



**Meeting of the San Bernardino Community College District Board of Trustees  
Business Meeting Agenda  
SBCCD Board Room  
July 12, 2018, 4:00 p.m.**

- 1. CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- 2. ANNOUNCEMENT OF CLOSED SESSION ITEMS**
  - a. Conference with Labor Negotiators pursuant to Government Code section 54957.6  
Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
  - b. Public Employee Discipline/Dismissal/Release/Non Re-Employment Government Code 54957 (2 cases)
  - c. Public Employee Performance Evaluation pursuant to Government Code 54957(b)(1)  
Title: Chancellor
  - d. Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code section 54956.9(d)(2): (3 cases)
  - e. Conference with Legal Counsel – Existing Litigation pursuant to Government Code section 54956.9(e)(3): (2 cases)  
Workers Compensation Claim#: 479409, 482243
- 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**

**OATH OF OFFICE - Elijah Gerard, CHC Student Trustee**



**7. REPORTS**

- a. Board Committee Reports (p5)
- b. Good News (p7)
- c. San Bernardino Valley College
  - i. Academic Senate
  - ii. Classified Senate
  - iii. Associated Students
- d. Crafton Hills College
  - i. Academic Senate
  - ii. Classified Senate
  - iii. Associated Students
- e. CSEA
- f. CTA

**8. PUBLIC COMMENTS ON AGENDA ITEMS**

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

**9. MINUTES**

- a. June 12-13, 2018 (p8)
- b. June 21, 2018 (p14)

**10. CONSENT AGENDA**

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

- a. Instruction/Student Services
  - i. Consideration of Approval of Curriculum – CHC (p21)
- b. Human Resources
  - i. Consideration of Approval of Adjunct and Substitute Academic Employees (p23)
  - ii. Consideration of Approval of Non-Instructional Pay for Academic Employees (p31)
  - iii. Consideration of Approval to Appoint Temporary Academic Employees (p42)
  - iv. Consideration of Approval of Salary Advancement for Academic Employees (p44)
  - v. Consideration of Approval to Pay Stipends (p46)
  - vi. Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees (p49)
  - vii. Consideration of Approval of District Volunteers (p59)
  - viii. Consideration of Approval to Accept Employee Resignations (p61)
  - ix. Consideration of Approval to Accept Employee Retirements (p63)
  - x. Consideration of Approval to Appoint District Employees (p65)
  - xi. Consideration of Approval to Appoint Interim Managers (p67)
  - xii. Consideration of Approval to Adopt Revised Salary Ranges (p69)



- c. Business & Fiscal Services
    - i. Consideration of Approval of District & College Expenses (p78)
    - ii. Consideration of Approval of Individual Memberships (p84)
    - iii. Consideration to Approve Conference Attendance (p86)
    - iv. Consideration of Approval of Employment Contract for Chancellor (p87)
    - v. Consideration of Approval of Professional Services Contracts-Agreements (p89)
    - vi. Consideration of Approval of Routine Contracts-Agreements and Memorandums (p92)
    - vii. Consideration of Approval of Purchase Order Report (p114)
    - viii. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p116)
    - ix. Consideration of Approval of Surplus Property and Authorize Donation to Rim of the World Unified School District (p120)
    - x. Consideration of Approval of Vacation Payout (p121)
    - xi. Consideration of Approval to Adopt a Resolution Approving the Appropriation of Funds for the 2017-19 Fiscal Year (p122)
  - d. Facilities
    - i. Consideration of Approval of 2020-21 Five Year Construction Plan (p124)
    - ii. Consideration of Approval to Award a Small Scale Construction Contract to MediaCentric Integration, Inc. of Torrance, CA (p181)
    - iii. Consideration of Approval to Award a Small Scale Construction Contract to Medina Construction of Riverside, CA (p183)
    - iv. Consideration of Approval to Award Informal Bid #01-1617-04 and Ratify a Contract to HP Construction & Management, Inc. of Riverside, CA (p185)
    - v. Consideration of Approval to Award Informal Bid #01-1718-09 and Contract to ACCO of Commerce, CA (p187)
    - vi. Consideration of Approval to Award Informal Bid #03-1718-12 and Ratify a Contract to SDSTATURe of San Diego, CA (p189)
- 11. ACTION AGENDA**
- a. Consideration of Final Approval of Board Policies and Administrative Procedures (p191)
- 12. INFORMATION ITEMS**
- a. Applause Cards (p239)
  - b. Budget Report (p243)
  - c. Clery Report (p261)
  - d. General Fund Cash Flow Analysis (p263)
  - e. Memorandums of Understanding between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA) (p265)
  - f. New Trustee Orientation (p270)



**13. PUBLIC COMMENT ON NON-AGENDA ITEMS**

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

**14. ADJOURN**

The next meeting of the Board: Study Session (Potential Bond & Real Estate Investment)  
12pm, August 2, 2018



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey Nikac, Senior Executive Assistant

**DATE:** July 12, 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.

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

## **OVERVIEW**

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.



# Good News

July 2018

## EXECUTIVE VICE CHANCELLOR, JOSE TORRES, INVITED TO JOIN CCC INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE

Jose Torres will be a member of the system-wide Advisory Committee for the Institutional Effectiveness Partnership Initiative (IEPI). This important initiative is a statewide collaborative effort to help advance the effective practices of the California Community Colleges and, in the process, significantly reduce the number of accreditation sanctions and state and federal audit issues. Most importantly, IEPI will enhance the system's ability to serve its students effectively and improve student success in measurable ways.



