



**Meeting of the San Bernardino Community College District Board of Trustees
Business Meeting Agenda
SBCCD Board Room
May 10, 2018, 4:00 p.m.**

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

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

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

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

4. CONVENE CLOSED SESSION

5. RECONVENE PUBLIC MEETING

6. REPORT OF ACTION IN CLOSED SESSION

7. PRESENTATION

- a. Consideration of Approval to Adopt a Resolution to Recognize the Contributions of Student Trustees (p6)
- b. Presentation of Resolutions

8. REPORTS

- a. Board Members
 - i. Oral Reports
 - ii. Board Committee Updates (p9)
- b. Student Trustees
- c. Chancellor
 - i. Board Information Requests (p11)
 - ii. Good News (p15)
- 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. MINUTES

- a. April 12, 2018 (p16)

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 (p24)

- b. Human Resources
 - i. Consideration of Approval of Adjunct and Substitute Academic Employees (p46)
 - ii. Consideration of Approval of Alternate Work Schedule for Summer 2018 (p48)
 - iii. Consideration of Approval of Alternative Work Placement (p49)
 - iv. Consideration of Approval of Appointment of Alternate District Lead Negotiator (p50)
 - v. Consideration of Approval of District Volunteers (p51)
 - vi. Consideration of Approval of Management Job Descriptions (p54)
 - vii. Consideration of Approval of Non-Instructional Pay for Academic Employees (p62)
 - viii. Consideration of Approval of Pre-Retirement Reduced Workload for Academic Employee (p78)
 - ix. Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees (p79)
 - x. Consideration of Approval of Reclassification of Employees (p84)
 - xi. Consideration of Approval of the Academic Job Description, Reassignment of Title, and Payment of Stipend (p86)
 - xii. Consideration of Approval of the Ratification of CTA Articles and Appendices (p90)
 - xiii. Consideration of Approval to Accept Employee Resignations (p126)
 - xiv. Consideration of Approval to Accept Employee Retirements (p128)
 - xv. Consideration of Approval to Adopt Revised Salary Ranges (p130)
 - xvi. Consideration of Approval to Appoint District Employees (p138)
 - xvii. Consideration of Approval to Appoint Interim Managers (p140)
 - xviii. Consideration of Approval to Certify SBCCD's Use of the Equal Employment Opportunity Fund Multiple Method Allocation Model for 2017-18 (p142)

- xix. Consideration of Approval to Pay Stipends (p151)
 - xx. Consideration of Approval to Place Classified Employees on the 39-Month Reemployment List (p153)
- c. Business & Fiscal Services
- i. Consideration of Approval of Professional Services Contracts-Agreements (p155)
 - ii. Consideration of Approval of Routine Contracts-Agreements and Memorandums of Understanding (p158)
 - iii. Consideration of Approval of Purchase Order Report (p185)
 - iv. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p198)
 - v. Consideration of Approval of Surplus Property and Authorize Donation to San Diego Community College District (p200)
 - vi. Consideration of Approval of Vacation Payout (p201)
 - vii. Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p202)
 - viii. Consideration of Approval of 2019-2020 Academic Calendar (p205)
 - ix. Consideration to Approve Conference Attendance (p208)
 - x. Consideration of Approval of District & College Expenses (p218)
 - xi. Consideration of Approval of Individual Memberships (p226)
- d. Facilities
- i. Consideration of Approval of Amendment 01 to the Contract with NCA Studio of Los Angeles CA (p228)
 - ii. Consideration of Approval of Amendment 006 to the Contract with Leighton Consulting, Inc. of Rancho Cucamonga, CA (p230)
 - iii. Consideration of Approval of Professional Services Contract for TMS Consulting, Inc. of Pacific Palisades, CA (p232)
 - iv. Consideration of Approval to Amend Professional Services Contracts for the Districtwide Non-Bond Construction Program (p234)
 - v. Consideration of Approval to Award Bid #02-1718-01.04.05.07.09.10.11.12.14 and Contract to Three Peaks Corp of Calimesa, CA (p236)
 - vi. Consideration of Approval to Award Informal Bid #02-1718-17 and Contract to BWB & Company of Redlands, CA (p238)

- vii. Consideration of Approval to Award Informal Bid #03-1617-04 and Contract to Three Peaks Corp of Calimesa, CA (p240)

12. ACTION AGENDA

- a. Consideration of Approval of KVCR Mission Statement for First Reading (p242)
- b. Consideration of Approval to Accept Board Policies for First Reading (p244)
- c. Consideration of Final Approval of Board Policies and Administrative Procedures (p278)
- d. Consideration to Approve the Board Self-Evaluation Instrument and Process (p322)
- e. Public Hearing Pursuant to Government Code Section 3547(a) Regarding Initial Proposal from the California School Employees Association (p327)

13. INFORMATION ITEMS

- a. Applause Cards (p329)
- b. Budget Report (p337)
- c. CCFS-320 Apportionment Attendance Report for FY 2018 Period 2 (p355)
- d. Clery Report (p359)
- e. General Fund Cash Flow Analysis (p361)
- f. Memorandum of Understanding between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA) (p363)
- g. Memorandum of Understanding between SBCCD and the SBCCD Teachers Association (p380)
- h. Quarterly Financial Status Report (p387)
- i. Quarterly Investment Report (p392)

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. ADJOURN

The next meeting of the Board: Study Session (Preliminary Budget Presentation) 12pm, May 31, 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: May 10, 2018
SUBJECT: Consideration to Adopt Resolutions Recognizing the Contributions of Student Trustees Jajuan Dotson and Autumn Blackburn

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the contributions of the Student Trustees to the San Bernardino Community College District.

OVERVIEW

The San Bernardino Community College District (SBCCD) appreciates the dedication and contributions of the Student Trustees representing Crafton Hills College and San Bernardino Valley College students on the SBCCD Board of Trustees.

ANALYSIS

Student trustees provide a direct line of communication between the Board of Trustees and the students on each campus as well as providing a teaching opportunity for those students interested in developing their leadership skills and their understanding of the complex work involved in public and education policy.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE THE CONTRIBUTIONS OF
STUDENT TRUSTEE JAJUAN DOTSON**

WHEREAS, The San Bernardino Community College District (SBCCD) recognizes and appreciates the dedication and contributions of the Student Trustee for Crafton Hills College, Jajuan Dotson; and

WHEREAS, the Mission of the SBCCD is to transform lives through the education of our students for the benefit of our diverse communities. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM/FNX) by providing high quality, effective and accountable instructional programs and services; and

WHEREAS, Student Trustee Jajuan Dotson has throughout the year of his service consistently represented Crafton Hills College and its student body with pride and professionalism, demonstrating his thorough knowledge of those he served and participating in numerous activities across the District; and

WHEREAS, Student Trustee Dotson advocated on behalf of Crafton Hills College students for state support to increase percentages of African American and female firefighters in California and requested additional services to ease the transition from community college to the workforce to Congressman Pete Aguilar at the National Legislative Summit in Washington, D.C; and

WHEREAS, Student Trustee Dotson spoke to the benefits of allowing student trustees to sit on Community College Boards at the "Shared Governance, Shared Focus on Student Success" breakout session at Association Community College Trustees Las Vegas; and

WHEREAS, Student Trustee Dotson served as a featured speaker at the University of La Verne Degree Partnership signing; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize Student Trustee Jajuan Dotson for his contributions to the successes of the students of the SBCCD and the California Community Colleges, thank him for his service, and wish him the very best personally and professionally.

ADOPTED this 10th day of May 2018

Bruce Baron, Chancellor and
Secretary to the Board of Trustees

**RESOLUTION
TO RECOGNIZE THE CONTRIBUTIONS OF
STUDENT TRUSTEE AUTUMN BLACKBURN**

WHEREAS, The San Bernardino Community College District (SBCCD) recognizes and appreciates the dedication and contributions of the Student Trustee for San Bernardino Valley College, Autumn Blackburn; and

WHEREAS, the Mission of the SBCCD is to transform lives through the education of our students for the benefit of our diverse communities. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM/FNX) by providing high quality, effective and accountable instructional programs and services; and

WHEREAS, Student Trustee Autumn Blackburn has throughout her year of service consistently represented San Bernardino Valley College and its student body with pride and professionalism, demonstrating his thorough knowledge of those she served and participating in numerous activities across the District; and

WHEREAS, Student Trustee Blackburn advocated on Capitol Hill for increased funding in workforce development and training; and

WHEREAS, Student Trustee Blackburn became a co-founder of a student-led organization geared toward providing assistance for the enrollment and college registration process for those who were formally incarcerated; and

WHEREAS, Student Trustee Blackburn also became a blogger for a local woman-run organization, highlighting positive higher education stories within the community; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize Student Trustee Autumn Blackburn for her contributions to the successes of the students of the SBCCD and the California Community Colleges, thank her for her service, and wish her the very best personally and professionally.

ADOPTED this 10th day of May 2018

Bruce Baron, Chancellor and
Secretary to the Board of Trustees

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: May 10, 2018

SUBJECT: Board Committee Reports

RECOMMENDATION

This item is for information only and updates will be provided orally by the BOT Committee Chairs, as needed. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

	2018 Members (Chairs are bold)
Career Technical Education Ad Hoc Committee	1. John Longville 2. Donna Ferracone 3. Anne Viricel
Board & Chancellor Evaluations Ad Hoc Committee	1. Anne Viricel 2. Gloria Harrison 3. John Longville
Foundations Ad Hoc Committee	1. Donna Ferracone 2. Joseph Williams 3. Gloria Harrison
Legislative Ad Hoc Committee	1. Frank Reyes 2. Anne Viricel 3. John Longville
Policy & Procedures Standing Committee	1. Donna Ferracone 2. Gloria Harrison 3. Donald Singer
Budget Standing Committee	1. Gloria Harrison 2. Joseph Williams 3. Donna Ferracone
Student Success Standing Committee	1. Joseph Williams 2. Anne Viricel 3. John Longville

OVERVIEW

The Board of Trustees requested committee reports be included in the information section of the agenda. The purpose of the reports is for BOT Committee Chairs to communicate information to the full Board, leading to more engagement and interaction at upcoming 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

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: May 10, 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 4/26/18)

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

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.

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: College presidents provided an update to the Board in February on steps being taken to improve productivity.

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.

Date of Request: 7/13/2017
Requested by: Trustee Williams
Planned Completion Date: Completed

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 submitted an Administrative Assistant II (Executive Assistant) to program review in January 2018, and it prioritized high enough to fund beginning May 11, 2018.

Date of Request: 3/8/2018
Requested by: Trustee Reyes
Planned Completion Date: Completed

Request: Requested HR to provide a summary of the 2017-2020 EEO Plan.

Comments: EEO Summary was emailed to Trustees on 4/4/18.

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.

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.

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.

Date of Request: 1/18/2018
Requested by: Trustee Ferracone
Planned Completion Date: Completed

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 met with the SBVC Academic Senate on 2/21/18. CHC is scheduled for 3/7/18.

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

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. The requested information was sent to the Board via email on 2/2/18.

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

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. On 3/8/18, a briefing packet with FAQs related to AB 19 (California College Promise) and the "BOG" Fee Waiver (now known as the California College Promise Grant) was distributed via

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

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

Comments: The college presidents will provide the board with quantitative numbers and goals. The report was distributed to the Board on 2/8/18

Date of Request: 2/8/2018
Requested by: Trustee Williams
Planned Completion Date: Completed

Request: Within this proposal what “ongoing expenditures” or “principal 9” request are being made? For the “other” and “SBCCD Investment” has a line item budget been prepared?

Comments: Vice Chancellor Torres responded via email 2/12/18: While no decisions were made today, there was a commitment from staff to bring back the following items to a new tentative BBC meeting date (February 22nd):

- \$16 million (inclusive of the \$5 million previously approved) with the plan details
- \$2 million Academy plan with the details
- \$1.5 million for this year’s deficit
- \$ 10 million for colleges with details of program review for this year.
- \$1 million DO program review with details.
- \$2 million SBCCD reimbursement to the fund balance.

The endowment/real estate investment needs a plan and it is a future topic of discussion.



STRONGER WORKFORCE AND STRONGER COMMUNITY

Chancellor's Office created new web portal with tools and resources for Dreamers. SBCCD is committed to building a safe and supportive learning environment for all students, regardless of their immigration status, and providing the tools and resources for their success. That's why SBCCD's Chancellor's Office launched a new web portal to provide essential tips, resources and FAQs during a time of uncertainty in federal immigration laws. More information is available at www.sbccd.edu/dreamers

Launched partnership with CSUSB's Center for Entrepreneurship to provide San Bernardino Valley College and Crafton Hills College students, and community members with free courses to start and run a business. This partnership builds upon the EDCT Foundation's 1 Million Cups monthly program to cultivate the next generation of entrepreneurs and job-creators for Inland Southern California. Classes are every Thursday from 8 a.m. to 12 p.m. from April 12 to June 14 at the SBCCD District Office. More information is available at www.thinklikeanowner.org

Inspiring San Bernardino City Unified elementary students in STEM career pathways. On May 4, EDCT Foundation staff will host a group of SBCUSD students and give them a sneak peek on the new high-tech equipment that will be part of SBCCD's makerspace. Students will have the opportunity to use 3D printers to create their own customized products, like mugs and dinosaur skeletons. The purpose is to inspire students to pursue STEM career pathways.

Established four new business-education partnerships to upgrade the skills of employees at Polymer Logistics, Southwest Logistics, NFI Interactive Logistics, and NFI Management Services. SBCCD's EDCT division will train employees on organizational teamwork, effective communications, leadership skills, and Six Sigma Greenbelt techniques to improve problem-solving, productivity and quality output in the workplace.



**Meeting of the San Bernardino Community College District Board of Trustees
Business Meeting Minutes
Crafton Hills College, 11711 Sand Canyon Rd., Yucaipa, CA (LRC Auditorium)
April 12, 2018, 4:00 p.m.**

MEMBERS PRESENT

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

ABSENT

None

CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS

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

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Shari Lillard

CONVENE CLOSED SESSION

Convened to closed session at 4:04pm

RECONVENE PUBLIC MEETING

The public meeting reconvened at 5:04pm

REPORT OF ACTION IN CLOSED SESSION

The Board unanimously voted to adopt the recommended personnel action of dismissal for the employee with personnel action of dismissal for the employee with personnel #26628 as set forth in the Notice of Proposed Disciplinary Action. As such, employee with personnel #26628 shall be terminated effective March 7, 2018.

UPDATE ON POSSIBLE NEW BOND MEASURE

Jose Torres, SBCCD and Jared Boigon, TBWB provided an update on the potential bond measure. Completed milestones 1-3, and now on milestone 4. The Board will decide if we will proceed to milestones 5-6. A list of completed and upcoming presentations was shared. AB 195 became effective January 1, and changes the 75-word statement that appears on the ballot in front of voters. The polling study shows that the change confuses voters and artificially depresses voter support up to 10-12 points. Efforts in Sacramento to fix the law will be unknown until June/July and may not be in time for our election this fall. The recommendation is to have a 2nd feasibility study.

REPORTS

- Trustee Reyes congratulated President Rodriguez, Woman of the Year. He reported on HSIs and the funding available to HSI institutions.
- Trustee Singer read That College Book. He reported on the K12 Board Ad Hoc. The committee met three times on many topics. Campuses are taking the lead to continue the dialogue.
- Trustee Ferracone Foundation Ad Hoc and Policy committees did not meet this month.
- Trustee Viricel attended Sacramento Arts Council and a tour with SCE at SBVC.
- Trustee Harrison was on vacation in New Orleans.
- Trustee Williams thanked KVCR for the tribute to women. Thanked President Rodriguez and her team for coordinating the tour for SCE.
- Student Trustee Blackburn attended ASG Conference, San Bernardino Reentry Collaborative meetings and was awarded Women's Rights Champion Award.
- Student Trustee Dotson attended ACCT Conference.
- Chancellor Baron reported on the new webpage www.sbccd.edu/dreamers to help with DACA immigration issue. A customized job fair was held to assist workers that have been laid off (Ashley Furniture). He attended the CHC Foundation Gala. Recognized SBVC Strong Workforce Stars by California Community College.
- President Rodriguez provided a written report and enrollment report. Attended CHC Foundation Gala. Will present at the next HACU conference.
- A written report from SBVC Academic Senate was provided.
- Mike Strong provided a written report and enrollment report.
- Kevin Palkki reported for CSEA. Recognized professional response of Maria Gates and Michael Nguyen for their prompt response. Full day of negotiations on April 16.
- Shari Lillard reported for CTA. Merideth McClarren is incoming CTA president. Still in negotiations with eight days left.

PUBLIC COMMENTS ON AGENDA ITEMS

Cassie MacDuff

Jan Weder

Felicia Jones

Tom Bryant

Don Averill

Bill Lemann

CONSENT AGENDA

Instruction/Student Services

Consideration of Approval of Donation-CHC



Consideration of Approval to Serve Alcoholic Beverages at Campus Events-SBVC

Human Resources

- Consideration of Approval of Adjunct and Substitute Academic Employees
- Consideration of Approval of District Volunteers
- Consideration of Approval of Employee Promotions
- Consideration of Approval of Employee Transfers
- Consideration of Approval of Non-Instructional Pay for Academic Employees
- Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees
- Consideration of Approval of Salary Advancement for Academic Employees
- Consideration of Approval to Accept Employee Resignations
- Correction: Remove Reginald Bass from the list of resignations**
- Consideration of Approval to Accept Employee Retirements
- Consideration of Approval to Appoint District Employees
- Consideration of Approval to Appoint Interim Managers
- Consideration of Approval to Appoint Temporary Academic Employees
- Consideration of Approval to Place Classified Employees on the 39-Month Reemployment List

Business & Fiscal Services

- Consideration of Approval of District & College Expenses
- Correction: Site should be SBCCD for Districtwide New Employee Luncheon & EEO Training on 4/13/18**
- Correction: Site should be SBVC for SBCCD Secretaries Day on 6/27/18**
- Consideration of Approval of Individual Memberships
- Consideration to Approve Conference Attendance
- Remove: CEO Leadership Academy 6/7/18-6/10/18**
- Consideration to Adopt Resolution to Pay Trustee
- Consideration to Reconfirm Student Trustee Privileges
- Consideration of Approval of Professional Services Contracts and Agreements
- Consideration of Approval of Purchase Order Report
- Consideration of Approval of Routine Contracts-Agreements and Memorandums
- Add: additional contract for Shades of Blue to the routine contracts list**

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>	Shades of Blue	(16488) Silver level sponsorship of the Aerospace Academy's project, with recognition as a sponsor on academy's webpage, flyers and Facebook Term: 1/1/2018 - 12/31/2018 Funding Source: General Funds	Chancellor/SBCCD	\$500.00

- Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal
- Consideration of Approval of Vacation Payout
- Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications
- Consideration of Approval to Adopt Resolution Authorizing Temporary Interfund Borrowing
- Consideration of Approval to Increase the Revolving Cash Account



Correction: Revised the analysis to read: As part of the initiative to achieve fiscal independence from the San Bernardino County Superintendent of Schools, SBCCD is implementing a new enterprise resource planning (“ERP”) system. As a result of the ERP implementation, there will be a period of approximately two months when SBCCD will not be able to issue payments through the normal purchasing process. The requested increase is necessary to provide sufficient Revolving Cash funds to meet critical payroll and vendor payments during this ERP transition. After the transition, Fiscal Services will request that the Revolving Cash account be reduced back to \$200,000.

Consideration of Approval of Amendment 004 to the Contract with HMC Architects, Inc. of Ontario, CA
Consideration of Approval to Award a Small Scale Construction Contract to Three Peaks Corp. of Calimesa, CA
Consideration of Approval to Award Bid #01-1617-01 and Contract to Time and Alarm Systems of Mira Loma, CA
Consideration of Approval to Award Bid #01-1617-11 and Contract to Dalke & Sons Construction, Inc. of Riverside CA

Correction:

Revised the Recommendation to Read: It is recommended that the Board of Trustees award Bid #01-1617-11 and contract to Dalke & Sons Construction, Inc. of Riverside CA. for the Health Life Science (HLS) Nursing Lab Renovation project at San Bernardino Valley College in the amount of **\$638,198.00**. This includes the base contract amount of **\$580,180.00** as well as any and all change orders up to 10% of the contract value approved by the Executive Vice Chancellor, as set forth in the original contract.

Revised the Analysis Table to Read:

Vendor	Total Bid	Bid Award With Selected Alternates
Dalke & Sons Construction, Inc. of Riverside CA	\$553,680.00	\$580,180.00
Kemcorp Construction, Inc. of Ontario CA	\$561,000.00	\$581,000.00
Spec Construction Co., Inc. of Ontario CA	\$818,700.00	\$875,500.00

Consideration of Approval to Award Bid #01-1718-01,04,05,06 and Contract to R. Dependable Const., Inc. of San Bernardino CA

Consideration of Approval to Award Contracts for the Districtwide Non-Bond Construction Program

Consideration of Approval to Ratify a Small Scale Construction Contract for Three Peaks Corp. of Calimesa, CA

Trustee Harrison moved to approve, Trustee Singer seconded the motion and the board members voted to approve the consent agenda items above as follows:

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

NOES: None

ABSENT: None

ABSTENTIONS: None

ACTION AGENDA

Consideration of Approval of Guided Pathways Work Plan – CHC

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

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

NOES: None

ABSENT: None

ABSTENTIONS: None



Consideration of Approval of Guided Pathways Work Plan – SBVC

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

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Confidential Administrative Assistant Title Changes

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

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval to Accept the Job Descriptions Relevant to the Human Resources Reorganization Plan for Final Approval

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

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval to Accept the Proposed Human Resources Reorganization Plan for Second Read and Final Approval

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

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval to Accept Proposed Allotment of \$57 Million of FCC Auction Proceeds for Second Read and Final Approval

Correction: Revise and replace attached chart: Proposal for Allotment of \$57 Million in FCC Auction Proceeds

**Proposal for Allotment of
\$76 Million in FCC Auction Proceeds
Second Read for Final Approval**

				<i>Guiding Principles</i>
1	KVCR			
2	Mandated Transition & Modernization	\$ 16,000,000		2,3,8,9
3	Operations Deficit for Three Years (2017-18, 2018-19, 2019-20)	5,000,000		2,5,9
4	Media Academy Start Up	2,000,000		1,2,8,9
5	KVCR Endowment	30,000,000		1,2,5,8,9,10
6	TOTAL KVCR (<i>Amounts not expended as allotted will be added to KVCR Endowment.</i>)	\$ 53,000,000		
7	COLLEGES			
8	SBVC (69.71%)†	\$ 6,971,000		
9	CHC (30.29%)†	3,029,000		
10	Reserve for "Promise Program"	10,000,000		
11	TOTAL COLLEGES*	\$ 20,000,000		1,2,7,9
12	DISTRICT SUPPORT SERVICES	\$ 1,000,000		1,2,7,9
13	ESTIMATED AUCTION EXPENSE REIMBURSEMENT TO GENERAL FUND	\$ 2,000,000		1,2,4,6,9
14	TOTAL ALLOCATION PROPOSED	\$ 76,000,000		
15	ORIGINAL PROPOSAL	\$57,000,000		
16	ADDITIONAL ALLOCATION PROPOSED**	\$19,000,000		

†Percentage distribution based on Resource Allocation Model (www.sbccd.org/bfs/2017-18budget, page 8) and proposed by District Budget Committee.

*Colleges also received \$20 million in early 2018 as an investment in the Pension Rate Stabilization Trust (STRS/PERS) per FCC Guiding Principles 1,2,6,8,9,10,11, and 12.

**Funds come from the \$80 million approved by the Board on December 14, 2017

Trustee Harrison moved to approve, Trustee Singer seconded the motion and the board members voted to accept the changes as first read and to bring the item back for 2nd reading and final approval on April 26, 2018. Board members voted as follows:

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

NOES: None

ABSENT: None

ABSTENTIONS: None



Consideration of Approval to Form One Unified Auxiliary Foundation for SBCCD

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

Consideration of Approval to Form One Unified Auxiliary Foundation for SBCCD. KVCR and EDCT Foundations will be consulted in establishing the unified foundation by June 30, 2018.

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

Discussion: Fundraising will not be combined and funds will not be comingled with EDCT and KVCR Foundations. \$157M was received by the District, who is the holder of the license. SBCCD is restricted in how the funds are invested and the financials are audited. Staff to keep members informed and invite to meetings to provide input. A timeline of June 30, 2018 to complete the merge of the two foundations. If additional time is needed, the Chancellor will bring the new timeline to the board for approval.

Consideration to Vote for Candidates for the 2018 CCCT Board of Directors

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

To vote for five candidates:
Ann Ransford, Glendale CCD
Eric Payne, State Center CCD
Greg Bonaccorsi, Ohlone CCD
Don Edgar, Sonoma County CCD
Suzanne Woods, Palo Verde CCD

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

Consideration of Approval to Accept Board Policies for First Reading

**Add: the addition of BP & AP 7250 Educational Administrators to the list of APs and BPs for first reading
Correction: BP 4102 Career and Technical Education Programs was updated to read: The District’s career and technical programs will follow Title 5 guidelines for such programs. The change reflects the same language used in the AP and in the title of the BP**

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

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

Consideration of Approval to Accept Board Policies for 2nd Reading and Final Approval

Correction: The word “final” was struck from the last sentence in BP 3226

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

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval to Dissolve the Board's K-12 Board Ad Hoc Committee

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

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

NOES: None

ABSENT: None

ABSTENTIONS: None

INFORMATION ITEMS

Applause

Budget Report

Clery Report

General Fund Cash Flow Analysis

Memorandum of Understanding between SBCCD and the SBCCD Teachers Association

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

ADJOURN

The next meeting of the Board: Study Session (KPI Dashboard and Student Success) 12pm, April 26, 2018
President Williams adjourned the meeting at 7:50pm.

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Michael Strong, Lead Vice President, Administrative Services, CHC
PREPARED BY: Dr. Keith Wurtz, Interim Vice President, Instruction, CHC
DATE: May 10, 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
May 10, 2018

COURSE CORRECTION

Changes to the 2018-2019 College Catalog

COURSE ID	COURSE TITLE
EMS 020	EMERGENCY MEDICAL TECHNICIAN

Prerequisite:	18 years of age at the time of program orientation and meet the functional job requirements of the Emergency Medical Technician.
Corequisite:	EMS 021, EMS 022, EMS 023, EMS 025, EMS 066, EMS 067, EMS 068
Departmental Recommendation:	Meet the cognitive, physical, and emotional requirement of certification. Possess good dexterity, coordination, and abilities to work in confined spaces, on the ground, and in an unstable unpredictable environment.
Catalog Description:	This course presents the training of the knowledge and skills necessary for the certification as an Emergency Medical Technician using DoT and California Code of Regulation standards.
Schedule Description:	Instruction in the knowledge and skills necessary to meet the course completion requirements of California Code of Regulation standards.
Rationale:	Prerequisites, corequisites, department recommendation, catalog description, and schedule descriptions for the course have changed.
Equate:	Course does not equate with SBVC. Course is not offered at SBVC.
Effective:	Fall 2018

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
EMS 026	EMERGENCY MEDICAL RESPONDER

Departmental Recommendation:	Basic understanding of the Emergency Medical Field and good dexterity, coordination, ability to work in confined spaces and unstable, unpredictable environments.
Rationale:	New material from the state needs to be added.
Equate:	Course does not equate with SBVC. Course is not offered at SBVC.
Effective:	Fall 2019

MODIFY COURSE

Changes to the 2018-2019 College Catalog

COURSE ID	COURSE TITLE
EMS 066	INTRODUCTION- PATIENT CARE DOCUMENTS

Rationale:	This course needs DE Approval only.
Equate:	Course does not equate with SBVC. Course is not offered at SBVC.
Effective:	Fall 2018

MODIFY COURSE***Changes to the 2018-2019 College Catalog***

COURSE ID	COURSE TITLE
EMS 067	ELECTRONIC PATIENT CARE REPORTING- FIELD

Rationale: This course needs DE Approval only.
Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2018

MODIFY COURSE***Changes to the 2018-2019 College Catalog***

COURSE ID	COURSE TITLE
EMS 068	PHARMACOLOGY FOR THE EMT

Rationale: This course needs DE Approval only.
Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2018

MODIFY COURSE***Changes to the 2019-2020 College Catalog***

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

Course Title: Emergency Medical Technician Refresher
Prerequisite: Student must present copy / proof of a current California EMT Certification.
Units: 3.00
Hours: Lecture: 40.00
 Lab: 24.00
Catalog Description: Review of all facets of basic life-support measures in Emergency Medical Services. This course uses the United States Department of Transportation's EMT- Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1996. This course also fulfills the Nation Registry Emergency Medical Technicians National Continued Competency Program Requirements.
Schedule Description: Review of all facets of basin life-support measures used in Emergency Medical Services. This course meets California, US DOT refresher criteria and Nation Registry of Emergency Medical Technicians National Continued Competency Program requirements.
Rationale: The course ID, title, prerequisite, semester units, lecture and lab hours, catalog description, and schedule description have been updated.
Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2019

MODIFY COURSE***Changes to the 2019-2020 College Catalog***

COURSE ID	COURSE TITLE
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FIRET 115	FIREFIGHTER I BASIC TRAINING ACADEMY
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Units:	16
Minimum Semester Hours:	Lecture: 144.00 = 9 units Lab: 336.00 = 7 units Total: 480.00 = 16 units
Rationale:	Additional hours and units added to the course to develop Enhanced Skills & Performance Program (ESPP). The purpose of ESPP focuses on the necessary subject matter of leadership, accountability, generational issues, interpersonal skills, ethical decision making, fire services cultural issues, high reliability organizations and many of the other important aspects of the fire service that is crucial for future firefighters to understand.
Equate:	Course does not equate with SBVC. Course is not offered at SBVC.
Effective:	Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
ART 121	FOUNDATIONS OF THREE-DIMENSIONAL DESIGN

Catalog Description:	Introduction to design theory as related to the three dimensional art and design production. Development of technical and computer based designed skills with consideration to its practical applications with the use of line, shape, texture, and color.
Schedule Description:	Introduction to design theory with emphasis on visual elements and principles of design and its application in computer aided #D modeling and production.
Rationale:	Updated catalog descriptions, schedule description, added student learning outcomes, and refining course content to reflect the current trends and needs for certificate programming in arts for entry level jobs in multimedia industry.
Equate:	This course does equate with ART 121 at SBVC.
Effective:	Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
ART 175	SCULPTURE

Departmental Recommendation:	None
Rationale:	Removal of the Departmental Recommendation for a successful completion of ART 121 and updated student learning outcomes.
Equate:	This course does equate with ART 175A at SBVC.
Effective:	Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
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RADIOL 108	RADIATION PROTECTION I
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Units: 1.5
Lecture: 24.00
Rationale: Updating the course lecture hours and semester units.
Equate: This course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
RADIOL 109	RADIOLOGICAL PHYSICS II

Units: 1.5
Lecture: 24.00
Rationale: Updating the course lecture hours and semester units.
Equate: This course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
RADIOL 112	RADIOGRAPHIC POSITIONING II

Units: 1
Lecture: 16.00
Rationale: Updating the course lecture hours and semester units.
Equate: This course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
RADIOL 113	RADIOGRAPHIC ANATOMY/PHYSIOLOGY II

Units: 1
Lecture: 16.00
Catalog Description: Study of the basic human anatomy and physiology pertinent to radiology. Emphasis on the thorax, pelvic structures, and vertebral column. A continuation of RADIOL 105.
Schedule Description: Study of the basic human anatomy and physiology pertinent to radiology. Emphasis on the thorax, pelvic structures, and vertebral column. A continuation of RADIOL 105.
Rationale: Updating the course lecture hours, semester units, catalog description and schedule description.
Equate: This course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
RADIOL 117	RADIOGRAPHIC CLINIC II

Units: 17.5
Lecture: 840.00
Catalog Description: Practice and development of basic radiographic skills within a hospital environment. (Formerly RADIOL 115B.)
Schedule Description: Practice and development of basic radiographic skills within a hospital environment. (Formerly RADIOL 115B.)
Rationale: Updating the course lecture hours, semester units, catalog description and schedule description.
Equate: This course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
RADIOL 203	RADIOGRAPHIC POSITIONING III

Units: 1
Lecture: 16.00
Catalog Description: Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts of diagnostic evaluation. Emphasis on the cranium and osseous structures of the face.
Schedule Description: Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts of diagnostic evaluation. Emphasis on the cranium and osseous structures of the face.
Rationale: Updating the course lecture hours, semester units, catalog description and schedule description.
Equate: This course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
RADIOL 204	RADIOGRAPHIC ANATOMY/PHYSIOLOGY III

Units: 1
Lecture: 16.00
Catalog Description: Study of the human anatomy and physiology pertaining to radiology. Emphasis on the cranium and osseous structures of the face.
Schedule Description: Study of the human anatomy and physiology pertaining to radiology. Emphasis on the cranium and osseous structures of the face.

Rationale: Updating the course lecture hours, semester units, catalog description and schedule description.
Equate: This course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
RADIOL 210	RADIOGRAPHIC POSITIONING IV

Units: 1
Lecture: 16.00
Catalog Description: Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts of diagnostic evaluations. Emphasis on genitourinary and gastrointestinal systems.
Schedule Description: Study and demonstration of various anatomical positions necessary to demonstrate specific anatomical parts of diagnostic evaluations. Emphasis on genitourinary and gastrointestinal systems.
Rationale: Updating the course lecture hours, semester units, catalog description and schedule description.
Equate: This course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
RADIOL 211	RADIOGRAPHIC ANATOMY/PHYSIOLOGY IV

Units: 1
Lecture: 16.00
Catalog Description: Advanced study and review of human anatomy and physiology pertinent to radiology. Emphasis on genitourinary and gastrointestinal systems.
Schedule Description: Advanced study and review of human anatomy and physiology pertinent to radiology. Emphasis on genitourinary and gastrointestinal systems.
Rationale: Updating the course lecture hours, semester units, catalog description and schedule description.
Equate: This course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
RADIOL 212	SPECIAL PROCEDURES IN RADIOLOGY

Units: 1
Lecture: 16.00
Rationale: Updating the course lecture hours and semester units.

Equate: This course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2019

NEW COURSE

Changes to the 2018-2019 College Catalog

COURSE ID	COURSE TITLE
WFP/N 601	ESSENTIAL WORKPLACE TRAITS AND SKILLS

Discipline: Workforce Preparation Noncredit

Units: 0

Lecture: 18

Prerequisite: None

Corequisite: None

Departmental Recommendation: None

Catalog Description: This noncredit course is designed to provide current and/or future employees with the essential workplace traits and skills needed to succeed in the workplace. The topics in this class focus on problem solving and cognitive skills including work ethics, oral communication, and interpersonal skills.

Schedule Description: This noncredit course is designed to provide current and/or future employees with the essential workplace traits and skills needed to succeed in the workplace. The topics in this class focus on problem solving and cognitive skills including work ethics, oral communication, and interpersonal skills.

Rationale: Course has been created to align with current workplace and demands. This course will replace VOC/N 601.

Equate: This course does equate with ACAD 700 at SBVC.

Effective: Fall 2018

NEW COURSE

Changes to the 2018-2019 College Catalog

COURSE ID	COURSE TITLE
WFP/N 602	ESSENTIAL CUSTOMER SERVICE

Discipline: Workforce Preparation Noncredit

Units: 0

Lecture: 18.00

Prerequisite: None

Corequisite: None

Departmental Recommendation: None

Catalog Description: This noncredit course is designed to provide current and/or future employees the essential customer service skills required in order to improve the relationship between consumers and the business. The topics covered include but are not limited to understanding what customers demand, listening to customer's need and customer service support.

Schedule Description: This noncredit course is designed to provide current and/or future employees with the essential customer service skills required to better serve their customers or clients and to increase their employability.

Rationale: Course has been created to align with current workplace and demands. This course will replace VOC/N 602.

Equate: This course does equate with ACAD 701 at SBVC.
Effective: Fall 2018

NEW COURSE

Changes to the 2018-2019 College Catalog

COURSE ID	COURSE TITLE
WFP/N 603	ESSENTIAL SKILLS FOR NEW EMPLOYEEESS

Discipline: Workforce Preparation Noncredit
Units: 0
Lecture: 9.00
Prerequisite: None
Corequisite: None
Departmental Recommendation: None
Catalog Description: This noncredit course is designed to provide new employees with the essentials workplace skills needed to excel. The topics include but are not limited to acclimating to attitude, ethics, accountability, stress management, and verbal communication.
Schedule Description: This noncredit course is designed to provide new employees with the essential workplace skills needed to excel. The topics include but are not limited to workplace attire, attitude, ethics, accountability, stress management, and verbal communication.
Rationale: Course has been created to align with current workplace and demands. This course will replace VOC/N 603.
Equate: This course does equate with ACAD 703 at SBVC.
Effective: Fall 2018

NEW COURSE

Changes to the 2018-2029 College Catalog

COURSE ID	COURSE TITLE
WFP/N 604	ESSENTIAL WORKPLACE COMPUTER SKILLS

Discipline: Workforce Preparation Noncredit
Units: 0
Lecture: 54.00
Prerequisite: None
Corequisite: None
Departmental Recommendation: None
Catalog Description: This noncredit course is designed to provide current and/or future employees with the essential workplace traits and skills needed to succeed in the workplace. The topics in the class focus on basic computer hardware, operating systems, workplace applications, and web browsers.
Schedule Description: This noncredit course is designed to provide current and/or future employees with the essential workplace traits and skills needed to succeed in the workplace. The topics in the class focus on basic computer hardware, operating systems, workplace applications, and web browsers.
Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2018

NEW COURSE

Changes to the 2018-2019 College Catalog

COURSE ID	COURSE TITLE
WFP/N 608	ESSENTIAL SKILLS FOR JOB SEARCH SUCCESS

Discipline: Workforce Preparation Noncredit

Units: 0

Lecture: 9.00

Prerequisite: None

Corequisite: None

Departmental Recommendation: None

Catalog Description: This noncredit course provides prospective employees with a support system that will assist them in both finding jobs and essential interviewing skills. Some of the topics covered include: essential job search strategies, online job resources, social networking, resume, cover letters, professional portfolio, successful interviewing, post interview follow up.

Schedule Description: This noncredit course provides prospective employees with a support system that will assist them in both finding jobs and essential interviewing skills. Some of the topics covered include: essential job search strategies, online job resources, social networking, resume, cover letters, professional portfolio, successful interviewing, post interview follow up.

Equate: This course does equate with ACAD 702 at SBVC.

Effective: Fall 2018

NEW COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
PSYCH 201	RESEARCH METHODS

Units: 4

Lecture: 64.00

Prerequisites: PSYCH 100: General Psychology or PSYCH 100H: General Psychology – Honors; PSYCH 120: Statistics for the Social and Behavioral Sciences or MATH 110: Introduction to Probability and Statistics or MATH 110H: Introduction to Probability and Statistics- Honors

Corequisite: None

Departmental Recommendations: Successful completion of ENGL 101

Catalog Description: Introduction to the methodology of correlation and experimental research in psychology and related disciplines. Covers the design, data gathering, data

Schedule Description:	analysis, and write-up of quantitative research. Designed primarily for psychology and other social and behavioral science majors. Introduction to the methodology of correlation and experimental research in psychology and related disciplines. Covers the design, data gathering, data analysis, and write-up of quantitative research. Designed primarily for psychology and other social and behavioral science majors.
Rationale:	This course is meant to replace an existing course: PSYCH 101. The purpose of making this a four unit course is 1) to recognize the great amount of writing and research required by students in this course, 2) to give instructors more class time with students, 3) to be consistent with SBVC, which already designates this course as having four units.
Equate:	Equates with SBVC PSYCH 201.
Effective:	Fall 2019

NEW COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/F 121A	MIND BODY FUSION I

Units:	0.5 – 1
Lab:	24.00 – 48.00
Prerequisites:	None
Corequisite:	None
Departmental Recommendations:	None
Catalog Description:	Blends stretching, functional movement, balance, meditation and stress reduction to align the mind and body. Appropriate for all ages, fitness levels and those with disabilities.
Schedule Description:	Blends stretching, functional movement, balance, meditation and stress reduction to align the mind and body. Appropriate for all ages, fitness levels and those with disabilities.
Rationale:	Students have a wide range of abilities, interests and needs. Currently, CHC does not offer many courses that cater to the needs of those of with lower fitness levels, advanced age or with disabilities. This class would offer opportunities for both those populations. In addition, there is a big push to increase the awareness of movement through mind body exercises. This class will also offer meditation, which helps to reduce stress and ease other physical and mental health issues.
Equate:	Course does not equate with SBVC. Course is not offered at SBVC.
Effective:	Spring 2019

NEW COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
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KIN/X 170CX3	INTERCOLLEGIATE SWIMMING – WOMEN PRE-SEASON ATHLETICS
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Units:	1 – 2
Lab:	48.00 – 96.00
Prerequisites:	None
Corequisite:	None
Departmental Recommendations:	None
Catalog Description:	Pre-season sports conditioning in preparation for intercollegiate athletic participation for female swimmers. Sport specific training with the goal of addressing individual needs, growth, and development. Limitation on enrollment: enrollment is based on a successful tryout.
Schedule Description:	Pre-season sports conditioning in preparation for intercollegiate athletic participation for female swimmers. Sport specific training with the goal of addressing individual needs, growth, and development. Limitation on enrollment: enrollment is based on a successful tryout.
Rationale:	This course is an essential part of a comprehensive kinesiology program, which includes intercollegiate athletics. This is the only course on campus that offers pre-season instructions for women's intercollegiate swimming. In addition, the course is regularly offered at four-year institutions, is associate degree applicable, and transfers to CSU.
Equate:	Course does not equate with SBVC. Course is not offered at SBVC.
Effective:	Spring 2019

NEW COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/X 171CX3	INTERCOLLEGIATE SWIMMING – MEN IN-SEASON ATHLETICS

Units:	1 – 2
Lab:	48.00 – 96.00
Prerequisites:	None
Corequisite:	None
Departmental Recommendations:	None
Catalog Description:	Pre-season sports conditioning in preparation for intercollegiate athletic participation for male swimmers. Sport-specific training with the goal of addressing individual needs, growth, and development. Limitation on enrollment: enrollment is based on a successful tryout.
Schedule Description:	Pre-season sports conditioning in preparation for intercollegiate athletic participation for male swimmers. Sport-specific training with the goal of addressing individual needs, growth, and development. Limitation on enrollment: enrollment is based on a successful tryout.
Rationale:	This course is an essential part of a comprehensive kinesiology program, which includes intercollegiate athletics. This is the only course on campus that offers pre-season instructions for men's intercollegiate swimming. In addition, the

course is regularly offered at four-year institutions, is associate degree applicable, and transfers to CSU.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Spring 2019

NEW COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/X 180AX3	INTERCOLLEGIATE WATER POLO – WOMEN IN-SEASON ATHLETICS

Units: 3
Lab: 144.00
Prerequisites: None
Corequisite: None
Departmental Recommendations: None
Catalog Description: Instruction and training in the techniques, strategies, conditioning, and teamwork required for intercollegiate Water Polo competition. This course is intended for members of the Women's Intercollegiate Water Polo team. Limitation on enrollment: enrollment is based on a successful tryout.
Schedule Description: Instruction and training in the techniques, strategies, conditioning, and teamwork required for intercollegiate Water Polo competition. This course is intended for members of the Women's Intercollegiate Water Polo team. Limitation on enrollment: enrollment is based on a successful tryout.
Rationale: This course is an essential part of a comprehensive kinesiology program, which includes intercollegiate athletics. This is the only course on campus that offers in-season instructions for women's intercollegiate water polo. In addition, the course is regularly offered at four-year institutions, is associate degree applicable, and transfers to CSU.
Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Spring 2019

NEW COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/X 180BX3	INTERCOLLEGIATE WATER POLO – WOMEN OFF-SEASON ATHLETICS

Units: 2
Lab: 96.00
Prerequisites: None
Corequisite: None
Departmental Recommendations: None

Catalog Description:	Off-season sports conditioning in preparation for intercollegiate athletic participation for female water polo players. Sport specific training with the goal of addressing individual needs, growth and development. Limitation on enrollment: enrollment is based on a successful tryout.
Schedule Description:	Off-season sports conditioning in preparation for intercollegiate athletic participation for female water polo players. Sport specific training with the goal of addressing individual needs, growth and development. Limitation on enrollment: enrollment is based on a successful tryout.
Rationale:	This course is an essential part of a comprehensive kinesiology program, which includes intercollegiate athletics. This is the only course on campus that offers off-season instructions for women's intercollegiate water polo. In addition, the course is regularly offered at four-year institutions, is associate degree applicable, and transfers to CSU.
Equate:	Course does not equate with SBVC. Course is not offered at SBVC.
Effective:	Spring 2019

NEW COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/X 180CX3	INTERCOLLEGIATE WATER POLO – WOMEN PRE-SEASON ATHLETICS

Units:	1 – 2
Lab:	48.00 - 96.00
Prerequisites:	None
Corequisite:	None
Departmental	None
Recommendations:	
Catalog Description:	Pre-season sports conditioning in preparation for intercollegiate athletic participation for women water polo players. Sport specific training with the goal of addressing individual needs, growth and development. Limitation on enrollment: enrollment is based on a successful tryout.
Schedule Description:	Pre-season sports conditioning in preparation for intercollegiate athletic participation for women water polo players. Sport specific training with the goal of addressing individual needs, growth and development. Limitation on enrollment: enrollment is based on a successful tryout.
Rationale:	This course is an essential part of a comprehensive kinesiology program, which includes intercollegiate athletics. This is the only course on campus that offers off-season instructions for women's intercollegiate water polo. In addition, the course is regularly offered at four-year institutions, is associate degree applicable, and transfers to CSU.
Equate:	Course does not equate with SBVC. Course is not offered at SBVC.
Effective:	Spring 2019

NEW COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/X 181AX3	INTERCOLLEGIATE WATER POLO – MEN IN-SEASON ATHLETICS

Units:	3
Lab:	144.00
Prerequisites:	None
Corequisite:	None
Departmental Recommendations:	None
Catalog Description:	Instruction and training in the techniques, conditioning, and teamwork required for intercollegiate Water Polo competition. This course is intended for members of the Men's Intercollegiate Water Polo team. Limitation on enrollment: enrollment is based on a successful tryout.
Schedule Description:	Instruction and training in the techniques, conditioning, and teamwork required for intercollegiate Water Polo competition. This course is intended for members of the Men's Intercollegiate Water Polo team. Limitation on enrollment: enrollment is based on a successful tryout.
Rationale:	This course is an essential part of a comprehensive kinesiology program, which includes intercollegiate athletics. This is the only course on campus that offers in-season instructions for men's intercollegiate water polo. In addition, the course is regularly offered at four-year institutions, is associate degree applicable, and transfers to CSU.
Equate:	Course does not equate with SBVC. Course is not offered at SBVC.
Effective:	Spring 2019

NEW COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/X 181BX3	INTERCOLLEGIATE WATER POLO – MEN OFF-SEASON ATHLETICS

Units:	2
Lab:	96.00
Prerequisites:	None
Corequisite:	None
Departmental Recommendations:	None
Catalog Description:	Off-season sports conditioning in preparation for intercollegiate athletic participation for male water polo players. Sport specific training with the goal of addressing individual needs, growth and development. Limitation on enrollment: enrollment is based on a successful tryout.
Schedule Description:	Off-season sports conditioning in preparation for intercollegiate athletic participation for male water polo players. Sport specific training with the goal of addressing individual needs, growth and development. Limitation on enrollment: enrollment is based on a successful tryout.
Rationale:	This course is an essential part of a comprehensive kinesiology program, which includes intercollegiate athletics. This is the only course on campus that offers off-season instructions for men's intercollegiate water polo. In addition, the

course is regularly offered at four-year institutions, is associate degree applicable, and transfers to CSU.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Spring 2019

NEW COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/X 181CX3	INTERCOLLEGIATE WATER POLO – MEN PRE-SEASON ATHLETICS

Units: 1 – 2

Lab: 48.00 - 96.00

Prerequisites: None

Corequisite: None

Departmental None

Recommendations:

Catalog Description: Pre-season sports conditioning in preparation for intercollegiate athletic participation for male water polo player. Sport specific training with the goal of addressing individual needs, growth, and development. Limitation on enrollment: enrollment is based on a successful tryout.

Schedule Description: Pre-season sports conditioning in preparation for intercollegiate athletic participation for male water polo player. Sport specific training with the goal of addressing individual needs, growth, and development. Limitation on enrollment: enrollment is based on a successful tryout.

Rationale: This course is an essential part of a comprehensive kinesiology program, which includes intercollegiate athletics. This is the only course on campus that offers pre-season instructions for men's intercollegiate water polo. In addition, the course is regularly offered at four-year institutions, is associate degree applicable, and transfers to CSU.

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

Effective: Spring 2019

NEW COURSE

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
WFP/N 650	FINANCIAL LITERACY FOR STUDENTS

Units: 0

Lab: 9.00

Prerequisites: None

Corequisite: None

Departmental None

Recommendations:

Catalog Description:	The personal financial literacy course is designed to alert, inform, and educate students in concepts of personal finance and money management. Student will study broad financial topics and create strategies that will change their consumer behavior in the marketplace. The course is designed not only to improve their knowledge of finance but also to develop students' abilities to make rational financial decisions.
Schedule Description:	The personal financial literacy course is designed to alert, inform, and educate students in concepts of personal finance and money management. Student will study broad financial topics and create strategies that will change their consumer behavior in the marketplace. The course is designed not only to improve their knowledge of finance but also to develop students' abilities to make rational financial decisions.
Rationale:	Crafton Hills College wants financial literacy to be a part of students' lives. A Student's overall health is vital to the college and providing resources that provide support and education in financial understanding is essential to all students. The more students know and more financial tools they have at their disposal, the better prepared they will be for life outside of Crafton Hills College.
Equate:	Course does not equate with SBVC. Course is not offered at SBVC.
Effective:	Spring 2019

COURSE DELETIONS

COURSE ID	COURSE TITLE
VOC/N 601	BLUEPRINT FOR WORKPLACE SUCCESS

Rationale: This course has been updated and replaced with WFP/N 601: Essential Workplace Traits and Skills.

COURSE ID	COURSE TITLE
VOC/N 602	BLUEPRINT FOR CUSTOMER SERVICE

Rationale: This course has been updated and replaced with WFP/N 602: Essential Customer Service.

COURSE ID	COURSE TITLE
VOC/N 603	30 WAYS TO SHINE AS A NEW EMPLOYEE

Rationale: This course has been updated and replaced with WFP/N 603: Essential Skills for New Employees.

COURSE ID	COURSE TITLE
VOC/N 604	WORKPLACE COMPUTING

Rationale: This course has been updated and replaced with WFP/N 604: Essential Workplace Computer Skills.

COURSE ID	COURSE TITLE
VOC/N 608	JOB CLUB

Rationale: This course has been updated and replaced with WFP/N 608: Essential Skills for Job Search Success.

COURSE ID	COURSE TITLE
MATH 108	STATISTICS

Rationale: Course is no longer taught. This course has been replaced with MATH 110: Introduction to Probability and Statistics.

COURSE ID	COURSE TITLE
PSYCH 108	STATISTICS

Rationale: Course is no longer taught. This course has been replaced with PSYCH 120: Stats for the Social and Behavioral Sciences.

PROGRAM MODIFICATION

PROGRAM TITLE

ASSOCIATE OF SCIENCE DEGREE RADIOLOGIC TECHNOLOGY A.S. DEGREE

Radiologic Technology is a fully accredited, hospital-based program sponsored by Arrowhead Regional Medical Center (ARMC). The program is affiliated with Crafton Hills College and accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

NOTE: Prior to starting this degree the student must show proof of a clear criminal background check.

Required Courses Units

Course ID	Course Title	Units
RADIOL 100	Introduction to Radiologic Technology	1.5
RADIOL 103	Radiographic Positioning I	1
RADIOL 104	Radiologic Physics I	1.5
RADIOL 105	Radiographic Anatomy/ Physiology I	1
RADIOL 106	Radiographic Positioning Lab I	0.5
RADIOL 107	Basic Radiologic Medical Techniques	1.5
RADIOL 108	Radiation Protection I	1.5
RADIOL 109	Radiologic Physics II	1.5
RADIOL 110	Radiographic Exposure I	1
RADIOL 111	Radiographic Image Critique I	1
RADIOL 112	Radiographic Positioning II	1

RADIOL 113	Radiographic Anatomy/ Physiology II	1
RADIOL 114	Radiographic Positioning Lab II	0.5
RADIOL 115	Radiographic Clinic I	10
RADIOL 116	Radiographic Exposure II	1
RADIOL 117	Radiographic Clinic II	17.5
RADIOL 200	Radiation Protection II	1.5
RADIOL 202	Radiographic Image Critique II	1
RADIOL 203	Radiographic Positioning III	1
RADIOL 204	Radiographic Anatomy/ Physiology III	1
RADIOL 205	Radiographic Positioning Lab III	0.5
RADIOL 215	Radiography Registry Review and Testing I	3
RADIOL 207	Radiographic Fluoroscopic Imaging	1.5
RADIOL 208	Radiography Registry Review and Testing II	3
RADIOL 209	Radiographic Pathology	1
RADIOL 210	Radiographic Positioning IV	1
RADIOL 211	Radiographic Anatomy/Physiology IV	1
RADIOL 212	Special Procedures in Radiology	1
RADIOL 213	Radiographic Clinic III	12
RADIOL 214	Radiographic Clinic IV	12.5

Total Units 84

Rationale: Change in units for several courses, which causes the program units to change.
Effective: Fall 2018

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

CERTIFICATE MODIFICATION

CERTIFICATE TITLE

RADIOLOGIC TECHNOLOGY CERTIFICATE- CERTIFICATE OF ACHIEVEMENT

The objective of this certificate is to prepare students to be competent practitioners in the field of radiography. Completion of the certificate will prepare the student to be eligible for the state and national board examinations and for entry-level employment in radiography. Radiologic Technology is an accredited, hospital-based program sponsored by Arrowhead Regional Medical Center (ARMC). The program is affiliated with Crafton Hills College and accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Program applications and transcripts must be filed at ARMC School of Radiologic Technology by April 1st. Application packets are available from October through February of each year. Contact the Program Director at ARMC at (909) 580-3540 for information on the program and application materials. Visit the website www.arrowheadmedcenter.org. Students are required to have an Associate degree in order to receive a certificate of completion from the Radiologic Technology program.

Admission:

The Admissions Committee selects students on the basis of their college grades, satisfactory completion of

prerequisite courses, and a personal interview. Interviews are granted to all applicants who have completed all prerequisite courses with a minimum 2.7 GPA and have submitted a complete application packet with the non-refundable fee. The Admissions Committee selects eight students and four alternates.

MINIMUM QUALIFICATIONS:

To be considered for a personal interview, the applicant must:

- Submit a complete application packet with appropriate fee.
- Provide a copy of their college transcripts.
- Meet with a Crafton Hills College counselor to verify that prerequisites for the program have been met.

Prerequisites Units

Course ID:	Course Title:	Units:
RADIOL 090 *	Survey of Radiologic Technology	1.5
HIT 101 *	Medical Terminology	3
ANAT 101 *	Essentials of Human Anatomy and Physiology	4
ENGL 101 *	Freshman Composition	4
CIS 101 *	Introduction to Computer and Information Technology	3
MATH 095 *	Intermediate Algebra	4
Required First Semester Courses Units		
RADIOL100	Introduction to Radiologic Technology	1.5
RADIOL 103	Radiographic Positioning I	1
RADIOL 104	Radiologic Physics I	1.5
RADIOL 105	Radiographic Anatomy/ Physiology I	1
RADIOL 106	Radiographic Positioning Lab I	0.5
RADIOL 107	Basic Radiologic Medical Techniques	1.5
RADIOL 110	Radiographic Exposure I	1
RADIOL 115	Radiographic Clinic I	10
Required Second Semester Courses Units		
RADIOL 108	Radiation Protection I	1.5
RADIOL 109	Radiologic Physics II	1.5
RADIOL 111	Radiographic Image Critique I	1
RADIOL 112	Radiographic Positioning II	1
RADIOL 113	Radiographic Anatomy/ Physiology II	1
RADIOL 114	Radiographic Positioning Lab II	0.5
RADIOL 116	Radiographic Exposure II	1
RADIOL 117	Radiographic Clinic II	17.5
Required Third Semester Courses Units		
RADIOL 200	Radiation Protection II	1.5
RADIOL 202	Radiographic Image Critique II	1
RADIOL 203	Radiographic Positioning III	1
RADIOL 204	Radiographic Anatomy/ Physiology III	1
RADIOL 205	Radiographic Positioning Lab III	0.5
RADIOL 213	Radiographic Clinic III	12
RADIOL 215	Radiography Registry Review and Testing I	3
Required Fourth Semester Courses Units		
RADIOL 207	Radiographic Fluoroscopic Imaging	1.5
RADIOL 208	Radiography Registry Review and Testing II	3
RADIOL 209	Radiographic Pathology	1
RADIOL 210	Radiographic Positioning IV	1
RADIOL 211	Radiographic Anatomy/Physiology IV	1

RADIOL 212	Special Procedures in Radiology	1
RADIOL 214	Radiographic Clinic IV	12.5

*Students may substitute equivalent or advanced level courses.

Total Units 103.5

Rationale: Change in units for several courses, which causes the program units to change.
Effective: Fall 2018

CERTIFICATE MODIFICATION

CERTIFICATE TITLE

JOB READINESS SKILLS CERTIFICATE- CERTIFICATE OF COMPLETION

This non-credit certificate prepares students to enter the workforce through career exploration and planning, interview preparation, employment acquisition, as well as communication and workplace skills development.

Course ID:	Course Title:	Units:
WFP/N 601	Essential Workplace Traits and Skills	0
WFP/N 602	Essential Customer Service	0
WFP/N 603	Essential Skills for New Employees	0
WFP/N 608	Essential Skills for Job Search Success	0

Total Units 0

Rationale: Change from VOC to WFP courses. WFP courses include updated course outlines to align with current workplace skills and demand.
Effective: Fall 2018

CERTIFICATE MODIFICATION

CERTIFICATE TITLE

WORKFORCE LITERACY SKILLS CERTIFICATE- CERTIFICATE OF COMPLETION

This non-credit certificate prepares students to enter the workforce through career exploration and planning, interview preparation, employment acquisition, as well as communication and workplace skills development. In addition, this certificate provides students with basic skills training in mathematics, English, and computing.

Course ID:	Course Title:	Units:
WFP/N 601	Essential Workplace Traits and Skills	0
WFP/N 602	Essential Customer Service	0
WFP/N 603	Essential Skills for New Employees	0
WFP/N 604	Essential Workplace Computer Skills	0
MATH/N 605	Math Skills for the Workplace	0
WRIT/N 606	Reading and Writing for Workplace Communication	0

Curriculum Meeting: 02/26/18, 03/26/18, 04/09/18

Conjoint Meeting: 4/23/18

Board of Trustees Meeting: 05/10/18

ESL/N 607 **or**
Workplace English as a Second Language 0

Total Units 0

Rationale: Change from VOC to WFP courses. WFP courses include updated course outlines to align with current workplace skills and demand.

Effective: Fall 2018

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Diana Rodriguez, President, SBVC
Mike Strong, Vice President, Administrative Services, CHC
Kristina Hannon, Executive Director, Human Resources

DATE: May 10, 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 per the attached list.

OVERVIEW

The attached 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

The cost for employment of adjunct and substitute academic employees is included in the 2017-2018 budget.



