explain their application to the interpersonal and organizational experience of a given case study; and define ethnocentrism and appraise its role in maintaining social solidarity and its impact on tolerance, pluralism and diversity.

<b>REQUIRED CORE COURSES:</b>	<b>Units</b>
ANTHRO 102                      Cultural Anthropology	3
or	

ANTHRO 102H	Cultural Anthropology-Honors	3
ANTHRO 106	Biological Anthropology	3
	<b>or</b>	
ANTHRO 106H	Biological Anthropology-Honors	3
ANTHRO100	Introduction to Archaeology	3

**REQUIRED LIST A COURSE: Units**

MATH 110	Introduction to Probability and Statistics	4
	<b>or</b>	
PSYCH 120	Statistics for the Social and Behavioral Sciences	4

**REQUIRED LIST B COURSES Units**

**Students must complete at least three units from the following list:**

GEOL 100 <sup>1</sup>	Physical Geology	4
	<b>or</b>	
GEOL 100H <sup>2</sup>	Physical Geology-Honors	4
PSYCH 101	Research Methods	3

**REQUIRED LIST C COURSE Units**

**Students must complete at least three additional units from the following list:**

ANTHRO 110	Tribal and Ethnic Religions	3
	<b>or</b>	
RELIG 110	Tribal and Ethnic Religions	3
ANTHRO 107	The United States and the North American Indians	3
	<b>or</b>	
HIST 107	The United States and the North American Indian	3
COMMST 174	Communication in a Diverse World	3
GEOG 102	Cultural Geography	3
	<b>or</b>	
GEOG 102H	Cultural Geography-Honors	3
GEOG 120	World Regional Geography	3
RELIG 101	Introduction to World Religions	3
	<b>or</b>	
RELIG 101H	Introduction to World Religions-Honors	3
SOC 100	Introduction to Sociology	3
	<b>or</b>	
SOC 100H	Introduction to Sociology-Honors	3
SOC 141	Minority Relations	3

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**Total Units 23-25**

<sup>1</sup>Students may substitute GEOL 101 and GEOL 160 in lieu of GEOL 100. See a counselor for details.

<sup>2</sup>Students may substitute GEOL 101H and GEOL 160 in lieu of GEOL 100H. See a counselor for details.

**Rationale:** New formatting  
**Effective:** Fall 2018

<b>MODIFY DEGREE – TRANSFER DEGREE (AA-T)</b>
<i>Changes to the 2018-2019 College Catalog</i>

**ASSOCIATE IN ARTS IN ART HISTORY FOR TRANSFER**

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

**REQUIRED CORE COURSES:**

		<b>Units</b>
ART 100	Art History I: Prehistoric Art to Medieval Art	3
	<b>or</b>	
ART 100H	Art History I: Prehistoric Art to Medieval Art-Honors	3
ART 102	Art History II: Renaissance Art to Contemporary Art	3
	<b>or</b>	
ART 102H	Art History II: Renaissance Art to Contemporary Art-Honors	3
ART 124	Drawing I	3

**REQUIRED LIST A COURSE:**

		<b>Units</b>
ART 113	Survey of Asian Art	3

**REQUIRED LIST B COURSE**

**Units**

**Students must complete at least three units from the following list:**

ART 120	Foundations of Two-Dimensional Design	3
ART 121	Foundations of Three-Dimensional Design	3
ART 126	Painting I	3
ART 132	Life Drawing I	3
ART 175	Sculpture	3
ART 200	Printmaking	3

**REQUIRED LIST C COURSE**

**Units**

**Students must complete at least three additional units from the following list:**

**Any List B course not already used**

ART 105	History of Modern Art	3
ANTHRO 100	Introduction to Archaeology	3
ANTHRO 102	Cultural Anthropology	3
	<b>or</b>	
ANTHRO 102H	Cultural Anthropology-Honors	3
ARABIC 101	College Arabic I	5

ARABIC 102	College Arabic II	5
ARABIC 103	College Arabic III	5
ARABIC 104	College Arabic IV	5
ENGL 150	Classical Mythology	3
ENGL 160	Literature by Women	3
ENGL 163	Chicano/Latino Literature	3
ENGL 170	The Film Experience	3
ENGL 280	World Literature to the 17 <sup>th</sup> Century	3
ENGL 281	World Literature from the 17 <sup>th</sup> Century to the Present	3
FRENCH 101	College French I	5
FRENCH 102	College French II	5
FRENCH 103	College French II	5
FRENCH 104	College French IV	5
HIST 170	World Civilizations (3500 BCE-1500CE)	3
	<b>or</b>	
HIST 170H	World Civilizations (3500 BCE-1500CE)-Honors	3
HIST 171	World Civilizations (1500 CE to the Present)	3
	<b>or</b>	
HIST 171H	World Civilizations (1500 CE to the Present)-Honors	3
HUM 101	The Humanities I: Prehistoric to Medieval	3
HUM 102	The Humanities II: Renaissance to Post Modern	3
HUM 140	Humanities Through the Arts	3
JAPN 101	College Japanese I	5
JAPN 102	College Japanese II	5
JAPN 103	College Japanese III	5
JAPN 104	College Japanese IV	5
PHIL 101	Introduction to Philosophy	3
	<b>or</b>	
PHIL 101H	Introduction to Philosophy-Honors	3
RELIG 101	Introduction to World Religions	3
	<b>or</b>	
RELIG 101H	Introduction to World Religions-Honors	3
RELIG 113	Introduction to Eastern Religions	3
SPAN 101	College Spanish I	5
SPAN 102	College Spanish II	5
SPAN 103	College Spanish III	5
SPAN 104	College Spanish IV	5
SPAN 157	Spanish for Spanish Speakers I	5
SPAN 158	Spanish for Spanish Speakers II	5

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**Total Units** **18-20**

**Rationale:** New formatting  
**Effective:** Fall 2018

**MODIFY DEGREE – TRANSFER DEGREE (AA-T)**

*Changes to the 2018-2019 College Catalog*

**ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER**

The Associate of Arts-Transfer (AA-T) degree in Communication Studies at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in a communication-related field of study.

**REQUIRED CORE COURSES:**

		<b>Units</b>
COMMST 100	Elements of Public Speaking	3
	<b>or</b>	
COMMST 100H	Elements of Public Speaking-Honors	3

**REQUIRED LIST A COURSES**

**Units**

**Students must complete at least six units from the following courses:**

COMMST 111	Interpersonal Communication	3
	<b>or</b>	
COMMST 111H	Interpersonal Communication-Honors	3
COMMST 125	Critical Thinking Through Argumentation and Debate	3
	<b>or</b>	
COMMST 125H	Critical Thinking Through Argumentation and Debate-Honors	3
COMMST 140	Small Group Communication	3

**REQUIRED LIST B COURSES**

**Units**

**Students must complete at least six additional units from the following courses:**

**Any LIST A course not already used**

COMMST 120	Oral Interpretation of Literature	3
	<b>or</b>	
COMMST 120H	Oral Interpretation of Literature-Honors	3
COMMST 135	Mass Communication in Society	3
	<b>or</b>	
JOUR 135	Mass Communication in Society	3
COMMST 174	Communication in a Diverse World	3

**REQUIRED LIST C COURSES**

**Units**

**Students must complete at least three additional units from the following courses:**

**Any LIST A or LIST B course not already used**

JOUR 120	Fundamentals of News Writing	3
	<b>or</b>	
ENGL 120	Fundamentals of News Writing	3
ANTHRO 102	Cultural Anthropology	3
	<b>or</b>	
ANTHRO 102H	Cultural Anthropology-Honors	3



PSYCH 100	General Psychology	3
	<b>or</b>	
PSYCH 100H	General Psychology-Honors	3
SOC 100	Introduction to Sociology	3
	<b>or</b>	
SOC 100H	Introduction to Sociology-Honors	3
<b>Total Units</b>		<b>18</b>

**Rationale:** New formatting  
**Effective:** Fall 2018

<b>MODIFY DEGREE – TRANSFER DEGREE (AA-T)</b>
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<i>Changes to the 2018-2019 College Catalog</i>
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**ASSOCIATE IN ARTS IN ECONOMICS FOR TRANSFER**

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

**REQUIRED CORE COURSES:**

		<b>Units</b>
ECON 200	Principles of Macroeconomics	3
	<b>or</b>	
ECON 200H	Principles of Macroeconomics-Honors	3
ECON 201	Principles of Microeconomics	3
	<b>or</b>	
ECON 201H	Principles of Microeconomics-Honors	3
MATH 108	Statistics	4
	<b>or</b>	
MATH 110	Introduction to Probability and Statistics	4
	<b>or</b>	
PSYCH 108	Statistics	4
MATH 250	Single Variable Calculus I	4
	<b>or</b>	
MATH 141	Calculus for Business	4

**REQUIRED LIST A COURSES**

**Units**

**Students must complete at least three (3) additional units from the following courses:**

MATH102 <sup>1</sup>	College Algebra	5
MATH 160	Precalculus	4
MATH 251	Single Variable Calculus II	4
ACCT 208	Introduction to Financial Accounting	4
ACCT 209	Introduction to Managerial Accounting	4
CIS 101	Introduction to Computer and Information Technology	3

BUSAD 145	Business Communication	4
	<b>or</b>	
COMMST 145	Business Communication	4

**REQUIRED LIST B COURSES** **Units**

**Students must complete at least an additional three (3) units from the following courses:**

**Any LIST A course not already used**

MATH 252	Multivariable Calculus	5
MATH 265	Linear Algebra	4

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**Total Units** **20-23**

<sup>1</sup>Course was 4 units prior to Fall 2018

**Rationale:** New formatting  
**Effective:** Fall 2018

<b>MODIFY DEGREE – TRANSFER DEGREE (AA-T)</b>
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<i>Changes to the 2018-2019 College Catalog</i>
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**ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER**

The Associate in Arts-Transfer (AA-T) degree in Elementary Teacher Education at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in liberal studies or a related field of study.

**REQUIRED CORE COURSES:** **Units**

CD 105	Child Growth and Development	3
CD 295	Elementary Laboratory	3
EDU 290	Introduction to Education	3
GEOL 140	Earth Science	3
GEOL 141	Earth Science Laboratory	1
MATH 106	Mathematical Concepts for Elementary School Teachers - Number Systems	3
ENGL 101	Freshman Composition	4
	<b>or</b>	
ENGL 101H	Freshman Composition-Honors	4
COMMST 100	Elements of Public Speaking	3
	<b>or</b>	
COMMST 100H	Elements of Public Speaking-Honors	3
BIOL 100	General Biology	4
CHEM 101	Introduction to Chemistry	4
PHYSIC 100	Introduction to Physics	4
ENGL 152	Intermediate Composition and Literature	4
	<b>or</b>	
ENGL 152H	Intermediate Composition and Literature-Honors	4

HIST 100	History of the United States to 1877	3
	<b>or</b>	
HIST 100H	History of the United States to 1877-Honors	3
HIST 170	World Civilizations (3500 BCE-1500CE)	3
	<b>or</b>	
HIST 170H	World Civilizations (3500 BCE-1500CE)-Honors	3
GEOG 120	World Regional Geography	3
POLIT 100	American Politics	3
	<b>or</b>	
POLIT 100H	American Politics-Honors	3

**REQUIRED LIST A COURSES**

**Units**

**Students must complete at least three (3) units from the following courses:**

COMMST 125	Critical Thinking Through Argumentation and Debate	3
	<b>or</b>	
COMMST 125H	Critical Thinking Through Argumentation and Debate-Honors	3
ENGL 102	Intermediate Composition and Critical Thinking	4
	<b>or</b>	
ENGL 102H	Intermediate Composition and Critical Thinking-Honors	4

**REQUIRED LIST B COURSES**

**Units**

**Students must complete at least three (3) additional units from the following courses:**

MUSIC 120	Appreciation of Musical Literature	3
	<b>or</b>	
MUSIC 120H	Appreciation of Musical Literature-Honors	3
THART 100	Introduction to Theatre	3
	<b>or</b>	
THART 100H	Introduction to Theatre-Honors	3

**Total Units**

**57-58**

**Rationale:** New formatting  
**Effective:** Fall 2018

<b>MODIFY DEGREE – TRANSFER DEGREE (AA-T)</b>
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<i>Changes to the 2018-2019 College Catalog</i>
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**ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER**

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

**REQUIRED CORE COURSES:**

**Units**

ENGL 102	Intermediate Composition and Critical Thinking	4
	<b>or</b>	

ENGL 102H	Intermediate Composition and Critical Thinking-Honors	4
ENGL 152	Intermediate Composition and Literature	4
	<b>or</b>	
ENGL 152H	Intermediate Composition and Literature-Honors	4

**REQUIRED LIST A COURSES**

**Students must complete at least six units from the following courses:** **Units**

ENGL 260	Survey of American Literature I	3
ENGL 261	Survey of American Literature II	3
ENGL 270	Survey of British Literature I	3
ENGL 271	Survey of British Literature II	3
ENGL 280	World Literature to the 17th Century	3
ENGL 281	World Literature from the 17th Century to the Present	3

**REQUIRED LIST B COURSES**

**Students must complete at least three additional units from the following courses:** **Units**

**Any LIST A course not already used**

ENGL 232	Creative Writing	3
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**REQUIRED LIST C COURSES**

**Students must complete at least three additional units from the following courses:** **Units**

**Any LIST A or LIST B course not already used**

ENGL 108	World Drama I	3
	<b>or</b>	
THART 108	World Drama I	3
ENGL 109	World Drama II	3
	<b>or</b>	
THART 109	World Drama II	3
ENGL 120	Fundamentals of News Writing	3
	<b>or</b>	
JOUR 120	Fundamentals of News Writing	3
ENGL 127	Introductory Literary Magazine Production: The Sand Canyon Review	3
ENGL 150	Classical Mythology	3
ENGL 155	Children's Literature	3
	<b>or</b>	
ENGL 155H	Children's Literature-Honors	3
ENGL 160	Literature by Women	3
ENGL 163	Chicano/Latino Literature	3
ENGL 170	The Film Experience	3
ENGL 175	Literature and Religion of the Bible	3
	<b>or</b>	
RELIG 175	Literature and Religion of the Bible	3
ENGL 226	Play and Screenplay Analysis	3

	<b>or</b>	
THART 226	Play and Screenplay Analysis	3
ENGL 250	Fiction	3
ENGL 275	Shakespeare	3
ARABIC 101	College Arabic I	5
ARABIC 102	College Arabic II	5
ARABIC 103	College Arabic III	5
ARABIC 104	College Arabic IV	5
FRENCH 101	College French I	5
FRENCH 102	College French II	5
FRENCH 103	College French III	5
FRENCH 104	College French IV	5
HUM 101	The Humanities I: Prehistoric to Medieval	3
HUM 102	The Humanities II: Renaissance to Post Modern	3
JAPN 101	College Japanese I	5
JAPN 102	College Japanese II	5
JAPN 103	College Japanese III	5
JAPN 104	College Japanese IV	5
RUS 101	College Russian I	5
RUS 102	College Russian II	5
SPAN 101	College Spanish I	5
SPAN 102	College Spanish II	5
SPAN 103	College Spanish III	5
SPAN 104	College Spanish IV	5
COMMST 120	Oral Interpretation of Literature	3
	<b>or</b>	
COMMST 120H	Oral Interpretation of Literature-Honors	3
COMMST 145	Business Communication	4
	<b>or</b>	
BUSAD 145	Business Communication	4
THART 100	Introduction to Theatre	3
	<b>or</b>	
THART 100H	Introduction to Theatre-Honors	3
<b>Total Units</b>		<b>20</b>

**Rationale:** New formatting  
**Effective:** Fall 2018

**MODIFY DEGREE – TRANSFER DEGREE (AA-T)**  
*Changes to the 2018-2019 College Catalog*

**ASSOCIATE IN ARTS IN STUDIO ARTS FOR TRANSFER**

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

**REQUIRED CORE COURSES: Units**

ART 102	Art History II: Renaissance Art to Contemporary Art	3
	<b>or</b>	
ART 102H	Art History II: Renaissance Art to Contemporary Art-Honors	3
ART 120	Foundations of Two-Dimensional Design	3
ART 121	Foundations of Three-Dimensional Design	3
ART 124	Drawing I	3

**REQUIRED LIST A COURSE Units**

**Students must complete at least three units from the following list:**

ART 100	Art History I: Prehistoric Art to Medieval Art	3
	<b>or</b>	
ART 100H	Art History I: Prehistoric Art to Medieval Art-Honors	3
ART 113	Survey of Asian Art	3

**REQUIRED LIST B COURSES Units**

**Students must complete at least nine additional units from the following list:**

ART 125	Drawing II	3
	<b>or</b>	
ART 132	Life Drawing I	3
ART 126	Painting I	3
ART 175	Sculpture	3
ART 200	Printmaking	3

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**Total Units 24**

**Rationale:** New formatting  
**Effective:** Fall 2018

<b>INFORMATION ITEM</b>
<b>MODIFY DEGREE – TRANSFER DEGREE (AS-T)</b>
<i>Changes to the 2018-2019 College Catalog</i>

**ASSOCIATE IN SCIENCE IN BIOLOGY FOR TRANSFER**

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

<b>REQUIRED CORE COURSES:</b>		<b>Units</b>
BIOL 130	Cell and Molecular Biology	4
	<b>and</b>	
BIOL 131	Populations and Organisms	4
	<b>or</b>	
BIOL 130H	Cell and Molecular Biology-Honors	4
	<b>and</b>	
BIOL 131H	Populations and Organisms-Honors	4

<b>REQUIRED LIST A COURSES:</b>		<b>Units</b>
CHEM 150	General Chemistry I	5
	<b>and</b>	
CHEM 151	General Chemistry II	5
	<b>or</b>	
CHEM 150H	General Chemistry I-Honors	5
	<b>and</b>	
CHEM 151H	General Chemistry II-Honors	5
PHYSIC 110	General Physics I	4
	<b>and</b>	
PHYSIC 111	General Physics II	4
	<b>or</b>	
PHYSIC 250	College Physics I	4
	<b>and</b>	
PHYSIC 251	College Physics II	4
<b>Total Units</b>		<b>26</b>

**Rationale:** New formatting  
**Effective:** Fall 2018

<b>MODIFY DEGREE – TRANSFER DEGREE (AS-T)</b>
<i>Changes to the 2018-2019 College Catalog</i>

**ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER**

The Associate in Science-Transfer (AS-T) degree in Business Administration at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in accounting, finance, international business, management, marketing or other business-related field of study.

**REQUIRED CORE COURSES:**

		<b>Units</b>
ACCT 208	Introduction to Financial Accounting	4
ACCT 209	Introduction to Managerial Accounting	4
BUSAD 210	Business Law	3
ECON 200	Principles of Macroeconomics	3
	<b>or</b>	
ECON 200H	Principles of Macroeconomics-Honors	3
ECON 201	Principles of Microeconomics	3
	<b>or</b>	
ECON 201H	Principles of Microeconomics-Honors	3

**REQUIRED LIST A COURSES**

**Units**

**Students must complete at least four units from the following courses:**

MATH 110	Introduction to Probability and Statistics	4
	<b>or</b>	
PSYCH 120	Statistics for the Social and Behavioral Sciences	4
MATH 141	Calculus for Business	4

**REQUIRED LIST B COURSES**

**Units**

**Students must complete at least six additional units from the following courses:**

**Any LIST A course not already used**

CIS 101	Introduction to Computer and Information Technology	3
	<b>or</b>	
BUSAD 230	Using Computers for Business	3
BUSAD 100	Introduction to Business	3
	<b>or</b>	
BUSAD 145	Business Communication	4
	<b>or</b>	
COMMST 145	Business Communication	4

**Total Units**

**27-29**

**Rationale:** New formatting  
**Effective:** Fall 2018

<b>MODIFY DEGREE – TRANSFER DEGREE (AS-T)</b>
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*Changes to the 2018-2019 College Catalog*

**ASSOCIATE IN SCIENCE IN CHEMISTRY FOR TRANSFER**

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

**REQUIRED CORE COURSES:**

**Units**



CHEM 150	General Chemistry I	5
	<b>or</b>	
CHEM 150H	General Chemistry I-Honors	5
CHEM 151	General Chemistry II	5
	<b>or</b>	
CHEM 151H	General Chemistry II-Honors	5
CHEM 212	Organic Chemistry I	4
CHEM 213	Organic Chemistry II	4
PHYSIC 250	College Physics I	4
PHYSIC 251	College Physics II	4
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
<b>Total Units</b>		<b>34</b>

**Rationale:** New formatting  
**Effective:** Fall 2018

<b>MODIFY DEGREE – TRANSFER DEGREE (AS-T)</b>
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<i>Changes to the 2018-2019 College Catalog</i>
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**ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD EDUCATION FOR TRANSFER**

The Associate in Arts-Transfer (AS-T) degree in Early Childhood Education at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in human development or a related field of study.

**REQUIRED CORE COURSES:**

		<b>Units</b>
CD 105	Child Growth and Development	3
CD 126	Child, Family and Community	3
CD 112	Principles and Practices in Early Childhood Education	3
CD 132	Introduction to Curriculum	3
CD 212	Observation and Methods in Early Child Development	3
CD 205	Child Growth and Development Laboratory	4
CD 115	Health, Welfare and Nutrition for Children	3
CD 182	Teaching in a Diverse Society	3
<b>Total Units</b>		<b>25</b>

**Rationale:** New formatting  
**Effective:** Fall 2018

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: February 8, 2018  
SUBJECT: Consideration of Acceptance of Employee Resignations

RECOMMENDATION

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

OVERVIEW

The employee resignations on the attached list are submitted for acceptance.

ANALYSIS

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

INSTITUTIONAL VALUES

None.

FINANCIAL IMPLICATIONS

None.

<b>Resignations</b>					
<b>February 8, 2018</b>					
<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Site</b>	<b>Years of Service</b>	<b>Last Date of Employment</b>
Margaret Yau	Instructor	Computer Information Systems	CHC	7 yrs	6/1/18
Jonathan Mendigorin	Custodian	Custodial	SBVC	10 yrs	2/2/18

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: Kristina Hannon, Director, Human Resources  
DATE: February 8, 2018  
SUBJECT: Consideration of Acceptance of Employee Retirement and Non-Renewal for 2018-2019

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement and non-renewal of contract for the 2018-2019 year, of the employees on the attached list.

OVERVIEW

The employee on the attached list is submitted for acceptance.

ANALYSIS

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

INSTITUTIONAL VALUES

None.

FINANCIAL IMPLICATIONS

None.

<b>SAN BERNARDINO COMMUNITY COLLEGE DISTRICT</b>					
<b>Retirements</b>					
<b>February 8, 2018</b>					
<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Site</b>	<b>Years of Service</b>	<b>Last Date of Employment</b>
Gloriann Chavez	Director, Bookstore	Bookstore	DIST	24 years	6/30/18
Maricela Rea	Cafeteria/Snack Bar Manager	Cafeteria	CHC	26 years	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: Dr. Wei Zhou, President, CHC  
Diana Rodriguez, President, SBVC

DATE: February 8, 2018

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.