As you recall the District Office underwent an IEPI review which led to ongoing improvements in Human Resources, Integrated Planning, and Governance. Currently, Crafton Hills College is in the midst of a review with the topics of Enrollment Management and Budget Processes. Each participating agency receives a \$200,000 budget from the state Chancellor's Office to implement the improvement plan.

For more information, please visit <http://iepi.cccco.edu/faq> to read the IEPI FAQs.

## CA GOVERNOR SIGNS BUDGET THAT WILL BRING \$1 MILLION FOR SBVC WORKFORCE TRAINING PROGRAMS

SBCCD's career education programs received \$1 million to help launch the Advanced Manufacturing Futures Initiative. The initiative will provide students with modernized training in in-demand jobs that include electricians, welders, machinists, engineering technicians, chemical plant and system operators, and mechanical drafters, among others.

The current career options at SBVC will be enhanced by integrating the newest and state-of-the-art equipment, tools and software to aid in curricula for industry-recognized certificates and associate degrees that lead to "Pathway Occupations" that constitute manager and supervisory roles that are offered through universities in the form of bachelor's degrees.

## SUCCESS FROM EDCT'S EMPLOYMENT TRAINING PROGRAM

"Our company received an increased amount of customer complaints in the month of May. Prior to taking the EDCT Leadership Program, I would have implemented corrective actions without giving employees reasoning/purpose 'why changes were occurring.' Instead, since the EDCT program, I put together a presentation to inform all employees of the complaints received in May.

Presentation included:

- Product information
- Brief description of the complaint
- Management direction for corrective action to avoid future customer complaints

I've learned the importance of transparency with employees when implementing changes that will impact their job." –Jackie Magallanes, DWFP 6/27/2018

## DID YOU KNOW?

*The class of 2018:*

- launched 2,000 new college graduates into the world to strengthen our community and economy.
- more than half are the first in their family to earn a college degree.
- 216 students graduated with honors and highest honors.

*Top 3 associate degrees awarded:*

SBVC

- 1) Social & Behavioral Sciences
- 2) Biological & Physical Sciences
- 3) Business Administration

CHC

- 1) Social Science
- 2) Business Administration
- 3) Multiple Sciences

*Top 3 career education certificates awarded:*

SBVC

- 1) Psychiatric Technology
- 2) Alcohol/Drug Studies
- 3) Powerplant Management Technician

CHC

- 1) Emergency Medical Technician
- 2) Mobile Intensive Care Nurse
- 3) EMT—Paramedic



## KVCR VETERANS' IN HER BOOTS

As part of the KVCR Veterans' Initiative, on Saturday, June 9 KVCR hosted 25 female veterans at their 4th annual "In Her Boots" event. "In Her Boots" is a project designed to create awareness on the issues female veterans face. Combat boots are decorated by female veterans with one boot signifying their time in the military and one boot representing their family life.



**Meeting of the San Bernardino Community College District Board of Trustees  
Annual Board Retreat Minutes  
Doubletree Ontario Airport, 222 N. Vineyard Ave., Ontario, CA 91764  
June 12, 2018, 8:00 a.m. – 4:00 p.m. and June 13, 2018, 8:00 a.m. – 3:00 p.m.  
Facilitated by Dr. Pamila J. Fisher, ACCT Consultant  
DAY ONE: "IMPLEMENTING BEST PRACTICES"**

**PRESENT**

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

**ABSENT**

None

**CALL TO ORDER**

President Williams called the meeting to order at 8:38am.

**PUBLIC COMMENTS**

Sam Irwin, attended to observe.

**PURPOSE AND OVERVIEW**

Board members were asked what outcomes they wanted to accomplish at the retreat.

- Donna – Complete BP/AP 2410, AP 2435, and BP 2510.
- Gloria – Reaffirm role as trustees (policy vs. weeds). Board needs same data about the district and ensure the board is communicating the same message as one voice (frequent, timely, and consistent).
- Anne – Communication/agenda – find a better way to have more dialogue with groups. Add to agenda: reports from Empire Network, KVCR, and others.
- Bruce – Chancellor's goals for next year.
- Joseph – Board priorities for next year.
- Frank – Value of government relations. Advocacy at all levels.

**UNDERSTANDING ONE ANOTHER'S COMMUNICATION STYLE**

Board members completed the DISC assessment to better understand communication styles.

D – Joseph, John, Anne  
I – Frank, Gloria  
S – Bruce, Donna, Don  
C – Anne, Frank, Donna, Gloria



Of the 14 personality types, Trustees identified themselves:

- Donna – Architect
- Bruce – Architect
- Anne – Innovator
- John - Entrepreneur
- Don - Motivator
- Gloria - Detective
- Joseph - Motivator
- Frank – Detective

### **REFLECTING ON THE PAST YEAR: ACCOMPLISHMENTS AND CHALLENGES**

Board members reflected on the past year and identified accomplishments.