Adjunct & Substitute Academic Employees

Submitted for Board Approval May 10, 2018

San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Adair, Crystal	Maternity Nursing	Nursing
Narvaez, Rene	Beginning Shielded Metal Arc and Intermediate Shielded Metal Arc	Welding
Nguyen, ThuVan	Student Success Center	Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators
Woolfolk, Virgal	Wastewater Technology Math	Water Supply Technology

Crafton Hills College

	Subject	Discipline per Minimum Qualifications
Voight, Jessica	Public Safety & Emergency Medical Services	Public Safety & Emergency Medical Services
Vasquez, Henry	Emergency Medical Services	Emergency Medical Technologies

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Amalia Perez, Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval of Alternate Work Schedule for Summer 2018

RECOMMENDATION

It is recommended that the Board of Trustees approve an alternate work schedule for Summer 2018.

OVERVIEW

SBCCD intends to implement the four-day, ten-hour workweek during Summer 2018, beginning June 3, 2018 through July 27, 2018. Employees will receive ten hours pay for the designated Independence Day holiday occurring on Wednesday, July 4, 2018.

ANALYSIS

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

SBCCD will implement the four-day, ten-hour workweek during the summer months for Management and Confidential employees as well as CSEA members.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will have no additional financial impact.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Amalia Perez, Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval of Alternative Work Placement

RECOMMENDATION

It is recommended that the Board of Trustees ratify an Alternative Work Placement for Alyssa Taylor from College Security Officer, District Police to Secretary I, Admissions & Records at San Bernardino Valley College effective April 9, 2018.

OVERVIEW

The District conducted an interactive process with the employee, CSEA, District management, Human Resources and Rachel Shaw of Shaw HR & Consulting. CSEA Article 15.5 Medical Transfers allows the District to assign a unit member to another position in cases where the unit member is medically unable to assume his/her regular duties.

An accommodation offer was made to Ms. Taylor for the Secretary I position at Admissions & Records at SBVC which she accepted. Since this is a lateral transfer there is no change in salary.

ANALYSIS

This alternative work placement is in compliance with the American's with Disabilities Act, Department of Fair Employment and Housing Act, the Equal Employment Opportunity Commission, and CSEA Article 15.5 Medical Transfers.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval of Appointment of Alternate District Lead Negotiator

RECOMMENDATION

It is recommended that the Board of Trustees appoint Human Resources Manager Iosif Opris as an Alternate District Lead Negotiator for both the San Bernardino Community College District Teachers Association (CTA/NEA) and the California School Employees Association (CSEA Chapter 291).

OVERVIEW

The appointment of Alternate District Lead Negotiators will provide both unions continuity and identifies primary contacts for matters related to collective bargaining.

ANALYSIS

This appointment identifies a second Alternate District Lead Negotiator for all contract negotiations and other matters related to collective bargaining.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Diana Rodriguez, President, SBVC
Mike Strong, Vice President, Administrative Services, CHC
Kristina Hannon, Executive Director, Human Resources

DATE: May 10, 2018

SUBJECT: Consideration of Approval of District Volunteers

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of District volunteers.

OVERVIEW

The individuals on the attached 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

There are no financial implications associated with this board item.



District Volunteers

Submitted for Board Approval May 10, 2018

	Site	Assignment	From	To
Calderon, Sara	CHC	Counseling Internship	05/11/18	12/31/18
Choi, Eunice	CHC	Counseling Internship	05/11/18	12/31/18
Crabtree, Kailey	CHC	Health and Wellness	05/11/18	12/31/18
Schessler, Cristina	CHC	Counseling Internship	05/11/18	12/31/18
Rosales, Jesse	KVCR	KVCR Development	05/11/18	06/30/18
Snyder, Jeremy	KVCR	KVCR	05/11/18	06/30/18
Aguilar, Isabel	SBVC	Science/Chemistry	05/29/18	06/30/18
Aldapa, Iyaly	SBVC	Social Sciences/Criminal Justice	05/11/18	06/30/18
Becerra, Jennyfer	SBVC	Science/Chemistry	05/29/18	06/30/18
Blackmon, Richard	SBVC	Science/Chemistry	05/29/18	06/30/18
Chamberlain, Andrew	SBVC	Science/Chemistry	05/29/18	06/30/18
Covarrubias, Cesar	SBVC	Social Sciences/Criminal Justice	05/11/18	06/30/18
Duncan, Andrew	SBVC	Social Sciences/Criminal Justice	05/11/18	06/30/18
Flores, Kendrick	SBVC	Science/Chemistry	05/29/18	06/30/18
Flores, Lifni	SBVC	Science/Chemistry	05/29/18	06/30/18
Foster, Tyrus	SBVC	Social Sciences/Criminal Justice	05/11/18	06/30/18
Gracia, Kyah	SBVC	Science/Chemistry	05/29/18	06/30/18
Jaramilio, Daniel	SBVC	Social Sciences/Criminal Justice	05/11/18	06/30/18
Kennedy, Shawn	SBVC	Social Sciences/Criminal Justice	05/11/18	06/30/18
Le, Ly	SBVC	Science/Chemistry	05/29/18	06/30/18
Lopez, Jonathon	SBVC	Science/Chemistry	05/29/18	06/30/18
Macias, Miguel	SBVC	Social Sciences/Criminal Justice	05/11/18	06/30/18
Medina, Edmundo	SBVC	Science/Chemistry	05/29/18	06/30/18
Mitchell, Devin	SBVC	President's Office/Marketing & PR	05/11/18	06/30/18
Mora, Carlos	SBVC	Social Sciences/Criminal Justice	05/11/18	06/30/18
Ramirez, Blanca	SBVC	Science/Chemistry	05/29/18	06/30/18
Robles, Sandra	SBVC	Science/Chemistry	05/29/18	06/30/18
Savage, Kaleigh	SBVC	Science/Chemistry	05/29/18	06/30/18
Torres, Guiselle	SBVC	Science/Chemistry	05/29/18	06/30/18
Truong, Cherish	SBVC	Science/Chemistry	05/29/18	06/30/18



District Volunteers

Submitted for Board Approval May 10, 2018

	Site	Assignment	From	To
Valle, Jasmine	SBVC	Science/Chemistry	05/29/18	06/30/18
Vasquez, Arthur	SBVC	Social Sciences/Criminal Justice	05/11/18	06/30/18
Vernon, Adrian	SBVC	Science/Chemistry	05/29/18	06/30/18
Vicario, Rafael	SBVC	Social Sciences/Criminal Justice	05/11/18	06/30/18

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval of Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached management job descriptions for the positions.

- Manager, Production
- Manager, Community Education

OVERVIEW

The Manager of Production is responsible for all technical and logistical processes for pre-production and production of original programming created by the KVCR/FNX networks.

The Manager of Community Education serves as the principal liaison for the community/government relations and assists with the District's publications and coordination of events to raise awareness and public understanding of SBCCD's positive impact on the community.

ANALYSIS

The Manager, Production position is essential for not only improving the KVCR/FNX station's production processes, but also for improving the overall quality and efficiency of the entire station's original programming.

The Manager, Community Education position is essential for building and maintaining strong alliances with educational institutions, government agencies, and community organizations.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGER, PRODUCTION

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

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Manager, Production manages all technical and logistical processes for pre-production and production of original programming created by the KVCR/FNX networks.

This includes the management and/or supervision of assigned staff and their duties from pre-production through production, in office and on location; supervision of production equipment, including creation and implementation of logging/maintenance system and practices; directing lighting, grip and camera teams in pre-production, and on location during production; creating and amending production budgets, and providing resource recommendations in pre-production, supervising an effective and efficient collaboration with all departments for maximum production value and efficiency throughout all aspects of production; and assuring compliance with the Federal Communications Commission (FCC), the Public Broadcasting Service (PBS) and the Corporation for Public Broadcasting (CPB), as well as communicates and coordinates operations with the San Manuel Band of Mission Indians, the founding partner of the network.

The Manager, Production will create, execute, maintain, and supervise effective and efficient production workflows for the station's entire original programming lineup for both broadcast and web viewing. This includes both general and specific creative guidance and supervision, helping to refine and train a production team in a way that maximizes productivity and quality, while simultaneously putting people to work in areas they are passionate about and can grow from. In close collaboration with pre-production and post-production employees, as well as with engineers and IT, the Manager, Production will create an environment that rewards hard work, a willingness and ability to learn, and a passion for the work being done. The Manager, Production will assist in nurturing talent in the proper direction so that the employee can be of most help to KVCR/FNX TV. The Manager, Production will also be hands-on, operating camera and lighting equipment in production and giving notes through post-production. The goal of the Manager, Production is not only improving the station's production processes, but improving the overall quality and efficiency of the entire station's original programming. All under the umbrella of improving the station's service to the District and the community.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Manages, Produces, Directs television programs for a public broadcast television station; directs programs live or recorded, in the studio or in the field; produces and directs programs, on air promotions, and public service announcements.
2. Manages assigned station personnel and production crews on planning and coordinating future production needs such as events, remote productions, docu-series, road shows, specials, etc.
3. Remote production management for KVCR/FNX TV. Conduct sight surveys, vendor hiring, travel arrangements, assemble crew, and coordination with technical department.
4. Provide production management to external production partners on breaking news or special one time programming projects.

5. Works with finance team on providing oversight on budgeting launches, special projects and remotes including controlling/negotiating/tracking actual expenditures on these events.
6. Supervises the selection of talent and guests as assigned.
7. Manages production team in creation of program publicity, budgets, permits and agreements.
8. Coordinates the work of production crews and talent; supervises and evaluates work of student assistants and students enrolled in TV production courses.
9. Consults with and provides technical assistance to faculty and staff related to the production of television programs.
10. Actively supervises the education and training of production staff.
11. Supervises the operation of a variety of television equipment including lights, cameras, computers, editing equipment, video switchers, and related equipment.
12. Manages the workflow and preparation of a variety of reports and logs related to production activities.
13. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operations, services, and activities of a public or commercial television station.

Shot Composition, usage of creative angles to create exceptional images

Principles and techniques of producing and directing live and recorded television programs in the studio or in the field.

Advanced cinematography and videography along with expertise using modern HD, 4K and 8K cameras.

Operational characteristics of current production, editing, and IT infrastructure.

Office procedures, methods, and equipment including computers and applicable software applications.

Pertinent federal, state, and local laws, codes, and regulations including FCC rules and regulations pertaining to station operations.

Ability to:

Manage In-Studio and remote productions and production personnel

Travel with production team for surveys and remote shoots as needed.

Work with outside vendors and freelance crews

Display strong interpersonal and communication skills, both written and verbal

Act as a self-starter with excellent follow-through ability and accountability

Implement excellent organizational skills for production personnel being managed; ability to effectively multi-task in a fast-paced, deadline-oriented environment

Solid financial acumen; experience with creating and maintaining production budgets

Available to work nights and weekends

Available to travel as needed

Available at all times to coordinate programming and schedule changes with Studio Operations head.

Education and Experience Guidelines - *A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in telecommunications, journalism, English, or a related field; An additional three (3) years of directly related experience and Sixty (60) college units may be substituted for the degree.

Experience:

At least 10 years of experience in producing, shooting, and directing digital content, television programs, or feature films.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed in both indoor and outdoor field environments; travel from site to site; exposure to noise and all types of weather and temperature conditions.

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

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

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

Manager Salary Range 14
Board Approved: TBD

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

MANAGER, COMMUNITY EDUCATION

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

SUMMARY DESCRIPTION

Under the direction of appropriate administrator, the Manager of Community Education serves as the principal liaison for government entities and assists with the district's publications and coordination of events to raise awareness and public understanding of the district's positive impact on the community. This culturally-competent representative must be able to deliver accurate information via phone, e-mail, audio-visual presentations and walk-ups, primarily in Spanish, to constituents who seek K-12, job training and college resources available across Riverside and San Bernardino counties and in Spanish speaking countries.

To support the goals and objectives of the Educational Opportunities, the incumbent will be responsible for building and maintaining strong alliances with educational institutions, government agencies, and community organizations, and will establish a pipeline of volunteers and student interns to assist year-round. While it is expected that the incumbent will keep active and open communication with members of the Consulate's senior leadership teams, this position reports to the San Bernardino Community College District.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Educate constituents about the United States educational system, with primary focus on Riverside and San Bernardino counties, including K-12, California Community Colleges, California State University, University of California, GED, English courses, job training, scholarships and financial aid opportunities.
2. Provide information about the Mexican educational system for students and families who are leaving the United States to live in Mexico. Familiarize constituents with the higher education admission process in Mexico, and the Education Without Borders (Educacion Sin Fronteras) program offered by the Secretariat of Public Education (Secretaria de Educacion Publica) for the academic transfer of courses or dual professional certifications.
3. Promote educational opportunities offered by the Mexican government for Mexican citizens who live in the United States, including the Institute for Mexicans Abroad scholarship fund (Instituto de Mexicanos en el Exterior; IME Becas), free academic textbooks, long-distance learning, among others.
4. Write, edit, proofread, and design high-quality, informative and interesting content for social media and press releases about the students, faculty, staff, achievements and cultural events at the San Bernardino Community College District, which includes Crafton Hills College, San Bernardino Valley College, Office of Economic Development & Corporate Training and KVCR TV/FM.
5. Assist in the development of high-quality, informative, interesting and original opinion pieces with the Chancellor's voice, in collaboration with the District Director of Marketing, Public Affairs and Government Relations.
6. Assist in the tracking and compiling of news media coverage for reports distributed to San Bernardino Community College District leadership.

7. Handles a variety of administrative tasks such as composing correspondence; ordering materials, supplies, and services; responding to telephone calls, e-mail, and office correspondence; runs a variety of errands to support day-to-day operations.
8. Track regulatory issues and conduct legislative research at the federal, state and local level, develop policy fact sheets and reports, and provide regular written guidance to appropriate area.
9. Complete research on assigned topics and collaborate with relevant subject-matter experts or campus stakeholders by phone, chat, e-mail or in-person to develop original stories for news articles, blog posts, internal and external newsletters.
10. Provide information on the primary procedures in the United States and other countries to obtain academic diplomas, degrees and professional certificates, as well as for the revalidation of studies, request for duplicates of academic documents and transcripts.
11. Create a reporting mechanism and collect qualitative and quantitative records on constituent interactions to monitor the daily, weekly, monthly and year-round progress of the Educational Opportunities Help Desk ("Ventanilla de Orientacion Educativa).
12. Support the development of written progress reports detailing the activities and impacts of the Educational Opportunities Help Desk ("Ventanilla de Orientacion Educativa), in coordination with the Mexican Consulate in San Bernardino and San Bernardino Community College District, to be completed January, March, June and September, or as requested.
13. Collects, researches, verifies, records, analyzes, and summarizes information; prepares and distributes narrative, statistical, and financial data, recommendations, and alternatives as requested; completes, reviews, and verifies forms and reports for completeness and conformance with established regulations and procedures.
14. Establish and maintain open lines of communication with educational institutions, government agencies, and community organizations to support the goals and objectives of the Educational Opportunities Help Desk ("Ventanilla de Orientacion Educativa).
15. Stay informed on the latest local, state and federal news and public policies impacting undocumented students in the United States, including the California DREAM Act, AB 540, California DREAM Loan Program, DACA, among others.
16. Regularly attend meetings of local political and community organizations, state and federal representatives, regulatory officials, and trade associations and engage in other necessary political outreach.
17. Educate students and families on Mexico-U.S. study abroad opportunities, including the Binational Forum on Higher Education, Innovation and Research (Foro Binacional de Educación Superior de Innovación e Investigación; FOBESII) and the 100,000 Strong in the Americas program (Proyecto 100,000).
18. Create and deliver culturally-competent, Spanish-language workshops and audio-visual presentations to motivate adults, children, and young students to pursue higher education and job training opportunities.
19. Support the development of culturally-competent, Spanish-language informational brochures and fact sheets on regional educational institutions to use them as an "Educational Resources Guide," within the marketing and brand style guidelines established by the Mexican Consulate in San Bernardino and the San Bernardino Community College District.
20. Support the development and implementation of an annual calendar of activities and high-profile community events to promote the Educational Opportunities Help Desk ("Ventanilla de Orientacion Educativa).

21. Coordinate volunteers and/or student interns from local higher education institutions to assist during the hours of operation of the Educational Opportunities Help Desk ("Ventanilla de Orientacion Educativa).
22. Provide logistical, event planning and communications support for campus meetings and major community events.
23. Some travel may be required.
24. Other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

Advanced fluency in written and oral communication in both Spanish and English.
 Knowledge of Education Code.
 Outstanding skills in developing written documents for a variety of audiences, including executive memos, position papers, public relations documents, etc.
 Excellent verbal communication skills, including public speaking and interpersonal communication skills.
 Knowledge of effective project management and special event planning.
 Knowledge of data collection, analysis principles and research practices (statistical sampling).
 Knowledge and skill in training methods, programs and techniques.
 Proficient in business computer software such as Word, Excel, Access, and the Web.
 Advanced knowledge of Mexican and U.S. culture and value systems, and demonstrated cultural-competency to communicate efficiently and harmoniously with persons of diverse socio-economic backgrounds.
 Interpersonal skills using tact, patience and courtesy.
 Principles and practices used to establish and maintain files and information retrieval systems.
 Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
 Working knowledge of social media and marketing writing styles and techniques
 Work organization principles and practices.

Ability to:

Respond to requests and inquiries from constituents, staff, or the public; effectively present information in person, email, or on the telephone to constituents, staff, or the public.
 Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations.
 Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
 Multi-task, prioritize and manage time efficiently.
 Travel nationally as needed.
 Work with minimal supervision.
 Use sound judgment in recognizing scope of authority.
 Learn and understand the organization and operation of the assigned program area as necessary to assume assigned responsibilities.
 Learn, understand, interpret, and apply general administrative and office policies and procedures.
 Learn and understand the organizational structure of sections of the Government of Mexico and the ability to learn complex regulations and procedures.
 Learn the methods and standards used in processing paperwork related to area of assignment.
 Compile and organize data and information.

Utilize creative skills in graphics projects and design.
Maintain filing systems.
Exercise good judgment in maintaining information, records, and reports.
Establish and maintain effective working relationships with those contacted in the course of work.
Plan and organize work to meet schedules and changing deadlines.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Education and Experience Guidelines - *A typical way to obtain the knowledge and abilities would be:*

Education/Training:

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

Experience:

Two years of clerical experience, preferably in customer relations and maintaining the confidentiality of sensitive information.

License and Certification:

Possession of a valid California Driver's License.

Special Requirements:

1. Must demonstrate fluency in written and oral communication in both Spanish and English.
2. Must demonstrate knowledge of Mexican and U.S. culture and value systems and demonstrated cultural-competency to communicate efficiently and harmoniously with persons of diverse socio-economic backgrounds.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Board Approved TBD

Range 4

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Mike Strong, Vice President of Administrative Services, CHC
Diana Rodriguez, President, SBVC
Kristina Hannon, Executive Director, Human Resources

DATE: May 10, 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 as indicated on the attached.

OVERVIEW

Approval of non-instructional pay for academic employees per the attached list is being 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

The cost of the non-instructional pay is included in the 2017-2018 budget.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 10, 2018

San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Adams, Kathryn Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year.
Allen, Tammy Math and Science General Fund	05/29/18	06/28/18	30	\$ 1,470	Faculty shall receive a one-time stipend for participation in the STEM Summer Bridge Program which include STEM immersion activities, field trips and English/Reading and math skill set preparation. Our goal is to provide the program to 30 incoming student
Bahena, Sandra Math and Science General Fund	05/29/18	06/28/18	70	\$ 3,430	Faculty share receive a one-time stipend for participation in the STEM Sumer Bridge Program which include STEM immersion activities, field trips and English/Reading and math skill set preparation. Our goal is to provide the program to 30 incoming student
Bernardo, Yecica Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Bjerke, Jennifer Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Blacksher, Anthony Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Bond, Lauren Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year



Non-Instructional Pay for Academic Employees

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San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Burns-Peters, Davena Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Copeland, Mary Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Curasi, Gina Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Downey, Jennifer Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Falls, Anthony CTE Transitions Grant Fund	05/11/18	06/29/18	40	\$ 1,960	Developing and updating Electricity/Electronics curriculum; high schools and ROP articulation meetings/agreements.
Fernandez, Irving Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Ferri-Milligan, Paula Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Fozouni, Daihim Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year



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	From	To	Not to Exceed		Project
			Hours	Amount	
Frias, Mayra Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Hayes, Shonia Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Hecht, Andrea Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Heibel, Todd Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Hidalgo, Alma Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Hightower, Nicole Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Huston, Celia Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Jorgensen, Judy Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year



Non-Instructional Pay for Academic Employees

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San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Kawa, Jon Art Department General Fund	05/14/18	05/15/18	4	\$ 196	Faculty will conduct career and portfolio presentation for Graphics and digital program at SBVC
Kawa, Karlie Art Department General Fund	05/14/18	05/15/18	4	\$ 196	Faculty will conduct career and portfolio presentation for Graphics and digital program at SBVC
Kent, Michael Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Lemieux, Jessy Math and Science General Fund	05/29/18	06/28/18	30	\$ 1,470	Faculty shall receive a one-time stipend for participation in the STEM Summer Bridge Program which include STEM immersion activities, field trips and English/Reading and math skill set preparation. Our goal is to provide the program to 30 incoming students
Levine, Michael Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Long, Janet Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Mendez, Rebecca Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Moore, Sandra Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year



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San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Mukundan, Ramaa Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Murillo, Joan Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Nelson, Brandy Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Pires, Romana Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Prajapati, Nikita Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Rippetoe, James Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Robles, Matthew Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Roller, Gayle Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year



Non-Instructional Pay for Academic Employees

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San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Romero, Markazan CTE Transitions Grant Fund	05/11/18	06/29/18	20	\$ 980	Developing and updating Electricity/Electronics curriculum; high schools and ROP articulation meetings/agreements.
Smith, David Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Sobhanian, Soha Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Stalbert, Malik Math and Science General Fund	05/29/18	06/28/18	30	\$ 1,470	Faculty shall receive a one-time stipend for participation in the STEM Summer Bridge Program which include STEM immersion activities, field trips and English/Reading and math skill set preparation. Our goal is to provide the program to 30 incoming student
Stable, Vernon Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Tasaka, Bethany Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Trehwella, Donna Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Valle, Samuel CTE Transitions Grant Fund	05/11/18	06/29/18	40	\$ 1,960	Developing and updating Electricity/Electronics curriculum; high schools and ROP articulation meetings/agreements; developing employee/industry partners.



Non-Instructional Pay for Academic Employees

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San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Vasquez, Tatiana Zero Textbook Cost Degree Grant Fund	05/29/18	06/30/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year
Wahab, Abena Math and Science General Fund	05/29/18	06/28/18	30	\$ 1,470	Faculty shall receive a one-time stipend for participation in the STEM Summer Bridge Program which include STEM immersion activities, field trips and English/Reading and math skill set preparation. Our goal is to provide the program to 30 incoming studen
Williamson, Asia Zero Textbook Cost Degree Grant Fund	05/29/18	06/28/18	30	\$ 1,470	To pursue professional development with the goal to offer one of more high quality Zero Textbook Cost course sections in the 2017-2018 academic year

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Alatorre, Guadalupe Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Anderson, Jonathan Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 10, 2018

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Brink, T.L Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Bryant, Tom Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Cervantez, Jeff Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Costello, Gerarda Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Cummings, Lou'Rie Student Success & Support Program	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling
Davis, Sean Student Success & Support Program	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 10, 2018

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
DiBartolo, Cheryl Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Duran, Paloma Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Ebner, Noah Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Fyfe, Brooke Student Success & Support Program	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling
Garcia, Claudia Student Success & Support Program	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling
Greyraven, Ruth Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Gunter, Melody Theater General Fund	04/27/18	04/27/18	8	\$ 392	Arts Day Workshop RATIFICATION: Additional hours for the Arts Day Outreach program.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 10, 2018

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Hellerman, Steve Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Hoehn, Marisela Student Success & Support Program	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling
Hogan, Ryan Student Success & Support Program	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling
Hogrefe, Rick Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Jimenez, Sabrina Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Koenig, Emilie Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 10, 2018

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Langenfeld, Elizabeth Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Ledoux, Janine Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Manning, Lucas Theater General Fund	04/27/18	04/27/18	8	\$ 392	Arts Day Workshop RATIFICATION: Additional hours for the Arts Day Outreach program.
Mansourian, Farhad Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
McKee, Julie Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
McNamara, Laurence Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 10, 2018

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Mills, Lisa Student Success & Support Program	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling
Morgan, Douglas Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Morgrovejo, Pablo Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Quintanar, Brittnee Student Success & Support Program	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling
Ramos, Sefferino Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Sanford, Concepcion Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Scott, Shella Student Success & Support Program	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 10, 2018

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Shelby, Patricia Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Shum, Cynthia Counseling General Fund	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling
Simonson, Scott Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Tinoco, Michelle Student Success & Support Program	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling
Troncoza, Arline Adult Education Block Grant	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling
Troncoza, Arline Adult Education Block Grant	01/02/18	05/31/18	250	\$ 12,250	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling RATIFICATION: This item was previously approved on February 8, 2018 for 150 hours. An additional 100 hours are required to meet the needs of students.
Urbanovich, Jim Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 10, 2018

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Weiler, Lindsay Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Williams, Gary Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.
Wilson, Debbie Student Success & Support Program	06/01/18	08/10/18	258	\$ 12,642	Adjunct Counselor, provide counseling, Ed Plan development and other counseling services in Counseling
Winokur, Robert Honors Program General Fund	01/11/18	05/25/18	10	\$ 490	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Honors Faculty are submitted for board approval after the final drop date to ensure Honor Students are enrolled in the course.

District Support Services

	From	To	Not to Exceed		Project
			Hours	Amount	
Eastman, Kim Dubios Human Resources General Fund	12/19/17	12/19/17	10	\$ 490	HR Hiring Committee RATIFICATION: Human Resources staff late in collecting appropriate paperwork.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 10, 2018

District Support Services

	From	To	Not to Exceed		Project
			Hours	Amount	
Fender, Rochell Human Resources General Fund	12/19/17	12/19/17	10	\$ 490	HR Hiring Committee RATIFICATION: Human Resources staff late in collecting appropriate paperwork.
Maurizi, Tamara Human Resources General Fund	12/19/17	12/19/17	10	\$ 490	HR Hiring Committee RATIFICATION: Human Resources staff late in collecting appropriate paperwork.
Murillo, Joan Human Resources General Fund	12/19/17	12/19/17	10	\$ 490	HR Hiring Committee RATIFICATION: Human Resources staff late in collecting appropriate paperwork.
Sogomonian, Nori Human Resources General Fund	04/12/18	04/13/18	2.5	\$ 123	Bilingual Stipend Testing RATIFICATION: Human Resources staff late in collecting appropriate paperwork.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Kristina Hannon, Executive Director, Human Resources

DATE: May 10, 2018

SUBJECT: Consideration of Approval of Pre-Retirement Reduced Workload for Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the pre-retirement reduced workload for James Stewart.

OVERVIEW

James Stewart, Assistant Professor for the Art Department at SBVC, has submitted a request to exercise the pre-retirement contract by reducing his workload to a 50% plan beginning with the 2018-2019 academic year, per Article 22 of the CTA Agreement. Mr. Stewart intends to balance his teaching load between the two semesters, with a teaching load of approximately .27 in fall and .73 during spring semester. His plan is to take advantage of the pre-retirement early reduced workload for no more than five years.

ANALYSIS

In accordance with Article 22 of the CTA Agreement, full-time faculty employees who meet the requirements may reduce their contract from full-time to a percent of contract while maintaining their retirement benefits pursuant to Ed Code Sections 22713 & 87483 or Government Code Section 20900.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of this board item will be included in the 2018-2019 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: May 10, 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 attached 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, which 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

The cost of employment for the employees on the attached is included in the 2017-18 budget.



Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval May 10, 2018

Professional Expert

Name	Department	Site	Duties	From	To	Hourly Rate
Jessica Voigt	Public Safety & Emergency Services	CHC	Lab Instructor / Primary Instructor / EMS Specialist	5/11/18	6/30/18	\$20.00/ \$25.00/ \$30.00
Vicente Nacario	EDCT	DIST	Program Assistant	11/6/17	12/14/17	\$49.00
Alfredo Perez-Negron	EDCT	DIST	Workforce Development Trainer	4/2/18	6/30/18	\$60.00
Briana Flores	EDCT	DIST	Workforce Development Trainer	4/2/18	6/30/18	\$15.00
Lawrence Carter	EDCT	DIST	Workforce Development Trainer	4/2/18	6/30/18	\$15.00
Wendy Lester	EDCT	DIST	Workforce Development Trainer	4/2/18	6/30/18	\$25.00
Kenna Heller	KVCR	DIST	Camera & Lighting Technician	5/11/18	6/30/18	\$15.00
Nicholle Baron	KVCR	DIST	Camera & Lighting Technician	5/11/18	6/30/18	\$16.00
Shareen Awad	KVCR-FNX	DIST	Editor	5/11/18	6/30/18	\$18.00
Brian Taylor	KVCR-FNX	DIST	Program Assistant	5/11/18	6/30/18	\$40.00
David Keith	KVCR-FNX	DIST	Program Assistant	5/11/18	6/30/18	\$40.00
Derek Reynolds	KVCR-FNX	DIST	Program Assistant	5/11/18	6/30/18	\$40.00
Javier Salvago Escalera	KVCR-FNX	DIST	Program Assistant	4/11/18	6/30/18	\$40.00 *pay rate increase
Pierce Cook	KVCR-FNX	DIST	Program Assistant	5/11/18	6/30/18	\$40.00



Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval May 10, 2018

Professional Expert

Name	Department	Site	Duties	From	To	Hourly Rate
John Futch	Applied Technology, Transportation & Culinary Arts Division	SBVC	Special Events Planner	4/12/18	6/30/18	\$35.00
Nancy Duran	Student Success Center/Academic Success & Learning	SBVC	Tutor II	5/25/18	6/30/18	\$12.50

Substitute

Name	Department	Site	Duties	From	To	Hourly Rate	Justification
Ali Raventos	Admissions & Records	CHC	Admissions & Records Technician	4/21/18	6/20/18	\$18.51	Extension: vacancy in active recruitment
Bowens-McLeod, Nia	Career Education & Human Development	CHC	Administrative Secretary	4/10/18	6/9/18	\$20.92	New: vacancy in active recruitment
Stannard, Patricia	Custodial	CHC	Custodian I	4/5/18	6/5/18	\$16.35	New: on call vacancy in active recruitment/ sick/vacation coverage
Maita Dawang	EOPS/CARE/ CalWorks	CHC	Student Services Tech I	4/2/18	6/22/18	\$17.61	New: vacancy in active recruitment/sick/ vacation coverage
Wendy Rose	Institutional Effectiveness, Research & Planning	CHC	Administrative Secretary	3/6/18	5/6/18	\$20.93	Extension: vacancy in active recruitment
Wendy Rose	Institutional Effectiveness, Research & Planning	CHC	Administrative Secretary	5/7/18	7/7/18	\$20.93	Extension: vacancy in active recruitment



Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval May 10, 2018

Substitute

Name	Department	Site	Duties	From	To	Hourly Rate	Justification
Farrah Appleby	Office of Instruction	CHC	Administrative Assistant I	4/13/18	6/13/18	\$23.11	New: on call vacancy in active recruitment/ sick/vacation coverage
Donald Miller	KVCR	DIST	Broadcast Operator	5/6/18	6/30/18	\$21.45	Extension: on call sick/vacation coverage and vacancy
Janine Porter	KVCR	DIST	Broadcast Operator	5/6/18	6/30/18	\$21.45	Extension: on call sick/vacation coverage and vacancy
Sandra Robles	Biology	SBVC	Lab Tech	4/7/18	5/17/18	\$21.45	Extension: sick/vacation coverage
Brittney Harris	CDC	SBVC	Clerical Assistant I	4/29/18	6/26/18	\$14.10	Extension: vacancy in active recruitment/sick/vacation coverage
Brittney Harris	CDC	SBVC	Clerical Assistant I	6/27/18	6/30/18	\$14.10	Extension: vacancy in active recruitment/sick/vacation coverage
Alexis Brown	Chemistry	SBVC	Lab Tech	4/9/18	6/3/18	\$21.45	New: vacancy in active recruitment/sick/vacation coverage
Ida Newman	Child Development Center	SBVC	CDC Assistant	4/29/18	6/26/18	\$13.75	Extension: vacancy in active recruitment/sick/vacation coverage
Neveen Shehata	Child Development Center	SBVC	CDC Assistant	4/29/18	6/26/18	\$13.75	Extension: on call vacancy in active recruitment/sick/vacation coverage
Martha Morales	Child Development Center	SBVC	Child Development Assistant	4/29/18	6/26/18	\$13.75	Extension: on call vacancy in active recruitment/sick/vacation coverage
Yesenia Arrellano	Child Development Center	SBVC	Child Development Assistant	4/29/18	6/26/18	\$13.75	Extension: on call vacancy in active recruitment; sick/vacation coverage



Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval May 10, 2018

Substitute

Name	Department	Site	Duties	From	To	Hourly Rate	Justification
Monica Rodriguez	Child Development Center	SBVC	Child Development Teacher	4/29/18	6/26/18	\$19.79	Extension: sick/ vacation coverage
Reynolds, Rebecca	Child Development Center	SBVC	Child Development Teacher	4/29/18	6/26/18	\$19.79	Extension: sick/ vacation coverage
Benny Gonzales	Custodial	SBVC	Custodian	3/1/18	4/29/18	\$16.35	New: on call vacancy in active recruitment/sick/vacation coverage
Maureen Ryan	Office of Instruction	SBVC	Secretary II	3/11/18	5/11/18	\$18.97	Extension: on call vacancy in active recruitment; sick/vacation coverage
Christopher Clarke	Science	SBVC	Planetarium Prod & Pres Specialist	3/19/18	5/17/18	\$23.70	New: vacancy in active recruitment/sick/vacation coverage
Tristan Hilpert	Student Life	SBVC	Secretary II	4/17/18	6/16/18	\$18.97	Extension: for out of classification for current employee
Trang Willis	Student Success Center	SBVC	Secretary I	4/9/18	6/8/18	\$17.20	Extension: vacancy in active recruitment

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Amalia Perez, Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval of Reclassification of Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the reclassification of employees as indicated on the attached.

OVERVIEW

Several classified employees submitted a Request for Consideration of Position Classification. The CSEA and Human Resources have reviewed the requests and recommend approval.

ANALYSIS

The reclassifications on the attached list are based on employee requests, the accretion of duties and responsibilities, and the approval of the Reclassification Committee.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The financial implications resulting from these reclassifications will be an additional cost to the budget.



Reclassifications

Submitted for Board Approval May 10, 2018

	Effective Date	Current	Proposed Reclassification
Stacy Garcia CSEA Bargaining Unit Member District Support Services, EDCT	03/19/17	Administrative Assistant I Range 41, Step E, 8 hours/260 days	Administrative Assistant II Range 50, Step A, 8 hours/260 days
Richard Garcia CSEA Bargaining Unit Member SBVC Child Development Center	02/12/18	Food Services Worker Range 18, Step E, 8 hours/260 days	Food Service Specialist Range 20, Step E, 8 hours/260 days
Phylcia Sanchez CSEA Bargaining Unit Member SBVC Resource Development	02/15/18	Secretary II Range 33, Step C, 8 hours/260 days	Administrative Secretary Range 37, Step B, 8 hours/260 days
Michele Jeannotte CSEA Bargaining Unit Member District Support Services Police Dept.	11/09/17	Administrative Secretary Range 37, Step D, 8 hours/260 days	Administrative Assistant II Range 50, Step A, 8 hours/260 days
Brandice Mello CSEA Bargaining Unit Member CHC Counseling	01/18/18	Student Services Technician II Range 34, Step D, 8 hours/260 days	Senior Student Services Technician Range 38, Step D, 8 hours/260 days
Colleen Leon Former CSEA Bargaining Unit Member District Support Services TESS	10/09/15	Administrative Assistant I Range 41, Step E, 8 hours/260 days	Administrative Assistant II Range 50, Step A, 8 hours/260 days
DyAnn Walter CSEA Bargaining Unit Member District Support Services TESS	03/15/18	User Liaison Range 44, Step E, 8 hours/260days	Systems Analyst Range 54, Step A, 8 hours/260 days
Kathryn Wilson CSEA Bargaining Unit Member	12/21/17	Administrative Secretary Range 37, Step E, 8 hours/260 days	Administrative Assistant I Range 41, Step D, 8 hours/260 days
Manuel Rosales CSEA Bargaining Unit Member SBVC TESS	09/18/17	Technology Support Specialist I Range 46, Step C, 8 hours/260 days	Technology Support Specialist II Range 50, Step B, 8 hours/260 days

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval of the Academic Job Description, Reassignment of Title, and Payment of Stipend

RECOMMENDATION

It is recommended that the Board of Trustees approve 1) the attached academic job description for the position of Career Center Coordinator, Crafton Hills College, 2) the reassignment of Ms. Trinette Barrie's job title from Counselor to Career Center Coordinator, and 3) that Ms. Barrie be compensated the coordinator stipend retro-active to July 1, 2017.

OVERVIEW

The Career Center Coordinator position plays an instrumental role at Crafton Hills College in accomplishing very specific duties requiring faculty member expertise, including the following.

- Developing, planning, and organizing the Center's programs and services, with the goal of facilitating student career decision making;
- Developing policies and procedures that support the goals of the college, foster a culture of career readiness, and support successful completion leading to successful employment for students including those of under-represented populations;
- Developing and teaching career success courses;
- Collecting and analyzing data, preparing reports, evaluating program effectiveness, working collaboratively with and provide professional development opportunities about career preparation to instructional faculty; coordinating services with external agencies and institutions;
- Overseeing career outreach to students, parents and the community;
- Planning and overseeing direct services to students;
- Developing job/placement processes;
- Working with faculty on developing work experience and internship curriculum; and
- Programming and linking the Career Center with all campus units, and constituencies to ensure effective service to students.

ANALYSIS

Both the CTA/NEA and the District have mutually agreed to this recommendation.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The financial impact of this board item will be incorporated in the General Fund.

CAREER CENTER COORDINATOR

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

SUMMARY DESCRIPTION:

This is a full-time, tenure track 11-month faculty position and is under the general direction of an assigned administrator. The incumbent is responsible for developing, planning, and organizing the Center's programs and services, with the goal of facilitating student career decision making. The Coordinator will develop policies and procedures that support the goals of the college, foster a culture of career readiness, and support successful completion leading to successful employment for students including those of under-represented populations. The Career Center Coordinator will develop and teach career success courses, work with the Office of Research and Planning to collect and analyze meaningful data, prepare reports, evaluate program effectiveness, work collaboratively with and provide professional development opportunities about career preparation to instructional faculty, coordinate services with external agencies and institutions, oversee career outreach to students, parents and the community, plan and oversee direct services to students, develop job/placement processes, work with faculty on developing work experience and internship curriculum and programming and link the Career Center with all campus units, and constituencies to ensure effective service to students.

- Work collaboratively with Student Services and Instruction faculty to provide timely career development and job/placement information.
- Plan and arrange visits of employer representatives from local and regional companies.
- Plan and arrange an annual career/job placement activities and workshops.
- Work with Job Developer to develop and implement job placement and internship programs.
- Develop curriculum and programming for a Work Study Program.
- Work with faculty on the development of Internship programs related to college programs and curriculum.
- Participate in regional and statewide career organizations.
- Plan and organize outreach to undecided/undeclared students and provide classroom outreach activities
- Develop Career Center promotional and informational materials.
- Provide oversight for the development and maintenance of the Career Center webpages and links.
- Develop effective communication processes with students regarding career options and opportunities.
- Provide career counseling to students referred to the counseling center and lead career counseling programming for the center.
- Provide training on career advisement, including the interpretation of career assessments to counseling and other staff.
- Participate in college-wide planning and evaluation processes.
- Organize, prepare, and maintain a variety of records, statistics, and reports related to the Career Center.
- Provide support, guidance, and direct involvement to members of the Counseling staff in accomplishing special projects as needed.
- Perform other duties as assigned.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

1. Collaborates with campus departments to ensure that the college catalog is current and accurate in the areas of interest to the coordinated area.
2. Leads, coordinates and facilitates the preparation of area planning documents in consultation with employees in the coordinated area.
3. Recommends to the appropriate administrator, the coordinated area's preliminary budget and purchase orders for materials, supplies and other activities. May recommend the scheduling of the coordinated area.

4. Coordinates the use of the coordinated area's facilities, submits requests to the appropriate administrator for the purchase, maintenance and repair of equipment.
5. May identify and recommend candidates for recruitment and employment in the coordinated area (tutors etc.) as appropriate.
6. Maintains regular and effective modes of communication with administration, faculty, staff, students, and the community on areas of interest to the coordinated area.
7. Regularly initiates, schedules, attends and participates in meetings to facilitate effective coordination and provide expertise related to the coordinated area.
8. Attempts to initially resolve concerns within the coordinated area at the informal level.
9. Coordinates with the Vice President, Dean or Associate Dean in convening advisory board meetings as appropriate.
10. Attends conferences or other off-campus events in order to stay current on issues, past practices, and other items related to effectively leading activities in, or related to, the coordinated area as funding permits.
11. Provides leadership and sets priorities for the daily operations within the coordinated area.
12. Serves as primary person responsible for developing activities, training and workshops related to the coordinated area.
13. Serves on District Committees.
14. Other duties as assigned in accordance with Title 5, California Education Code and Government Code and the Collective Bargaining Agreement between SBCCD and SBCCDTA Article 13, Sections A2 and B7.

QUALIFICATIONS:

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

Knowledge of

Career and transfer counseling and assessments.

Career planning and transfer theories and processes.

Matriculation, career development, and career center requirements and competencies in general academic advisement, educational planning, career, and personal counseling.

Knowledge and skill working with diverse students and staff in an academic setting.

Knowledge in the use and implementation of technology in establishing a technology-based transfer center.

Ability to

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

Establish and maintain a highly collaborative and collegial working relationship throughout the college and with the district, including students, faculty, administrators, and the public.

Develop an understanding of student cultural and linguistic diversity, and the ability to develop appropriate culturally-sensitive transfer programs and services.

Work confidently and effectively in a college and division that values diversity and multicultural competence
Prioritize and execute a wide range of projects simultaneously.

Work independently, assume responsibility, and take initiative in carrying out assignments. Communicate effectively both orally and in writing.

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

Education/Training

Required Education and Experience:

1. Master's degree in Counseling, Rehabilitation Counseling, Clinical Psychology, Counseling Psychology, Guidance Counseling, Education Counseling, Social Work, or Career Development from an accredited institution of higher education, or equivalent.
2. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel.

Desired Experience:

1. A minimum of two years counseling or career guidance experience in a community college.
2. A minimum of two years supervisory or program/project management experience.
3. Related experience in career guidance and/or transfer services.
4. Experience in career and transfer counseling and assessment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

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

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

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

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

Board Approved: TBD

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Amalia Perez, Director, Human Resources

DATE: May 10, 2018

SUBJECT: Consideration of Approval of the Ratification of CTA Articles and Appendices

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Articles and Appendices agreed upon between San Bernardino Community College District and the San Bernardino Community College Teachers Association.

OVERVIEW

The District and the San Bernardino Community College Teachers Association met and entered into the tentative agreements on Articles 3, 10, 11, 12, 13, 16, 18, and 29, and Appendices as set forth in the attached documentation.

ANALYSIS

The Articles and Appendices constitutes a full and complete agreement in effect July 1, 2018 through June 30, 2020. The Tentative Agreements are pending the ratification by the San Bernardino Community College Teachers Association membership.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

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

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

AB 119
February 5, 2018

Whereas: AB 119 is law as part of "Budget Bill" (Cal. Const., Art IV, §12); and

Whereas: AB 119 provides that an employer *shall* provide the exclusive representative access to the employer's new bargaining unit-eligible employee orientations; and

Whereas: AB 119 also has a requirement that, *upon request*, the parties bargain over the structure, time, and manner of access of the union to the new bargaining unit-eligible employee orientation;

Whereas: AB 119 places the burden on public agencies to immediately begin doing three things (Gov. Code sections 3555-3559):

1. Providing 10 days advance notice of any new bargaining unit-eligible employee orientation (Gov. Code §3556); where "Day" means any day during which the District Office is open excluding holidays, winter, spring, and summer recess as defined in Article 9, Section A (3) of the current SBCCDTA – SBCCD Collective Bargaining Agreement;
2. Providing to the union the name, job title, department, work location, work, home, personal cellular telephone number, personal email address, and home address of any new bargaining unit-eligible employee within 30 days of hire or by the first pay period of the month following hire (Gov. Code §3558);
3. Providing to the union the information in #2 every 120 days for all bargaining unit-eligible employees (Gov. Code §3558).

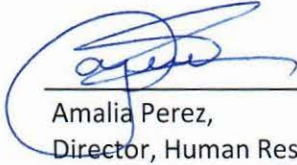
It is therefore agreed that:

- A. Henceforth, the District shall notify the Association via email in an editable format sent to the Association President and via U.S. Mail of any new bargaining unit-eligible employee orientation. The Association President shall be informed using the two methods mentioned above resulting in at least 10 days advance notice of any new bargaining unit-eligible employee orientation (Gov. Code §3556).
- B. In the notice mentioned in A, the District shall provide the date, time, and structure of the new bargaining unit-eligible employee orientation. The structure shall include an agenda with allocated time of at least 15 minutes for the Association to present information to the new bargaining unit-eligible employees.
- C. The District shall provide the Association with the name, job, title, department, work, home, personal cellular telephone number (if one is available and provided to the District), personal email address (if one is available and provided to the District), and home address of any new bargaining unit-eligible employee within 30 days of hire or by the first pay period of the month following hire (Gov. Code §3558).

- D. The District shall provide the Association the specific bargaining unit-eligible employee-related information above for all bargaining unit-eligible employees every 120 days (Gov. Code §3558).

This Agreement made and entered into this 5th day of February, 2018.

San Bernardino Community
College District



Amalia Perez,
Director, Human Resources

San Bernardino Community College
District Teachers Association



Sheri Lillard, President
SBCCDTA-CTA/NEA

TENTATIVE AGREEMENT
BETWEEN
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
APRIL 20, 2018

This Tentative Agreement is entered into this 20th day of April 2018 between the San Bernardino Community College District Teachers Association (hereafter, the Association) and the San Bernardino Community College District (hereafter, the District). All terms and conditions of the Collective Bargaining Agreement (hereafter, AGREEMENT) between the Association and the District shall remain in full force with the following exceptions:

Article 3: Association Rights (attached): mandated by law, for informational purposes only

Article 10: Wages (attached)

Article 11: Health and Welfare Benefits (attached)

Article 12: Calendar (attached)

Article 13: Workload (attached)

Article 16: Evaluation Procedure (attached): out of compliance process/form, for informational purposes only

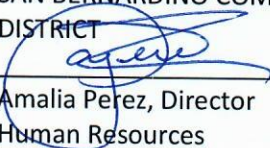
Article 18: Leaves of Absence (attached): mandated by law, for informational purposes only

Article 29: DURATION OF AGREEMENT

This Agreement shall remain in full force and effect for two (2) years beginning July 1, 2018 through June 30, 2020. The District and the Association shall reopen Article 10 – Wages and Related Appendices no later than October 1, 2018 for the Academic Year 2019 – 2020. The District and the Association shall also reopen Article 11 – Health and Welfare Benefits and Related Appendices in each year of the Agreement. The Association and/or the District may elect to open two (2) additional articles each year. In addition, the District and the Association agree to continue working on Learning Communities and Article 13 Workload, Section A. Work Year.

List of Appendices, Tables, and Compensation Plan

SAN BERNARDINO COMMUNITY COLLEGE
DISTRICT




Amalia Perez, Director
Human Resources

Date

April 20, 2018

SAN BERNARDINO COMMUNITY COLLEGE
DISTRICT TEACHERS ASSOCIATION



Dr. Sheri Lillard, President
SBCCDTA-CTA/NEA

Date

4/20/2018

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Appendix A-1a	Faculty Salary Schedule
Appendix A-2a	Compensation Schedule for All Hourly Work
Appendix A-2b	Compensation Schedule Pay for Course
Appendix A-3	Head & Assistant Coach Compensation
Appendix A-3b	Head & Assistant Coach Job Description
Appendix A-4	Faculty Department Chair Compensation
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Appendix A-5a	Coordinator Job Description
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Appendix L	MOU – Non-Credit
Appendix M	MOU – Test Program For Use of Online Evaluation Forms
Appendix N	MOU – Health & Welfare
Appendix O	MOU – Dual/ Concurrent Enrollment Course Staffing
Appendix P	MOU – VIDEO and AUDIO Recording Equipment
Appendix Q	MOU – Comparison District Data Summary Guidelines
Appendix R	MOU – Transition from Blackboard to Canvas
Appendix S	MOU – Lecture, Lab, and Clinical Parity Committee
Table I	Whole Hours
Table II	Fractions of An Hour

Appendix A-1
COMPENSATION PLAN

The San Bernardino Community College District (hereafter, the District) and the San Bernardino Community College District Teachers Association (CTA/NEA) (hereafter, the Association), agree to the following plan to make its full-time and part-time salary schedules more competitive with the benchmark/comparison districts. The plan also includes making the compensations for head and assistant coaches, coordinators, and faculty chairs competitive. The benchmark/comparison districts are as follows:

Chaffey Community College District
Desert Community College District
Mt. San Antonio Community College District
Mt. San Jacinto Community College District
Palomar Community College District
Riverside Community College District
Victor Valley Community College District

The District and the Association agree to the following plan for making its full-time and part-time faculty salary schedules and the compensation for head and assistant coaches, coordinators, and faculty chairs more competitive.

- Objective #1** Establish a median concept among the benchmark/comparison districts. **[Objective Met]**

- Objective #2** Establish specific points on the salary schedule for comparison. **[Objective Met]**

- Objective #3** Institute full-time salary schedule enhancements to ensure competitive compensation. **(continue)**

- Objective #4** Restructure the part-time faculty salary schedule to enhance the overall competitiveness of the part-time faculty salaries and move toward parity. **(continue)**

- Objective #5** Move the compensation of coaches, coordinators, and faculty chairs towards parity. **(continue)**

- Objective #6** Address other workload issues. **(continue)**

- Objective #7** Address the goal of provided benefits to part-time bargaining unit members. **(continue)**

OBJECTIVE #1

Establish a median concept among the benchmark/comparison districts.

Given that the District and the Association have agreed to the above list of benchmark/comparison districts, it is reasonable to expect that fair compensation comparisons can be made using current salary schedules from each district. As such, median salaries can be determined by comparing common points on the salary schedules. Having this information will allow the District and the Association to specifically determine its relationship to the median for each of the common points used for comparison. The negotiating teams will determine the date to begin data collection for salary schedules. **[Objective Met]**

OBJECTIVE #2

Establish specific points on the salary schedule for comparison.

See Appendix Q: Comparison District Data Summary Guidelines **[Objective Met]**

OBJECTIVE #3

Institute full-time salary schedule enhancements to ensure competitive compensation.

- Effective July 1, 2018: Increase Column C, Step 1 by 12.50%. Stratify steps one (1) through ten (10) with a differential of 3.50% between each step. Stratify steps ten (10) through fifteen (15) with a differential of 2.50% between each step. Stratify steps fifteen (15) through twenty-four (24) with a differential of 1.50% between each step. **[Objective Met]**
- Effective July 1, 2018, stratify columns C through I with a differential of 3.50% between each column.
- The District and the Association will use the benchmark/comparison districts for future salary schedule comparison. **(continue)**
- The District and the Association will use a single faculty salary schedule and faculty members who are authorized to work in excess of 177 days will be paid a per diem rate based on the full-time faculty salary schedule. **[Objective Met]**

OBJECTIVE #4

Restructure the part-time faculty salary schedule to enhance the overall competitiveness of the part-time faculty salaries and move toward parity.

- The District and the Association will work to increase part-time/overload rates to at least the median of the comparison districts. **(continue)**
- The District and the Association will continue discussions on salary issues and parity language for part-time/overload compensation. **(continue)**

OBJECTIVE #5

Move the compensation of coaches, coordinators, and department faculty chairs towards parity.

The District and the Association will continue discussions for compensation, including reassigned time, of all Head and Assistant Coaches, Department Faculty Chairs, and Coordinators using the established benchmark/comparison districts. **(continue)**

OBJECTIVE #6

Address other workload issues.

The District and the Association agree to address the disparity between Lecture, Lab, Clinical, Library/Nurses and Counseling hours for the purpose of determining workload. **(continue)**

The District and the Association agree to work toward a resolution of the issue of the assignment of work hours for counselors and librarians. **[Objective Met]**

The District and the Association will investigate the establishment of a cap on the number of classes an instructor may teach during a summer school session. **[Objective Met]**

OBJECTIVE #7

Address the goal of provided benefits to part-time bargaining unit members.

The District and the Association agree to address the goal of providing benefits to part-time bargaining unit members. **(continue)**

TENTATIVE AGREEMENT
By and Between
San Bernardino Community College District
And
San Bernardino Community College District Teachers Association

Article 10 Wages
April 20, 2018

This Tentative Agreement is made and entered into this 20th day of April, 2018 between the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (herein after the District) and the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION/CTA/NEA (hereinafter the Association).

IT IS THEREFORE AGREED THAT:

A. Compensation

1. The proposed full-time salary schedule of bargaining unit members shall replace the salary schedules in Appendix A-1a.

Effective July 1, 2018 the full-time salary schedule shall be as attached.

2. The proposed hourly compensation schedule shall replace the current compensation schedule in Appendix A-2a.

The Compensation Schedule for part-time bargaining unit members (instructional, non-instructional and substitute) as well as overload shall be as follows:

Effective July 1, 2018

Lecture Classes Per Hour	\$64.00
Lab Classes Per Hour	\$64.00
Clinical Classes Per Hour	\$64.00
Non-Instructional Work Per Hour	\$52.00

If class is cancelled, the part-time bargaining unit members shall be paid a maximum of four (4) hours or for the first class meeting, whichever is less. Short-term and/or intensive classes will be pro-rated according to the schedule below:

Total Semester Hours	Hours of Compensation
16 or less	1
17 – 32	2
33 – 48	3
49 or more	4

3. The compensation for coaches, coordinators, and faculty chairs is the Appendix.

B. The following language shall replace the existing Article 10 language.

ARTICLE 10: WAGES

- A. Appendix A-1 Compensation Plan. The District and the Association agree to incorporate this appendix into the successor agreement.
- B. Members of the bargaining unit shall receive wages in accordance with the Salary Schedules in Appendix A-1a.
- C. The District is mindful of Appendix A-1, Objective #1 of the Agreement and will continue efforts to move the full-time faculty salary schedule to the median salary of the agreed upon comparative community college districts by the end of the fiscal year 2021-2022 using current (2021 or the most current) comparison college districts' data. If at any time, the District determines it is fiscally unable to fulfill this commitment based on state budget, enrollment and other factors, it will demand to bargain.
- D. The District shall incur the costs for parking fees for all full-time faculty for each year the faculty member is employed, beginning July 1, 2016, and inclusive of all full-time faculty hired thereafter.
- E. The part-time bargaining unit member's total compensation for the semester shall be calculated using Appendix A-2b with the following additions:

1. Part-time faculty shall be compensated an additional four (4) hours of professional development time (orientation, committee work, mentoring session, etc.) at the non-instructional rate. The maximum professional development time that can be compensated is eight (8) hours per semester and shall be compensated at the non-instructional rate based on load as follows:

<u>Load</u>	<u>Professional Development Time (Hours per Semester)</u>
Up to 0.400	4.0
0.401 and above	8.0

2. Additional hours for student contact time (office hours or arranged hours) shall be compensated at the non-instructional rate based on load as follows:

<u>Load</u>	<u>Scheduled Office Hours Per Week (per semester or session)</u>
Up to 0.400	0.50
0.401 and above	1.00

Posted office hours must be submitted to the immediate supervisor by the end of the first week of class.

3. Part-time bargaining unit members shall also be compensated at the non-instructional rate for SLO/SAO/PLO work as listed in Appendix.
 4. The District shall incur the costs for parking fees for part-time faculty for each semester the faculty member is employed beginning July 1, 2016, and inclusive of all part-time faculty hired thereafter.
- F. The compensation and job descriptions for coaches, coordinators, and faculty chairs may be found in the Appendix.

G. Faculty with Overload

Overload shall be compensated at the appropriate non-instructional hourly rate (e.g., lecture overload shall be compensated at the lecture hourly rate).

1. Additional hours for the overload student contact time (office hours or arranged hours) shall be compensated at the non-instructional rate based on load as follows:

<u>Load</u>	<u>Scheduled Office Hours Per Week (per semester or session)</u>
Up to 0.400	0.50
0.401 and above	1.00

Posted office hours must be submitted to the immediate supervisor by the end of the first week of class.

2. The overload SLO/SAO/PLO work shall also be compensated at the non-instructional rate as listed in Appendix.

H. Payroll Errors

1. Whenever it is determined that an error has been made in the wages of a bargaining unit member, the party identifying the error shall notify the other party in writing as soon as possible. Following such notification, the error shall be corrected within a reasonable period of time.
2. In the event of an underpayment to the bargaining unit member, the District shall provide the bargaining unit member with a statement of the correction and a supplemental pay warrant within five (5) business days.
3. In the event of an overpayment to the bargaining unit member, the bargaining unit member will be given a reasonable opportunity to meet with District representatives to discuss the error. In the event that the District and the bargaining unit member do not mutually agree to a repayment schedule, the District will deduct a portion of the bargaining unit member's wages (not to exceed 10% of the monthly net salary) in subsequent months until the District is fully reimbursed. An exception to the 10% deduction restriction shall be made when the employee's employment in the District is in the process of being or has been terminated.

4. Pay disbursement: Pay disbursements shall occur by the published dates and be consistent District-wide. Any delay of pay disbursement shall be corrected within five (5) business days as indicated in F.2. above without a hardship request.