<b>Adjunct and Substitute Academic Employees</b>		
<b>February 8, 2018</b>		
<b>Crafton Hills College</b>		
<b>Name</b>	<b>Course Subject</b>	<b>Discipline Per Minimum</b>
Bell, Jacqueline	Art	Fine Arts
Bogens, Mary	Fire Technology	Fire Technology
Bristol, Nate	Fire Technology	Fire Technology
Brown, Reggie	Fire Technology	Fire Technology
Chappell, Dempsey	Fire Technology	Fire Technology
Conway, Bill	Fire Technology	Fire Technology
Davis, Mark	Fire Technology	Fire Technology
Denman, Dave	Fire Technology	Fire Technology
Escobar, Joshua	English	English
Estrada, Joshua	Kinesiology	Kinesiology
Gillette, Jeffrey	Fire Technology	Fire Technology
Harold, Ken	Fire Technology	Fire Technology
Koenig, Emilie	English	English
Lee, Joo	Music	Music
Ley, Matt	Fire Technology	Fire Technology
Longman, Ken	Fire Technology	Fire Technology
Medrano, Jose	Spanish	Foreign Languages
Orosco, Jennifer	Fire Technology	Fire Technology
Ortiz, Francisco	Fire Technology	Fire Technology
Randolph, Chris	Fire Technology	Fire Technology
Sessler, Rich	Fire Technology	Fire Technology
Souza, Gwendolyn	Mathematics	Mathematics
Whitaker, Dustin	Fire Technology	Fire Technology

<b>Adjunct and Substitute Academic Employees</b>		
<b>February 8, 2018</b>		
<b>San Bernardino Valley College</b>		
<b>Name</b>	<b>Course Subject</b>	<b>Discipline Per Minimum</b>
Bangasser, Susan	Chemistry-General Chemistry; Introduction to Chemistry; Organic Chemistry	Chemistry
Bowlin, Bradford	Welding for HVAC/R	Heating, Ventilation, Air
Cary, Austin	American Sign Language	Sign Language, American
Castro, Emma	Biology-Introductory Anatomy and Physiology	Biological Sciences
Chapman, Sharon	English-Freshman Composition and Literature	English

Cretarola, Scott	Introduction to Psychiatric Technology: Behavioral Science	Psychiatric Technician
Dees, Damon Lamont	Kinesiology-Fitness	Kinesiology
Frazier, Cole D.	Biology-General Biology	Biological Sciences
Garyan, David	Preparation for College Writing	English
Grogan, James	Lab Studies in Aviation	Aviation
Hamza, Mark	Chemistry-General Chemistry	Chemistry
Hassanzadah, Mehgan	Biology-Human Anatomy	Biological Sciences
Hill, Alyse	Biology-Human Anatomy and Physiology I	Biological Sciences
Huebsch, Eric	Art-Beginning, Intermediate and Advanced Sculpture	Art
Jackson, Davil	Blueprint for Workplace Success; Blueprint for Customer Service; Job Search Strategies; Positive Strategies for the New Employee	Vocational Education (short term): Noncredit
Pfeiffer, Lance	Beginning Weight Training	Kinesiology
Rice, Larry A.	Aviation Fundamentals; Instrument Ground School	Aviation
Roberts, Christopher	General Automotive Technology	Automotive Technology
Sandin, Kathryn Ann	ESL-Composition Based ESL Level 3 - Intermediate	English
Sichter, Patrick J.H.	English – Intermediate Composition and Critical Thinking	English
Zarate, Rangel Velez	English-Preparation for College Writing	English



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: February 8, 2018  
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**

**February 8, 2018**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Position</b>	<b>Start Date</b>	<b>Schedule</b>	<b>Range /Step</b>	<b>Amount</b>	<b>New/ Replaces</b>	<b>Fund</b>	<b>Live Scan Clearance</b>
Farrah Farzaneh	Facilities Planning & Construction	DIST	Sustainability & Energy Manager	2/26/18	Management	14/C	\$96,595.96 / annually	New	Facilities Planning & Construction General Fund	1/3/18
Amber Asamoah	Fiscal Services	DIST	Account Clerk II	2/9/18	Classified	30/A	\$3,064.00 per month	Nancy Green	Payroll General Fund	12/6/16
Wanda Walker	Accounting	DIST	Account Clerk II	2/9/18	Classified	30/C	\$3,378.00 per month	Jessica Fuquay	Accounting General Fund	Pending
Monique Ware	Applied Technology	CHC	Job Developer	2/9/18	Classified	36/A	\$3,555.00 per month	New	Strong Workforce Grant	1/12/18

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: Kristina Hannon, Director, Human Resources  
DATE: February 8, 2018  
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**

**February 8, 2018**

<b>Name</b>	<b>From Position</b>	<b>From Site</b>	<b>To Position</b>	<b>To Site</b>	<b>Effective Date</b>	<b>Schedule</b>	<b>Range /Step</b>	<b>Amount</b>	<b>New/ Replacing</b>	<b>Fund</b>
Peggy Weber	Student Services Technician II	SBVC	Job Developer	SBVC	2/9/18	Classified	36/E	\$4320.00 monthly	New	Strong Workforce Grant
Norma Alejandra Campos	Applied Technology	SBVC	Grant Clerical Assistant	SBVC	1/19/18	Classified	Amend from 38/A to 38/B	From \$3732.00 monthly to \$3920.00	New	Strong Workforce Grant

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

DATE: February 8, 2018

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.

<b>District Volunteers</b>		
<b>February 8, 2018</b>		
<b>Crafton Hills College</b>		
<b>Name</b>	<b>Assignment</b>	<b>Date</b>
Begg, Ian	Aquatics	2/09/18-6/30/18
Snowwhite, Mark	Office of Instruction	2/09/18-6/30/18
Wendt, Lucky	EMS	2/09/18-6/30/18

<b>District Volunteers</b>		
<b>February 8, 2018</b>		
<b>Valley College</b>		
<b>Name</b>	<b>Assignment</b>	<b>Date</b>
Lawler, Mary	Social Sciences/Athletics	2/9/18-6/30/18
Sevilla, Ana Justine	Science/Biology	2/9/18-6/30/18
Tolan, Kelcie	Social Sciences/Athletics	2/9/18-6/30/18

<b>District Volunteers</b>		
<b>February 8, 2018</b>		
<b>District</b>		
<b>Name</b>	<b>Assignment</b>	<b>Date</b>
Moore, Arianna	KVCR/Social Media	3/8/18-4/16/18
Rogers, Emmanuel	KVCR	2/9/18-6/30/18

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: Kristina Hannon, Director, Human Resources  
DATE: February 8, 2018  
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 contracts for, the employees on the attached list.

OVERVIEW

The employees on the attached list are 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**

**February 8, 2018**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Position</b>	<b>Start Date</b>	<b>End Date</b>	<b>Schedule</b>	<b>Range /Step</b>	<b>Monthly Amount</b>	<b>New/ Replacing</b>	<b>Fund</b>	<b>Live Scan Clearance</b>
Doris Stuart	Police Science	SBVC	Interim, Director, Police Academy	1/19/18  Justification: Paperwork not received timely	6/30/18	Management	15/A	\$4,599.75 60% FTE	Jeff Klug	Sheriff Academy	10/1/12
Terri Long	Instruction	SBVC	Interim, Vice President of Instruction	2/09/18	6/30/18	Management	23/D	\$157,329.78	Haragewen Kinde	Instruction General Fund	Pending



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

DATE: February 8, 2018

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.

<b>Non Instructional Pay</b>					
<b>Crafton Hills College</b>					
<b>February 8, 2018</b>					
<b>Name</b>	<b>Project</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hours-Not to Exceed / Amount</b>	<b>Funding Source</b>
Anderson, Jonathan	Educational Planning Initiative (EPI) Project – Working on training/implementing Starfish	02/09/18	05/24/18	22 / \$1,078	SSSP Grant
Hildago, Joshua	Mathematics Tutoring Curriculum Development	02/12/18	05/24/18	126 / \$6,174	Tutoring Center General Fund
Hjortnaes, Christine	Adjunct Counselor, provide academic, career and personal counseling	02/12/18	06/30/18	180 / \$8,820	EOPS General Fund
Papp, Ed	Educational Planning Initiative (EPI) Project – Working on training/implementing Starfish	02/09/18	05/24/18	22 / \$1,078	SSSP Grant
Shum, Cynthia	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling	02/09/18	06/30/18	400 / \$19,600	Counseling General Fund
Troncoza, Arlene	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling	02/09/18	06/30/18	150 / \$7,350	Adult Education Block Grant

<b>Non Instructional Pay</b>					
<b>Crafton Hills College - RATIFICATION</b>					
<b>February 8, 2018</b>					
<b>Name</b>	<b>Project</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hours-Not to Exceed / Amount</b>	<b>Funding Source/ Ratification/ Amendment</b>
Barger, Heather	Develop curriculum and implement plan for business incubator that support student activities.	01/01/18	06/30/18	400 / \$19,600	Strong Workforce Fund RATIFICATION: This item was approved on November 9, 2017 for 51 hours. The hours increased by 349.
Commander, John	Conduct fit testing	01/08/18	06/30/18	35 / \$1,715	Instruction General Fund RATIFICATION: This item was approved on January 18, 2018. The start date is being revised from January 19 to January 8, 2018 to provide fit testing for a new paramedic class.

<b>Non Instructional Pay</b>					
<b>Valley College</b>					
<b>February 8, 2018</b>					
<b>Name</b>	<b>Project</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hours-Not to Exceed / Amount</b>	<b>Funding Source</b>
Alvarez, Vicente	To tutor and mentor MESA Grant students; attend MESA Grant meetings and research MESA Grant programs.	2/9/18	5/25/18	32 / \$1,568	MESA Grant

**Non Instructional Pay**

**Valley College - RATIFICATION**

**February 8, 2018**

<b>Name</b>	<b>Project</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hours-Not to Exceed / Amount</b>	<b>Funding Source/ Ratification/ Amendment</b>
Blanquet, Rebeca	Will provide academic support in the First Year Experience/Valley Bound program. This person will be required to attend monthly FYR and VBC meetings, trainings and workshops.	1/08/18	5/25/18	60 / \$2940	Student Equity Categorical Funds RATIFICATION: The paperwork was submitted on time to the department, however, due to a shortage of staff, the memorandums were not processed in a timely manner. In the future, all memorandums and paperwork will be submitted on time and will be verified within the department before each agenda board item deadline to confirm approval.
Henkle, Lisa	Will provide academic support in the First Year Experience/Valley Bound program. This person will be required to attend monthly FYR and VBC meetings, trainings and workshops.	1/08/18	5/25/18	60 / \$2940	Student Equity Categorical Funds RATIFICATION: The paperwork was submitted on time to the department, however, due to a shortage of staff, the memorandums were not processed in a timely manner. In the future, all memorandums and paperwork will be submitted on time and will be verified within the department before each agenda board item deadline to confirm approval.

Joshua, Judith	Will provide academic support in the First Year Experience/Valley Bound program. This person will be required to attend monthly FYR and VBC meetings, trainings and workshops.	1/08/18	5/25/18	60 / \$2940	Student Equity Categorical Funds RATIFICATION: The paperwork was submitted on time to the department, however, due to a shortage of staff, the memorandums were not processed in a timely manner. In the future, all memorandums and paperwork will be submitted on time and will be verified within the department before each agenda board item deadline to confirm approval.
Lee, Yvette	Will provide academic support in the First Year Experience/Valley Bound program. This person will be required to attend monthly FYR and VBC meetings, trainings and workshops.	1/08/18	5/25/18	60/ \$2940	Student Equity Categorical Funds RATIFICATION: The paperwork was submitted on time to the department, however, due to a shortage of staff, the memorandums were not processed in a timely manner. In the future, all memorandums and paperwork will be submitted on time and will be verified within the department before each agenda board item deadline to confirm approval.

Ortega, Alexandra	Will provide counseling services to prospective and current students in General Counseling.	11/13/17	12/22/17	150/\$7350	Student Success and Support Program Categorical Funds RATIFICATION: This was original board approved for 70 hours on the November 9, 2017 board agenda. Due to a department error, the hours will need to be revised to reflect 150 hours total, this included the original 70 hours.
Watterlond, John	Will provide academic support in the First Year Experience/Valley Bound program. This person will be required to attend monthly FYR and VBC meetings, trainings and workshops.	1/08/18	5/25/18	60/ \$2940	Student Equity Categorical Funds RATIFICATION: The paperwork was submitted on time to the department, however, due to a shortage of staff, the memorandums were not processed in a timely manner. In the future, all memorandums and paperwork will be submitted on time and will be verified within the department before each agenda board item deadline to confirm approval.

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: February 8, 2018

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

RECOMMENDATION

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.



<b>39 Month Reemployment</b>				
<b>March 8, 2018</b>				
<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Site</b>	<b>Effective Date</b>
Lisa Archuletta	Child Development Center Food Service Specialist	Child Development	SBVC	2/21/18

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: Kristina Hannon, Director, Human Resources  
DATE: February 8, 2018  
SUBJECT: Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

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

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

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-18 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Professional Expert Hourly Employees**

**February 8, 2018**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Arthur Chacon	Economic Development & Corporate Training	DIST	Workforce Development/PDC Trainer	1/19/18	6/30/18	\$50.00
Daniel Ruiz	Economic Development & Corporate Training	DIST	Workforce Development/PDC Trainer	2/9/18	6/30/18	\$30.24
James Cassio	Economic Development & Corporate Training	DIST	Grant Writer III	11/14/17	12/31/17	\$55.00
Linda McKean	Economic Development & Corporate Training	DIST	Workforce Development/PDC Trainer	1/19/18	6/30/18	\$60.00
Ethan Baron	KVCR	DIST	Content Specialist	1/19/18	6/30/18	\$18.00
Luke McCord II	KVCR	DIST	Content Specialist	1/19/18	6/30/18	\$20.00
Sylvia Juarez	First Year Experience	SBVC	Guardian Scholars & Dreamers Liaison	2/9/18	6/30/18	\$45.00
Jorge Rivera	Instruction Office: Supplemental Instruction	SBVC	Tutor II	2/9/18	5/24/18	\$12.50
Luis Avalos	Instruction Office: Supplemental Instruction	SBVC	Tutor II	2/9/18	5/24/18	\$12.50
Maria Preciado	Instruction Office: Supplemental Instruction	SBVC	Tutor II	2/9/18	5/24/18	\$12.50
Michelle Estrada	Instruction Office: Supplemental Instruction	SBVC	Tutor II	2/9/18	5/24/18	\$12.50
Sheria Gills	Instruction Office: Supplemental Instruction	SBVC	Tutor II	2/9/18	5/24/18	\$12.50
Thomas Montanez	Instruction Office: Supplemental Instruction	SBVC	Tutor II	2/9/18	5/24/18	\$12.50
Shadia Adham	Police Academies/ Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	2/8/18	6/30/18	\$35.00/ \$150 per scenario /\$25.00
Michael Wilks	RTVF, Arts & Humanities Division	SBVC	RTVF Intern I	2/9/18	6/30/18	\$11.00
Fahim F. Arko	Student Success Center/ Math Division	SBVC	Tutor II	1/2/18	6/30/18	\$12.50

Louis M. Serrato Jr.	Student Success Center/ Math Division	SBVC	Tutor II	1/2/18	6/30/18	\$12.50
Nancy L. Duran	Student Success Center/ Math Division	SBVC	Tutor II	1/2/18	6/30/18	\$12.50

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT****Short-Term Hourly****February 8, 2018**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Rose Neuharth	Art Department	SBVC	Model- Undraped	2/12/18	5/17/18	\$16.00
Kenia Cruz	Art Department	SBVC	Model- Undraped	2/12/18	5/17/18	\$16.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Substitute Employees**

**February 8, 2018**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>	<b>Justification</b>
Ali Raventos	Admissions & Records	CHC	Admissions & Records Technician	12/20/17	2/20/18	\$18.51	Ext: vacancy in active recruitment
Ali Raventos	Admissions & Records	CHC	Admissions & Records Technician	2/21/18	4/20/18	\$18.51	Ext: vacancy in active recruitment
Monique Ware	Applied Technology	CHC	Job Developer	1/29/18	3/29/18	\$20.43	New: vacancy in active recruitment
Gilda Cardenas	Child Development Center	CHC	Child Development Assistant	12/1/17	1/29/18	\$13.75	Ext: sick/vacation coverage
Gilda Cardenas	Child Development Center	CHC	Child Development Assistant	1/30/18	3/31/18	\$13.75	Ext: sick/vacation coverage
Paula Book	Child Development Center	CHC	Child Development Assistant	12/1/17	1/29/18	\$13.75	Ext: sick/vacation coverage
Paula Book	Child Development Center	CHC	Child Development Assistant	1/30/18	3/31/18	\$13.75	Ext: sick/vacation coverage
Colt Muse	Facilities	CHC	Grounds Caretaker	1/13/18	3/12/18	\$16.35	Ext: vacancy in active recruitment/sick/vacation coverage
Wendy Rose	Institutional Effectiveness Research & Planning	CHC	Administrative Secretary	1/5/18	3/5/18	\$20.93	New: vacancy in active recruitment
Brian Jipp	Police Department	DIST	College Security Officer	12/7/17	2/6/18	\$17.20	Ext: On Call sick / vacation coverage
Andrew Fratti	Admissions & Records	SBVC	Admissions & Records Technician	11/25/17	1/25/18	\$18.51	Extension: vacancy in active recruitment/sick/vacation coverage

Nia Bowens	Admissions & Records	SBVC	Secretary I	11/6/17	1/6/18	\$17.20	Extension: vacancy in active recruitment/ sick/ vacation coverage
Nia Bowens	Admissions & Records	SBVC	Secretary I	1/6/18	3/6/18	\$17.20	Extension: vacancy in active recruitment/ sick/ vacation coverage
Andres Dominguez	Applied Technology	SBVC	Lab Tech - Culinary Arts	1/8/18	3/5/18	\$21.45	Extension: On Call vacancy in active recruitment/ sick/ vacation coverage
Christina Camarena	Applied Technology	SBVC	Lab Tech - Culinary Arts	1/8/18	3/5/18	\$21.45	Ext: On Call vacancy in active recruitment/ sick/ vacation coverage
Maureen Ryan	Athletics	SBVC	Secretary I	1/2/18	3/2/18	\$18.20	Extension: On Call vacancy in active recruitment/ sick/ vacation coverage
Sylvia Clark	Bookstore	SBVC	Bookstore Assistant II	3/2/18	5/1/18	\$16.35	Ext: On Call vacancy in active recruitment/ sick/ vacation coverage
Brian Romo	Bookstore	SBVC	Customer Service Assistant	2/26/18	4/26/18	\$13.43	Other: coverage during out of class assignment
Arturo Arteaga	Campus Technology	SBVC	Technology Support Specialist I	2/13/18	4/13/18	\$26.15	Ext: vacancy in active recruitment

Michelle Chow	Campus Business Office	SBVC	Account Clerk I	2/26/18	4/26/18	\$15.71	Extension: On Call vacancy in active recruitment/ sick/ vacation coverage
Miranda Mariah Rios	Child Development Center	SBVC	Child Development Assistant	1/16/18	2/27/18	13.75	New: On Call vacancy in active recruitment/ sick/ vacation coverage
Vanessa Rodriguez-Mier	Child Development Center	SBVC	Child Development Assistant	1/16/18	2/27/18	13.75	New: On Call vacancy in active recruitment/ sick/ vacation coverage
Monica Rodriguez	Child Development Center	SBVC	Child Development Teacher	11/6/17	1/4/18	\$19.79	New: vacancy in active recruitment/ sick/ vacation coverage
Monica Rodriguez	Child Development Center	SBVC	Child Development Teacher	1/4/18	3/5/18	\$19.79	Extension: vacancy in active recruitment/ sick/ vacation coverage
Sandra Robles	Science Division	SBVC	Lab Tech-Chemistry	1/4/18	3/2/18	\$21.45	Extension: On Call vacancy in active recruitment/ sick/ vacation coverage
Dinora Menendez	Custodial	SBVC	Custodian	2/26/18	4/26/18	\$16.35	Ext: On Call vacancy in active recruitment/ sick/ vacation coverage



Raquel Rivera	Custodial	SBVC	Custodian	2/26/18	4/26/18	\$16.35	Ext: On Call vacancy in active recruitment/sick/vacation coverage
Darrell Fisher	Custodial	SBVC	Custodian	3/7/18	5/6/18	\$16.35	Ext: On Call vacancy in active recruitment/sick/vacation coverage
Ernest Ritchie	Custodial	SBVC	Custodian	2/26/18	4/26/18	\$16.35	Ext: On Call vacancy in active recruitment/sick/vacation coverage
Irene Mulgado	Custodial	SBVC	Custodian	2/26/18	4/26/18	\$16.35	Ext: On Call vacancy in active recruitment/sick/vacation coverage
Vanessa Velasco	Food Services	SBVC	Food Service Worker	2/26/18	4/26/18	\$13.10	Ext: On Call vacancy in active recruitment/sick/vacation coverage
Dorothy Morris	Grounds	SBVC	Grounds Caretaker	3/6/18	5/5/18	\$16.35	Ext: On Call vacancy in active recruitment/sick/vacation coverage
Luis Hautreux	Grounds	SBVC	Grounds Caretaker	2/3/18	4/2/18	\$16.35	New: vacancy in active recruitment /sick/vacation coverage
Tristan Hilpert	Student Life	SBVC	Secretary II	12/16/17	2/16/18	\$18.97	Extension: for out of classification for current employee

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, Human Resources

DATE: February 8, 2018

SUBJECT: Consideration of Approval of Granting Sabbatical Leave for the 2018-2019 Academic Year

RECOMMENDATION

It is recommended that the Board of Trustees approve the granting of sabbatical leave for the employees on the attached list for the 2018-2019 academic year.

OVERVIEW

The employees on the attached list are being recommended for Sabbatical Leave for the 2018-2019 academic year.

ANALYSIS

On November 9, 2017, the Board of Trustees granted two full year sabbatical leaves for the 2018-2019 academic year. The Sabbatical Leave Committees at each campus met and forwarded their recommendations to the District. The District Sabbatical Leave Committee met to review the requests and forwarded their recommendations to the Chancellor.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

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

Name	SITE	LEAVE TERM	SYNOPSIS OF SABBATICAL LEAVE APPLICATION
Mary Copeland	SBVC	Fall 2018	I will complete a second book of poetry and submit it to a variety of publishers for publication. I will attend the Port Townsend Writer's Workshop. My poems make connections between historical references and today's issues of social justice, female empowerment, diversity and equality. My book will focus on the universal issues of identity and diversity. I will do this through the lens of how language evolves in our culture today.
Jimmy Urbanovich	CHC	Fall 2018	For completing a much needed interactive critical thinking textbook that is currently in very early development. The textbook would meet the needs of the San Bernardino Community College District and beyond. The textbook is for the purpose for use in, though not limited to, Communication Studies critical thinking courses; designed specifically for the social media and digital age.
Jeffrey Demsky	SBVC	Spring 2019	To finish my forthcoming book, Irreverent Remembrance: Nazi and Holocaust Memorialization in Anglo-American Popular Culture, 1945-2018. This manuscript is currently under contract with Academic Studies Press. My project provides clear value to the college, its students, as well as to me personally. In the summer of 2014, when the Rialto Unified School District became embroiled in a Holocaust denial scandal, I was the instructor invited to help their district's faculty rework their lessons. Such collaborations garnered positive mention for SBVC in the local media.
C. Ruth Greyraven	CHC	Spring 2019	To create three biology lab manuals for students in the biological sciences, with the intent of supporting student success with a high quality, low-cost resource. Each lab manual will be freely shared with student on Canvas, and their only cost will be printing several pages of worksheets each week. These lab manuals will be shared with the adjunct faculty in biology, who will retain the option to modify any of the activities. I intend to share on the open common areas of Canvas, so that these materials are available for use or as a model for any instructor in any discipline.