1. Student Success
2. \$157 million
3. Met enrollment goal
4. Monitored FTES
5. More consistent reports across colleges
6. More study sessions
7. Increased trust on team
8. Relations/reports with CSEA improved
9. Better informed board (data, discussion, research)
10. Civility on the board (more unified)
11. Relationship with elected officials
12. Created a dashboard with quarterly reviews
13. Outsourced bookstore (united board)
14. Personnel/increased contract terms for managers/salary increases

### **BOARD OF TRUSTEES ANNUAL SELF-ASSESSMENT**

Trustees reviewed the Board’s self-assessment.

- Q4: Reminder cell phones should not be out at board meetings
- Q7: Update policy to include Executive Board
- Q8: change “diverse interests” to Constituent Groups
- Q10: more time is needed to review Q&A and long reports. Accreditation reports are typically done during study session and major reports are submitted to the board for first and second read.
- Presentations to the Board needs to follow guidelines. Chancellor to provide the executive summary and give the introduction.
- Q12: change “service area” to entire district – How well do the policies of the board consider and address the needs of the residents of the entire district?
- Q14: do we need the question?
- Q16: do we need the question?



Trustee agreed to use the terms:

Trustee Area = distinguishes between service areas of the District  
SBCCD = includes CHC, SBVC, and Central Services

Student Success & Equity

Philosophy

Policy

Plan

Results

Monitoring

The Board agreed to eliminate reports to the Board at board meetings, effective July 1. President Williams will make an announcement at the June 21 Board meeting. Chancellor Baron will notify the Presidents, student trustees, and unions. It was suggested the Chancellor report out about the Board Retreat. Reports to the Board should be on specific events and should be listed on the agenda (not as individual trustees, but as topic updates). President reports are provided in advance. The Board President will ask colleagues if there is anything they want to hear about from the presidents. The Board agreed that all photo-ops should take place 15 minutes before board meetings.

### **BOARD POLICY REVIEW**

There was discussion on the policy on policies (2410 Board Policies & Procedures). The Board agreed to keep the proposed language as recommended by the BOT Policy Committee (the version submitted to District Assembly in November) with additional changes agreed on at the retreat. The revised AP and BP 2410 will be submitted as a separate board item in the June 21 agenda for first reading.

The policy and procedure for the Chancellor's evaluation (2435 Evaluation of the Chancellor) was approved by the Board on May 10, 2018.

### **ADJOURN**

President Williams adjourned the meeting at 3:52pm.

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



**San Bernardino Community College District Board of Trustees Annual Retreat (continued)  
DAY TWO: "CREATING OUR FUTURE"  
Minutes**

**PRESENT**

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

**ABSENT**

None

**CALL TO ORDER**

President Williams called the meeting to order at 8:43am.

**BOARD AND CEO RELATIONSHIPS**

The Board heard about Board and CEO relationships: How to develop collaborative and effective relationships (presented by Wheelhouse). 60% of trustees want their CEO to have 5-7 years' tenure, 18% want more than 8 years, and 12% with 2-4 years. 30% of CEOs plan to stay 1-3 years and 30% for less than one year. When asked why CEOs leave their jobs, 38% was due to retirement and 30% due to conflict with trustees. Trustees reported the top three attributes to be strong core values, ability to carefully consider all possible outcomes, and communication skills.

Dr. Fisher gave an update on the CHC President search.

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- Evaluation of the Chancellor, Government Code Section 54957(b)(1), Title: Chancellor

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None

**CONVENE CLOSED SESSION**

Closed Session convened at 9:30am

**RECONVENE PUBLIC MEETING**

Public meeting reconvened at 11:04am

**REPORT OF ACTION IN CLOSED SESSION**

None





## **PUBLIC COMMENTS**

Sam Irwin, attended to observe.

## **SBCCD'S ORGANIZATIONAL CULTURE**

Collegial Consultation

Trustee Ferracone provided history of collegial consultation from 1992.

Complete AP and BP 2410, then address BP and AP 2510. Revisit BP 2510. Pull AP and BP 2510 from June 21 board agenda.

## **CRITICAL ISSUES**

Potential Bond Campaign was discussed and trustees shared some of their concerns.

Analysis of what happened in the last election.

What are the other conflicts happening in other areas? i.e. bonds, taxes, measures, etc.

What is the scientific methodology of the areas?

How much of the bond will go to CHC and when?

What is the economic impact of the bond? Need specific and concrete responses.

Benefits of the bond

Steering committee is needed with community leaders

Need to fundraise

## **PLANNING FOR 2018-2019**

The Board developed Board Priorities for 2018-2019. Executive Board will work through, as these are the BOT's goals.

1. Engage & Support Equity Initiatives
2. Be more visible on both campuses
3. Actively connect to community
4. Conduct efficient and effective board meetings focused on big picture
5. Implement an annual monitoring plan
6. Participate in professional development contributing to an excellent cohesive, proactive board.

SBCCD Strategic Directions is the new name for Board of Trustees Strategic Directions. These are Chancellor's Goals for 2018-2019 set by the Board.

1. Increase Student Success, Access, and Equity (Education Master Plan [EMP] for both colleges + district)
2. Continue the Alignment of EDCT and KVCR Goals with District & College Goals (EMP for district)
3. Continuously Improve Planning, Fiscal, Administrative and Operational Systems for Efficiency and Effectiveness (EMP for both colleges + district)

Study Session Presentations Requested by the Board of Trustees:

- Quarterly Non-Credit





- Quarterly Scorecard
- Quarterly/Semester Basic Skills
- Quarterly Dashboard
- Training by Atkinson, Andelson, Loya, Ruud & Romo to include 3 topics:
  - Robert's Rules of Order
  - Brown Act
  - Conflict of Interest
- Fundraising/Foundation
- IEPI Targets
- Course & Retention Rates
- Qualitative Effectiveness Indicators for EMPs
- Transfer & Graduation Rates
- Student Equity/SSSP

In addition to requested study session presentations, the Board asked for verbal updates from department areas such as TESS, Police Department, etc.