SBCCD:



Amalia Perez, Director Human Resources

SBCCDTA:



Sheri Lillard, President

Proposed % Between Columns 3.50% Current Average 3.77%

Proposed % Between Steps (1 - 10) 3.50% Current Average 3.28%

Proposed % Between Steps (10 - 15) 2.50% Current Average 2.54%

Proposed % Between Steps (15-24) 1.50% Current All 1.69%

4/20/18
 presented by: *Ohmy Ohreh* SBCCOTA
 received by: *[Signature]*

San Bernardino Community College District
 Proposed Academic Salary Schedule for FY 2018-19

Step	Column C Per Diem Annual Minimum Requirements*	Column D MA or BA 2yrs work exp*	% Between Columns Building Up (A to B)	Column E MA-15 or BA-15-2 wk*	% Between Columns Building Up (B to C)	Column F MA-30 or BA-30-2 wk*	% Between Columns Building Up (C to D)	Column G MA-45 or BA-45-2 wk*	% Between Columns Building Up (D to E)	Column H MA-60 or MA-2 wk*	% Between Columns Building Up (E to F)	Column I Doctorate	% Between Columns Building Up (F to G)
Step 1	Per Diem Annual \$316.41 \$56,003.91	\$327.48 \$57,964.04	3.50%	\$338.94 \$59,992.78	3.50%	\$350.81 \$62,092.53	3.50%	\$363.08 \$64,265.77	3.50%	\$375.79 \$66,515.07	3.50%	\$388.94 \$68,843.10	3.50%
Step 2	Per Diem Annual \$327.48 \$57,964.04 <i>% Between Rows, Building up (1 to 2) 3.50%</i>	\$338.94 \$59,992.78 <i>3.50%</i>	3.50%	\$350.81 \$62,092.53 <i>3.50%</i>	3.50%	\$363.08 \$64,265.77 <i>3.50%</i>	3.50%	\$375.79 \$66,515.07 <i>3.50%</i>	3.50%	\$388.94 \$68,843.10 <i>3.50%</i>	3.50%	\$402.56 \$71,252.61 <i>3.50%</i>	3.50%
Step 3	Per Diem Annual \$338.94 \$59,992.78 <i>% Between Rows, Building up (2 to 3) 3.50%</i>	\$350.81 \$62,092.53 <i>3.50%</i>	3.50%	\$363.08 \$64,265.77 <i>3.50%</i>	3.50%	\$375.79 \$66,515.07 <i>3.50%</i>	3.50%	\$388.94 \$68,843.10 <i>3.50%</i>	3.50%	\$402.56 \$71,252.61 <i>3.50%</i>	3.50%	\$416.65 \$73,746.45 <i>3.50%</i>	3.50%
Step 4	Per Diem Annual \$350.81 \$62,092.53 <i>% Between Rows, Building up (3 to 4) 3.50%</i>	\$363.08 \$64,265.77 <i>3.50%</i>	3.50%	\$375.79 \$66,515.07 <i>3.50%</i>	3.50%	\$388.94 \$68,843.10 <i>3.50%</i>	3.50%	\$402.56 \$71,252.61 <i>3.50%</i>	3.50%	\$416.65 \$73,746.45 <i>3.50%</i>	3.50%	\$431.23 \$76,327.58 <i>3.50%</i>	3.50%
Step 5	Per Diem Annual \$363.08 \$64,265.77 <i>% Between Rows, Building up (4 to 5) 3.50%</i>	\$375.79 \$66,515.07 <i>3.50%</i>	3.50%	\$388.94 \$68,843.10 <i>3.50%</i>	3.50%	\$402.56 \$71,252.61 <i>3.50%</i>	3.50%	\$416.65 \$73,746.45 <i>3.50%</i>	3.50%	\$431.23 \$76,327.58 <i>3.50%</i>	3.50%	\$446.32 \$78,999.04 <i>3.50%</i>	3.50%
Step 6	Per Diem Annual \$375.79 \$66,515.07 <i>% Between Rows, Building up (5 to 6) 3.50%</i>	\$388.94 \$68,843.10 <i>3.50%</i>	3.50%	\$402.56 \$71,252.61 <i>3.50%</i>	3.50%	\$416.65 \$73,746.45 <i>3.50%</i>	3.50%	\$431.23 \$76,327.58 <i>3.50%</i>	3.50%	\$446.32 \$78,999.04 <i>3.50%</i>	3.50%	\$461.94 \$81,764.01 <i>3.50%</i>	3.50%
Step 7	Per Diem Annual \$388.94 \$68,843.10 <i>% Between Rows, Building up (6 to 7) 3.50%</i>	\$402.56 \$71,252.61 <i>3.50%</i>	3.50%	\$416.65 \$73,746.45 <i>3.50%</i>	3.50%	\$431.23 \$76,327.58 <i>3.50%</i>	3.50%	\$446.32 \$78,999.04 <i>3.50%</i>	3.50%	\$461.94 \$81,764.01 <i>3.50%</i>	3.50%	\$478.11 \$84,625.75 <i>3.50%</i>	3.50%
Step 8	Per Diem Annual \$402.56 \$71,252.61 <i>% Between Rows, Building up (7 to 8) 3.50%</i>	\$416.65 \$73,746.45 <i>3.50%</i>	3.50%	\$431.23 \$76,327.58 <i>3.50%</i>	3.50%	\$446.32 \$78,999.04 <i>3.50%</i>	3.50%	\$461.94 \$81,764.01 <i>3.50%</i>	3.50%	\$478.11 \$84,625.75 <i>3.50%</i>	3.50%	\$494.85 \$87,587.65 <i>3.50%</i>	3.50%

Proposed % Between Columns 3.50% Current Average 3.77%

Proposed % Between Steps (1 - 10) 3.50% Current Average 3.28%

Proposed % Between Steps (10 - 15) 2.50% Current Average 2.54%

Proposed % Between Steps (15-24) 1.50% Current All 1.69%

**San Bernardino Community College District
Proposed Academic Salary Schedule for FY 2018-19**

Step	Column C Per Diem Annual Minimum Requirements*	Column D MA or BA 2yrs work exp*	% Between Columns Building Up (A to B)	Column E MA-15 or BA-15-2 wk*	% Between Columns Building Up (B to C)	Column F MA-30 or BA-30-2 wk*	% Between Columns Building Up (C to D)	Column G MA-45 or BA-45-2 wk*	% Between Columns Building Up (D to E)	Column H MA-60 or MA-2 wk*	% Between Columns Building Up (E to F)	Column I Doctorate	% Between Columns Building Up (F to G)
Step 9	Per Diem Annual \$416.65 \$73,746.45	\$431.23 \$76,327.58	3.50%	\$446.32 \$78,999.04	3.50%	\$461.94 \$81,764.01	3.50%	\$478.11 \$84,625.75	3.50%	\$494.85 \$87,587.65	3.50%	\$512.17 \$90,653.22	3.50%
<i>% Between Rows, Building up (8 to 9) 3.50%</i>													
Step 10	Per Diem Annual \$431.23 \$76,327.58	\$446.32 \$78,999.04	3.50%	\$461.94 \$81,764.01	3.50%	\$478.11 \$84,625.75	3.50%	\$494.85 \$87,587.65	3.50%	\$512.17 \$90,653.22	3.50%	\$530.09 \$93,826.08	3.50%
<i>% Between Rows, Building up (9 to 10) 3.50%</i>													
Step 11	Per Diem Annual \$442.01 \$78,235.76	\$457.48 \$80,974.02	3.50%	\$473.49 \$83,808.11	3.50%	\$490.06 \$86,741.39	3.50%	\$507.22 \$89,777.34	3.50%	\$524.97 \$92,919.55	3.50%	\$543.34 \$96,171.73	3.50%
<i>% Between Rows, Building up (10 to 11) 2.50%</i>													
Step 12	Per Diem Annual \$453.06 \$80,191.66	\$468.92 \$82,998.37	3.50%	\$485.33 \$85,903.31	3.50%	\$502.32 \$88,909.93	3.50%	\$519.90 \$92,021.77	3.50%	\$538.09 \$95,242.54	3.50%	\$556.93 \$98,576.02	3.50%
<i>% Between Rows, Building up (11 to 12) 2.50%</i>													
Step 13	Per Diem Annual \$464.39 \$82,196.45	\$480.64 \$85,073.33	3.50%	\$497.46 \$88,050.89	3.50%	\$514.87 \$91,132.67	3.50%	\$532.89 \$94,322.32	3.50%	\$551.55 \$97,623.60	3.50%	\$570.85 \$101,040.42	3.50%
<i>% Between Rows, Building up (12 to 13) 2.50%</i>													
Step 14	Per Diem Annual \$476.00 \$84,251.36	\$492.66 \$87,200.16	3.50%	\$509.90 \$90,252.17	3.50%	\$527.75 \$93,410.99	3.50%	\$546.22 \$96,680.38	3.50%	\$565.33 \$100,064.19	3.50%	\$585.12 \$103,566.44	3.50%
<i>% Between Rows, Building up (13 to 14) 2.50%</i>													
Step 15	Per Diem Annual \$487.90 \$86,357.65	\$504.97 \$89,380.16	3.50%	\$522.65 \$92,508.47	3.50%	\$540.94 \$95,746.27	3.50%	\$559.87 \$99,097.38	3.50%	\$579.47 \$102,565.79	3.50%	\$599.75 \$106,155.60	3.50%
<i>% Between Rows, Building up (14 to 15) 2.50%</i>													
Step 16	Per Diem Annual \$495.21 \$87,653.01	\$512.55 \$90,720.87	3.50%	\$530.49 \$93,896.10	3.50%	\$549.05 \$97,182.46	3.50%	\$568.27 \$100,583.85	3.50%	\$588.16 \$104,104.28	3.50%	\$608.75 \$107,747.93	3.50%
<i>% Between Rows, Building up (15 to 16) 1.50%</i>													

Proposed % Between Columns 3.50% Current 3.77%

Proposed % Between Steps (1 - 10) 3.50% Current Average 3.28%

Proposed % Between Steps (10 - 15) 2.50% Current Average 2.54%

Proposed % Between Steps (15-24) 1.50% Current All 1.69%

**San Bernardino Community College District
Proposed Academic Salary Schedule for FY 2018-19**

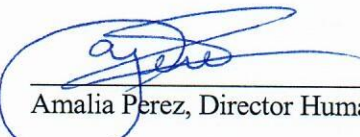
Step	Per Diem Annual	Column C	Column D	% Between Columns Building Up (A to B)	Column E	% Between Columns Building Up (B to C)	Column F	% Between Columns Building Up (C to D)	Column G	% Between Columns Building Up (D to E)	Column H	% Between Columns Building Up (E to F)	Column I	% Between Columns Building Up (F to G)
		Minimum Requirements*	MA or BA 2yrs work exp*	MA-15 or BA-15-2 wk*	MA-30 or BA-30-2 wk*	MA-45 or BA-45-2 wk*	MA-60 or MA-2 wk*	Doctorate						
Step 17														
Per Diem		\$502.64	\$520.24		\$538.44		\$557.29		\$576.79		\$596.98		\$617.88	
Annual		\$88,967.81	\$92,081.68	3.50%	\$95,304.54	3.50%	\$98,640.20	3.50%	\$102,092.60	3.50%	\$105,665.84	3.50%	\$109,364.15	3.50%
<i>% Between Rows, Building up (16 to 17)</i>		1.50%	1.50%		1.50%		1.50%		1.50%		1.50%		1.50%	
Step 18														
Per Diem		\$510.18	\$528.04		\$546.52		\$565.65		\$585.45		\$605.94		\$627.14	
Annual		\$90,302.32	\$93,462.90	3.50%	\$96,734.11	3.50%	\$100,119.80	3.50%	\$103,623.99	3.50%	\$107,250.83	3.50%	\$111,004.61	3.50%
<i>% Between Rows, Building up (17 to 18)</i>		1.50%	1.50%		1.50%		1.50%		1.50%		1.50%		1.50%	
Step 19														
Per Diem		\$517.84	\$535.96		\$554.72		\$574.13		\$594.23		\$615.03		\$636.55	
Annual		\$91,656.86	\$94,864.85	3.50%	\$98,185.12	3.50%	\$101,621.60	3.50%	\$105,178.35	3.50%	\$108,859.59	3.50%	\$112,669.68	3.50%
<i>% Between Rows, Building up (18 to 19)</i>		1.50%	1.50%		1.50%		1.50%		1.50%		1.50%		1.50%	
Step 20														
Per Diem		\$525.60	\$544.00		\$563.04		\$582.75		\$603.14		\$624.25		\$646.10	
Annual		\$93,031.71	\$96,287.82	3.50%	\$99,657.89	3.50%	\$103,145.92	3.50%	\$106,756.03	3.50%	\$110,492.49	3.50%	\$114,359.73	3.50%
<i>% Between Rows, Building up (19 to 20)</i>		1.50%	1.50%		1.50%		1.50%		1.50%		1.50%		1.50%	
Step 21														
Per Diem		\$533.49	\$552.16		\$571.48		\$591.49		\$612.19		\$633.62		\$655.79	
Annual		\$94,427.19	\$97,732.14	3.50%	\$101,152.76	3.50%	\$104,693.11	3.50%	\$108,357.37	3.50%	\$112,149.88	3.50%	\$116,075.12	3.50%
<i>% Between Rows, Building up (20 to 21)</i>		1.50%	1.50%		1.50%		1.50%		1.50%		1.50%		1.50%	
Step 22														
Per Diem		\$541.49	\$560.44		\$580.06		\$600.36		\$621.37		\$643.12		\$665.63	
Annual		\$95,843.59	\$99,198.12	3.50%	\$102,670.05	3.50%	\$106,263.51	3.50%	\$109,982.73	3.50%	\$113,832.12	3.50%	\$117,816.25	3.50%
<i>% Between Rows, Building up (21 to 22)</i>		1.50%	1.50%		1.50%		1.50%		1.50%		1.50%		1.50%	
Step 23														
Per Diem		\$549.61	\$568.85		\$588.76		\$609.36		\$630.69		\$652.77		\$675.61	
Annual		\$97,281.25	\$100,686.09	3.50%	\$104,210.10	3.50%	\$107,857.46	3.50%	\$111,632.47	3.50%	\$115,539.61	3.50%	\$119,583.49	3.50%
<i>% Between Rows, Building up (22 to 23)</i>		1.50%	1.50%		1.50%		1.50%		1.50%		1.50%		1.50%	
Step 24														
Per Diem		\$557.86	\$577.38		\$597.59		\$618.50		\$640.15		\$662.56		\$685.75	
Annual		\$98,740.47	\$102,196.38	3.50%	\$105,773.26	3.50%	\$109,475.32	3.50%	\$113,306.96	3.50%	\$117,272.70	3.50%	\$121,377.24	3.50%
<i>% Between Rows, Building up (23 to 24)</i>		1.50%	1.50%		1.50%		1.50%		1.50%		1.50%		1.50%	

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION/NEA

ARTICLE 11: HEALTH AND WELFARE BENEFITS
April 19, 2018

- A. The District shall fully fund the least expensive health and welfare plan for each full-time unit member. Individual unit members shall have the option to select health plans offered by the District during open enrollment and shall be responsible for the cost differential between the plans. The benefit cap shall be listed in Appendix.
- B. There shall be no requirement for the District to procure the prior consent of any unit member before deducting the balance of any premium in excess of the above amount from any compensation due the unit member.
- C. Upon receipt of notice by the District that the premiums are expected to increase in an amount which may change, the District shall notify SBCCDTA of such expected increase. Upon receipt of notice of the actual amount of any increase, the District shall notify unit members of the amount of the actual increase and the effective date of such increase.
- D. The District and the Association agree to continue to address the goal of providing health and welfare benefits to part-time bargaining unit members as Objective #7 in Appendix A-1. The District shall present a health and welfare plan for part-time bargaining unit members in the 2018-19 academic year for implementation in 2019-2020.

SBCCD:



Amalia Perez, Director Human Resources

SBCCDTA:



Sheri Lillard, President

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
SAN BERNARDINO COMMUNITY COLLEGE TEACHERS ASSOCIATION

Article 12: Work Calendar

February 9, 2018

- A. The Academic Calendar for all members of the bargaining unit shall be established by the District after consultation with the Association. Changes in the established Academic Calendar may be made after consultation with the Association. The Academic Calendar shall contain the number of workdays set forth in this Agreement, and shall be consistent with this Agreement. The Academic Calendar shall include Thanksgiving and winter recess.


If spring recess is recommended to be eliminated by the Academic Calendar Committee, this may only be done by written mutual consent of the District and the Association.

In-Service days for members of the bargaining unit shall be scheduled on weekdays immediately before, during, or after the primary semesters.

- B. The District shall establish an Academic Calendar Committee to prepare the Academic Calendar. The Academic Calendar Committee shall allow for representation by the Association. The Academic Calendar Committee shall prepare an Academic Calendar consistent with this Agreement and submit such Academic Calendar to the Chancellor for his or her consideration and later ratification by the Board.


This Agreement is hereby executed by representatives of the District and the Association on the 9th day of February, 2018.

For the District:



Amalia Perez, Director,
Human Resources SBCCD

For the Association:



Dr. Sheri Lillard,
Association President
SBCCDTA-CTA-NEA

TENTATIVE AGREEMENT
BY AND BETWEEN
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

**Article 13 Workload
April 20, 2018**

This Tentative Agreement is made and entered into this 20th day of April, 2018 between the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (herein after the District) and the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION/CTA/NEA (hereinafter the Association).

IT IS AGREED THAT:

1. The job descriptions for coaches, coordinators, and faculty leads, and faculty chairs shall be placed in the Appendix and are attached. The process for feedback to Faculty chairs shall be in the appendix and is attached.
2. Appendix I, MOU-Special Assignment and Grant Participation, shall be removed from the Appendix.
3. The following language shall replace the existing Article 13 language.

ARTICLE 13: WORKLOAD

A. Work Year

1. Instructional Faculty

The work year for all full-time instructional faculty shall be 177 workdays which shall include 170 days of scheduled classes, three (3) in-service days including a commencement day and four (4) flex activity days in each academic year.

2. Non-Instructional Faculty

The work year for all full-time non-instructional faculty shall be 200 or 221 days depending on assignment which shall include three (3) in-service days including a commencement day and four (4) flex activity days in each academic year.

The established work year schedule of any full-time non-instructional faculty member shall not be changed except in cases of mutual consent between the bargaining unit member and the District, documented college need, or emergency.

The scheduling of the 200 and 221 workdays shall be established by mutual consent between the faculty members and the supervisors by May 1 for the following year including the days designated within peak times. Peak time shall be defined as the times during the year that an increased influx of students is to be expected such as during registration and the beginning of each semester. It is understood that during peak time there is the potential for high student

volume, and all counseling areas of the colleges, including categorically-funded programs, shall be staffed adequately by full-time non-instructional faculty to support the demand. Non-service time may not be allowed or may be limited during peak time periods. Peak time periods shall be determined by data collected from prior years. The data gathered by the appropriate manager will be reviewed with the affected non-instructional faculty to determine the peak times for the upcoming academic year and mutually agreed upon on or before April 15.

If mutual consent cannot be reached, a mediation team composed of the supervisor, the bargaining unit member, a SBCCDTA grievance representative and the supervisor's manager shall be created to find agreement. The bargaining unit member shall contact the campus's SBCCDTA grievance representative, who shall arrange a meeting date and time agreeable to all four parties within ten (10) days after receiving the notice of disagreement. Barring an emergency, if either of the parties in the disagreement fails to attend the mediation meeting, the issue is resolved in favor of the party in attendance. If an emergency surfaces that prevents either party from attending, the parties shall notify each other in writing and provide alternative dates and times. This shall only be permitted to happen once.

- a. The base year of 200 days shall apply to bargaining unit members in the positions listed in Appendix G or added through negotiations by Memoranda of Understanding (MOU).
 - b. The base year of 221 days shall apply to bargaining unit members in the positions listed in Appendix H or added through negotiations by MOU.
3. In-Service and Flex Days
- a. In-Service Days: Contracted days requiring in-person participation in campus and/or District activities (e.g. training, planning, meeting accreditation standards, dialogue, state and local initiatives, commencement, orientation, etc.)
 - b. Flex Days: Individually-planned professional development activities.
 - c. All full-time faculty must participate in in-service days unless excused by the Chancellor or his/her designee.
 - d. A report of all the flex activities completed during the current academic year shall be submitted no later than five (5) business days after the end of the spring semester and the District shall share it with the appropriate Professional Development Committee. The report must include a description of the flex activities, the relevance and/or planned application of those activities, and comments on future professional development activities the faculty member would like to see for the following academic year.
4. Decrease in Workdays
- a. Involuntary Change
Any probationary (tenure-track) or tenured (contract) non-instructional faculty who may be subjected to an administrative transfer/reassignment pursuant to Article 14, which also results in an involuntary decrease in the number of workdays in the work year compared to their current contract, shall be afforded a transition period for adjustment in pay. Other situations such as layoff, probationary termination, etc. shall follow the procedures as listed in the appropriate articles in the contract.

Written notification of change in work year will be provided along with a transition contract. The faculty member shall be assigned work to meet the original number of workdays in the academic year contract and the faculty shall be paid at their per diem rate for this work. A faculty member shall receive no fewer than twelve (12) months to adjust before the reduced workday calendar is implemented.

b. Voluntary Change

An approved voluntary request to be reassigned to a shorter work year (minimum of 177 days) shall not receive a transition period to adjust for a reduction in pay.

5. Extended Work Year

With mutual agreement, the District may extend the work year of 177 and 200 days for full-time faculty. The faculty member shall receive per diem pay for each day the work year is extended. The District shall attempt to send a preliminary, tentative notice to employees about any extended contract year by March 15 of the preceding school year. The District shall attempt to finalize and communicate its determination for extended work years for the following June, July, August and/or September by March of that year. The per diem pay shall be determined by dividing the specific step where the employee is currently placed on the Salary Schedule (Appendix A-1a) by 177 and 200 days as applicable to the faculty member's assignment.

6. Part-Time (Adjunct) Faculty

a. The District shall establish a part-time, temporary faculty seniority list by August 30th of every academic year and shall provide the list to the Association. Seniority shall be determined based on a part-time faculty member's earliest hire date with the District without a break in service of more than 12 months. Part-time faculty with a break in service of more than 12 months will be removed from the seniority list (and will start at the bottom of the seniority list in the event of rehire). The seniority list shall be organized by college and discipline area (Faculty Service Area, FSA; e.g., CHC History Instructors, SBVC Librarians, CHC Counselors). Current full-time faculty shall not be included on the part-time (adjunct), temporary faculty seniority list, irrespective of whether the full-time faculty teaches overload or summer courses. Retired full-time faculty shall start at the bottom of the seniority list in the event of rehire.

b. The parties agree that prioritization of reemployment of part time (adjunct), temporary faculty shall be based on the following standards:

1) A part-time temporary faculty's seniority in an area discipline as indicated on the District's part-time, temporary faculty seniority list.

2) The total number of courses taught, and/or the total number of non-teaching assignments held, at the District over the course of the part-time faculty's employment with the District and/or at any one time during employment by the District to be used in the event of a tie.

3) The results of part-time temporary faculty evaluations conducted pursuant to Article 16 of the collective bargaining agreement and Education Code section 87663.

(a) Instructional part-time temporary faculty who have received a satisfactory performance rating in their previous evaluation, shall be given first consideration and reemployment preference for assignments in courses previously taught by that part-time faculty member at that college based on seniority as determined by their placement on the seniority list. First consideration and reemployment preference shall be provided for up to the maximum number of classes consistent with any limits required by law. Such preference is subject to a part-time, temporary faculty member's availability, willingness to accept specific assignments, and expertise to teach specific courses.

- (b) Non-instructional part-time temporary faculty who have received a satisfactory performance rating in their previous evaluation, shall be given first consideration and reemployment preference for non-teaching assignments in assignments previously held by that part-time faculty member at that college based on seniority as determined by their placement on the seniority list. First consideration and reemployment preference shall be provided for up to the maximum number of hours consistent with any limits required by law. Such preference is subject to a part-time, temporary faculty's availability, willingness to accept specific assignments, and expertise to perform specific assignments.
 - (c) If a part-time temporary faculty member receives an unsatisfactory or satisfactory with deficiencies evaluation, the faculty member shall be allowed to complete an improvement plan in accordance with Article 16 without being removed from the seniority list. Following a consecutive unsatisfactory or satisfactory with deficiencies evaluation, the part-time temporary faculty member will be removed from the seniority list and no obligation to re-hire will exist.
 - (d) Part-time temporary faculty members with missed evaluations shall be placed/remain on the seniority list.
- 4) Part-time faculty are employed on a semester-by-semester basis, in assignments that are temporary in nature, contingent on enrollment and funding, subject to program changes, and without assurance of continued employment.
- c. The District and the Association agree to meet annually, if necessary, to evaluate the prioritization process.

B. Workweek/Workday

1. All Full-Time Faculty

The workweek for all full-time faculty shall be forty (40) hours. Less than full-time faculty shall have a workweek of forty (40) hours prorated on the basis of full-time equivalency. (e.g., nine (9) lecture hours equals 0.600 F.T.E., a workweek of twenty-four (24) hours).

The forty (40) hour week for all full-time faculty shall include all student contact responsibilities, on-campus office hours (posted and arranged consultation hours), accurate record keeping for grades and attendance, committee assignments, preparation of all required reports, curriculum development and revision, learning and/or service area outcomes assessment, attendance during in-service days including commencement ceremonies and in-service activities, and other non-student contact responsibilities as determined and assigned by the District. All full-time faculty also shall attend commencement ceremonies and other in-service activities unless excused by the Chancellor or his/her designee.

The District and the Association recognize the professional nature of the work (as defined by Labor Code) performed by the faculty members and agree that full-time faculty shall be available at the District facilities for an additional five (5) hours per week beyond the assigned student contact hours, non-student contact hours, and office hours (pro-rated for less than full-time faculty) to perform required responsibilities. All faculty are required to serve on committees as appointed by the academic senate and/or as officially recognized advisors to student

clubs/organizations as a part of their assignment. All semester-end documentation (grade submission, SLO/SAO data collection, and professional development reporting (end of Spring semester only)) must be completed prior to release of each semester's final pay warrant.

Distance Education (including courses offered online) is recognized by both the Association and the District as an appropriate mode of delivery to meet the needs of our student population. In order to meet the expectations for full-time faculty responsibilities to the college, online course instruction shall be limited to 0.500 load for full-time faculty. Exceptions to this limitation must be approved by the supervising manager and the Vice President of Instruction. Faculty for whom this provision applies to shall follow the guidelines regarding the course quality and qualifications to teach online courses set forth by their respective campuses' Distance Education/Online committees. Distance educational assignments shall be on a voluntary basis subject to approval of the supervising manager.

There shall be a minimum of eleven (11) hours between the end of the last assigned class on one day and the first assigned class the next day unless the faculty member otherwise provides written consent to their immediate supervisor. The District shall not for arbitrary and capricious reasons assign someone to a schedule that has such employee teaching both at the beginning and end of the District's operational day.

No overload hours, extra compensation work of any kind, or special contract assignments shall be included within the forty (40) hours. As set forth in Tables I and II of this Agreement, a faculty member shall be assigned a weekly schedule comprised of one of the following:

- a. Fifteen (15) lecture hours.
- b. Twenty-one (21) laboratory hours.
- c. Twenty-four (24) clinical hours.
- d. Thirty (30) non-instructional hours.
- e. Thirty-five (35) hours of other assigned responsibilities.
- f. Any combination of the above listed assignments equaling 1.000 full-time equivalency.

2. Definitions

- a. Lecture Hours: Instructor student contact hours in which the instructor normally gives a lecture presentation which was previously prepared and students are required to complete substantial work prior to or after such lecture presentation.
- b. Laboratory Hours: Instructor student contact hours in which the instructor normally supervises student activities in a laboratory environment, the activities are related to lecture hours, the instructor frequently provides instruction and students are responsible for learning all information from the instruction and activities.

- c. Clinic Hours: Activities where instructors or other professionals normally only supervises students who are practicing specific skills. The District and the Association also recognize that the implementation of "clinic hours" in some cases requires an expanded number of hours without additional compensation and flexibility since an instructor may be able to supervise a very small number of students at any one time.
 - d. Non-instructional Hours: Most of the non-Instructional contact occurs within the services and functions of the support and Student Service areas such as but not limited to counseling, library, learning centers, Health Centers, and/or support programs such DSPS and EOPS. Non-Instructional hours include activities where faculty normally interact with students within an office, center and, or other specified area or services of the college where the contact between faculty and students does not normally generate FTE.
 - d. Other assigned responsibilities: Primary responsibilities do not include student contact. All other duties as assigned in accordance with Title 5, California Education Code, California Government Code, and/or the Collective Bargaining Agreement.
 - e. New definitions per the most current Program and Course Approval Handbook (PCAH).
3. The District may assign full-time faculty loads between 0.950 and 1.050 without reduction of or addition to compensation. The District may also calculate load based on the average of two consecutive semesters in an academic year in order to allow for some flexibility in assignments. The District shall allow faculty assignment(s) to be adjusted to accommodate projects and other necessary work of the District as released or reassigned time.
- a. Released time: A bargaining unit member released from his/her primary assignment, e.g., classroom instructor, counselor, coordinator, etc. to do the work of the Association, a statewide academic, or union role. Released time for the Association is addressed in Article 3- Association Rights. The Association will notify the immediate supervisor and Human Resources no later than two (2) weeks prior to the start of the semester in which the faculty is receiving released time.
 - b. Reassigned time: A bargaining unit member reassigned from his/her primary assignment, e.g., classroom instructor, counselor, coordinator, etc. to do other faculty work for the District.
 - c. The process for selection of reassigned positions shall be the purview of the corresponding department, division, Academic Senate and/or District Assembly. Positions with reassigned time shall be reopened at least every three (3) years. Applicants for reassigned time shall notify their immediate supervisor upon approval of application. This notification is for communication purposes only.
 - d. A review of the amount of allocated reassigned time shall require faculty on reassigned time to semi-annually complete a report indicating status of project or activity and average number of hours per week required to complete this work. The reassigned time report will be submitted to the immediate supervisor. By mutual agreement, reassigned time shall be negotiated by the Association and the District as necessary by December 1 and May 1 of each semester.

- e. In the event a faculty member cannot continue in a position with corresponding reassigned time, the process to replace that faculty member shall be the purview of the corresponding department, division, Academic Senate and/or District Assembly. All bargaining unit members shall have the equal opportunity to apply for any and all positions as long as they meet the required FSA.
 - f. Should additional reassigned time assignments be designated by the District during the term of this Agreement, the District and the Association shall meet to determine the appropriate reassigned time for the workload.
 - g. Per mutual agreement between the faculty member and the District, the faculty member shall be compensated at the hourly non-instructional rate for any reassigned time related work performed during summer and winter breaks.
 - h. Schedules and work locations for reassigned time will be mutually agreed to with the immediate supervisor and the supervisor over the reassigned time and as per any contract language.
4. Special Projects
- a. A special project is defined as any District directed/provided work outside the contract that impacts the bargaining unit members' hours, wages and working conditions. For the purposes of this section, the term workload shall be as defined in Article 13, Section B-1.
 - b. For special projects beyond the assigned workload the District shall notify the Association of the duties involved in the project and the compensation prior to initiating the workload.
5. Grants
- a. A grant is defined as any external source funded project that impacts the bargaining unit members' hours, wages and working conditions. Awards that do not impact the bargaining unit members' hours, wages and working conditions, are not included in the definition of "Grant" as expressed in this section.
 - b. Bargaining unit members, whose content knowledge is pertinent to the grant, may be involved in the development of the grant application from the start. The District shall notify the Association of the duties involved in the grant writing process and the compensation prior to initiating the workload.
 - c. If the grant is awarded, the District shall notify the Association of the faculty duties involved in the grant and the compensation prior to initiating the workload.
6. Instructional Faculty
- Within the forty (40) hours per week in B-1 above, all full-time instructional faculty shall work their assigned instructional load, maintain three (3) posted office hours per week and two (2) arranged office hours, and be available five (5) hours to perform required responsibilities listed in B-1 above at District facilities. All instructional faculty must submit their scheduled office hours within the first week of each semester to their immediate supervisor, and upon request, reasonable verification that they maintained the required number of office hours.

Instructional faculty who have less than a full assignment (except hourly faculty) shall maintain office hours on a pro-rated basis of their teaching load.

7. Non-Instructional Faculty with Student Contact Hours

Within the forty (40) hours per week in B-1 above, all full-time non-instructional faculty with student contact hours shall have thirty (30) hours of student contact hours, including management-assigned responsibilities, maintain five (5) hours of preparation time, and be available five (5) hours to perform required responsibilities listed in B-1 above at District facilities.

8. Non-Instructional Faculty Without Student Contact Hours

Non-instructional faculty without student contact hours or as listed in Appendix G and H, shall remain at District facilities for requirements of their assignments for thirty-five (35) hours per week. In addition, non-instructional faculty without student contact hours or as listed in Appendix G and H shall be available at the District facilities for an additional five (5) hours per week to perform required responsibilities as listed in B-1 above. Schedules for non-instructional without student contact hours or as listed in Appendix G and H faculty will be mutually agreed to with the immediate supervisor as indicated in Section A. 2.

9. Part-Time Faculty

The assignment for part-time faculty shall include all student contact responsibilities, accurate grade and attendance record keeping, and learning outcomes assessment. All semester-end documentation (grade submission, SLO/SAO data collection, and professional development reporting) must be completed prior to release of each semester's final pay warrant.

Part-time faculty shall be compensated as specified in Article 10 for professional development time and student contact time (office hours or arranged hours). Posted office hours must be submitted to the immediate supervisor by the end of the first week of class. Part-time faculty shall also be compensated at the non-instructional rate for SLO/SAO/PLO work as specified in Article 10.

10. Full-time Faculty with Overload

The assignment for the overload shall include all student contact responsibilities, accurate grade and attendance record keeping, and learning outcomes assessment. All semester-end documentation (grade submission, SLO/SAO data collection, and professional development reporting) must be completed prior to release of each semester's final pay warrant.

Full-time faculty members with overload shall have additional student contact time (office hours or arranged hours) as indicated in Article 10 for the overload course(s) taught. These additional office hours shall also be posted and office hours must be submitted to the immediate supervisor by the end of the first week of class. Full-time faculty members with overload shall also be compensated at the non-instructional rate for SLO/SAO/PLO overload work as specified in Article 10.

11. Coaches and Coordinators

The job descriptions and compensation for each may be found in the Appendix. The workload and compensation of each shall be assessed jointly by the Association and the District every five (5) years.

12. Faculty Chairs

The Faculty Department* Chair, under the direction of the Dean or Associate Dean, is responsible for the coordination of the unit to ensure that the quality of the program offered by the department meets the standards of the California Community College system and the San Bernardino Community College District in particular and is able to serve the needs of a diverse student population.

*A department is an organizational unit defined by one or more district program codes or discipline TOPs codes that are similar in expertise (Faculty Service Area, FSA) and containing at least three (3) full-time equivalent faculty members who provides instruction or service in one or more academic or vocational disciplines or service areas commonly recognized within the California Community College system.

The faculty chair job description, selection process, and compensation may be found in the Appendix. The workload and compensation shall be assessed jointly by the Association and the District every five (5) years.

13. Faculty Leads

Faculty Lead positions shall be applied to faculty work that is short-term or that involves temporary assignment(s) or rotational position(s) (no longer than three (3) years) to complete the special assignment(s), grant(s), project(s), and/or program(s) based on District need.

The Faculty Lead description may be found in the Appendix. The process is described in 3 c-h above.

C. Class Size

1. Minimum Class Size

The District shall apply the following provisions concerning minimum class sizes to all lecture and lab classes with the exception of independent study, research, coordinated instructional systems and classes by arrangement with other entities.

- a. The minimum enrollment shall be twenty (20) students.
- b. Advanced or sequential classes that require prerequisite courses, the minimum shall be fifteen (15) students.

The District may make exceptions to the above provisions concerning minimum class sizes in cases where instructors have other classes with large number of students, in courses required for graduation, in courses required in a major or in a career subject area, where the infrequency of a course requires it to be given, where there is a limited classroom size, or in experimental programs.

2. Maximum Class Size

The District shall apply the following provisions concerning maximum class sizes:

- a. Student enrollment in any course by the census date shall not exceed the maximum established by any applicable law.
- b. Student enrollment in any course by the census date shall not exceed the number of student spaces or work locations in the room or facility to be utilized.
- c. Student enrollment in any course by the census date shall not violate any applicable safety rule or obligation.
- d. Student enrollment in any English Composition course (Preparation for College Writing or Freshman Composition) by the end of the second week shall not exceed twenty-five (25) students except with the agreement of the instructor. This specific maximum shall apply only to English 010, 015, 101, and 102 courses which require adherence to any standards established by the University of California or weekly writing assignments and minimum word counts as follows, whichever is the greater:

English 010	Minimum 3,000 words
English 015	Minimum 3,000 words
English 101	Minimum 6,000 words
English 102	Minimum 6,000 words
- e. Student enrollment in non-introductory chemistry classes shall not exceed twenty-four (24). This maximum shall apply to chemistry classes, such as Chemistry 102, 104, 105, 150(H) and 151(H). Student enrollment in advanced chemistry classes shall not exceed twenty (20). This specific maximum shall apply only to advanced chemistry classes, such as Chemistry 205, 212(H) and 213(H).
- f. The Work Experience or internships/apprenticeships workload for a 1.000 load shall be 125 students and prorated for lower loads (such as a 0.200 load for 25 students). Students in excess of 125 students shall be treated as overload. The overload is to be determined as follows: $[\text{number of students}-125] / 125$. For example, assume a workload of 150 students for one semester: $150-125/125 = 0.200$ overload.

D. Overload Assignments

No full-time faculty member shall have more than seven (7) hours of overload in any primary semester unless there is prior written approval from the Chancellor. In assigning overload, the District shall consider the seniority of full-time unit members only. No overload hours or work that has extra monetary compensation shall be included within the forty (40) hours in B-1 above. A faculty member shall have no more than a 0.500 load (based on a 1.000 semester) unless it is a single course with a higher load (e.g. a 6- unit course) per Table I in any non-primary sessions (e.g. summer).

1. Load Calculations

The order of load calculations shall be as follows:

- a. Released time (i.e. union appointments)

- b. Reassigned time (i.e. other assignments)
- c. Regular work assignments (instructional and/or non-instructional time to reach remainder of load of 0.950 to 1.050).

2. Instructional overload shall include office hours as indicated in B 10.

E. Working Remotely

A full-time bargaining unit member's assignment may be met by working remotely. Working remotely is limited to one (1) day per week. Working remotely, for the purposes of this provision, is a term which recognizes the ability of any full-time bargaining unit member to meet his/her professional obligations by working at an off-site location. Faculty who wish to participate in working remotely must submit a request to their immediate supervisor using the **Working Remotely Request Form** (See Appendix). If student/faculty contact arises or campus responsibilities, such as committee meetings, are scheduled, faculty shall report to District facilities to meet such responsibilities.


Working remotely schedules shall ensure that the full-time faculty members are available to meet the needs of the students, the department, and campus responsibilities.

Faculty must be accessible during the time they are working remotely by a variety of ways: email, chat, telephone, voice mail and/or messaging, etc. Working remotely faculty must respond within fifteen (15) minutes, unless other arrangements have been made with their immediate supervisor or designee.

F. Days Per Week

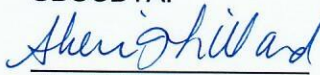
All full-time faculty shall be available at District facilities for requirements of their usual assignments five (5) days per week, Monday through Friday, except in cases of holidays, approved leaves, or working remotely. Exceptions may be made by mutual consent between the faculty member and their supervisor in cases of (1) registration needs or (2) documented needs to assign a faculty Saturday and/or Sunday work in order to complete guaranteed workload.

SBCCCD:



Amalia Perez
Director, Human Resources

SBCCDTA:



Sheri Lillard
SBCCDTA

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

Faculty Leads

April 19, 2018

Whereas: The District and the Association agree that there is a need for faculty leadership on special assignments, grants, projects, and/or programs, and that work is then completed by Faculty Leads;

IT IS THEREFORE AGREED THAT:

A. The following addition be made to ARTICLE 13: Workload

Faculty Lead shall be defined as a short-term or temporary assignment(s) or rotational position (not to exceed three (3) years) filled by faculty members because the work is faculty purview, in an effort to complete the special assignment(s), grant(s), project(s), and/or program(s) based on District need.

B. The following shall be added to the Appendix:

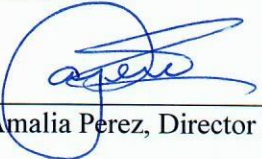
Faculty Lead Job Description

The following duties are typical for Faculty Lead. Individual positions may include some or all of the following:

1. Provides leadership and sets priorities for daily operations within the special assignment(s), grant(s), project(s), and/or program(s).
2. Facilitates the development and preparation of documents associated with special assignment(s), grant(s), project(s), and/or program(s) (i.e., planning or program review related documents, implementation plans, budget & purchasing recommendations, curriculum outlines, etc.) including dissemination of meeting notes as appropriate.
3. Maintains regular and effective modes of communication with administration, faculty, staff, students, and the community on areas of interest to the special assignment(s), grant(s), project(s), and/or program(s).
4. Serves as the person primarily responsible for developing training and workshops related to the special assignment(s), grant(s), project(s), and/or program(s).
5. Recommends the scheduling of facilities, and necessary maintenance or repair of equipment, associated with the special assignment(s), grant(s), project(s), and/or program(s).
6. May identify and recommend candidates for the recruitment and employment in special assignment(s), grant(s), project(s), and/or program(s) as appropriate.
7. Regularly initiates, schedules, attends, and participates in meetings to provide expertise related to the special assignment(s), grant(s), project(s), and/or program(s).

8. Attends conferences, or other off-campus events, in order to stay current on issues, best practices, and other items related to effectively leading activities in, or related to the special assignment(s), grant(s), project(s), and/or program(s) pending the availability of funding.
 9. Performs other duties as assigned in accordance with Title 5, California Education Code and Government Code and the Collective Bargaining Agreement between the SBCCD and SBCCDTA Article 13.
- C. The appropriate selecting entity shall establish processes to be followed which ensure that
- a) there is a fair and equitable opportunity for all faculty to apply for projects to which compensation is attached (e.g. reassigned time, stipend);
 - b) all projects encompass only faculty work;
 - c) all projects have appropriate workload/compensation proposed; and
 - d) the College President's Office shall send any Board items regarding Faculty Lead to the Association's President.
- D. Such opportunities include both ongoing work (e.g. Faculty Lead – Honors) and short-term projects, for all project lengths ranging from a few hours to multiple semesters.
- E. No management or CSEA work will be assigned and the faculty minimum qualifications will be adhered to.

For SBCCD:



Amalia Perez, Director Human Resources

For SBCCDTA:



Sheri Lillard, President

Tentative Agreement
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

Faculty Chairs Duties and Compensation

April 20, 2018

It is agreed that:

Appendix A-4, A-4a and A-4b shall be stricken and replaced with the following:

FACULTY DEPARTMENT CHAIR

SELECTION PROCESS, DUTIES, AND COMPENSATION

SELECTION PROCESS

The nomination and selection process for faculty chairs is determined locally at each campus. For information on these processes, contact the Office of Instruction on each campus.

In the event of the selection of more than one (1) faculty chair (not to exceed two (2) co-chairs), the annual workload, reassigned time, and stipend shall be determined by mutual consent and distributed as per written agreement between the parties and the supervising manager. Both co-chairs must choose the same option for compensation each academic year.

If mutual consent cannot be reached, a mediation team composed of the supervisor, the faculty member, a CTA representative and the supervisor's manager shall be created to find agreement. The CTA President, within ten (10) days after receiving the notice of disagreement, shall arrange a meeting date and time agreeable to all four parties. Barring an emergency, if either of the parties in the disagreement fails to attend the mediation meeting, the issue is resolved in favor of the party in attendance.

DUTIES OF FACULTY DEPARTMENT CHAIR

1. Attends and participates in the mandatory** Department Chair Training and Department Chair meetings as well as division and department meetings. **EXCEPTIONS: As determined by the supervising manager.
2. Holds regular departmental meetings (minimum of two (2) per semester), maintains the agendas and minutes, and disseminates them to the department and the immediate supervisor.
3. Facilitates the development, preparation, and revision of curriculum documents, in collaboration with department faculty, including participation in any Curriculum meeting in which a course under their purview is presented.
4. Confirms and reports to the appropriate office the accuracy and currency of the college catalog in the areas pertaining to the department.

5. Provides faculty leadership in coordinating and facilitating the preparation of departmental planning/program review documents, in consultation with department faculty and staff and other departments as needed.
6. Participates in the accreditation process by making themselves available to the accreditation committee to provide departmental information as needed. This also includes the planning, evaluation, and reporting of Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), Service Area Outcomes (SAOs), and Institutional Learning Outcomes (ILOs), as appropriate. For areas with independent accrediting agencies, also participates in any independent accrediting agency process(es).
7. Facilitates and works collegially with department faculty to develop and implement institutional initiatives (new and ongoing).
8. Facilitates and works collegially with the discipline faculty and staff in the department to offer courses or services that meet student needs, by developing and recommending the department course offerings or service schedules to the appropriate manager. The scheduling of courses and services will be done in a manner that is most effective for student progress, and considers efficiency and enrollment management goals.
9. Participates in the process of reviewing the schedule of classes offered by the department to ensure it is accurate, and collaborates with the appropriate manager on revisions.
10. Facilitates and works collegially with the discipline faculty and staff in the department to make recommendations for educational pathways, including certificates, degrees, dual enrollment, and non-credit as needed. May work with other faculty chairs on cross-discipline topics. May work with colleagues from other institutions regarding discipline specific issues (e.g. articulation).
11. Coordinates initial interviews, identifies, and recommends candidates for the recruitment of all new part-time faculty in the department.
12. Disseminates information to the department faculty and verifies the selection, ordering, and availability of textbooks for the department as needed.
13. Maintains regular and effective modes of communication with administration, faculty, staff, students, and community on areas of interest to the department and its programs including the accuracy of the department's website.
14. Serves as a peer evaluator or works with the department to recommend an appropriate peer evaluator to the area's supervisor for adjunct faculty evaluations.
15. Recommends, to the appropriate administrator, the department's preliminary budget and makes requests for the necessary expenditures such as instructional materials and supplies as needed.
16. Attempts to initially resolve student-faculty concerns at an informal level.
17. Handles and is responsible for student challenge requests such as pre-requisites, course substitutions, and modification of majors.
18. Coordinates with the Vice President, Dean, or Associate Dean in convening regular advisory board meetings as appropriate.

19. Verifies student completion of certificate requirements as appropriate.

FEEDBACK PROCESS

Faculty chairs shall receive feedback from their supervisor on how the job functions of chair were collegially completed every 2nd semester of the chair's term which shall include a survey of the department faculty using the following:

Directions: Please read the job description of the faculty chair (attached) and answer the questions based on the functions of the department chair.

1. Was there adequate communication in the department (department meetings, scheduling of courses, educational pathways, etc.)?
2. Were you able to participate/give feedback in processes such as program review, curriculum, SLOs, PLOs, SAOs, etc.?
3. Are there any additional comments or recommendations to help the chair better serve the department?

The feedback process documents shall not be added to the faculty member's file or be included as part of their regular faculty evaluation (per Article 16). Copies shall be maintained by the faculty chair(s) and the immediate supervisor. As per the evaluation process, observations and feedback may be considered under Article 16 Evaluation Procedure Section C 4e "*Performance in areas of responsibility other than in the classroom.*"

COMPENSATION

1. Stipend and Reassigned Time

For compensation purposes, the amount of the stipend and reassigned time shall be determined by the following process:

- (1) The number of Full-Time Equivalent Faculty (FTEF) assigned to full-time contract/regular faculty including any overload and;
- (2) The number of (FTEF) assigned to temporary (part time) faculty.
- (3) Add the numbers in (1) and (2) for the previous fiscal year (Summer/Fall/Spring), then divide by two to establish placement on the compensation table below:

OPTION I

FTEF in Department	Stipend (per year) and Reassigned Time (per semester)
(1) Up to 4.49	\$6,000 (\$600 per month)
(2) 4.50 - 8.49	\$7,000 (\$700 per month)
(3) 8.50 - 12.49	\$8,000 (\$800 per month)
(4) 12.50 - 16.49	\$9,000 (\$900 per month)
(5) 16.50 - 20.49	\$9,000 (\$900 per month) + 0.200 reassigned time
(6) 20.50 - 25.49	\$9,000 (\$900 per month) + 0.400 reassigned time
(7) 25.50 or greater	\$9,000 (\$900 per month) + 0.600 reassigned time

OR

OPTION II


FTEF in Department	Stipend (per year) and Reassigned Time (per semester)
(1) Up to 4.49	\$5,000 (\$500 per month) + 0.200 reassigned time
(2) 4.50 - 8.49	\$6,000 (\$600 per month) + 0.200 reassigned time
(3) 8.50 - 12.49	\$7,000 (\$700 per month) + 0.200 reassigned time
(4) 12.50 - 16.49	\$8,000 (\$800 per month) + 0.200 reassigned time
(5) 16.50 - 20.49	\$9,000 (\$900 per month) + 0.200 reassigned time
(6) 20.50 - 25.49	\$9,000 (\$900 per month) + 0.400 reassigned time
(7) 25.50 or greater	\$9,000 (\$900 per month) + 0.600 reassigned time

The compensation option selected each academic year shall not be changed within the year.

Regular attendance at department chair trainings and meetings is required as is attendance at the curriculum committee meetings when the department courses in their respective disciplines are under review. Department chairs shall not schedule a class or take on an unstaffed class for themselves, during these meeting times.


2. Up to 100 hours per academic year at the non-instructional rate for duties required to be performed on campus during the Summer, Spring, and Winter breaks. Exceptions to performing the duties on campus may be made by mutual agreement between the chair and the supervising manager.
3. Any overload for the department chair shall require Dean and appropriate Vice President approval.

SBCCD:



Amalia Perez
Director, Human Resources

SBCCDTA:



Sheri Lillard
President, SBCCDTA

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



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, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval to Accept Employee Resignations

RECOMMENDATION

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

OVERVIEW

The resignation of employees on the attached list is being submitted for acceptance.

ANALYSIS

The resignation correspondence has been received by Human Resources.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Resignations

Submitted for Board Approval May 10, 2018

	Years of Service	Last Date of Employment
Daniel Arenas Campus Police Officer Police Department, District Support Services	1.7	04/20/18
Maria Gates Safety & Risk Management Specialist Human Resources, District Support Services	1.9	05/04/18

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval to Accept Employee Retirements

RECOMMENDATION

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

OVERVIEW

The retirement of employees on the attached list is being submitted for acceptance.

ANALYSIS

The retirement correspondence has been received by Human Resources.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Retirements

Submitted for Board Approval May 10, 2018

	Years of Service	Last Date of Employment
James Holbrook Instructor, EMT-Paramedic CHC Emergency Medical Services	34.0	06/30/18
Robert Crise Instructor, Mathematics CHC Mathematics	28.5	06/30/18

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval to Adopt Revised Salary Ranges

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached Academic, Confidential, Management, and Executive Management salary ranges to become effective July 1, 2018.

OVERVIEW

In the Fall of 2017 SBCCD instigated a comprehensive compensation study. Based on the results of that study, the attached salary ranges have been developed and are being submitted for approval.

ANALYSIS

The revised salary ranges have been negotiated with the District's bargaining units and discussed with its management and confidential employee groups.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

San Bernardino Community College District
Proposed **Academic** Salary Schedule (Effective July 1, 2018)

Step	Period	Column C Minimum Requirements	Column D MA or BA 2yrs work exp	Column E MA-15 or BA-15-2 wk	Column F MA-30 or BA-30-2 wk	Column G MA-45 or BA-45-2 wk	Column H MA-60 or MA-2 wk	Column I Doctorate
1	Per Diem	\$316.41	\$327.48	\$338.94	\$350.81	\$363.08	\$375.79	\$388.94
	Annual	\$56,003.91	\$57,964.04	\$59,992.78	\$62,092.53	\$64,265.77	\$66,515.07	\$68,843.10
2	Per Diem	\$327.48	\$338.94	\$350.81	\$363.08	\$375.79	\$388.94	\$402.56
	Annual	\$57,964.04	\$59,992.78	\$62,092.53	\$64,265.77	\$66,515.07	\$68,843.10	\$71,252.61
3	Per Diem	\$338.94	\$350.81	\$363.08	\$375.79	\$388.94	\$402.56	\$416.65
	Annual	\$59,992.78	\$62,092.53	\$64,265.77	\$66,515.07	\$68,843.10	\$71,252.61	\$73,746.45
4	Per Diem	\$350.81	\$363.08	\$375.79	\$388.94	\$402.56	\$416.65	\$431.23
	Annual	\$62,092.53	\$64,265.77	\$66,515.07	\$68,843.10	\$71,252.61	\$73,746.45	\$76,327.58
5	Per Diem	\$363.08	\$375.79	\$388.94	\$402.56	\$416.65	\$431.23	\$446.32
	Annual	\$64,265.77	\$66,515.07	\$68,843.10	\$71,252.61	\$73,746.45	\$76,327.58	\$78,999.04
6	Per Diem	\$375.79	\$388.94	\$402.56	\$416.65	\$431.23	\$446.32	\$461.94
	Annual	\$66,515.07	\$68,843.10	\$71,252.61	\$73,746.45	\$76,327.58	\$78,999.04	\$81,764.01
7	Per Diem	\$388.94	\$402.56	\$416.65	\$431.23	\$446.32	\$461.94	\$478.11
	Annual	\$68,843.10	\$71,252.61	\$73,746.45	\$76,327.58	\$78,999.04	\$81,764.01	\$84,625.75
8	Per Diem	\$402.56	\$416.65	\$431.23	\$446.32	\$461.94	\$478.11	\$494.85
	Annual	\$71,252.61	\$73,746.45	\$76,327.58	\$78,999.04	\$81,764.01	\$84,625.75	\$87,587.65
9	Per Diem	\$416.65	\$431.23	\$446.32	\$461.94	\$478.11	\$494.85	\$512.17
	Annual	\$73,746.45	\$76,327.58	\$78,999.04	\$81,764.01	\$84,625.75	\$87,587.65	\$90,653.22
10	Per Diem	\$431.23	\$446.32	\$461.94	\$478.11	\$494.85	\$512.17	\$530.09
	Annual	\$76,327.58	\$78,999.04	\$81,764.01	\$84,625.75	\$87,587.65	\$90,653.22	\$93,826.08
11	Per Diem	\$442.01	\$457.48	\$473.49	\$490.06	\$507.22	\$524.97	\$543.34
	Annual	\$78,235.76	\$80,974.02	\$83,808.11	\$86,741.39	\$89,777.34	\$92,919.55	\$96,171.73
12	Per Diem	\$453.06	\$468.92	\$485.33	\$502.32	\$519.90	\$538.09	\$556.93
	Annual	\$80,191.66	\$82,998.37	\$85,903.31	\$88,909.93	\$92,021.77	\$95,242.54	\$98,576.02

San Bernardino Community College District
Proposed **Academic** Salary Schedule (Effective July 1, 2018)

Step	Period	Column C Minimum Requirements	Column D MA or BA 2yrs work exp	Column E MA-15 or BA-15-2 wk	Column F MA-30 or BA-30-2 wk	Column G MA-45 or BA-45-2 wk	Column H MA-60 or MA-2 wk	Column I Doctorate
13	Per Diem	\$464.39	\$480.64	\$497.46	\$514.87	\$532.89	\$551.55	\$570.85
	Annual	\$82,196.45	\$85,073.33	\$88,050.89	\$91,132.67	\$94,322.32	\$97,623.60	\$101,040.42
14	Per Diem	\$476.00	\$492.66	\$509.90	\$527.75	\$546.22	\$565.33	\$585.12
	Annual	\$84,251.36	\$87,200.16	\$90,252.17	\$93,410.99	\$96,680.38	\$100,064.19	\$103,566.44
15	Per Diem	\$487.90	\$504.97	\$522.65	\$540.94	\$559.87	\$579.47	\$599.75
	Annual	\$86,357.65	\$89,380.16	\$92,508.47	\$95,746.27	\$99,097.38	\$102,565.79	\$106,155.60
16	Per Diem	\$495.21	\$512.55	\$530.49	\$549.05	\$568.27	\$588.16	\$608.75
	Annual	\$87,653.01	\$90,720.87	\$93,896.10	\$97,182.46	\$100,583.85	\$104,104.28	\$107,747.93
17	Per Diem	\$502.64	\$520.24	\$538.44	\$557.29	\$576.79	\$596.98	\$617.88
	Annual	\$88,967.81	\$92,081.68	\$95,304.54	\$98,640.20	\$102,092.60	\$105,665.84	\$109,364.15
18	Per Diem	\$510.18	\$528.04	\$546.52	\$565.65	\$585.45	\$605.94	\$627.14
	Annual	\$90,302.32	\$93,462.90	\$96,734.11	\$100,119.80	\$103,623.99	\$107,250.83	\$111,004.61
19	Per Diem	\$517.84	\$535.96	\$554.72	\$574.13	\$594.23	\$615.03	\$636.55
	Annual	\$91,656.86	\$94,864.85	\$98,185.12	\$101,621.60	\$105,178.35	\$108,859.59	\$112,669.68
20	Per Diem	\$525.60	\$544.00	\$563.04	\$582.75	\$603.14	\$624.25	\$646.10
	Annual	\$93,031.71	\$96,287.82	\$99,657.89	\$103,145.92	\$106,756.03	\$110,492.49	\$114,359.73
21	Per Diem	\$533.49	\$552.16	\$571.48	\$591.49	\$612.19	\$633.62	\$655.79
	Annual	\$94,427.19	\$97,732.14	\$101,152.76	\$104,693.11	\$108,357.37	\$112,149.88	\$116,075.12
22	Per Diem	\$541.49	\$560.44	\$580.06	\$600.36	\$621.37	\$643.12	\$665.63
	Annual	\$95,843.59	\$99,198.12	\$102,670.05	\$106,263.51	\$109,982.73	\$113,832.12	\$117,816.25
23	Per Diem	\$549.61	\$568.85	\$588.76	\$609.36	\$630.69	\$652.77	\$675.61
	Annual	\$97,281.25	\$100,686.09	\$104,210.10	\$107,857.46	\$111,632.47	\$115,539.61	\$119,583.49
24	Per Diem	\$557.86	\$577.38	\$597.59	\$618.50	\$640.15	\$662.56	\$685.75
	Annual	\$98,740.47	\$102,196.38	\$105,773.26	\$109,475.32	\$113,306.96	\$117,272.70	\$121,377.24

San Bernardino Community College District
Proposed **Confidential** Salary Schedule (Effective July 1, 2018)

Range	Classifications	Period	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	Human Resources Coordinator	Hourly	\$24.52	\$25.28	\$26.06	\$26.87	\$27.70	\$28.56	\$29.44	\$30.32	\$31.23	\$32.17
2		Hourly	\$25.14	\$25.91	\$26.71	\$27.54	\$28.39	\$29.27	\$30.18	\$31.08	\$32.01	\$32.97
3		Hourly	\$25.76	\$26.56	\$27.38	\$28.23	\$29.10	\$30.00	\$30.93	\$31.86	\$32.81	\$33.80
4	Recruitment Specialist	Hourly	\$26.41	\$27.23	\$28.07	\$28.94	\$29.83	\$30.75	\$31.70	\$32.66	\$33.63	\$34.64
5		Hourly	\$27.07	\$27.91	\$28.77	\$29.66	\$30.58	\$31.52	\$32.50	\$33.47	\$34.48	\$35.51
6		Hourly	\$27.75	\$28.60	\$29.49	\$30.40	\$31.34	\$32.31	\$33.31	\$34.31	\$35.34	\$36.40
7		Hourly	\$28.44	\$29.32	\$30.23	\$31.16	\$32.12	\$33.12	\$34.14	\$35.17	\$36.22	\$37.31
8		Hourly	\$29.15	\$30.05	\$30.98	\$31.94	\$32.93	\$33.95	\$35.00	\$36.05	\$37.13	\$38.24
9		Hourly	\$29.88	\$30.80	\$31.76	\$32.74	\$33.75	\$34.79	\$35.87	\$36.95	\$38.05	\$39.20
10	Human Resources Generalist Benefits Specialist Safety & Risk Specialist	Hourly	\$30.63	\$31.57	\$32.55	\$33.56	\$34.59	\$35.66	\$36.77	\$37.87	\$39.01	\$40.18
11		Hourly	\$31.39	\$32.36	\$33.36	\$34.40	\$35.46	\$36.56	\$37.69	\$38.82	\$39.98	\$41.18
12		Hourly	\$32.18	\$33.17	\$34.20	\$35.25	\$36.35	\$37.47	\$38.63	\$39.79	\$40.98	\$42.21
13		Hourly	\$32.98	\$34.00	\$35.05	\$36.14	\$37.25	\$38.41	\$39.59	\$40.78	\$42.01	\$43.27
14	Executive Assistant	Hourly	\$33.81	\$34.85	\$35.93	\$37.04	\$38.19	\$39.37	\$40.58	\$41.80	\$43.06	\$44.35
15		Hourly	\$34.65	\$35.72	\$36.83	\$37.97	\$39.14	\$40.35	\$41.60	\$42.85	\$44.13	\$45.46
16		Hourly	\$35.52	\$36.62	\$37.75	\$38.91	\$40.12	\$41.36	\$42.64	\$43.92	\$45.24	\$46.59
17		Hourly	\$36.40	\$37.53	\$38.69	\$39.89	\$41.12	\$42.39	\$43.70	\$45.02	\$46.37	\$47.76
18		Hourly	\$37.31	\$38.47	\$39.66	\$40.88	\$42.15	\$43.45	\$44.80	\$46.14	\$47.53	\$48.95
19		Hourly	\$38.25	\$39.43	\$40.65	\$41.91	\$43.20	\$44.54	\$45.92	\$47.29	\$48.71	\$50.17
20		Hourly	\$39.20	\$40.42	\$41.67	\$42.95	\$44.28	\$45.65	\$47.06	\$48.48	\$49.93	\$51.43
21	Sr. Executive Assistant Human Resources Analyst	Hourly	\$40.18	\$41.43	\$42.71	\$44.03	\$45.39	\$46.79	\$48.24	\$49.69	\$51.18	\$52.71
22	Coordinator, Diversity & Talent Management Coordinator, Professional Learning & Organizational Effectiveness	Hourly	\$41.19	\$42.46	\$43.78	\$45.13	\$46.53	\$47.96	\$49.45	\$50.93	\$52.46	\$54.03
23		Hourly	\$42.22	\$43.52	\$44.87	\$46.26	\$47.69	\$49.16	\$50.68	\$52.20	\$53.77	\$55.38
24		Hourly	\$43.27	\$44.61	\$45.99	\$47.41	\$48.88	\$50.39	\$51.95	\$53.51	\$55.11	\$56.77
25		Hourly	\$44.36	\$45.73	\$47.14	\$48.60	\$50.10	\$51.65	\$53.25	\$54.85	\$56.49	\$58.19
26	Employee Relations Officer	Hourly	\$45.46	\$46.87	\$48.32	\$49.81	\$51.36	\$52.94	\$54.58	\$56.22	\$57.90	\$59.64
27		Hourly	\$46.60	\$48.04	\$49.53	\$51.06	\$52.64	\$54.27	\$55.95	\$57.62	\$59.35	\$61.13
28		Hourly	\$47.77	\$49.24	\$50.77	\$52.34	\$53.95	\$55.62	\$57.34	\$59.06	\$60.84	\$62.66
29		Hourly	\$48.96	\$50.47	\$52.04	\$53.64	\$55.30	\$57.01	\$58.78	\$60.54	\$62.36	\$64.23