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: February 8, 2018

SUBJECT: Consideration of Approval of Stipends

RECOMMENDATION

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

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 2017-2018 budget

<b>Head Coach – Spring 2018</b>		
<b>Crafton Hills College</b>		
<b>February 8, 2018</b>		
<b>NAME</b>	<b>DEPARTMENT</b>	<b>STIPEND</b>
Eads, Courtney	Swimming	\$1,400

<b>Faculty Chairs – Spring 2018</b>		
<b>San Bernardino Valley College</b>		
<b>February 8, 2018</b>		
<b>NAME</b>	<b>DEPARTMENT</b>	<b>STIPEND</b>
Alvarez, Vicente	Mathematics	\$7,000

<b>Faculty Chairs – Spring 2018</b>		
<b>San Bernardino Valley College</b>		
<b>February 8, 2018 - RATIFICATION</b>		
<b>NAME</b>	<b>DEPARTMENT</b>	<b>STIPEND</b>
Alvarez, Vicente	Mathematics	RATIFICATION: This item was previously approved on the June 8, 2017 board date for Ann Gibbons to serve as faculty chair for the Mathematics Department for Fall 2017 and Spring 2018. Professor Gibbons submitted her resignation effective December 15, 2017. Item being ratified to remove Professor Gibbons and submit Dr. Vicente Alvarez as elected Faculty Chair for Spring, 2018 and to finish the rest of the three year term at a Stipend of \$7,000 for Spring, 2018 and \$14,000 per year thereafter to meet the needs of the Mathematics Department.

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: February 8, 2018  
SUBJECT: Consideration of Granting a Paid Leave of Absence for Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees consider granting a paid leave of absence for Julie Tilton.

OVERVIEW

Julie Tilton, Instructor, English, SBVC, leave of absence with pay effective January 11, 2018, through May 25, 2018.

ANALYSIS

Due to personal reasons, Ms. Tilton is requesting a paid leave of absence pursuant to Education Code 87765.

INSTITUTION VALUES

III – Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey Nikac, Executive Assistant  
**DATE:** February 8, 2018  
**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:** District

**Department:** Human Resources

**Conference Name:** AALRR's Advanced Labor Negotiations & Personnel Institute for Education Leaders

**Travel Dates:** 4/24/2018 - 4/27/2018

**City, State:** Pismo Beach, CA

**Estimated Cost Per Person:** \$ 1725

**Funding Source:** Human Resources General Funds

**Name:** Kristina Hannon

**Purpose:** This conference will afford the Director of Human Resources Operations the opportunity to hear valuable insights from expert attorneys and speakers as well as interface with industry peers. Conference will focus on strategically preparing district bargaining teams for negotiations and providing human resource professionals with practical information to assist them with daily challenges.

**Site:** District

**Department:** Business & Fiscal Services and Human Resources

**Conference Name:** LCW 20th Annual Public Sector Employment Law Conference

**Travel Dates:** 2/25/2018 - 3/1/2018

**City, State:** San Francisco, CA

**Estimated Cost Per Person:** \$ 2800

**Funding Source:** Controller & Human Resources General Fund

**Name:** Jose Torres

**Purpose:** Educational opportunity to gain knowledge from expert speakers and learn about important employment law trends and network with public sector professionals.



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**Site:** District  
**Department:** Board of Trustees  
**Conference Name:** HACU National Capitol Forum  
**Travel Dates:** 4/8/2018 - 4/11/2018  
**City, State:** Washington, DC  
**Estimated Cost Per Person:** \$ 3000  
**Funding Source:** BOT General Funds

**Name:** Frank Reyes

**Purpose:** Leaders of HACU member and partner colleges and universities join public policymakers, key federal agency leaders, allied organizations, corporate, community and philanthropic representatives at what has become a powerful national platform for winning public- and private-sector support for Hispanic higher education. Key to these strategic forums are annual Visits to Capitol Hill, which allow leaders in the Hispanic higher education community to interact directly with key members of the House and Senate.

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**Site:** District  
**Department:** Board of Trustees & Chancellor's Office  
**Conference Name:** CCLC CA Delegation Breakfast & Briefing  
**Travel Dates:** 2/13/2018 - 2/13/2018  
**City, State:** Washington, DC  
**Estimated Cost Per Person:** \$ 1000  
**Funding Source:** BOT and District Marketing General Funds

**Name:** Board of Trustees (not to exceed 4) and Angel Rodriguez

**Purpose:** Conference participants provide their perspective to Members of Congress and staff about opportunities to improve higher education opportunities and success for our students.

---

**Site:** District  
**Department:** Police Department  
**Conference Name:** Emergency Vehicle Operation Center (EVOC) Training  
**Travel Dates:** 2/6/2018 - 2/9/2018  
**City, State:** San Bernardino, CA  
**Estimated Cost Per Person:** \$ 185  
**Funding Source:** General funds

**Name:** Blake Bonnet, Chris Tamayo, Jose Plasencia, John Carlos, Gina Gonzalez Daniel Areas

**Purpose:** Police Officer Standards and Training (POST) required class

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**Site:** District  
**Department:** Police Department  
**Conference Name:** Role of the Executive Assistant to the Police Chief  
**Travel Dates:** 12/5/2017 - 12/6/2017  
**City, State:** San Diego, CA  
**Estimated Cost Per Person:** \$ 1100  
**Funding Source:** General funds

**Name:** Michele Jeannotte

**Purpose:** Responsibilities of the executive assistant, real life challenges, partnering with your chief, personnel issues and records, effective communications, time management and organization, difficult and crisis situations and transitioning to a new chief

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**Site:** District  
**Department:** Police Department  
**Conference Name:** Campus Security-SB1626  
**Travel Dates:** 2/26/2018 - 2/28/2018  
**City, State:** San Bernardino, CA  
**Estimated Cost Per Person:** \$ 100  
**Funding Source:** General funds

**Name:** Devryee Carrillo

**Purpose:** This 24-hour course is designed to meet Senate Bill 1626 training requirement.

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**Site:** CHC  
**Department:** Admissions and Records  
**Conference Name:** 2018 CACCRAO Annual Conference  
**Travel Dates:** 4/29/2018 - 5/2/2018  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$ 1316  
**Funding Source:** Admissions and Records General Fund

**Name:** Larry Aycock

**Purpose:** Provide updates regarding guided pathways, residency, associate transfer degree, online degree/certificate application, homeless youth, information security.

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**Site:** CHC  
**Department:** Office of Instruction  
**Conference Name:** ACCCA 43rd Annual Conference  
**Travel Dates:** 2/21/2018 - 2/23/2018  
**City, State:** Santa Rosa, CA  
**Estimated Cost Per Person:** \$ 1705  
**Funding Source:** Office of Instruction General Fund

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**Name:** Kathy Bakhit

**Purpose:** ACCCA is committed to developing and supporting community college leaders through unparalleled advocacy, professional development, and networking opportunities. It is an opportunity to connect with community college leaders throughout the State of California.

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**Site:** CHC  
**Department:** Office of Instruction  
**Conference Name:** CCCCIO Spring Conference 2018  
**Travel Dates:** 4/11/2018 - 4/13/2018  
**City, State:** San Francisco, CA  
**Estimated Cost Per Person:** \$ 1660  
**Funding Source:** Office of Instruction General Fund

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**Name:** Kathy Bakhit

**Purpose:** Opportunity to receive updates on instructional matters and connect with other instructional officers throughout the State of California.

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**Site:** CHC  
**Department:** Admissions and Records  
**Conference Name:** CSSO 2018 Spring Conference: Leading Pathways to Success  
**Travel Dates:** 3/6/2018 - 3/9/2018  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$ 1746  
**Funding Source:** Student Equity Fund

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**Name:** Joe Cabrales

**Purpose:** Opportunity to collaborate with colleagues, to learn from those whose innovative and successful ideas are paving the way to increasing student success. In spring of 2018, the theme will be "Leading Pathways to Success."

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**Site:** CHC  
**Department:** Counseling  
**Conference Name:** CIAC 2018 Annual Conference  
**Travel Dates:** 5/2/2018 - 5/4/2018  
**City, State:** San Diego, CA  
**Estimated Cost Per Person:** \$ 1016  
**Funding Source:** SSSP Fund

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**Name:** Troy Dial

**Purpose:** Receive updates and discuss articulation matters that affect the California Community Colleges and our agreements with CSUs, UCs, and private universities and colleges. Region 9 Articulation Officers will meet on 5/2/18.

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**Site:** CHC  
**Department:** Student Services  
**Conference Name:** 2018 CalWORKs Association 8th Annual Training Institute  
**Travel Dates:** 4/16/2018 - 4/19/2018  
**City, State:** Redding, CA  
**Estimated Cost Per Person:** \$ 1700  
**Funding Source:** EOPS General Fund

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**Name:** Racquel Schoenfeld, Ari Soler

**Purpose:** The training will focus on providing services that bridge the gap between education and career and Department of Social Services CalWORKs updates as well as State Chancellor's CalWORKs updates.

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**Site:** SBVC  
**Department:** Applied Technology  
**Conference Name:** Annual Fall 2017 California Community College Association for Occupational Education (CCCAOE)  
**Travel Dates:** 11/1/2017 - 11/3/2017  
**City, State:** Rancho Mirage, CA  
**Estimated Cost Per Person:** \$ 1073.01  
**Funding Source:** Perkins Grant Fund

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**Name:** Albert Maniaol

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

Registration fee of \$695 was not originally included in the original conference attendance request. This amount needs to be board approved in order to reimburse for travel claim.

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**Site:** SBVC  
**Department:** President's Office  
**Conference Name:** 2018 CCLC Annual Legislative Conference  
**Travel Dates:** 1/27/2018 - 1/29/2018  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$ 1939.35  
**Funding Source:** President's Office General Fund

**Name:** Diana Rodriguez

**Purpose:** The League's Annual Legislative Conference provides a unique opportunity to connect with other advocates and learn the latest news on higher education in California. Attendees will also learn about new members of legislative committees, legislative proposals affecting colleges and student learning, and advocacy strategies for the current legislative year. I will be attending / representing SBVC with fellow SBCCD Administrators.

On January 9, we received an invitation from Angel Martinez, District Director / Marketing, Public Affairs & Government Relations, to join an SBCCD advocacy team that will attend the Annual Legislative Conference.

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**Site:** SBVC  
**Department:** Development & Community Relations  
**Conference Name:** 2018 Asilomar Leadership Skills Seminar  
**Travel Dates:** 2/11/2018 - 2/14/2018  
**City, State:** Pacific Grove, CA  
**Estimated Cost Per Person:** \$ 2329.26  
**Funding Source:** Resource Development General Fund

**Name:** Karen Childers

**Purpose:** The seminar focuses on the issues facing women who have made a commitment to community college administration, either in their current position or as a future goal. Its purpose is to provide information, strategies, contacts, and opportunities for personal and professional growth. This seminar will benefit the district by participants having the ability to acquire and successfully accept expanded leadership responsibilities within their own or other California community colleges.

**Site:** SBVC  
**Department:** Theatre Arts  
**Conference Name:** Kennedy Center American College Theater Festival  
**Travel Dates:** 2/12/2018 - 2/18/2018  
**City, State:** Mesa, AZ  
**Estimated Cost Per Person:** \$ 1361.66  
**Funding Source:** SBVC Foundation and Trust Accounts

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**Name:** (9) Nine Theatre Art Students

**Purpose:** To experience theatre at a regional level and to participate in competitions for scholarships and broader performance. Students will represent SBVC, potentially bringing regional and national recognition to our program. Chaperone is Melinda Oliver.

**Site:** SBVC  
**Department:** Theatre Arts  
**Conference Name:** Kennedy Center American College Theater Festival  
**Travel Dates:** 2/12/2018 - 2/18/2018  
**City, State:** Mesa, AZ  
**Estimated Cost Per Person:** \$ 2445  
**Funding Source:** SBVC Foundation and Trust Accounts

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**Name:** Melinda Fogle-Oliver

**Purpose:** To experience theatre at a regional level and to participate in competitions for scholarships and broader performance. Students will represent SBVC, potentially bringing regional and national recognition to our program.

**Site:** SBVC  
**Department:** Student Life  
**Conference Name:** ASCA 2018 Annual Conference  
**Travel Dates:** 2/20/2018 - 2/25/2018  
**City, State:** Jacksonville, FL  
**Estimated Cost Per Person:** \$ 2849  
**Funding Source:** Student Life Trust Account 4141 and Student Equity & Success Categorical Fund

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**Name:** Raymond Carlos

**Purpose:** The conference provides updates on case law and professional development on areas of student conduct, Title IX, bullying, Clergy Act, student rights, equity through investigation processes and procedures. Additionally, the conference allows for networking with experienced and peer conduct administrators and Title IX investigators and officers across North America.

**Site:** SBVC  
**Department:** V.P. of Student Services  
**Conference Name:** ACCCA 2018 Annual Conference  
**Travel Dates:** 2/20/2018 - 2/24/2018  
**City, State:** Santa Rosa, CA  
**Estimated Cost Per Person:** \$ 1608.98  
**Funding Source:** Student Success and Program Categorical Funding

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**Name:** Scott Thayer

**Purpose:** The Annual ACCCA conference is an opportunity for community college administrators to discuss, develop, and network with peers across the state to discuss current issues impacting community colleges and students statewide and its current initiatives impacting the State of California

**Site:** SBVC  
**Department:** Math, Business & Computer Technology  
**Conference Name:** 2018 Annual Conference - The Big Picture  
**Travel Dates:** 2/21/2018 - 2/23/2018  
**City, State:** Santa Rosa, CA  
**Estimated Cost Per Person:** \$ 1731.38  
**Funding Source:** Math, Business and CIT Division General Fund

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**Name:** Stephanie Briggs

**Purpose:** This conference provides workshops like investigating new approaches to budget allocation restrictions, enrollment management, and transforming colleges through transformational pathways that would enhance my knowledge as a manager and contribute to the information resource pool at SBVC.

**Site:** SBVC  
**Department:** Student Equity  
**Conference Name:** A2MEND 11th Annual African American Male Summit  
**Travel Dates:** 2/28/2018 - 3/2/2018  
**City, State:** Los Angeles, CA  
**Estimated Cost Per Person:** \$ 1051.68  
**Funding Source:** Student Equity Categorical Funding

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**Name:** Anthony Blacksher, Abe Fulgham, Heather Johnson

**Purpose:** Provides students and staff attending the A2MEND Summit with the knowledge and techniques given through key note speaker presentations and several small workshops, technique on how to improve their outcomes and succeed in college and beyond.

**Site:** SBVC  
**Department:** V.P. of Student Services  
**Conference Name:** A2MEND 11th Annual African American Male Summit  
**Travel Dates:** 2/28/2018 - 3/2/2018  
**City, State:** Los Angeles, CA  
**Estimated Cost Per Person:** \$ 1562.48  
**Funding Source:** Student Success and Support Categorical Funding

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**Name:** Scott Thayer

**Purpose:** Provides students and staff attending the A2MEND Summit with the knowledge and techniques given through key note speaker presentations and several small workshops, technique on how to improve their outcomes and succeed in college and beyond.

**Site:** SBVC  
**Department:** Student Equity  
**Conference Name:** A2MEND 11th Annual African American Male Summit  
**Travel Dates:** 3/1/2018 - 3/2/2018  
**City, State:** Los Angeles, CA  
**Estimated Cost Per Person:** \$ 8330  
**Funding Source:** Student Equity Categorical Funding

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**Name:** (30) Thirty SBVC Students

**Purpose:** Provides students and staff attending the A2MEND Summit with the knowledge and techniques given through key note speaker presentations and several small workshops, technique on how to improve their outcomes and succeed in college and beyond.

**Site:** SBVC  
**Department:** President's Office  
**Conference Name:** 2018 CCLC CEO Symposium  
**Travel Dates:** 3/2/2018 - 3/5/2018  
**City, State:** Monterey Bay, CA  
**Estimated Cost Per Person:** \$ 1969.37  
**Funding Source:** President's Office General Fund

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**Name:** Diana Rodriguez

**Purpose:** The League's Northern and Southern CEO Conference has combined into one statewide symposium. The CEP Symposium presents an ideal opportunity for CEOs to meet to discuss the critical issues that face California community colleges and to learn from each other. This is an opportunity to learn, network, and represent SBCCD/SBVC with other statewide community college CEOs.



**Site:** SBVC  
**Department:** Applied Technology  
**Conference Name:** California Community College Association for Occupational Education (CCCAOE) 2018 Spring Annual Conference  
**Travel Dates:** 3/6/2018 - 3/9/2018  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$ 2194.25  
**Funding Source:** Perkins Grant Fund

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**Name:** Albert Maniaol

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

**Site:** SBVC  
**Department:** V.P. of Student Services  
**Conference Name:** 2018 CSSO Annual Spring Conference  
**Travel Dates:** 3/6/2018 - 3/9/2018  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$ 1333.93  
**Funding Source:** Student Success and Program Categorical Funding

---

**Name:** Scott Thayer

**Purpose:** This Annual CSSO conference is an opportunity for community college administrators to discuss, develop and attend a myriad of sessions facilitated by experts, sharing best practices around key theme areas, like ensuring equity, guided pathways, and student completion in Community College in California.

**Site:** SBVC  
**Department:** President's Office  
**Conference Name:** 2018 CCLC CEO Leadership Institute  
**Travel Dates:** 4/8/2018 - 4/10/2018  
**City, State:** Napa, CA  
**Estimated Cost Per Person:** \$ 1689.37  
**Funding Source:** President's Office General Fund

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**Name:** Diana Rodriguez

**Purpose:** A distinguished group of CEOs will be attending the symposium to discuss the nature of the position, the challenges of the job, how to deal with adversity and difficult decisions, how to renew oneself and stay enthusiastic about the job, the passages one experiences as one moved through different stages of the presidency, and the individual and shared challenges that we all face. This is an opportunity to learn, network, and represent SBCCD/SBVC with other statewide community college CEOs.

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**Site:** SBVC  
**Department:** Library  
**Conference Name:** 2018 ASCCC Spring Plenary  
**Travel Dates:** 4/11/2018 - 4/14/2018  
**City, State:** San Mateo, CA  
**Estimated Cost Per Person:** \$ 1650  
**Funding Source:** Academic Senate General Fund

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**Name:** Celia Huston

**Purpose:** To Participate in the Academic Senate collegial consultation at the state level. To gain insight on state wide initiatives and trends in education.

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**Site:** SBVC  
**Department:** Admissions and Records  
**Conference Name:** 41st Annual CACCRAO Conference  
**Travel Dates:** 4/29/2018 - 5/2/2018  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$ 1489.87  
**Funding Source:** Admissions and Records General Fund

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**Name:** Veada Benjamin, April Dale-Carter, Maria S. Romo, Julie Ulloa, Raquel Villa

**Purpose:** To receive training and updates from regional and statewide experts. Attendees will also obtain valuable tools from customer service to understand State and Federal regulations while networking with colleagues.

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**Site:** SBVC  
**Department:** President's Office  
**Conference Name:** 2018 CCLC CEO Leadership Academy  
**Travel Dates:** 6/7/2018 - 6/10/2018  
**City, State:** Olympic Valley, CA  
**Estimated Cost Per Person:** \$ 2948.09  
**Funding Source:** President's Office General Fund

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**Name:** Diana Rodriguez

**Purpose:** The Leadership Academy is designed to specifically address the unique challenges and opportunities confronted by leaders of California community colleges while creating a professional cohort through building relationships with colleagues. Participation will increase understanding of my own approach to leadership while gaining practical in Board/CEO relations, finance/enrollment management, resource development/fundraising, and issues critical to success.

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**Site:** SBVC  
**Department:** Student Services  
**Conference Name:** Middle College National Consortium Summer Professional Development Institute  
**Travel Dates:** 6/21/2018 - 6/25/2018  
**City, State:** Jersey City, NJ  
**Estimated Cost Per Person:** \$ 4997.87  
**Funding Source:** Middle College High School Chancellor's Grant

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**Name:** Susan Gasca, Kimberly Wingson

**Purpose:** The conference will provide opportunities for members to share best practices, establish peer networks across the nation and develop leadership skills. This also gives an opportunity to discuss data, national educational agenda and engage in meaningful dialogue about concurrent enrollment programs and opportunities.

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**Site:** TESS  
**Department:** Technology and Educational Support Services  
**Conference Name:** CollegeNet User Conference  
**Travel Dates:** 7/7/2018 - 7/11/2018  
**City, State:** Portland, OR  
**Estimated Cost Per Person:** \$ 2274  
**Funding Source:** Data Processing General Fund

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**Name:** Arlene McGowan

**Purpose:** The conference will provide a forum for users to collaborate on shared experiences, make suggestions, and get the latest on Series25 products, services and strategies.

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**Site:** KVCR  
**Department:** KVCR/FNX  
**Conference Name:** 2018 PBS Annual Meeting  
**Travel Dates:** 5/5/2018 - 5/10/2018  
**City, State:** New Orleans, LA  
**Estimated Cost Per Person:** \$ 2500  
**Funding Source:** KVCR

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**Name:** Keith Birkfeld, Ralph Cooper, Kristy Cooper, Micah Wright, Yvonne Rose Powers

**Purpose:** This annual conference is specifically for the media and broadcast industry. Attendees will gather current, up-to-date, ideas to bring back to the station to implement and keep KVCR and FNX current to industry standards

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**Site:** KVCR  
**Department:** KVCR  
**Conference Name:** PBS TechCon  
**Travel Dates:** 4/3/2018 - 4/7/2018  
**City, State:** Las Vegas, NV  
**Estimated Cost Per Person:** \$ 2200  
**Funding Source:** KVCR

**Name:** Keith Birkfeld, Micah Wright, Ben Holland, Cheryl Alexander, Jessica Greenwell, James Walker, Yesica Alatorre

**Purpose:** This PBS sponsored conference will offer tracks designed specifically tailored to Broadcast, Digital, IT, Station Management & PD and Traffic needs for KVCR/FNX

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**Site:** KVCR  
**Department:** KVCR  
**Conference Name:** National Assoc. of Broadcasters  
**Travel Dates:** 4/7/2018 - 4/13/2018  
**City, State:** Las Vegas, NV  
**Estimated Cost Per Person:** \$ 2000  
**Funding Source:** KVCR

**Name:** Ben Holland

**Purpose:** This annual convention will allow KVCR to see the latest technology ideas and media platforms to keep the station up to date.

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**Site:** EDCT  
**Department:** EDCT  
**Conference Name:** 2018 CCCAOE Spring Conference  
**Travel Dates:** 3/7/2018 - 3/9/2018  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$ 1497.73  
**Funding Source:** ETP-6

**Name:** Deanna Krehbiel, Robert Levesque and Margaret Rueda

**Purpose:** On-going conversations regarding Community College vision and guided pathways for refinement of programs, processes and systems to better serve our students.

## **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:** February 8, 2018

**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:** SBVC

**Event:** Educational Summit

**Date of Event:** 02/23/18

**Item Being Purchased:** Refreshments for approximately 450 employees and non-employees; targeted outreach and recruitment to African American students throughout the Inland Empire in order to improve the enrollment of African American students in the San Bernardino Community College District. The event is open to all students.

**Total Estimated Cost:** \$2800

**Funding Source:** EDCT General Fund

---

**Site:** SBVC

**Event:** SBVC Football End of Year Awards Luncheon

**Date of Event:** 12/05/17

**Item Being Purchased:** Refreshments Sponsored by the Football Program. Approximately 75 students, community members, faculty and staff attended this event. Chaperones were Coaches Daniel Algattas and Kenneth Lawler.

**Total Estimated Cost:** \$587.21

**Funding Source:** Football Trust Fund

Due to event occurring in December 2017 and cost was over \$500, this item was not board approved prior to event date.

---

**Site:** SBVC

**Event:** Kennedy Center American College Theatre Festival, Region

**Date of Event:** 01/12/18-01/18/18

**Item Being Purchased:** Transportation, registration, hotel and meals Sponsored by the SBVC Theatre Arts Department, one instructor, Melinda Fogle-Oliver, and up to 9 students who have been nominated to participate in competitions throughout the festival, along with their scene partners, will travel to Mesa, Arizona, to participate to take part in workshops, competitions, view plays and experience live theatre from across the region.