**ADJOURN**

The next meeting of the Board: Business Meeting, 4pm, June 21, 2018.

President Williams adjourned the meeting at 1:51pm.

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



**Meeting of the San Bernardino Community College District Board of Trustees  
Business Meeting Minutes  
SBCCD Board Room  
June 21, 2018, 4:00 p.m.**

**PRESENT**

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

**ABSENT**

Joseph Williams, President  
Elijah Gerard, CHC Student Trustee

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Vice President Harrison called the meeting to order at 4:01pm. Trustee Singer led the pledge of allegiance.

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- Conference with Labor Negotiators pursuant to Government Code section 54957.6  
Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- Public Employee Discipline/Dismissal/Release/Non Re-Employment Government Code 54957 (2 cases)
- Public Employee Performance Evaluation pursuant to Government Code 54957(b)(1)  
Title: Chancellor
- Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code section 54956.9(d)(2): (3 cases)
- Conference with Legal Counsel – Existing Litigation pursuant to Government Code section 54956.9(e)(3): (6 cases) Workers Compensation Claim #s: 524343, 502295, 532564, 518774, 523390

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None



### **CONVENE CLOSED SESSION**

Closed session convened at 4:05pm.

### **RECONVENE PUBLIC MEETING**

Public meeting reconvened at 5:05pm.

### **REPORT OF ACTION IN CLOSED SESSION**

- On June 21, 2018, the board unanimously took action to approve the settlement of Workers Comp Claim numbers 524343, 502295, 532564, 518774, and 523390.
- The Board unanimously took action to approve a settlement with Swinerton Builders. A copy of the settlement will be available in the office of Business & Fiscal Services.

Trustee Harrison made announcements:

- As a reminder, if you would like to address the Board, please complete a speaker card and turn them into Stacey Nikac before the Board reconvenes from closed session. Speaker cards are in the back of the room under the Board of Trustees photos.
- If you are at the dais, please turn your cell phones off and remove them from the dais.
- Beginning in July, there will no longer be reports made by Board members, the Chancellor, or college presidents. Unless the president has something IMPORTANT to add that is not in their Board written report.

### **REPORTS**

- Trustee Longville acknowledged the work of Trustee Reyes for his involvement in the recent Workforce Development/Department of Labor meeting.
- Trustee Reyes reported on grant opportunities.
- Trustee Harrison gave Autumn Blackburn the Oath of Office for her 2<sup>nd</sup> term as SBVC Student Trustee.
- President Rodriguez provided a written report and gave a brief campus update.
- Celia Huston reported for SBVC Academic Senate.
- Mike Strong provided a written report and gave a brief campus update.
- Mark McConnell gave a report on behalf of CHC Academic Senate.
- Kevin Palkki gave a report on behalf of CSEA.

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

- Denise Allen spoke to item 11b, Consideration of Approval to Accept AP and BP 2410 for First Reading
- Celia Huston spoke to item 11b, Consideration of Approval to Accept AP and BP 2410 for First Reading
- Mark McConnell spoke to item 11b, Consideration of Approval to Accept AP and BP 2410 for First Reading



## **MINUTES**

To approve the minutes of May 10, 2018

**Motion/Second: Longville/Reyes**

**AYES: Harrison, Singer, Ferracone, Longville, Reyes, Viricel, Blackburn**

**NOES: None**

**ABSENT: Williams, Gerard**

**ABSTENTIONS: None**

To approve the minutes of May 31, 2018

**Motion/Second: Ferracone/Viricel**

**AYES: Harrison, Ferracone, Longville, Reyes, Viricel, Blackburn**

**NOES: None**

**ABSENT: Williams, Gerard**

**ABSTENTIONS: Singer**

## **CONSENT AGENDA**

### **Instruction/Student Services**

- Consideration of Approval of Curriculum – CHC
- Consideration of Approval to Serve Wine Spirits and Beer at a Campus Events-SBVC

### **Human Resources**

- Consideration of Approval of Adjunct and Substitute Academic Employees
- Consideration of Approval of Contracts for Tenure Track Academic Employees
- Consideration of Approval of District Volunteers
- Consideration of Approval of Employee Promotions
- Consideration of Approval of Employee Transfers
- Consideration of Approval of Employment Contracts for Academic & Classified Managers
- Consideration of Approval of Employment Contracts for Executive Managers
- Consideration of Approval of Job Description for College Police Officer **(per the addendum: revised the job description)**
- Consideration of Approval of Job Description for Director, Labor Relations and Compliance
- Consideration of Approval of Job Description for Distance Education System Administrator
- Consideration of Approval of Job Description for Vice Chancellor of Workforce Development, Advancement & Media Systems and Reclassification of Employee **(per the addendum: revised the job description)**
- Consideration of Approval of Non-Instructional Pay for Academic Employees
- Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees **(per the addendum: replacing the entire item)**
- Consideration of Approval of Reclassification of Employees
- Consideration of Approval of Salary Advancement for Academic Employees
- Consideration of Approval to Accept Employee Resignations
- Consideration of Approval to Accept Employee Retirements
- Consideration of Approval to Appoint District Employees