San Bernardino Community College District
Proposed **Management** Salary Schedule (Effective July 1, 2018)

Range	Classification	Period	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	Tool Room Supervisor	Annual	\$ 48,682.25	\$ 50,187.88	\$ 51,740.09	\$ 53,340.30	\$ 54,990.00	\$ 56,690.72	\$ 58,444.04	\$ 60,197.36	\$ 62,003.28	\$ 63,863.38
2	Cafeteria & Snack Bar Manager Custodial Supervisor	Annual	\$ 51,116.36	\$ 52,697.28	\$ 54,327.09	\$ 56,007.31	\$ 57,739.50	\$ 59,525.25	\$ 61,366.24	\$ 63,207.23	\$ 65,103.44	\$ 67,056.55
3	RTF (Responsive Training Fund) Grant Admin	Annual	\$ 53,672.18	\$ 55,332.14	\$ 57,043.45	\$ 58,807.68	\$ 60,626.47	\$ 62,501.52	\$ 64,434.55	\$ 66,367.59	\$ 68,358.62	\$ 70,409.38
4	Assistant Manager, Logistics Technology Assistant Manager, Workforce Development Assistant Director, Financial Aid Assistant Director for Training and Development CalTrans Project Administrator Veterans Affairs Administrator	Annual	\$ 56,355.79	\$ 58,098.75	\$ 59,895.62	\$ 61,748.06	\$ 63,657.79	\$ 65,626.59	\$ 67,656.28	\$ 69,748.97	\$ 71,896.55	\$ 73,929.84
5	Circulation Supervisor	Annual	\$ 59,173.58	\$ 61,003.69	\$ 62,890.40	\$ 64,835.46	\$ 66,840.68	\$ 68,907.92	\$ 71,039.09	\$ 73,170.27	\$ 75,365.37	\$ 77,626.34
6		Annual	\$ 62,132.26	\$ 64,053.87	\$ 66,034.92	\$ 68,077.24	\$ 70,182.72	\$ 72,353.32	\$ 74,591.05	\$ 76,828.78	\$ 79,133.64	\$ 81,507.65
7		Annual	\$ 65,238.87	\$ 67,256.57	\$ 69,336.67	\$ 71,481.10	\$ 73,691.85	\$ 75,970.98	\$ 78,320.60	\$ 80,670.22	\$ 83,090.33	\$ 85,583.04
8	Development & Planning Supervisor, KVCR Printing & Graphic Services Supervisor Tribal Liaison	Annual	\$ 68,500.81	\$ 70,619.39	\$ 72,803.50	\$ 75,055.15	\$ 77,376.45	\$ 79,769.53	\$ 82,236.63	\$ 84,703.73	\$ 87,244.84	\$ 89,862.19
9	Aquatics Director Braille Program Manager E-Text Program Manager Maintenance & Grounds Supervisor Police Sergeant	Annual	\$ 71,925.85	\$ 74,150.36	\$ 76,443.67	\$ 78,807.91	\$ 81,245.27	\$ 83,758.01	\$ 86,348.46	\$ 88,938.92	\$ 91,607.08	\$ 94,355.30
10	Accounting Supervisor Emergency Preparedness Manager Manager, Environmental Scanning Services Payroll Administrator	Annual	\$ 75,522.14	\$ 77,857.88	\$ 80,265.86	\$ 82,748.31	\$ 85,307.53	\$ 87,945.91	\$ 90,665.89	\$ 93,385.86	\$ 96,187.44	\$ 99,073.06
11	Occupational Advancement Department Manager	Annual	\$ 79,298.25	\$ 81,750.78	\$ 84,279.15	\$ 86,885.72	\$ 89,572.91	\$ 92,343.20	\$ 95,199.18	\$ 98,055.16	\$ 100,996.81	\$ 104,026.71
12	Art Director, KVCR Assistant Director, Resource Development & Grants Chief Engineer, TV Energy Education Administrator Environmental, Health & Safety Administrator Lieutenant - Police Supervisor Logistics Technology Manager Maintenance & Operations Coordinator Scholarship Program Administrator	Annual	\$ 83,263.16	\$ 85,838.31	\$ 88,493.11	\$ 91,230.01	\$ 94,051.55	\$ 96,960.37	\$ 99,959.14	\$ 102,957.91	\$ 106,046.65	\$ 109,228.05

San Bernardino Community College District
Proposed **Management** Salary Schedule (Effective July 1, 2018)

Range	Classification	Period	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
13	Accounting Manager College Director of Technology Services Director, Applied Technologies Training Center Director, Child Development Center Director, Workforce Development Human Resources Supervisor	Annual	\$ 87,426.32	\$ 90,130.23	\$ 92,917.76	\$ 95,791.51	\$ 98,754.13	\$ 101,808.38	\$ 104,957.10	\$ 108,105.81	\$ 111,348.98	\$ 114,689.45
14	Director, Admission & Records Director Bookstore Director, Community Relations & Resource Dvlpmnt Director, Financial Aid Director, Grant Development & Management Director, Marketing & Public Relations Project Director, EduStream	Annual	\$ 91,797.64	\$ 94,636.74	\$ 97,563.65	\$ 100,581.08	\$ 103,691.84	\$ 106,898.80	\$ 110,204.95	\$ 113,511.10	\$ 116,916.43	\$ 120,423.93
15	Director, Athletics Director, Facilities, Maintenance & Operations Director, Police Academy Director, Research and Planning Director, Resources Development Director, Student Life HSI STEM PASS GO Project Director	Annual	\$ 96,387.52	\$ 99,368.58	\$ 102,441.83	\$ 105,610.14	\$ 108,876.43	\$ 112,243.74	\$ 115,715.20	\$ 119,186.65	\$ 122,762.25	\$ 126,445.12
16	Chief Content Manager, KVCR Director, Administrative Application Systems Director, Disabled Student Program & Services (DSP&S) Director, EOPS & CARE, SBVC Director, EOPS, CARE & CalWorks, CHC Director, EOPS, CARE & CalWORKS, and STAR Director, First Year Experience Director, Internal Audits Director, Library and Learning Support Services Director, Resource Development & Grants Director, Technology Services Director, Television Facilities Project Director Station Manager, Radio/TV Human Resources Manager	Annual	\$ 101,206.90	\$ 104,337.01	\$ 107,563.92	\$ 110,890.64	\$ 114,320.25	\$ 117,855.93	\$ 121,500.96	\$ 125,145.99	\$ 128,900.37	\$ 132,767.38
17	Associate Dean, Nursing Director, Alternative Text Production Center	Annual	\$ 106,267.24	\$ 109,553.86	\$ 112,942.12	\$ 116,435.18	\$ 120,036.26	\$ 123,748.73	\$ 127,576.01	\$ 131,403.29	\$ 135,345.39	\$ 139,405.75
18	Director, Development & Community Relations	Annual	\$ 111,580.60	\$ 115,031.55	\$ 118,589.23	\$ 122,256.94	\$ 126,038.08	\$ 129,936.16	\$ 133,954.81	\$ 137,973.45	\$ 142,112.65	\$ 146,376.03

San Bernardino Community College District
Proposed **Management** Salary Schedule (Effective July 1, 2018)

Range	Classification	Period	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
19	Business Manager Dean Dean, Research, Planning, & Institutional Effectiveness Dean Student Development Director, Engineering and Technology, KVCR Director, Facilities, Planning & Construction Director, Fiscal Services Director, Human Resources District Director, Computing Services District Director of Mktng Public Affairs & Gvrnmnt Rltns General Manager, KVCR TV/FM Police Chief	Annual	\$ 117,159.63	\$ 120,783.13	\$ 124,518.69	\$ 128,369.78	\$ 132,339.98	\$ 136,432.97	\$ 140,652.55	\$ 144,872.12	\$ 149,218.29	\$ 153,694.84
20	Executive Dean, Instruction	Annual	\$ 123,017.62	\$ 126,822.28	\$ 130,744.62	\$ 134,788.27	\$ 138,956.98	\$ 143,254.62	\$ 147,685.17	\$ 152,115.73	\$ 156,679.20	\$ 161,379.58
21		Annual	\$ 129,168.50	\$ 133,163.40	\$ 137,281.85	\$ 141,527.68	\$ 145,904.83	\$ 150,417.35	\$ 155,069.43	\$ 159,721.52	\$ 164,513.16	\$ 169,448.56
22		Annual	\$ 135,626.92	\$ 139,821.57	\$ 144,145.95	\$ 148,604.07	\$ 153,200.07	\$ 157,938.22	\$ 162,822.90	\$ 167,707.59	\$ 172,738.82	\$ 177,920.98
23	Executive Director, Econ Dev & Corporate Training Ex Dir, Research Planning Institutional Effectiveness Vice President, Administrative Services Vice President, Instruction Vice President, Student Services Ex Dir, Human Resources	Annual	\$ 142,408.27	\$ 146,812.65	\$ 151,353.24	\$ 156,034.27	\$ 160,860.07	\$ 165,835.13	\$ 170,964.05	\$ 176,092.97	\$ 181,375.76	\$ 186,817.03
24	Executive VP, Instruction & Student Services, CHC	Annual	\$ 149,528.68	\$ 154,153.28	\$ 158,920.91	\$ 163,835.99	\$ 168,903.08	\$ 174,126.88	\$ 179,512.25	\$ 184,897.62	\$ 190,444.55	\$ 196,157.89

Submitted for BOT Approval 5/10/18

San Bernardino Community College District
Proposed **Executive Management** Salary Schedule (Effective July 1, 2018)

Range	Classification	Period	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1		Annual	\$ 149,532.22	\$ 154,156.93	\$ 158,924.67	\$ 163,839.87	\$ 168,907.08	\$ 174,131.01	\$ 179,516.51	\$ 184,902.00	\$ 190,449.06	\$ 196,162.53
2	Associate Vice Chancellor, EDCT and Associate Vice Chancellor, TESS	Annual	\$ 157,008.84	\$ 161,864.78	\$ 166,870.91	\$ 172,031.86	\$ 177,352.44	\$ 182,837.56	\$ 188,492.33	\$ 194,147.10	\$ 199,971.51	\$ 205,970.66
3	Vice Chancellor, Human Resources, Vice Chancellor, Business & Fiscal	Annual	\$ 164,859.28	\$ 169,958.02	\$ 175,214.45	\$ 180,633.46	\$ 186,220.06	\$ 191,979.44	\$ 197,916.95	\$ 203,854.46	\$ 209,970.09	\$ 216,269.19
4		Annual	\$ 173,102.24	\$ 178,455.92	\$ 183,975.17	\$ 189,665.13	\$ 195,531.06	\$ 201,578.41	\$ 207,812.80	\$ 214,047.18	\$ 220,468.60	\$ 227,082.65
5	College President	Annual	\$ 181,757.35	\$ 187,378.71	\$ 193,173.93	\$ 199,148.38	\$ 205,307.61	\$ 211,657.33	\$ 218,203.44	\$ 224,749.54	\$ 231,492.02	\$ 238,436.79
6	Executive Vice Chancellor	Annual	\$ 190,845.22	\$ 196,747.65	\$ 202,832.63	\$ 209,105.80	\$ 215,572.99	\$ 222,240.20	\$ 229,113.61	\$ 235,987.02	\$ 243,066.63	\$ 250,358.62
7		Annual	\$ 200,387.48	\$ 206,585.03	\$ 212,974.26	\$ 219,561.09	\$ 226,351.64	\$ 233,352.21	\$ 240,569.29	\$ 247,786.37	\$ 255,219.96	\$ 262,876.56

Submitted for BOT Approval

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval to Appoint District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve appointment of the employees on the attached list and, as necessary, approve the corresponding employment contracts as well.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the 2017-2018 budget.



Appointment of District Employees

Submitted for Board Approval May 10, 2018

	Start Date	Salary Schedule, Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
Christopher Olivera Instructor, Microbiology CHC Biology	07/01/18	Academic I9	\$82,959.90/yr	Lisa Shimold	Microbiology General Fund	08/10/16
Kellori Dower Division Dean, Letters, Arts & Mathematics CHC Office of Instruction	06/01/18	Management 19A	\$111,812.38/yr	Sherrie Loewan	Office of Instruction General Fund	04/23/18
Heather Ford Executive Administrative Assistant Chancellor' Office	05/11/18	Confidential 4C	\$5,923.58/mo	New	Chancellor General Fund	Pending*

* Employees will not commence work until all requirements are met.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval to Appoint Interim Managers

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

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the 2017-2018 budget.



Appointment of Interim Managers

Submitted for Board Approval May 10, 2018

	Effective Dates	Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
Stephen Villasenor Interim Director Grant Management and Development, SBVC President's Office	04/05/18 to 12/30/18	14A	\$ 87,610.33	Alfonso Hernandez, III	Grant Development and Management General Fund	03/15/18
Jeremiah Gilbert Interim Executive Director Research, Planning, & Institutional Effectiveness, District Support Services	07/01/18 to 12/31/18	23B	\$ 142,700.59	Komal Bandyadhyay	Institutional Effectiveness General Fund	09/16/97
Nicholas Harris Interim Manager, Production KVCR/FNX	05/11/18 to 06/30/18	14C	\$ 96,595.96	New	FNX General Fund	Pending*

* Employees will not commence work until all requirements are met.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Kristina Hannon, Executive Director, Human Resources

DATE: May 10, 2018

SUBJECT: Consideration of Approval to Certify SBCCD's Use of the Equal Employment Opportunity Fund Multiple Method Allocation Model for 2017-18

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached certification of SBCCD's use of the Equal Employment Opportunity (EEO) Fund Multiple Method Allocation Model for 2017-18.

OVERVIEW

Under the Chancellor's authority to represent the Board of Governors in monitoring the use of the Equal Employment Opportunity Fund for the purpose of promoting equal employment opportunities in hiring and promotion at community college districts, the Chancellor's Office is charged with implementing a fund allocation model (Education Code, Section 87107 and Board of Governors Standing Order 374). The Multiple Method allocation model was developed by the Chancellor Office.

ANALYSIS

In accordance with applicable Title 5 regulations (sections 53000 et. seq.) and the Education Code Section 87107, the District's multiple method evidence demonstrates the commitment to hire staff and foster staff development that support the goals of equal opportunity and diversity and provide equal consideration for all qualified candidates.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will have no financial impact.

**Equal Employment Opportunity Fund Multiple Method Allocation Model
Certification Form, Fiscal Year 2017-2018**

District Name: _____

Does the District meet Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year) (All mandatory for funding).

- Yes**
- No**

The district met at least 6 of the remaining 8 Multiple Methods? (Please mark your answers.)

- Yes**
 - Method 2 (Board policies and adopted resolutions)
 - Method 3 (Incentives for hard-to-hire areas/disciplines)
 - Method 4 (Focused outreach and publications)
 - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - Method 6 (Consistent and ongoing training for hiring committees)
 - Method 7 (Professional development focused on diversity)
 - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
 - Method 9 (Grow-Your-Own programs)
- No**

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda showing district EEO Advisory Committee's certification of this report form.

Chair, Equal Employment Opportunity Advisory Committee

Name: _____ Title: _____
Signature: _____ Date: _____

Chief Human Resources Officer

Name: _____ Title: _____
Signature: _____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: _____ Title: _____
Signature: _____ Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____, 2018

Name: _____ Title: ***President/Chair, Board of Trustees***
Signature: _____ Date: _____

Date Due at the Chancellor's Office: June 1, 2018
Return to: Leslie LeBlanc lleblanc@cccco.edu; Office of the General Counsel
California Community Colleges; 1102 Q Street, Ste. 4400, Sacramento, CA 95811

Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2017-2018

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 Multiple Methods.

When providing explanation(s) and evidence of your district's success in implementing the Multiple Methods, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does District meet Multiple Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year)?

- Yes**
 No

Under the Multiple Method allocation model, districts must minimally have an operational district EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, section 53003).
- EEO Plans are considered active for three years from the date of when the district's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

Please provide an explanation and evidence of meeting this Multiple Method, #1.

**Equal Employment Opportunity Fund Multiple Method Allocation Model
Certification Form, Fiscal Year 2017-2018**

To receive funding for this year's allocation amount, districts are also required to meet 6 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

**Equal Employment Opportunity Fund Multiple Method Allocation Model
Certification Form, Fiscal Year 2017-2018**

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #3.

Does the District meet Method #4 (Focused outreach and publications)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

**Equal Employment Opportunity Fund Multiple Method Allocation Model
Certification Form, Fiscal Year 2017-2018**

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #5.

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #6.

**Equal Employment Opportunity Fund Multiple Method Allocation Model
Certification Form, Fiscal Year 2017-2018**

Does the District meet Method #7 (Professional development focused on diversity)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #7.

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #8.

**Equal Employment Opportunity Fund Multiple Method Allocation Model
Certification Form, Fiscal Year 2017-2018**

Does the District meet Method #9 (Grow-Your-Own programs)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #9.



May 9, 2018- EEO Advisory Committee

Agenda

- Discuss Multiple Methods 17-18
- Review Trainings/Conferences for the 18-19 school year
- Discuss request for EEO funds
- Discuss EEO Meetings for 18-19 school year (2 each semester; more if needed)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval to Pay Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve the payment of stipends per the attached list.

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 and the Memo of Understanding dated April 14, 2017.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The payment of stipends is included in the 2017-2018 budget.



Payment of Stipends

Submitted for Board Approval May 10, 2018

San Bernardino Valley College Head Coaches – Spring 2018 Playoffs

	Department	Stipend
Abrams, Eric	Men/Women’s Cross Country	\$ 1,176
Brewer, Quincy	Men’s Basketball	\$ 1,200
Brown, Joshua	Men’s Soccer	\$ 588
Hauge, Kristin	Women’s Soccer	\$ 1,200
Ratigan, James	Men/Women’s Cross Country	\$ 1,176
Torres, Christina	Women’s Basketball	\$ 600

San Bernardino Valley College Assistant Coaches – Spring 2018

	Department	Stipend
Steward, Shanice Abdul-Rahman, Ahmed	Women’s Track & Field	\$5,000

AMENDMENT: This item was previously approved on the December 14, 2017 board date for Shanice Steward to serve as Women’s Track & Field Assistant Coach for the Athletics Department for Spring of 2018. Coach Powell decided to replace her with another assistant coach due to her lack of availability. Item being amended to remove Shanice Steward and submit Ahmed Abdul-Rahman as Assistant Women’s Track & Field Coach for Spring 2018 season and to finish the season at a Stipend of \$5,000 for Spring, to meet the needs of the Track & Field Team and the Athletics Department.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Amalia Perez, Director, Human Resources
DATE: May 10, 2018
SUBJECT: Consideration of Approval to Place Classified Employees on the 39-Month Reemployment List

RECOMMENDATION

It is recommended that the Board of Trustees approve the placement of classified employees on the 39-Month Reemployment List as indicated on the attached.

ANALYSIS

The employees listed on the attached have exhausted all available leaves of absence in accordance with CSEA/SBCCD Agreement Article 14.5.4. Therefore, it is necessary to place them on the 39-Month Reemployment List.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Placement of Classified Employees on the 39-Month Reemployment List

Submitted for Board Approval May 10, 2018

	Effective Date
Debra Smith District Office Custodian/Courier	06/07/18

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: May 10, 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 5/10/2018

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Consultants</i>			
Fisher, Pamila	(15491) Consulting regarding organizational and leadership issues affecting SBCCD; this is to approve Amendment 02- to add an additional management retreat and add executive consulting dates at a cost of \$6,200 Term: 7/10/2017 - 6/30/2018 Funding Source: General Funds	Chancellor/SBCCD	\$30,200.00
RPI Consultants, LLC	(15903) Consultants for upgrade and implementation of Perceptive Content version 7.2.2 and ImageNow version 6.7 to a windows server 2016 environment; this is to approve Amendment CR001 to include an additional 4 hours to PC 7 new hardware upgrades & enhancements at a cost of \$740.00 Term: 12/1/2017 - 6/30/2018 Funding Source: Innovation & Effectiveness Grant	TESS/SBCCD	\$23,740.00
Twenty-Fifth (25th) Hour Communications Inc.	(16494) Marketing Consultant for SBVC Term: 4/16/2018 - 4/15/2019 Funding Source: General Funds	Student Services/SBVC	\$70,000.00

SubTotal for Consultants: 3

Professional Services

Friday, April 20, 2018

Page 1 of 2

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Firm</i>			
Keenan & Associates	(14920) Property and Liability Claims Administration; this is to approve Amendment 01 - to set rate schedule for FY 2018-2019; no change in rate values Term: 7/1/2017 - 6/30/2020 Funding Source: General Funds	Business Services/SBCCD	\$50,000.00

SubTotal for Professional Services: 1

Grand Total Contracts for Board Date 5/10/2018: 4

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: May 10, 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.

Routine Contracts and Agreements***Scheduled Board Date 5/10/2018***

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
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Broadcasting Rights

KSPS-TV	(16480) Broadcast license agreement for the airing of FNX on other PBS and privately owned stations; no cost to SBCCD Term: 4/1/2018 - 3/31/2019 Funding Source: N/A	FNX/KVCR	
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Oliver, Susan dba Roaring Brook Records	(16589) Broadcast rights to Amazing Grace composition/music video; no cost to SBCCD Term: 5/11/2018 - 5/10/2023 Funding Source: N/A	KVCR/KVCR	
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SubTotal for Broadcasting Rights: 2

General

Achievers	(16529) Production of SBVC 2018 graduation stoles for Puente Program Term: 4/9/2018 - 6/30/2018 Funding Source: General Funds	Student Life/SBVC	\$476.28
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ADCO Roofing Inc.	(16617) Infrared inspection for North Hall leak Term: 2/12/2018 - 2/28/2018 Funding Source: General Funds	Maintenance/SBVC	\$1,000.00
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<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Adobe Creative Cloud	(16618) Purchase of Creative Cloud space education edition for one year Term: 4/1/2018 - 3/31/2019 Funding Source: FNX Grant	FNX/KVCR	\$839.88
Air Conditioning Control Systems, Inc. (ACCS)	(16514) Zone sensor calibration for AC/Heating equipment Term: 4/10/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$16,672.00
All Star Engraving	(16520) Production of medals for graduating CHC EOPS and CalWORKs students Term: 4/6/2018 - 5/11/2018 Funding Source: EOP&S	EOP&S/CHC	\$626.03
American Technologies, Inc	(16563) Cleaning of black water remediation and water intrusion in SBVC Financial Aid Office Term: 4/6/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$37,985.00
American Truck Bodies & Repairs, Inc.	(16561) Replace wood floors and gates on SBVC stack bed truck Term: 4/16/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$4,759.32

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Awesome Blinds & Shutters, Inc.	(16532) Window shade replacement in the Business Bldg. Term: 4/11/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$4,356.62
Bergelectric	(16259) On demand repairs for electrical repairs; this is to approve an increase due to the vacancy of an electrician in the maintenance department Term: 2/1/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$40,000.00
Best Western Inn Dixon-Davis	(16557) Block room rental for Puente field trip to UC Davis Term: 4/25/2018 - 4/27/2048 Funding Source: Puente Project	Puente/SBVC	\$2,856.24
Bronson Investments, Inc.	(16491) Repair of automotive lab tire changer equipment Term: 4/5/2018 - 6/30/2018 Funding Source: General Funds	Automotive/SBVC	\$596.87
Bronson Investments, Inc.	(16486) Repair of rotary lift Term: 4/1/2018 - 6/30/2018 Funding Source: State Grant	Technical Training/SBVC	\$298.75
Card Integrators Corporation	(16602) Production of Police staff ID badges Term: 4/18/2018 - 6/30/2018 Funding Source: General Funds	District Police/SBCCD	\$554.86

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Chugach Education Services - Inland Empire Job Corps	(16508) MOU - To establish a work-based learning program (work-study) for Job Corps participants; no cost to SBCCD Term: 7/1/2018 - 6/30/2019 Funding Source: N/A	Calworks/SBVC	
Clarus Corporation	(16592) Marketing campaign to feeder high schools for Summer 2018 and Fall 2018 enrollment Term: 4/30/2018 - 5/15/2018 Funding Source: General Funds	Marketing/CHC	\$2,583.55
Clarus Corporation	(16593) Marketing campaign to local home addresses for Summer 2018 and Fall 2018 enrollment Term: 4/30/2018 - 6/13/2018 Funding Source: General Funds	Marketing/CHC	\$1,814.00
Clarus Corporation	(16594) Marketing campaign to regional workforce centers, unemployment offices and large industrial/retail centers for Summer 2018 and Fall 2018 enrollment Term: 4/30/2018 - 6/13/2018 Funding Source: General Funds	Marketing/CHC	\$2,400.00
Clarus Corporation	(16595) Marketing campaign to Veterans home addresses for Summer 2018 and Fall 2018 enrollment Term: 4/30/2018 - 6/13/2018 Funding Source: General Funds	Marketing/CHC	\$1,225.54

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Compressed Air Specialties Inc.	(16477) Repairing of air compressor Term: 3/19/2018 - 5/31/2018 Funding Source: General Funds	Fire Technology/CHC	\$1,085.54
Computerized Embroidery Company, The	(16490) Production of 235 customized shirts Term: 4/5/2018 - 6/30/2018 Funding Source: EOP&S	EOP&S/SBVC	\$10,523.00
Computerized Embroidery Company, The	(16485) Production of customized canopy with Psych Tech logo Term: 4/1/2018 - 6/30/2018 Funding Source: General Funds	Psychiatric Technology/SBVC	\$648.00
Computerized Embroidery Company, The	(16484) Production of novelty items with SBVC logo for promotional giveaways Term: 4/1/2018 - 6/30/2018 Funding Source: EOP&S	EOP&S/SBVC	\$3,869.10
Computerized Embroidery Company, The	(16543) Production of novelty items with SBVC logo for promotional giveaways Term: 4/23/2018 - 6/30/2018 Funding Source: General Funds	First Year/SBVC	\$4,752.00
Computerized Embroidery Company, The	(16544) Production of novelty items with SBVC logo for promotional giveaways Term: 4/23/2018 - 6/30/2018 Funding Source: General Funds	First Year/SBVC	\$649.59

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Computerized Embroidery Company, The	(16545) Production of novelty items with SBVC logo for promotional giveaways Term: 4/23/2018 - 6/30/2018 Funding Source: General Funds	First Year/SBVC	\$2,399.02
Computerized Embroidery Company, The	(16546) Production of novelty items with SBVC logo for promotional giveaways Term: 4/23/2018 - 6/30/2018 Funding Source: General Funds	First Year/SBVC	\$3,676.20
Computerized Embroidery Company, The	(16547) Production of novelty items with SBVC logo for promotional giveaways Term: 4/23/2018 - 6/30/2018 Funding Source: General Funds	First Year/SBVC	\$7,074.00
Computerized Embroidery Company, The	(16548) Production of novelty items with SBVC logo for promotional giveaways Term: 4/23/2018 - 6/30/2018 Funding Source: General Funds	First Year/SBVC	\$5,117.40
Cortez Ornamental Iron	(16596) Service call and reprogram gate transmitters Term: 4/18/2018 - 6/30/2018 Funding Source: General Funds	District Police/SBCCD	\$150.00
Crown Promotions Group	(16522) Production of novelty items with CHC logo for CalWorks program participants Term: 4/6/2018 - 6/30/2018 Funding Source: EOP&S	EOP&S/CHC	\$1,448.75

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Crown Promotions Group	(16521) Production of novelty items with CHC logo for CARE program participants Term: 4/6/2018 - 6/30/2018 Funding Source: EOP&S	EOP&S/CHC	\$1,448.75
Dan Lyman Construction, Inc.	(16511) Provide and install card entry locks at District Police Term: 4/10/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$5,966.33
Datanetiix, Inc.	(16483) Provide assistance in web portal development Term: 3/26/2018 - 6/29/2018 Funding Source: USDA NIFA Grant	Technical Training/SBVC	\$5,000.00
Design Source USA, Inc.	(16621) Production of SBVC STREM graduation sashes Term: 4/20/2018 - 6/1/2018 Funding Source: General Funds	Academic Success/SBVC	\$1,337.00
Digital Networks Group, Inc.	(16500) Furnish and install electric projector screens at North Hall and Physical Science Bldgs. Term: 4/2/2018 - 6/30/2018 Funding Source: General Funds	Campus Technology/SBVC	\$47,211.80

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Direct Connection	(16571) Postcard mailing to promote Fall 2018 semester Term: 4/16/2018 - 6/30/2018 Funding Source: General Funds	Marketing/CHC	\$2,441.44
Elsevier Inc.	(16578) Purchase of 16 additional admission assessment exams for the Nursing program Graduating Class of December 2019 Term: 4/5/2018 - 6/30/2018 Funding Source: Nursing Grant	Nursing/SBVC	\$608.00
Enciso, Priscilla dba Cillas Cups Tumblers & More	(16481) Production of novelty items with SBVC logo for promotional giveaways Term: 3/23/2018 - 5/31/2018 Funding Source: EOP&S	EOP&S/SBVC	\$693.79
Experian	(16569) Service - Credit information services Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Fiscal Services/SBCCD	\$1,000.00
Foreman, Becky	(16586) Facilitation of AB86 Executive Committee strategic planning meeting Term: 6/1/2018 - 6/1/2018 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$1,000.00
Four (4) Imprint	(15970) Production of novelty items with SBVC logo for giveaways Term: 4/5/2018 - 6/30/2018 Funding Source: General Funds	Academic Success/SBVC	\$1,830.88

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>				
	Four (4) Imprint	(16501) Production of novelty items with SBVC logo for giveaways Term: 4/9/2018 - 6/30/2018 Funding Source: General Funds	Mathematics/SBVC	\$3,408.03
	Gann, John	(16613) Lead performer at the "Music Clinic" for high school students Term: 5/18/2018 - 5/18/2018 Funding Source: Middle College HS	Music/SBVC	\$200.00
	GHA Technologies, Inc.	(16619) Purchase of 40 software licenses of "ABBY FINEREADRE 14"; this is necessary to convert transcripts into Braille Term: 5/1/2018 - 6/30/2018 Funding Source: General Funds	ATPC/SBCCD	\$4,592.45
	Golf Cars of Riverside	(16499) On demand repairs of golf carts in police department Term: 4/15/2018 - 6/30/2018 Funding Source: General Funds	District Police/SBCCD	\$5,000.00
	Golf Cars of Riverside	(16579) Repair of tires on EZ-GO tram Term: 4/16/2018 - 5/31/2018 Funding Source: DSP&S	DSP&S/CHC	\$225.19
	H & L Charter Co, Inc.	(16601) Bus rental for field trip from the Ontario, CA airport Term: 10/5/2018 - 10/9/2018 Funding Source: Student Equity	First Year Experience/SBVC	\$638.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
H & L Charter Co, Inc.	(16600) Bus rental for field trip to the Ontario, CA airport Term: 10/5/2018 - 10/5/2018 Funding Source: Student Equity	First Year Experience/SBVC	\$638.00
H & L Charter Co, Inc.	(16512) Bus rental for transportation from Los Angeles Airport for the HACU Southern College Tour Term: 4/6/2018 - 4/7/2018 Funding Source: Student Equity	Student Services/SBVC	\$636.00
H & L Charter Co, Inc.	(16510) Bus rental for transportation from Ontario Airport for the HACU Southern College Tour Term: 4/6/2018 - 4/6/2018 Funding Source: Student Equity	Student Services/SBVC	\$636.00
H & L Charter Co, Inc.	(16509) Bus rental for transportation to Ontario Airport for the HACU Southern College Tour Term: 4/1/2018 - 4/1/2018 Funding Source: Student Equity	Student Services/SBVC	\$682.00
Hampton Inn - San Marcos	(16605) Block Room Rental for staff retreat Term: 6/11/2018 - 6/13/2018 Funding Source: Student Equity	First Year Experience/SBVC	\$6,000.00
Hampton Inn - San Marcos	(16614) Rental of meeting room for First Year Experience retreat Term: 6/12/2018 - 6/12/2018 Funding Source: General Funds	First Year Experience/SBVC	\$160.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Heath, James	(16492) Sound mixing services for KVCR-TV programs Term: 3/14/2018 - 6/30/2018 Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$6,000.00
Herff Jones Inc.	(16549) Rental of commencement regalia for SBVC Faculty Members Term: 5/24/2018 - 5/25/2018 Funding Source: General Funds	Student Life/SBVC	\$6,795.28
Hockridge Florist	(16574) Floral arrangements for CHC 2018 Graduation Celebrations Term: 5/18/2018 - 5/25/2018 Funding Source: Trust Account	Student Life/CHC	\$1,000.00
iHeartMedia	(16604) Radio advertising to promote SBVC's Pharmacy Tech program Term: 5/14/2018 - 5/27/2018 Funding Source: Perkins	Pharmacy Tech/SBVC	\$999.90
InkHead, Inc.	(16575) Production of novelty items with CHC logo for promotional giveaways Term: 4/16/2018 - 6/30/2018 Funding Source: General Funds	Marketing/CHC	\$1,033.13
Inmark	(16475) Production of customized desk embossers Term: 3/19/2018 - 6/30/2018 Funding Source: General Funds	Admissions & Records/SBVC	\$377.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Innovative Signs and Designs	(16498) Production of two 8' X 16' banners mounted on existing sign boards Term: 4/5/2018 - 6/30/2018 Funding Source: General Funds	Marketing/SBVC	\$1,054.25
Island Advertising, Inc	(16609) Production of Care Kits with CHC logo for giveaways Term: 4/19/2018 - 6/30/2018 Funding Source: EOP&S	EOP&S/CHC	\$4,665.59
Island Advertising, Inc	(16518) Production of novelty items with CHC logo for giveaways Term: 4/6/2018 - 6/30/2018 Funding Source: EOP&S	EOP&S/CHC	\$3,985.13
Island Advertising, Inc	(16519) Production of novelty items with CHC logo for giveaways Term: 4/6/2018 - 6/30/2018 Funding Source: EOP&S	EOP&S/CHC	\$1,138.28
Island Advertising, Inc	(16565) Production of novelty items with CHC logo for giveaways Term: 4/17/2018 - 6/30/2018 Funding Source: EOP&S	EOP&S/CHC	\$2,523.41
Kim, Steve	(16503) Repair of Baldwin and Yamaha concert grand pianos Term: 4/13/2018 - 6/30/2018 Funding Source: General Funds	Music/SBVC	\$2,620.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>				
	Ledezma, Jose	(16525) Musician for "Cinco de Mayo" event Term: 5/2/2018 - 5/2/2018 Funding Source: General Funds	Art/SBVC	\$500.00
	LeMay Construction	(16607) Furnish and install two electrical circuits in communication room Term: 4/16/2018 - 6/30/2018 Funding Source: General Funds	TESS/SBCCD	\$2,140.00
	Lopez, Eduardo dba Lalo Alcaraz	(16526) Speaker at SBVC Film Screening Term: 5/4/2018 - 5/4/2018 Funding Source: General Funds	Art/SBVC	\$3,000.00
	MacKenzie Electric, Inc.	(16587) Install fiber optic cables Term: 4/13/2018 - 6/30/2018 Funding Source: General Funds	Technology Services/SBVC	\$4,400.00
	Martinez-Westley, Erik	(16583) Production, research and supervision on the "The Whistle" project; includes direction, post production oversight, project coordination and transcription of footage Term: 5/11/2018 - 6/30/2018 Funding Source: KVCR	KVCR/KVCR	\$5,000.00
	McCormick, Joseph	(16531) Facilitate a career development workshop Term: 5/15/2018 - 5/15/2018 Funding Source: Perkins	Art/SBVC	\$300.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Mike's Custom Flooring	(16516) Furnish and install flooring for SBVC - Campus Police Term: 4/10/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$3,573.94
Mike's Custom Flooring	(16564) Install flooring in SBVC Financial Aid Office AD/SS 200 Term: 4/16/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$1,325.00
Mike's Custom Flooring	(16513) Provide and install flooring in SBVC-CBO AD/SS 206 Term: 4/10/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$8,396.23
Mint Print Media	(16495) Production of window graphics for SBVC President's Office Term: 4/5/2018 - 6/30/2018 Funding Source: General Funds	Marketing/SBVC	\$334.90
Oakes, Andrew	(16530) Facilitate a career development workshop Term: 5/14/2018 - 5/14/2018 Funding Source: Perkins	Art/SBVC	\$300.00
On Target Promotions dba AIA Services LLC	(16556) Production of novelty items with SBCCD logo for promotional giveaways Term: 4/16/2018 - 6/30/2018 Funding Source: General Funds	Chancellor/SBCCD	\$1,528.20

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Pandora	(16568) Internet radio advertising to promote Summer 2018 & Fall 2018 enrollment Term: 5/7/2018 - 6/10/2018 Funding Source: General Funds	Marketing/CHC	\$7,950.00
Patriot Air Systems, Inc.	(16588) Repairing of a HVAC unit at ATPC Term: 4/23/2018 - 6/30/2018 Funding Source: Braille Grant	ATPC/SBCCD	\$10,775.00
Pennington Designs	(16496) Production of 60 customized shirts Term: 4/5/2018 - 6/30/2018 Funding Source: General Funds	Humanities/SBVC	\$700.00
Philips Healthcare	(16573) Furnish and installation new ventilators in Respiratory Care lab Term: 4/16/2018 - 6/30/2018 Funding Source: Strong Workforce Program	Respiratory Care/CHC	\$27,523.80
Posada, Gloria	(16487) Photographer for the "International Womans Day" event Term: 3/29/2018 - 3/29/2018 Funding Source: Student Health Fee	Health Services/SBVC	\$200.00
Print & Finishing Solutions	(16506) Repair of Ryobi 524GE serial number 3023 and Ryobi 3302HA serial number 1298 Term: 4/6/2018 - 6/30/2018 Funding Source: General Funds	TESS/SBCCD	\$3,252.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Ran Graphics, Inc.	(16553) Production of SBVC Fall 2018 class schedules Term: 4/15/2018 - 5/15/2018 Funding Source: General Funds	Instruction/SBVC	\$6,976.80
Ran Graphics, Inc.	(16552) Production of SBVC FY19 College Catalog Term: 5/1/2018 - 6/30/2018 Funding Source: General Funds	Instruction/SBVC	\$6,188.40
Rev.com	(16558) Closed captioning services for KVCR FNX programs Term: 4/1/2018 - 6/30/2018 Funding Source: FNX Grant	FNX/KVCR	\$5,000.00
Royal Coach USA	(16599) Bus rental for field trip from and to the Atlanta, GA airport Term: 10/5/2018 - 10/9/2018 Funding Source: Student Equity	First Year Experience/SBVC	\$1,200.42
RPW Services, Inc.	(16515) Campus wide turfgrass fertilization project Term: 4/10/2018 - 6/30/2018 Funding Source: General Funds	Grounds/SBVC	\$5,955.00
Stanley Convergent Security Solutions Inc.	(16597) Master agreement for alarm, panic button, and video monitoring for all sites Term: 7/1/2018 - 6/30/2023 Funding Source: General Funds	Business Services/SBCCD	\$1,000,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Stuntz, Lori	(16615) Lead performer at the "Music Clinic" for high school students Term: 5/18/2018 - 5/18/2018 Funding Source: State Grant	Music/SBVC	\$200.00
Summerland Bags, LLC	(16577) Production of novelty items with SBVC logo for promotional giveaways Term: 4/16/2018 - 6/30/2018 Funding Source: General Funds	Mathematics/SBVC	\$1,500.42
Team Bonding	(16612) Workshop facilitator for First Year Experience retreat Term: 6/12/2018 - 6/12/2018 Funding Source: General Funds	First Year Experience/SBVC	\$3,100.00
Tech 4 Fit dba Patricia Pena	(16554) On demand repair and maintenance of fitness equipment Term: 4/12/2018 - 6/28/2018 Funding Source: General Funds	Physical Education/SBVC	\$735.00
Technical Associated Services	(16524) Repairing of calibration equipment Term: 4/9/2018 - 6/30/2018 Funding Source: State Grant	Technical Training/SBVC	\$1,576.00
Timeless Plaques & Awards	(16591) Production of a recognition awards Term: 4/23/2018 - 6/30/2018 Funding Source: EOP&S	EOP&S/SBVC	\$4,984.52

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Transformational Leadership Consortium	(16555) Sponsorship at the "Transformational Leadership Consortium" Term: 6/26/2018 - 6/28/2018 Funding Source: General Funds	Chancellor/SBCCD	\$5,000.00
Trophy House	(16611) Production of rosewood plaque Term: 4/16/2018 - 6/30/2018 Funding Source: General Funds	President/SBVC	\$412.34
Trophy Store, The	(16550) Production of engraved medals for CHC Honors Convocation Awards Term: 4/9/2018 - 5/31/2018 Funding Source: General Funds	President/CHC	\$512.00
Turf Star, Inc.	(16293) On demand repairs to CHC maintenance equipment; this is to approve an increase of \$400 to cover the cost of additional repairs Term: 2/1/2018 - 6/30/2018 Funding Source: General Funds	Maintenance/CHC	\$1,500.00
Universal Hospital Service	(15664) On-demand rental of respiratory equipment for use in lab setting; increase in amount by \$190.08 Term: 7/1/2017 - 6/30/2018 Funding Source: General Funds	Respiratory Care/CHC	\$1,261.11

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Wirz & Company	(16507) Production of bound printing items Term: 4/6/2018 - 6/30/2018 Funding Source: General Funds	TESS/SBCCD	\$534.60
Yucaipa, City of	(16482) Installation of CHC promotional banners throughout the city; no cost to SBCCD Term: 4/2/2018 - 4/1/2019 Funding Source: N/A	Marketing/CHC	
Yucaipa, City of	(16576) Use of shallow pool for life guard training Term: 4/4/2018 - 4/25/2018 Funding Source: General Funds	SINS Division/CHC	\$249.00
<i>SubTotal for General: 103</i>			<i>\$1,412,067.85</i>
<u>Income - Contract Ed</u>			
Goodwill Southern California	(16580) EDCT to provide manufacturing, logistics, OSHA and forklift training to program participants Term: 3/1/2018 - 9/30/2019 Funding Source: N/A	EDCT/SBCCD	\$139,200.00
<i>SubTotal for Income - Contract Ed: 1</i>			<i>\$139,200.00</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Income - Facilities Use</u>			
Center for Oral Health	(16523) Use of Business Conference Center Term: 7/31/2018 - 7/31/2018 Funding Source: N/A	Administrative Services/SBVC	\$136.37
Fusion Aquatics	(16582) Use of CHC pool Term: 4/14/2018 - 7/7/2018 Funding Source: N/A	Administrative Services/CHC	\$900.00
Yucaipa Swim Team	(16581) Use of CHC pool Term: 4/21/2018 - 6/3/2018 Funding Source: N/A	Administrative Services/CHC	\$3,500.00
<i>SubTotal for Income - Facilities Use: 3</i>			<i>\$4,536.37</i>
<u>Income - General</u>			
Castle Worldwide, Inc.	(16572) Internet-Based Testing Center Agreement for CHC to be an approved testing center Term: 4/1/2018 - 3/31/2021 Funding Source: N/A	Counseling/CHC	\$5,000.00
<i>SubTotal for Income - General: 1</i>			<i>\$5,000.00</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Income - Grant</u>			
Riverside CCD	(16476) Participation Agreement for Strong Workforce Program; P12 Inland Empire Apprenticeship & Work-based Learning Term: 1/1/2018 - 12/31/2019 Funding Source: N/A	Career Education/CHC	\$61,000.00
<i>SubTotal for Income - Grant: 1</i>			<i>\$61,000.00</i>
<u>Maintenance Agreement</u>			
Bibliotheca, LLC	(16620) Maintenance agreement for library book protection system Term: 11/12/2017 - 11/11/2018 Funding Source: Lottery Fund	Library/CHC	\$2,862.95
Dell Computer Company	(16606) Maintenance agreement renewal for F5 load balancer; this equipment insures the network traffic is running efficiently Term: 4/16/2018 - 4/15/2019 Funding Source: General Funds	TESS/SBCCD	\$6,516.32
Patriot Air Systems, Inc.	(16590) HVAC Maintenance Agreement at the Alternative Text Production Center Term: 7/1/2018 - 6/30/2019 Funding Source: Braille Grant	ATPC/SBCCD	\$5,000.00
<i>SubTotal for Maintenance Agreement: 3</i>			<i>\$14,379.27</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>PO as Contract</u>			
Crest Chevrolet/Geo	(16562) Oil Change for 2004 GMC Envoy Term: 4/17/2018 - 6/30/2018 Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$100.00
<i>SubTotal for PO as Contract: 1</i>			<i>\$100.00</i>
<u>Program Acquisition</u>			
Cheyenne & Arapaho Television 47	(16504) Program acquisition for "Frybread Flats"; no cost to SBCCD Term: 3/24/2018 - 3/23/2023 Funding Source: N/A	FNX/KVCR	
Real World Films, Inc.	(16502) Program acquisition rights for "Native Planet" season 2 Term: 5/11/2018 - 5/10/2023 Funding Source: FNX Grant	FNX/KVCR	\$6,000.00
<i>SubTotal for Program Acquisition: 2</i>			<i>\$6,000.00</i>
<u>Rescinded/Cancelled</u>			
Turquoise Trail Releasing, LLC	(15297) Provide assistance in the selling of ads, underwriting, and program sponsorship for FNX-TV Term: 7/1/2017 - 6/30/2018 Funding Source: KVCR - FNX Grant	FNX/KVCR	(\$50,000.00)
<i>SubTotal for Rescinded/Cancelled: 1</i>			<i>(\$50,000.00)</i>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Sheriff On Site Supervisor</u>			
Stone, Floyd	(16505) Sheriff's On-Site Supervisor; no cost to SBCCD Term: 2/8/2018 - 6/30/2021 Funding Source: N/A	Police Science/SBVC	
<i>SubTotal for Sheriff On Site Supervisor: 1</i>			
<u>Software/Online Services</u>			
Bank Mobile Technologies, Inc.	(16570) Provide comprehensive student refund disbursement services Term: 5/1/2018 - 4/30/2023 Funding Source: Block Grant	Fiscal Services/SBCCD	\$10,000.00
Career America, LLC Parent Company of Financial Aid TV	(16551) Broadcast rights to "Financial Aid TV" Term: 5/1/2018 - 6/30/2019 Funding Source: Financial Aid	Financial Aid/SBVC	\$7,500.00
CASAS - Comprehensive Adult Student Assessment System	(16559) Software license for "CASAS eTest Online Units" purchase of 3,000 units/tests Term: 3/13/2018 - 6/30/2018 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$4,515.00
CASAS - Comprehensive Adult Student Assessment System	(16560) Student information management fees for years 2016-17, 2017-18 and 2018-19; this is a requirement of the grant to use this system Term: 7/1/2016 - 6/30/2019 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$5,023.60

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Software/Online Services</u>			
CDW Government Inc.	(16603) Software license for "Extreme Custom" for maintenance on switchgear and wireless access Term: 4/18/2018 - 4/17/2020 Funding Source: General Funds	TESS/SBCCD	\$36,010.44
CDW Government Inc.	(16497) Software license for Camtasia Studio V.9 and Tech Smith Media Term: 4/5/2018 - 6/30/2018 Funding Source: General Funds	Campus Tech/SBVC	\$492.12
Chief Automotive Technologies	(16610) Software licensing for "Genesis Specs" Term: 4/16/2018 - 4/15/2019 Funding Source: State Grant	Technical Training/SBVC	\$924.48
Dropbox.com	(16478) Virtual dropbox storage fees Term: 4/1/2018 - 3/31/2019 Funding Source: FNX Grant	FNX/KVCR	\$240.00
Intellus Learning	(16517) Intellus Platform software; funded through AB798 Textbook Affordability grant Term: 7/1/2018 - 6/30/2019 Funding Source: Grant Funded	Geography/SBVC	\$9,900.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Software/Online Services</u>				
	Ipswitch, Inc.	(16616) Software maintenance agreement for "What's Up Gold" software used to monitor network activities Term: 5/8/2018 - 5/8/2019 Funding Source: General Funds	TESS/SBCCD	\$2,569.60
	Kivuto Solutions Inc	(16493) Software License for "VMware Academic" used to enhance virtual technology Term: 4/1/2018 - 3/31/2019 Funding Source: General Funds	Computer & Info Science/SBV	\$300.00
	Neopost - USA	(16598) Software license for "MColor" for the MACH 5 envelope printer Term: 4/1/2018 - 6/30/2018 Funding Source: General Funds	Print Shop/SBCCD	\$4,187.00
	Zoho Corporation	(16608) Software licensing for "ManageEngine ADAudit Plus" used to manage domain controller servers Term: 5/13/2018 - 5/12/2019 Funding Source: General Funds	TESS/SBCCD	\$2,515.00
<i>SubTotal for Software/Online Services: 13</i>				<i>\$84,177.24</i>

Grand Total Contracts for Board Date 5/10/2018: 132

Routine Contracts - Summary

Scheduled Board Meeting 05/10/2018

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Broadcast Rights</i>	2	\$0.00
<i>General</i>	103	\$1,412,067.85
<i>Maintenance Agreement</i>	3	\$14,379.27
<i>PO as Contract</i>	1	\$100.00
<i>Program Acquisition</i>	2	\$6,000.00
<i>Rescinded/Canceled</i>	1	(\$50,000.00)
<i>Sheriff On Site Supervisor</i>	1	\$0.00
<i>Software/Online Services</i>	13	\$84,177.24
	126	
		Total Expenses
		\$1,466,724.36

INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Income - Contract Ed</i>	1	\$139,200.00
<i>Income - Facilities Use</i>	3	\$4,536.37
<i>Income - General</i>	1	\$5,000.00
<i>Income - Grant</i>	1	\$61,000.00
	6	Total Income
		\$209,736.37
Total Number of Contracts	132	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: May 10, 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 184599 - 185271 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.