**Total Estimated Cost:** \$14700

**Funding Source:** Theatre Department Trust Funds/ Student Clubs & Trust/ SBVC Foundation

---

**Site:** SBVC  
**Event:** Immigrant Disability Right & Empowerment Day  
**Date of Event:** 02/15/18

**Item Being Purchased:** Meals and Supplies. This on campus event sponsored by the Dreamers Department at SBVC will host the annual Immigrant Disability Right & Empowerment Day led by the Offices of Hadley Bajramovic, California Dept. of Rehabilitation and Regional dreamers resource centers. The intent is to provide students with disabilities information, disabilities rights and empowerment resources. Anticipated attendance is 250 students and community members.  
**Total Estimated Cost:** \$3500  
**Funding Source:** Student Equity Categorical Funds

---

**Site:** SBVC  
**Event:** Art Exhibition Receptions  
**Date of Event:** 02/20/18, 03/27/18, 05/09/18

**Item Being Purchased:** Refreshments. Sponsored by the Art Club at SBVC, these art exhibition events on-campus are to promote the Art Gallery and Art club as well as its artiest. Anticipated attendance is approximately 100 students, staff, faculty and community members. James Stewart will serve as the on campus chaperone.  
**Total Estimated Cost:** \$1500  
**Funding Source:** Student Clubs & Trust/Art Club Trust Account

---

**Site:** SBVC  
**Event:** Parkside Elementary Campus Visit  
**Date of Event:** 02/21/18

**Item Being Purchased:** Refreshments and Transportation Sponsored by the Outreach Department at SBVC, Parkside Elementary 4th grader students will be visiting campus to partake in a campus tour and lunch. This event will provide students with information about SBVC programs and services available. Anticipated attendance is approximately 100 students and 8 staff members. This event will be held on the SBVC campus.  
**Total Estimated Cost:** \$1900  
**Funding Source:** Student Equity Categorical Funds

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**Site:** SBVC  
**Event:** CalWORKs & Workforce Development Career Fair  
**Date of Event:** 02/28/18

**Item Being Purchased:** Refreshments Sponsored by the CalWORKs & Workforce Development, this event provides an opportunity for SBVC students to meet and network with recruiters representing a variety of employers, obtain employment related information and materials, and learn about career opportunities with each organization. Anticipated attendance is 250 employers, students, staff and community members. This event will be held on the SBVC campus.  
**Total Estimated Cost:** \$1000  
**Funding Source:** CalWORKs Categorical Funding

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**Site:** SBVC  
**Event:** Black History Month Receptions  
**Date of Event:** 02/22/18, 02/23/18

**Item Being Purchased:** Meals and Supplies Sponsored by the Associated Student Government, ASG will host Black History Month receptions on 2/22/18 and 2/23/18. The purpose of the receptions is to support the Black History Month on campus. Anticipated attendance is 500 students over a two day span. This event will be on the SBVC campus.  
**Total Estimated Cost:** \$800  
**Funding Source:** Associated Student Government General Fund and Office of Student Life Trust 4141

---

**Site:** SBVC  
**Event:** A2MEND 11th Annual African American Male Summit  
**Date of Event:** 02/27/18-03/02/18

**Item Being Purchased:** Registration, Lodging, Mileage, Parking, Transportation, Meals  
Sponsored by the African American Male Education Network & Development and held in Los Angeles California. Staff, and students will be attending the summit and will gain knowledge and techniques given through key note speakers presentations and several small workshops on how to improve their outcomes and succeed in college and beyond. Attendance will be 30 students and 10 staff/faculty members. Heather Johnson and Abe Fulgham will serve as chaperones.  
**Total Estimated Cost:** \$27759.95  
**Funding Source:** Student Equity Categorical Funds

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**Site:** SBVC  
**Event:** Civic Education Workshop  
**Date of Event:** 03/02/18

**Item Being Purchased:** Refreshments  
Sponsored by the Student Equity/Success and Political Science Department. The Civic Education Workshop will have presenters, including Frank Reyes, Assemblywomen Eloise Reyes and Mark Steinorth. They will be presenting to SBVC students how to become better citizens and how to enhance responsibilities within their own communities. Anticipated attendance is 100 students, staff, faculty and community members. This event will take place on the SBVC campus.  
**Total Estimated Cost:** \$900  
**Funding Source:** Student Equity & Success Categorical Fund

---

**Site:** SBVC  
**Event:** Wolverine Day  
**Date of Event:** 03/07/18

**Item Being Purchased:** Meals, giveaways, contracts, supplies Sponsored by the Associated Student Government, ASG will host Wolverine Day on March 7, 2018. The purpose of this event is to support the student athletes by promoting their sports and encouraging their success. Anticipated attendance is approximately 500 students. This event will be on the SBVC campus.  
**Total Estimated Cost:** \$1500  
**Funding Source:** Associated Student Government General Fund and Office of Student Life Trust 4141

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**Site:** SBVC  
**Event:** High School Counselor & Career Technician Event  
**Date of Event:** 03/09/18

**Item Being Purchased:** Meals and Refreshments Sponsored by SBVC Counseling Department. This event is geared toward the dissemination of information and updates to high school counselors/career technicians about program offerings, and current initiatives in response to the Student Success Act; such as learning communities, academic and student support services, and other programs. It is also aimed at strengthening SBVC's partnership with feeder high schools. Anticipated attendance is approximately 150 High School Counselors/Technicians, faculty and staff. This event will be held on at SBVC.  
**Total Estimated Cost:** \$5500  
**Funding Source:** Matriculation Categorical Funds

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**Site:** SBVC  
**Event:** San Bernardino Chamber of Commerce Leadership Program: Education Day Luncheon and Campus Tour  
**Date of Event:** 03/16/18

**Item Being Purchased:** Refreshments Sponsored by the President's Office, the President is hosting the luncheon for the San Bernardino Chamber of Commerce Leadership Program, who will be touring the campus during their Education Day. Anticipated attendance is approximately 30 staff, faculty and community members.

**Total Estimated Cost:** \$450

**Funding Source:** President's Office General Fund

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**Site:** SBVC  
**Event:** Associated Student Government Spring Formal  
**Date of Event:** 04/13/18

**Item Being Purchased:** Contracts, Supplies and Food Sponsored by the Associated Student Government, ASG will host a spring formal on 4/13/18. The purpose of this event is to provide an opportunity for students to experience a dance in a safe environment. Anticipated attendance is approximately 600 students. Raymond Carlos will serve as supervising manager.

**Total Estimated Cost:** \$5000

**Funding Source:** Associated Student Government General Fund and Office of Student Life Trust 4141

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**Site:** SBVC  
**Event:** Associated Student Government Wolverine Showcase  
**Date of Event:** 04/18/18

**Item Being Purchased:** Meals, Contracts and Supplies Sponsored by the Associated Student Government, ASG will host a spring wolverine showcase on 4/18/18. The purpose of this event is to provide an opportunity for high school students to experience the arts on a college campus. Anticipated attendance is approximately 200 high school students. This event is on the SBVC campus. Raymond Carlos will serve as supervising manager.

**Total Estimated Cost:** \$1500

**Funding Source:** Associated Student Government General Fund and Office of Student Life Trust 4141

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**Site:** SBVC  
**Event:** Senior Day  
**Date of Event:** 04/20/18

**Item Being Purchased:** Meals, Supplies and Transportation Sponsored by the Outreach Department, SBVC's annual "Senior Day" is a recruiting event for local high school seniors from feeder schools. This day provides an opportunity for prospective student to connect to SBVC faculty and staff to learn about the application process, financial aid and academic/student support services. They will also have an opportunity to apply for the Fall 2018 academic school year. This event will on the SBVC campus.  
**Total Estimated Cost:** \$24830.81  
**Funding Source:** Student Equity Categorical Funds

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**Site:** SBVC  
**Event:** Associated Student Government Student Appreciation Day  
**Date of Event:** 04/25/18

**Item Being Purchased:** Giveaways, Meals, Contracts and Supplies Sponsored by the Associated Student Government, ASG will host a spring wolverine showcase on 4/25/18. The purpose of this event is to provide an opportunity for end of the semester high energy program focusing on celebrating the achievements of a successful semester. This even will be held on campus.  
**Total Estimated Cost:** \$1500  
**Funding Source:** Associated Student Government General Fund and Office of Student Life Trust 4141

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**Site:** SBVC  
**Event:** 6th Annual Middle College High School Inspire Success Luncheon  
**Date of Event:** 04/27/18

**Item Being Purchased:** Meals, Refreshments, Decorations, Certificates, Invitations, Programs and Postage Sponsored by the Middle College High School Program, this event will provide an opportunity for students to talk with career professionals and college recruiters about the students goals and ambitions. The career professionals will focus on sharing their unique experience within their field and major. Anticipated attendance is approximately 275 students, staff and community members.  
**Total Estimated Cost:** \$4500  
**Funding Source:** Middle College High School Chancellor's Grant  
**AMENDMENT:** This item was previously board approved at the 9/14/17 meeting. Item is being amended to reflect a change in date from April 10, 2018 to April 27, 2018.

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**Site:** SBVC  
**Event:** Evening of Achievement  
**Date of Event:** 05/03/18

**Item Being Purchased:** Rentals, Meals, Entertainment, Student Awards Sponsored by EOPS/CARE in collaboration with SBVC Foundation is an evening of achievement will be an award ceremony for EOPS/CARE graduates with awards and sashes. The event will be held at the Club Center Events banquet hall in San Bernardino. In addition, SBCCD and SBVC faculty and staff members will be acknowledge for their support to the EOPS/CARE program. Anticipated attendance is approximately 350 students, faculty, administrators, staff and community members.  
**Total Estimated Cost:** \$20000  
**Funding Source:** Student Equity Categorical Funds

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**Site:** SBVC  
**Event:** Science and Technology Day  
**Date of Event:** 05/04/18

**Item Being Purchased:** Refreshments and supplies Sponsored by SBVC Science Division, over 200 eighth graders from Richardson Prep Middle School will participate in workshops and activities in the areas of biotechnology, physics, chemistry, geography, biology, astronomy, and health sciences.  
**Total Estimated Cost:** \$2000  
**Funding Source:** Pepsi Funds and Science Division General Fund accounts

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**Site:** SBVC  
**Event:** Middle College High School Program  
Inspirational Senior Luncheon  
**Date of Event:** 05/22/18

**Item Being Purchased:** Meals and Refreshments Sponsored by the Middle College High School Chancellor's Grant. This event will provide an opportunity for graduating Middle College High School students to listen to the encouragement and advice of recent graduates to help them on their transition to college life. Anticipated attendance is approximately 95 students, staff and community members.  
**Total Estimated Cost:** \$2300  
**Funding Source:** Middle College High School Chancellor's Grant

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**Site:** SBVC  
**Event:** Tumaini Program - The College Purple  
**Date of Event:** 05/30/18

**Item Being Purchased:** Rentals and Tickets Sponsored by SBVC Tumaini Program. Students will participate in a cultural experience which is a component of the Tumaini Program and helps the students to be well rounded in there educational experience. 5 Puente students and 3 staff members, Kathy Kafela, Daniele Ramsey and Sandra Blackman will serve as chaperones.

**Total Estimated Cost:** \$2254

**Funding Source:** Tumaini Program Categorical Funds

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**Site:** CHC  
**Event:** CARE/CalWORKs/Guardian Scholars meetings  
**Date of Event:** 02/21/18, 03/27/18, 04/23/18

**Item Being Purchased:** Approval to provide meals for students who will be attending group meetings with Racquel Schoenfeld. The purpose for the group meetings is for students to get together to discuss issues/concerns that are affecting each of them. Topics for discussion will include: First Love Yourself, Health and Wellness, and Building Healthy Relationships.

**Total Estimated Cost:** \$2000

**Funding Source:** CARE and EOPS General Fund

---

**Site:** CHC  
**Event:** Greater Los Angeles Colleges Tour  
**Date of Event:** 01/14/18-03/16/18

**Item Being Purchased:** Transportation, lodging and meals for 27 students and 3 chaperones to tour UC Los Angeles, Colombia College, CSU Northridge, Pepperdine University and Cal Arts. Purpose to connect students to admissions and programs for the purpose of encouraging transfer to 4-year institutions. Additional activity includes the LA Griffith Observatory. Sponsored by the University Transfer Center.

**Total Estimated Cost:** \$12000

**Funding Source:** Equity and General Fund (Transfer Center)

---

**Site:** CHC  
**Event:** Region 9 CARE Conference  
**Date of Event:** 04/05/18-04/06/18

**Item Being Purchased:** Travel expenses for 4 CARE students to attend the Region 9 Care Conference at Cal Poly Pomona. Staff from Region 9 is providing this professional development conference for CARE students to build upon their leadership skills, Welfare to work advocacy and team building. Three chaparones will accompany them.

**Total Estimated Cost:** \$2000

**Funding Source:** CARE General Fund

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Lawrence P. Strong, Director, Fiscal Services  
**DATE:** February 8, 2018  
**SUBJECT:** Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt a resolution approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

### **OVERVIEW**

The 2017-18 Final Budget adopted by the Board of Trustees on September 14, 2017 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees may approve the transfer of funds from the reserve for contingencies to any expenditure classifications via the adoption of a resolution by a two-thirds majority vote.

### **ANALYSIS**

The Board is being asked to adopt a resolution approving budget transfers from the reserve for contingencies to the expenditure classifications indicated on the attached resolution.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The approval of this board item will reduce the reserve for contingency accounts by the amounts indicated in the attached resolution.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RESOLUTION TO APPROVE TRANSFERS FROM  
RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS  
February 8, 2018**

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

WHEREAS, on the 14<sup>th</sup> day of September, 2017, the San Bernardino Community College District (the District) adopted the 2017-18 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS, Title 5, §58307 of the California Code of Regulations and District Administrative Procedure 6250 allows the Board of Trustees to approve transfers from the reserve for contingencies to any expenditure classification via a resolution adopted by a two-thirds majority; and

WHEREAS, the transfers listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a two-thirds majority vote, to approve said transfers.

PASSED AND ADOPTED by the Board of Trustees on February 8, 2018, by the following majority vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        )

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

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Secretary of the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
 RESOLUTION TO APPROVE TRANSFERS FROM  
 RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS  
 February 8, 2018

EXHIBIT A

<b>Fund 01 General Fund</b>		18,266,480	2017-18 Initial Fund Balance		
		-	Net Change from Previously Approved Transfers		
		18,266,480	Current Fund Balance		
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
2/8/2018	12/14/2017	180325	(241,242)	5000 Other Expenses	Transfer needed to fund dispatch service contracts with San Bernardino County Sheriff (1st & 2nd quarters) and Cal State University (startup costs)
			(241,242)	Total Approved at this Board Meeting	
			18,025,238	Fund Balance After Transfer(s)	



## **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:** February 8, 2018  
**SUBJECT:** Consideration of Approval to Award Request for Proposal 2018-01 and Contract to Direct Connection Marketing Communications of La Verne CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Request for Proposal (RFP) and Contract for RFP 2018-01 to Direct Connection Marketing Communications of La Verne, CA. This solicitation was intended to provide a best pricing rate schedule to be available to fulfill Districtwide needs.

### **OVERVIEW**

SBCCD is in need of a vendor to assist departments with bulk mailing, document preparation, and data processing services as related to direct mailing campaigns, which are required by campus and District departments on an ongoing basis.

### **ANALYSIS**

The District received and evaluated one proposal from Direct Connection Marketing Communications, which was deemed responsive to this solicitation. Through an analysis of the proposal received and a committee based review process, Direct Connection Marketing Communications has been determined to be the vendor that will best meet the needs of SBCCD.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in Fiscal Year 2018 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:** Steven J. Sutorus, Business Manager  
**DATE:** February 8, 2018  
**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 2/8/2018

## Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b>Consultants</b>			
Huron Consulting Group, Inc.	(16175) Additional consultant needed for the implementation of SBCCD's new Enterprise Resource Planning (Oracle Cloud) system as part of RFP 2016-01; this is for the implementation of the data warehouse by the Instructional Effectiveness Department Term: 2/9/2018 - 3/19/2019 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$480,480.00
Vavrinek, Trine, Day and Co, LLP	(16223) Consulting on relevant controls and deficiencies related to tracking, safeguarding and general procedures over equipment Term: 2/9/2018 - 6/30/2018 Funding Source: General Funds	Audit/SBCCD	\$10,000.00

**SubTotal for Consultants: 2**

## Legal

Womble Bond Dickinson (US) LLP	(16224) Legal services for KVCR Spectrum Auction project; replacement for Bennet & Bennet LLC who was purchased by this firm Term: 1/1/2018 - 6/30/2019 Funding Source: FCC Proceeds	Facilities Planning/SBCCD	\$100,000.00
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**SubTotal for Legal: 1**

## Legal - Investigations

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
Van Dermyden Maddux Law Corporation	(15442) Legal investigative services regarding submitted complaints; this is to approve an increase to the not to exceed amount by \$38,000.00 for final billing Term: 5/5/2017 - 9/30/2017  Funding Source: General Funds	Chancellor/SBCCD	\$64,000.00
<b><i>SubTotal for Legal - Investigations: 1</i></b>			
<b><i>Professional Services</i></b>			
ARUP North America Ltd	(16218) Design and engineering services for bond project; Performance Arts Center at CHC - PAC Renovation 2 Term: 2/9/2018 - 12/31/2019 Funding Source: Bond Construction	Facilities Planning/SBCCD	\$10,240.00
DKC Architects Inc.	(16217) Architectural services for bond project; Performance Arts Center at CHC - PAC Renovation 2 Term: 2/9/2018 - 12/31/2019 Funding Source: Bond Construction	Facilities Planning/SBCCD	\$36,000.00
Hernando, Felvi dba Felvi Hair and Makeup Artist	(16199) On demand hair and make-up services for on air talent Term: 1/1/2018 - 6/30/2018  Funding Source: KVCR	KVCR/KVCR	\$2,000.00

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Firm</i>			
Padilla & Associates	(12635) Consulting services for Community Benefits Agreement and labor compliance ; this is to approve Amendment 02 - to extend services for seven months at a cost of \$8,000 Term: 12/11/2015 - 4/30/2018 Funding Source: Bond Funded	Facilities Planning/SBCCD	\$214,025.00

*SubTotal for Professional Services: 4*

*Grand Total Contracts for Board Date 2/8/2018: 8*

## **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:** February 8, 2018  
**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 183229 - 183454 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.

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
183269	REVOLVING CASH	Athletic Entry Fee	\$90.00
183234	SMITH, JAMES E.	Conference	\$256.00
183236	CABRALES, JOE	Conference	\$129.47
183237	COLVEY, KIRSTEN	Conference	\$37.13
183242	US BANK CORPORATE PMT SYSTEMS	Conference	\$75.00
183243	BARRIE, TRINETTE	Conference	\$75.00
183246	RODRIGUEZ, VALENTINE	Conference	\$98.32
183273	US BANK CORPORATE PMT SYSTEMS	Conference	\$500.00
183275	ANDERSON, DEBRA	Conference	\$275.00
183276	CANNON, JUDY	Conference	\$60.00
183277	JEANNOTTE, MICHELE	Conference	\$358.59
183278	JEANNOTTE, MICHELE	Conference	\$513.54
183279	RIVERSIDE COUNTY OFFICE	Conference	\$135.00
183285	CCLC	Conference	\$500.00
183286	US BANK CORPORATE PMT SYSTEMS	Conference	\$1,450.00
183287	RODRIGUEZ, DIANA	Conference	\$20.00
183288	RODRIGUEZ, DIANA	Conference	\$163.42
183292	US BANK CORPORATE PMT SYSTEMS	Conference	\$675.00
183293	RODRIGUEZ, DIANA	Conference	\$20.00
183314	HUYNH, MELISSA	Conference	\$275.00
183319	CCLC	Conference	\$995.00
183321	EXTRON ELECTRONICS	Conference	\$299.00
183381	PADGETT, DESIREE	Conference	\$75.00
183382	KELLEY, D'JHOANNA	Conference	\$75.00
183383	VELONI, SHANE	Conference	\$316.00
183389	GROVER, WELDON	Conference	\$100.00
183393	ELLUCIAN COMPANY LP	Conference	\$995.00
183394	AGAH, HUSSAIN	Conference	\$1,911.00
183395	ACBO	Conference	\$750.00
183396	US BANK CORPORATE PMT SYSTEMS	Conference	\$1,444.00
183397	US BANK CORPORATE PMT SYSTEMS	Conference	\$2,164.00
183398	CASTRO, DEBORAH	Conference	\$1,034.00
183399	KOZANOVA, MARINA	Conference	\$311.00
183405	GREGORY, LESLIE	Conference	\$1,680.60
183406	HERNANDEZ, ANITA	Conference	\$1,650.10
183407	VALENZUELA, PATRICIA	Conference	\$1,831.13
183408	URELL, MARY	Conference	\$1,362.84
183413	US BANK CORPORATE PMT SYSTEMS	Conference	\$421.00
183414	BRIGGS, STEPHANIE	Conference	\$71.00
183418	RIVERSIDE COUNTY OFFICE	Conference	\$150.00
183420	DIAZ, EMMA	Conference	\$350.00
183427	AQUINO, MICHAEL	Conference	\$1,748.79
183429	BRIGGS, STEPHANIE	Conference	\$530.00
183430	BRIGGS, STEPHANIE	Conference	\$349.00
183436	CABRALES, JOE	Conference	\$394.83
183437	BARRA, VICTORIA	Conference	\$323.00

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
183439	COMMUNITY COLLEGE LEAGUE	Conference	\$535.00
183440	ZHOU, WEI	Conference	\$826.00
183387	WESTERN REGIONAL HONORS	Dues & Memberships	\$75.00
183433	EXCELENCIA IN EDUCATION	Dues & Memberships	\$2,000.00
183245	GYM EXPERTS	Equipment	\$8,254.13
183309	TITAN MANUFACTURING AND	Equipment	\$665.83
183311	QUADMED INC	Equipment	\$632.49
183315	WILBUR'S POWER EQUIPMENT	Equipment	\$436.33
183318	WEIGHTVEST.COM INC	Equipment	\$463.30
183379	ALL STATE POLICE EQUIPMENT	Equipment	\$3,720.60
183410	US BANK CORPORATE PMT SYSTEMS	Equipment	\$630.17
183416	STAPLES	Equipment	\$8,847.60
183419	STAPLES	Equipment	\$3,519.93
183431	OFFICE & ERGONOMICS	Equipment	\$3,047.35
183241	HUBERT COMPANY LLC	Instructional Supplies	\$9,561.74
183295	STAPLES	Instructional Supplies	\$361.55
183333	ADW DIABETES LLC	Instructional Supplies	\$234.87
183344	VARIYAM, BIJU	Instructional Supplies	\$96.00
183360	US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	\$372.19
183386	L N CURTIS & SONS	Instructional Supplies	\$965.16
183404	HARDY DIAGNOSTICS	Instructional Supplies	\$2,673.94
183409	QUADMED INC	Instructional Supplies	\$2,893.19
183412	ULINE	Instructional Supplies	\$93.09
183434	HIGHLAND GUNS	Instructional Supplies	\$743.48
183452	STAPLES	Instructional Supplies	\$57.38
183453	CONSOLIDATED ELECTRICAL DIST	Instructional Supplies	\$878.90
183238	STAPLES	IT Equipment	\$861.98
183264	APPLE COMPUTER INC	IT Equipment	\$85,389.71
183270	DELL COMPUTER COMPANY	IT Equipment	\$80,059.80
183271	DELL COMPUTER COMPANY	IT Equipment	\$31,958.46
183272	DELL COMPUTER COMPANY	IT Equipment	\$35,792.24
183289	CDW GOVERNMENT INC	IT Equipment	\$3,523.01
183340	CDW GOVERNMENT INC	IT Equipment	\$115,486.00
183362	DELL COMPUTER COMPANY	IT Equipment	\$123,313.61
183391	CDW GOVERNMENT INC	IT Equipment	\$12,342.13
183392	CDW GOVERNMENT INC	IT Equipment	\$13,712.88
183401	CDW GOVERNMENT INC	IT Equipment	\$1,169.50
183435	CDW GOVERNMENT INC	IT Equipment	\$20,223.36
183442	DELL COMPUTER COMPANY	IT Equipment	\$37,446.59
183239	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$60.00
183240	KREHBIEL, DEANNA	Meals & Refreshments	\$44.00
183247	PANERA BREAD	Meals & Refreshments	\$193.80
183248	PANERA BREAD	Meals & Refreshments	\$193.80
183249	PANERA BREAD	Meals & Refreshments	\$193.80
183250	PANERA BREAD	Meals & Refreshments	\$193.80