- Consideration of Approval to Appoint Interim Managers (**per the addendum: corrected the item to reflect Terri Long replaces Dr. James Smith, Interim VPI**)
- Consideration of Approval to Appoint Temporary Academic Employees
- Consideration of Approval to Pay Stipends
- Consideration of New Management Job Descriptions and Management Reclassification (**per the addendum: revised the job description for the Assistant Manager, Workforce Development**)

#### **Business & Fiscal Services**

- Consideration of Approval of 2018-19 Gann Limit
- Consideration of Approval of Authorized Signature List
- Consideration of Approval of District & College Expenses
- Consideration of Approval of District Bank Accounts
- Consideration of Approval of Individual Memberships
- Consideration of Approval of Professional Services Contracts-Agreements
- Consideration of Approval of Purchase Order Report
- Consideration of Approval of Routine Contracts-Agreements and Memorandums of Understanding
- Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal
- Consideration of Approval to Adopt a Resolution for the California Department of Education
- Consideration of Approval to Adopt a Resolution for the California Department of Rehabilitation
- Consideration of Approval to Adopt a Resolution Regarding the Expenditure of Proposition 30 Education Protection Account Funds
- Consideration to Adopt Resolution to Grant Excused Absence (**per the addendum: revised the resolution for Trustee Williams to reflect two dates: 5/31/18 and 6/21/18**)
- Consideration to Approve Conference Attendance
- Consideration to Approve Order of Election and the Specifications of the Election Order

To approve the consent agenda

**Motion/Second: Reyes/Viricel**

**AYES: Harrison, Singer, Ferracone, Longville, Reyes, Viricel, Blackburn**

**NOES: None**

**ABSENT: Williams, Gerard**

**ABSTENTIONS: None**

#### **ITEMS PULLED FROM CONSENT AGENDA FOR SEPARATE ACTION**

To approve curriculum for SBVC

**Motion/Second: Singer/Longville**

**AYES: Harrison, Singer, Ferracone, Longville, Reyes, Viricel, Blackburn**

**NOES: None**

**ABSENT: Williams, Gerard**

**ABSTENTIONS: None**



### **ACTION AGENDA**

To approve board policies for first reading. (per the addendum: pull AP and BP 2510 on pages 352-367 and correct the title of Vice Chancellor to Executive Director of Human Resources on page 384)

- BP & AP 3280 Grants
- BP & AP 3300 Public Records
- BP & AP 3420 Equal Employment Opportunity
- BP & AP 3530 Weapons on Campus
- AP 6305 Reserves (no BP)
- BP & AP 6320 Investments
- BP & AP 6340 Bids and Contracts
- BP & AP 7100 Commitment to Diversity
- BP & AP 7400 Travel
- BP & AP 7500 Volunteers

**Motion/Second: Ferracone/Reyes**

**AYES: Harrison, Singer, Ferracone, Longville, Reyes, Viricel, Blackburn**

**NOES: None**

**ABSENT: Williams, Gerard**

**ABSTENTIONS: None**

To approve AP and BP 2410 for First Reading on pages 412-414.

Discussion: Trustee Ferracone introduced the item and provided the history, the work done by the BOT Policy Committee, District Assembly, and the Senates on AP and BP 2410 since fall 2017. After much discussion, the Board agreed to approve the language for AP and BP 2410 as recommended by the BOT Policy Committee on pages 412-414.

**Motion/Second: Ferracone/Singer**

**AYES: Harrison, Singer, Ferracone, Longville, Reyes, Viricel, Blackburn**

**NOES: None**

**ABSENT: Williams, Gerard**

**ABSTENTIONS: None**

To approve Board Policies and Administrative Procedures for final reading with the correction to the spelling of "chaperones" in BP 4300.

- 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 7260 Classified Supervisors and Managers



**Motion/Second: Ferracone/Viricel**

**AYES: Harrison, Singer, Ferracone, Longville, Reyes, Viricel, Blackburn**

**NOES: None**

**ABSENT: Williams, Gerard**

**ABSTENTIONS: None**

To approve the adoption of fiscal year 2018-2019 tentative budget

**Motion/Second: Viricel/Singer**

**AYES: Harrison, Singer, Ferracone, Longville, Reyes, Viricel, Blackburn**

**NOES: None**

**ABSENT: Williams, Gerard**

**ABSTENTIONS: None**

To approve the dissolution of KVCR Educational Foundation

**Motion/Second: Viricel/Reyes**

**AYES: Harrison, Singer, Ferracone, Longville, Reyes, Viricel, Blackburn**

**NOES: None**

**ABSENT: Williams, Gerard**

**ABSTENTIONS: None**

To refer the revised employment contract for the Chancellor to the BOT evaluation committee to review and submit a recommendation to the board in July/August

**Motion/Second: Longville/Viricel**

**AYES: Harrison, Singer, Ferracone, Longville, Reyes, Viricel**

**NOES: None**

**ABSENT: Williams, Gerard, Blackburn**

**ABSTENTIONS: None**

**INFORMATION ITEMS**

- Advancement in Rank-CHC
- Advancement in Rank-SBVC
- Applause Cards
- Budget Report
- Clery Report
- General Fund Cash Flow Analysis
- Memorandums of Understanding between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA) **(per the addendum: added MOU dated 6/19/18 RE: CSEA salary schedule and implementation of the compensation study)**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Ernest Guillen