Purchase Order Report
May 10, 2018

PO#	Vendor Name	Purchase Order Description	Amount
185153	REVOLVING CASH	Athletic Entry Fee	\$400.00
185158	POWELL, MICHAEL L	Athletic Entry Fee	\$524.00
185217	SAN DIEGO MESA COLLEGE	Athletic Entry Fee	\$1,450.00
185238	ZARDKOOHI, SOHRAB	CDC Food Supplies	\$250.00
184857	FIREFIGHTER'S BOOKSTORE	Classroom Textbooks	\$881.94
185236	GONZALEZ, SANTANA	Conference	\$1,200.00
185025	LAREZ, PAMELA	Conference	\$522.00
185209	MATA, SUSANNE	Conference	\$12.25
184688	US BANK CORPORATE PMT SYSTEMS	Conference	\$5,352.00
184689	US BANK CORPORATE PMT SYSTEMS	Conference	\$5,352.00
184919	WILKINS, JANICE	Conference	\$61.62
184680	HOFFMANN, DONNA	Conference	\$1,176.40
184918	TAMAYO, CHRIS	Conference	\$68.97
185022	MASSAD, SANA	Conference	\$867.00
185023	LAREZ, PAMELA	Conference	\$867.00
185056	CASTILLO, YUBITZA	Conference	\$867.00
185092	OBRA, VIOLETA	Conference	\$867.00
184774	PADGETT, DESIREE	Conference	\$81.00
184775	KELLEY, D'JHOANNA	Conference	\$81.00
184773	PADGETT, DESIREE	Conference	\$81.00
184776	KELLEY, D'JHOANNA	Conference	\$81.00
184796	PAVE, ADAM	Conference	\$149.00
184748	CRAFTON HILLS COLLEGE	Conference	\$800.00
184673	CCLC/CCCAA	Conference	\$200.00
184772	BREWER, QUINCY	Conference	\$750.00
184935	US BANK CORPORATE PMT SYSTEMS	Conference	\$100.00
184936	HYLTON, CHRISTOPHER	Conference	\$44.00
185171	YAU, MARGARET	Conference	\$730.80
184687	BROWN, ROBERT	Conference	\$1,324.57
184940	LANGENFIELD, ELIZABETH	Conference	\$1,442.53
185059	MCCOY, DANIELLE	Conference	\$273.42
184703	POWELL, ROGER	Conference	\$112.00
184777	POWELL, ROGER	Conference	\$750.00
184951	CANNON, JUDY	Conference	\$681.00
184624	US BANK CORPORATE PMT SYSTEMS	Conference	\$700.00
184898	GABRIEL-MILLETTE, CHRISTIE	Conference	\$309.10
185027	RP GROUP, THE	Conference	\$500.00
185109	ALLEN, DENISE	Conference	\$1,525.00
184601	GASCA, SUSAN	Conference	\$999.00
184602	WINGSON, KIMBERLY	Conference	\$999.00
185062	US BANK CORPORATE PMT SYSTEMS	Conference	\$125.00
185064	BRIGGS, STEPHANIE	Conference	\$72.00
184704	BAUGHER, JEFF	Conference	\$950.00
184751	LEVESQUE, ROBERT	Conference	\$537.27
184924	ADAME, DANIEL	Conference	\$675.00

Purchase Order Report
May 10, 2018

PO#	Vendor Name	Purchase Order Description	Amount
184920	CROW, KATHY	Conference	\$40.00
184921	WARD, AMANDA	Conference	\$146.82
184923	EASTMAN, KIM	Conference	\$95.00
185026	MAHOE, SHYLA	Conference	\$129.88
185038	ADAIR, CYRSTAL	Conference	\$95.00
185093	MAURIZI, TAMARA	Conference	\$130.97
184747	BEST WESTERN PLUS ONTARIO	Conference	\$5,912.24
184685	UMOJA COMMUNITY	Conference	\$290.00
184908	BANUELOS, ELIZABETH	Conference	\$160.00
184946	SBVC - CLUBS & TRUSTS	Conference	\$2,000.00
185024	LOPEZ, ALMA	Conference	\$160.00
185168	JOYCE, ROXANE	Conference	\$26.49
185169	HOLLIMAN, ROANNE	Conference	\$26.49
185215	KREHBIEL, DEANNA	Conference	\$26.49
184763	ORTA, REBECCA	Conference	\$1,145.00
184706	US BANK CORPORATE PMT SYSTEMS	Conference	\$462.00
184749	US BANK CORPORATE PMT SYSTEMS	Conference	\$476.00
184750	BRIGGS, STEPHANIE	Conference	\$58.00
184631	CAL POLY POMONA FOUNDATION INC	Conference	\$418.88
184892	HONORS TRANSFER COUNCIL OF CA	Conference	\$700.37
184909	CCCCIO	Conference	\$1,400.00
184943	VALDEZ, MARIA	Conference	\$833.92
184944	WEAVER, TERESA	Conference	\$999.00
184629	WILKINS, JANICE	Conference	\$875.00
184678	ROJAS, DANIEL	Conference	\$1,716.00
185097	RUBIO, EDUARDO	Conference	\$198.51
184785	MCDOWELL, JIM	Conference	\$538.00
184787	WOODBURN, JESSICA	Conference	\$538.00
184788	MEJIA, ILSE	Conference	\$137.00
184789	WOLTER, AMY	Conference	\$137.00
184790	MENDEZ, ALFREDO	Conference	\$137.00
184791	ROARK, ASHLEY	Conference	\$137.00
184792	GARRIDO, MANUEL	Conference	\$137.00
184793	SALAZAR, MICHAEL	Conference	\$137.00
185030	RIVES, RYAN	Conference	\$1,722.00
185032	CONTRERAS, AMBER	Conference	\$224.00
185057	WINTER, DANIEL	Conference	\$1,717.00
184963	DULAY-VEGA, PAIGE	Conference	\$231.00
185235	LARA, NAOMI	Conference	\$222.84
184966	US BANK CORPORATE PMT SYSTEMS	Conference	\$1,965.00
184705	US BANK CORPORATE PMT SYSTEMS	Conference	\$990.00
184811	ALVAREZ, VINCENT	Conference	\$75.00
184812	AMBRIZ, MATTHEW	Conference	\$75.00
184813	BALDWIN, MATTHEW	Conference	\$75.00
184814	COTA, JOHN	Conference	\$75.00

Purchase Order Report
 May 10, 2018

PO#	Vendor Name	Purchase Order Description	Amount
184815	FIERRO, JOVAN	Conference	\$75.00
184816	FOWLER, JAMES	Conference	\$75.00
184817	GONZALEZ, SILVESTRE	Conference	\$75.00
184818	GUTIERREZ, OMAR	Conference	\$75.00
184819	HANLON, TREVOR	Conference	\$75.00
184820	LEE, BRYAN	Conference	\$75.00
184821	LOPEZ, RYAN	Conference	\$75.00
184822	MINIET, JORGE	Conference	\$75.00
184823	NEWKIRK, NOLAN	Conference	\$75.00
184824	PERRY, LOGAN	Conference	\$75.00
184825	SCHNEIDER, TROY	Conference	\$75.00
184826	VRANA, AARON	Conference	\$75.00
184827	WEBB, GARRETT	Conference	\$75.00
184828	WILLIAMS, JACOB	Conference	\$75.00
184832	RENAISSANCE INDIAN WELLS	Conference	\$2,082.50
184906	HILL, TAYLOR	Conference	\$675.00
185055	ORNELAS, MATTHEW	Conference	\$675.00
185104	SKILLPATH SEMINARS	Conference	\$199.00
185211	PANG, SONJA	Conference	\$68.49
185231	ACOSTA, JHOANN	Conference	\$675.00
185232	ADAME, DANIEL	Conference	\$675.00
185233	PAPAS, CONSTANTINE	Conference	\$675.00
184958	LARA, NAOMI	Conference	\$272.90
184964	DULAY-VEGA, PAIGE	Conference	\$281.00
184947	DEMSKY, DR JEFFREY	Conference	\$413.85
184666	VALDEMAR, MARY	Conference	\$2,707.00
184952	US BANK CORPORATE PMT SYSTEMS	Conference	\$2,495.00
184694	GIMPLE, TINA	Conference	\$30.00
184697	LEVESQUE, ROBERT	Conference	\$664.45
184752	RUEDA, MARGARET	Conference	\$699.28
185087	CANNON, JUDY	Conference	\$1,300.00
184916	US BANK CORPORATE PMT SYSTEMS	Conference	\$2,500.00
184917	US BANK CORPORATE PMT SYSTEMS	Conference	\$2,500.00
184778	INTERNATIONAL FOOTPRINT ASSOC	Conference	\$225.00
184914	WILSON, DEBBIE	Conference	\$143.72
184933	URIBE, REYNA	Conference	\$30.00
184934	GARCIA, KRISTIN	Conference	\$26.00
185061	FOUNDATION FOR CALIFORNIA	Conference	\$220.00
185099	MELLO, BRANDICE	Conference	\$118.70
184665	COTA, MARCO	Conference	\$120.00
184695	US BANK CORPORATE PMT SYSTEMS	Conference	\$3,000.00
184696	US BANK CORPORATE PMT SYSTEMS	Conference	\$3,000.00
184941	BJERKE, JENNIFER	Conference	\$860.00
185100	NOTARANGELO, JOSEPH	Conference	\$750.00
184800	COMPREHENSIVE ADULT STUDENT	Conference	\$625.00

Purchase Order Report
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PO#	Vendor Name	Purchase Order Description	Amount
184801	DURAN, MARIA	Conference	\$714.00
185101	SOLA, MIKE	Conference	\$750.00
185194	PAPP, EDWARD	Conference	\$558.00
184798	WESTERN ASSOC OF VETERANS	Conference	\$500.00
184799	RUSH, STEVE	Conference	\$622.40
184746	PARISH, CYNTHIA	Conference	\$69.65
184691	GILBERT, JEREMIAH	Conference	\$3,117.00
185159	EXTRON ELECTRONICS	Conference	\$396.00
185172	P A P A	Conference	\$240.00
184599	GRANT PROFESSIONALS ASSOC	Dues & Memberships	\$675.00
185180	NETA	Dues & Memberships	\$150.00
185227	CAADE	Dues & Memberships	\$150.00
184659	BOUND TREE MEDICAL LLC	Equipment	\$7,626.46
184661	WEST COAST LIGHTS & SIRENS INC	Equipment	\$242.44
184664	VARIDESK LLC	Equipment	\$425.62
184720	PLAY WITH A PURPOSE	Equipment	\$19,444.51
184724	HOME DEPOT, THE	Equipment	\$1,000.00
184725	LAKESHORE LEARNING MATERIALS	Equipment	\$1,568.84
184726	US BANK CORPORATE PMT SYSTEMS	Equipment	\$429.80
184735	CM SCHOOL SUPPLY CO	Equipment	\$3,031.00
184738	US BANK CORPORATE PMT SYSTEMS	Equipment	\$156.59
184743	OFFICE & ERGONOMICS	Equipment	\$11,773.56
184768	NIKON INSTRUMENTS INC	Equipment	\$57,302.11
184779	MARCS STUDIO	Equipment	\$360.91
184810	ALBERONI SEWING MACHINE INC	Equipment	\$4,183.73
184831	AMERICAN HARLEQUIN CORP	Equipment	\$3,409.80
184852	SYSCO RIVERSIDE INC	Equipment	\$930.75
184858	SNAP-ON INDUSTRIAL	Equipment	\$804.77
184859	SNAP-ON INDUSTRIAL	Equipment	\$548.19
184894	CYNMAR CORPORATION	Equipment	\$247.66
184899	ADORAMA	Equipment	\$2,816.26
184927	L N CURTIS & SONS	Equipment	\$3,419.12
184930	BIO-RAD LABORATORIES	Equipment	\$658.40
184954	GOLF CARS OF RIVERSIDE	Equipment	\$864.56
184961	SNAP-ON INDUSTRIAL	Equipment	\$751.99
184965	WRS GROUP LTD	Equipment	\$263.99
184967	CHEM-PAK	Equipment	\$4,956.50
184968	GRAINGER INC, W W	Equipment	\$2,085.18
184969	WILBUR'S POWER EQUIPMENT	Equipment	\$1,926.58
184977	BSN COLLEGIATE PACIFIC	Equipment	\$2,609.49
185007	STAPLES	Equipment	\$3,943.04
185028	MACHO PRODUCTS INC	Equipment	\$3,080.62
185036	I-REP THERAPY PRODUCTS INC	Equipment	\$2,547.21
185037	WAXIE SANITARY SUPPLY	Equipment	\$10,338.27
185040	TEC EQUIPMENT INC	Equipment	\$707.85

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PO#	Vendor Name	Purchase Order Description	Amount
185043	TEC EQUIPMENT INC	Equipment	\$765.10
185045	YALE/CHASE MATERIAL HANDLING	Equipment	\$24,769.78
185085	AIRGAS USA LLC	Equipment	\$531.47
185133	LAKESHORE LEARNING MATERIALS	Equipment	\$3,147.38
185143	POCKET NURSE	Equipment	\$2,673.84
185145	KAPLAN SCHOOL SUPPLY CORP	Equipment	\$2,332.43
185147	UNITED CANVAS & SLING INC	Equipment	\$12,881.43
185151	MOORE MEDICAL CORPORATION	Equipment	\$764.16
185181	NURSE BOOK LLC	Equipment	\$6,419.46
185184	STAPLES	Equipment	\$672.35
185192	PHILLIPS HEALTHCARE	Equipment	\$29,656.46
185203	CM SCHOOL SUPPLY CO	Equipment	\$4,189.93
185212	COVINGTON ENGINEERING INC	Equipment	\$760.18
185234	WOBBLEWORKS INC	Equipment	\$1,291.92
185256	ADVANCED TECHNOLOGIES	Equipment	\$47,389.24
185076	SHAMROCK FOODS COMPANY	Food Supplies	\$24,634.00
184651	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$720.10
184652	BIOQUIP PRODUCTS	Instructional Supplies	\$983.85
184654	FLINN SCIENTIFIC INC	Instructional Supplies	\$13,876.33
184655	CYNMAR CORPORATION	Instructional Supplies	\$8,151.59
184656	FISHER SCIENTIFIC	Instructional Supplies	\$5,330.73
184670	FISHER SCIENTIFIC	Instructional Supplies	\$54.56
184671	FLINN SCIENTIFIC INC	Instructional Supplies	\$75.54
184672	AIRCRAFT SPRUCE & SPECIALTY	Instructional Supplies	\$430.68
184699	STAPLES	Instructional Supplies	\$141.04
184718	LA SIERRA FIRE EQUIPMENT INC	Instructional Supplies	\$1,135.13
184728	GRAINGER INC, W W	Instructional Supplies	\$293.12
184729	EDVOTEK INC	Instructional Supplies	\$455.90
184730	WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	\$1,635.38
184733	TEAMWORK SALES INC	Instructional Supplies	\$669.99
184759	STAPLES	Instructional Supplies	\$247.81
184833	DIAMEDICAL USA	Instructional Supplies	\$1,077.63
184835	ROUNDS, MIKE	Instructional Supplies	\$114.00
184836	ROUNDS, MIKE	Instructional Supplies	\$104.00
184837	RECREATIONAL EQUIPMENT INC	Instructional Supplies	\$289.58
184838	POCKET NURSE	Instructional Supplies	\$3,277.29
184841	MSC INDUSTRIAL SUPPLY CO	Instructional Supplies	\$481.99
184842	GRAINGER INC, W W	Instructional Supplies	\$71.03
184843	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$179.73
184846	ULINE	Instructional Supplies	\$278.84
184855	GRAINGER INC, W W	Instructional Supplies	\$265.06
184860	ULINE	Instructional Supplies	\$391.11
184861	ULINE	Instructional Supplies	\$608.28
184862	ULINE	Instructional Supplies	\$275.51
184864	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$2,094.40

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PO#	Vendor Name	Purchase Order Description	Amount
184867	BIO-RAD LABORATORIES	Instructional Supplies	\$3,143.81
184868	BIO-RAD LABORATORIES	Instructional Supplies	\$2,939.25
184879	HIGHLAND GUNS	Instructional Supplies	\$2,987.70
184882	HIGHLAND GUNS	Instructional Supplies	\$2,605.79
184883	GLOVES BY WEB	Instructional Supplies	\$488.66
184885	SIGMA-ALDRICH INC	Instructional Supplies	\$177.55
184887	REVGEAR SPORTS CO	Instructional Supplies	\$1,334.89
184903	HARDY DIAGNOSTICS	Instructional Supplies	\$1,415.55
184913	DICK BLICK	Instructional Supplies	\$390.20
184928	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	\$270.64
184937	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$366.49
184939	FLINN SCIENTIFIC INC	Instructional Supplies	\$706.50
184945	FLINN SCIENTIFIC INC	Instructional Supplies	\$463.63
184957	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$485.20
184959	U SAV-MOR STORES INC	Instructional Supplies	\$329.72
184960	FLINN SCIENTIFIC INC	Instructional Supplies	\$946.22
184971	FLINN SCIENTIFIC INC	Instructional Supplies	\$23.29
184972	SCANTRON CORPORATION	Instructional Supplies	\$109.23
185002	STAPLES	Instructional Supplies	\$83.98
185039	LINCOLN ELECTRIC COMPANY, THE	Instructional Supplies	\$10,338.00
185044	KEN'S SPORTING GOODS	Instructional Supplies	\$278.60
185046	DICK BLICK	Instructional Supplies	\$1,395.62
185077	1082 DESIGNS LLC	Instructional Supplies	\$534.44
185078	1082 DESIGNS LLC	Instructional Supplies	\$646.50
185096	STAPLES	Instructional Supplies	\$384.72
185110	LAKESHORE LEARNING MATERIALS	Instructional Supplies	\$2,250.11
185111	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	\$1,147.54
185129	COASTAL METALS	Instructional Supplies	\$4,275.28
185131	WESTERN STAGE PROPS	Instructional Supplies	\$3,007.38
185135	ANATOMY WAREHOUSE	Instructional Supplies	\$1,149.35
185136	MEDLINE	Instructional Supplies	\$263.47
185137	VWR INTERNATIONAL DBA	Instructional Supplies	\$1,798.72
185142	RELIABLE SOURCE INC	Instructional Supplies	\$6,271.42
185152	KELLY PAPER COMPANY	Instructional Supplies	\$133.48
185155	ROUNDS, MIKE	Instructional Supplies	\$88.00
185182	GLOVES BY WEB	Instructional Supplies	\$3,955.07
185186	NEWARK CORPORATION	Instructional Supplies	\$863.11
185187	STAPLES	Instructional Supplies	\$270.99
185193	TRI-ANIM HEALTH SERVICES	Instructional Supplies	\$3,679.35
185195	QUADMED INC	Instructional Supplies	\$170.11
185202	STAPLES	Instructional Supplies	\$36.33
185206	STAPLES	Instructional Supplies	\$148.80
185214	ENVIRONMENTAL RESOURCE	Instructional Supplies	\$2,797.18
185220	OUT-FIT	Instructional Supplies	\$763.99
185221	OUT-FIT	Instructional Supplies	\$208.78

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PO#	Vendor Name	Purchase Order Description	Amount
185223	REAL VOLLEYBALL	Instructional Supplies	\$522.69
185224	MCMASTER-CARR SUPPLY CO	Instructional Supplies	\$694.57
185239	SHAMROCK FOODS COMPANY	Instructional Supplies	\$436.55
184880	P & P UNIFORMS	Instructional Supplies	\$3,108.47
185156	ROUNDS, MIKE	Instructional Supplies	\$52.25
185222	CPR SAVERS & FIRST AID SUPPLY	Instructional Supplies	\$144.36
184736	RUGGED NOTEBOOKS	IT Equipment	\$3,979.92
184762	CALIMESA TECH SERVICES	IT Equipment	\$34,449.84
184847	CDW GOVERNMENT INC	IT Equipment	\$499.67
184848	CDW GOVERNMENT INC	IT Equipment	\$471.51
184849	CDW GOVERNMENT INC	IT Equipment	\$304.18
184911	CDW GOVERNMENT INC	IT Equipment	\$1,062.83
184922	DELL COMPUTER COMPANY	IT Equipment	\$1,694.06
184948	LANSHACK.COM	IT Equipment	\$1,942.52
184970	CDW GOVERNMENT INC	IT Equipment	\$1,241.69
185034	GOLDEN STAR TECHNOLOGY INC	IT Equipment	\$9,266.12
185048	DELL COMPUTER COMPANY	IT Equipment	\$4,899.48
185079	STAPLES	IT Equipment	\$653.11
185080	BEST BUY	IT Equipment	\$167.00
185081	STAPLES	IT Equipment	\$3,662.37
185082	DELL COMPUTER COMPANY	IT Equipment	\$1,357.93
185088	DIGITAL NETWORKS GROUP INC	IT Equipment	\$47,211.80
185125	MET INTERNATIONAL	IT Equipment	\$4,148.38
185134	DELL COMPUTER COMPANY	IT Equipment	\$37,956.87
185157	DELL COMPUTER COMPANY	IT Equipment	\$1,068.86
185161	CDW GOVERNMENT INC	IT Equipment	\$4,484.36
185162	CDW GOVERNMENT INC	IT Equipment	\$3,513.69
185207	PRINT FINISHING SOLUTIONS	IT Equipment	\$10,774.44
185254	CDW GOVERNMENT INC	IT Equipment	\$11,054.69
184925	CDW GOVERNMENT INC	IT Equipment	\$11,328.99
185123	ELSEVIER INC	Magazines & Subscriptions	\$1,811.00
185173	MOUNTAIN MEASUREMENT INC	Magazines & Subscriptions	\$525.00
184621	SBVC FOOD SERVICES	Meals & Refreshments	\$382.60
184622	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$60.00
184677	SBVC FOOD SERVICES	Meals & Refreshments	\$697.50
184679	SBVC FOOD SERVICES	Meals & Refreshments	\$2,629.00
184681	SBVC FOOD SERVICES	Meals & Refreshments	\$188.33
184682	SBVC FOOD SERVICES	Meals & Refreshments	\$188.33
184684	SBVC FOOD SERVICES	Meals & Refreshments	\$793.00
184686	SBVC FOOD SERVICES	Meals & Refreshments	\$1,926.10
184690	SBVC FOOD SERVICES	Meals & Refreshments	\$453.58
184692	SBVC FOOD SERVICES	Meals & Refreshments	\$188.33
184693	SBVC FOOD SERVICES	Meals & Refreshments	\$182.58
184702	ALLEN, DENISE	Meals & Refreshments	\$660.00
184756	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$50.00

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PO#	Vendor Name	Purchase Order Description	Amount
184769	SBVC FOOD SERVICES	Meals & Refreshments	\$223.52
184771	SBVC FOOD SERVICES	Meals & Refreshments	\$156.01
184784	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$27.22
184786	NAPOLI ITALIAN RESTAURANT	Meals & Refreshments	\$996.68
184794	HALABI, TARIF	Meals & Refreshments	\$175.00
184795	PANERA BREAD	Meals & Refreshments	\$300.00
184834	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$1,000.00
184865	SBVC FOOD SERVICES	Meals & Refreshments	\$182.58
184884	LEVESQUE, ROBERT	Meals & Refreshments	\$30.00
184905	SBVC FOOD SERVICES	Meals & Refreshments	\$274.17
184950	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$12.07
184962	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$43.20
185020	STATER BROS MARKETS	Meals & Refreshments	\$125.00
185035	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$375.00
185047	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$243.00
185065	SBVC FOOD SERVICES	Meals & Refreshments	\$59.73
185066	SBVC FOOD SERVICES	Meals & Refreshments	\$59.73
185067	SBVC FOOD SERVICES	Meals & Refreshments	\$600.00
185069	SBVC FOOD SERVICES	Meals & Refreshments	\$401.50
185072	BURNHAM, LORRIE	Meals & Refreshments	\$79.89
185074	EL PATIO	Meals & Refreshments	\$2,354.25
185084	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$78.13
185091	SBVC FOOD SERVICES	Meals & Refreshments	\$468.24
185105	SBVC SUN ROOM	Meals & Refreshments	\$307.42
185167	SBVC FOOD SERVICES	Meals & Refreshments	\$1,079.20
185170	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$48.60
185191	SAN BERNARDINO CITY USD	Meals & Refreshments	\$1,000.00
185216	LEVESQUE, ROBERT	Meals & Refreshments	\$22.57
185243	SBVC FOOD SERVICES	Meals & Refreshments	\$81.68
185244	SBVC FOOD SERVICES	Meals & Refreshments	\$528.40
185246	SBVC FOOD SERVICES	Meals & Refreshments	\$477.10
184975	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	\$800.00
185070	SBVC FOOD SERVICES	Meals & Refreshments	\$2,348.23
184889	PANERA BREAD	Meals & Refreshments	\$145.81
184829	BARNES & NOBLE INC	Media	\$360.67
185218	MILLER, BRENDA	Media	\$36.40
184760	AS HANGING SYSTEMS	Non Instructional Supplies	\$490.28
184805	ULINE	Non Instructional Supplies	\$609.36
184830	NICHOLS, BARBARA	Non Instructional Supplies	\$66.11
184839	COOPER, RALPH	Non Instructional Supplies	\$21.55
184840	POWERS, YVONNE	Non Instructional Supplies	\$50.73
184863	BMI SUPPLY	Non Instructional Supplies	\$539.45
184978	STAPLES	Non Instructional Supplies	\$626.26
184982	STAPLES	Non Instructional Supplies	\$777.56
185004	STAPLES	Non Instructional Supplies	\$458.55

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PO#	Vendor Name	Purchase Order Description	Amount
185049	STAPLES	Non Instructional Supplies	\$108.28
185175	PEARSON ASSESSMENT	Non Instructional Supplies	\$2,075.91
185237	WISEGARVER, LILLIAN	Non Instructional Supplies	\$40.62
185242	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$167.50
184668	STAPLES	Non Instructional Supplies	\$607.42
185210	STAPLES	Non Instructional Supplies	\$298.62
185226	STAPLES	Non Instructional Supplies	\$66.09
184623	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$147.82
184658	STAPLES	Non Instructional Supplies	\$60.30
184663	STAPLES	Non Instructional Supplies	\$230.88
184667	STAPLES	Non Instructional Supplies	\$986.23
184683	STAPLES	Non Instructional Supplies	\$1,230.32
184700	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$81.63
184701	STAPLES	Non Instructional Supplies	\$82.95
184707	STAPLES	Non Instructional Supplies	\$124.48
184714	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$144.35
184722	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$149.19
184741	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$32.29
184742	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$2,000.00
184753	COMMUNITY PLAYTHINGS	Non Instructional Supplies	\$3,398.44
184754	STAPLES	Non Instructional Supplies	\$1,034.06
184764	STAPLES	Non Instructional Supplies	\$162.48
184770	STAPLES	Non Instructional Supplies	\$1,559.76
184797	STAPLES	Non Instructional Supplies	\$576.20
184802	STAPLES	Non Instructional Supplies	\$419.39
184803	STAPLES	Non Instructional Supplies	\$186.46
184804	STAPLES	Non Instructional Supplies	\$1,098.46
184881	FLINN SCIENTIFIC INC	Non Instructional Supplies	\$340.83
184888	STAPLES	Non Instructional Supplies	\$90.86
184890	STAPLES	Non Instructional Supplies	\$292.72
184900	STAPLES	Non Instructional Supplies	\$993.76
184901	STAPLES	Non Instructional Supplies	\$3,145.29
184902	STAPLES	Non Instructional Supplies	\$61.81
184904	STAPLES	Non Instructional Supplies	\$6,516.74
184926	IDENTIFICATION AND SECURITY	Non Instructional Supplies	\$561.29
184931	GRAINGER INC, W W	Non Instructional Supplies	\$43.32
184932	STAPLES	Non Instructional Supplies	\$141.72
184953	STAPLES	Non Instructional Supplies	\$712.88
184955	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$64.65
184956	FORMAL FASHIONS INC	Non Instructional Supplies	\$468.32
184974	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$448.79
184976	WISEGARVER, LILLIAN	Non Instructional Supplies	\$328.18
184979	STAPLES	Non Instructional Supplies	\$1,179.42
184980	STAPLES	Non Instructional Supplies	\$59.01
184981	STAPLES	Non Instructional Supplies	\$421.75

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PO#	Vendor Name	Purchase Order Description	Amount
184983	CDW GOVERNMENT INC	Non Instructional Supplies	\$8,024.97
184985	STAPLES	Non Instructional Supplies	\$916.85
185000	STAPLES	Non Instructional Supplies	\$113.12
185001	STAPLES	Non Instructional Supplies	\$310.79
185003	STAPLES	Non Instructional Supplies	\$353.11
185005	STAPLES	Non Instructional Supplies	\$155.72
185006	STAPLES	Non Instructional Supplies	\$216.42
185009	STAPLES	Non Instructional Supplies	\$105.45
185010	STAPLES	Non Instructional Supplies	\$215.49
185011	STAPLES	Non Instructional Supplies	\$66.11
185016	STARBUCKS COFFEE COMPANY	Non Instructional Supplies	\$4,779.14
185017	SHAMROCK FOODS COMPANY	Non Instructional Supplies	\$4,000.00
185031	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$250.00
185033	DELL COMPUTER COMPANY	Non Instructional Supplies	\$8,548.74
185041	STAPLES	Non Instructional Supplies	\$344.25
185042	STAPLES	Non Instructional Supplies	\$605.75
185050	STAPLES	Non Instructional Supplies	\$131.21
185075	STAPLES	Non Instructional Supplies	\$143.41
185098	STAPLES	Non Instructional Supplies	\$577.60
185103	STAPLES	Non Instructional Supplies	\$320.10
185107	STAPLES	Non Instructional Supplies	\$471.15
185132	PLAY WITH A PURPOSE	Non Instructional Supplies	\$2,914.78
185150	CDW GOVERNMENT INC	Non Instructional Supplies	\$2,735.92
185160	GALLS INC	Non Instructional Supplies	\$800.00
185166	STAPLES	Non Instructional Supplies	\$3,387.29
185183	MILLER, SARAH	Non Instructional Supplies	\$6.95
185185	KIEFER	Non Instructional Supplies	\$656.31
185188	MONOPRICE INC	Non Instructional Supplies	\$467.72
185196	NYC DISPLAY INC	Non Instructional Supplies	\$452.55
185204	KAPLAN SCHOOL SUPPLY CORP	Non Instructional Supplies	\$1,104.20
185205	LAKESHORE LEARNING MATERIALS	Non Instructional Supplies	\$2,763.78
185225	NATIONAL BRAILLE ASSOCIATION	Non Instructional Supplies	\$1,850.00
185230	STAPLES	Non Instructional Supplies	\$942.12
185241	STAPLES	Non Instructional Supplies	\$64.63
185245	STAPLES	Non Instructional Supplies	\$76.20
185247	STAPLES	Non Instructional Supplies	\$546.05
185248	US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	\$5,000.00
185253	COLORADO TIME SYSTEMS	Non Instructional Supplies	\$407.90
185258	CDW GOVERNMENT INC	Non Instructional Supplies	\$142.21
184929	STAPLES	Non Instructional Supplies	\$3,642.35
184851	SKILLSUSA INC	Operational Expenses & Fees	\$970.00
184711	ACCREDITATION COMMISSION FOR	Operational Expenses & Fees	\$2,875.00
184856	CALIFORNIA SOCIETY RESPIRATORY	Operational Expenses & Fees	\$800.00
184984	MEJIA PANDURO, ROSEMARY	Operational Expenses & Fees	\$160.00
184986	ROJAS SERRANO, DIANA	Operational Expenses & Fees	\$160.00

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PO#	Vendor Name	Purchase Order Description	Amount
184987	QUINTERO, ERIKA	Operational Expenses & Fees	\$160.00
184988	MUNOZ, FABIOLA	Operational Expenses & Fees	\$160.00
184989	MOLINA, GABRIELA	Operational Expenses & Fees	\$160.00
184990	LARA, GABRIELA	Operational Expenses & Fees	\$160.00
184991	MENA, ANGELICA	Operational Expenses & Fees	\$160.00
184992	MARTINEZ, JACQUELINE	Operational Expenses & Fees	\$160.00
184993	LOPEZ, OFELIA	Operational Expenses & Fees	\$160.00
184994	LOPEZ, EDGAR	Operational Expenses & Fees	\$160.00
184995	HERNANDEZ, ISAIAS	Operational Expenses & Fees	\$160.00
184996	GONZALEZ, JOCABETH	Operational Expenses & Fees	\$160.00
184997	DELAPAZ, GABRIEL	Operational Expenses & Fees	\$160.00
184998	FRANCO, FERNANDO	Operational Expenses & Fees	\$160.00
184999	ALVAREZ MORALES, LUIS	Operational Expenses & Fees	\$160.00
185012	VILLA, GREGORIO	Operational Expenses & Fees	\$160.00
185014	VASQUEZ, NANCY	Operational Expenses & Fees	\$160.00
185015	TRUJILLO, DAISY	Operational Expenses & Fees	\$160.00
185149	JACKSON, ALVIN	Operational Expenses & Fees	\$82.00
185154	REVOLVING CASH	Operational Expenses & Fees	\$750.00
185165	SOUTH COAST AQMD	Operational Expenses & Fees	\$284.61
184780	AREVALO, ARACELY	Other Student Aid	\$2,897.00
184781	GRACIA, KYAH	Other Student Aid	\$2,071.00
184782	FOLLETT HIGHER EDUCATION	Other Student Aid	\$35,762.00
184783	FOLLETT HIGHER EDUCATION	Other Student Aid	\$7,500.00
184853	SVM LP	Other Student Aid	\$5,281.56
184854	SVM LP	Other Student Aid	\$5,281.56
184869	LOMELI, EDNA	Other Student Aid	\$6,000.00
184870	MURIAM, RUMANA	Other Student Aid	\$6,000.00
184871	BURDEN, DENNIS	Other Student Aid	\$5,000.00
184872	KAUD, WIJDAN	Other Student Aid	\$5,000.00
184873	KASALIRWE, STEVEN	Other Student Aid	\$5,000.00
184874	LIVINGS, HEATHER	Other Student Aid	\$5,000.00
184875	MONTEON, ANDREA	Other Student Aid	\$5,000.00
184876	RODRIGUEZ, SALVADOR	Other Student Aid	\$5,000.00
184877	TROUNG, CHERISH	Other Student Aid	\$5,000.00
184878	QUEEN BEAN CAFFE	Other Student Aid	\$3,750.00
184912	FOLLETT HIGHER EDUCATION	Other Student Aid	\$4,062.32
185029	FOLLETT HIGHER EDUCATION	Other Student Aid	\$11,727.21
185208	FOLLETT HIGHER EDUCATION	Other Student Aid	\$2,649.34
184755	SBCCD FINANCIAL AID	Other Student Aid	\$21,000.00
184653	CASTILLO, JESUS	Personal Mileage	\$75.00
184758	SYPHENGPETH, KAMPHOUNE	Personal Mileage	\$170.75
184907	DULOCK, RICHARD	Personal Mileage	\$136.25
184938	SERNA, MARINA	Personal Mileage	\$28.96
184942	HUERTA, CINDY	Personal Mileage	\$500.00
185008	ALAMSYAH, LIDYA	Personal Mileage	\$50.00

Purchase Order Report

May 10, 2018

PO#	Vendor Name	Purchase Order Description	Amount
185019	SYPHENGPETH, KAMPHOUNE	Personal Mileage	\$170.75
185073	STRONG, MICHAEL	Personal Mileage	\$142.90
185163	DIAZ, EMMA	Personal Mileage	\$600.00
185164	DURAN, MARIA	Personal Mileage	\$600.00
185013	VERIZON WIRELESS	Phone Utilities	\$100.00
184915	US POSTAL SERVICE	Postage & Freight	\$10,000.00
185071	SBCCD PRINTING SERVICES	Printing, SBCCD	\$500.00
185083	SBCCD PRINTING SERVICES	Printing, SBCCD	\$500.00
185106	SBCCD PRINTING SERVICES	Printing, SBCCD	\$200.00
184806	LAMA BOOKS	Reference Books	\$457.45
184850	VASQUEZ, TATIANA	Reference Books	\$500.00
184886	POCKET NURSE	Reference Books	\$407.61
184949	FLINN SCIENTIFIC INC	Reference Books	\$532.92
185141	BARNES & NOBLE	Reference Books	\$418.93
185213	US BANK CORPORATE PMT SYSTEMS	Software	\$129.00
184698	WATER DEPARTMENT	Water Utilities	\$66,294.94

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: May 10, 2018
SUBJECT: Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

OVERVIEW

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at private sale without advertising or disposed of.

ANALYSIS

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Funds for materials sold will be provided to the district after auction and positively impact the budget.

Fixed Assets Surplus Report
May 10, 2018

Asset #	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
6959	4/19/2018	SBVC	2004 GMC ENVOY	5/2/2005	\$30,150.62	\$0.00
14138	4/18/2018	SBVC	PRINTER LASER	7/1/1999	\$1,149.00	\$0.00
31344	4/1/2018	DIST	Camtasia Relay	5/4/2010	\$5,432.06	\$0.00
31473	4/1/2018	DIST	Unity MCS-87835	1/12/2010	\$9,195.15	\$0.00
32743	3/22/2018	CHC	DSK SHLF, 12x405GB	12/12/2011	\$65,607.62	\$0.00

Non-Fixed Assets Surplus Report
May 10, 2018

Monitors	36 ea
Keyboards	36 ea
Mice	36 ea
Computer Terminals	36 ea
DVDs	13 boxes

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven Sutorus, Business Manager
DATE: May 10, 2018
SUBJECT: Consideration of Approval of Surplus Property and Authorize Donation to San Diego Community College District

RECOMMENDATION

It is recommended that the Board of Trustees approve the surplus and donation of 11 Diesel Program tools to San Diego Community College District.

OVERVIEW

SBVC's Diesel Program wishes to surplus the tools which are no longer used by the District. Education Code 81450.5 provides that a community college district may donate property to another college or public entity. The estimated value of the donation is \$5,000.00.

ANALYSIS

The SBVC Diesel Program no longer uses the tools and they are non-essential to ongoing operations. San Diego Community College District has examined the property and is willing to accept the donation for use in supporting their mission.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

No cost to the District.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: May 10, 2018
SUBJECT: Consideration of Approval of Vacation Payout

RECOMMENDATION

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

	# of Days	Rate	Total
Mark Merjil, Director SBVC Child Development	30	\$390.09	\$11,702.70
Diana Rodriguez, President SBVC	20	\$780.57	\$15,611.40

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Payment will be made from the General Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Lawrence P. Strong, Director, Fiscal Services

DATE: May 10, 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
May 10, 2018

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

WHEREAS, on the 14th 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 May 10, 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
 May 10, 2018

EXHIBIT A

Fund 01 General Fund			22,604,004	2017-18 Initial Fund Balance	
			(716,242)	Net Change from Previously Approved Transfers	
			21,887,762	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
5/10/2018	4/9/2018	180878	(105,278)	5000 Other Expenses	To supplement Police Department budget to meet contractual obligations; not included in original budget by previous chief
			(105,278)	Total Approved at this Board Meeting	
			21,782,484	Fund Balance After Transfer(s)	
			22.8%		

Fund 59 FCC Auction Proceeds			154,713,171	2017-18 Initial Fund Balance	
			-	Net Change from Previously Approved Transfers	
			154,713,171	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
5/10/2018	4/4/2018	180822	(500,000)	5000 Other Expenses	To fund initial construction contracts for FCC mandated transition of KVCR from UHF to VHF within the \$5 million amount approved by the Board in March 2017
			(1,600,000)	6000 Capital Outlay	
			(2,100,000)	Total Approved at this Board Meeting	
			152,613,171	Fund Balance After Transfer(s)	

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: May 10, 2018

SUBJECT: Consideration of Approval of 2019-2020 Academic Calendar

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2019-2020 academic calendar.

OVERVIEW

It is a requirement that the Board adopt the attached academic calendar subject to the guidelines established by the State Chancellor's Office.

ANALYSIS

The Academic Calendar Committee, consisting of persons who hold various positions located throughout the District, and using the guidelines established by the State Chancellor's Office, has completed the proposed academic calendar for the fiscal year 2019-2020. This calendar and revised format was presented to and approved by District Assembly at its April meeting.

INSITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

Jul 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	28	30	31			

Aug 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Mar 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

LEGEND

Flex Days	Aug 15, Sep 27, Jan 9, Apr 8		
In-Service Days	Aug 16, Jan 10, May 22 (Commencement)		
Term Start Days	Aug 19 (Fall) and Jan 13 (Spring)		
Final Exam Weeks	Dec 14 – 20 (Fall) and May 15 – 21 (Spring)		
Spring Break	March 16 – 21		
Holidays	Jul 4 (Independence Day)	Sep 2 (Labor Day)	Nov 11 (Veteran's Day)
	Nov 28 – 30 (Thanksgiving)	Dec 25 – Jan 1 (Winter Break)	Jan 20 (MLK Day)
	Feb 7 (Lincoln's Bday)	Feb 17 (Washington's Bday)	May 25 (Labor Day)

This side is for quick reference only (see reverse for the Official SBCCD Academic Calendar)

San Bernardino Community College District

2019-2020 Academic Year

Fall Semester 2019:

Flex Day (no classes in session)	August 15
Faculty In-Service Day	August 16
Instruction Begins	August 19
Labor Day	September 2
Fall Census Day	September 9
Flex Day (no classes in session)	September 27
Veterans Day	November 11
Thanksgiving Recess	November 28-30
Final Exams/Saturday Classes	December 14
Final Exams	December 16-20
Fall Semester Ends	December 20
Fall Semester Grades Due	December 27
Campus Closed	December 25-January 1

Spring Semester 2020:

Flex Day (no classes in session)	January 9
Faculty In-Service Day	January 10
Instruction Begins	January 13
Martin Luther King Day	January 20
Spring Census Day	February 3
Lincoln's Birthday	February 7
Washington's Birthday	February 17
Spring Recess	March 16-21
Flex Day (no classes in session)	April 8
Final Exams	May 15-21
Final Exams/Saturday Classes	May 16
Spring Semester Ends	May 21
CHC & SBVC Campus Graduation	May 22
Faculty In-Service Day	May 22
Memorial Day	May 25
Spring Semester Grades Due	May 28

Short Term Courses Grades due 7 calendar days after last day of class
Flex Days 4 days of Required Flex to be completed by contract faculty

2019-20 Census Days

Fall Census Day - September 9
 Spring Census Day - February 3

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: May 10, 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: Police Department

Conference Name: Fast Forward-Accelerating
your career from a Police Chief Perspective

Travel Dates: 4/17/2018 - 4/17/2018

City, State: Chino, CA

Estimated Cost Per Person: \$75

Funding Source: Police Departement

Name: Chris Tamayo

Purpose: Increase promotabilty, build leadership capacity, professional staff or
sworn, gain police chiefs insight

A waitlist spot became available a week before the training.

Site: CHC

Department: LAMS

Conference Name: Second Annual
Acceleration Across California Conference

Travel Dates: 3/7/2018 - 3/10/2018

City, State: Sacramento, CA

Estimated Cost Per Person: \$1956.86

Funding Source: Basic Skills categorical
funding

Name: Danielle McCoy and Sherri Wilson

Purpose: We will be utilizing and implementing the information and methods
discussed at the CAP conference as CHC proceeds to implement the accelerated
courses in the LAMS division.

Initially thought cost would be under the \$1000 threshold but Ms. Wilson paid
for most of Ms. McCoy's expenses (the reason for the \$1956.86 cost). Each
person was \$1200.00.

Site: CHC
Department: Respiratory Care
Conference Name: CSRC 2018 Annual Convention 50 Years
Travel Dates: 5/12/2018 - 5/16/2018
City, State: Monterey, CA
Estimated Cost Per Person: \$1900
Funding Source: Strong Workforce categorical funding

Name: Ryan Rives

Purpose: To increase knowledge on higher education requirements for the respiratory care program.

Site: CHC
Department: SINS
Conference Name: GSA Joint Section Meeting
Travel Dates: 5/15/2018 - 5/20/2018
City, State: Flagstaff, AZ
Estimated Cost Per Person: \$465
Funding Source: Geology Department General Fund

Name: Richard Hughes III

Purpose: Co-author on a poster that has been accepted and I will present at this conference. One of the students that is co-author will present with me.

Site: CHC
Department: English
Conference Name: International Conference of the Americas
Travel Dates: 5/26/2018 - 6/2/2018
City, State: Lavras, Brazil
Estimated Cost Per Person: \$1000
Funding Source: Student Equity Categorical Funding and Professional Development Categorical Funding

Name: Susana de la Pena

Purpose: I am presenting two papers and representing CHC at this conference. I am using magical realism in my classes next year and will be attending workshops regarding this topic.

Site: CHC
Department: Student Life
Conference Name: National Conference for College Women Student Leaders
Travel Dates: 5/29/2018 - 6/2/2018
City, State: College Park, MD
Estimated Cost Per Person: \$465
Funding Source: Student Equity Categorical Funding

Name: Valerie Johnson

Purpose: College and university women and campus professionals from across the United States and around the world in redefining leadership roles.

Site: CHC
Department: Student Services, Office of Instruction and Administrative Services
Conference Name: AVID-Higher Education Summer Institute
Travel Dates: 6/11/2018 - 6/14/2018
City, State: Denver, CO
Estimated Cost Per Person: \$1700
Funding Source: AVID grant categorical funding

Name: Trinette Barrie, Tina Maria Gimple, Leon Linfield, Mark McConnell, Patricia Menchaca, Kevin Palkki, and Rebeccah Warren-Marlatt

Purpose: Gain knowledge about high engagement teaching, tutoring, and guidance techniques to better retain CHC students and to promote course and degree completion.

Site: CHC
Department: Student Services
Conference Name: NCDA Global Conference 2018
Travel Dates: 6/17/2018 - 6/23/2018
City, State: Phoenix, AZ
Estimated Cost Per Person: \$1300
Funding Source: Transfer Center General Fund

Name: Trinette Barrie

Purpose: Professional development, networking, learning best practices and new strategies to build major components of a career center.

Site: CHC
Department: Student Services
Conference Name: CCCEOPSA Conference
Travel Dates: 10/27/2018 - 10/31/2018
City, State: Monterey, CA
Estimated Cost Per Person: \$2300
Funding Source: EOPS General Fund

Name: Rejoice Chavira, Kashaunda Harris, Nati Rodriguez, Racquel Schoenfeld, Ari Soler

Purpose: The conference will provide best practices and professional development workshops to strengthen our talents and skills to better serve our students and our college institution.

Site: SBVC
Department: Psychology
Conference Name: Western Psychological Association Annual Convention
Travel Dates: 4/25/2018 - 4/28/2018
City, State: Portland, OR
Estimated Cost Per Person: \$0
Funding Source: Non Applicable

Name: Sandra Moore

Purpose: This event will provide new research and other trends in psychology to help students and teachers to remain current in the field. This activity will allow networking with four year institutions with psychology programs that students may transfer to.

RATIFICATION: An oversight was made in not sending this item to the Instruction Office to make the April 12, 2018 board.

Site: SBVC
Department: Social Sciences
Conference Name: Human Rights & Conflict Prevention
Travel Dates: 5/25/2018 - 6/1/2018
City, State: Paris, France
Estimated Cost Per Person: \$413.85
Funding Source: Social Sciences Categorical Funds

Name: Jeffrey Demsky

Purpose: This conference will help master current best practices to use when teaching this curriculum. This conference will provide more knowledge and effectiveness to faculty when teaching History 176.

AMENDMENT: This item was previously approved on April 12, 2018. Item is being amended to include funding sources identified to cover transportation.

Site: SBVC
Department: Tumaini-Umoja
Conference Name: 2018 Summer Learning Institute
Travel Dates: 6/11/2018 - 6/15/2018
City, State: San Diego, CA
Estimated Cost Per Person: \$1668.05
Funding Source: Tumaini Program General Funds

Name: Sandra Blackman, Kathy Kafela and Daniele Ramsey-Smith,

Purpose: The Summer Learning Institute will enhance educational and cultural curriculum, as well as training that focuses on immersing philosophy, pedagogy, theoretical foundations, and best practices based on the Umoja Community model. Attendees will engage in be

Site: SBVC
Department: Counseling
Conference Name: 2018 College Source Annual Conference
Travel Dates: 6/17/2018 - 6/21/2018
City, State: San Diego, CA
Estimated Cost Per Person: \$2573.56
Funding Source: Student Success and Support Program Categorical Fund

Name: Ailsa Aguilar, Marco Cota, Jamie Herrera, Maria Del Carmen Rodriguez and Michelle Tinoco

Purpose: This conference will provide both technical and functional in-depth training on academic planning, transfer information and solutions . It will also provide the opportunity to connect and collaborate with other users and College Source staff. Attendees w

Site: SBVC
Department: Counseling
Conference Name: Online Teaching Conference
Travel Dates: 6/17/2018 - 6/20/2018
City, State: Anaheim, California
Estimated Cost Per Person: \$1699.27
Funding Source: Student Success and Support Program Categorical Fund

Name: Andrea Hecht

Purpose: The Online Teaching Conference presented by the California Community Colleges Chancellor's Office, focuses on online education, including delivery of online services, emerging technologies, student success, library as well as technical support solutions.

Site: SBVC
Department: First Year Experience
Conference Name: National Student Parent Success Symposium
Travel Dates: 6/17/2018 - 6/20/2018
City, State: Portland, OR
Estimated Cost Per Person: \$2413.43
Funding Source: Student Equity and Success Categorical Fund

Name: Rosemary Rivera

Purpose: The National Student Parent Success Symposium is the only national conference that promotes the advancement of support services for college and university students who are raising children while completing their education. It will provide vital informatio

Site: SBVC
Department: Adult Education Block Grant
Conference Name: Comprehensive Adult Student Assessment Systems (CASAS) Summer Institute 2018
Travel Dates: 6/19/2018 - 6/21/2018
City, State: San Diego, CA
Estimated Cost Per Person: \$1338.18
Funding Source: Adult Education Block Grant Fund

Name: Maria Elena Duran

Purpose: This event will provide workshops that presents an opportunity to see best practices on a national level. Faculty will bring back new ideas and incorporate them into existing programs and/or build successful pathways with the district.

Site: SBVC
Department: Transfer Center
Conference Name: Transformational Leadership Conference (TLC)
Travel Dates: 6/25/2018 - 6/28/2018
City, State: Indian Wells, CA
Estimated Cost Per Person: \$1428.95
Funding Source: Transfer Center General Fund

Name: Keynasia Buffong and Botra Moeung

Purpose: The Transformational Leadership Conference, TLC is an innovation-based educational consortium in empowering students, supporting communities, and developing organizational leadership. Attending this conference allow attendees to sharpen and gain new leade

Site: SBVC
Department: English
Conference Name: Port Townsend Writer's Conference
Travel Dates: 7/15/2018 - 7/22/2018
City, State: Port Townsend, WA
Estimated Cost Per Person: \$750
Funding Source: Professional Development General Fund

Name: Mary Copeland

Purpose: This conference offers a series of workshops that will enhance skills as a writer, help publish work, and give valuable pedagogical skills to bring to students. This event will enhance the district's reputation by having faculty with published works.

Site: SBVC
Department: Admissions & Records, Student Life and Applied Technology
Conference Name: Enrollment Management Academy
Travel Dates: 7/16/2018 - 7/19/2018
City, State: Claremont, CA
Estimated Cost Per Person: \$1250
Funding Source: President Office General Fund

Name: Raymond Carlos, April Dale-Carter and Albert Maniaol

Purpose: This workshop will involve intensive investigation into enrollment management best practices, working with an enrollment management template calendar. Participants will be given the opportunity to develop the genesis of an enrollment management plan for t

Site: SBVC
Department: First Year Experience, President's Office and Student Services
Conference Name: Hispanic Association of Colleges and Universities (HACU) 32nd Annual Conference
Travel Dates: 10/4/2018 - 10/10/2018
City, State: Atlanta, GA
Estimated Cost Per Person: \$3294.26
Funding Source: Student Equity and Success Categorical Fund and the President's Office General Funds

Name: Elizabeth Banuelos, Raymond Carlos, 25 SBVC Students, Diana Rodriguez and Scott Thayer

Purpose: Provides a unique forum for the sharing of information and ideas for the best and most promising practices in the education of Hispanics. Showcase successful programs; promote and expand partnerships and strategic alliances; promote greater Hispanic parti

Site: TESS
Department: Technology and Educational Support Services
Conference Name: Online Teaching Conference
Travel Dates: 6/18/2018 - 6/20/2018
City, State: Anaheim, CA
Estimated Cost Per Person: \$1365
Funding Source: Distance Education General Fund

Name: Rhiannon Lares

Purpose: To develop skills in online education as well as get up to date information on the state's Online Education Initiative (OEI).

Site: KVCR
Department: KVCR
Conference Name: Public Media Development and Marketing Conference (PMDMC)
Travel Dates: 7/9/2018 - 7/14/2018
City, State: Chicago, IL
Estimated Cost Per Person: \$2800
Funding Source: KVCR General Funds

Name: Ralph Cooper

Purpose: The PMDMC (Public Media Development and Marketing Conference) is public media's largest conference devoted to issues surrounding revenue generation, marketing, and management

Site: ATTC
Department: EDCT
Conference Name: AACC WDI Exploring Intersections
Travel Dates: 1/29/2018 - 2/2/2018
City, State: New Orleans, LA
Estimated Cost Per Person: \$3093.14
Funding Source: ETP #6 Categorical Funds

Name: Deanna Krehbiel

Purpose: Purpose: Develop future Workforce Programs for needs of region to sustain global competitiveness. Value: Obtain global Workforce Development best practices.

Request to amend 1/18/18 board item. Amend conference date to include travel day of 1/29/18 and increase cost of conference by \$135.67.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assisant

DATE: May 10, 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: Southern California Edison Campus
Tour and Luncheon

Date of Event: 04/06/18

Item Being Purchased: Meals & Refreshments

At the request of the SBCCD Chancellor's office, SBVC hosted a Campus Tour and Luncheon for Southern California Edison executives. In attendance were the SCE Executives, SBCCD Chancellor, SBCCD Trustees, SBVC President, SBVC Managers, and staff (17 total attendees).

Total Estimated Cost: \$307.42

Funding Source: President's Office General Fund

RATIFICATION: The request to host the luncheon for the event was not received in time to meet the March or April 2018 Board deadlines.

Site: SBVC

Event: Transfer Celebration and Reception
2018

Date of Event: 04/27/18

Item Being Purchased: Awards, Refreshments, and Printing.

Sponsored by the Transfer Center, this on campus event will celebrate and recognize San Bernardino Valley College Students who will be transferring to four-year colleges and universities in the Fall 2018. Anticipated attendance is 400 students, community members, faculty and staff. Kathy Kafela will advise.

Total Estimated Cost: \$4600

Funding Source: Student Success and Support Program Categorical Fund,
Transfer Center General Fund

RATIFICATION:

This expense request was intended to go to the April 12, 2018 board meeting date, but was inadvertently left off of the VPSS office submission of board agenda items. We are submitting items to the May 10, 2018 board date for approval.

Site: SBVC
Event: Associated Student Government (ASG)
Chill Week
Date of Event: 05/14/18 - 05/17/18

Item Being Purchased: Meals, Supplies, and Entertainment. Sponsored by the Associated Student Government (ASG), this on campus event's purpose is to provide an opportunity for an end of the semester event focusing on relaxing before finals and celebrating the academic achievements of the semester. Anticipated attendance is 180 students, Raymond Carlos will serve as advisor.
Total Estimated Cost: \$2000
Funding Source: Associated Student Government General Fund

Site: SBVC
Event: Alternative Programs for High School
Students Workshop
Date of Event: 05/16/18

Item Being Purchased: Refreshments and Meals
Sponsored by SBVC Outreach and Recruitment, this on campus event will host San Bernardino City Unified School District (SBUSD) High School Students who will be visiting for a campus tour and presentation to learn about the SBVC programs and services that are available to them. Anticipated attendance is 70 students and staff. Cindy Huerta will advise.
Total Estimated Cost: \$700
Funding Source: Student Equity and Success Categorical Fund

Site: SBVC
Event: Disabled Student Programs and Services
(DSPS) Parent & Student Orientation Night
Date of Event: 05/17/18

Item Being Purchased: Refreshments
Sponsored by DSPS in conjunction with Student Success & Support Programs, this on campus event invites parents and students to an orientation night to learn about the academic accommodations offered by Disabled Student Program & Services at SBVC. Anticipated attendance 175 students. Marty Milligan will advise.
Total Estimated Cost: \$2000
Funding Source: Student Success & Support Programs Categorical Fund

Site: SBVC
Event: Celebration of Black Graduates
Date of Event: 05/17/18

Item Being Purchased: Kinte Cloths, Refreshments, Decorations and Awards. Sponsored by the Black Faculty and Staff Association along with the Arts, Lectures & Diversity Committee, this is an annual event that supports the diversity of San Bernardino Valley College (SBVC) students with the recognition of the accomplishments of the Black Graduates of San Bernardino Valley College (SBVC).

Total Estimated Cost: \$2500

Funding Source: Arts, Lectures & Diversity General Fund and the Black Faculty and Staff Association Account.

Site: SBVC
Event: World Regional Geography Field Trip
Date of Event: 05/18/18

Item Being Purchased: Metrolink tickets.

This field trip meets the course objectives of local, regional and global interconnections and how they shape individual locations. Anticipated attendees are Professor Todd Heibel, GEOG 120, chaperone, and 14 students.

Total Estimated Cost: \$182.50

Funding Source: Perkins Grant Funds

Site: SBVC
Event: First Year Experience (FYE) Student
End of Year Celebration
Date of Event: 05/18/18

Item Being Purchased: Entrance Tickets and Go-Cart Rentals

Sponsored by First Year Experience program, this end of year celebration will be at the SB Raceway in San Bernardino, CA. The purpose of this event is to provide an opportunity for FYE students to participate in a fun and team building experience, while highlighting their success from the year. Anticipated attendance is approximately 120 students. Attendees are providing their own transportation. Heather Johnson and Oscar Rodriguez will serve as chaperones.

Total Estimated Cost: \$3416

Funding Source: Student Equity and Success Categorical Fund

Site: SBVC
Event: Puente Program End of Year Celebration
Date of Event: 05/18/18

Item Being Purchased: Meals, Refreshments, Awards, Decorations and Supplies
Sponsored by the Puente Program, this on campus event will celebrate and acknowledge the successes of students in the Puente Project at SBVC. The team will also use this time to highlight the achievements from previous cohort cycles. Anticipated attendance is 150 students, staff and family members. Alma Lopez and Elizabeth Buanuelos will advisor.

Total Estimated Cost: \$2772.10

Funding Source: Puente Program Categorical Funds & Student Success and Support Program Categorical Funds
AMENDMENT

This item was previously board approved at the April 12, 2018 board meeting. Due to room availability, the event date has been moved to May 18, 2018.

Site: SBVC
Event: Office of Student Life and the Associated Student Government (ASG) Commencement Brunch
Date of Event: 05/24/18

Item Being Purchased: Meals, Supplies, Decorations and Giveaways
The Office of Student Life and the Associated Student Government (ASG) will sponsor and host on campus the 2018 Commencement Brunch. The purpose of this event is to provide an opportunity to celebrate the academic success of 2018 Graduating Class. Anticipated attendance is 500 students and staff, Raymond Carlos will advise.

Total Estimated Cost: \$5700

Funding Source: Commencement General Fund, Student Life Trust Account, Associated Student Government General Fund, Arts, Lecture & Diversity General Fund

Site: SBVC
Event: SBVC Commencement 2018
Date of Event: 05/25/18

Item Being Purchased: Rental Equipment, Regalia Rental, Flowers, Decorations, Giveaways, Meals, and Portable Bathrooms. Sponsored by the Office of Student Life, this event will celebrate the hard work and completion of the 2018 Graduating Class. Anticipated attendance is 3,500 students, staff and community members.
Total Estimated Cost: \$60,750
Funding Source: Commencement General Fund, Student Life Trust Account, Associated Student Government General Fund, Arts, Lecture & Diversity General Fund

Site: SBVC
Event: Summer Bridge 2018
Date of Event: 05/29/18-06/28/18

Item Being Purchased: Refreshments, promotional products, instructional materials.
STEM Summer Bridge Program will include STEM immersion activities, field trips and English/Reading and math skill set preparation. Our goal is to provide the program to 30 incoming students from local feeder high schools.
Total Estimated Cost: \$28,000
Funding Source: Math and Science General Fund

Site: SBVC
Event: Hispanic Association of Colleges and Universities (HACU) 32nd Annual Conference
Date of Event: 10/05/18 - 10/09/18

Item Being Purchased: Transportation, Lodging and Meals
Sponsored by Student Equity Program, San Bernardino Valley College students and staff will attend Hispanic Association of Colleges & Universities (HACU) 32nd Annual Conference in Atlanta, Georgia. Students will have opportunities to learn leadership skills and information concerning Latino higher education. Anticipated attendance is approximately 25 students, faculty and staff. Raymond Carlos and Elizabeth Banuelos will serve as chaperones.
Total Estimated Cost: \$47040.06
Funding Source: Student Equity and Success Categorical Fund

Site: CHC
Event: Bay Honors Consortium
Date of Event: 5/5/18

Item Being Purchased: Transportation, lodging and meals for one student and one chaperone to attend the Bay Honors Consortium. This annual conference serves as a forum where community college students from around the country have the opportunity to present their original research, connect with other researchers, and hear from leaders.

Total Estimated Cost: \$1300

Funding Source: Student Equity Categorical Funding

Student was notified of acceptance to the Consortium after the board deadline.

Site: CHC
Event: Honors Recognition Luncheon
Date of Event: 5/10/18

Item Being Purchased: Refreshments. Hosted by the College Honor's Institute, this annual event celebrates the students who have completed or will be completing the Honors requirements and who are graduating and/or transferring. The event is attended by students, faculty, and staff. Students are presented with graduation stoles, completion certificates and research awards.

Total Estimated Cost: \$800

Funding Source: Honors General Fund

The original estimate for the food costs were under board approval threshold.

The cost went up as the number of students being recognized increased.

Site: CHC
Event: CHC Retirement Reception/Employee Appreciation
Date of Event: 5/15/18

Item Being Purchased: Refreshments. Hosted by the CHC President's Office, we are combining the retirement celebration with our first ever Employee Appreciation to celebrate our retirees and each other for everyone's hard work and dedication to Crafton Hills College.

Total Estimated Cost: \$500

Funding Source: Campus President General Fund

Site: CHC
Event: YCJUSD and CHC Meeting
Date of Event: 5/18/18

Item Being Purchased: Refreshment. Hosted by the CHC President's Office, refreshments for a meeting with the Yucaipa-Calimesa Joint Unified School District to discuss pathways.

Total Estimated Cost: \$60

Funding Source: Campus President General Fund

Site: CHC
Event: National Conference for College
Women Student Leaders
Date of Event: 05/29/18-06/02/18

Item Being Purchased: Registration. One student to attend this conference
along with college and university women and campus professionals from across
the United States in redefining leadership roles.
Total Estimated Cost: \$465
Funding Source: Student Equity Categorical Funding

Site: CHC
Event: SBCCD Secretaries Day
Date of Event: 6/27/18

Item Being Purchased: Awards, raffle prizes and supplies. Sponsored by the
Chancellor and Presidents at CHC and SBVC, SBCCD Secretaries Day is being
held at the District site in the ATTC building. All secretaries will participate in a
day of team building. Anticipated attendance is approximately 72 secretaries
district-wide.
Total Estimated Cost: \$900
Funding Source: Campus President General Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: May 10, 2018

SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached request for individual memberships.

OVERVIEW

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

ANALYSIS

Individual memberships related to job duties are submitted when institutional memberships are not available.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

Included in the budget.

**San Bernardino Community College District
Individual Memberships**

Site: SBVC

Name: Terri Long

Total Cost: \$300

Funding Source: Instructional General
Funds

Membership & Purpose: California Community Colleges Chief Instructional Officers (CCCCIO), The purpose of this membership is to keep our campus up to date with the current trends in higher education across the state. .

Site: SBVC

Name: Andre Wooten

Total Cost: \$125

Funding Source: Counseling General
Fund

Membership & Purpose: Community College Counselors & Advisors Academic Association for Athletics (CCCAAAA), This is an organization established in the State of California whose purpose is to bring together individuals who provide academic counseling, advisement and assistance for student athletes at the community college level.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Hussain Agah, Director, Facilities Planning & Construction

DATE: May 10, 2018

SUBJECT: Consideration of Approval of Amendment 01 to the Contract with NCA Studio of Los Angeles, CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 01 to the contract with NCA Studio of Los Angeles, CA in the amount of \$46,060.00 and extend the contract term to April 30, 2019.

OVERVIEW

On November 30, 2017, the Board of Trustees approved a contract with NCA Studio to oversee the KVCR Technology Core Modernization project. Amendment 01 is for additional project management and professional services to oversee the KVCR UHF to VHF Transition at Moreno Valley.

Due to the fast pace of the construction phase and permit approvals required for the KVCR UHF to VHF Transition, it is recommended that SBCCD have one single point of contact to coordinate, oversee and deliver both KVCR initiatives by April 30, 2019.

ANALYSIS

Amendment 01 will increase NCA Studio professional services contract by \$46,060.00 for a revised total contract value of \$125,420.00 and extend the term to April 30, 2019.

The award of this contract amendment is part of the \$5 million approved by the Board of Trustees on March 9, 2017. The overall estimated funding for the KVCR transition and modernization projects of \$16 million has not been approved by the Board as of the submission of this item for the May 10, 2018 agenda.

INSTITUTIONAL VALUES

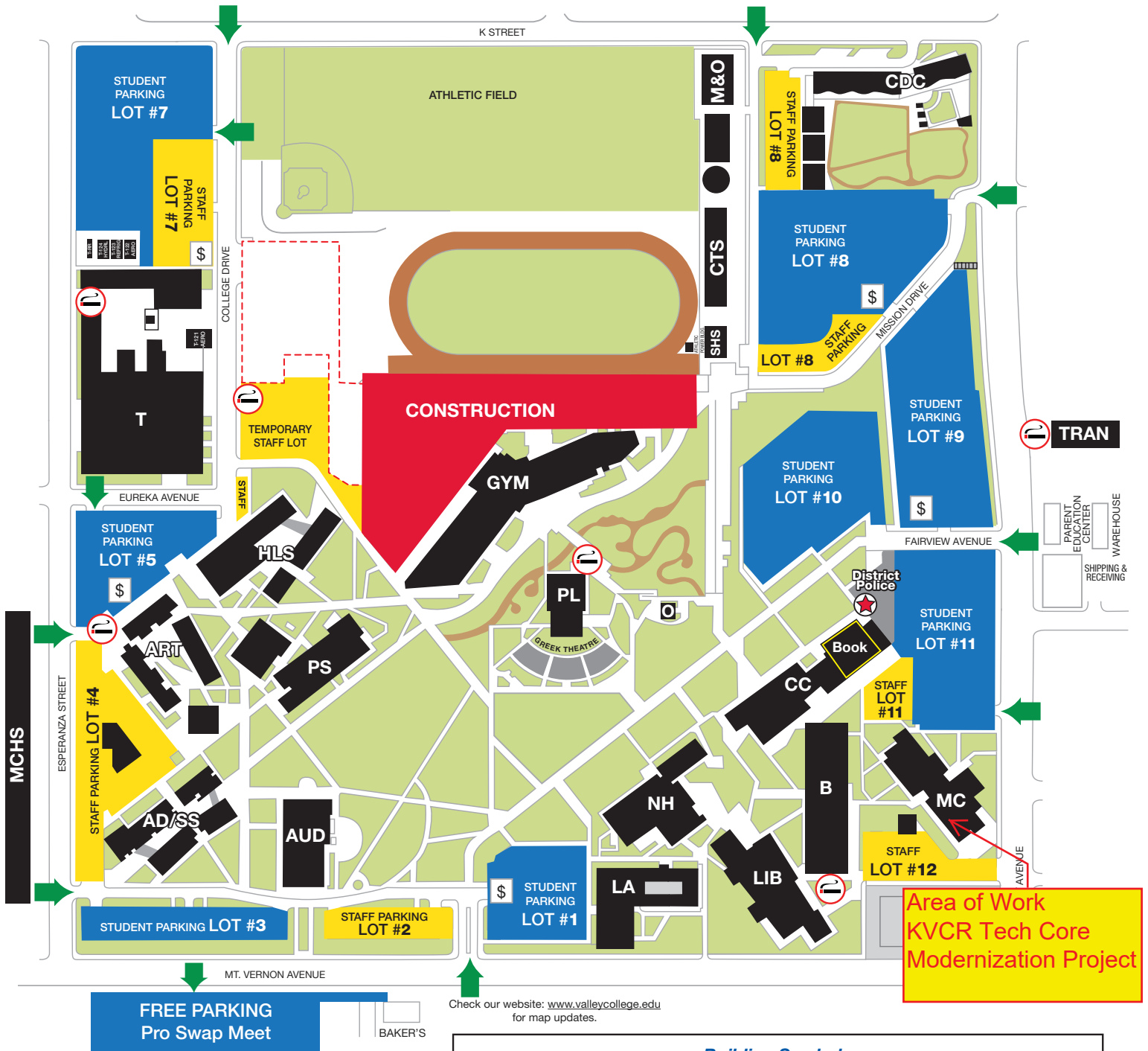
III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this contract would be paid out of Fund 59 FCC Auction Proceeds.