<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
183251	PANERA BREAD	Meals & Refreshments	\$193.80
183252	PANERA BREAD	Meals & Refreshments	\$193.80
183253	PANERA BREAD	Meals & Refreshments	\$193.80
183254	PANERA BREAD	Meals & Refreshments	\$193.80
183255	PANERA BREAD	Meals & Refreshments	\$193.80
183256	PANERA BREAD	Meals & Refreshments	\$193.80
183257	PANERA BREAD	Meals & Refreshments	\$193.80
183258	PANERA BREAD	Meals & Refreshments	\$193.80
183259	PANERA BREAD	Meals & Refreshments	\$193.80
183260	PANERA BREAD	Meals & Refreshments	\$193.80
183261	PANERA BREAD	Meals & Refreshments	\$193.80
183262	PANERA BREAD	Meals & Refreshments	\$193.80
183263	PANERA BREAD	Meals & Refreshments	\$193.80
183284	AGAH, HUSSAIN	Meals & Refreshments	\$30.00
183335	SBVC FOOD SERVICES	Meals & Refreshments	\$321.85
183336	KAFELA, KATHY	Meals & Refreshments	\$561.38
183338	SBVC FOOD SERVICES	Meals & Refreshments	\$1,576.00
183339	SBVC FOOD SERVICES	Meals & Refreshments	\$126.49
183345	LEVESQUE, ROBERT	Meals & Refreshments	\$74.73
183349	SBVC FOOD SERVICES	Meals & Refreshments	\$188.33
183350	SBVC FOOD SERVICES	Meals & Refreshments	\$188.33
183351	SBVC FOOD SERVICES	Meals & Refreshments	\$188.33
183352	SBVC FOOD SERVICES	Meals & Refreshments	\$188.33
183353	SBVC FOOD SERVICES	Meals & Refreshments	\$188.33
183354	SBVC FOOD SERVICES	Meals & Refreshments	\$188.33
183355	SBVC FOOD SERVICES	Meals & Refreshments	\$233.04
183356	SBVC FOOD SERVICES	Meals & Refreshments	\$455.50
183357	SBVC FOOD SERVICES	Meals & Refreshments	\$233.04
183358	SBVC FOOD SERVICES	Meals & Refreshments	\$233.04
183411	SBVC FOOD SERVICES	Meals & Refreshments	\$259.50
183415	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$10.53
183426	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$275.47
183443	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$44.21
183447	WISEGARVER, LILLIAN	Meals & Refreshments	\$26.24
183454	JOSE'S MEXICAN FOOD INC	Meals & Refreshments	\$500.00
183229	HANIGAN COMPANY, THE	Non-Instructional Supplies	\$723.28
183265	STAPLES	Non-Instructional Supplies	\$1,899.64
183266	STAPLES	Non-Instructional Supplies	\$309.04
183282	STAPLES	Non-Instructional Supplies	\$173.32
183283	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$27.00
183290	STAPLES	Non-Instructional Supplies	\$58.21
183291	STAPLES	Non-Instructional Supplies	\$153.23
183296	WALKER, JAMES	Non-Instructional Supplies	\$50.00
183341	MERIT OIL CO	Non-Instructional Supplies	\$2,000.00
183342	MERIT OIL CO	Non-Instructional Supplies	\$2,000.00

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
183343	HARRIS, NICHOLAS	Non-Instructional Supplies	\$279.53
183347	STAPLES	Non-Instructional Supplies	\$492.78
183348	STAPLES	Non-Instructional Supplies	\$221.21
183359	STAPLES	Non-Instructional Supplies	\$117.12
183380	STAPLES	Non-Instructional Supplies	\$73.76
183390	STAPLES	Non-Instructional Supplies	\$357.69
183402	BEST GOLF CARTS INC	Non-Instructional Supplies	\$260.21
183417	STAPLES	Non-Instructional Supplies	\$171.45
183421	STAPLES	Non-Instructional Supplies	\$582.92
183422	MULTICARD INC	Non-Instructional Supplies	\$293.23
183423	MULTICARD INC	Non-Instructional Supplies	\$206.74
183424	STAPLES	Non-Instructional Supplies	\$228.00
183425	STAPLES	Non-Instructional Supplies	\$250.41
183428	STAPLES	Non-Instructional Supplies	\$249.72
183432	STAPLES	Non-Instructional Supplies	\$55.04
183438	STAPLES	Non-Instructional Supplies	\$138.22
183444	STAPLES	Non-Instructional Supplies	\$3,134.88
183445	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$250.00
183446	STAPLES	Non-Instructional Supplies	\$465.09
183448	WISEGARVER, LILLIAN	Non-Instructional Supplies	\$56.01
183449	BARRIE, BLAKE	Non-Instructional Supplies	\$150.85
183450	STAPLES	Non-Instructional Supplies	\$217.14
183451	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$39.99
183230	STATE WATER RESOURCES	Operational Expenses & Fees	\$1,044.00
183231	MARKET BASED SOLUTIONS	Operational Expenses & Fees	\$8,568.00
183281	COUNTY OF SAN BERNARDINO	Operational Expenses & Fees	\$120.68
183388	US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	\$267.00
183322	SANCHEZ, ANDRE	Other Student Aid	\$600.00
183323	OSLER, DOMINICK	Other Student Aid	\$600.00
183324	CONTRERAS, EDUARDO	Other Student Aid	\$600.00
183325	SHAW, ELYSSA	Other Student Aid	\$600.00
183326	ACOSTA JAVALERA, JAIME	Other Student Aid	\$600.00
183327	BUN, JASON	Other Student Aid	\$600.00
183328	GONZALEZ, JOSE	Other Student Aid	\$600.00
183329	PONCE, JONATHAN	Other Student Aid	\$600.00
183330	BENITEZ, MARISOL	Other Student Aid	\$600.00
183331	SANDOVAL, SANDRA	Other Student Aid	\$600.00
183332	GONZALEZ, SANTANA	Other Student Aid	\$600.00
183267	BAKHIT, KHETAM	Personal Mileage	\$418.38
183274	CANNON, JUDY	Personal Mileage	\$177.42
183280	ZHOU, WEI	Personal Mileage	\$277.45
183316	GEBARA, ANDREW	Personal Mileage	\$100.00
183377	OSORNIO, ANGEL	Personal Mileage	\$75.00
183378	BERNARDO, YECICA	Personal Mileage	\$70.00
183403	FRONTIER COMMUNICATIONS	Phone Utilities	\$28,500.00

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
183400	TREJOS, JUDY	Postage & Freight	\$132.93
183294	SBCCD PRINTING SERVICES	Printing, SBCCD	\$1,000.00
183441	US BANK CORPORATE PMT SYSTEMS	Software	\$114.00
183363	SBCCD FINANCIAL AID	Student Financial Aid	\$10,000.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services  
DATE: February 8, 2018  
SUBJECT: Consideration of Approval of Revised Authorized Signature List

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Revised Authorized Signature List for Fiscal Year 2017-18.

OVERVIEW

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

ANALYSIS

The Authorized Signature List for Fiscal Year 2017-18 was board approved on June 8, 2017 and revised August 10, 2017. The attached list is being revised to grant authority to sign employment contracts to Kristina Hannon, Director of Human Resources. This action will improve the hiring workflow.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

## Revised Authorized Signature List Fiscal Year 2017-18

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

## Revised Authorized Signature List Fiscal Year 2017-18

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

**PREPARED BY:** Steven J. Sutorus, Business Manager

**DATE:** February 8, 2018

**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. Due the nature of these contracts and in the best interest of the District, these contracts are generally ratified by the Board of Trustees. Long term contracts, unless otherwise noted, the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these approved amounts will be submitted to board as amendments or not to exceed limit changes.

### **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.

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## ***Routine Contracts and Agreements***

***Scheduled Board Date 2/8/2018***

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### ***Contract Type***

<b><i>Firm</i></b>	<b><i>Purpose and Information</i></b>	<b><i>Department / Location</i></b>	<b><i>Amount</i></b>
<b><i>Braille Transcribing</i></b>			
Farkas, Jason	(16179) Braille Transcribing Term: 1/25/2018 - 6/30/2019 Funding Source: Braille Grant	ATPC/SBCCD	\$60,000.00
<b><i>SubTotal for Braille Transcribing: 1</i></b>			<b><i>\$60,000.00</i></b>
<b><i>Broadcasting Rights</i></b>			
Associated Press	(16151) Provide Associated Press News services with digital delivery Term: 1/6/2018 - 1/5/2019 Funding Source: KVCR	KVCR/KVCR	\$8,911.86
Beitn, Jordan M. dba Mic Jordan Music	(16194) License agreement for use of musical compositions and recordings for "Run Away: Music Video"; no cost to SBCCD Term: 9/1/2017 - 9/1/2022 Funding Source: N/A	FNX/KVCR	
City News Service Inc.	(15746) Furnish Riverside, San Diego, Los Angeles and Orange Counties news reports for airing on KVCR FM; This is to correct vendor name Term: 7/1/2017 - 6/30/2022 Funding Source: KVCR	KVCR/KVCR	\$42,000.00



<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Broadcasting Rights</u></b>			
Media Education Foundation	(16184) Broadcast rights for the airing of "More Than A Word" Term: 1/12/2018 - 1/11/2023 Funding Source: FNX Grant	FNX/KVCR	\$4,050.00
Pipit & Finch	(16163) Radio program airing rights for "Says You!" Term: 10/1/2017 - 9/30/2018 Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$1,053.00
<b><i>SubTotal for Broadcasting Rights: 5</i></b>			<b><i>\$56,014.86</i></b>
<b><u>CalWorks Off-Campus Work Study</u></b>			
Hegg Team Realty, Inc.	(16164) Off-Campus workstudy - Student - Lopez, Kathryn; reimbursed at up to 100% of per hourly rate Term: 12/1/2017 - 6/30/2018 Funding Source: CalWorks	Calworks/SBVC	\$7,812.00
Think Together	(16168) Off-Campus workstudy - Student Isais, Cecilia; reimbursed at up to 100% of per hourly rate Term: 1/1/2018 - 6/30/2018 Funding Source: CalWorks	Calworks/SBVC	\$7,488.00
<b><i>SubTotal for CalWorks Off-Campus Work Study: 2</i></b>			<b><i>\$15,300.00</i></b>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
4 Imprint	(16154) Production of promotional items and giveaways Term: 12/21/2017 - 1/31/2018 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$25,331.73
4 Imprint	(16155) Production of promotional items and giveaways Term: 12/21/2017 - 1/31/2018 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$6,217.37
ABM Building Solutions LLC	(16148) Replacement of a bearing on the chilled water pump in SBVC central plant Term: 12/15/2017 - 3/31/2018 Funding Source: General Funds	Maintenance/SBVC	\$8,768.00
Advanced Cleaning Concepts	(16225) Commercial restroom steam cleaning of floors, tiles and grout as part of District building flooring replacement project Term: 12/20/2017 - 1/2/2018 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$2,305.01
Burgess Moving & Storage	(16200) District office equipment surplus and disposal removal as part of the flooring project Term: 12/22/2017 - 1/31/2018 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$630.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
California Bus Service	(16197) Bus rental for field trip to Los Angeles County Museum of Art; Funded by Art Club Term: 4/7/2018 - 4/7/2018 Funding Source: Trust Account	Student Life/SBVC	\$2,350.52
California Indian Manpower Consortium, Inc	(16177) Worksite master agreement for participants of the California Indian Manpower Consortium, Inc. to work on SBVC campus; no cost to SBCCD Term: 1/17/2018 - 6/30/2018 Funding Source: N/A	Calworks/SBVC	
Clarus Corporation	(16167) Direct marketing campaign to increase CHC's Spring 2018 enrollment Term: 1/15/2018 - 1/28/2018 Funding Source: General Funds	Marketing/CHC	\$4,492.00
Colton Redlands Yucaipa ROP	(16203) Provide California High School Equivalency Testing services for PDC program participants; funded through State of California Employment Development Department Term: 12/1/2017 - 3/30/2018 Funding Source: State Grant	EDCT/SBCCD	\$5,040.00
Colton, City of	(16201) Rental of City of Colton's Chavez Field for softball practices Term: 1/16/2018 - 5/4/2018 Funding Source: General Funds	Athletics/SBCCD	\$1,160.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
ConvergeOne, Inc.	(16209) On demand remote or on-site computer engineering repairs for network issues Term: 1/18/2018 - 6/30/2018 Funding Source: General Funds	TESS/SBCCD	\$5,000.00
Dobson Ranch Inn & Suites, LLC	(16176) Block room rental for students and staff to attend Theater Festival in Mesa, AZ; funded through Theater Trust Account 4201 Term: 2/12/2018 - 2/17/2018 Funding Source: Trust Account	Theater Arts/SBVC	\$3,831.07
Education To Go	(16149) Develop, design, and distribute online educational web-based training for PDC classes Term: 7/1/2017 - 6/30/2018 Funding Source: Contracted Services	EDCT/SBCCD	\$3,500.00
e-LocalLink, Inc	(16216) Promotional digital advertising on San Bernardino County website Term: 1/1/2018 - 12/31/2018 Funding Source: General Funds	Marketing/CHC	\$9,995.00
Facebook, Inc.	(16139) Ongoing advertisement on Facebook to promote SBVC programs and events Term: 12/1/2017 - 6/30/2018 Funding Source: General Funds	Marketing/SBVC	\$10,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Gallagher's Finishing Touch & Engraving	(16180) Production of an engraved plaque for the "Trudell Poetry Festival" Term: 11/1/2017 - 11/30/2017 Funding Source: General Funds	Library/SBVC	\$242.44
Global Datebooks	(16156) Production of translation student handbooks from English to Spanish Term: 12/21/2017 - 1/31/2018 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$216.00
Higgins, Jonathan	(16178) Speaker for the "Black History Month" event Term: 2/27/2018 - 2/27/2018 Funding Source: Student Equity	Student Services/CHC	\$750.00
Higgins, Jonathan	(16187) Speaker for the "Black History Month" event Term: 2/28/2018 - 2/28/2018 Funding Source: Student Equity	Student Services/SBVC	\$500.00
Hines Roselle, Lauren dba Esteem	(16183) Provide a self defense workshop and mini seminar for "Sexual Assault Awareness Month" Term: 4/24/2018 - 4/24/2018 Funding Source: General Funds	Library/SBVC	\$3,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Inland Empire Stages LTD	(16189) Bus rental from the "A2mend Annual Conference" Term: 3/2/2018 - 3/2/2018 Funding Source: Student Equity	Student Services/SBVC	\$635.00
Inland Empire Stages LTD	(16190) Bus rental to the "A2mend Annual Conference" Term: 3/1/2018 - 3/1/2018 Funding Source: Student Equity	Student Services/SBVC	\$635.00
Innovative Printing Concepts	(16185) Production of customized folders Term: 1/3/2018 - 2/28/2018 Funding Source: General Funds	TESS/SBCCD	\$7,219.02
Lexipol, LLC	(16171) Implementation of new department procedure manual for 30 hours of support services Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	District Police/SBCCD	\$4,050.00
Marketing Communications Resource, Inc.	(16152) Production of printing, postage and mailing of May appeal Term: 1/2/2018 - 4/30/2018 Funding Source: General Funds	Foundation/SBVC	\$4,493.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Mercadante, Dominic dba Domco Productions	(16181) Production of vests and bags with department logo Term: 1/8/2018 - 2/28/2018 Funding Source: Perkins	Emergency Medical Svcs/CHC	\$264.74
MWC Group, Inc.	(16147) Repair of handrails at parking lot 8, Auditorium, and North Hall Term: 12/11/2017 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$6,700.00
P2C Solutions, LLC	(16160) Provide assistance in the coordination of the Adult Education Block Grant Project Term: 1/24/2018 - 5/31/2018 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$15,600.00
Partners in Leadership, LLC	(16174) Provide specialized facilitator training for District administrators to become certified trainers for Accountability Builder; this will enable them to train other SBCCD employees Term: 1/1/2018 - 8/31/2018 Funding Source: General Funds	Chancellor/SBCCD	\$12,600.00
Relymedia	(16150) Production of 500 flash drives for promotional giveaways Term: 12/11/2017 - 3/31/2018 Funding Source: KVCR	KVCR/KVCR	\$2,668.25

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>				
	Shred-It	(16193) On demand document shredding service Term: 7/1/2017 - 6/30/2018  Funding Source: General Funds	Veterans Center/SBVC	\$1,581.00
	Stanley Convergent Security	(16205) Additional CHC buildings PAC, CNC 10, and SSB to be upgraded with both equipment and software that is part of the access control system Term: 1/17/2018 - 6/30/2018 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$28,345.00
	Staples Contract & Commercial, Inc.	(16161) Production of customized stamps Term: 1/2/2018 - 1/31/2018 Funding Source: Financial Aid	Financial Aid/CHC	\$232.65
	Taylor, Latonia dba Hypnotique Creations	(16182) Speaker for "Sexual Assault Awareness Month" Term: 4/11/2018 - 4/11/2018 Funding Source: General Funds	Library/SBVC	\$800.00
	Walker, Daniel dba Perfect Works	(16188) Speaker for the "Black History Month" event Term: 2/15/2018 - 2/15/2018 Funding Source: Student Equity	Student Services/SBVC	\$5,000.00



<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Westpy Marketing Service	(16198) Production of promotional giveaways; 1,000 phone wallets as part of pledge week donation gifts Term: 1/17/2018 - 2/28/2018 Funding Source: KVCR - Foundation	KVCR Foundation/KVCR	\$2,643.03
Yosemite CCD	(16192) Booth rental at the CCC Registry Job Fair to promote Districtwide programs Term: 1/28/2018 - 1/28/2018 Funding Source: General Funds	Human Resources/SBCCD	\$1,939.50
<b><i>SubTotal for General: 37</i></b>			<b><i>\$188,735.33</i></b>
<b><u>Income - Contract Ed</u></b>			
Arthrex California, Inc	(16170) PDC to provide professional development training to contractors' employees Term: 12/4/2017 - 6/30/2018 Funding Source: N/A	EDCT/SBCCD	\$25,000.00
<b><i>SubTotal for Income - Contract Ed: 1</i></b>			<b><i>\$25,000.00</i></b>
<b><u>Income - General</u></b>			
San Bernardino County Superintendent of Schools	(16173) Agreement for participation in "AB 212 Educational Stipend Program" to supplement existing efforts and investments to retain qualified child care staff; stipend to be paid directly to eligible staff Term: 7/1/2017 - 6/30/2018 Funding Source: N/A	Child Care Center/CHC	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><i>Income - General</i></b>				
<b><i>SubTotal for Income - General: 1</i></b>				
<b><i>Income - Grant</i></b>				
	PBS - Public Broadcasting Service	(16172) Translator Relocation Program grant; SBCCD to act as fiscal agent for Cheyenne-Arapaho Tribes TV station license K47MU-D FCC conversion project Term: 8/31/2017 - 12/31/2018 Funding Source: N/A	KVCR/KVCR	\$80,000.00
	Riverside CCD	(16195) Participation Agreement for Strong Workforce Program; P02 Subregional Business Incubator and Makerspace, P07 Regional and District Job Developers, and P15 Regional Data Analysis and Alignment Term: 1/1/2018 - 12/31/2019 Funding Source: N/A	CTE/Human Dev/CHC	\$461,429.00
	Truth Initiative Foundation dba Truth Initiative	(16202) Truth Initiative's Tobacco-Free College Program grant Term: 2/1/2018 - 8/15/2019 Funding Source: N/A	Research & Planning/CHC	\$20,000.00
<b><i>SubTotal for Income - Grant: 3</i></b>				<b><i>\$561,429.00</i></b>

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Leases</u></b>				
	Inland Valley Development Agency - IVDA	(14240) Lease of commercial space at 1601 East Third Street, Suite 201 & 202, San Bernardino, CA 92408; needed for additional office space; funded through EDCT operational funding from grants (Caltrans, DNS, SB Entrepreneurship) indirect costs; this is to approve acceptance of the option for the lease to become a month to month rental with a not to exceed term of 48 additional months Term: 12/1/2016 - 11/30/2021  Funding Source: EDCT - Foundation	ECDT Foundation/SBCCD	\$148,060.00
<b><i>SubTotal for Leases: 1</i></b>				<b><i>\$148,060.00</i></b>
<b><u>Maintenance Agreement</u></b>				
	CDW Government Inc.	(16208) Maintenance agreement for network switching equipment "Extreme Custom HW SUP Renewal" Term: 1/1/2018 - 12/31/2018 Funding Source: General Funds	TESS/SBCCD	\$29,991.10
	Pacific Parking Systems, Inc.	(16206) Maintenance agreement for SBVC parking permit vending machines and on-demand repairs and parts Term: 3/22/2018 - 6/30/2018 Funding Source: Parking Fee	Administrative Services/SBVC	\$1,674.00
<b><i>SubTotal for Maintenance Agreement: 2</i></b>				<b><i>\$31,665.10</i></b>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><i>Off-Campus Work Study</i></b>			
Yucaipa-Calimesa Joint USD	(16166) Off-Campus Work Study agreement for placement of CHC Students at non-campus sites; no additional cost to SBCCD Term: 1/3/2018 - 6/30/2018 Funding Source: N/A	Resource Development/CHC	
<b><i>SubTotal for Off-Campus Work Study: 1</i></b>			
<b><i>PO as Contract</i></b>			
Crest Chevrolet/Geo	(16211) Repair of 2003 Trailblazer Term: 1/18/2018 - 6/30/2018 Funding Source: KVCR	KVCR/KVCR	\$2,000.00
Gatesair, Inc.	(16210) Repair of FM receiver Term: 1/17/2018 - 3/31/2018 Funding Source: KVCR	KVCR/KVCR	\$2,000.00
Herff Jones Inc.	(16212) Rental of commencement regalia for CHC Faculty Members Term: 5/24/2018 - 5/25/2018 Funding Source: General Funds	Student Life/CHC	\$3,500.00
<b><i>SubTotal for PO as Contract: 3</i></b>			<b><i>\$7,500.00</i></b>

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Program Acquisition</u></b>				
	Southern California Indian Center, Inc.	(16191) Program Acquisition rights for "Pow Wow Dreams, He Can't Be Caught, Two Spirits One Journey, Ancestor Eyes, The Migration, Liminality, Search for The World's Best Indian Taco, Edgar's Journey, Indios Primeros"; no cost to SBCCD Term: 12/15/2017 - 12/14/2022 Funding Source: N/A	FNX/KVCR	
<b><i>SubTotal for Program Acquisition: 1</i></b>				
<b><u>Redevelopment Agreements</u></b>				
	Yucaipa, City of	(16169) Final revised compensation agreement for the disposition of properties acquired and owned by former redevelopment agencies; no cost to SBCCD Term: 12/31/2017 - 6/30/2018 Funding Source: N/A	Fiscal Services/SBCCD	
<b><i>SubTotal for Redevelopment Agreements: 1</i></b>				
<b><u>Software/Online Services</u></b>				
	Bomgar Corporation	(16214) Software license and annual maintenance for remote assistance software for remote access to computers Term: 3/1/2018 - 2/28/2019 Funding Source: General Funds	TESS/SBCCD	\$15,973.35