CRAFTON HILLS COLLEGE · SAN BERNARDINO VALLEY COLLEGE · KVCR 91.9 FM TV-24

**ADJOURN**

The next meeting of the Board: Business Meeting 4pm, July 12, 2018

Vice President Harrison adjourned the meeting in memory of Marie Alonzo at 6:32pm

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



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Michael Strong, Lead Vice President, Administrative Services, CHC  
**PREPARED BY:** Dr. Keith Wurtz, Interim Vice President, Instruction, CHC  
**DATE:** July 12, 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**  
July 12, 2018

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

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>EMS 921X20</b>	EMERGENCY MEDICAL TECHNICIAN REFRESHER

**Course ID:** EMS 921  
**Rationale:** Approved at the February 8, 2018 Board meeting EMS 921X20 is changing to EMS 921 to comply with state requirements.  
**Equate:** Course not offered at SBVC  
**Effective:** Fall 2018

<b>CORRECTION</b>
<b>MODIFY CERTIFICATE</b>
<i>Changes to the 2019-2020 College Catalog</i>

**RADIOLOGIC TECHNOLOGY CERTIFICATE**  
**Certificate of Achievement**

**Rationale:** Approved at the May 10, 2018 Board meeting the effective date for the Radiologic Technology Certificate is changing from Fall 2018 to Fall 2019 to coincide with the effective date for course modifications.  
**Effective:** Fall 2019

<b>CORRECTION</b>
<b>MODIFY DEGREE</b>
<i>Changes to the 2019-2020 College Catalog</i>

**ASSOCIATE OF SCIENCE DEGREE RADIOLOGIC TECHNOLOGY**

**Rationale:** Approved at the May 10, 2018 Board meeting the effective date for the Associate of Science Degree is changing from Fall 2018 to Fall 2019 to coincide with the effective date for course modifications.  
**Effective:** Fall 2019

## **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:** July 12, 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 2018-19 academic year.

### **OVERVIEW**

The following list of adjunct and substitute academic employees is submitted for approval of employment.

### **ANALYSIS**

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis. Adjunct employees not assigned will remain in the pool for future consideration during the 2018-19 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 appropriate budget.



# Adjunct and Substitute Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.23.2018.p.1|7]

## Crafton Hills College

	Subject	Discipline per Minimum Qualifications
Abad, Jeremy	English	English
Alatorre, Guadalupe	Communication Studies	Communication Studies
Amaya, Makiko	Japanese	Foreign Language
Armstrong, Jacob	Sociology	Sociology
Atkinson, Anne	Health	Health
Barger, Heather	Business Administration	Business
Bastedo, Yvonne	Kinesiology	Kinesiology
Begley, David	Mathematics	Mathematics
Bell, Jacqueline	Art	Art
Berube, Melissa	Biology	Biology
Blanck, Robert	English	English
Blanco, Glen	Anatomy	Biological Sciences
Bradford, Deborah	Art	Art
Branson, Joanna	English	English
Bridges, Andrew	Religious Studies	Religious Studies
Brown, Amy	Kinesiology	Kinesiology
Brown, Joshua	Music	Music
Bungard, Patrick	Communication Studies	Communication Studies
Burke, Jeffrey	Mathematics	Mathematics
Burkhart, Angelina	Communication Studies	Communication Studies
Burlinson, Debra	Health	Health
Burnett, Jennifer	Communication Studies	Communication Studies
Callahan, Kenyon	Political Science	Political Science
Cardenas, Yolanda	Spanish	Foreign Language
Castillo, Andrew	English	English
Chairez, Octavio	Mathematics	Mathematics
Chen, Chenhung	Art	Art
Cline, Melissa	Kinesiology	Kinesiology



# Adjunct and Substitute Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.23.2018.p.2|7]

## Crafton Hills College

	Subject	Discipline per Minimum Qualifications
Costello, Gerarda	History	History
Cowles, Randee	English	English
Cranon-Charles, Angela	Political Science	Political Science
Cruz, Jason	Business Administration	Business
Davis, Garet	Anatomy	Biological Sciences
Derosier, Wendy	Kinesiology	Kinesiology
Dinu, Razvan	Mathematics	Mathematics
Dobbs, Anne	English	English
Dolson-Andrew, Stephen	Political Science	Political Science
Domenech, Esther	Spanish	Foreign Language
Drake-Green, Penny Marie	Communication Studies	Communication Studies
Dudash, Leigh	Geology	Geology
Eads, Courtney	Kinesiology	Kinesiology
Ebner, Noah	Geography	Geography
Encisco-Villasenor	Mathematics	Mathematics
Escobar, Joshua	English	English
Estrada, Joshua	Kinesiology	Kinesiology
Estus, Steven	English	English
Fiallo, Carolina	Spanish	Foreign Language
Firtha, Christie	English	English
Ford, Patricia	Health	Health
Francis-Boyle, Olivia	Biology	Biology
Franko, Karla	Religious Studies	Religious Studies
Gamache, Diane	Sociology	Sociology
Gamboa, Benjamin	Economics	Economics
Gergis, Nader	Art	Art
Gibson, Kathleen	Mathematics	Mathematics
Gill, Jon I.	Philosophy	Philosophy
Goliff, Wendy	Chemistry	Chemistry
Gosnik, Khoosheh	Biology	Biology
Gren, Eric	Biology	Biology
Grigsby, Michael	Mathematics	Mathematics