San Bernardino Valley College

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



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

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

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

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

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Hussain Agah, Director, Facilities Planning & Construction
DATE: May 10, 2018
SUBJECT: Consideration of Approval of Amendment 006 to the Contract with Leighton Consulting, Inc. of Rancho Cucamonga, CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 006 to the contract with Leighton Consulting, Inc. of Rancho Cucamonga, CA for Crafton Hills College projects in the amount of \$5,000.00 and extend the contract term to February 10, 2020.

OVERVIEW

On February 11, 2015, the Board of Trustees approved a contract with Leighton Consulting, Inc. of Rancho Cucamonga, CA for geotechnical observation and special testing materials, laboratory testing, data review and analysis for Division of the State Architect projects at Crafton Hills College. This amendment is for additional services for the Performing Arts Center Renovation 2 project.

ANALYSIS

The effect of this amendment will be an addition of \$5,000.00 to the Leighton Consulting, Inc. contract, resulting in a revised contract amount of \$884,383.00 and a term ending date of February 10, 2020.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence






FINANCIAL IMPLICATIONS


The cost of this project is included in the Fund 42 Revenue Bond Construction budget.


CAMPUS DIRECTORY



Map not to scale
Updated: 6-8-15

-  **ATM**
-  **Bus Stop**
-  **Nurse's Station**
-  **Police/Security**
-  **Visitor Parking**

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

 **Smoking Areas**
 This is a smoke-free campus. Smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

District Police (909) 389-3275

1 MAINTENANCE & OPERATIONS/ SHIPPING & RECEIVING M&O	10 CENTRAL COMPLEX 1 CNTL 1 POLICE (LADM 153)
2 CHILD DEVELOPMENT CENTER CDC	11 CENTRAL COMPLEX 2 CNTL 2
3 CRAFTON HALL CHL	12 CANYON HALL CYN
4 CLOCK TOWER BUILDING CTB	13 VISUAL ARTS ARTS
5 WEST COMPLEX WEST	14 EAST COMPLEX 1 EAST 1
6 CRAFTON CENTER CCR	15 EAST COMPLEX 2 EAST 2
Admissions & Records	16 PUBLIC SAFETY & ALLIED HEALTH PSAH
Counseling	17 GYMNASIUM GYM
Disabled Student Services	18 NORTH COMPLEX NRTH
EOPS	19 KINESIOLOGY, HEALTH EDUCATION & KHA
Financial Aid	AQUATICS COMPLEX
7 STUDENT SUPPORT BUILDING SSB	20 ATHLETIC FIELD AF
Health & Wellness Center	21 TENNIS COURTS TC-CRTS
8 LEARNING RESOURCE CENTER LRC	
9 PERFORMING ARTS CENTER PAC	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Hussain Agah, Director, Facilities Planning & Construction
DATE: May 10, 2018
SUBJECT: Consideration of Approval of Professional Services Contract for TMS Consulting, Inc. of Pacific Palisades, CA

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with TMS Consulting, Inc. of Pacific Palisades, CA for the KVCR Technology Core Modernization project in a not-to-exceed amount of \$40,000.00 for the period May 11, 2018 to April 30, 2019.

OVERVIEW

KVCR is the process of substantial technology and equipment upgrades for the TV and radio stations. In alignment with the KVCR Technology Core Modernization initiative, TMS Consulting will provide technical broadcasting support and technology integration services, as well as assist in the development of the KVCR transition plan for Advanced Television System Committee from ATSC 1.0 to ATSC 3.0, and potentially increase KVCR TV transmission to the high desert region.

ANALYSIS

The District and KVCR team have interviewed TMS Consulting Inc. and believe that their services are necessary to the KVCR Technology Modernization project. The award of this contract is part of the \$5 million approved by the Board of Trustees on March 9, 2017.

The overall estimated funding for the KVCR transition and modernization projects of \$16 million has not been approved by the Board as of the submission of this item for the May 10, 2018 agenda.

INSTITUTIONAL VALUES

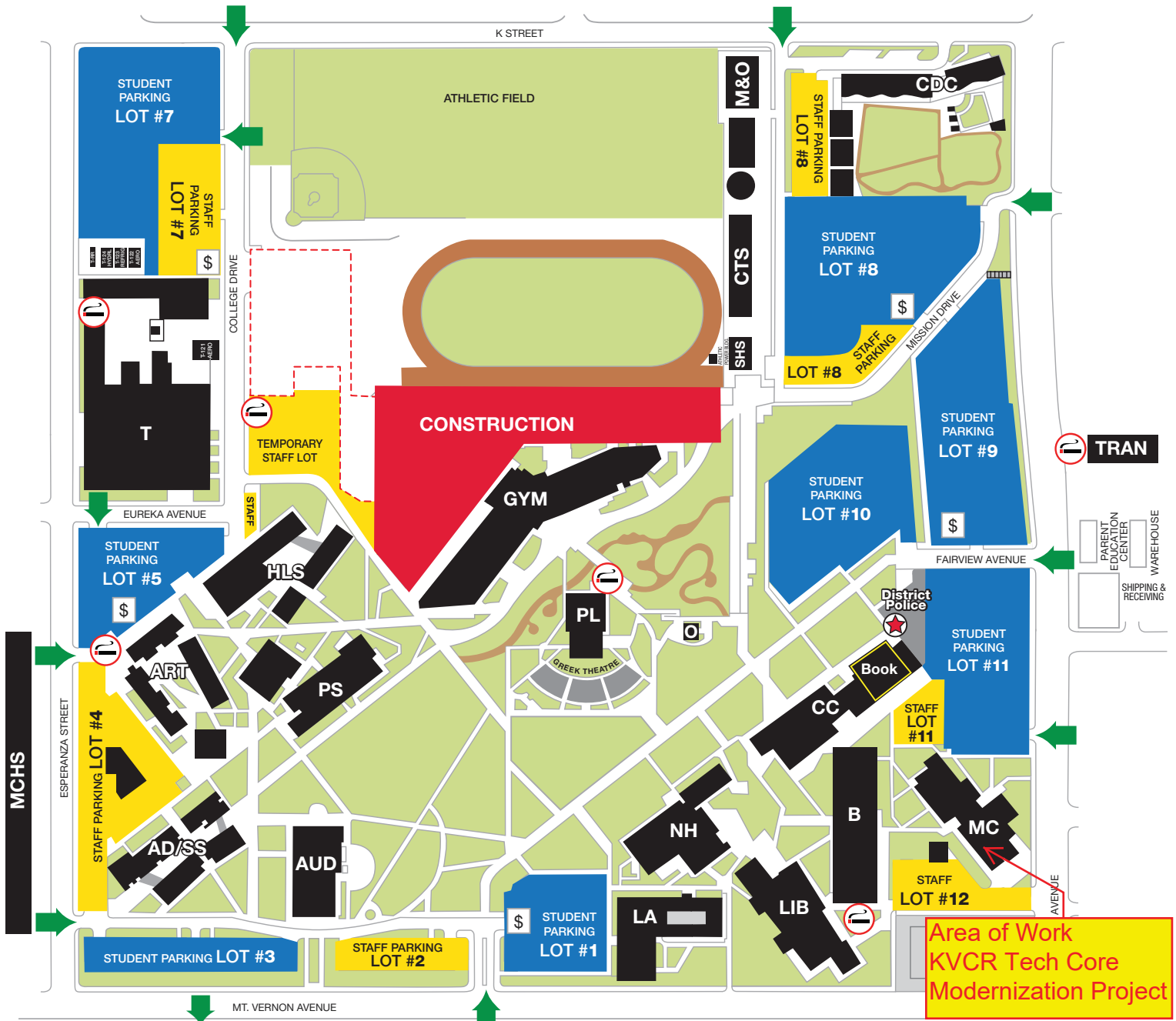
III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this contract would be paid out of Fund 59 FCC Auction Proceeds.

San Bernardino Valley College

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Area of Work
KVCR Tech Core
Modernization Project

FREE PARKING
Pro Swap Meet

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

Revised 6-16

- [] INDICATES CONSTRUCTION AREAS
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CTS..... Computer Technology Services	PS..... Physical Sciences
G..... Gym	SHS..... Student Health Services
HLS..... Health & Life Science	T..... Technical
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Parking in disabled stalls requires a valid California disabled placard and a valid SCCD parking permit/decal.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Hussain Agah, Director, Facilities Planning & Construction

DATE: May 10, 2018

SUBJECT: Consideration of Approval to Amend Professional Services Contracts for the Districtwide Non-Bond Construction Program

RECOMMENDATION

It is recommended that the Board of Trustees approve the following amendments for professional service contracts in conjunction with the District’s non-bond construction program for fiscal year 2018-19 projects.

<i>Knowland Construction Services of Rancho Palos Verdes, CA (original board approval November 10, 2016)</i>					
Amendment	Original Contract	Previous Changes	Proposed Change	New Not to Exceed Value	Contract Term Ending
01	\$75,000.00	\$0.00	\$100,000.00	\$175,000.00	October 20, 2019 (no change)
<i>CHJ Consultants of Colton, CA (original board approval October 20, 2016)</i>					
Amendment	Original Contract	Previous Changes	Proposed Change	New Not to Exceed Value	Contract Term Ending
01	\$50,000.00	\$0.00	\$100,000.00	\$150,000.00	October 20, 2019 (no change)
<i>P2S Engineering Inc. of Long Beach, CA (original board approval October 20, 2016)</i>					
Amendment	Original Contract	Previous Changes	Proposed Changes	New Not to Exceed Value	Contract Term Ending
01	\$100,000.00	\$0.00	\$100,000.00	\$200,000.00	October 20, 2019 (no change)
<i>HMC Architects dba HMC Group of Ontario, CA (original board approval October 20, 2016)</i>					
Amendment	Original Contract	Previous Changes	Proposed Change	New Not to Exceed Value	Contract Term Ending
01	\$100,000.00	\$0.00	\$100,000.00	\$200,000.00	October 20, 2019 (no change)
<i>DLR Group of Riverside, CA (original board approval April 13, 2017)</i>					
Amendment	Original Contract	Previous Changes	Proposed Changes	New Not to Exceed Value	Contract Term Ending
01	\$100,000.00	\$0.00	\$100,000.00	\$200,000.00	April 13, 2020 (no change)

OVERVIEW

In alignment with its Districtwide Support Services Strategic Plan, SBCCD has instituted a non-bond construction program to support San Bernardino Valley College, Crafton Hills College, EDCT, KVCR and District Support Services on districtwide capital improvement/outlay projects. Part of this program is establishing a pool of professional consultants under master contracts to be used on a project-by-project basis. These contract amendments are necessary for the planning of upcoming fiscal year projects.

ANALYSIS

The Facilities Planning & Construction department will utilize the professional services contracts to provide technical consultation, design services, and engineering analysis for the districtwide non-bond construction projects.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of these contracts will be paid on a project-by-project basis, as necessary, using a variety of construction funds, including block grant, Proposition 39, and capital outlay.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Hussain Agah, Director of Facilities Planning & Construction

DATE: May 10, 2018

SUBJECT: Consideration of Approval to Award Bid #02-1718-01.04.05.07.09.10.11.12.14 and Contract to Three Peaks Corp of Calimesa, CA

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #02-1718-01.04.05.07.09.10.11.12.14 and contract to Three Peaks Corp of Calimesa, CA for the Performing Arts Center (PAC) Renovation project at Crafton Hills College in the amount of \$983,675.00. This includes the base contract amount of \$894,250.00, as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor, as set forth in the original contract.

OVERVIEW

This project will address some of the PAC building's health and safety issues as well as provide a more comfortable event space for building occupants and the public. The scope includes replacement of existing carpet, installation of American's with Disabilities Act compliant seating in the auditorium, renovation of an existing dressing room, and construction of a backstage office and storage room.

ANALYSIS

A public bid opening was conducted on April 25, 2018 and the District received three bids. The lowest, most responsive three bidders were:

Vendor	Total Bid
Three Peaks Corp., of Calimesa CA	\$894,250.00
Kemcorp Construction, Inc. of San Bernardino CA	\$1,039,500.00
Dalke & Sons Construction, Inc. of Riverside, CA	\$1,309,999.89

An analysis of the bids received indicates that Three Peaks Corp., is the lowest, most responsive bidder.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence






FINANCIAL IMPLICATIONS


The cost of this contract is included in the Fund 42 Revenue Bond Construction budget.


CAMPUS DIRECTORY



Map not to scale
Updated: 6-8-15

-  **ATM**
-  **Bus Stop**
-  **Nurse's Station**
-  **Police/Security**
-  **Visitor Parking**

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4 CLOCK TOWER BUILDING	CTB	13 VISUAL ARTS	ARTS
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Disabled Student Services		18 NORTH COMPLEX	NRTH
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Financial Aid		AQUATICS COMPLEX	
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Health & Wellness Center		21 TENNIS COURTS	TC-CRTS
8 LEARNING RESOURCE CENTER	LRC		
9 PERFORMING ARTS CENTER	PAC		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Hussain Agah, Director of Facilities Planning & Construction

DATE: May 10, 2018

SUBJECT: Consideration of Approval to Award Informal Bid #02-1718-17 and Contract to BWW & Company of Redlands, CA

RECOMMENDATION

It is recommended that the Board of Trustees award informal bid #02-1718-17 and contract to BWW & Company of Redlands, CA for the ADA DSA Certification Project at Central Complex 1 (aka LADM) at Crafton Hills College in the amount of \$103,400. This includes the base contract amount of \$94,000 as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor as set forth in the original contract.

OVERVIEW

The Central Complex Building 1 at Crafton Hills College (formerly known as the LADM Building) underwent an extensive modernization in 2016 and 2017. Due to scheduling and scoping limitations, not all of the Americans with Disabilities Act (ADA) site work required for Division of the State Architect (DSA) certification was completed prior to occupancy. The goal of project 02-1718-17 is to carry out the remaining scope of work necessary to officially complete the project and obtain DSA certification.

ANALYSIS

As part of its Uniform Construction Cost Accounting Procedures, SBCCD maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000.00 and \$175,000.00. Informal bids were solicited from those qualified contractors and the lowest; most responsive and responsible was from BWW & Company.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence






FINANCIAL IMPLICATIONS


The cost of this project is included in the Fund 42 Revenue Bond Construction budget.


CAMPUS DIRECTORY



Map not to scale
Updated: 6-8-15

-  **ATM**
-  **Bus Stop**
-  **Nurse's Station**
-  **Police/Security**
-  **Visitor Parking**

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

 **Smoking Areas**
 This is a smoke-free campus. Smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

District Police (909) 389-3275

1 MAINTENANCE & OPERATIONS/ SHIPPING & RECEIVING	M&O	10 CENTRAL COMPLEX 1 POLICE (LADM 153)	CNTL 1
2 CHILD DEVELOPMENT CENTER	CDC	11 CENTRAL COMPLEX 2	CNTL 2
3 CRAFTON HALL	CHL	12 CANYON HALL	CYN
4 CLOCK TOWER BUILDING	CTB	13 VISUAL ARTS	ARTS
5 WEST COMPLEX	WEST	14 EAST COMPLEX 1	EAST 1
6 CRAFTON CENTER	CCR	15 EAST COMPLEX 2	EAST 2
Admissions & Records		16 PUBLIC SAFETY & ALLIED HEALTH	PSAH
Counseling		17 GYMNASIUM	GYM
Disabled Student Services		18 NORTH COMPLEX	NRTH
EOPS		19 KINESIOLOGY, HEALTH EDUCATION & AQUATICS COMPLEX	KHA
Financial Aid		20 ATHLETIC FIELD	AF
7 STUDENT SUPPORT BUILDING	SSB	21 TENNIS COURTS	TC-CRTS
Health & Wellness Center			
8 LEARNING RESOURCE CENTER	LRC		
9 PERFORMING ARTS CENTER	PAC		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Hussain Agah, Director of Facilities Planning & Construction

DATE: May 10, 2018

SUBJECT: Consideration of Approval to Award Informal Bid #03-1617-04 and Contract to Three Peaks Corp of Calimesa, CA

RECOMMENDATION

It is recommended that the Board of Trustees award informal bid #03-1617-14 and contract to Three Peaks Corp of Calimesa, CA for the LED Lighting Retrofit project at the District Office, Professional Development Center (PDC) and Applied Technology Training Center (ATTC) in the amount of \$93,225.00. This includes the base contract amount of \$84,750.00 as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor as set forth in the original contract.

OVERVIEW

The LED Lighting Retrofit project at the District Office, PDC and ATTC is an upgrade of the existing fluorescent lighting with LED technology. This upgrade is being funded through the Proposition 39 program and will provide significant electricity savings. These buildings have also been selected to participate in the Zero Net Energy (ZNE) Pilot Program offered by Southern California Edison in conjunction with Southern California Gas. The lighting improvements will help to partly achieve the goals of the ZNE Pilot with the District Office and ATTC building aiming for a zero net energy site status.

ANALYSIS

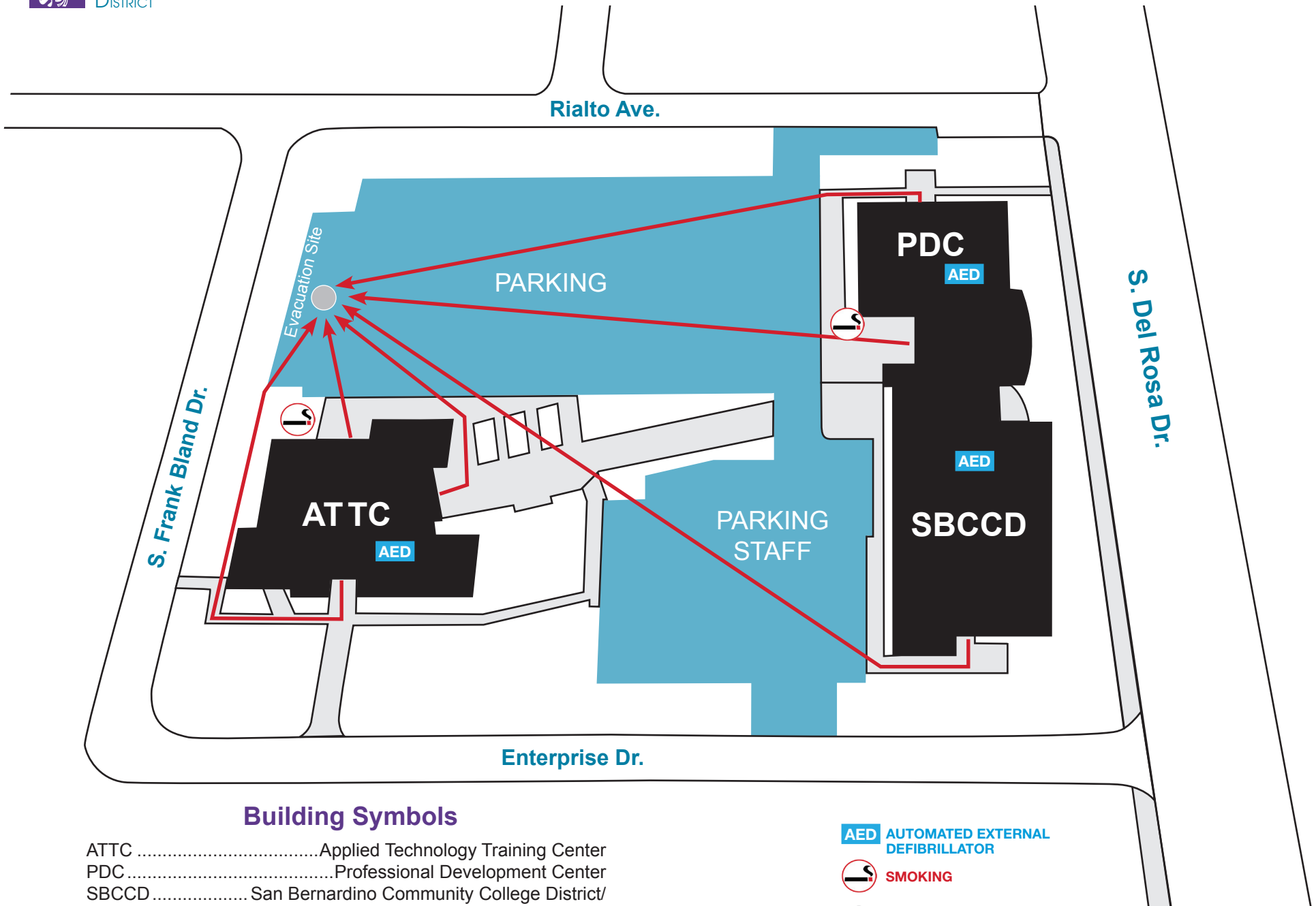
As part of its Uniform Construction Cost Accounting Procedures, SBCCD maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000.00 and \$175,000.00. Informal bids were solicited from those qualified contractors and the lowest, most responsive and responsible bidder was Three Peaks Corp of Calimesa, CA.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This project will be paid for by Prop 39 funds.



Building Symbols

ATTCApplied Technology Training Center
 PDC.....Professional Development Center
 SBCCD..... San Bernardino Community College District/
 HR/Payroll


AED AUTOMATED EXTERNAL
DEFIBRILLATOR


SMOKING


Evacuation Sites

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Bruce Baron, Chancellor
FROM: Richard Galope, Associate Vice Chancellor EDCT | KVCR
PREPARED BY: Richard Galope, Associate Vice Chancellor EDCT | KVCR
DATE: May 10, 2018
SUBJECT: Consideration of approval of KVCR's Mission Statement

RECOMMENDATION

It is recommended that the Board of Trustees approve the Mission statement of KVCR for first reading:

As the PBS and NPR station for the Inland Empire, KVCR's mission is to utilize the transformative mediums of Television and Radio to educate, inspire and inform while providing programming that unites our community and opportunities that help fulfill the educational goals of the Colleges we serve.

OVERVIEW

KVCR has two distinct, complementary purposes. The first is to the communities of the Inland Empire as a Public Media centerpiece and in this role KVCR promises to reflect the limitless potential of the region while embracing the diverse perspectives of our residents with programming that cultivates wonder and civic engagement. As a licensee of the San Bernardino Community College District, KVCR aims to help provide career pathways and inspirational instruction to the students of San Bernardino Valley College and Crafton Hills College, enabling them to become powerful voices in the Media Arts through a variety of relevant disciplines. There are four primary areas of focus for existing management to accomplish this mission:

College-Focused Collaboration

KVCR will be a state-of-the-art public media centerpiece in the Inland Empire, producing honest, courageous and balanced news-reporting, inspirational docu-series that educate and entertain, with two thriving Media Academies at SBVC and CHC serving as incubators for local storytellers, artists and filmmakers throughout the region. With a greater emphasis on diversity and wider audience engagement, KVCR will provide immersive digital public media that cultivates wonder and makes learning interactive and fun.

Relentlessly Local

KVCR's mission is to educate, inspire and inform, reflecting the limitless potential of the Inland Empire while providing programming and career pathways that unite and celebrate our community--Students and Small-Business owners, Manufacturers and

Maker-Spaces, Artists and Athletes, Lawyers and Landscapers, Dentists and Dispatchers. KVCR embraces the diversity of perspectives within range of our signal and we aim to provide a valuable civic and educational service through the medium of entertainment.

Modernization - Next Generation Broadcasting

The modernization of KVCR and its Indigenous channel FNX will enable the station to fully deploy the next-generation of Television technology, ATSC 3.0, a game-changing standard that will create an IP-based broadcasting system. The standard will permit broadcasters like KVCR and FNX to offer innovative technologies and services to the public, including interactive, application-based TV and advanced Emergency systems.

Develop the Asset

An FCC License is an important piece of electromagnetic real estate and it needs to be properly developed and monetized as such. A potential source of revenue from this technological and infrastructure development lies in the opportunity to leverage the large-scale spectrum leasing opportunities that are developing in anticipation of public television stations' transition to the Next Generation broadcast standard, ATSC 3.0.

ANALYSIS

As a licensee of the San Bernardino Community College District, KVCR aims to help provide career pathways and inspirational instruction to the students of San Bernardino Valley College and Crafton Hills College, enabling them to become powerful voices in the Media Arts through a variety of relevant disciplines.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: May 10, 2018
SUBJECT: Consideration of Approval to Accept Board Policies for First Reading

RECOMMENDATION

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

- BP & AP 2365 – Recording
- BP & AP 4240 Academic Renewal
- BP & AP 4300 Field Trips and Excursions
- AP 5013 Students in the Military (No BP)
- BP & AP 5015 Residence Determination
- BP & AP 5030 Fees
- BP & AP 5075 - Course Adds, Drops, and Withdrawals
- BP & AP 5420 Associated Students Finance
- BP & AP 7260 Classified Supervisors and Managers

OVERVIEW

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

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

ANALYSIS

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

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

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *BOT Board of Trustees:*
 Policy Area: *Chapter 2 Board of Trustees*
 References:

BP 2365 Recording

(Replaces current SBCCD BP 2150)

Any audio or video recording of an open and public Board of Trustees Meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Chancellor is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video recording device or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

References:

Education Code Section 72121(a);
Government Code Sections 6250 et seq., 54953.5 and 54953.6

Attachments:

[BP 2365 Recordings - Comments](#)
[BP 2365 Recordings - Legal Citations](#)

No items found in history



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *BOT Board of Trustees:*
 Policy Area: *Chapter 2 Board of Trustees*
 References:

AP 2365 Recording

Recordings are available for inspection by the public in the Chancellor's Office within 30 days of the Board meeting. Copies of recordings can be obtained through written request to the Chancellor's Office. Recordings are provided upon payment of a fee covering the current direct cost of duplication.

Any individual may, at their own expense, record the proceedings of a Board meeting. Persons desiring to record the meeting ~~should~~ **are encouraged to** inform the Chancellor's Office in advance. Such recording may not constitute a persistent disruption of the proceedings.

References:

Government Code Sections 6250 et seq., 54953.5, and 54953.6

Attachments:

- [AP 2365 Recordings - Comments](#)
- [AP 2365 Recordings - Legal Citations](#)

No items found in history



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *Academic Senates Academic Senates:*
 Policy Area: *Chapter 4 Academic Affairs*
 References:

BP 4240 Academic Renewal

(Replaces current SBCCD BP 4240)

NOTE: The language in current SBCCD BP 4240 reflects the information.

- ~~From current SBCCD BP 4240 titled Academic Renewal~~

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor is responsible for establishing procedures that provide for academic renewal.

Reference:

Title 5, Section ~~55046~~55046 55044

Attachments:

[BP 4240 Academic Renewal - Comments](#)
[BP 4240 Academic Renewal - Legal Citations](#)
[BP4240 -OLD.pdf](#)

No items found in history



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates:
Policy Area:	Chapter 4 Academic Affairs
References:	

AP 4240 Academic Renewal

(Replaces current SBCCD AP 4240)

~~**NOTE:** This procedure is **legally required**. Local practice may be inserted but should comply with the following:~~

~~**Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:**~~ Students may petition to have their academic record reviewed for academic renewal of substandard academic performance, which is not reflective of their demonstrated ability under the following conditions:

- ~~• Students must have achieved a grade point average of [set a minimum of at least 2.0] in [set minimum number of units], and~~
- ~~• At least [set time limit] must have elapsed from the time the course work to be removed was completed.~~

~~Up to [set unit limit] units of course work may be eliminated from consideration in the cumulative grade point average.~~

- Students may petition to have eliminated from the computation of the total grade point average any units and credits taken during not more than two consecutive terms of attendance, excluding Summer Session, at any college within the San Bernardino Community College District.
- Students must have achieved a minimum grade point average of 2.0 in all coursework completed subsequent to the semester(s) requested in the petition.
- Students must complete a minimum of twenty-four semester units subsequent to the semester(s) requested in the petition, at any accredited college.
- At least two-semester must have elapsed from the time the course work to be removed was completed.
- A student may not petition for academic renewal under this procedure more than one time per college.
- Up to thirty units of course work may be eliminated from consideration in the cumulative grade point average per college.

~~**Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.**~~ Academic renewal actions are irreversible. Institutional action taken under this procedure will not remove the courses, units, grades, or any other information from the student's permanent record. When academic renewal procedures permit previously

recorded substandard course work to be disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Academic renewal procedures will not prevent the student from retaking the course in a subsequent semester, if necessary, in accordance with course repeat policies or alter records of previous attempts of the same course.

~~Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.~~ Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

~~**NOTE:** Additional local procedures should be inserted, which **must** include:~~

- ~~• The procedures to be followed by the student in requesting academic renewal.~~
- ~~• Designated authorities.~~
- ~~• From current SBCCD AP 4240 titled Academic Renewal~~

~~A. **Petition**~~

~~A student may petition to alleviate previous substandard academic performance that is not reflective of his/her present demonstrated abilities.~~

~~B. **Terms and Conditions**~~

~~A student may petition to have eliminated from the computation of the total grade point average any units and credits taken during not more than two consecutive terms of attendance, excluding Summer Session, at any accredited college. The terms in question must have been completed at least two semesters prior to the time of submitting the petition. In addition, the student must have completed twenty four units at an accredited college with a grade point average of 2.5 or better subsequent to the term(s) being petitioned.~~

~~C. **Limits**~~

~~A student may not petition for academic renewal under this **policy procedure** more than one time and may not exceed a total of thirty units.~~

~~D. **Notation to Record**~~

~~Institutional action taken under this procedure will not remove the courses, units, grades, or any other information from the student's permanent record. A fine line will be drawn through each course affected so that all work attempted, once entered on the record, remains legible and reflects the student's complete academic record.~~

Students must file the Petition for Academic Renewal in the Admissions & Records Office at the respective college where the units were completed. The determination of eligibility will be decided by the Director of Admissions & Records, or their designee.

Reference:

Title 5, Section ~~55046 55044~~55046 55044

Attachments:

AP 4240 Academic Renewal - Comments



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *Academic Senates Academic Senates:*
 Policy Area: *Chapter 4 Academic Affairs*
 References:

BP 4300 Field Trips and Excursions

(Replaces current SBCCD BP 4300)

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, ~~chaperones~~chaperons, and other personnel traveling with students may be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Reference:

Government Code Section 11139.8; Title 5 Section 55220

Attachments:

- [BP 4300 Field Trips and Excursions - Comments](#)
- [BP 4300 Field Trips and Excursions - Legal Citations](#)
- [SBCCD - Overview for Legal Update 31 Final Version.docx](#)

No items found in history



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates:
Policy Area:	Chapter 4 Academic Affairs
References:	Legally Advised

AP 4300 Field Trips and Excursions

(Replaces current SBCCD AP 4300)

The District may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

The District shall engage instructors, supervisors, and other personnel, except classified employees, as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the *Chancellor or designee*, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The District may provide supervision of students involved in field trips or excursions by academic employees of the district.

A. Authorization

Any curricular activity, field trip, or excursion involving student participation at an off-campus location other than the usual meeting location of the class requires authorization by the appropriate administrator prior to the commencement of the activity. Any overnight trip, in excess of \$500 total cost, or any trip involving cost for student meals must be approved by the College President.

B. Expenditure of Funds

The approval request shall include any anticipated expenditure of funds for lodging, food, transportation, or activity fees. The District may pay expenses of instructors, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the *Chancellor or designee*. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. Usual and customary travel expenses for authorized District personnel may be provided. Expenditures shall be approved only after an approved trip request is submitted with a Purchase Requisition, and if that amount has been budgeted and sufficient funds remain in the account to

cover the claim.

No student shall be prevented from making a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

C. Accountability

When transportation is provided, the individual responsible for the field trip shall leave a list of all participants, including students and employees who are on the trip, where it can easily be found in case of an emergency.

D. Transportation

1. Students shall be transported in commercially procured transportation whenever possible. Van size is limited to no larger than the 10-passenger size as defined in California Vehicle Code. Commercial bus lines must have on file a certificate of insurance with the Office of Risk Management prior to the commencement of the trip naming the District as "additional insured." Transportation requiring rental of van(s) or bus(s) must have a contract. The contract must be signed by a Board approved authorized signer fourteen (14) calendar days prior to the day of travel.
(See AP 6340 titled Contracts)
2. If rented vans or automobiles are used, each driver must be a District employee, be registered on the Approved Drivers' List and have the appropriate class of driver's license to operate the intended vehicle. No student is authorized to drive any vehicle on District business. District insurance provides primary liability coverage for rented vehicles and secondary coverage for property damage coverage.
3. If funds are not available for transportation, students may provide their own transportation. In such cases students should be asked to meet at the site at a specified time. Car caravans are not appropriate.
4. No employee shall transport any student in his/her private vehicle on college business.

E. Liability

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Reference:

Government Code Section 11139.8; Title 5 Section 55220

Attachments:

[AP 4300 Field Trips and Excursions-
Comments](#)

[AP 4300 Field Trips and Excursions- Legal
Citations](#)

[SBCCD - Overview for Legal Update 31 Final
Version.docx](#)

No items found in history



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates:
Policy Area:	Chapter 5 Student Services
References:	Good Practice/Optional

AP 5013 Students in the Military

Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California ~~and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more~~ is entitled to resident classification.

An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty is entitled to resident classification.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student

is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

Districts may reference or include local Administrative Procedures regarding how such a student would withdraw.

References:

Education Code Sections 68074, 68075, 68075.5, and 68075.7;
Title 5 Sections 55023, 55024 54041, 54042, 54050, and 58620;
[Military and Veterans Code Section 824](#); 38 U.S. Code Section 3679

Attachments:

[AP 5013 Students in the Military- Comments](#)
[AP 5013 Students in the Military- Legal Citations](#)
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)

Comment by Nikac, Stacey: Administrator

2/2/2018, 4:18PM EST

recommended changes per Legal Update #31



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *Academic Senates Academic Senates:*
 Policy Area: *Chapter 5 Student Services*
 References:

BP 5015 Residence Determination

(Replaces current SBCCD BP 5015)

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

References:

Education Code Sections 68040 and 76140;
Title 5 Sections 54000 et seq.

Attachments:

[BP 5015 Residence Determination - Comments](#)
[BP 5015 Residence Determination - Legal Citations](#)

No items found in history



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Academic Senates Academic Senates:</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	<i>Legally Required</i>

AP 5015 Residence Determination

(Replaces current SBCCD AP 5015)

Residence Classification

Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
- Residence classification is the responsibility of the Admissions Office.

Students must be notified of residence determination within 14 calendar days of submission of application.

The District shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the District catalog or addenda thereto.

Rules Determining Residence

- A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
- A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- A man or a woman may establish his/her residence. A woman's residence shall not be derivative from that of her husband.

- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
- A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
 - He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 - He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 - He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
 - A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident

classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.

- A student who is a member of the armed forces of the United States stationed in this state on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.
- A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California ~~and enrolls in the community college within three years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more.~~
- An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.
- A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District

stating that he or she intends to establish residency in California as soon as possible.

Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions Office, may make written appeal to the Vice President of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure

The appeal is to be submitted to the Admissions Office, which must forward it to the Vice President of Student Services within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Vice President of Student Services shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within 30 calendar days of receipt, the Vice President of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification

A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions are to be submitted to the Admissions Office.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college district (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of

residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Vice President of Student Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens

The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002,
- completion of a questionnaire form prescribed by the State Chancellor's Office and furnished by the district of enrollment, verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Vice President of Student Services. Students may appeal the decision.

References:

Education Code Sections 68000 et seq., 68130.5, and 68075.7;
Title 5 Sections 54000 et seq.
38 U.S. Code Section 3679

Attachments:

[AP 5015 Residence Determination- Comments](#)
[AP 5015 Residence Determination- Legal Citations](#)
[SBCCD - Overview for Legal Update 31 Final](#)



Origination:	N/A
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Next Review:	N/A
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References:	

BP 5030 Fees

(Replaces current SBCCD BP 5030 and BP 5033)

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes).

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee (see AP 5030). The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking Fee (Education Code Section 76360)

Students ~~and employees~~ shall be required to pay a fee (see AP 5030).

To encourage ride sharing, a student may certify in writing at the time of payment of the fee that he/she regularly has two or more passengers commuting with him/her.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. (See BP/AP 5031 titled Instructional Materials Fees)

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a fee (see AP 5030) to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Student Transportation Costs (Education Code Section 76361)

Students shall be charged a fee (see AP 5030) for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Fee Refunds

The Board of Trustees authorizes refunds to be made according to administrative procedures established by the Chancellor. All refunds must comply with Education Code and Title 5 regulations, and the refund schedule shall be published in the college catalogs and class schedules.

References:

Education Code Sections 76300 et seq., 76370, 76355, 76360, 76365, 76395, 76060.5, 76361, 76223, and 76142;
Title 5 Sections 59400 et seq., 58520
ACCJC Accreditation Standard I.C.6

Attachments:

- [BP 5030 Fees - Comments](#)
- [BP 5030 Fees - Legal Citations](#)

Comment by Allen, Denise:

2/28/2018, 3:23PM EST

The ed policy committee at CHC recommended striking "and employees" from the section on parking fees.



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References:	

AP 5030 Fees

(Replaces current SBCCD AP 5030 and AP 5033)

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
 - All students, other than nonimmigrant aliens under 18 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)

- Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

- A. Associated Students Discount Sticker
\$9.00 - CHC

- \$7.50 - SBVC
\$4.00 - Replacement for lost card
- B. Breakage/Lost Property Fee
Replacement cost of item(s) broken or lost
- C. Campus Center Fee
\$1.00/unit (not to exceed \$10 per fiscal year)
- D. Capital Outlay Fee for Students on a Visa
\$41.00/unit
- E. Catalog
\$6.00 - purchased on campus
- F. Credit by Examination
\$20.00 plus class unit fee
- G. Document Fee Handling
\$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;
minimum charge of 1 hour
\$0.15 per side copy cost
Fees must be paid prior to document release
- H. Enrollment Fee
\$46.00/unit
- I. Insufficient Funds Check
\$15.00
- J. International Student Application
\$25.00 (nonrefundable)
- K. Key Deposit/Replacement
\$15.00 plus cost of rekeying if needed (metal/electronic key)
- L. Learning Center Reproduction Fees, SBVC
\$0.20 - Laser printout: text, black and white printer
\$0.50 - Laser printout: graphics, black and white printer (over ½ page)
\$1.00 - Laser printout: graphics and/or text, color
\$2.00 - Scan text or graphics to disk, per scan
- M. Library Fines – SBVC/CHC
\$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value
\$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value
\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
\$2.00 - replacement for lost library card
- N. Parking Permit Fees
\$90.00 - annual permit
\$35.00 - one semester (\$20 BOGG student)
\$20.00 - summer session
\$3.00 - daily

- O. Parking Violation Fees
 - \$ 50.00 - illegal parking
 - \$ 50.00 - decal violation
 - \$275.00 - handicap violation
- P. Refund Processing Charge
 - A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.
- Q. Replacement – Diploma/Certificate
 - \$10.00
- R. Schedule of Classes
 - \$3.00 - mailed in U.S. only
- S. Student Health and Accident Insurance
 - \$20.00 - per semester (includes \$1.50 accident insurance)
 - \$17.00 - summer session (includes \$1.50 accident insurance)
 - \$1.50 - accident insurance only
- T. Student Representation
 - \$1.00
- U. Supplemental Health Services Fee
 - \$10.00 - TB skin test (one-step test)
 - \$10.00 - TB skin test (two-step test)
 - At cost - All Vaccines
 - \$25.00 - Physical Exams
 - \$50.00 - DMV Physical Exams
 - At cost - Prescription medications
 - At cost - In-house Lab Tests
 - At cost - Lab Test sent to external lab
 - At cost - Optional Medical Procedures
 - At cost - Optional Medical Supplies
 - \$ 8.00 - Vision screening (Titmus vision tester)
 - \$ 2.00 per item - Duplication of medical records
 - \$10.00 - Hearing Screening (Audiometer)
 - At cost - Birth Control Pills
- V. Testing Fees
 - At cost - Paramedic National Registry Testing
 - \$ 25.00 - Retest per skill
 - \$ 10.00 - CPR card
 - Repeat course from Career Tech Department
 - 0.5 units - \$12.00
 - 1.0 units - \$23.00
 - 2.0 units - \$46.00
 - 3.0 units - \$70.00
- W. Transcripts/Verification
 - No cost - First two transcripts
 - \$10.00 - Additional transcripts

- \$8.00 - 24-hour requests for transcripts
- \$20.00 - Immediate requests for transcripts
- \$5.00 plus cost - Online transcripts

X. Transportation Fee

Students registering for Spring or Fall semester to pay:

- \$9.00 for 6 or more credits
- \$8.00 for less than 6 credits

Y. Crafton Hills College Recreation Fee

Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers:

\$8.00 per semester

Fee Refunds

A. Designated Fees

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. Student Services Card fee
7. Student Center fee
8. Student Representation Fee
9. Capital Outlay Fee
10. Student Transportation Fee

B. Conditions

If a refund is requested for parking or student services card fees, the parking decal or the student services card must be attached to the refund request.

C. Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition and a copy of received orders of the affected student, refund the entire enrollment fee unless academic credit is awarded.

D. Refund Schedule

This refund schedule applies to all fees listed in Paragraph A, above.

1. Fees collected in error

Fees collected in error will be refunded in their entirety.

2. Class cancelled by the college

If a class is cancelled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.

3. Withdrawal from the College

a. Enrollment Fee/Nonresident Tuition

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.

b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

4. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

E. Refund Processing Fee

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for cancelled classes or over-payment.

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

References:

Education Code Sections 66025.3, 70902(b)(9), 76300, and 76300.5;
Title 5 Sections 51012, 58520, 58629
California Community College Chancellor's Office (CCCCO) Student Fee Handbook
ACCJC Accreditation Standard I.C.6

Attachments:

[AP 5030 Fees- Comments](#)

[AP 5030 Fees- Legal Citations](#)

No items found in history



Origination: 06/2004
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BP 5075 Course Adds, Drops, and Withdrawals

(Replaces current SBCCD BP 5080)

Students may add or drop courses in accordance with the procedures recommended by the Chancellor.

References:

Title 5 Sections 55024 and 58004

Attachments:

- [BP 5075 Course Adds, Drops, and Withdrawals - Comments](#)
- [BP 5075 Course Adds, Drops, and Withdrawals - Legal Citations](#)

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AP 5075 Course Adds, Drops and Withdrawals

(Replaces current SBCCD AP 5080)

The District may allow students to add and drop courses pursuant to policy.

Adding Courses

- A. Students may add courses during the first two weeks for a full-term course, or the first 10% of a short term course, only with the instructor's permission, contingent upon:
 1. the course still having available space
 2. the instructor's judgment regarding pedagogical and safety issues
- B. After the add period concludes,
 1. students may add a course only with the instructor's permission and through a petition approved by the Director of Admissions & Records or designee.
 2. students not officially registered in a course shall not be permitted to attend that course.

Withdrawal/Military Withdrawal

A. Withdrawal Prior to Census (20% of instruction)

Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.

B. Withdrawal 20% - 60% of Instruction

Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the eleventh week (or 60% of the instructional time frame) shall have a "W" posted to the permanent record.

C. Withdrawal After 60% of Instruction

The permanent record of students who remain in class beyond the eleventh week of the term in a weekly census section (or 60% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than W.

D. Extenuating Circumstances

Students who withdraw from weekly census sections after the eleventh week of the term (or 60% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the W. Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, unforeseen job shift change, job assignment outside of the attendance area and extreme weather conditions.

E. **Military Withdrawal**

An MW (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The MW shall not be counted in progress probation and dismissal calculations.

Instructor Initiated Drops Prior to Census

- A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:
1. Been identified as a no show
 2. Students who are no longer attending the course

Instructors shall clear their rolls of inactive students no later than the day prior to census.

"Inactive students" include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

Course Repetition

The District will comply with Title 5 regulations regarding course repetition and withdrawals.

References:

Title 5 Sections 55024 and 58004

Attachments:

[AP 5075 Course Adds, Drops & Withdrawals-Comments](#)
[AP 5075 Course Adds, Drops & Withdrawals-Legal Citations](#)

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 Policy Area: Chapter 5 Student Services
 References:

BP 5420 Associated Students Finance

(Replaces current SBCCD BP 5420)

- ~~From current SBCCD BP 5420 titled Associated Students Finance~~

The Associated Students shall prepare an annual budget. The budget shall be prepared according to the procedures in the Associated Students constitution and under the supervision of the ~~Vice President of Student Services Chancellor~~ Chancellor or designee. The budget shall be approved by a vote of the Associated Student Senate.

Associated Student funds shall be deposited with and disbursed by the ~~Campus Business Office Chancellor~~ District Fiscal Services Department.

The funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

Revenues or expenditures of the Associated Students shall not be used for the District's operations.

Expenditure of funds shall be made according to the Associated Student budget and shall be approved by a vote of the Associated Student Senate. Funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- ~~the College President Chancellor~~ The Chancellor or designee;
- ~~the~~ The employee who is the designated advisor to the Associated Students; and
- ~~the Treasurer or President of the Associated Students~~ A representative of the student body organization.

The funds of the Associated Students shall be subject to an annual audit.

References:

Education Code Sections 76063-76065

Attachments:

[BP 5420 Associated Students Finance - Comments](#)
[BP 5420 Associated Students Finance - Legal Citations](#)
[BP5420 -OLD.pdf](#)



Origination:	11/2016
Last Approved:	N/A
Last Revised:	11/2016
Next Review:	6 years after approval
Owner:	Academic Senates Academic Senates:
Policy Area:	Chapter 5 Student Services
References:	Brand New - required

AP 5420 Associated Students Finance

NOTE: This procedure is **legally required** if the Board has established an associated students organization in accordance with Education Code Section 76060. Local practice may be inserted. The following is an example:

Associated Student funds are maintained in accordance with the following procedures:

- Associated Student ~~Organization~~ fund books, financial records and procedures are subject to annual audit.
- Reports of the annual audit of Associated Student funds are submitted to the ~~[designate authority]~~ Board of Trustees.
- Audit information, except that containing personnel or other confidential information, shall be released to the Associated Students by the ~~[designate authority]~~ District Fiscal Services Department.
- Associated Student funds shall be deposited with and disbursed by the District's ~~[designate authority]~~ Fiscal Services Department.

~~The funds shall be deposited, loaned or invested in [insert depository and/or investments, which must be one or more of the following ways authorized by law]:~~

~~Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305—16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.~~

~~Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.~~

~~Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.~~

~~Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.~~

~~Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.~~

~~Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.~~

~~Investment of money in permanent improvements to any community college District property including,~~

~~but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadium and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.~~

- The funds shall be deposited, loaned or invested in:
 - Deposits in trust accounts of the centralized State Treasury System pursuant to Government Code Sections 16305 - 16305.7 or in a bank or banks whose accounts are insured by the Federal Deposit Insurance Corporation.
 - Investment certificates or withdrawable shares in state-chartered savings and loan associations and savings accounts of federal savings and loan associations, if the associations are doing business in this state and have their accounts insured by the Federal Savings and Loan Insurance Corporation and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
 - Purchase of any of the securities authorized for investment by Government Code Section 16430 or investment by the Treasurer in those securities.
 - Participation in funds that are exempt from federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code and that are open exclusively to nonprofit colleges, universities, and independent schools.
 - Investment certificates or withdrawable shares in federal or state credit unions, if the credit unions are doing business in this state and have their accounts insured by the National Credit Union Administration and if any money so invested or deposited is invested or deposited in certificates, shares, or accounts fully covered by the insurance.
 - Loans, with or without interest, to any student body organization established in another community college of the District for a period not to exceed three years.
 - Investment of money in permanent improvements to any community college District property including, but not limited to, buildings, automobile parking facilities, gymnasiums, swimming pools, stadium and playing fields, where those facilities, or portions thereof, are used for conducting student extracurricular activities or student spectator sports, or when those improvements are for the benefit of the student body.

All funds shall be expended subject to such procedures as may be established by the Associated Students subject to the approval of each of the following three persons. Approval shall be obtained each time before any funds may be expended:

- ~~the~~The Chancellor or designee;
- ~~the~~The officer or employee of the District who is the designated advisor of the particular student body organization; and
- ~~a~~A representative of the student body organization.

References:

Education Code Sections 76063-76065

Attachments:

No Attachments

Approval Signatures

Step Description	Approver	Date
Academic Senates	Mark McConnell	pending



Origination: 06/2004
 Last Approved: N/A
 Last Revised: 03/2018
 Next Review: 6 years after approval
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References:

BP 7260 Classified Supervisors and Managers

(Replaces current SBCCD BP 7260)

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

~~Classified administrators may be employed by an appointment or contract of up to two years in duration. If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable educational administrators.~~

Classified administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor

Classified administrators shall be employed by an appointment or contract. Supervisors, Managers, Administrators, Directors, Vice Presidents, and Associate Vice Chancellors shall receive up to two (2) year contracts. Vice Chancellors shall receive up to three (3) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

References:

Education Code Section 72411;
 Government Code Section 3540.1 (c), (g), and (m)
 Government Code Section 3540.1(c)

Attachments:

BP 7260 Classified Supervisors and Managers-



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: 03/2018
 Owner: *Human Resources Human Resources*
 Policy Area: *Chapter 7 Human Resources*
 References:

AP 7260 Classified Supervisors, Managers and Administrators

(Replaces current SBCCD AP 7260)

Faculty work

As indicated in Ed Code Section 87003, faculty members shall not be management. Therefore, Classified Supervisors, Managers, and Administrators shall not take on duties that are the purview of faculty. As well, in accordance with the Educational Employment Relations Act (EERA), Sections 3540.1(b) and (i) defining what the "Certified Organization" consists of, Classified Supervisors, Managers, and Administrators are excluded from the faculty bargaining- unit and shall not take faculty bargaining- unit work.

The terms and conditions of employment for classified supervisors, managers and administrators shall be developed by the Chancellor and are addressed in the Management Handbook.

Reference:

- Education Code Section 72411
- Management Handbook 2018

Attachments:

- [AP 7260 Classified Supervisors and Managers - Comments](#)
- [AP 7260 Classified Supervisors and Managers - Legal Citations](#)
- [AP7260 -OLD.pdf](#)

No items found in history

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: May 10, 2018

SUBJECT: Consideration of Final Approval of Board Policies

RECOMMENDATION

It is recommended that the Board of Trustees approve the Board Policies. The Board approved first reading on April 12, 2018. Administrative Procedures are submitted for information and review for consistency with Board policies.

- BP & AP 2435 Evaluation of the Chancellor
- BP & AP 2610 Presentation of Initial Collective Bargaining
- AP 2712 Conflict of Interest Code (no BP)
- BP 2717 Personal Use of Public Resources (no AP)
- BP 2720 Communications Among Board Members (no AP)
- BP & AP 2735 Board Member Travel
- BP & AP 4010 - Academic Calendar
- BP & AP 4070 - Course Auditing and Auditing Fees
- BP & AP 4101 - Independent Study
- BP & AP 4102 - Career and Technical Education Programs
- AP 4227 – Repeatable Courses (no BP)
- AP 4228 - Course Repetition - Significant Lapse of Time (no BP)
- AP 4229 - Course Repetition - Variable Units (No BP)
- BP & AP 5020 Nonresident Tuition
- BP & AP 5040 - Student Records, Directory Information, and Privacy
- BP & AP 7250 Educational Administrators

ANALYSIS

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

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

ANALYSIS

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

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

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.



Origination: 05/2013
Last Approved: N/A
Last Revised: 01/2017
Next Review: 5 years, 12 months after approval
Owner: BOT Board of Trustees:
Policy Area: Chapter 2 Board of Trustees
References:

BP 2435 Evaluation of the Chancellor

(Replaces current SBCCD BP 2175)

The Board of Trustees shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor.

The criteria for evaluation shall be based on Board policy, the Chancellor job description, and performance goals and objectives developed in accordance with BP 2430 titled Delegation of Authority to the Chancellor.

Reference:

ACCJC Accreditation Standard IV.C.3 (formerly IV.B.1)

Attachments:

- [BP 2435 Evaluation of the Chancellor - Comments](#)
- [BP 2435 Evaluation of the Chancellor - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

AP 2435 Evaluation of the Chancellor

(Replaces current SBCCD AP 2175)

A. Frequency of Evaluation

The Chancellor will be evaluated at least annually in accordance with BP 2435 titled Evaluation of the Chancellor.

B. Evaluation Committee

By October 1, each year, the Board and the Chancellor will meet and mutually agree upon the formation of a Board Evaluation Committee.

The Board of Trustees Evaluation Committee and/or consultant agreed upon by the Board will seek written feedback from every manager, academic and classified senate presidents, CTA and CSEA presidents, and community representatives as agreed upon by the Chancellor and the Board.

Additionally, written feedback will be requested from ~~a random sample of 40% of the faculty and classified staff who are not members of their unit senates~~ all permanent employees.

A minimum of three (3) weeks will be given to return the written feedback to the person designated by the Board.

The form(s) will be formulated by the Board of Trustees Evaluation Committee and will be approved by the Board.

Each member of the Board will complete an evaluation of the Chancellor using a form agreed upon by the Board.

A consolidated evaluation summary will be prepared by the Board of Trustees Evaluation Committee and/or consultant within six (6) weeks of the start of the evaluation process.

The Board shall have 60 days to give the Chancellor the official evaluation. The evaluation shall be signed by all members of the Board. The Chancellor shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. This response may offer clarification, additional information, or a rebuttal. There will be only three copies of a completed evaluation. One copy will remain in the possession of the Chancellor one copy will remain with the Board's attorney, and the original will become a part of the official file in the Human Resources Office.

As part of the evaluation meeting, the Board and the Chancellor will set new short- and long-term goals and objectives.



Origination: 01/2001
Last Approved: N/A
Last Revised: 03/2018
Next Review: 5 years, 12 months after approval
Owner: BOT Board of Trustees:
Policy Area: Chapter 2 Board of Trustees
References:

BP 2610 Presentation of Initial Collective Bargaining Proposals

(Replaces current SBCCD BP 2210)

The Chancellor is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the timelines prescribed by the rules and regulations of the California Public Employment Relations Board.

Purpose -

It shall be the intent of the Board of Trustees to present all initial proposals of the exclusive representatives and of public school employers, which relate to matters within the scope of representation, to the public so that it is aware of the positions of its elected representatives and can express its opinion.

Rights Guaranteed to the Public:

1. All initial and ratified proposals of exclusive representatives and initial proposals of community college employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the employer with a public hearing, and thereafter, shall be public records.
2. A reasonable amount of time must elapse to enable the public to become informed and express itself regarding the proposal at a public meeting of the employer. For the public's benefit, such proposals shall be presented at a "first" and "second" reading prior to initiating the negotiations process.
3. Meeting and negotiating with respect to the proposal may then take place.
4. The public school employer shall adopt its initial proposal at a meeting, which is open to the public, and following the guidelines established in 1 and 2 above.
5. New subjects of meeting and negotiating arising after the presentation of initial proposals shall be made public within ~~seventy~~twenty-two~~four~~ (7224) hours.
6. If a vote is taken on such subject by the employer, the vote by each member voting shall also be made public within ~~seventy~~twenty-two~~four~~ (7224) hours.



Origination:	03/2015
Last Approved:	01/2018
Last Revised:	01/2018
Next Review:	01/2024
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

AP 2610 Presentation of Initial Collective Bargaining Proposals

Prior to commencing negotiations with an exclusive representative of District employees, the Chancellor and the District's Chief Negotiating Officer shall meet with the Board of Trustees to address the following:

1. The full scope of the negotiation process including details regarding issues raised by employee groups and
2. A long term fiscal analysis illustrating the overall impact on the District's budget including employee step and column costs as well as health and welfare benefit increases.

Prior to the "sun shining" of an agreement with an employee group, the Chancellor and the District's Chief Negotiating Officer shall receive input and recommendations from the Board.

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board at a public meeting.
- The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's policies regarding speakers.
- After the public has an opportunity to respond to an initial proposal presented by the District, the Board shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.
- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within 24 hours after their presentation in negotiations.
- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.
- When the District and the exclusive representative agree to amend an executed collective bargaining

agreement in accordance with the agreement, the following procedure shall be followed:

- The amendment shall appear on the agenda as a notice item, for action at a subsequent Board meeting.
- The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.

Procedures for Negotiations:

1. An exclusive representative shall present its initial proposal for collective bargaining at a public meeting of the Board of Trustees. This procedure covers all initial proposals including those pursuant to limited re-openers in current agreements. An exclusive representative shall notify the District sufficiently in advance of the presentation of an initial proposal so that the presentation can be indicated as an information item on the agenda for the public meeting.
2. If an exclusive representative should fail to notify the District sufficiently in advance so that it can be noted on the agenda, the District shall notify the public through regular channels of communication that it is anticipating receipt of the initial proposal. The initial proposal shall then be indicated as an information item on the agenda for the next public meeting.
3. Immediately after receipt of an initial proposal from an exclusive representative, the District shall notify the public through regular channels of communication that it has received the initial proposal and that copies are available for inspection at the District Office.
4. An exclusive representative shall present no less than ten copies of its initial proposal for public inspection and use. If an exclusive representative should fail to supply ten copies, the District shall prepare an adequate number of copies for public inspection and use. The District may charge the exclusive representative for the reasonable cost of duplication of the proposal.
5. At a public meeting of the Board of Trustees, the public shall be given a reasonable opportunity to comment on an initial proposal from an exclusive representative in a public hearing. This public meeting shall be at least seven days and no more than thirty days after the public meeting in which the initial proposal has been indicated on the agenda.
6. Collective bargaining shall not begin on an initial proposal from an exclusive representative unless the procedures herein have been followed.
7. The District shall present an initial proposal from the Board of Trustees at a public meeting of the Board of Trustees no later than thirty (30) days after presentation of the initial proposal from an exclusive representative. This procedure covers all initial proposals including those pursuant to limited re-openers in current agreements. Every effort shall be made to coordinate the initial openers of the employer with the initial openers of the exclusive representative. The presentation shall first be presented as an information item on the agenda for the public meeting. The second reading shall be held as a public hearing and the Board shall adopt its initial proposal.
8. The District shall notify the public through regular channels of communication that the Board of Trustees will take action on its initial proposal and that copies of the proposal are available for inspection at the District Office.
9. The District shall make available no less than ten copies of the proposal for public inspection and use.
10. At a public meeting of the Board of Trustees the public shall be given a reasonable opportunity to comment on the proposal.
11. Collective bargaining shall not begin on an initial proposal from the Board of Trustees unless the

procedures herein have been followed.