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Software/Online Services</u></b>				
	Career America, LLC Parent Company of Financial Aid TV	(16153) Broadcast rights to "Financial Aid TV" and BOG Session Term: 12/7/2017 - 12/6/2019 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$22,848.00
	Cynosure New Media, Inc.	(16089) Provide assistance in creating an online interactive campus map and tour Term: 10/31/2017 - 12/31/2017 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$23,650.00
	Digital Networks Group, Inc.	(16159) Software Licenses for Convergent Eleminti M and Convergent HMP 300 software to manage digital signage Term: 1/1/2018 - 12/31/2018 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$2,991.39
	OMT Technologies	(16162) Software support renewal for "iMedia Logger" Term: 2/1/2018 - 1/31/2019 Funding Source: KVCR	KVCR/KVCR	\$579.92
	Sage Software, Inc.	(16196) Software license for SAGE 50 2018 Accounting Software Term: 1/15/2018 - 1/14/2019 Funding Source: General Funds	Accounting/SBCCD	\$2,232.78

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Software/Online Services</u></b>				
	Tableau Software, Inc	(16165) Software to visually represent progress toward key performance indicators Term: 3/2/2018 - 3/1/2019 Funding Source: Block Grant	TESS/SBCCD	\$18,170.00
	Wood, Jonathon L. dba C.O.R.A.	(16158) Online access for certificate programs "Teaching Men of Color in Community College and Supporting Men of Color in Community Colleges", "Racial Microaggressions" and "Unconscious Bias" Term: 1/2/2017 - 8/1/2020 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$60,000.00
<b><i>SubTotal for Software/Online Services: 8</i></b>				<b><i>\$146,445.44</i></b>
<b><u>Subgrantee</u></b>				
	San Bernardino City USD	(16207) Provide grant objectives by having three staff members attend the "Winter Leadership Conference" Term: 2/1/2018 - 6/30/2018 Funding Source: Middle College HS	Middle College/SBVC	\$4,000.00
	San Bernardino City USD	(16213) Provide opportunities to visit and participate in collaborative activities on college campuses and expose K-12 students to cultural and academic events Term: 1/1/2018 - 6/30/2018 Funding Source: Middle College HS	Middle College/SBVC	\$15,000.00
<b><i>SubTotal for Subgrantee: 2</i></b>				<b><i>\$19,000.00</i></b>

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<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
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*Grand Total Contracts for Board Date 2/8/2018: 69*



## Routine Contracts - Summary

Scheduled Board Meeting 02/08/2018

### EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Braille Transcribing</i>	1	\$60,000.00
<i>Broadcast Rights</i>	5	\$56,014.86
<i>Calworks Workstudy</i>	2	\$15,300.00
<i>General</i>	37	\$188,735.33
<i>Leases</i>	1	\$148,060.00
<i>Maintenance Agreement</i>	2	\$31,665.10
<i>Off-Campus Work Study</i>	1	\$0.00
<i>PO as Contract</i>	3	\$7,500.00
<i>Program Acquisition</i>	1	\$0.00
<i>Redevlopment Agreements</i>	1	\$0.00
<i>Software/Online Services</i>	8	\$146,445.44
<i>Subgrantee</i>	2	\$19,000.00
	64	
		<b>Total Expenses</b>
		<b><u><u>\$672,720.73</u></u></b>

### INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Income - Contract Ed</i>	1	\$2,500.00
<i>Income - General</i>	1	\$0.00
<i>Income - Grant</i>	3	\$561,429.00
	5	<b>Total Income</b>
		<b><u><u>\$561,429.00</u></u></b>
<b>Total Number of Contracts</b>	<b><u><u>69</u></u></b>	

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: February 8, 2018  
SUBJECT: Consideration of Approval of Vacation Payout

RECOMMENDATION

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

	<b># of Days</b>	<b>Rate</b>	<b>Total</b>
Pierre Galvez	15	\$522.72	\$7,840.80

OVERVIEW

Based on legal opinion, the County of San Bernardino requires that the payout of vacation time to community college district administrative personnel be approved by its governing board.

ANALYSIS

This board item represents payout of vacation to SBCCD administrative personnel based on a demonstration of personal hardship.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Payment will be made from the General Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
DATE: February 8, 2018  
SUBJECT: Consideration of Approval to Appoint a Member to the Citizens Bond Oversight Committee

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Stephen Ortiz to the Citizens Bond Oversight Committee (CBOC).

OVERVIEW

The Citizens Bond Oversight Committee is comprised of at least seven members of the community, and serves the purpose of reviewing the expenditure of Bond Measures P and M funds. Members of the committee shall be appointed by the Board of Trustees through the following process: (a) appropriate local groups will be solicited for applications; (b) the Chancellor or his designee will review the applications; and (c) the Chancellor or his designee will make recommendations to the Board.

As a student of Crafton Hills College and a member of its student body senate, Mr. Ortiz would fulfill the required role of Student Active in a College Group.

ANALYSIS

Approval of this recommendation will enable the CBOC to continue in an efficient and effective manner.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This item carries no financial implications.



# CITIZENS BOND OVERSIGHT COMMITTEE

## MEMBER APPLICATION FORM

Resume may be attached, but is optional. Submit completed application to Kelly Goodrich via email at kgoodric@sbccd.cc.ca.us, or via regular mail to SBCCD Fiscal Services, 114 S. Del Rosa Drive, San Bernardino, CA 92408. If you have questions, please call 909-382-4022.

Name Stephen Ortiz	Date of Application January 16, 2018
Street Address [REDACTED]	Telephone #(s) [REDACTED]
City, State Zip [REDACTED]	Email Address [REDACTED]

- 1) Are you currently 18 years of age or older?  Yes  No
- 2) Are you currently an employee or an official of the District?  Yes  No
- 3) Are you a vendor, contractor or consultant of the District?  Yes  No

Please indicate organizational representation, if applicable:

- Local Community
- Bona-fide Taxpayers Organization
- Business Organization within the District
- SBVC, CHC or KVCR Foundation
- Senior Citizens Organization
- SBVC or CHC Student Active in a College Group

Statement of expected contributions if appointed.

Years of construction experience, student perspective from Crafton Hills College, community perspective as a resident of the City of Banning.

Statement of qualifications (see **DESIRABLE QUALITIES FOR CANDIDATES** on reverse).

Knowledge of the San Bernardino Community College District and the local community. Availability to invest time to attend scheduled meetings, experienced in community relations and local community involvement, demonstrated interest in higher education issues, involvement in other volunteer positions.

Please provide three professional references including name, address, phone number and relationship.

Dr. Erika Paddock, Yucaipa CA, Student Advisor

Margie Magdaleno, Redlands CA, Former Employer

Richard Kanela, Redlands CA, Employer

**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:** February 8, 2018  
**SUBJECT:** Consideration of Approval to Award Request for Proposal 2018-04 and Contract to California Food Trucks, Inc. of Long Beach CA

**RECOMMENDATION**

It is recommended that the Board of Trustees award Request for Proposal (RFP) and Contract for RFP 2018-04 Customized Food Truck to California Food Trucks, Inc. of Long Beach, CA. The total amount of the contract is not to exceed \$120,000.

**OVERVIEW**

SBVC is in need of a vendor to supply a customized food truck for the Culinary Arts program. The truck will primarily be utilized as an on-campus extension of the Sun Room to expand the student’s laboratory experience.

**ANALYSIS**

The District received and evaluated two proposals. An evaluation committee ranked the proposals as follows:

<u>Vendor</u>	<u>Ranking</u>
California Food Trucks, Inc. (Long Beach, CA)	1
Vending Trucks, Inc. (East Brunswick, NJ)	2

Through an analysis of the proposals received and a committee based review process, California Food Trucks, Inc. has been determined to be the vendor that will best meet the needs of SBCCD.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

Included in Strong Workforce Fiscal Year 2018 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Donna Ferracone, Chair, Board of Trustees Foundation Ad-Hoc Committee  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
DATE: February 8, 2018  
SUBJECT: Consideration of Approval to Reclassify Foundation Director Positions Including a Step Increase Effective July 1, 2018

RECOMMENDATION

It is recommended that the Board of Trustees approve the reclassification of the following positions to the position of Development Director, Salary Range 18, effective July 1, 2018.

<b>Employee</b>	<b>Foundation</b>	<b>From Range/Step/Salary</b>	<b>To Range/Step/Salary</b>
Michelle Riggs	CHC Foundation	14 / E / \$106,491.27	18 / B / \$111,813.38
Ashley Gaines	EDCT Foundation	16 / D / \$111,812.38	18 / C / \$117,401.36
Ralph Cooper	KVCR Foundation	17 / C / \$111,812.38	18 / C / \$117,401.36

OVERVIEW

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

ANALYSIS

On August 10, 2017, the Board of Trustees approved the new Development Director job description to provide consistencies among the foundations. This board item provides for the alignment of all four Development Directors to Range 18 in the management salary schedule. This also includes the corresponding annual step increase for managers.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The financial impact of this board item will be included in the 2018-19 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey Nikac, Executive Assistant  
**DATE:** February 8, 2018  
**SUBJECT:** Consideration to Adopt Resolution to Pay Trustee for Meetings

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the resolutions to grant excused absences and pay Trustees Williams and Reyes as if in attendance at said meetings.

**OVERVIEW**

Board of Education Code 72024 provides that any member may be paid for any meeting when absent if the Board, by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business.

**BOARD IMPERATIVE**

IV. Enhanced and Informed Governance and Leadership

**FINANCIAL IMPLICATIONS**

Included in the budget.

**RESOLUTION  
TO PAY TRUSTEE FOR MEETINGS**

WHEREAS, the members of the Board of Trustees of the San Bernardino Community College District receive compensation for attendance at meetings of the Board in accordance with provisions of Education Code Section 72024; and

WHEREAS, Education Code 72024 provides that any member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business; and

WHEREAS, the Board finds that the absence of Trustee Williams from the meetings of February 8, 2018, were due to a personal hardship; and

WHEREAS, this resolution will constitute action to grant an excused absence of Trustee Williams.

NOW, THEREFORE, BE IT RESOLVED that Trustee Williams shall be paid as if in attendance at said meetings.

ADOPTED this 8th day of February 2018.

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Bruce Baron  
Chancellor and Secretary



**RESOLUTION  
TO PAY TRUSTEE FOR MEETINGS**

WHEREAS, the members of the Board of Trustees of the San Bernardino Community College District receive compensation for attendance at meetings of the Board in accordance with provisions of Education Code Section 72024; and

WHEREAS, Education Code 72024 provides that any member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business; and

WHEREAS, the Board finds that the absence of Trustee Reyes from the meeting of January 11, 2018, was due to participation of other district business; and

WHEREAS, this resolution will constitute action to grant an excused absence of Trustee Reyes.

NOW, THEREFORE, BE IT RESOLVED that Trustee Reyes shall be paid as if in attendance at said meeting.

ADOPTED this 8th day of February 2018.

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Bruce Baron  
Chancellor and Secretary

## 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: February 8, 2018  
SUBJECT: Consideration of Approval to Award RFQ/RFP 03-1718-10 and Contract to Key Code Media, Inc. of Burbank CA

### RECOMMENDATION

It is recommended that the Board of Trustees award RFQ/RFP 03-1718-10 and contract to Key Code Media, Inc. of Burbank CA for design engineering and consultation services for the KVCR Technology Core Modernization project in an amount of not to exceed \$366,400.

### OVERVIEW

In July 2017, SBCCD received \$157 million in FCC auction proceeds in exchange for the transition of KVCR from ultra-high frequency channel 24 (UHF) to very-high frequency channel 5 (VHF). Since then, a concentrated effort has been made to meet the Board of Trustees' need for a complete and comprehensive project scope and budget. Unfortunately, the unique nature of the transition and its resulting impact on existing KVCR equipment makes the process complex and challenging. To date, however, certain project components, as well as an initial budget, have been identified and are depicted on the attached. The award of this contract is for Tech Core Modernization design services.

### ANALYSIS

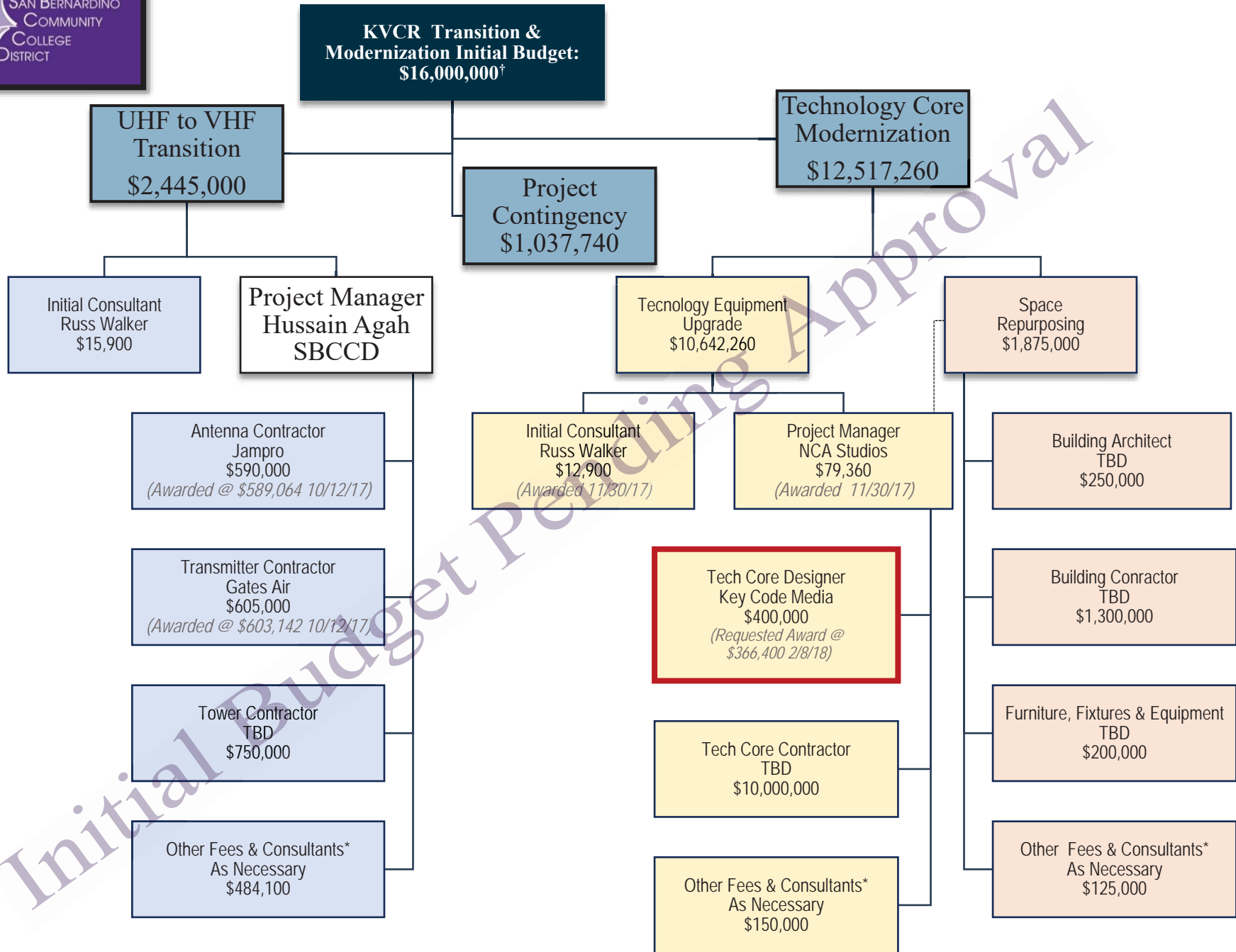
Four vendors responded to the request for qualification and proposal. Based on qualifications, areas of expertise, and responses, two vendors were pre-qualified. After post-proposal interviews, scope of service considerations and price negotiation, Key Code Media, Inc. has been determined to be the most experienced and best suited to provide design engineering and consultation services on the SBCCD Technology Core Upgrade project for KVCR.

### INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

### FINANCIAL IMPLICATIONS

Included in the Fund 59 FCC Auction Proceeds budget.



<sup>†</sup>Initial budget pending approval.

\*Various- attorney, engineer, environmental, inspection, permits, etc.



# KVCR Transition & Modernization Estimated Timeline

## UHF-to-VHF Transition

	Task	Timeline	Estimated Cost
UHF to VHF Transition	Antenna Contractor RFP/Award ( <i>Jampro</i> ) ✓	October 2017 - December 2018	\$ 590,000
	Transmitter Contractor RFP/Award ( <i>GatesAir</i> ) ✓	October 2017 - December 2018	\$ 605,000
	Tower Contractor RFP/Award	February 2018 - March 2018	\$ 750,000
	Tower/Antenna/Transmitter Construction to Occur	March 2018 - December 2018	---
	Initial Consultant Cost ( <i>Russ Walker</i> ) ✓	July 2017 - September 2017	\$ 15,900
	Other fees & consultants as Necessary*	March 2017 - June 2019	\$ 484,100
<b>Total Expected Cost</b>			<b>\$ 2,445,000</b>

## Technology Core Modernization Project

	Task	Timeline	Estimated Cost
Technology Equipment Upgrade	Initial Consultant Cost ( <i>Russ Walker</i> ) ✓	October 2017 - November 2017	\$ 12,900
	Project Manager Award ( <i>NCA Studio</i> ) ✓	December 2017 - December 2018	\$ 79,360
	Technology Core RFP/Award ( <i>Key Code Media</i> )	January 2018 - February 2018	\$ 400,000
	Technology Core Design to Occur	February 2018 - June 2018	---
	Technology Core Contractor RFP/Award	July 2018 - August 2018	\$ 10,000,000
	Technology Core Modernization to Occur	August 2018 - April 2019	---
	Other fees & consultants as Necessary*	February 2018 - April 2019	\$ 150,000
Space Repurposing	Building Architect RFP/Award	February 2018 - March 2018	\$ 250,000
	Building Design to Occur	March 2018 - August 2018	---
	Building Contractor RFP/Award	October 2018	\$ 1,300,000
	Building Construction to Occur	November 2018 - April 2019	---
	Furniture, Fixtures & Equipment Procurement	November 2018 - April 2019	\$ 200,000
	Other fees & consultants as Necessary*	March 2018 - April 2019	\$ 125,000
<b>Total Expected Cost</b>			<b>\$ 12,517,260</b>

## Project Contingency

Task	Timeline	Estimated Cost
Overall KVCR Transition & Modernization Contingency ~ 7%	October 2017 - April 2019	\$ 1,037,740

**TOTAL INITIAL BUDGET†** **\$ 16,000,000**

†Initial budget pending approval.

\*Various- attorney, engineer, environmental, inspection, permits, etc.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
DATE: February 8, 2018  
SUBJECT: Consideration of Approval to Accept the Prioritized Board Directives for the 2018-19 General Fund Budget for First Read

RECOMMENDATION

It is recommended that the Board of Trustees accept the attached Board Directives for the 2018-19 General Fund budget for a first read.

OVERVIEW

District Administrative Procedure 6200, Budget Preparation, calls for the Board of Trustees to give initial direction concerning the distribution of resources for the 2018-19 budget prior to March 1, 2018. This includes setting the level of contingencies and other reserves, making any changes in the District's mission, and determining the amount of resources available in the District for allocation to the colleges.

ANALYSIS

The attached directives were developed and reviewed by the Board of Trustees Budget Committee and reflect suggested changes from last year's directives. They are now being submitted for a first read with an anticipated submission for final approval at the February 22, 2018 Board Study Session.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This board item has no financial implications.

**Prioritized Board Directives for the  
2018-19 General Fund Budget<sup>1</sup>**  
(To be submitted for first read on February 8, 2018.)

- 1) Balance the 2018-19 budget without the use of the Fund Balance.
- 2) As adopted in the District Strategic Plan, allocate funding through the resource allocation model to pursue improvement in:
  - a) Student Success by continuing funding for student success programs at both colleges; and
  - b) Student Access by increasing funding for outreach.
- 3) Maintain a fund balance range of 12-15% in the Unrestricted General Fund (state minimum is 5%), unless fund balance is utilized for specially identified *one-time*<sup>2</sup> needs as authorized by the Board of Trustees.
- 4) Allocate funding through the resource allocation model to provide for safe, energy efficient and well-maintained facilities that contribute to student success.
- 5) Funding for any new positions must be approved through the process of program review or any other prioritization process as established at the colleges and district offices.
- 6) Replace all faculty retirements to meet Fifty Percent Law requirement.
- 7) Honor collective bargaining agreements.

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<sup>1</sup> For purposes of this document, *General Fund* refers to both restricted and unrestricted.

<sup>2</sup> *One-time* is defined as an expenditure that has no ongoing commitment. While one-time needs may be repeated in future years, the nature of the expenditure must conform to the definition.

**Prioritized Board Directives for the 2017-18  
2018-19 General Fund Budget<sup>1</sup>**  
*(To be submitted for approval February 8, 2018.)*  
*-(Approved February 9, 2017)*

- 1) Balance the ~~2017-18~~2018-19 budget without the use of the Fund Balance ~~with the exception of expenses related to the 2017 Early Retirement Incentive Plan and bargaining agreements.~~
- 2) As adopted in the District Strategic Plan, allocate funding through the resource allocation model to pursue improvement in ~~a) student success, by continuing funding for student success programs at both colleges; and b) student access, including growth at SBVC to maintain at least 10,500 FTES and continuing growth at CHC to reach 5,000 FTES.:~~
  - a) Student Success by continuing funding for student success programs at both colleges; and
  - b) Student Access by increasing funding for outreach.
- 3) Maintain a ~~minimum Fund Balance level~~fund balance range of ~~12%–15% in the Unrestricted General Fund~~ (state minimum is 5%), unless fund balance is utilized for specially identified “one-time”<sup>2</sup> needs as authorized by the Board of Trustees.
- ~~4) — Develop strategy to increase availability of funds to support the new facilities and student support services at both colleges.~~
- 4) ~~5)~~ Allocate funding through the resource allocation model to provide for safe, energy efficient, ~~clean,~~ and well-maintained facilities that contribute to student success.
- ~~6) — As funding becomes available, replenish the Fund Balance level to 15% within the next two years from one-time state funding.~~
- 5) ~~7)~~ Funding for any new positions must be approved through the process of program review or any other prioritization process as established at the colleges and district offices.
- 6) ~~8)~~ Replace all faculty retirements to meet Fifty Percent Law requirement.
- ~~9) —~~
- ~~10) — Continue toward the sustainability of KVCR.~~
- 7) Honor collective bargaining agreements.

<sup>1</sup>For purposes of this document, General Fund refers to both restricted and unrestricted.

<sup>2</sup>One-time is defined as an expenditure that has no ongoing commitment. While “one-time” needs may be repeated in future years, the nature of the expenditure must conform to the definition.

## **Prioritized Board Directives for the 2017-18 Budget**

*(Approved February 9, 2017)*

- 1) Balance the 2017-18 budget without the use of the Fund Balance with the exception of expenses related to the 2017 Early Retirement Incentive Plan and bargaining agreements.
- 2) As adopted in the District Strategic Plan, allocate funding through the resource allocation model to pursue improvement in a) student success, by continuing funding for student success programs at both colleges; and b) student access, including growth at SBVC to maintain at least 10,500 FTES and continuing growth at CHC to reach 5,000 FTES.
- 3) Maintain a minimum Fund Balance level of 12% (state minimum is 5%), unless Fund Balance is utilized for specially identified “one-time” needs as authorized by the Board of Trustees. *(“One-time” is defined as an expenditure that has no ongoing commitment. While “one-time” needs may be repeated in future years, the nature of the expenditure must conform to the definition.)*
- 4) Develop strategy to increase availability of funds to support the new facilities and student support services at both colleges.
- 5) Allocate funding through the resource allocation model to provide for safe, energy efficient, clean, and well-maintained facilities that contribute to student success.
- 6) As funding becomes available, replenish the Fund Balance level to 15% within the next two years from one-time state funding.
- 7) Funding for any new positions must be approved through the process of program review or any other prioritization process as established at the colleges and district offices.
- 8) Replace all faculty retirements to meet Fifty Percent Law requirement.
- 9) Honor collective bargaining agreements.
- 10) Continue toward the sustainability of KVCR.