# Adjunct and Substitute Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.23.2018.p.3|7]

## Crafton Hills College

	Subject	Discipline per Minimum Qualifications
Gunter, Melody	Art	Art
Gutierrez, Juan	Mathematics	Mathematics
Guzman, Jose	Philosophy	Philosophy
Hamlett, Cynthia	English	English
Hamlett, Ryan	Mathematics	Mathematics
Harris, Matti	English	English
Hawkins, Damaris	English	English
Hayes, Ashley	English	English
Hayes, Kevin	Kinesiology	Kinesiology
Heinsma, Dewey	Business Administration	Business
Henley, Lauren	English	English
Hidalgo, Joshua	Mathematics	Mathematics
House, Kevin	Biology	Biology
Johnson, Elizabeth	Kinesiology	Kinesiology
Johnson, James	Anatomy	Biological Sciences
Jraisat, Issa	Sociology	Sociology
Juan, Shirley	Mathematics	Mathematics
Kelsheimer, Jennifer	Business Administration	Business
Keys, Scott	History	History
Kim, Elliott	History	History
Koenig, Emilie	English	English
Lacson, Ronillo	English	English
Lamb, Wendy	English	English
LaPointe, Stacy	English	English
Lastra, Ulises	Mathematics	Mathematics
Lee, James	English	English
Leon, Ralph	Mathematics	Mathematics
Levy, Steven	Theatre	Drama/Theatre Arts
Limoges, Kevin	Computer Science	Computer Science
Linfield, Leon	English	English
Linfield, Leon	Philosophy	Philosophy
Lloyd, Courtney	American Sign Language	American Sign Language



# Adjunct and Substitute Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.23.2018.p.4|7]

## Crafton Hills College

	Subject	Discipline per Minimum Qualifications
Malik, Neal	Health	Health
Maness, Christopher	Physics	Physics
Marion, Jeremy	Anatomy	Biological Sciences
Masner, Patricia	Kinesiology	Kinesiology
Maule, Jonathan	Reading	English & Reading
McClurg, Bruce	Music	Music
McCrary, Benjamin	American Sign Language	American Sign Language
McLean, Hilary	Art	Art
McLoughlin, Kerry	Sociology	Sociology
McNamara, Laurence	Art	Art
McNaughton, Anna	Theatre	Drama/Theatre Arts
Membreno, Nelson	Anatomy	Biological Sciences
Menzing, Todd	History	History
Millan, Christopher	English	English
Mills, Bryan	Computer Information Systems	Computer Information Systems
Minter, Kristin	Health	Health
Mogrovejo, Pablo	History	History
Monteil, Liliana	English	English
Mott, Justin	English	English
Msahli, Zina	Arabic	Foreign Language
Namekata, James	Kinesiology	Kinesiology
Neumann, Brent	Physics	Physics
Nguyen, Kiem	Mathematics	Mathematics
O'Brian, Alexander	Computer Information Systems	Computer Information Systems
Pantoja, Suzanne	Business Administration	Business
Papp, Edward	Computer Information Systems	Computer Information Systems
Piamonte, Rennard	Mathematics	Mathematics
Pierce, Leah	Mathematics	Mathematics
Poffek, Christine	Kinesiology	Kinesiology
Polson, Elizabeth	English	English
Portugal, Jesse	Accounting	Accounting
Pritchard, Bekki	Sociology	Sociology



# Adjunct and Substitute Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.23.2018.p.5|7]

## Crafton Hills College

	Subject	Discipline per Minimum Qualifications
Punsalan, Kevin	Mathematics	Mathematics
Ramirez, Robert	Mathematics	Mathematics
Ramos, Sefferino	English	English
Regalado, Sean	Art	Art
Reid, Shirley	Mathematics	Mathematics
Roberts, Charles	Oceanography	Geography
Robinson, Jesse	Mathematics	Mathematics
Roche, Joshua	Mathematics	Mathematics
Romano, Nicholas	Computer Information Systems	Computer Information Systems
Romero, Jose	Accounting	Accounting
Rose, Kendra	American Sign Language	American Sign Language
Ruiz, Sandra	Computer Information Systems	Computer Information Systems
Sadiq, Fahima	Mathematics	Mathematics
Salvi, Lisa	Anthropology	Anthropology
Sanford, Concepcion	Art	Art
Seagar, Elena	Mathematics	Mathematics
Sheikh, Shazia	Anatomy	Anatomy
Shelby, Patricia	Sociology	Sociology
Simmers, Jennifer	Sociology	Sociology
Smith, Deborah	Mathematics	Mathematics
Smith, Jeffrey	Mathematics	Mathematics
Spencer, Emily	Chemistry	Chemistry
Stupin, Mary	Music	Music
Sveen, Kristopher	Music	Music
Swanson, Justin	Kinesiology	Kinesiology
Ta, Canh	Anatomy	Biological Sciences
Tambunan, Makalerina	Accounting	Accounting
Torres-Nez, John	Anthropology	Anthropology
Troy, Janna	Kinesiology	Kinesiology
Tureau, Troy	Business Administration	Business
Urbanovich, Rene	Humanities	Humanities
Vence, Nicholas	Physics	Physics