12. New matters arising after the presentation of initial proposals shall be made public by the District within twenty-four (24) hours through regular channels of communication. If a vote is taken on such matters by the Board of Trustees, the vote thereon by each member voting shall also be made public within twenty-four (24) hours through regular channels of communication.
13. In emergencies the District may change any time requirements herein to a requirement of not less than twenty-four (24) hours.
14. Upon ratification of the tentative agreements on the initial proposals by the exclusive representatives, the Board of Trustees shall receive and ratify the amended agreement. The Management Team shall present the amendments to the agreement along with any costs associated with this amendment.
15. The Board of Trustees shall conduct a public hearing on the ratification to provide the public an opportunity to comment on the amendments and their related costs. The public shall be provided a minimum of seventy two (72) hours to review the amendments to the agreement prior to any ratification by the Board of Trustees.
16. Any individual who is a resident of the District, parent or guardian of a student in the District, or an adult student in the District may file a complaint with the Chancellor that the District or an exclusive representative has failed to comply with these procedures. Such complaint shall be filed no later than thirty (30) days subsequent to the date when conduct alleged to be a violation was known or reasonably could have been discovered. The Board of Trustees shall investigate the alleged complaint and present its findings or action to the public.

Reference:

Government Code Section 3547

Attachments:

[AP 2610 Presentation of Initial Collective Bargaining Proposal - Comments](#)
[AP 2610 Presentation of Initial Collective Bargaining Proposal - Legal Citations](#)



Origination: 03/2013
Last Approved: 11/2017
Last Revised: 11/2017
Next Review: 11/2023
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References: *Legally Advised*

AP 2712 Conflict of Interest Code

(Replaces current SBCCD AP 2260)

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the San Bernardino Community College District (District).

Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the District.

APPENDIX A**DESIGNATED POSITIONS**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Trustees	1, 2
Chancellor	1, 2
President, CHC	2
President, SBVC	2
General Manager, KVCR TV/FM	2
Vice Chancellor, Business and Fiscal Services	1, 2
Vice Chancellor, Human Resources	2
Vice President of Instruction	2
Vice President of Student Services	2
Vice President of Administrative Services	2
Business Manager	1, 2
General Counsel	1, 2
Associate Vice Chancellor, TESS	2
Associate Vice Chancellor, EDCT	2
Director, Facilities Planning & Construction	1
Director, Human Resources Ad	2
Director, Fiscal Services	2
Director of Technology Services	2
Director, Campus Technology Services	2
Director, Alternative Text Production	2
Director, Administrative Application Systems	2
Director, Grant Development & Management	2
Director, DSP&S	2
Police Chief	3
Deans	2
Associate Deans	2
Cafeteria/Snack Bar Manager	3
Director, Bookstore	3
Director of Maintenance & Operations	3
Consultants/New Positions	*

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:

The Chancellor may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

The following positions are NOT covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- **Retirement Board Authority**
- **Investment Advisors**

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

APPENDIX B

DISCLOSURE CATEGORIES

Category 1. Designated positions assigned to this category must report:

- A. Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the potential site.
- B. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

Category 2. Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the District.

Category 3. Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position’s department.

References:

Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503; Title 2 Section 18730

Any changes to this AP requires approval of the FPPC prior to board approval.

Attachments:

- [AP 2712 Conflict of Interest Code - Comments](#)
- [AP 2712 Conflict of Interest Code - Legal Citations](#)
- [FPPC Approval of AP 2712 Conflict of Interest Code.pdf](#)
- [SBCCD - Overview for Legal Update 31 Final Version.docx](#)



Origination: 04/2015
Last Approved: N/A
Last Revised: 04/2015
Next Review: 5 years, 12 months after approval
Owner: BOT Board of Trustees:
Policy Area: Chapter 2 Board of Trustees
References:

BP 2717 Personal Use of Public Resources

No member of the Board of Trustees shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Also see AP 7371 titled Personal Use of Public Resources

References:

Government Code Section 8314;
 Penal Code Section 424

Attachments:

- [BP 2717 Personal Use of Public Resources - Comments](#)
- [BP 2717 Personal Use of Public Resources - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

BP 2720 Communications Among Board Members

(Replaces current SBCCD BP 2030)

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no ~~other person~~ Board member shall make serial communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board of Trustees.

Reference:

Government Code Section 54952.2

Attachments:

[BP 2720 Communications Among Board Members - Comments](#)
[BP 2720 Communications Among Board Members - Legal Citations](#)



Origination: 01/2001
Last Approved: 11/2017
Last Revised: 11/2017
Next Review: 11/2023
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References: *Legally Required*

BP 2735 Board Member Travel

(Replaces current SBCCD BP 2250)

Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Board member travel requests shall be made in accordance with the District's travel request and approval processes.

Also see BP/AP 7400 titled Travel

Reference:

Education Code Section 72423; Government Code Section 11139.8.

Attachments:

- [BP 2735 Board Member Travel - Comments](#)
- [BP 2735 Board Member Travel - Legal Citations](#)
- [BP 7400 Travel.docx](#)
- [Overview for Legal Update 31 Final Version.docx](#)



Origination:	01/2008
Last Approved:	N/A
Last Revised:	03/2018
Next Review:	5 years, 12 months after approval
Owner:	BOT Board of Trustees:
Policy Area:	Chapter 2 Board of Trustees
References:	Good Practice/Optional

AP 2735 Board Member Travel

(Replaces current SBCCD AP 2250)

A. Definition

Travel includes attendance at workshops, seminars, conventions, or other meetings of interest to the District.

B. Approval

Any travel, which involves reimbursable expenses in excess of \$1,000, and all travel outside of California shall be approved by the Board prior to the onset of the travel. The Board President or other Board member as designated must approve travel within the state with reimbursable expenses less than \$1,000. The Board President or designee shall sign all travel requests. The Board must ratify any exception.

C. Travel for Student Trustees

Student Trustees are encouraged to attend conferences locally and nationally. Conferences are limited to those with specific components for Student Trustees.

D. General Reimbursement

Board members shall be reimbursed for actual and necessary expenses incurred in attending meetings and conferences, and while performing services approved by or directed by the Board. The allocation for Board travel will be determined during the budget planning process and will be approved in the annual budget.

E. Meals and Incidentals

Maximum reimbursement shall be based upon flat-rate daily per diem rates for the Los Angeles-Orange County area as established by the U.S. General Services Administration (www.gsa.gov/perdiem). The applicable GSA daily per diem rates shall apply for full days of travel. For first and last days of travel, 75% of the applicable GSA daily per diem rates will apply. The rates shall be updated in accordance with GSA per diem adjustments, which normally occur annually. Reimbursement shall be based upon actual and necessary meal costs, including tax and gratuity. A maximum acceptable gratuity is 20% of allowable meal expenses and taxes. Itemized receipts are required.

F. Lodging

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.

G. Transportation

Private or other mode of transportation shall not exceed the lowest of air transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge and road tolls, or parking charges incurred while on

approved travel may be claimed for reimbursement when properly itemized on claim forms.

H. Registration

Registration fees are authorized.

I. Conference Fees

Conference fees for specific events shall be reimbursed, except cost of conference sponsored or unsponsored activities, which are essentially entertainment, or non business shall not be reimbursed.

J. Travel Claims

1. Whenever travel is properly authorized and costs are incurred, a claim may be filed using a standard Purchase Requisition and Travel Claim Form, which shows in detail all expenditures, incurred. Invoices or proof of payment (receipts) shall be attached to the claim for all expenditures except mileage.
2. The claimant shall certify by signature that all amounts claimed were actual and necessary. The Chancellor, or his/her designee, shall be required to review and approve each travel claim. Claims shall be filed within thirty (30) days after return from travel.

K. Travel Advances

1. A travel advance must be requested on the Travel Claim Form and requires approval by the Chancellor or his/her designee. A travel advance shall not exceed 80% of the anticipated expense unless conference literature, travel reservations, and hotel brochures are submitted which indicate actual cost, in which case a request for 100% will be considered.
2. All advances must be followed by a resubmission of the Travel Claim Form within thirty (30) days after completion of travel whether or not the claim exceeds the advance. An advance made shall be deducted from the subsequent travel claim. If an advance exceeds actual cost, the claimant shall reimburse the District for the excess amount within the thirty (30) days prescribed above.

L. Porterage

Reasonable portorage or baggage handling costs is allowed.

M. Out-of-State Travel

All out-of-state travel shall receive prior authorization by the Board. The request shall be accompanied by a complete explanation of the college business purpose to be served.

Reference:

Education Code Section 72423; Government Code Section 11139.8

Attachments:

[AP 2735 Board Member Travel - Comments](#)
[AP 2735 Board Member Travel - Legal Citations](#)
[AP 7400 Travel.docx](#)
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



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 Owner: Academic Senates Academic Senates:
 Policy Area: Chapter 4 Academic Affairs
 References:

BP 4010 Academic Calendar

(Replaces current SBCCD BP 4010)

~~**NOTE:** Current SBCCD BP 4010 is consistent with the legally required language recommended by the Policy and Procedure Service.~~

- ~~• From current SBCCD BP 4010 titled Academic Calendar~~

The Chancellor shall, in consultation with the appropriate groups, develop an annual academic calendar.

Reference:

Education Code Section 70902(b)(12)

Attachments:

- [BP 4010 Academic Calendar - Comments](#)
- [BP 4010 Academic Calendar - Legal Citations](#)
- [BP4010 -OLD.pdf](#)



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Policy Area:	<i>Chapter 4 Academic Affairs</i>
References:	

AP 4010 Academic Calendar

(Replaces current SBCCD BP 4010)

The [traditional](#) academic calendar is composed of at least 170 scheduled days of instruction and evaluation. Mandated holidays are determined by the State Chancellor's Office. The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists.

A District-wide committee meets to coordinate the academic calendar for the District. The deliberations from this committee will be reported to District Assembly where a recommendation will be made to the Chancellor for Board Action on any calendar

Holidays, which include:

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (Third Monday in January)
- Lincoln Day (February 12 or see Note below)
- Washington Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veterans Day (November 11 ~~or see Note below~~)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25)

Cesar Chavez Day and Native American Day are local options if collectively bargained (Education Code Sections 79020(k) and 79020(l))

[Lincoln Day is selected from the dates provided by the State Chancellor's Office.](#)

Other Holidays – The Board of Trustees may declare other days to be holidays and close the colleges and offices when good reason exists. (These holidays traditionally have been New Year's Eve day, the day after Thanksgiving, and Christmas Eve day.)

References:

Education Code Section 79020;
Title 5 Sections 55700 et seq. and Section 58142

Attachments:

[AP 4010 Academic Calendar - Comments](#)
[AP 4010 Academic Calendar - Legal Citations](#)
[AP4010 -OLD.pdf](#)



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References:

BP 4070 Course Auditing and Auditing Fees

(Replaces current SBCCD BP 4070)

The District will provide students, who have been admitted to either college with opportunities to audit specific credit courses, with the permission of the instructor.

The fee for auditing courses shall be set per relevant education code 76370 and Title V. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his/her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

Reference:

Education Code Section 76370

Attachments:

- [BP 4070 Course Auditing and Auditing Fees - Comments](#)
- [BP 4070 Course Auditing and Auditing Fees - Legal Citations](#)



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References:	

AP 4070 Course Auditing and Auditing Fees

Application/Enrollment

- Students who have been admitted to one of the colleges in the District are eligible to apply to audit courses at the college to which they have been admitted.
- Students must meet all course prerequisites. It is the responsibility of the student to provide the instructor with documentation that the prerequisite(s) has been satisfied.
- Auditing enrollment is permitted only on a space available basis.
- A student may enroll in a course for audit only if he/she has not enrolled in that course for credit during the same semester.

Process

- Students shall complete an audit application.
- Any instructor may refuse auditing without explanation.
- Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.
- Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit.

Fees

- The fee for auditing will be assessed as determined by the current approved fee under the Education Code. A student enrolled for credit in ten (10) or more semester credit units will not be charged a fee to audit three (3) or fewer units per semester.
- Students must also pay all mandatory fees.
- Audited classes do not count toward units for financial aid, veteran's benefits, full time student status, or any other purpose.
- No refund will be permitted after enrollment per BP/AP 5033.
- Classroom attendance of students auditing a course shall not be included in computing the apportionment due to the District.

Attendance and Participation

- a. The instructor will determine classroom policies for students who audit: including attendance, participation, assignments, and the evaluation of course work. ~~However, students must also pay other required fees.~~

Reference:

Education Code Section 76370

Attachments:

[AP 4070 Course Auditing and Auditing Fees-Comments](#)

[AP 4070 Course Auditing and Auditing Fees-Legal Citations](#)



Origination: 05/2004
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 References:

BP 4101 Independent Study

(Replaces current SBCCD BP 4102)

- ~~From current SBCCD BP 4102 titled Independent Study~~

The District will allow students to pursue independent study under regulations provided by Title 5.

References:

Title 5 Sections 55230 et seq.

Attachments:

[BP 4101 Independent Study - Comments](#)
[BP 4101 Independent Study - Legal Citations](#)
[BP4101-OLD.pdf](#)



Origination:	02/2009
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Policy Area:	Chapter 4 Academic Affairs
References:	

AP 4101 Independent Study

(Replaces current SBCCD AP 4102)

~~NOTE:~~ ~~This procedure is Local practice may be inserted but must include the following:~~

- ~~• Procedures for approval of independent study programs~~
- ~~• Academic standards for independent study that are the same as those applied to other credit courses or noncredit courses.~~
- ~~• Procedures for evaluation of student progress~~
- ~~• Access to the instructor at least equivalent to that commonly available to students in courses conducted by other instructional methods~~
- ~~• From current SBCCD AP 4102 titled Independent Study~~

~~Independent study allows students to pursue projects under faculty advisement and supervision. The projects may be directed field experience, research, or development of skills and competencies. Credit for Independent study may be earned in any discipline.~~

- Independent study allows students to pursue projects under faculty advisement and supervision. The projects may be directed field experience, research, or development of skills and competencies. Credit for Independent study may be earned in any discipline.

Independent study projects require a minimum of 48 hours of directed work per unit of credit. The student must show evidence of competence in the academic major and the area in which independent study is proposed. The proposed project must be approved by the supervising instructor with notification to the Vice-President of Instruction.

Independent study is offered for a letter grade and/or on a pass/no pass basis and may be repeated for credit for a maximum of three units.

The instructor assigned to an Independent study course shall:

- A. Be qualified to provide service in that capacity during the period in which that service is rendered;
- B. Be responsible for the supervision, control, and evaluation of the course and the enrolled students;
- C. Provide orientation, guidance, and information regarding course content materials and services for each student as soon as possible subsequent to the student's official enrollment by the college; and
- D. Provide each student with the instructor's consultation schedule for the semester, quarter, or other prescribed term of the course. This schedule is to be included in the written record of student progress.



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Policy Area: *Chapter 4 Academic Affairs*
References:

BP 4102 Career and Technical Education Programs

(Replaces current SBCCD BP 4104)

The District's ~~occupational/vocational~~ career and technical programs will follow Title 5 guidelines for such programs.

References:

Title 5 Sections 55600 et seq.

Attachments:

[BP 4102 Career and Technical Education Programs - Comments](#)
[BP 4102 Career and Technical Education Programs - Legal Citations](#)
[BP4102-OLD.pdf](#)



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References:	

AP 4102 Career and Technical Education Programs

(Replaces current SBCCD AP 4104)

Each career/technical program in the District shall appoint career/technical education advisory committees to develop recommendations for the career/technical education programs and to serve as a liaison between the District and its business/industry community partners.

Each career/technical program shall develop appropriate entrance requirements and discipline- specific competencies that students should master by the time they complete the program. The documentation of these competencies may be demonstrated by program-determined measures, local public agency examinations, national program examinations, success at transfer institutions, and/or employer surveys.

- ~~Written procedures mandated by The Federal Education Department General Administrative Regulations 2nd Edition.~~

Written procedures mandated by The Federal Education Department General Administrative Regulations 2nd Edition

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President of Instruction will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Vice President of Instruction shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

References:

Title 5, Sections 55600 et seq.

2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition);

34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); 34 C.F.R. Part 600.



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References:	Legally Required

AP 4227 Repeatable Courses

(Replaces current SBCCD AP 4227)

- ~~From current SBCCD AP 4227 titled Course Repetition Absent Substandard Academic Work~~

~~Only the following types of courses may be designated as repeatable:~~ Only the following types of courses may be designated as repeatable:

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

~~The District must identify and designate such repeatable courses in its catalog.~~ The District must identify and designate such repeatable courses in its catalog.

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

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times.

Students ~~are allowed~~ may petition to repeat a course ~~without petition when~~ as a result of a significant change in industry or licensure standards such that repetition of the course is necessary ~~to enable that for the student to meet a legally mandated training requirement as a condition of volunteer or~~ continued paid's employment or licensure. Students can repeat such courses any number of times, ~~even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.~~

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

defined as courses where ~~if~~the content differs each time the course is offered that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Activity courses are defined as courses where the content differs each time the course is offered, but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, art, theater, and dance. ~~Absent substandard academic work courses may not be repeated for more than three semesters or five quarters including summers and intersessions.~~

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5, Section 56029. ~~The District may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.~~

~~Students are allowed to~~A student may repeat a cooperative work experience course ~~if a college only offers one course in~~ program any number of times as long as they do not exceed the limit on the number of units of cooperative work experience ~~in a given field and that course is not offered as a variable unit open entry/ open exit course.~~ Where only one work experience course is offered ~~subject to the above conditions,~~ students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a); however, the grade received by the student each time will be included in calculations of the student's grade point average.

~~The District shall develop and implement a mechanism to allow it to properly monitor course repetition.~~The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

References:

Title 5 Sections ~~55040, 55040,~~ 55041, ~~55042,~~ 55253, ~~and~~and 56029

Attachments:

[AP 4227 Repeatable Courses - Comments](#)
[AP 4227 Repeatable Courses - Legal Citations](#)
[AP4227 -OLD.pdf](#)
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



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References: Legally Advised

AP 4228 Course Repetition - Significant Lapse of Time

Students may be permitted or required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time, of no less than 36 months, since the grade was obtained and:

- The District has ~~defined "significant lapse of time" or has~~ established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an ~~activity~~active participatory experience course in physical education, or visual or performing arts, or that is related in content due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

Reference:

Title 5 Section 55043

Attachments:

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



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References: Legally Advised

AP 4229 Course Repetition - Variable Units

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated; or
- Repetition of the course is justified by extenuating circumstances; or
- The student wishes to repeat the course to alleviate substandard work.

~~Whenever a student enrolls in a physical education activity course offered for open entry/open exit, the enrollment will count as a repetition of the course.~~

A student may not enroll in a variable unit open-entry/open exit active participatory course in physical education, visual arts, or performing arts more than one time.

Reference:

Title 5 Section 55044

Attachments:

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



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References:	

BP 5020 Nonresident Tuition

(Replaces current SBCCD BP 5020)

• ~~From current SBCCD BP 5020 titled Non-Resident Tuition~~

Nonresident students shall be charged nonresident tuition for all units enrolled, ~~unless specifically required otherwise by law~~, unless specifically required otherwise by law.

Not later than February 1 of each year, the Chancellor shall bring to the Board ~~of Trustees~~ of Trustees for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor is responsible for establishing procedures regarding collection, waiver, and refunds of nonresident tuition.

~~**NOTE:** The following is optional for those districts that enact a capital outlay component to nonresident tuition as permitted by Education Code Section 76141.~~

~~The Chancellor is authorized to implement a fee of [\$ _____] to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.~~ The Chancellor is authorized to implement a capital outlay fee, in an amount established by the board to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

~~Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship.~~ Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship.

~~Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families~~

~~Program, Supplemental Income/State Supplementary benefits, or general assistance.~~ Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

~~Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.~~ Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.

References:

Education Code Sections 68050, 68051, 68052, 68130, ~~68130.5, and 76141;~~
~~Title 5 Section 54045.5,~~ 68130.5, and 76141;
Title 5 Section 54045.5

Attachments:

BP 5020 Nonresident Tuition - Comments
BP 5020 Nonresident Tuition - Legal Citations
BP5020 -OLD.pdf



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Policy Area:	Chapter 5 Student Services
References:	

AP 5020 Nonresident Tuition

(Replaces current SBCCD AP 5020)

A. Status Defined

Students who do not establish residence in this State for more than one year immediately preceding the residence determination date prescribed below are classified as "nonresident students." "International students" are students who are citizens and residents of a foreign country.

B. Authority to Determine Residence

The College President or designee shall make the determination of residence status. The Office of County Counsel shall act as the reviewing authority if differences arise.

C. Resident Determination Date

The "resident determination date" is the day preceding the first day of instruction of the semester or term during which the student proposes to enroll.

D. Residency Reclassification –

In order to establish residency, it is necessary that there be a union of act and intent. To establish residency, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

1. A student seeking reclassification as a resident, who was classified as a non- resident in the preceding term, shall be determined financially independent or dependent in accordance with Ed Code 68044.
2. One-Year Waiting Period – The one year residence period which a student must meet to be classified as a resident does not begin until the student is both present in California and has manifested a clear intent, as delineated on the College's approved residency determination form, to become a California resident.
3. Reestablished Residence – If a student or the parents of a minor student relinquish California residence after moving from the state, one full year of physical presence, coupled with one full year of demonstrated intent to be a California resident, is required to reestablish residence for tuition purposes, except as provide in Ed Code section 68070.
4. Physical Presence – A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student. Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence.

5. Intent – Intent to make California the home for other than a temporary purpose may be manifested in many ways. No one factor is controlling. Objective manifestations of intent to establish California residence include but are not limited to (1) ownership of residential property or continuous occupancy of rented Property in California, (2) registering to vote and voting in California, (3) licensing from California for professional practice, (4) active membership in service or social clubs, (5) presence of spouse, children or other close relative in the state, (6) showing California as home address on federal income tax form, (7) payment of California state income tax as resident, (8) possessing California motor vehicle license plates, (9) possessing a California driver's license, (10) maintaining permanent military address or home of record in California while in armed forces.

E. Tuition

The Board shall determine the nonresident tuition fee prior to February 1 each year. Fees are due and payable ~~prior to~~upon completion of [the course registration process](#).

F. Admission Errors

Nonresident students subject to payment of nonresident fees, who have been admitted to a class in error without payment of tuition, shall be excluded from attendance until fees have been paid.

G. Falsification of Residence

Nonresident students, who have been admitted to a class without the payment of the nonresident fees based on the submission of incomplete or falsified information either by or for them, are subject to immediate exclusion.

H. Exemptions, including:

1. Students who are concurrently enrolled in K-12 classes are exempt from nonresident tuition.
2. Students who are members of the military services are exempt from nonresident tuition for one year after their date of assignment in California. After that period, they must take steps to establish residency or pay the nonresident tuition.
3. "Covered individuals" who meet the eligibility criteria as defined in VACA are exempt from nonresident tuition.

Veterans Access, Choice, and Accountability Act (VACA H.R. 3230)

In August 2014, President Obama signed the Veterans Access, Choice, and Accountability Act of 2014 ("VACA Act"), into law (Public Law No.: 113-146). Section 702 of the VACA Act (38 U.S.C. 3679(c)) requires the U.S. Department of Veterans Affairs (VA) to disapprove programs of education under the Montgomery GI Bill-Active Duty (MGIB-AD) and Post-9/11 GI Bill education benefit programs (Chapters 30 or 33, respectively, of Title 38, U.S. Code) at institutions of higher learning if the school charges qualifying veterans and dependents ("covered individuals") tuition and fees in excess of the in-state rate for resident students for terms beginning after July 1, 2015. A "covered individual" is defined in the VACA Act as:

- a. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- b. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
- c. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry

Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

- d. ~~After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.~~
- ~~▪ Any students, other than non-immigrant aliens under 8 U.S. Code Section 1401(a)(15), who meet the following requirements:~~
 - ~~▪ either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;~~
 - ~~▪ graduation from a California high school or attainment of the equivalent thereof;~~
 - ~~▪ registration or enrollment in a course offered for any term commencing on or after January 1, 2002;~~
 - ~~▪ completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and~~
 - ~~▪ in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.~~
 - ~~▪ Any students who meet the following requirements:~~
 - ~~▪ demonstrates financial need;~~
 - ~~▪ has a parent who has been deported or was permitted to depart voluntarily;~~
 - ~~▪ moved abroad as a result of that deportation or voluntary departure;~~
 - ~~▪ lived in California immediately before moving abroad;~~
 - ~~▪ attended a public or private secondary school in the state for three or more years; and~~
 - ~~▪ Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.~~
 - ~~▪ Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1401(a)(15)(T)(i) or (ii), or section 1401(a)(15)U(i) or (ii), respectively, who meet the following requirements:~~
 - ~~▪ high school attendance in California for three or more years;~~
 - ~~▪ graduation from a California high school or attainment of the equivalent thereof;~~

- ~~registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and~~
- ~~completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.~~
- ~~A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term.~~
- ~~A requirement that the nonresident tuition fee be set not later than February 1 of each year~~
- ~~A requirement that the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual~~
- ~~Exemptions, if any, due to reciprocity with bordering states~~
- ~~Processing fees, if any, for international students~~
- ~~A requirement that the calculation include the expense of education in the preceding fiscal year~~
- ~~A requirement that the calculation reflect fees in contiguous Districts~~
- ~~A requirement that the calculation provide for students enrolled in more or less than 15 units per term~~

After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.

4. Any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - a. either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
 - b. graduation from a California high school or attainment of the equivalent thereof;
 - c. registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - d. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - e. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
 - f. Any students who meet the following requirements:
 - i. demonstrates financial need;
 - ii. has a parent who has been deported or was permitted to depart voluntarily;

- iii. moved abroad as a result of that deportation or voluntary departure;
 - iv. lived in California immediately before moving abroad;
 - v. attended a public or private secondary school in the state for three or more years; and
 - vi. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
- g. Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:
- i. high school attendance in California for three or more years;
 - ii. graduation from a California high school or attainment of the equivalent thereof;
 - iii. registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and
 - iv. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.
- h. A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term.
- i. A requirement that the nonresident tuition fee be set not later than February 1 of each year
- j. A requirement that the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual
- k. Exemptions, if any, due to reciprocity with bordering states
- l. Processing fees, if any, for international students
- m. A requirement that the calculation include the expense of education in the preceding fiscal year
- n. A requirement that the calculation reflect fees in contiguous Districts
- o. A requirement that the calculation provide for students enrolled in more or less than 15 units per term

I. Refunds

Refunds are subject to conditions set forth in the Refund Policy.

References:

Education Code Sections 68130.5 and 76140 et seq. ;
Title 5 Section 54045.5

Attachments:

[AP 5020 Nonresident Tuition- Comments](#)
[AP 5020 Nonresident Tuition- Legal Citations](#)



Origination:	04/2009
Last Approved:	N/A
Last Revised:	03/2018
Next Review:	5 years, 12 months after approval
Owner:	Academic Senates Academic Senates:
Policy Area:	Chapter 5 Student Services
References:	

BP 5040 Student Records, Directory Information, and Privacy

(Replaces current SBCCD BP 5040 and BP 5045)

• ~~From current SBCCD BP 5040 titled Student Records Directory Information, and Privacy~~

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right to review any and all student records relating to him/ or her maintained by the ~~District~~District.

No District ~~employee representative~~representative shall release the contents of a student record including directory information to any member of the public without the prior written consent of the student, other than information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, ~~including the definition of directory information contained here, and that they may limit the information,~~ including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- ~~Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.~~
- ~~Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.~~

NOTE: ~~This is an extremely limited definition of "directory information." Both state and federal laws permit the Board of Trustees to adopt a definition of "directory information" that includes any of the following: name, address, telephone number, date and place of birth, major field of study, student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members, degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition, dates of attendance, and the most recent public or private school attended by the student. Such an expansive definition of "directory information" is no longer recommended out of concern for both the family privacy and the safety of students. Applicable law does not give the District discretion to use a~~

~~more expansive definition of directory information on a selective basis, e.g., in order to make such data available to potential vendors.~~

~~**NOTE:** The following language in current SBCCD BP 5045 is shown as struck below due to the prescriptive detail contained therein. The Policy and Procedure Service includes this exact language in its template for AP 5045 titled Student Records: Challenging Content and Access Log. The language in current SBCCD BP 5045 will be reflected in new AP 5045.~~

~~• **From current SBCCD BP 5045 titled Student Records: Challenging Content and Access Log**~~

~~Any student may file a written request with one of the respective deans in Student Services to correct or remove information recorded in his or her student records that the student alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference; (3) a conclusion or inference outside of the observer's area of competence; or (4) not based on the personal observation of a named person with the time and place of the observation noted.~~

Directory information as required by law is included in the College Catalog which is updated and posted to the college website annually.

References:

Education Code Sections 76200, et seq.;
Title 5, Sections 54600, et seq.

~~20 U.S. Code Section 1232g(j);~~

~~ACCJC Accreditation Standard II.C.8~~ 20 U.S. Code Section 1232g(j);

ACCJC Accreditation Standard II.C.8

Attachments:

BP 5040 Student Records, Directory Information, and Privacy - Comments
BP 5040 Student Records, Directory Information, and Privacy - Legal Citations
BP5040 -OLD.pdf



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates:
Policy Area:	Chapter 5 Student Services
References:	Legally Required

AP 5040 Student Records, Directory Information, and Privacy

(Replaces current SBCCD AP 5040)

STUDENT RECORDS

- A. The colleges shall maintain appropriate records to document and verify student enrollment, attendance, and withdrawal information as required for state apportionment purposes.
- B. Data provided by the instructor shall be readily available for audits, internal controls, and other verification.
- C. Data for Enrollment (Data)
 1. Student Applications
 2. Change of Program Data
 3. Fee Data
 4. Credit by Examination
 5. Student Academic Records
 6. Assessment Scores

ACCESS TO STUDENT RECORDS

- A. Definitions
 1. "Student" means any person who is currently enrolled or formally enrolled in classes in the San Bernardino Community College District.
 2. The following data and documents will be maintained by the colleges and classified as "Student Records":
 - a. Admission Data
 - b. Discipline Records
 - c. Health Records
 - d. Veteran Records
 - e. Educational Records

- a. [admission data](#)
- b. [discipline records](#)
- c. [health records](#)
- d. [veteran records](#)
- e. [educational records](#)

3. The following are not classified as "Student Records":

- a. ~~Information~~[information](#) provided by a student's parents relating to applications for financial aid or scholarships.
- b. ~~Information~~[information](#) related to a student compiled by a college officer or employee:
 - 1. appropriate for such officer or employee's performance of his/her responsibility; and
 - 2. which remains in the sole possession of the maker thereof; and
 - 3. is not accessible or revealed to any other person except a substitute. For the purposes of this subdivision, "substitute" shall mean a person who performs on a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in his/her position.
- c. ~~Information~~[information](#) related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional:
 - 1. acting or assisting in his professional or para-professional capacity; and
 - 2. the record is created, maintained or used in connection with the provision of treatment to the student; and
 - 3. the record is not available to anyone other than persons providing such treatment provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.
- d. ~~Information~~[information](#) maintained by a college law enforcement unit:
 - 1. necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or as may be assigned by the district;
 - 2. unit personnel do not have access to other student records; and
 - 3. such information is kept apart from other student records; and
 - 4. maintained solely for law enforcement purposes; and
 - 5. is available only to other law enforcement officials of the same jurisdiction.
- e. ~~Any~~[any](#) data or records not identified in part 2 is not to be considered a student record.

B. Access to Student Records

- 1. Students, as defined in this policy, have the right to review and receive copies of all student records relating to the student as maintained by the colleges. Expressly exempted from the right of inspection:
 - a. financial records of the parents of the students;
 - b. confidential letters and statements of recommendation that were placed in the education record prior to January 1, 1975. After January 1, 1975, confidential recommendations and other

materials regarding admission to special departmental programs or honorary recognition for students may be acquired and remain confidential if the student has signed a waiver of his/her right to review and inspect such documents. In the event a student does not sign a waiver, such student must be given access to these records;

- c. records of instructional, supervisory, counseling and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except a substitute;
 - d. records of employees at the college, who are not in attendance at the college, made and maintained in the normal course of college business; and
 - e. records of students made and maintained by the college Health Office that are used in the treatment of students.
2. Procedures shall be developed by each college to provide for access to student records that will include:
- a. a written request from the individual student;
 - b. access to student records not to exceed ten working days;
 - c. a review and inspection process that will be under the direct supervision of a designated employee
 - d. the option to obtain copies of their student records at a designated fee for each page copied.
3. If any material or document in the education record of a student includes information on more than one student, the student shall have the right to inspect and review only such part of the material or document as relates to him/her or to be informed of the specific information contained in such part of the material or document.

C. Release of Student Records

1. Release of or access to individual student records is not authorized without specific written consent of the individual student or under judicial order, except that access may be permitted to the following
 - a. ~~Officials~~officials and employees of the college, provided that any such person has a legitimate educational interest to inspect a record.
 - b. ~~Authorized~~authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law, provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
 - c. ~~Other~~other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
 - d. ~~Accrediting~~accrediting organizations in order to carry out their accrediting functions.
 - e. ~~Organizations~~organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests,

administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.

- f. ~~Appropriate~~appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Health, Education and Welfare.
2. The agencies and individuals listed above are expressly forbidden from permitting access of said educational records to third parties.
3. Where the colleges receive a judicial order to review and/or release a student record, the student involved will receive notification of this action by the colleges as soon as possible.
4. No person, persons, agency or organization permitted access to student records pursuant to this policy shall permit access to any information obtained from such records by any other person, persons, agency or organization without the written consent of the student; however, this paragraph shall not be construed as to require prior student consent when information obtained pursuant to this section is shared with other persons within the educational institution, agency or organization obtaining access as long as such person(s) have a legitimate educational interest in the information.

D. Record of Access

1. A log or record shall be maintained of each person, agency, or organization requesting or receiving information from individual student records. Such listing need not include college officials, instructors, or counselors.
2. The log or record shall be open to inspection only by the student and the college official or his/her designee responsible for the maintenance of student records, and to other school officials with legitimate educational interests in the records, and to the Comptroller General of the United States, the Secretary of Health, Education and Welfare, and administrative head of an education agency as defined in Public Law 93.380, and state educational authorities as a means of auditing the operation of the system.
3. Personal information may be transferred to a third party only on the condition that such party will not permit access by any other party without the written consent of the student. (As an example, information released to agencies for auditing purposes or for improving instruction.) The following statement will accompany student records released under these circumstances:

"All student education records will be destroyed when they are no longer needed for implementation of the study. Student education records may not be released without the written consent of the student."

E. Challenge of Student Records

1. See Administrative Procedure 5045 titled Student Records: Challenging Content and Access Log

F. Annual Notice to Students

1. Students of the *San Bernardino Community College* District shall be notified annually of their rights under this procedure.
2. Standard college publications may be used to satisfy this annual notice to students.

G. Destruction of Records

Nothing in this policy shall prevent the destruction of records per established District procedure. (See BP/ AP 3310 titled Records Retention and Destruction)

References:

Education Code Sections 71091 and 76200 et seq. ;
Title 5 Sections 54600 et seq., ;
20 U.S. Code Section 1232g(j) (U.S. Patriot Act);
Civil Code Section 1798.85;
ACCJC Accreditation Standard II.C.8

Attachments:

[AP 5040 Student Records, Directory Information, and Privacy - Comments](#)
[AP 5040 Student Records, Directory Information, and Privacy - Legal Citations](#)
[AP5040 -OLD.pdf](#)
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)

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: May 10, 2018

SUBJECT: Consideration to Approve the Board Self-Evaluation Instrument and Process

RECOMMENDATION

It is recommended that the Board of Trustees approve the process and instrument as required in Board Policy 2745. The Board approved 1st reading on March 8, 2018.

OVERVIEW

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. An ad hoc committee of the Board was appointed in December and determines the instrument or process to be used in Board self-evaluation. The evaluation instrument incorporates criteria contained in board policies regarding board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

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.

Board Self-Evaluation Instrument

All Trustees are required to complete the self-evaluation survey.

Please rate your response with 1 being the lowest and 5 being the highest (1 = very well and 5 = not at all).

1. Rate the level to which you perceive the Board's working relationship with the Chancellor.

1 2 3 4 5

2. Rate the level to which you perceive Board members are respectful to each other and the staff.

1 2 3 4 5

3. Rate the level to which you perceive the Board's actions and agendas are aimed at forming policy and not on operations.

1 2 3 4 5

4. Rate the level to which you believe Board members pay attention during Board meetings.

1 2 3 4 5

5. Rate the level to which you believe Board members come prepared for Board meetings.

1 2 3 4 5

6. Rate the level to which you believe the Board provides leadership or create an environment for success.

1 2 3 4 5

7. Rate the level to which you believe the roles of the Board chair and other officers clear.

1 2 3 4 5

8. Rate the level to which you believe the Board has effective strategies for seeking input from diverse interests.

1 2 3 4 5

9. Rate the level to which you believe the Board helps promote the image of the colleges in the community.

1 2 3 4 5

10. Rate the level to which you believe the agenda packets provide adequate information and time for planning, analysis, and discussion?

1 2 3 4 5

11. Do new Board members, including student trustees, receive an orientation to the District's mission and policies?

Yes No

12. How well does the Board consider and address the needs of all the residents of its service area?

1 2 3 4 5

13. Does the Board review the Board Policy Manual annually?

Yes No

14. Does the Board reflect the community it serves?

1 2 3 4 5

15. Are meetings conducted in such a manner that purposes are achieved effectively and efficiently?

1 2 3 4 5

16. How much do Board members participate in events at both colleges?

1 2 3 4 5

17. How well do Board members perform their roles of advocate and fund-raiser?

1 2 3 4 5

18. How well does the Board ensure that effective and meaningful community needs assessments are conducted throughout the District?

1 2 3 4 5

19. Please provide specifics on ways the Board can improve.

20. How well do Board members practice appropriate communication protocols when speaking with staff or community members?

1 2 3 4 5

21. How successful is the Board in support of Student Success and Student Equity?

1 2 3 4 5

22. Please comment on the Board's contribution to each of the following goals (Board Priorities):

Board priorities reflect those issues the Board believes are critical to the effectiveness of the Board and thus to the success of the District. They will be a focus of Board inquiry, discussion, and activity. For the 2017-2018 academic year, those priorities are:

- Complete the review of policies and procedures in Section 2000 of the Board Policy manual to ensure they are consistent with Board values and best practices.

- Increase the efficiency and effectiveness of board meetings by
 - Restructuring the number, timing, and content of reports to the Board.
 - Requesting that the format and content of formal presentations to the Board be brief, use a similar format where possible, focus on highlighting the most relevant points, and allow for more dialogue.
 - Expecting that most agenda items will indicate their relevance to a specific board policy, board direction, or institutional goal.
 - Spending more time during the board meetings focusing on the big picture, long-term issues.
- Create an annual plan for rigorously monitoring college/district progress on key issues.
- Take responsibility for thoroughly reviewing options for the use of anticipated new revenues from a one-time source.
- Implement activities to expand the Board's connection to the communities throughout the service area to ensure the colleges are meeting their needs and taking advantage of potential opportunities and partnerships.
- Identify and conduct Study Sessions on critical topics such as, but not limited to, fiscal stability, enrollment management, flexible calendars, and more.
- Ensure that Study Session meetings do not morph into business meetings and that campus constituencies are encouraged to participate.
- Continue to work toward being a cohesive, proactive, governing board that understands its role while challenging, supporting, and holding accountable the entire District in pursuit of excellence.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Amalia Perez, Director, Human Resources

DATE: May 10, 2018

SUBJECT: Public Hearing Pursuant to Government Code Section 3547(a) Regarding Initial Proposal from the California School Employees Association Chapter 291 (CSEA), Regarding Negotiation of 2018-2019 Reopeners

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the SBCCD CSEA Chapter 291 regarding negotiation of Article 7 - Pay and Allowances and Article 10 – Health & Welfare Benefits be acknowledged for official receipt as a first read by the District, and presented for public hearing pursuant to the provisions of State Government Code 3547.
2. The President of the Board of Trustees open the hearing for public comments and, following any comments from the public, the President of the Board of Trustees shall close the hearing.

OVERVIEW & ANALYSIS

SBCCD CSEA Chapter #291, has submitted an initial proposal to the District for negotiation of Article 7 - Pay and Allowances and Article 10 – Health & Welfare Benefits of the SBCCD CSEA Chapter 291 – District Collective Bargaining Agreement. The current bargaining agreement expires on June 30, 2020.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Financial implications are contingent upon the results of negotiations.



California School Employees Association and its San Bernardino CCD Chapter
#291

2018-2019 Reopener Negotiations Sunshine Proposal

California School Employees Association and its Chapter 291 (CSEA) present our initial proposal to negotiate 2018-2019 Reopeners. CSEA desires to alter or amend the following articles as indicated and presents our proposal for public discussion in accordance with Government Code 3547 as follows:

Article 7 - Pay and Allowances

CSEA will propose language to attract and retain the best-qualified professional classified staff by improving the existing salary structure.

Article 10 - Health and Welfare Benefits

CSEA will propose language to enhance the health and welfare benefits of bargaining unit members corresponding with the District's ability to pay.

CSEA reserves the right to open two (2) additional articles during the course of the 2018-2019 negotiations, subject to the appropriate notice requirements under the law and CSEA policies.

Please place this Proposal on the next Board of Trustees agenda in compliance with California's Brown Act, and Government Code 3547(a).

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: May 10, 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 - May 2018

DISTRICT				
Baron	Bruce	Chancellor's Office	Thank you for your help with the Crafton gala this year. We appreciate you for inspiring our guests and helping them to see more of the ways in which we help our students!	Carrie Audet
Canova	Vanessa	EDCT	Vanessa thank you for being very kind and helpful on multiple occasions and projects.	Brittany Sysawang
Carmichael	Dennis	TESS	Dennis, thank you for being helpful with our computer login.	Brittany Sysawang
Davis	Angela	Purchasing	Angela is always helpful and answers all my questions.	Michele Jeannotte
De La Cruz	Nicole	Police Department	Thank you for your help with supervising the campus at the Crafton gala! We appreciate your support and efforts in ensuring the safety of our guests and the campus. Thank you!!	Carrie Audet
Diggle	Virginia	Business Services	On Behalf of the Puente Project we would like to send our appreciation to Virginia for all of her assistance in going above and beyond the call of duty. You rock!	Elizabeth B., Alma L., Joseph N.
Garcia	Stacy	EDCT	Stacy, Thank you for being so kind and helpful, appreciate you!	Brittany Sysawang
Gates	Maria	Human Resources	Maria went above and beyond in her professional approach and solution for the well being of not only classified but our campus students and their children.	Anonymous
Gonzales	Melanie	Human Resources	Melanie, thank you for being so kind and helpful.	Brittany Sysawang
McCurry	Shari	Police Department	Thank you so much! We appreciate all of your help and your watchful eye over the festivities and guests at the CHC Gala. Thank you for your communications and concerns for the overall safety of our event!	Carrie Audet

Caring Hands Applause Cards - May 2018

McGowan	Arlene	TESS	I would like to thank Arlene for her time and dedication to the STEM Success Center project. She has been so very kind and helpful throughout the entire process. She is clearly an expert in her field.	Patricia Menchaca
Moore	Darren	Police Department	I'd like to give a shout out to officer Moore for his support, protection, professional attitude, and excellent service that he offers our Faculty, Staff, and Student body here at San Bernardino Valley College (SBVC). Thank you!!!	Dr. Graig Luke
Nguyen	Michael	Facilities Planning & Construction	Michael went above and beyond in his professional approach and solution for the well being of not only classified but our campus students and their children.	Anonymous
Robles	Roger	TESS	Thank you Roger for being so helpful , I am now enjoying my new scanner ! Awesome work. Thank you again.	Brittany Sysawang
Thomas	Karen	Human Resources	For being transparent in her collaboration with colleagues.	Latasha Smith
CRAFTON HILLS COLLEGE				
Alder	Mike	Fire Technology	Thank you so much for all of your help with this year's gala. From hanging the lights, to coordinating the color guard, and even providing the ice chests. You've helped in many ways and we truly appreciate.	Carrie Audet
Avila	Joe	Testing Center	Good job - keep it up.	Anonymous
Bryson	Richard	Maintenance	Thank you for all your help with the gala this year and getting our guests to fit into the Roadrunner Café. We truly appreciate your friendly smile every time we request "one more thing" and you're always so helpful with events!	Carrie Audet

Caring Hands Applause Cards - May 2018

Delaney	Lisa	Resource Development	Thank you for ALL of your help in preparing, running and closing the gala this year! We especially appreciate all of your time and effort with the last minute details that can never be avoided. We appreciate you!	Carrie Audet
Dixon	Dennis	Testing Center	You're the best!	Anonymous
Gimple	Tina	Administrative Services	Thank you so much for coordinatig the Ritual tasting experiences! The donation enhanced our action items and ultimately helped us to raise a lot more money for our students. We truly appreciate your help with this event!	Carrie Audet
Hoffmann	Donna	Marketing	Thank you so much for your help with the gala this year! We appreciate you coordinating the marketing and Alumni search, as well as the photographers at the event. It's always great having you on the team - thank you so much!	Carrie Audet
Joseph	Roshan	Testing Center	Good Job	Anonymous
Lopez	Elizabeth	Social and Information Sciences	Thank you very much for being willing to help Crafton's Office of Instruction serve students! Your willingness to learn a new skill and create courses and sections is greatly appreciated! Thank you Elizabeth.	Keith Wurtz
Lopez	Richard	Custodial	Thank you so much for your help with the gala this year! We love your quick (and sometimes witty) responses to our requests and having you there was a tremendous help! We appreciate all you do for our students and the campus!	Carrie Audet
Maloney-Hinds	Colleen	Kinesiology	Thank you so much for all of your help with the gala this year! We were able to raffle off some great prizes with your donation contacts and raise more with our silent auction items than we have in the past! We appreciate you!	Carrie Audet

Caring Hands Applause Cards - May 2018

McKee	Julie	Sociology	Professor McKee is the best teacher I've had here. She always has the students' best interest at heart and is dedicated to educating us on the important things often overlooked by modern society. She's an inspiration to me.	Kelcie Smith
Morales	Carrita	Testing Center	Keep up the good work.	Anonymous
Palkki	Kevin	Theater	Thank you SO MUCH for your help with the gala this year! From the stage and steps to the spotlight and running it from above, we couldn't have coordinated it without you. We truly appreciate all of your help with this event!	Carrie Audet
Perez	Julianne-Berlynn	Testing Center	Good job this week.	Anonymous
Petrovic	Snezana	Professional Development	Snazana has been a great advocate for the Crafton campus. She has brought quality workshops and speakers to the campus enhancing the learning for the entire campus community.	Anonymous
Riggs	Michelle	Resource Development	Thank you Michelle for taking time out of your busy day to provide a wonderful tour of our campus for two amazing ladies from SBCCD. Your enthusiasm and knowledge warmed our hearts on a cold day. I thoroughly enjoyed showing off our beautiful campus.	Cyndie St. Jean
Southerland-Amsden	Frances	Testing Center	Thank you for everything.	Anonymous
Soza	Karen	American Sign Language	Karen is a wonderful teacher. She is dedicated to the well-being of her students and always some to class with a wonderful attitude.	Kelcie Smith
Strong	Mike	Administrative Services	Thank you for you donations to our students who participated in the gala this year. They did not expect anything, but were very appreciative to receive something for their time and efforts - we appreciate you!	Carrie Audet

Caring Hands Applause Cards - May 2018

Sutphin	Ginger	LAM	Ginger was out of the office, saw an email that she could help with, and took the time to help even though she did not need to. Thank you very much Ginger!	Keith Wurtz
Townsend	Jonathan	DSPS	Thank you so much for coordinating the Augie's tasting experience! The donation helped enhance our live auction and ultimately helped us to raise more money for our students. We truly appreciate your help with this event!	Carrie Audet
Urbanovich	Jimmy	Communications	Thank you for your help working with our students for the gala this year! It made a huge difference having you there to provide guidance, constructive criticism, and the students were ultimately more prepared. We appreciate you!	Carrie Audet
SAN BERNARDINO VALLEY COLLEGE				
Banelos	Elizabeth	Counseling	Elizabeth is a blessing to the SBVC Puente Project. She is a team player who is willing to go above and beyond to make sure the program runs smoothly and deadlines are met. Our Puentistas and I appreciate her.	Guadalupe Lopez
Bender	Mary	Instruction	Mary is one of a kind. She is patient, helpful, and always has a smile on her face. She shares her knowledge and has helped me grow into my position. I am truly thankful to have worked directly with her at Crafton Hills College.	Paige Dulay-Vega
Chavez	Rosemary	EOPS/CARE	Rosemary goes over and above in meeting her responsibilities and helping students, faculty and staff. She did an excellent job with co-coordinating Region 9 CARE Conference.	Camen Rodriguez
Frausto	Jeanette	Financial Aid	Jeanette is very supportive of our student body and is willing to go the extra mile to ensure each student has a positive outcome. Whenever I've sought her support, I always received service with a smile. Thanks Jeanette!	Craig S. Luke, Sr., Ph.D., CRC

Caring Hands Applause Cards - May 2018

Huerta	Cindy	First Year Experience (FYI)	Since coming on board the FYE team, Cindy has exceeded all expectations in reaching out and networking with our feeder high schools, continuation schools, and community partners. Senior Day was a great success too. Thanks Cindy!	Craig S. Luke, Sr., Ph.D., CRC
Hylton	Christopher	Maintenance & Grounds	Thank you with your assistance to our office with getting the carts cleaned, charged and ready for transportation of individuals as needed around campus and assuring time line kept too. You are a "star" and you are appreciated!	Debby Gallagher
Jenkins	Robert	Maintenance & Operations	Thank you when called upon to assist our office with transportation of individuals as needed around campus and assuring time line kept too. You are a "star" and go far and beyond. You are appreciated!	Debby Gallagher
Kracher	Gloria	Custodial	Thank you for making it possible for the students from Alpha Gamma Sigma to have a BBQ for their event.	Nikole De La Cruz
Luke	Dr. Craig	First Year Experience (FYI), Counselor	Mr. Luke was an amazing teacher who explained things with clarity and made sure we all knew the assignments over all. A great teacher with an amazing work ethic.	Efrain Carlos Sanchez, Student
Luke	Dr. Craig	Student Development	This is honestly one of the best classes I have taken so far at this school. Dr. Luke makes you want to come to class and be involved in his lectures, it is something that very few professors can do. Personally best professor here.	Christian Herrate, Student
Luke	Dr. Craig	Student Development	You are one of the few professor who would actually go out of your own ways to help other. You make us thrive for even greater possibilities everyday. I appreciate your works and efforts.	Anonymous, Student

Caring Hands Applause Cards - May 2018

Luke	Dr. Craig	First Year Experience (FYI)	You are there in our time of need, even when there are time we struggle with school. Only a few professors would actually go out of their way like that. Your judgement and respect to everyone is really heartwarming. Thanks Doc!	Tri Bui, Student
Mason	Jerry	Custodial	Thank you for helping the students from Alpha Gamma Sigma get a BBQ delivered at the last minute for their event.	Nikole De La Cruz
Williams	Sharaf	First Year Experience (FYI)	Sharaf Williams is a natural born leader who has brought enthusiasm, structure, and balance to the FYE team. It feels good to have a full team and even better to have a great quarterback. Thanks Sharaf!!!	Craig S. Luke, Sr., Ph.D., CRC
Zuniga	Ruby	Student Services	Ruby is a breath of fresh air! She stepped in to assist the Puente Project with our end of year events. She provides service with a smile and shows she cares with each interaction on the phone, via email, and in person.	Elizabeth B. and Alma L., Puente Project Coordinators

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: May 10, 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 April 13, 2018. As of that date, SBCCD was 78.6% through the fiscal year and had spent and/or encumbered approximately 70.8% of its budgeted general fund.

Also included in this board item is an exhibit reflecting the most recent FTES Report in terms of dollars.

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.