## **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:** February 8, 2018

**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 - February 2018**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
<b>DISTRICT</b>				
Alexander	Tenille	Business Services	For being so patient and helping us out with our budgets. You are always so friendly and professional. You are very appreciated.	Shari Blackwell
Davis	Angela	Purchasing	For her constant contributions to San Bernardino Community College District. She is a true professional and we appreciate everything she does.	Shari Blackwell
Garcia	Stacy	EDCT	Thank you for being so kind and helpful.	Brittany Sysawang
<b>CHC</b>				
Pinedo	Regina	Custodial	Thank you for helping me out when I was cleaning out my office. You went above and beyond. I appreciate it.	Susana de la Pena
Pinedo	Vanessa	Custodial	Thank you for helping me out when I was cleaning out my office. You went above and beyond. I appreciate it.	Susana de la Pena
Southerland-Amsden	Frances	Test Center	She was so kind and helpful. She made it so I didn't even need to test!	Anna Hosey
<b>SBVC</b>				
Hylton	Christopher	M&O	Thanks for helping with the bio lab blender!	Sarah Miller

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: February 8, 2018  
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 January 10, 2018. As of that date, SBCCD was 53.1% through the fiscal year and had spent and/or encumbered approximately 51.4% 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 01/10/2018

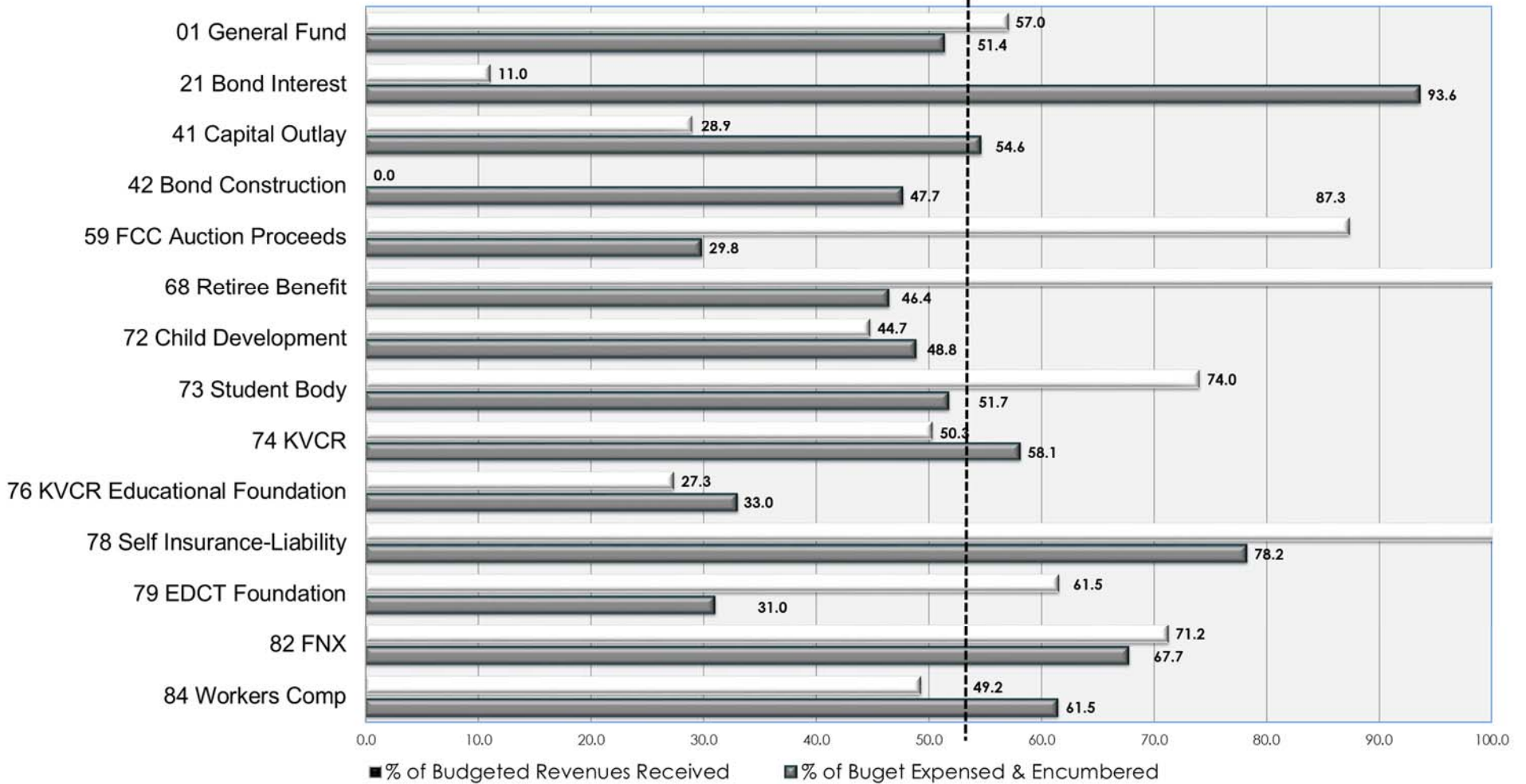
	53.1% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund	\$ 143,947,469	\$ 82,099,885	57.0%	\$ 146,855,336	\$ 75,441,785	51.4%	
21 Bond Interest & Redemption	\$ 21,665,000	\$ 2,390,506	11.0%	\$ 21,665,000	\$ 20,274,936	93.6%	<i>Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.</i>
41 Capital Outlay Projects	\$ 2,813,992	\$ 814,389	28.9%	\$ 8,334,092	\$ 4,552,544	54.6%	<i>RDA revenue transfer expected in by year end.</i>
42 Bond Construction	\$ -	\$ 47,470	n/a	\$ 8,118,504	\$ 3,870,232	47.7%	
59 FCC Auction Proceeds	\$ 157,113,171	\$ 157,199,731	100.1%	\$ 2,400,000	\$ 20,717,676	863.2%	<i>Expenditures are for KVCR Transition costs as well as the transfer of \$20 million to Fund 68, as approved by the Board of Trustees, for STRS/PERS.</i>
68 Retiree Benefit	\$ 261,000	\$ 20,068,453	7689.1%	\$ 371,234	\$ 172,269	46.4%	<i>\$20 million transferred from Fund 59 for STRS/PERS investment.</i>
72 Child Development	\$ 2,915,120	\$ 1,303,984	44.7%	\$ 2,915,032	\$ 1,423,136	48.8%	
73 Student Body Center Fee	\$ 285,750	\$ 211,429	74.0%	\$ 285,750	\$ 147,819	51.7%	
74 KVCR	\$ 3,728,232	\$ 1,874,452	50.3%	\$ 3,727,644	\$ 2,165,827	58.1%	
76 KVCR Educational Foundation	\$ 2,883,438	\$ 787,755	27.3%	\$ 2,883,437	\$ 950,632	33.0%	
78 Self Insurance-Liability	\$ 550,000	\$ 552,295	100.4%	\$ 765,000	\$ 598,467	78.2%	
79 EDCT Foundation	\$ 468,996	\$ 288,573	61.5%	\$ 488,996	\$ 151,418	31.0%	
82 FNX	\$ 2,113,290	\$ 1,505,375	71.2%	\$ 2,113,290	\$ 1,430,837	67.7%	
84 Workers Compensation	\$ 1,325,000	\$ 652,354	49.2%	\$ 1,110,000	\$ 682,200	61.5%	



# Budget Revenue & Expenditure Summary

Year to Date 01/10/2018

Fiscal Year Elapsed - 53.1%



**JANUARY 2018 BOARD FTES REPORT**

**ENROLLMENT**

	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
CREDIT	Prior Fall	55	47	47	●
	Prior Spring	138	138	138	●
	Summer 1	770	784	784	●
	Fall 2017	4,550	4,617	4,617	●
	Spring 2018	4,387	4,301	4,414	●
	Summer 2	500	-	500	
	<b>Total</b>	<b>10,400</b>	<b>9,887</b>	<b>10,500</b>	●
	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
NONCREDIT	Summer 1	5	6	6	●
	Fall 2017	70	88	88	●
	Spring 2018	70	-	70	
	Summer 2	5	-	5	
	<b>Total</b>	<b>150</b>	<b>94</b>	<b>169</b>	●
	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
ENHANCED NONCREDIT	Summer 1	-	-	-	
	Fall 2017	50	7	7	●
	Spring 2018	50	-	-	
	Summer 2	-	-	-	
	<b>Total</b>	<b>100</b>	<b>7</b>	<b>7</b>	●

**FTES GRAND TOTAL**

TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
<b>Total</b>	<b>10,650</b>	<b>9,988</b>	<b>10,676</b>	●

**PRODUCTIVITY (WSCH/FTEF)**

TERM	STANDARD	ACTUAL	PERCENTAGE	STATUS
Fall 2016	525	402	76.6%	
Fall 2017	525	414	78.8%	●

**NUMBER OF NONCREDIT AND CONCURRENTLY ENROLLED STUDENTS**

TERM	GOAL	ACTUAL	STATUS
Concurrent	n/a	194	●
Noncredit	n/a	2,116	●



**CRAFTON HILLS**  
COLLEGE  
JANUARY 2018 BOARD FTES REPORT

**ENROLLMENT**

		TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
CREDIT		Spring 2017	27	27	27	●
		Summer 2017	404	404	404	●
		Fall 2017	2,105	2,110	2,110	●
		Spring 2018	1,983	1,874	1,983	●
		<b>Total</b>	<b>4,519</b>	<b>4,415</b>	<b>4,524</b>	●
		TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
NONCREDIT		Spring 2017	-	-	-	
		Summer 2017	1	1	1	●
		Fall 2017	30	26	26	●
		Spring 2018	20	-	20	
		<b>Total</b>	<b>51</b>	<b>27</b>	<b>47</b>	●

**FTES GRAND TOTAL**

TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
<b>Total</b>	4,570	4,442	4,571	●

**PRODUCTIVITY (WSCH/FTEF)**

TERM	STANDARD	ACTUAL	PERCENTAGE	STATUS
Fall 2016	525	417	79%	●
Fall 2017	525	418	80%	●

**NUMBER OF NONCREDIT AND CONCURRENTLY ENROLLED STUDENTS**

TERM	GOAL	ACTUAL	STATUS
Concurrent	100	121	●
Noncredit	1,000	1,342	●

**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
<b>Fund 01 GENERAL FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	2,471,463.66	333,662.95	333,662.95	13.50%	-	2,137,800.71	86.50%
Other State Revenue (860000 to 869999)	105,647,627.65	56,960,158.57	56,960,158.57	53.92%	83,241.09	48,604,227.99	46.01%
Other Local Revenue (880000 to 889999)	35,618,377.51	24,652,037.01	24,652,037.01	69.21%	64,325.14	10,902,015.36	30.61%
All Other Financing Sources (890000 to 897999)	-	6,459.75	6,459.75	100.00%	-	(6,459.75)	0.00%
Interfund Transfers In (898000 to 898999)	210,000.00	-	-	0.00%	-	210,000.00	100.00%
<b>Total Revenue</b>	<b>143,947,468.82</b>	<b>81,952,318.28</b>	<b>81,952,318.28</b>		<b>147,566.23</b>	<b>61,847,584.31</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	43,248,514.56	21,305,498.04	21,305,498.04	49.26%	-	21,943,016.52	50.74%
Classified Salary (200000 to 299999)	30,187,399.33	14,969,328.92	14,969,328.92	49.59%	(4,049.84)	15,222,120.25	50.43%
Employee Benefit (300000 to 399999)	24,439,391.35	11,414,459.06	11,414,459.06	46.71%	-	13,024,932.29	53.29%
Books and Supplies (400000 to 499999)	3,312,892.25	637,366.25	637,366.25	19.24%	850,059.97	1,825,466.03	55.10%
Services and Operating Expenditures (500000 to 599999)	38,098,231.79	10,498,111.99	10,498,111.99	27.56%	12,370,671.79	15,229,448.01	39.97%
Capital Outlay (600000 to 699999)	5,159,112.83	736,428.53	736,428.53	14.27%	931,823.73	3,490,860.57	67.66%
Other Financing Uses (700000 to 729999)	210,000.00	-	-	0.00%	-	210,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	946,487.00	952,637.40	952,637.40	100.65%	(6,150.40)	-	0.00%
Other Financing Uses (740000 to 769999)	1,253,306.92	368,388.55	368,388.55	29.39%	417,210.89	467,707.48	37.32%
<b>Total Expenditure</b>	<b>146,855,336.03</b>	<b>60,882,218.74</b>	<b>60,882,218.74</b>		<b>14,559,566.14</b>	<b>71,413,551.15</b>	
<b>Total Fund 01 GENERAL FUND</b>	<b>(2,907,867.21)</b>	<b>21,070,099.54</b>	<b>21,070,099.54</b>		<b>(14,411,999.91)</b>	<b>(9,565,966.84)</b>	

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
<b>Fund 21 BOND INTEREST AND REDEMPTIONF</b>							
<b>Revenue</b>							
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	913,883.01	913,883.01	4.26%	-	20,536,116.99	95.74%
All Other Financing Sources (890000 to 897999)	-	1,476,622.81	1,476,622.81	100.00%	-	(1,476,622.81)	0.00%
<b>Total Revenue</b>	<b>21,665,000.00</b>	<b>2,390,505.82</b>	<b>2,390,505.82</b>		<b>-</b>	<b>19,274,494.18</b>	
<b>Expenditure</b>							
Other Financing Uses (700000 to 729999)	21,665,000.00	20,274,936.20	20,274,936.20	93.58%	-	1,390,063.80	6.42%
<b>Total Expenditure</b>	<b>21,665,000.00</b>	<b>20,274,936.20</b>	<b>20,274,936.20</b>		<b>-</b>	<b>1,390,063.80</b>	
<b>Total Fund 21 BOND INTEREST AND REDEMPTIONF</b>	<b>-</b>	<b>(17,884,430.38)</b>	<b>(17,884,430.38)</b>		<b>-</b>	<b>17,884,430.38</b>	

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
<b>Fund 41 CAPITAL OUTLAY PROJECTS FUND</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	1,258,092.11	484,565.11	484,565.11	38.52%	-	773,527.00	61.48%
Other Local Revenue (880000 to 889999)	1,359,413.00	133,337.28	133,337.28	9.81%	-	1,226,075.72	90.19%
Interfund Transfers In (898000 to 898999)	196,487.00	196,487.00	196,487.00	100.00%	-	-	0.00%
<b>Total Revenue</b>	<b>2,813,992.11</b>	<b>814,389.39</b>	<b>814,389.39</b>		<b>-</b>	<b>1,999,602.72</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	200,721.62	100,360.80	100,360.80	50.00%	-	100,360.82	50.00%
Employee Benefit (300000 to 399999)	79,289.27	37,868.75	37,868.75	47.76%	-	41,420.52	52.24%
Services and Operating Expenditures (500000 to 599999)	2,257,399.00	722,153.16	722,153.16	31.99%	1,294,749.08	240,496.76	10.65%
Capital Outlay (600000 to 699999)	5,796,682.11	1,012,476.97	1,012,476.97	17.47%	1,384,934.98	3,399,270.16	58.64%
<b>Total Expenditure</b>	<b>8,334,092.00</b>	<b>1,872,859.68</b>	<b>1,872,859.68</b>		<b>2,679,684.06</b>	<b>3,781,548.26</b>	
<b>Total Fund 41 CAPITAL OUTLAY PROJECTS FUND</b>	<b>(5,520,099.89)</b>	<b>(1,058,470.29)</b>	<b>(1,058,470.29)</b>		<b>(2,679,684.06)</b>	<b>(1,781,945.54)</b>	

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
<b>Fund 42 REVENUE BOND CONSTRUCTION FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	-	59,384.42	59,384.42	100.00%	(11,913.98)	(47,470.44)	100.00%
<b>Total Revenue</b>	-	59,384.42	59,384.42		(11,913.98)	(47,470.44)	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	310,963.00	47,729.86	47,729.86	15.35%	169,530.52	93,702.62	30.13%
Capital Outlay (600000 to 699999)	7,807,540.61	1,455,110.60	1,455,110.60	18.64%	2,197,860.95	4,154,569.06	53.21%
<b>Total Expenditure</b>	8,118,503.61	1,502,840.46	1,502,840.46		2,367,391.47	4,248,271.68	
<b>Total Fund 42 REVENUE BOND CONSTRUCTION FUN</b>	<u>(8,118,503.61)</u>	<u>(1,443,456.04)</u>	<u>(1,443,456.04)</u>		<u>(2,379,305.45)</u>	<u>(4,295,742.12)</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 = 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
<b>Fund 59 ENTERPRISE FUND-FCC AUCTION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	-	86,559.66	86,559.66	100.00%	-	(86,559.66)	0.00%
All Other Financing Sources (890000 to 897999)	157,113,171.00	137,113,171.00	137,113,171.00	87.27%	20,000,000.00	-	0.00%
<b>Total Revenue</b>	<b>157,113,171.00</b>	<b>137,199,730.66</b>	<b>137,199,730.66</b>		<b>20,000,000.00</b>	<b>(86,559.66)</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	960,000.00	94,543.20	94,543.20	9.85%	281,132.42	584,324.38	60.87%
Capital Outlay (600000 to 699999)	1,100,000.00	-	-	0.00%	2,000.00	1,098,000.00	99.82%
Interfund Transfers Out (730000 to 739999)	340,000.00	340,000.00	340,000.00	100.00%	20,000,000.00	(20,000,000.00)	(5,882.35%)
<b>Total Expenditure</b>	<b>2,400,000.00</b>	<b>434,543.20</b>	<b>434,543.20</b>		<b>20,283,132.42</b>	<b>(18,317,675.62)</b>	
<b>Total Fund 59 ENTERPRISE FUND-FCC AUCTION</b>	<b>154,713,171.00</b>	<b>136,765,187.46</b>	<b>136,765,187.46</b>		<b>(283,132.42)</b>	<b>18,231,115.96</b>	

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 = 59,68; 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
<b>Fund 68 RETIREE BENEFIT FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	261,000.00	68,452.62	68,452.62	26.23%	-	192,547.38	73.77%
Interfund Transfers In (898000 to 898999)	-	20,000,000.00	20,000,000.00	100.00%	-	(20,000,000.00)	0.00%
<b>Total Revenue</b>	<b>261,000.00</b>	<b>20,068,452.62</b>	<b>20,068,452.62</b>		<b>-</b>	<b>(19,807,452.62)</b>	
<b>Expenditure</b>							
Employee Benefit (300000 to 399999)	371,234.00	172,269.10	172,269.10	46.40%	-	198,964.90	53.60%
<b>Total Expenditure</b>	<b>371,234.00</b>	<b>172,269.10</b>	<b>172,269.10</b>		<b>-</b>	<b>198,964.90</b>	
<b>Total Fund 68 RETIREE BENEFIT FUND</b>	<b>(110,234.00)</b>	<b>19,896,183.52</b>	<b>19,896,183.52</b>		<b>-</b>	<b>(20,006,417.52)</b>	

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 = 59,68; 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
<b>Fund 72 CHILD DEVELOPMENT FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	243,380.00	70,152.65	70,152.65	28.82%	18,635.35	154,592.00	63.52%
Other State Revenue (860000 to 869999)	2,449,390.00	973,364.79	973,364.79	39.74%	136,383.79	1,339,641.42	54.69%
Other Local Revenue (880000 to 889999)	222,350.00	105,447.01	105,447.01	47.42%	-	116,902.99	52.58%
<b>Total Revenue</b>	<b>2,915,120.00</b>	<b>1,148,964.45</b>	<b>1,148,964.45</b>		<b>155,019.14</b>	<b>1,611,136.41</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,623,463.74	860,220.33	860,220.33	52.99%	-	763,243.41	47.01%
Employee Benefit (300000 to 399999)	789,680.94	363,953.19	363,953.19	46.09%	-	425,727.75	53.91%
Books and Supplies (400000 to 499999)	294,392.96	59,867.86	59,867.86	20.34%	131,760.27	102,764.83	34.91%
Services and Operating Expenditures (500000 to 599999)	197,574.83	3,240.33	3,240.33	1.64%	-	194,334.50	98.36%
Capital Outlay (600000 to 699999)	9,920.00	2,128.07	2,128.07	21.45%	1,966.44	5,825.49	58.72%
Interfund Transfers Out (730000 to 739999)	-	2,160.00	2,160.00	100.00%	(2,160.00)	-	100.00%
<b>Total Expenditure</b>	<b>2,915,032.47</b>	<b>1,291,569.78</b>	<b>1,291,569.78</b>		<b>131,566.71</b>	<b>1,491,895.98</b>	
<b>Total Fund 72 CHILD DEVELOPMENT FUND</b>	<b>87.53</b>	<b>(142,605.33)</b>	<b>(142,605.33)</b>		<b>23,452.43</b>	<b>119,240.43</b>	

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
<b>Fund 73 STUDENT BODY CENTER FEE FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	285,750.00	211,428.54	211,428.54	73.99%	-	74,321.46	26.01%
<b>Total Revenue</b>	<b>285,750.00</b>	<b>211,428.54</b>	<b>211,428.54</b>		<b>-</b>	<b>74,321.46</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	160,980.31	92,048.98	92,048.98	57.18%	-	68,931.33	42.82%
Employee Benefit (300000 to 399999)	60,046.55	31,190.25	31,190.25	51.94%	-	28,856.30	48.06%
Books and Supplies (400000 to 499999)	16,200.00	1,448.62	1,448.62	8.94%	499.97	14,251.41	87.97%
Services and Operating Expenditures (500000 to 599999)	24,023.14	1,204.50	1,204.50	5.01%	-	22,818.64	94.99%
Capital Outlay (600000 to 699999)	24,500.00	-	-	0.00%	21,426.49	3,073.51	12.54%
Interfund Transfers Out (730000 to 739999)	-	160.00	160.00	100.00%	(160.00)	-	100.00%
<b>Total Expenditure</b>	<b>285,750.00</b>	<b>126,052.35</b>	<b>126,052.35</b>		<b>21,766.46</b>	<b>137,931.19</b>	
<b>Total Fund 73 STUDENT BODY CENTER FEE FUND</b>	<b>-</b>	<b>85,376.19</b>	<b>85,376.19</b>		<b>(21,766.46)</b>	<b>(63,609.73)</b>	

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
<b>Fund 74 KVCR FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,727,827.03	1,133,368.26	1,133,368.26	65.60%	1,083.50	593,375.27	34.34%
Interfund Transfers In (898000 to 898999)	2,000,405.00	740,000.00	740,000.00	36.99%	-	1,260,405.00	63.01%
<b>Total Revenue</b>	<b>3,728,232.03</b>	<b>1,873,368.26</b>	<b>1,873,368.26</b>		<b>1,083.50</b>	<b>1,853,780.27</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	-	5,292.00	5,292.00	100.00%	-	(5,292.00)	0.00%
Classified Salary (200000 to 299999)	1,381,524.05	868,453.21	868,453.21	62.86%	-	513,070.84	37.14%
Employee Benefit (300000 to 399999)	606,697.07	278,925.41	278,925.41	45.97%	-	327,771.66	54.03%
Books and Supplies (400000 to 499999)	30,700.00	8,058.75	8,058.75	26.25%	14,066.29	8,574.96	27.93%
Services and Operating Expenditures (500000 to 599999)	1,589,223.03	369,155.80	369,155.80	23.23%	561,450.25	658,616.98	41.44%
Capital Outlay (600000 to 699999)	119,500.00	29,974.28	29,974.28	25.08%	30,451.00	59,074.72	49.43%
<b>Total Expenditure</b>	<b>3,727,644.15</b>	<b>1,559,859.45</b>	<b>1,559,859.45</b>		<b>605,967.54</b>	<b>1,561,817.16</b>	
<b>Total Fund 74 KVCR FUND</b>	<b>587.88</b>	<b>313,508.81</b>	<b>313,508.81</b>		<b>(604,884.04)</b>	<b>291,963.11</b>	

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
<b>Fund 76 KVCR EDUCATIONAL FOUNDATION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,883,437.98	784,754.62	784,754.62	27.22%	-	2,098,683.36	72.78%
<b>Total Revenue</b>	<b>2,883,437.98</b>	<b>784,754.62</b>	<b>784,754.62</b>		<b>-</b>	<b>2,098,683.36</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	354,128.78	148,876.43	148,876.43	42.04%	-	205,252.35	57.96%
Employee Benefit (300000 to 399999)	113,696.94	43,343.52	43,343.52	38.12%	-	70,353.42	61.88%
Books and Supplies (400000 to 499999)	32,250.00	4,086.09	4,086.09	12.67%	3,489.68	24,674.23	76.51%
Services and Operating Expenditures (500000 to 599999)	814,376.59	177,207.12	177,207.12	21.76%	173,629.41	463,540.06	56.92%
Capital Outlay (600000 to 699999)	14,000.00	-	-	0.00%	-	14,000.00	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	400,000.00	400,000.00	31.25%	-	879,985.00	68.75%
<b>Total Expenditure</b>	<b>2,883,437.31</b>	<b>773,513.16</b>	<b>773,513.16</b>		<b>177,119.09</b>	<b>1,932,805.06</b>	
<b>Total Fund 76 KVCR EDUCATIONAL FOUNDATION</b>	<b>0.67</b>	<b>11,241.46</b>	<b>11,241.46</b>		<b>(177,119.09)</b>	<b>165,878.30</b>	

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
<b>Fund 78 SELF INSURANCE-LIABILITY&amp;PROP</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	-	2,295.38	2,295.38	100.00%	-	(2,295.38)	0.00%
Interfund Transfers In (898000 to 898999)	550,000.00	550,000.00	550,000.00	100.00%	-	-	0.00%
<b>Total Revenue</b>	550,000.00	552,295.38	552,295.38		-	(2,295.38)	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	765,000.00	562,251.06	562,251.06	73.50%	36,215.94	166,533.00	21.77%
<b>Total Expenditure</b>	765,000.00	562,251.06	562,251.06		36,215.94	166,533.00	
<b>Total Fund 78 SELF INSURANCE-LIABILITY&amp;PROP</b>	<u>(215,000.00)</u>	<u>(9,955.68)</u>	<u>(9,955.68)</u>		<u>(36,215.94)</u>	<u>(168,828.38)</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 = 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
<b>Fund 79 EDCT FOUNDATION</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	250,000.00	45,000.00	45,000.00	18.00%	(20,000.00)	225,000.00	90.00%
Other Local Revenue (880000 to 889999)	18,996.00	43,573.11	43,573.11	229.38%	20,000.00	(44,577.11)	(234.67%)
Interfund Transfers In (898000 to 898999)	200,000.00	200,000.00	200,000.00	100.00%	-	-	0.00%
<b>Total Revenue</b>	<b>468,996.00</b>	<b>288,573.11</b>	<b>288,573.11</b>		<b>-</b>	<b>180,422.89</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	10,000.00	-	-	0.00%	-	10,000.00	100.00%
Classified Salary (200000 to 299999)	148,469.38	93,826.93	93,826.93	63.20%	-	54,642.45	36.80%
Employee Benefit (300000 to 399999)	62,165.06	26,438.77	26,438.77	42.53%	-	35,726.29	57.47%
Books and Supplies (400000 to 499999)	22,330.00	5,076.98	5,076.98	22.74%	6,888.09	10,364.93	46.42%
Services and Operating Expenditures (500000 to 599999)	113,532.00	9,709.56	9,709.56	8.55%	6,851.77	96,970.67	85.41%
Capital Outlay (600000 to 699999)	132,500.00	2,625.87	2,625.87	1.98%	-	129,874.13	98.02%
<b>Total Expenditure</b>	<b>488,996.44</b>	<b>137,678.11</b>	<b>137,678.11</b>		<b>13,739.86</b>	<b>337,578.47</b>	
<b>Total Fund 79 EDCT FOUNDATION</b>	<b>(20,000.44)</b>	<b>150,895.00</b>	<b>150,895.00</b>		<b>(13,739.86)</b>	<b>(157,155.58)</b>	

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
<b>Fund 82 SCHLRSH&amp;LOAN AGENCY KVCR-FNX</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,113,290.00	1,005,374.93	1,005,374.93	47.57%	500,000.00	607,915.07	28.77%
<b>Total Revenue</b>	<b>2,113,290.00</b>	<b>1,005,374.93</b>	<b>1,005,374.93</b>		<b>500,000.00</b>	<b>607,915.07</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	743,937.14	479,619.23	479,619.23	64.47%	-	264,317.91	35.53%
Employee Benefit (300000 to 399999)	227,239.36	114,495.50	114,495.50	50.39%	-	112,743.86	49.61%
Books and Supplies (400000 to 499999)	29,300.00	9,091.06	9,091.06	31.03%	11,944.15	8,264.79	28.21%
Services and Operating Expenditures (500000 to 599999)	946,193.00	204,527.24	204,527.24	21.62%	583,529.98	158,135.78	16.71%
Capital Outlay (600000 to 699999)	61,200.00	15,787.60	15,787.60	25.80%	11,842.39	33,570.01	54.85%
Other Financing Uses (700000 to 729999)	105,420.00	-	-	0.00%	-	105,420.00	100.00%
<b>Total Expenditure</b>	<b>2,113,289.50</b>	<b>823,520.63</b>	<b>823,520.63</b>		<b>607,316.52</b>	<b>682,452.35</b>	
<b>Total Fund 82 SCHLRSH&amp;LOAN AGENCY KVCR-FNX</b>	<b>0.50</b>	<b>181,854.30</b>	<b>181,854.30</b>		<b>(107,316.52)</b>	<b>(74,537.28)</b>	

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
<b>Fund 84 WORKERS COMPENSATION FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,325,000.00	652,353.70	652,353.70	49.23%	-	672,646.30	50.77%
<b>Total Revenue</b>	<b>1,325,000.00</b>	<b>652,353.70</b>	<b>652,353.70</b>		<b>-</b>	<b>672,646.30</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	1,110,000.00	614,602.28	614,602.28	55.37%	67,598.00	427,799.72	38.54%
<b>Total Expenditure</b>	<b>1,110,000.00</b>	<b>614,602.28</b>	<b>614,602.28</b>		<b>67,598.00</b>	<b>427,799.72</b>	
<b>Total Fund 84 WORKERS COMPENSATION FUND</b>	<b>215,000.00</b>	<b>37,751.42</b>	<b>37,751.42</b>		<b>(67,598.00)</b>	<b>244,846.58</b>	

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:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven Sutorus, Business Manager  
**DATE:** February 8, 2018  
**SUBJECT:** CCFS-320 Apportionment Attendance Report for FY 2018 Period 1

### **RECOMMENDATION**

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

### **OVERVIEW**

The CCFS-320 Apportionment Attendance Report for FY 2018 Period 1 has been submitted to the State Chancellor's Office.

### **ANALYSIS**

The Period 1 report includes preliminary figures for the period July 1, 2017 – December 31, 2017 and uses annualizers to forecast fiscal year end data. The chart below summarizes the District's status as of P1 and provides comparison data.

<b>Comparison – FY17 P3 vs FY18 P1</b>						
<b>FY 17 at Year End</b>			<b>FY 18 at P1</b>			
				<b># Change</b>	<b>% Change</b>	
CHC	4,123		CHC	4,571	448	10.87%
SBVC	10,130		SBVC	10,676	546	5.39%
Total	14,253		Total	15,247	994	6.97%

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

**2017-2018 APPORTIONMENT ATTENDANCE REPORT**

Period: P1

District: San Bernardino

**CERTIFICATION**

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

The original signature of the district Chief Executive Officer is required.

**Chief Executive Officer: Bruce Baron**

Signature: 

Signature Date: 1-11-18

Electronic Certification Date: Thursday, January 11, 2018

**District Contact Person: Steven Sutorus**

Title: Business Manager

Phone: (909) 382-4031

EMail: ssutorus@sbccd.edu

Please return completed form to:  
  
CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE  
FISCAL SERVICES UNIT  
1102 Q STREET, 4th Floor  
SACRAMENTO, CA 95811-6511

**PART I. FULL-TIME EQUIVALENT STUDENTS**

<b>State Residents (and Nonresidents Attending Noncredit Courses)</b>	
Attendance FTES	Factored FTES

**Summer Intersession (Summer 2017 Only)**

1. Noncredit (Parts IV.A.1 + VII.A.3)	7.53	7.53
2. Credit (Parts III.A.1 + VI.A.1)	1,177.35	1,177.35

**Summer Intersession Courses (Summer 2018 Prior to July 1, 2018)**

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00

**Primary Terms (Exclusive of Summer Intersession)**

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	8,659.93	8,659.93
(b) Daily Census Contact Hours (Part III)	1,897.68	1,927.19

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	215.55	215.55
(b) Credit (Part IV.D)	986.58	990.59

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	1,006.09	1,006.09
(b) Daily Census Procedure Courses (Part V)(Credit)	1,259.95	1,263.29
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

**Total FTES**

Total Credit FTES	14,987.58	15,024.44
Total Noncredit FTES	223.08	223.08
Total FTES	15,210.66	15,247.52

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	0.00
Basic Skills Courses and Immigrant Education (Credit)	1,059.86



2017-2018 APPORTIONMENT ATTENDANCE REPORT

Period: P1

District: San Bernardino

**PART I. FULL-TIME EQUIVALENT STUDENTS**

	<b>Nonresidents</b>	
	<b>Attendance FTES</b>	<b>Factored FTES</b>
<b>Summer Intersession (Summer 2017 Only)</b>		
1. Noncredit (Parts IV.A.1 + VII.A.3)	0.53	0.53
2. Credit (Parts III.A.1 + VI.A.1)	36.23	36.23
<b>Summer Intersession Courses (Summer 2018 Prior to July 1, 2018)</b>		
1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	0.00	0.00
<b>Primary Terms (Exclusive of Summer Intersession)</b>		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	385.75	385.75
(b) Daily Census Contact Hours (Part III)	76.50	77.73
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	17.65	17.65
(b) Credit (Part IV.D)	14.01	14.07
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	32.73	32.73
(b) Daily Census Procedure Courses (Part V)(Credit)	38.99	39.10
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
<b>Total FTES</b>		
Total Credit FTES	584.21	585.61
Total Noncredit FTES	18.18	18.18
Total FTES	602.39	603.79

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Al Jackson, Chief of Police  
**DATE:** February 8, 2018  
**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 December (See attached)

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
CLERY ACT CRIMES  
December 2017

<u>Case#</u>	<u>Reported</u>	<u>Reportable Clery Crimes</u>	<u>Location</u>	<u>Disposition</u>
<b><u>ON CAMPUS:</u></b>				
<b>CRAFTON</b>				
17-385	12/05/2017	Domestic Violence	Lot C	Report Taken
<b>DISTRICT</b>				
17-396	12/11/2017	Burglary	Parking Lot	Report Taken
<b>Valley</b>				
NO INCIDENTS TO REPORT				
<b><u>PUBLIC PROPERTY:</u></b>				
<b>CRAFTON</b>				
NO INCIDENTS TO REPORT				
<b>DISTRICT</b>				
NO INCIDENTS TO REPORT				
<b>VALLEY</b>				
17-386	12/05/2017	Grand Theft Auto	Swap Lot	Repot Taken

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** February 8, 2018  
**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 restricted and unrestricted General Fund monthly cash flow analysis for the District.

### **ANALYSIS**

The General Fund cash balance as of June 30, 2018 is estimated to be \$27,087,823.

### **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<sup>†</sup>

## Restricted and Unrestricted

### Fiscal Year 2017-18

	JUL	AUG	SEPT	OCT	NOV	DEC	PROJECTED						ACCUALS	TOTAL
	JAN	FEB	MAR	APR	MAY	JUN								
<b>Beginning Cash Balance</b>	40,690	42,502	38,957	40,377	35,015	35,390	46,288	45,999	40,303	35,329	33,336	31,645		
<b>Receipts</b>														
<b>Federal</b>	63	-63	199		15	120	922	279	14	-3	251	675		2,471
<b>State</b>	5,743	5,846	12,679	6,472	7,315	18,906	7,846	5,878	13,088	7,762	7,850	6,148		105,533
<b>State Deferrals</b>														
<b>Local</b>	3,013	2,059	-224	1,189	3,553	15,063	4,509	883	-62	3,578	2,405	-347		35,618
<b>Temporary Borrowings</b>														
<b>Inc Transfer &amp; Sale of Assets</b>			2	4								203		210
<b>Accounts Receivable/Accruals</b>	544	3,487	667	585	75	-757	-309	70	376	253	576	59		5,626
<b>Total Receipts</b>	9,363	11,329	13,322	8,251	10,957	33,332	12,968	7,111	13,416	11,590	11,083	6,737		149,459
<b>Disbursements</b>														
<b>Academic Salaries</b>	1	2,026	3,560	3,907	3,973	3,911	3,908	3,657	3,878	3,940	3,945	6,324		43,031
<b>Classified Salaries</b>	1,943	2,200	2,525	2,485	2,539	2,762	2,546	2,247	2,723	2,559	2,626	2,946		30,102
<b>Benefits</b>	951	1,677	1,937	1,969	1,861	2,019	2,072	2,044	2,137	2,112	2,120	3,451		24,349
<b>Supplies &amp; Materials</b>	-8	71	157	186	144	61	168	251	263	197	387	1,309		3,185
<b>Other Operating Exp</b>	161	211	2,288	4,365	1,691	1,681	4,079	4,256	6,364	4,160	3,320	6,566		39,142
<b>Capital Outlay</b>	1	7	145	242	172	167	401	263	326	457	539	1,917		4,636
<b>Other Outgo</b>	26	341	429	180	205	145	97	100	48	152	39	531		2,295
<b>Longterm Post-Employment Benefits</b>		-8	-7	-2	-1	-1	-8	-8	40	-1	6	-4		6
<b>Accounts Payable/Accruals</b>	4,481	8,348	868	280	-2	11,689	-5	-3	2,612	7	-207	-11,747		16,319
<b>Total Disbursements</b>	7,556	14,874	11,902	13,612	10,582	22,434	13,257	12,808	18,390	13,583	12,774	11,294		163,066
<b>Increase / (Decrease) in Cash Balance</b>	1,807	-3,545	1,420	-5,362	375	10,898	-289	-5,696	-4,973	-1,993	-1,691	-4,557		
<b>Ending Cash Balance</b>	42,497	38,957	40,377	35,015	35,390	46,288	45,999	40,303	35,329	33,336	31,645	27,088		

<sup>†</sup> 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: Amalia Perez, Director, Human Resources  
DATE: February 8, 2018  
SUBJECT: Information Item: CSEA MOU

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 MOU.

ANALYSIS

The Memorandums of Understanding constitutes the full and complete Agreement. The MOU pends CSEA ratification.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

**MEMORANDUM OF UNDERSTANDING**  
*By And Between*  
**CSEA's SAN BERNARDINO CCD #291**  
*And*  
**CALIFORINA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO CCD CHAPTER #291**  
*December 4, 2017*

1 **Terms and Conditions:** The San Bernardino Community College District, (hereinafter, "District") and the  
2 California School Employees Association and its San Bernardino CCD chapter 291 (hereinafter,  
3 "Association.") agree as follows:

4 1. In accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST FOR  
5 RECLASSIFICATION, it has been determined the following bargaining unit member shall be  
6 reclassified.

7


8 2. Effective July 1, 2017, bargaining unit member Richard Bryson, Custodian/Courier, Range 27  
9 Step E / 8 hours/ 261 day work year in the Custodial Department at Crafton Hills College will be  
10 reclassified to the classification of Lead Custodian, Range 31 Step D / 8 hours/ 261 day work  
11 year.

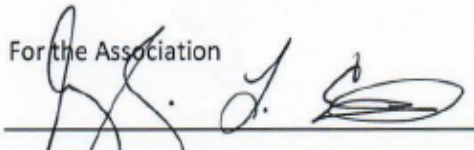
12

13 3. In accordance with Article 7: PAY AND ALLOWANCES, specifically article 7.9 WORKING OUT OF  
14 CLASS, it has been determined the following unit bargaining unit member shall be compensated  
15 5% (five percent) retroactively from June 1, 2017 to July 1, 2017  
16

17 This Agreement is subject to all approval procedures including procedures required by CSEA Policy 610.

18

19 For the District  
20   
21 \_\_\_\_\_  
22 Amalia Perez, Director of Human Resources

For the Association  
  
\_\_\_\_\_

Grayling L. Eaton, Chapter President

22

23

  
\_\_\_\_\_

Lynn Thompson, Labor Relations Representative

24

25

26

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: February 8, 2018  
SUBJECT: Informational Item: CTA MOUs

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 Memorandums of Understanding.

ANALYSIS

The attached Memorandums of Understanding constitute the full and complete Agreements between the District and the Association.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.



MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
AND  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION, CTA/NEA

**AB 2393 - ARTICLE 18**  
**January 24, 2018**

**WHEREAS: ARTICLE 18:** establishes the provisions for leaves of absence; and

WHEREAS: Education Code Section 87780.1 establishes the provisions of Parental leave.

THEREFORE, BE IT AGREED THAT:

The following language in Article 18.G.12 shall be amended as follows:

- d. Home Responsibilities. A leave for this purpose may be granted to a unit member to care for his/her immediate family member whose health temporarily requires the full-time attention of the unit member. The application for such leave must be supported by the written recommendation of a licensed physician or health practitioner. □

(i) Family Care Leave: After two years of full-time service, the SBCCD will allow family care leave for care of disabled or seriously ill children, spouses, parents or other members of the immediate family as defined in Article 18 for a period of up to twelve (12) weeks. Sick leave may be used for this purpose. Upon exhaustion of sick leave, an employee may utilize difference in pay up to completion of the twelve (12) week period. During this leave, the District will continue health benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both District and employee.

Leave under (i) may not be taken more than once in any two-year period. Leave benefits under this section are in addition to other leave rights available to employees.

The following language shall be incorporated into Article 18.G.13 as follows:

13. Parental Leave.

- a. If an employee has been employed by SBCCD for more than twelve months, the SBCCD will allow parental leave for a period of twelve (12) weeks, for an employee, within the first twelve (12) months following the birth of a child of the employee or the placement of a child with an employee in connection with the adoption or foster care of a child of the employee. An employee shall not be provided more than one twelve (12) week period for parental leave during any twelve (12) month period. During this leave, the District will continue health benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both District and employee (Education Code Section 87780.1).
- b. Upon exhaustion of all available sick leave, including all accumulated sick leave, an employee may utilize difference in pay up to completion of the twelve (12) week period consistent with the Extended Sick Leave provisions of this Article (Article 18.G.2).
- c. The eligible employee shall give 30 days' advance notice to the Human Resources of the employee's intent to take Parental Leave to the extent possible (even if an approximation). When

such advance notice is not possible (e.g. due to a medical emergency or change in circumstances), then the employee shall give notice as soon as practicable.

- d. When both parents work for the District, each parent may take a maximum of twelve (12) weeks (combined total of 24 weeks) of baby-bonding/parental leave during any 12-month period.
- e. Parental Leave provided herein shall run consecutively with California Family Rights Act (CFRA) baby-bonding/parental leave (Gov. Code Section 12945.2 s).

This memorandum is hereby executed by representatives of the District and the Association on the 24th day of January 2018.

San Bernardino Community  
College District



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Amalia Perez,  
Director, Human Resources

San Bernardino Community College  
District Teachers Association



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Sheri Lillard, President  
SBCCDTA-CTA/NEA

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION  
AND  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**Transition from Blackboard to Canvas  
January 24, 2018**

WHEREAS: The District will transition from Blackboard to Canvas beginning the summer of 2017 with completion at the end of the Spring 2018 semester; and

WHEREAS: Association and the District both acknowledge that such transition will require support and training for online, *hybrid* and traditional faculty to migrate course content as well as restructuring the course to meet the Canvas requirements; and

It is therefore agreed that:

1. District wide Go-Live for Canvas shall be Fall 2017 and the transition period will continue through May 31, 2018.
2. Blackboard shall no longer be the system of record for students.
3. Faculty shall continue to have read-only and document retrieval access to Blackboard through May 31, 2018.
4. Course LMS training and development opportunities shall be available on a regular and on-going basis.
5. All faculty shall be able to use Canvas transition hours and training as Professional Development.

This Agreement made and entered into this 24<sup>th</sup> day of January, 2018.

San Bernardino Community  
College District



Amalia Perez,  
Director, Human Resources

San Bernardino Community College  
District Teachers Association



Sheri Lillard, President  
SBCCDTA-CTA/NEA

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: February 8, 2018  
SUBJECT: Quarterly Investment Report

RECOMMENDATION

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

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

This report also does not include the General Fund, which is submitted to the Board of Trustees on a monthly basis in the information item, General Fund Cash Flow Analysis.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.





**Quarterly Investment Report**  
 Quarter Ending December 31, 2017

<b>Account</b>	<b>Amount</b>	<b>Interest</b>	<b>Type</b>	<b>Institution</b>
<b>General Fund</b>				
Clearing Account	\$ 577,270.51	0	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 148,580.28	0	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 725,850.79</u>			
<b>Bond Fund (#256245)</b>	\$ 37,125,021.31		Investment	Bank of New York Mellon, Los Angeles CA
<b>PERS/STRS Investment</b>	\$ 5,094,373.08		Investment	Public Agency Retirement Services, Newport Beach, CA
<b>OPEB Investment Trust</b>	\$ 8,457,247.43		Investment	Benefit Trust Company
	<u>\$ 50,676,641.82</u>			
<b>Enterprise Funds</b>				
Bookstore	\$ 636,163.01	0	Checking	Bank of America, Colton CA
Cafeteria	\$ 303,673.76	0	Checking	Bank of America, Colton CA
	<u>\$ 939,836.77</u>			
<b>Internal Service Funds</b>				
Workers Comp	\$ 120,000.00	0.05%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 25,000.00	0	Checking	Bank of America, Concord CA
	<u>\$ 145,000.00</u>			
<b>Trust Funds</b>				
Financial Aid	\$ 18,111.07	0.05%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 733,060.25	0.05%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 15,710.41	0	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 19,825.69	0.20%	Checking	Community Bank, Redlands CA
Emergency Loan	\$ 18,132.03	0	Checking	Community Bank, Redlands CA
SBVC Clubs/Trusts	\$ 244,065.61	0	Checking	Wells Fargo, San Bernardino CA
SBVC ASB	\$ 96,899.31	0	Checking	Wells Fargo, San Bernardino CA
CHC Clubs/Trust & ASB	\$ 288,064.35	0	Checking	Bank of America, Yucaipa CA
Scholarships	\$ 93,439.80	0.70%	Money Market	Inland Valley Bank, Redlands CA
SBVC/CHC Student Rep Fee	\$ 119,744.89	0	Checking	Inland Valley Bank, Redlands CA
	<u>\$ 1,647,053.41</u>			
<b>Total Checking, Savings &amp; Investments</b>	<u>\$ 54,134,382.79</u>			