FTES Update (In Dollars)*
Year to Date 04/6/2018

San Bernardino Valley College

GRAND TOTAL	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
	Fall 2016	\$ 283,318	\$ 242,108	\$ 242,108	
	Spring 2017	710,871	710,871	710,871	
	Summer 1	3,981,943	4,057,158	4,057,158	
	Fall 2017	23,912,535	24,093,981	24,091,921	
	Spring 2018	23,072,882	23,676,636	23,711,636	
	Summer 2	2,591,108	-	1,880,237	
	FY 2017-18	\$ 54,552,657	\$ 52,780,754	\$ 54,693,931	●

Crafton Hills College

TOTAL FTES*	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
	Spring 2017	\$ 139,083	\$ 139,083	\$ 139,083	
	Summer 2017	2,084,199	2,085,623	2,085,623	
	Fall 2017	10,936,288	11,075,269	11,075,269	
	Spring 2018	10,276,861	10,199,455	10,276,861	
	FY 2017-18	\$ 23,436,430	\$ 23,499,431	\$ 23,576,836	●

SBCCD Total

TOTAL FTES*	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
	Fall 2016	\$ 283,318	\$ 242,108	\$ 242,108	
	Spring 2017	849,955	849,955	849,955	
	Summer 1	6,066,141	6,142,781	6,142,781	
	Fall 2017	34,848,822	35,169,250	35,167,189	
	Spring 2018	33,349,743	33,876,091	33,988,497	
	Summer 2	2,591,108	-	1,880,237	
	FY 2017-18	\$ 77,989,087	\$ 76,280,185	\$ 78,270,767	●

*Includes Credit, Enhanced and Non-Credit FTES



Budget Revenue & Expenditure Summary

Year to Date 04/13/2018

	78.6% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund	\$145,431,316	\$ 107,850,162	74.2%	\$148,965,535	\$105,417,985	70.8%	
21 Bond Interest & Redemption	\$ 25,703,480	\$ 2,390,506	9.3%	\$ 29,169,261	\$ 20,274,936	69.5%	<i>Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.</i>
41 Capital Outlay Projects	\$ 2,813,992	\$ 2,173,144	77.2%	\$ 8,459,500	\$ 5,601,435	66.2%	<i>RDA revenue transfer expected in by year end.</i>
42 Bond Construction	\$ -	\$ 80,869	n/a	\$ 9,328,504	\$ 3,948,840	42.3%	
59 FCC Auction Proceeds	\$157,113,171	\$ 157,597,833	100.3%	\$ 4,500,000	\$ 22,438,782	498.6%	<i>Expenditures are for KVCR Transition costs as well as the transfer of \$20 million to Fund 68, as approved by Board for STRS/PERS fund</i>
68 Retiree Benefit	\$ 261,000	\$ 20,105,734	7703.3%	\$ 371,234	\$ 234,432	63.1%	<i>\$20 million transferred from Fund 59 for STRS/PERS investment.</i>
72 Child Development	\$ 3,219,204	\$ 2,061,713	64.0%	\$ 3,219,116	\$ 2,180,833	67.7%	
73 Student Body Center Fee	\$ 285,750	\$ 248,455	86.9%	\$ 285,750	\$ 212,937	74.5%	
74 KVCR	\$ 3,808,232	\$ 2,451,615	64.4%	\$ 3,807,644	\$ 2,866,903	75.3%	
76 KVCR Educational Foundation	\$ 2,923,438	\$ 1,266,163	43.3%	\$ 2,923,437	\$ 1,403,102	48.0%	
78 Self Insurance-Liability	\$ 550,000	\$ 555,096	100.9%	\$ 765,000	\$ 588,523	76.9%	
79 EDCT Foundation	\$ 493,996	\$ 317,356	64.2%	\$ 513,996	\$ 358,053	69.7%	
82 FNX	\$ 2,113,290	\$ 1,509,873	71.4%	\$ 2,113,290	\$ 1,729,192	81.8%	
84 Workers Compensation	\$ 1,325,000	\$ 870,843	65.7%	\$ 1,110,000	\$ 871,671	78.5%	

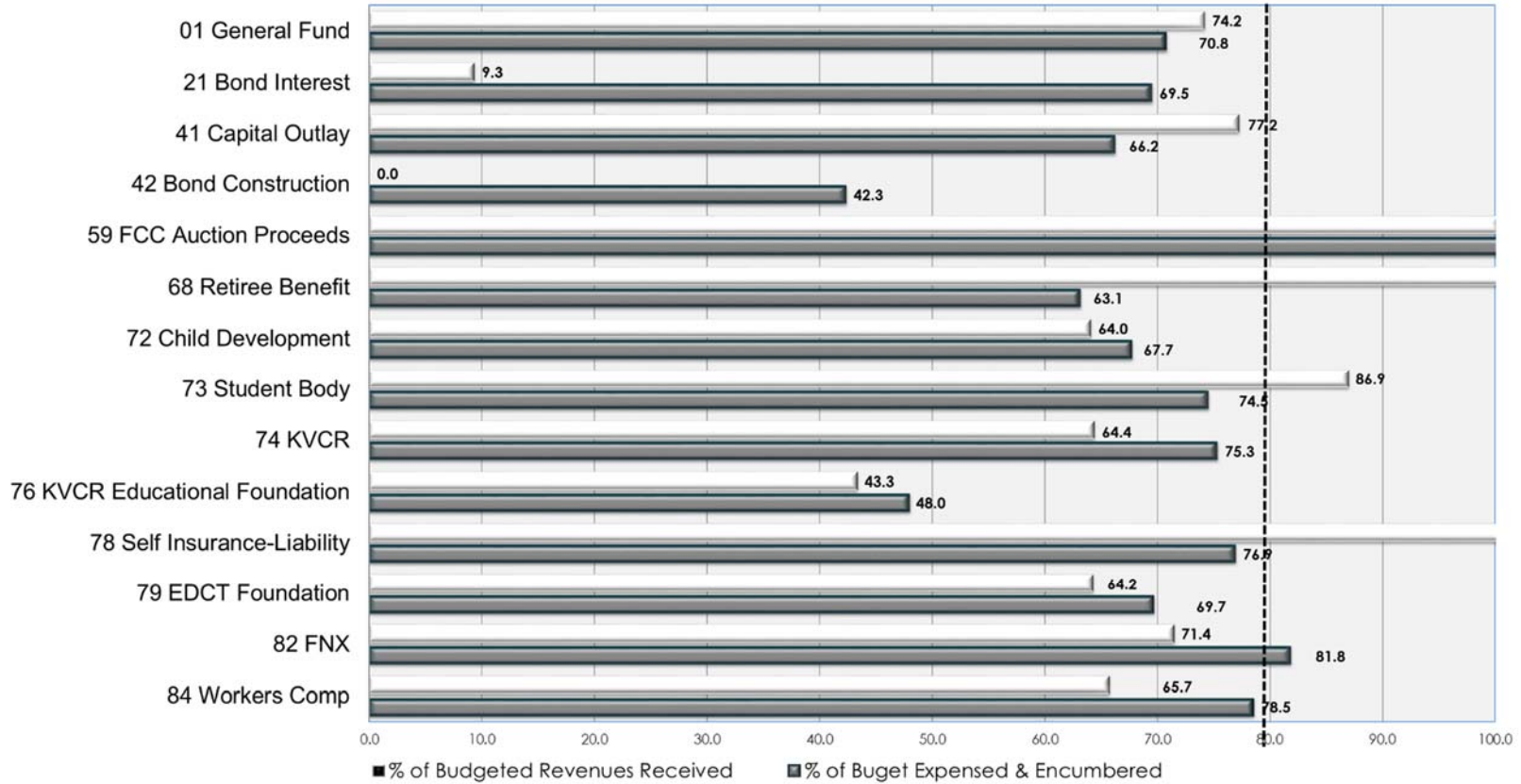
*Includes Credit, Enhanced and Non-Credit FTES



Budget Revenue & Expenditure Summary

Year to Date 04/13/2018

Fiscal Year Elapsed - 78.6%



BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 01 GENERAL FUND							
Revenue							
Federal Revenue (810000 to 819999)	2,787,157.66	1,124,809.45	1,124,809.45	40.36%	-	1,662,348.21	59.64%
Other State Revenue (860000 to 869999)	106,715,376.65	75,018,982.24	75,018,982.24	70.30%	4,800.00	31,691,594.41	29.70%
Other Local Revenue (880000 to 889999)	35,718,781.39	31,447,239.83	31,447,239.83	88.04%	31,504.13	4,240,037.43	11.87%
All Other Financing Sources (890000 to 897999)	-	6,459.75	6,459.75	100.00%	6,366.80	(12,826.55)	100.00%
Interfund Transfers In (898000 to 898999)	210,000.00	210,000.00	210,000.00	100.00%	-	-	0.00%
Total Revenue	145,431,315.70	107,807,491.27	107,807,491.27		42,670.93	37,581,153.50	
Expenditure							
Certificated Salary (100000 to 199999)	43,172,620.62	32,770,464.30	32,770,464.30	75.91%	-	10,402,156.32	24.09%
Classified Salary (200000 to 299999)	30,294,027.08	22,314,380.74	22,314,380.74	73.66%	-	7,979,646.34	26.34%
Employee Benefit (300000 to 399999)	24,377,205.22	17,389,265.77	17,389,265.77	71.33%	-	6,987,939.45	28.67%
Books and Supplies (400000 to 499999)	3,390,543.12	1,278,881.45	1,278,881.45	37.72%	770,860.95	1,340,800.72	39.55%
Services and Operating Expenditures (500000 to 599999)	39,288,033.83	17,386,907.79	17,386,907.79	44.25%	8,147,963.76	13,753,162.28	35.01%
Capital Outlay (600000 to 699999)	5,793,781.04	1,716,359.26	1,716,359.26	29.62%	1,391,414.61	2,686,007.17	46.36%
Other Financing Uses (700000 to 729999)	210,000.00	210,000.00	210,000.00	100.00%	-	-	0.00%
Interfund Transfers Out (730000 to 739999)	971,487.00	971,487.00	971,487.00	100.00%	-	-	0.00%
Other Financing Uses (740000 to 769999)	1,467,837.00	830,740.14	830,740.14	56.60%	239,259.04	397,837.82	27.10%
Total Expenditure	148,965,534.91	94,868,486.45	94,868,486.45		10,549,498.36	43,547,550.10	
Total Fund 01 GENERAL FUND	(3,534,219.21)	12,939,004.82	12,939,004.82		(10,506,827.43)	(5,966,396.60)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 21 BOND INTEREST AND REDEMPTIONF							
Revenue							
Other State Revenue (860000 to 869999)	225,744.00	-	-	0.00%	-	225,744.00	100.00%
Other Local Revenue (880000 to 889999)	25,477,736.00	913,883.01	913,883.01	3.59%	-	24,563,852.99	96.41%
All Other Financing Sources (890000 to 897999)	-	1,476,622.81	1,476,622.81	100.00%	-	(1,476,622.81)	0.00%
Total Revenue	25,703,480.00	2,390,505.82	2,390,505.82		-	23,312,974.18	
Expenditure							
Other Financing Uses (700000 to 729999)	29,169,260.70	20,274,936.20	20,274,936.20	69.51%	-	8,894,324.50	30.49%
Total Expenditure	29,169,260.70	20,274,936.20	20,274,936.20		-	8,894,324.50	
Total Fund 21 BOND INTEREST AND REDEMPTIONF	(3,465,780.70)	(17,884,430.38)	(17,884,430.38)		-	14,418,649.68	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 41 CAPITAL OUTLAY PROJECTS FUND							
Revenue							
Other State Revenue (860000 to 869999)	1,258,092.11	836,073.11	836,073.11	66.46%	-	422,019.00	33.54%
Other Local Revenue (880000 to 889999)	1,359,413.00	1,129,443.52	1,129,443.52	83.08%	11,140.41	218,829.07	16.10%
Interfund Transfers In (898000 to 898999)	196,487.00	196,487.00	196,487.00	100.00%	-	-	0.00%
Total Revenue	2,813,992.11	2,162,003.63	2,162,003.63		11,140.41	640,848.07	
Expenditure							
Classified Salary (200000 to 299999)	200,721.62	150,541.20	150,541.20	75.00%	-	50,180.42	25.00%
Employee Benefit (300000 to 399999)	79,289.27	57,623.24	57,623.24	72.67%	-	21,666.03	27.33%
Services and Operating Expenditures (500000 to 599999)	2,872,013.00	1,453,586.36	1,453,586.36	50.61%	1,294,746.96	123,679.68	4.31%
Capital Outlay (600000 to 699999)	5,307,476.49	2,209,334.06	2,209,334.06	41.63%	435,603.46	2,662,538.97	50.17%
Total Expenditure	8,459,500.38	3,871,084.86	3,871,084.86		1,730,350.42	2,858,065.10	
Total Fund 41 CAPITAL OUTLAY PROJECTS FUND	(5,645,508.27)	(1,709,081.23)	(1,709,081.23)		(1,719,210.01)	(2,217,217.03)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 42 REVENUE BOND CONSTRUCTION FUND							
Revenue							
Other Local Revenue (880000 to 889999)	-	80,868.80	80,868.80	100.00%	-	(80,868.80)	0.00%
Total Revenue	-	80,868.80	80,868.80		-	(80,868.80)	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	310,963.00	127,263.30	127,263.30	40.93%	111,269.13	72,430.57	23.29%
Capital Outlay (600000 to 699999)	9,017,540.61	2,397,625.91	2,397,625.91	26.59%	1,312,682.15	5,307,232.55	58.85%
Total Expenditure	9,328,503.61	2,524,889.21	2,524,889.21		1,423,951.28	5,379,663.12	
Total Fund 42 REVENUE BOND CONSTRUCTION FUN	<u>(9,328,503.61)</u>	<u>(2,444,020.41)</u>	<u>(2,444,020.41)</u>		<u>(1,423,951.28)</u>	<u>(5,460,531.92)</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 59 ENTERPRISE FUND-FCC AUCTION							
Revenue							
Other Local Revenue (880000 to 889999)	-	484,661.54	484,661.54	100.00%	-	(484,661.54)	0.00%
All Other Financing Sources (890000 to 897999)	157,113,171.00	157,113,171.00	157,113,171.00	100.00%	-	-	0.00%
Total Revenue	157,113,171.00	157,597,832.54	157,597,832.54		-	(484,661.54)	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	1,093,600.00	226,875.69	226,875.69	20.75%	281,459.93	585,264.38	53.52%
Capital Outlay (600000 to 699999)	3,066,400.00	42,045.60	42,045.60	1.37%	1,548,400.87	1,475,953.53	48.13%
Interfund Transfers Out (730000 to 739999)	340,000.00	20,340,000.00	20,340,000.00	5,982.35%	-	(20,000,000.00)	(5,882.35%)
Total Expenditure	4,500,000.00	20,608,921.29	20,608,921.29		1,829,860.80	(17,938,782.09)	
Total Fund 59 ENTERPRISE FUND-FCC AUCTION	152,613,171.00	136,988,911.25	136,988,911.25		(1,829,860.80)	17,454,120.55	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 68 RETIREE BENEFIT FUND							
Revenue							
Other Local Revenue (880000 to 889999)	261,000.00	105,733.71	105,733.71	40.51%	-	155,266.29	59.49%
Interfund Transfers In (898000 to 898999)	-	20,000,000.00	20,000,000.00	100.00%	-	(20,000,000.00)	0.00%
Total Revenue	261,000.00	20,105,733.71	20,105,733.71		-	(19,844,733.71)	
Expenditure							
Employee Benefit (300000 to 399999)	371,234.00	234,431.80	234,431.80	63.15%	-	136,802.20	36.85%
Total Expenditure	371,234.00	234,431.80	234,431.80		-	136,802.20	
Total Fund 68 RETIREE BENEFIT FUND	(110,234.00)	19,871,301.91	19,871,301.91		-	(19,981,535.91)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 72 CHILD DEVELOPMENT FUND							
Revenue							
Federal Revenue (810000 to 819999)	243,380.00	137,318.59	137,318.59	56.42%	-	106,061.41	43.58%
Other State Revenue (860000 to 869999)	2,753,474.00	1,748,666.03	1,748,666.03	63.51%	17,137.84	987,670.13	35.87%
Other Local Revenue (880000 to 889999)	222,350.00	158,590.70	158,590.70	71.32%	-	63,759.30	28.68%
Total Revenue	3,219,204.00	2,044,575.32	2,044,575.32		17,137.84	1,157,490.84	
Expenditure							
Classified Salary (200000 to 299999)	1,727,463.74	1,275,410.43	1,275,410.43	73.83%	-	452,053.31	26.17%
Employee Benefit (300000 to 399999)	789,680.94	545,134.28	545,134.28	69.03%	-	244,546.66	30.97%
Books and Supplies (400000 to 499999)	351,992.96	123,989.52	123,989.52	35.22%	186,999.45	41,003.99	11.65%
Services and Operating Expenditures (500000 to 599999)	196,733.14	3,240.33	3,240.33	1.65%	2,049.30	191,443.51	97.31%
Capital Outlay (600000 to 699999)	153,245.69	4,094.51	4,094.51	2.67%	39,915.20	109,235.98	71.28%
Total Expenditure	3,219,116.47	1,951,869.07	1,951,869.07		228,963.95	1,038,283.45	
Total Fund 72 CHILD DEVELOPMENT FUND	87.53	92,706.25	92,706.25		(211,826.11)	119,207.39	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 73 STUDENT BODY CENTER FEE FUND							
Revenue							
Other Local Revenue (880000 to 889999)	285,750.00	248,454.77	248,454.77	86.95%	-	37,295.23	13.05%
Total Revenue	285,750.00	248,454.77	248,454.77		-	37,295.23	
Expenditure							
Classified Salary (200000 to 299999)	160,980.31	137,949.99	137,949.99	85.69%	-	23,030.32	14.31%
Employee Benefit (300000 to 399999)	60,046.55	46,588.06	46,588.06	77.59%	-	13,458.49	22.41%
Books and Supplies (400000 to 499999)	16,200.00	2,860.90	2,860.90	17.66%	1,610.97	11,728.13	72.40%
Services and Operating Expenditures (500000 to 599999)	24,023.14	1,584.08	1,584.08	6.59%	916.68	21,522.38	89.59%
Capital Outlay (600000 to 699999)	24,500.00	7,235.15	7,235.15	29.53%	14,191.34	3,073.51	12.54%
Total Expenditure	285,750.00	196,218.18	196,218.18		16,718.99	72,812.83	
Total Fund 73 STUDENT BODY CENTER FEE FUND	-	52,236.59	52,236.59		(16,718.99)	(35,517.60)	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 74 KVCR FUND							
Revenue							
Other Local Revenue (880000 to 889999)	1,807,827.03	1,282,688.06	1,282,688.06	70.95%	228,926.50	296,212.47	16.39%
Interfund Transfers In (898000 to 898999)	2,000,405.00	940,000.00	940,000.00	46.99%	-	1,060,405.00	53.01%
Total Revenue	3,808,232.03	2,222,688.06	2,222,688.06		228,926.50	1,356,617.47	
Expenditure							
Certificated Salary (100000 to 199999)	12,000.00	8,232.00	8,232.00	68.60%	-	3,768.00	31.40%
Classified Salary (200000 to 299999)	1,415,424.05	1,259,552.29	1,259,552.29	88.99%	-	155,871.76	11.01%
Employee Benefit (300000 to 399999)	600,697.07	397,085.02	397,085.02	66.10%	-	203,612.05	33.90%
Books and Supplies (400000 to 499999)	38,250.00	12,420.97	12,420.97	32.47%	14,031.02	11,798.01	30.84%
Services and Operating Expenditures (500000 to 599999)	1,661,315.77	784,553.46	784,553.46	47.22%	319,061.66	557,700.65	33.57%
Capital Outlay (600000 to 699999)	79,957.26	59,467.95	59,467.95	74.37%	12,498.38	7,990.93	9.99%
Total Expenditure	3,807,644.15	2,521,311.69	2,521,311.69		345,591.06	940,741.40	
Total Fund 74 KVCR FUND	587.88	(298,623.63)	(298,623.63)		(116,664.56)	415,876.07	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 76 KVCR EDUCATIONAL FOUNDATION							
Revenue							
Other Local Revenue (880000 to 889999)	2,923,437.98	1,266,162.52	1,266,162.52	43.31%	-	1,657,275.46	56.69%
Total Revenue	2,923,437.98	1,266,162.52	1,266,162.52		-	1,657,275.46	
Expenditure							
Classified Salary (200000 to 299999)	354,128.78	237,383.78	237,383.78	67.03%	-	116,745.00	32.97%
Employee Benefit (300000 to 399999)	113,696.94	77,003.56	77,003.56	67.73%	-	36,693.38	32.27%
Books and Supplies (400000 to 499999)	32,250.00	6,801.10	6,801.10	21.09%	6,487.29	18,961.61	58.80%
Services and Operating Expenditures (500000 to 599999)	854,376.59	267,877.98	267,877.98	31.35%	207,313.03	379,185.58	44.38%
Capital Outlay (600000 to 699999)	14,000.00	-	-	0.00%	234.89	13,765.11	98.32%
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	600,000.00	600,000.00	46.88%	-	679,985.00	53.12%
Total Expenditure	2,923,437.31	1,189,066.42	1,189,066.42		214,035.21	1,520,335.68	
Total Fund 76 KVCR EDUCATIONAL FOUNDATION	0.67	77,096.10	77,096.10		(214,035.21)	136,939.78	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 78 SELF INSURANCE-LIABILITY&PROP							
Revenue							
Other Local Revenue (880000 to 889999)	-	5,096.01	5,096.01	100.00%	-	(5,096.01)	0.00%
Interfund Transfers In (898000 to 898999)	550,000.00	550,000.00	550,000.00	100.00%	-	-	0.00%
Total Revenue	550,000.00	555,096.01	555,096.01		-	(5,096.01)	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	765,000.00	580,548.57	580,548.57	75.89%	7,974.43	176,477.00	23.07%
Total Expenditure	765,000.00	580,548.57	580,548.57		7,974.43	176,477.00	
Total Fund 78 SELF INSURANCE-LIABILITY&PROP	<u>(215,000.00)</u>	<u>(25,452.56)</u>	<u>(25,452.56)</u>		<u>(7,974.43)</u>	<u>(181,573.01)</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 79 EDCT FOUNDATION							
Revenue							
Other State Revenue (860000 to 869999)	250,000.00	25,000.00	25,000.00	10.00%	-	225,000.00	90.00%
Other Local Revenue (880000 to 889999)	18,996.00	67,355.59	67,355.59	354.58%	-	(48,359.59)	(254.58%)
Interfund Transfers In (898000 to 898999)	225,000.00	225,000.00	225,000.00	100.00%	-	-	0.00%
Total Revenue	493,996.00	317,355.59	317,355.59		-	176,640.41	
Expenditure							
Certificated Salary (100000 to 199999)	2,500.00	-	-	0.00%	-	2,500.00	100.00%
Classified Salary (200000 to 299999)	166,869.38	145,952.65	145,952.65	87.47%	-	20,916.73	12.53%
Employee Benefit (300000 to 399999)	47,457.06	38,021.19	38,021.19	80.12%	-	9,435.87	19.88%
Books and Supplies (400000 to 499999)	33,660.00	11,657.20	11,657.20	34.63%	7,210.90	14,791.90	43.95%
Services and Operating Expenditures (500000 to 599999)	84,202.00	19,605.64	19,605.64	23.28%	6,857.55	57,738.81	68.57%
Capital Outlay (600000 to 699999)	179,308.00	90,652.45	90,652.45	50.56%	38,095.26	50,560.29	28.20%
Total Expenditure	513,996.44	305,889.13	305,889.13		52,163.71	155,943.60	
Total Fund 79 EDCT FOUNDATION	(20,000.44)	11,466.46	11,466.46		(52,163.71)	20,696.81	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 82 SCHLRSH&LOAN AGENCY KVCR-FNX							
Revenue							
Other Local Revenue (880000 to 889999)	2,113,290.00	1,509,873.12	1,509,873.12	71.45%	-	603,416.88	28.55%
Total Revenue	2,113,290.00	1,509,873.12	1,509,873.12		-	603,416.88	
Expenditure							
Classified Salary (200000 to 299999)	955,912.14	751,602.05	751,602.05	78.63%	-	204,310.09	21.37%
Employee Benefit (300000 to 399999)	227,239.36	180,155.50	180,155.50	79.28%	-	47,083.86	20.72%
Books and Supplies (400000 to 499999)	28,500.00	12,295.17	12,295.17	43.14%	7,835.29	8,369.54	29.37%
Services and Operating Expenditures (500000 to 599999)	835,438.00	378,643.26	378,643.26	45.32%	345,625.16	111,169.58	13.31%
Capital Outlay (600000 to 699999)	66,200.00	48,534.25	48,534.25	73.31%	4,500.97	13,164.78	19.89%
Total Expenditure	2,113,289.50	1,371,230.23	1,371,230.23		357,961.42	384,097.85	
Total Fund 82 SCHLRSH&LOAN AGENCY KVCR-FNX	0.50	138,642.89	138,642.89		(357,961.42)	219,319.03	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2017 To: 6/30/2018)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 84 WORKERS COMPENSATION FUND							
Revenue							
Other Local Revenue (880000 to 889999)	1,325,000.00	859,565.61	859,565.61	64.87%	11,277.04	454,157.35	34.28%
Total Revenue	1,325,000.00	859,565.61	859,565.61		11,277.04	454,157.35	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	1,110,000.00	856,469.55	856,469.55	77.16%	15,201.00	238,329.45	21.47%
Total Expenditure	1,110,000.00	856,469.55	856,469.55		15,201.00	238,329.45	
Total Fund 84 WORKERS COMPENSATION FUND	215,000.00	3,096.06	3,096.06		(3,923.96)	215,827.90	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = RevenueExpenditure; Include Accruals = Yes; Negative Balance = 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

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven Sutorus, Business Manager
DATE: May 10, 2018
SUBJECT: CCFS-320 Apportionment Attendance Report for FY 2018 Period 2

RECOMMENDATION

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

OVERVIEW

The CCFS-320 Apportionment Attendance Report for FY 2018 Period 2 has been submitted to the State Chancellor's Office.

ANALYSIS

The Period 2 report includes preliminary figures for the period July 1, 2017 – April 20, 2018 and uses annualizers to forecast fiscal year end data. The chart below summarizes the District's status as of P2 and provides comparison data.

Comparison – FY17 P3 vs FY18 P2						
FY 17 at Year End			FY 18 at P2		# Change	% Change
CHC	4,123		CHC	4,591	468	11.35%
SBVC	10,130		SBVC	10,685	555	5.48%
Total	14,253		Total	15,276	1023	7.18%

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

2017-2018 APPORTIONMENT ATTENDANCE REPORT

Period: P2

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: Bruce Baron

Signature Date: 4/20/18

Electronic Certification Date: Friday, April 20, 2018

District Contact Person: Steven Sutorus

Title: Business Manager

Phone: (909) 382-4031

EEmail: 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

2017-2018 APPORTIONMENT ATTENDANCE REPORT

Period: P2

District: San Bernardino

PART I. FULL-TIME EQUIVALENT STUDENTS

State Residents (and Nonresidents Attending Noncredit Courses)	
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)	1,172.55	1,172.55

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)	8,308.44	8,308.44
(b) Daily Census Contact Hours (Part III)	1,640.09	1,658.79

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	213.50	213.50
(b) Credit (Part IV.D)	1,396.09	1,416.88

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	965.96	965.96
(b) Daily Census Procedure Courses (Part V)(Credit)	1,528.82	1,532.48
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

Total FTES

Total Credit FTES	15,011.95	15,055.10
Total Noncredit FTES	221.03	221.03
Total FTES	15,232.98	15,276.13

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	0.00
Basic Skills Courses and Immigrant Education (Credit)	1,199.30

2017-2018 APPORTIONMENT ATTENDANCE REPORT

Period: P2

District: San Bernardino

PART I. FULL-TIME EQUIVALENT STUDENTS

Nonresidents	
Attendance FTES	Factored FTES

Summer Intersession (Summer 2017 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	0.53	0.53
2. Credit (Parts III.A.1 + VI.A.1)	20.51	20.51

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)	340.83	340.83
(b) Daily Census Contact Hours (Part III)	47.46	47.96

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	10.82	10.82
(b) Credit (Part IV.D)	18.97	19.29

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	8.65	8.65
(b) Daily Census Procedure Courses (Part V)(Credit)	10.70	10.72
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

Total FTES

Total Credit FTES	447.12	447.96
Total Noncredit FTES	11.35	11.35
Total FTES	458.47	459.31

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: May 10, 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 \$55,907 per violation against noncompliant institutions.

ANALYSIS

Monthly Report of Clery Crimes for March (See attached)

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
March 2018

Case#	Reported	Reportable Clery Crimes	Location	Disposition
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ON CAMPUS:

CRAFTON

NO INCIDENTS TO REPORT

DISTRICT

NO INCIDENTS TO REPORT

Valley

18-084	3/6/2018	Possession of Drug Paraphernalia	Greek Theater	Citation Issued
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18-116	3/29/2018	Under the influence of controlled substance	Track	Arrested
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PUBLIC PROPERTY:

CRAFTON

NO INCIDENTS TO REPORT

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

NO INCIDENTS TO REPORT

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: May 10, 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 \$28,546,967.

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[†]

Restricted and Unrestricted

Fiscal Year 2017-18

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Beginning Cash Balance	40,690	42,502	38,957	40,377	35,015	35,390	46,288	42,659	37,629	37,680	35,310	34,319		
Receipts														
Federal	63	-63	199		15	120	24	4	632	-4	283	1,513		2,787
State	5,743	5,846	12,679	6,472	7,315	18,906	5,640	3,564	9,175	12,541	12,684	6,148		106,712
State Deferrals														
Local	3,013	2,059	-224	1,189	3,553	15,063	2,088	1,912	1,419	3,586	2,410	-347		35,719
Temporary Borrowings														
Inc Transfer & Sale of Assets			2	4								203		210
Accounts Receivable/Accruals	544	3,487	667	585	75	-757	-144	305	274	253	576	59		5,923
Total Receipts	9,363	11,329	13,322	8,251	10,957	33,332	7,607	5,785	11,500	16,377	15,954	7,576		151,351
Disbursements														
Academic Salaries	1	2,026	3,560	3,907	3,973	3,911	3,929	3,517	3,988	3,952	3,957	6,441		43,162
Classified Salaries	1,943	2,200	2,525	2,485	2,539	2,762	2,448	2,393	2,527	2,570	2,637	3,198		30,228
Benefits	951	1,677	1,937	1,969	1,861	2,019	1,989	1,951	2,016	2,116	2,124	3,787		24,397
Supplies & Materials	-8	71	157	186	144	61	166	258	153	211	413	1,592		3,401
Other Operating Exp	161	211	2,288	4,365	1,691	1,681	1,730	1,962	2,159	9,150	7,302	6,566		39,268
Capital Outlay	1	7	145	242	172	167	71	587	266	566	668	2,855		5,748
Other Outgo	26	341	429	180	205	145	28	123	295	176	45	659		2,654
Longterm Post-Employment Benefits	-5	-8	-7	-2	-1	-1	-3	-1	9	-1	6	-4		-18
Accounts Payable/Accruals	4,481	8,348	868	280	-2	11,689	878	25	36	7	-207	-11,747		14,655
Total Disbursements	7,551	14,874	11,902	13,612	10,582	22,434	11,237	10,814	11,449	18,747	16,946	13,347		163,494
Increase / (Decrease) in Cash Balance	1,812	-3,545	1,420	-5,362	375	10,898	-3,630	-5,030	51	-2,370	-992	-5,772		
Ending Cash Balance	42,502	38,957	40,377	35,015	35,390	46,288	42,659	37,629	37,680	35,310	34,319	28,547		

[†] Rounded to the nearest 1,000.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Amalia Perez, Director, Human Resources
DATE: May 10, 2018
SUBJECT: Memorandums of Understanding between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

RECOMMENDATION

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

OVERVIEW

The District and the CSEA met and entered into the attached Memorandums of Understanding (MOUs).

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information item.

MEMORANDUM OF UNDERSTANDING

By And Between

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER 291

April 11, 2018

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

The parties have met to negotiate the decision and the effects of the reorganization of San Bernardino Community College District's Human Resources Department, specifically concerning the Clerical Assistant II position at the District Office.

The parties have agreed to the following conditions to change the physical location of the Clerical Assistant II from the Human Resources Office to the District Office main entrance reception/lobby area. This does not change the work currently being performed in the Chancellor's Office.

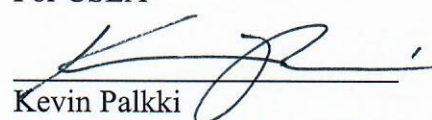
This agreement is subject to all approvals required by the CSEA Policy 610 and the District.

For the District

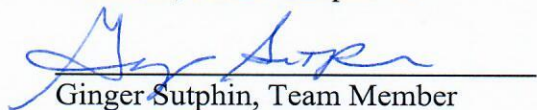


Amalja Perez, SBCCD
Director, Human Resources

For CSEA



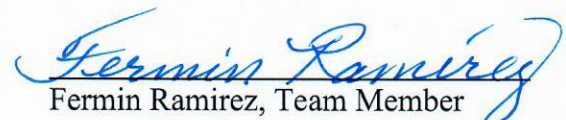
Kevin Palkki
President, CSEA Chapter 291



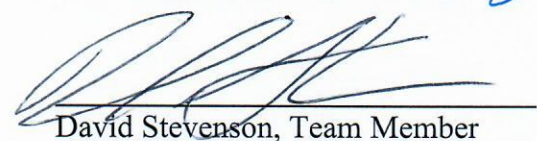
Ginger Sutphin, Team Member



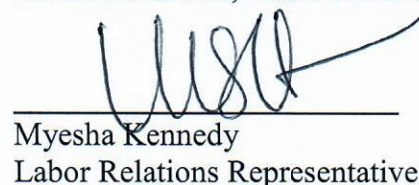
Stacy Garcia, Team Member



Fermin Ramirez, Team Member



David Stevenson, Team Member



Myesha Kennedy
Labor Relations Representative

MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (DISTRICT)
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO
COMMUNITY COLLEGE DISTRICT and its CHAPTER #291 (CSEA)

REGARDING BOOKSTORE EMPLOYEES

April 12, 2018

This Memorandum of Understanding (MOU) is made and entered into June 1, 2017, between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively ("the parties"). This MOU shall be considered a "contract" per 8.1.1 of the agreement between the Contractor (Follett) and the District, in addition to the parties' collective bargaining agreement and any other applicable agreements or MOUs between the parties.

1. Existing Employees

- a) For existing Bookstore employees in the CSEA bargaining unit, the District will offer employees over the age of 55, regardless of service years, an early retirement incentive of one (1) year of salary plus retiree health benefits per Article 20.1 of the collective bargaining agreement in exchange for the employee agreeing to retire from District employment; however, they are not prohibited from becoming an employee of the Contractor.
- b) Disbursement of the one (1) year salary shall occur in two separate payments as follows: July 15, 2018 and January 31, 2019.
- c) Any Unit members wishing to retire shall receive the Long Service Recognition stipend according to Article 11.2 at a prorated rate to the date of retirement.
- d) For those employees that do not take the early retirement incentive, the District will require that the selected Bookstore Contractor keep existing employees on at the Bookstore as employees of the District as follows:
 - i. All CSEA unit members may elect to remain on indefinitely as District Bookstore employees until he/she leaves his/her current position with the Bookstore. For existing employees in the CSEA bargaining unit, the terms and conditions of the current collective bargaining agreement between the District and CSEA will remain in effect and the employee will be subject to the same personnel policies and procedures as any other District employee in the CSEA bargaining unit.
 - ii. CSEA unit members that remain on as District Bookstore employees shall be evaluated by their designated District supervisor under the same evaluation policies and procedures as any other District employee within the CSEA bargaining unit. For purposes of employee evaluations the evaluating manager shall be the designated District supervisor. The designated District supervisor shall perform employee evaluations. The same designated District supervisor shall be responsible for any discipline matters in accordance with Article 17 of the collective bargaining agreement. The designated District supervisor shall be a management level employee of the District.

- iii. The District shall require that any management/supervisory employee(s) employed/hired by the Contractor abide by all of the terms and conditions of the current collective bargaining agreement between the District and CSEA.
- iv. For the duration that the Bookstore is contracted by the District, the below Classification titles and their respective job descriptions shall remain within the CSEA bargaining unit and shall be maintained.
 - i. Bookstore Customer Service Assistant
 - ii. Bookstore Assistant I
 - iii. Bookstore Assistant II
 - iv. Assistant Bookstore Manager
 - v. Book Buyer
- v. Each CSEA Bookstore unit member retains the right to remain indefinitely in his or her existing position at the Bookstore whether under District or Contractor operation. Should any Bookstore employee choose to explore alternative placement within the District, the District's Human Resources Department will work with each District Bookstore employee to create a mutually agreed upon transition plan for the employee to transfer to a different position within the District; this shall not be misconstrued to circumvent the provisions provided within Article 1.2.3 of the CSEA collective bargaining agreement. The plan will include identifying potential positions the employee is qualified for, identifying training and/or education that may be needed in order to qualify for positions when the employee would be a good match for a position but does not meet all minimum qualifications, and develop a training and/or education plan and provide training and/or education if feasible in order for the employee to meet minimum qualifications in accordance with Article 9.4 of the CSEA collective bargaining agreement. All costs related to the provisions of this agreement relating to CSEA bargaining unit members shall be borne on to the District. Any permanent part time District Bookstore employees shall have the option of accepting a full time position that is part of the voluntary transition planning made available. If any member chooses to participate in the above process the effects shall be negotiated with CSEA in a separate MOU. The District agrees it shall not involuntarily transfer CSEA Bookstore unit members.
- vi. Any District Bookstore employee that accepts a mutually agreed upon transition plan and changes classification shall not be subjected to any additional probationary period as a result of the transition. In the event that there is not a successor outsourcing contract of the District Bookstores or there is an unfulfilled RFP all employees shall have the right of return if the operations of the Bookstores are returned to the District.

2. Vacancies

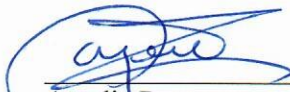
- a) If a unit member employed in the District Bookstore leaves his or her employment with the Bookstore after commencement of the agreement with the Contractor (whether by promotion, transfer to a different District position, or retirement, or resignation), the vacated bargaining unit position in the District Bookstore may be placed on administrative hold by the District and shall not abolish any existing classification title.
 - i. Any vacancies due to promotions are subject to the promotional language in Article 15 of the Classified CBA.
- b) During the term of the agreement to outsource the Bookstore, the Contractor may hire individuals to perform the duties and functions of any such vacant District Bookstore positions (resulting from

unit members leaving their positions) and such New Employees shall be employees of the Contractor, not of the District.

- c) All New Employees of the Contractor shall be approved by the District, shall be subject to the District's standards of conduct for District employees, and shall be subject to the same background, security and Live Scan requirements as District employees. The District will reserve the right to reject any New Employee who, in the judgment of the District, is not qualified to perform the work or is otherwise unsuitable to work on the District's premises. The District will also require Contractor to comply with all state and federal employment requirements.
- d) If the District decides to terminate the contract with the Contractor, the District agrees to negotiate any proposed changes to bargaining unit positions in the Bookstore upon termination of the contract to outsource the Bookstore and reversion of Bookstore operations to the District. The District shall notify the Association of termination of contract with the Contractor within five (5) business days of termination.

This Agreement is subject to CSEA and the District approval and ratification processes.

For the District:




Amalia Perez
Director Human Resources

For CSEA Chapter 291:



Kevin Palkki, Chief Negotiator



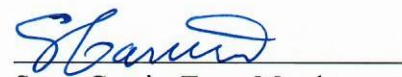
Myesha Kennedy, CSEA LRR




Ginger Outphim, Team Member



Fermin Ramirez, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member

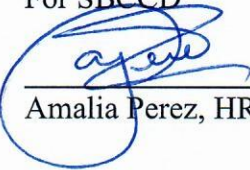
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2 *By And Between*
3 San Bernardino Community College District
4 *And*
5 California School Employees Association and its
6 San Bernardino CCD Chapter #291
7 **April 11, 2018**
8
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10 **Terms and Conditions:** The San Bernardino Community College District, (hereinafter,
11 "District") and the California School Employees Association and its San Bernardino CCD
12 Chapter 291 (hereinafter, "Association") agree as follows:
13

- 14 1. In Accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for
15 reclassification, it has been determined the following bargaining unit member shall be
16 reclassified.
17
- 18 2. Effective March 19, 2017, bargaining unit member Stacy Garcia, Administrative Assistant I,
19 Range 41 and Step E, 8 hours/260 day work year in the Economic Development & Corporate
20 Training Department at the District will be reclassified to the classification of Administrative
21 Assistant II, Range 50 Step A, 8 hours/260 day work year.
22

23 This Agreement is subject to the procedures required by CSEA Policy 610.
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25 For SBCCD

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28 Amalia Perez, HR Director
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For CSEA, Chapter #291

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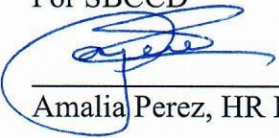
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15 reclassification, it has been determined the following bargaining unit member shall be
16 reclassified.
17
- 18 2. Effective February 12, 2018, bargaining unit member Richard Garcia, Food Services
19 Worker, Range 18 and Step E, 8 hours/260 day work year in the Child Development Center
20 at San Bernardino Valley College will be reclassified to the classification of Food Service
21 Specialist, Range 20 Step E, 8 hours/260 day work year.
22

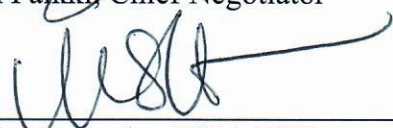
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For CSEA, Chapter #291

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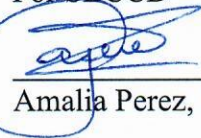
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16 reclassified.
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- 18 2. Effective February 15, 2018, bargaining unit member Phylcia Sanchez, Secretary II, Range
19 33 and Step C, 8 hours/260 day work year in the Resource Development Department at San
20 Bernardino Valley College will be reclassified to the classification of Administrative
21 Secretary, Range 37 Step B, 8 hours/260 day work year.
22

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24


25 For SBCCD

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28 Amalia Perez, HR Director
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For CSEA, Chapter #291



Kevin Palkki, Chief Negotiator



Myesha Kennedy, CSEA LRR



Stacy Garcia



Fermin Ramirez



Ginger Sutphin



David Stevenson

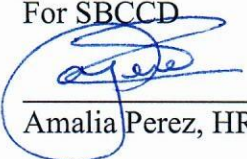
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- 14 1. In Accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for
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16 reclassified.
17
- 18 2. Effective November 9, 2017, bargaining unit member Michele Jeannotte, Administrative
19 Secretary, Range 37 and step D, 8 hours/260 day work year in the Police Department at the
20 District will be reclassified to the classification of Administrative Assistant II, Range 50 Step
21 A, 8 hours/260 day work year.
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25 For SBCCD

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For CSEA, Chapter #291



Kevin Palkki, Chief Negotiator



Myesha Kennedy, CSEA LRR



Stacy Garcia



Fermin Ramirez



Ginger Sulphin



David Stevenson


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15 reclassification, it has been determined the following bargaining unit member shall be
16 reclassified.
17
- 18 2. Effective January 18, 2018, bargaining unit member Brandice Mello, Student Services
19 Technician II, Range 34, and Step D, 8 hours/260 day work year in the Counseling
20 Department at Crafton Hills College will be reclassified to the classification of Senior
21 Student Services Technician, Range 38, Step D, 8 hours/260 day work year.
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24


25 For SBCCD


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28 Amalia Perez, HR Director
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For CSEA, Chapter #291


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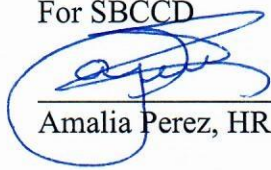
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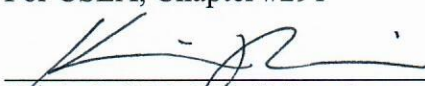
- 14 1. In Accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for
15 reclassification, it has been determined the following bargaining unit member shall be
16 reclassified.
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- 18 2. Effective October 9, 2015, bargaining unit member Colleen Leon, Administrative Assistant
19 I, Range 41 and Step E, 8 hours/260 day work year in the Technology Educational Support
20 Services Department at the District will be reclassified to the classification of Administrative
21 Assistant II, Range 50 Step A, 8 hours/260 day work year.
22

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24


25 For SBCCD

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28 Amalia Perez, HR Director
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For CSEA, Chapter #291



Kevin Palkki, Chief Negotiator



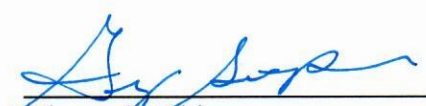
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Fermin Ramirez



Ginger Sutphin



David Stevenson

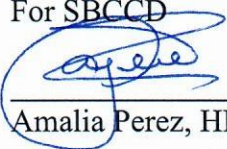
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16 reclassified.
17
- 18 2. Effective March 15, 2018, bargaining unit member DyAnn Walter, User Liaison, Range 44
19 and Step E, 8 hours/260 day work year in the Computing Services Department at the District
20 will be reclassified to the classification of Systems Analyst, Range 54 Step A, 8 hours/260
21 day work year.
22

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25


26 For SBCCD

27 
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For CSEA, Chapter #291



Kevin Palkki, Chief Negotiator




Myesha Kennedy, CSEA LRR



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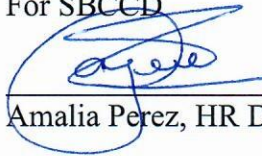
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16 reclassified.
17
- 18 2. Effective December 21, 2017, bargaining unit member Kathryn Wilson, Administrative
19 Secretary, Range 37 and Step E, 8 hours/260 day work year in the Counseling Department at
20 Crafton Hills College will be reclassified to the classification of Administrative Assistant I,
21 Range 41 Step D, 8 hours/260 day work year.
22

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24

25 For SBCCD

26 
27
28 Amalia Perez, HR Director

For CSEA, Chapter #291

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30 Kevin Palkki, Chief Negotiator

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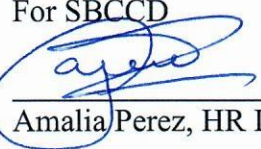
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16 reclassified.
17
- 18 2. Effective September 18, 2017, bargaining unit member Manuel Rosales, Technology
19 Support Specialist I, Range 46 and Step C, 8 hours/260 day work year in the Technology
20 Services Department at San Bernardino Valley College will be reclassified to the
21 classification of Technology Support Specialist II, Range 50 Step B, 8 hours/260 day work
22 year.
23

24 This Agreement is subject to the procedures required by CSEA Policy 610.
25

26 For SBCCD

27 
28 _____
29 Amalia Perez, HR Director
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For CSEA, Chapter #291



Kevin Palkki, Chief Negotiator



Myesha Kennedy, CSEA LRR



Stacy Garcia



Fermin Ramirez



Ginger Sutphin



David Stevenson

MEMORANDUM OF UNDERSTANDING

By And Between

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO CCD CHAPTER# 291

April 16, 2018

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

The District and the Association agree to temporarily modify the work schedule for unit member Jason Flores, Custodian, Maintenance & Operation Department at San Bernardino Valley College, per the agreed MOU 4/10 alternate work schedule section 3 ratified 3/28/2018. The 4/10 alternate work schedule work schedule beginning on June 3, 2018 through July 28, 2018, will be as follows:

Tuesday – Friday
Shift Start Time: 1:00p.m.
Shift Ending Time: 11:30p.m.


July 4, 2018: Paid Holiday

Mr. Flores will receive ten (10) hours of holiday pay for Wednesday, July 4, 2018 and will work three (3) ten (10) hour days during that work week.

Effective July 30, 2018, Mr. Flores will return to his regular work schedule of Monday through Thursday, 5:00p.m. to 1:30a.m. and Friday 2:00p.m. to 10:30p.m.

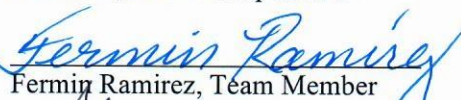
This agreement is subject to all approvals required by the CSEA Policy 610 and the District.

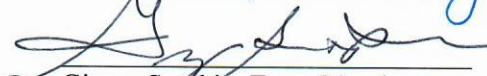
For the District:



Amalia Perez, SBCCD
Director, Human Resources


For CSEA:


Kevin Palkki
President, CSEA Chapter 291


Fermin Ramirez, Team Member


Ginger Sutphin, Team Member


David Stevenson, Team Member


Myesha Kennedy
Labor Relations Representative

MEMORANDIUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291

February 21, 2018

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

The District and the Association agree to the following regarding the 4/10 Alternate Work Schedule for the period of Sunday, June 3, 2018, through Saturday, July 28, 2018.

- 1) All bargaining unit members will participate in the 4/10 Alternate Work Schedule except for those employed in the following departments:
 - a. Child Development Centers CHC and SBVC
 - b. KVCR and FNX Technical/Production Staff
 - c. Custodial and Maintenance and Grounds at CHC
 - d. Swimming Pool Attendants at CHC
 - e. Technology Services Department at CHC
- 2) The 4/10 workweek will be Monday through Thursday.
- 3) In the event there is an operational need on Fridays for the campus Custodial staff assigned to the Child Development Center at SBVC and Senior Technology Support Specialist staff at TESS, both parties agree to meet and confer over additional legitimate assignments needed by April 2, 2018 in a separate MOU.
- 4) During the week of July 4, 2018, unit members on the alternate work schedule will receive ten (10) hours of holiday, pay for the holiday on Wednesday, July 4, 2018, and work three (3) ten (10) hour days.
- 5) Individual unit members may opt to work eight (8) hours per day and use two (2) hours of vacation per day, consistent with Article 19.9.
- 6) District Administration shall inform their staff no later than May 6, 2018 of the starting and ending shifts during the summer.
- 7) The following work schedule conditions are noted:

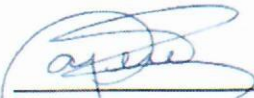
- a. SBVC Grounds Department will work a 4/10 work schedule with a 5:00 a.m. start time and a 3:30 p.m. end time.
- b. The summer work 4/10 schedule start times and end times shall be based on the existing work schedules by adding two (2) hours. The existing work schedules can be adjusted no more than three (3) hours before or after start/end times.

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

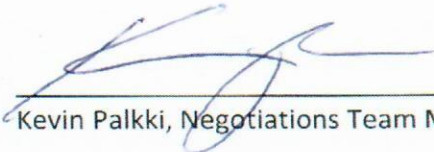
The effective date of this MOU is February 21, 2018.

For the District:

For CSEA, Chapter 291:



Amalia Perez
Director, Human Resources



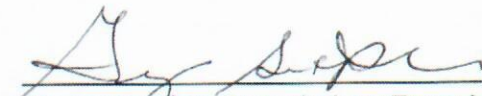
Kevin Palkki, Negotiations Team Member



Fermin Ramirez, Negotiations Team Member



Stacy Garcia, Negotiations Team Member



Ginger Sutphin, Negotiations Team Member

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Amalia Perez, Director, Human Resources

DATE: May 10, 2018

SUBJECT: Memorandums of Understanding (MOUs) between SBCCD and the SBCCD Teachers Association

RECOMMENDATION

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

OVERVIEW

SBCCD staff and the San Bernardino Community College District Teachers Association met and entered into the attached MOU(s).

ANALYSIS

The attached MOU(s) constitute(s) the full and complete Agreement between the District and the Association.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information item.

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

This Memorandum of Understanding (MOU) is made and entered into this 9th day of March, 2018, between the San Bernardino Community College District (hereinafter referred to as "District") and the San Bernardino Community College District Teachers Association (hereinafter referred to as "Association").

WHEREAS, the District and Association have negotiated the Evaluation under Article 16;

WHEREAS, both parties have discussed the implementation of the evaluation process using the online, ADP Performance Management for administration of the evaluation;

THEREFORE, both parties agree:

1. To undergo a test program for the use of the online, paperless software evaluation process for selected faculty members, as based on identified departments, during the test semester in Spring 2019.
2. The test group will consist of no more than 50% of the disciplines within each campus as determined by Human Resources.
3. Each faculty member who undergoes their regularly scheduled evaluation from the identified discipline will be asked to participate to assist with validity, reliability and consistency of practice and be trained in the system.
4. Student input shall not be included in the online program but will continue to follow the same format as currently used.
5. There shall be no change to the faculty evaluation process, unless otherwise negotiated.
6. The database will maintain the information that each faculty member will need to access in order to complete the self-assessment and for each evaluator to complete their evaluation.
7. The evaluation shall be printed for the evaluatee and evaluator signatures as well as a copy provided to the evaluatee for records and the personnel file.
8. Faculty members may access their current and previous evaluations that are securely housed in the ADP Talent Management system, as needed, once completed.
9. All faculty members and respective Deans will be trained using the online software program before implementation of the program on or by Fall 2019.
10. The negotiations team agrees to discuss progress with the use of the program and implementation process throughout the course of the year and agree to make any needed changes for ease of use.
11. Both parties agree to follow Article 15, Section G regarding access to personnel files.

This MOU shall be effective for the 2018-19 academic year and will require agreement by both parties. This Agreement made and entered into this 9th day of March, 2018.

San Bernardino Community
College District



Amalia Perez
Director, Human Resources

San Bernardino Community College
District Teacher Association



Sheri Lillard
President

MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION/NEA

April 19, 2018

This Memorandum of Understanding (hereinafter, MOU) between the San Bernardino Community College District (hereinafter, District) and the San Bernardino Community College District Teachers Association (hereinafter, Association) regarding the addition of a new faculty coordinator position; and

WHEREAS: The District and the Association developed and agreed in an MOU dated April 14, 2017 regarding Faculty Coordinators, that this position plays an instrumental role in accomplishing very specific duties for the colleges that require the faculty member's expertise and that this led to the development of coordinator duties and a plan to compensate faculty coordinators fairly; and

WHEREAS: The Association and the District agreed in the MOU of April 14, 2017 that college and district needs may require the development of new coordinator position and that the District would notify the Association when a position was developed; and

WHEREAS: The Association and the District both acknowledge that persons doing the work of coordinator currently without the job title or compensation of coordinator shall have their job title reassigned and compensated appropriately;

It is therefore agreed that:

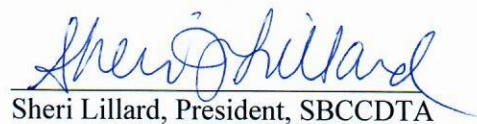
- A. The job description for the Career Center Coordinator (attached) is accepted by the Association and that the position be added to Appendix G ACADEMIC SERVICE DAYS 200 Service Days.
- B. Ms. Trinette Barrie, Counselor, has been performing the duties and responsibilities as Career Center Coordinator at Crafton Hills College; and continues to be compensated as a counselor. It is further agreed that Ms. Barrie be reassigned to the title of Career Center Coordinator and be compensated the coordinator stipend retro-active to July 1, 2017.

For the District



Amalia Perez, Director, Human Resources

For the Association



Sheri Lillard, President, SBCCDTA

CAREER CENTER COORDINATOR

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

SUMMARY DESCRIPTION:

This is a full-time, tenure track 11-month faculty position and is under the general direction of an assigned administrator. The incumbent is responsible for developing, planning, and organizing the Center's programs and services, with the goal of facilitating student career decision making. The Coordinator will develop policies and procedures that support the goals of the college, foster a culture of career readiness, and support successful completion leading to successful employment for students including those of under-represented populations. The Career Center Coordinator will develop and teach career success courses, work with the Office of Research and Planning to collect and analyze meaningful data, prepare reports, evaluate program effectiveness, work collaboratively with and provide professional development opportunities about career preparation to instructional faculty, coordinate services with external agencies and institutions, oversee career outreach to students, parents and the community, plan and oversee direct services to students, develop job/placement processes, work with faculty on developing work experience and internship curriculum and programming and link the Career Center with all campus units, and constituencies to ensure effective service to students.

- Work collaboratively with Student Services and Instruction faculty to provide timely career development and job/placement information.
- Plan and arrange visits of employer representatives from local and regional companies.
- Plan and arrange an annual career/job placement activities and workshops.
- Work with Job Developer to develop and implement job placement and internship programs.
- Develop curriculum and programming for a Work Study Program.
- Work with faculty on the development of Internship programs related to college programs and curriculum.
- Participate in regional and statewide career organizations.
- Plan and organize outreach to undecided/undeclared students and provide classroom outreach activities
- Develop Career Center promotional and informational materials.
- Provide oversight for the development and maintenance of the Career Center webpages and links.
- Develop effective communication processes with students regarding career options and opportunities.
- Provide career counseling to students referred to the counseling center and lead career counseling programming for the center.
- Provide training on career advisement, including the interpretation of career assessments to counseling and other staff.
- Participate in college-wide planning and evaluation processes.
- Organize, prepare, and maintain a variety of records, statistics, and reports related to the Career Center.
- Provide support, guidance, and direct involvement to members of the Counseling staff in accomplishing special projects as needed.
- Perform other duties as assigned.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

1. Collaborates with campus departments to ensure that the college catalog is current and accurate in the areas of interest to the coordinated area.
2. Leads, coordinates and facilitates the preparation of area planning documents in consultation with employees in the coordinated area.
3. Recommends to the appropriate administrator, the coordinated area's preliminary budget and purchase orders for materials, supplies and other activities. May recommend the scheduling of the coordinated area.

4. Coordinates the use of the coordinated area's facilities, submits requests to the appropriate administrator for the purchase, maintenance and repair of equipment.
5. May identify and recommend candidates for recruitment and employment in the coordinated area (tutors etc.) as appropriate.
6. Maintains regular and effective modes of communication with administration, faculty, staff, students, and the community on areas of interest to the coordinated area.
7. Regularly initiates, schedules, attends and participates in meetings to facilitate effective coordination and provide expertise related to the coordinated area.
8. Attempts to initially resolve concerns within the coordinated area at the informal level.
9. Coordinates with the Vice President, Dean or Associate Dean in convening advisory board meetings as appropriate.
10. Attends conferences or other off-campus events in order to stay current on issues, past practices, and other items related to effectively leading activities in, or related to, the coordinated area as funding permits.
11. Provides leadership and sets priorities for the daily operations within the coordinated area.
12. Serves as primary person responsible for developing activities, training and workshops related to the coordinated area.
13. Serves on District Committees.
14. Other duties as assigned in accordance with Title 5, California Education Code and Government Code and the Collective Bargaining Agreement between SBCCD and SBCCDTA Article 13, Sections A2 and B7.

QUALIFICATIONS:

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

Knowledge of

Career and transfer counseling and assessments.

Career planning and transfer theories and processes.

Matriculation, career development, and career center requirements and competencies in general academic advisement, educational planning, career, and personal counseling.

Knowledge and skill working with diverse students and staff in an academic setting.

Knowledge in the use and implementation of technology in establishing a technology-based transfer center.

Ability to

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

Establish and maintain a highly collaborative and collegial working relationship throughout the college and with the district, including students, faculty, administrators, and the public.

Develop an understanding of student cultural and linguistic diversity, and the ability to develop appropriate culturally-sensitive transfer programs and services.

Work confidently and effectively in a college and division that values diversity and multicultural competence
Prioritize and execute a wide range of projects simultaneously.

Work independently, assume responsibility, and take initiative in carrying out assignments. Communicate effectively both orally and in writing.

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

Education/Training

Required Education and Experience:

1. Master's degree in Counseling, Rehabilitation Counseling, Clinical Psychology, Counseling Psychology, Guidance Counseling, Education Counseling, Social Work, or Career Development from an accredited institution of higher education, or equivalent.
2. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel.

Desired Experience:

1. A minimum of two years counseling or career guidance experience in a community college.
2. A minimum of two years supervisory or program/project management experience.
3. Related experience in career guidance and/or transfer services.
4. Experience in career and transfer counseling and assessment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

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

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

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

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

Board Approved: May 10, 2018

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION
And
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Lecture, Lab, and Clinical Committee
April 19, 2018

This Memorandum of Understanding (MOU) is made and entered into this 19th day of April, 2018, between the San Bernardino Community College District (hereinafter referred to as "District") and the San Bernardino Community College District Teachers Association (hereinafter referred to as "Association").

It is agreed that the District and the Association shall form a committee to research and provide analysis regarding lecture, lab, and clinical assignments.

Membership: The Lecture/Lab/Clinical Committee shall consist of a CTA representative, curriculum committees' chairs (or designees) from each campus, two (2) faculty chair(s) (or designees) from each campus representing different types of lab/clinical activities, two (2) administrators from each campus, and two (2) district representatives (HR and Fiscal). The Committee's work shall commence prior to September 1, 2018. A written report of the Committee's findings shall be provided to both the Association and District Negotiations' chairs on or before the last day of instruction of December 2019.

This committee may be in lieu of a Senate assigned committee and is at the discretion of the faculty member. Faculty members on the committee shall be compensated at the non-instructional rate for work performed outside the normal work year.

Charge: The committee shall conduct an initial analysis of all the disciplines with laboratory and clinical components. Analysis will include curriculum, teaching pedagogy, cost comparisons (including, but not limited to, the seven (7) comparison Districts listed in the Collective Bargaining Agreement in Appendix A-1), productivity as defined by the state, and work load. The committee will also evaluate and report the potential impacts on the faculty obligation number (FON).

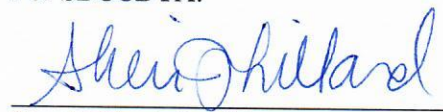
Negotiations on Lecture/Lab/Clinical parity shall resume when the committee's findings are reported to the negotiations' chairs and no later than beginning of the Spring 2020 semester. If negotiations on Lecture/Lab/Clinical parity do not resume by the March 1, 2020, all laboratories and clinical shall be loaded the same as lecture (using Table I: Lecture 15 Hours column) beginning in the Fall 2020 semester.

For SBCCD:



Amalia Perez, Director Human Resources

For SBCCDTA:



Sheri Lillard, President

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: May 10, 2018
SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

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

OVERVIEW

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form.

ANALYSIS

The attached report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow needs. Questions regarding this report may be addressed to the Fiscal Services Department.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

Quarterly Financial Status Report, CCFS-311Q
ENTER OR EDIT CURRENT DATA

2017-2018 Q3 Closed For Edits.

CHANGE THE PERIOD

Fiscal Year: 2017-2018

Quarter Ended: (Q3) Mar 31, 2018

District: (980) SAN BERNARDINO

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Closed for edits after May 17, 2018					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	93,386,306	93,407,124	70,445,923	93,407,124
A.2	Other Financing Sources (Object 8900)	0	0	6,460	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	93,386,306	93,407,124	70,452,383	93,407,124
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	93,630,722	94,387,855	62,626,033	94,387,855
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	993,376	1,019,376	795,977	1,019,376
B.3	Total Unrestricted Expenditures (B.1 + B.2)	94,624,098	95,407,231	63,422,010	95,407,231
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-1,237,792	-2,000,107	7,030,373	-2,000,107
D.	Fund Balance, Beginning	22,818,673	22,818,673	22,818,673	22,818,673
D.1	Prior Year Adjustments + (-)	-214,668	-214,668	-214,668	-214,668
D.2	Adjusted Fund Balance, Beginning (D + D.1)	22,604,005	22,604,005	22,604,005	22,604,005
E.	Fund Balance, Ending (C. + D.2)	21,366,213	20,603,898	29,634,378	20,603,898
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	22.6%	21.6%	46.7%	21.6%

SAVE EDITS >>>

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)				15,276
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Amount as of the Specified Quarter Ended

III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	37,680,991
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1 + H.2)	37,680,991

IV. Has the district settled any employee contracts during this quarter? Yes No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management		Permanent		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
YYYY-YY								
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS >>>

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

2000 Characters Remaining

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

Yes No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?

Yes

No

Next year?

Yes

No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

[«« EXIT WITHOUT SAVING](#)

[SAVE EDITS »»»](#)

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:

Christine Atalg (916)327-5772 catalg@cccco.edu or Tracy Britten (916)324-9794 tbritten@cccco.edu

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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2017-2018

District: (980) SAN BERNARDINO

Quarter Ended: (Q3) Mar 31, 2018

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2014-15	Actual 2015-16	Actual 2016-17	Projected 2017-2018
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	77,430,155	98,085,704	96,715,398	93,407,124
A.2	Other Financing Sources (Object 8900)	1,012,120	4,846	16,241	0
A.3	Total Unrestricted Revenue (A.1 + A.2)	78,442,275	98,090,550	96,731,639	93,407,124
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	78,869,870	83,535,522	89,347,559	94,387,855
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,809,993	12,705,000	1,231,356	1,019,376
B.3	Total Unrestricted Expenditures (B.1 + B.2)	80,679,863	96,240,522	90,578,915	95,407,231
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-2,237,588	1,850,028	6,152,724	-2,000,107
D.	Fund Balance, Beginning	16,684,210	14,446,622	16,665,949	22,818,673
D.1	Prior Year Adjustments + (-)	0	369,299	-214,668	-214,668
D.2	Adjusted Fund Balance, Beginning (D + D.1)	16,684,210	14,815,921	16,451,281	22,604,005
E.	Fund Balance, Ending (C. + D.2)	14,446,622	16,665,949	22,604,005	20,603,898
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17.9%	17.3%	25%	21.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	14,717	15,352	14,511	15,276
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2014-15	2015-16	2016-17	2017-2018
H.1	Cash, excluding borrowed funds		32,670,844	37,785,530	37,680,991
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	21,963,743	32,670,844	37,785,530	37,680,991

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	93,386,306	93,407,124	70,445,923	75.4%
I.2	Other Financing Sources (Object 8900)	0	0	6,460	
I.3	Total Unrestricted Revenue (I.1 + I.2)	93,386,306	93,407,124	70,452,383	75.4%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	93,630,722	94,387,855	62,626,033	66.3%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	993,376	1,019,376	795,977	78.1%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	94,624,098	95,407,231	63,422,010	66.5%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-1,237,792	-2,000,107	7,030,373	
L.	Adjusted Fund Balance, Beginning	22,604,005	22,604,005	22,604,005	
L.1	Fund Balance, Ending (C. + L.2)	21,366,213	20,603,898	29,634,378	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	22.6%	21.6%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?

NO

Next year?

NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: May 10, 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 and Deposit Report
 Quarter Ending March 31, 2018

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$ 297,633.87	0.00	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 173,176.10	0.00	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 470,809.97</u>			
Bond Fund (#256245)	\$ 35,188,998.21		Investment	Bank of New York Mellon, Los Angeles CA
PERS/STRS Investment	\$ 25,172,265.48		Investment	Public Agency Retirement Services, Newport Beach, CA
OPEB Investment Trust	\$ 8,399,843.29		Investment	Benefit Trust Company
	<u>\$ 68,761,106.98</u>			
Enterprise Funds				
Bookstore	\$ 1,140,524.75	0.00	Checking	Bank of America, Colton CA
Cafeteria	\$ 253,675.13	0.00	Checking	Bank of America, Colton CA
	<u>\$ 1,394,199.88</u>			
Internal Service Funds				
Workers Comp	\$ 120,000.00	0.05%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 25,000.00	0.00	Checking	Bank of America, Concord CA
	<u>\$ 145,000.00</u>			
Trust Funds				
Financial Aid	\$ 123,783.24	0.05%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 613,998.50	0.05%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 16,317.81	0.00	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 3,739.44	0.20%	Checking	Community Bank, Redlands CA
Emergency Loan	\$ 18,162.03	0.00	Checking	Community Bank, Redlands CA
SBVC Clubs/Trusts	\$ 233,568.78	0.00	Checking	Wells Fargo, San Bernardino CA
SBVC ASB	\$ 133,234.41	0.00	Checking	Wells Fargo, San Bernardino CA
CHC Clubs/Trust & ASB	\$ 302,055.67	0.00	Checking	Bank of America, Yucaipa CA
Scholarships	\$ 63,602.97	0.70%	Money Market	Inland Valley Bank, Redlands CA
SBVC/CHC Student Rep Fee	\$ 117,465.25	0.00	Checking	Inland Valley Bank, Redlands CA
	<u>\$ 1,625,928.10</u>			
Total Checking, Savings & Investments	<u>\$ 72,397,044.93</u>			