# Adjunct and Substitute Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.23.2018.p.6|7]

## Crafton Hills College

	Subject	Discipline per Minimum Qualifications
Vonk, David	English	English
Walter, Michael D.	Computer Information Systems	Computer Information Systems
Wassing, Amy	Communication Studies	Communication Studies
Weiler, Lindsay	History	History
White-Elliott, Cassandra	English	English
Williams, Carolyn	English	English
Winokur, Robert	Music	Music
Wise, Louise	Reading	English & Reading
Youssef, Suzan	Chemistry	Chemistry
Zein, George	American Sign Language	American Sign Language
Zepeda, Isidro	English	English

## San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Armstead, Morija S	WST 052	Water Supply Technology
Bettencourt, Michelle	COMMST 111-12, 03	Communication Studies
Hall, Sandra M	MACH 075	Machinist Technology
Hughes, Dawna	VOCED 600 VOCED 601 VOCED 602 VOCED 603 VOCED 631	Vocational Education
Klug, Jeffrey	ADJUS 101-01	Administration of Justice
Lozano, Damian	VOCED 600 VOCED 601 VOCED 602 VOCED 603 VOCED 631	Vocational Education
Parker, Garry J	WST 062	Water Supply Technology
Raskin, Daren	INSPEC 01 4D	Inspection Technology



# Adjunct and Substitute Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.23.2018.p.7|7]

## San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Tonge, Tamika	VOCED 600 VOCED 601 VOCED 602 VOCED 603 VOCED 631	Vocational Education
Verrett, Michael	MACH 021/022	Machinist Technology

## **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:** July 12, 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 a rate of \$52.00 per hour beginning July 1, 2018, is requested on a periodic basis to assist departments with various research, projects, committee work, or events on campus or in the community.

Prior to July 1, 2018, the non-instructional rate was \$49.00 per hour.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

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



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.27.2018.p.1|10]

## Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Bridges, Andrew</b> Honor's General Funding	7/1/18	7/5/18	10	\$520.00	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter.  RATIFICATION: Summer Honor's Faculty are paid after the drop date.
<b>Bungard, Patrick</b> Honor's General Funding	7/1/18	8/7/18	10	\$520.00	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter.  RATIFICATION: Summer Honor's Faculty are paid after the drop date.
<b>Callahan, Kenyon</b> Honor's General Funding	7/1/18	7/5/18	10	\$520.00	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter.  RATIFICATION: Summer Honor's Faculty are paid after the drop date.
<b>Cline, Melissa</b> BSI Funding, Guided Pathways, Institutional Effectiveness Partnership Initiative	7/1/18	7/31/18	54	\$2,808.00	Writing noncredit curriculum  RATIFICATION: Assignment was approved by the Interim Vice President of Instruction after Board items were due.
<b>Cummings, Lou'Rie</b> Student Success & Support Program (SSSP)	8/10/18	12/24/18	422	\$21,944.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.27.2018.p.2]10]

## Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Davis, Sean</b> Student Success & Support Program (SSSP)	8/10/18	12/24/18	422	\$21,944.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Douthit, Milly</b> Disabled Student Programs/Services	8/1/18	6/1/19	513	\$26,676.00	DSPS Counselor/LD Tester/Instructor for EA 907
<b>Fry, Maureen</b> Disabled Student Programs/Services	8/1/18	6/1/19	513	\$26,676.00	DSPS Counselor/LD Tester/Instructor for EA 907
<b>Fyfe, Brooke</b> Student Success & Support Program (SSSP)	8/10/18	12/24/18	422	\$21,944.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Garcia, Claudia</b> Student Success & Support Program (SSSP)	8/10/18	12/24/18	422	\$21,944.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Hjortnaes, Christine</b> EOPS	8/13/18	5/23/19	400	\$20,800.00	EOPS Counselor - Provide academic, career and personal counseling
<b>Hoehn, Marisela</b> Student Success & Support Program (SSSP)	8/10/18	12/24/18	422	\$21,944.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Hogan, Ryan</b> Student Success & Support Program (SSSP)	8/10/18	12/24/18	422	\$21,944.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.27.2018.p.3]10]

## Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Kim, Elliot</b> Honor's General Funding	7/9/18	8/8/18	10	\$520.00	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter.  RATIFICATION: Summer Honor's Faculty are paid after the drop date.
<b>Mills, Lisa</b> Student Success & Support Program (SSSP)	8/10/18	12/24/18	422	\$21,944.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Quintanar, Brittnee</b> Student Success & Support Program (SSSP)	8/10/18	12/24/18	422	\$21,944.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Ramos, Sefferino</b> Honor's General Funding	7/1/18	8/8/18	10	\$520.00	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter.  RATIFICATION: Summer Honor's Faculty are paid after the drop date.
<b>Scott, Shella</b> Student Success & Support Program (SSSP)	8/10/18	12/24/18	422	\$21,944.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Shum, Cynthia</b> Student Success & Support Program (SSSP)	8/10/18	12/24/18	258	\$13,416.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.27.2018.p.4|10]

## Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Simmers, Jennifer</b> Honor's General Funding	7/1/18	7/5/18	10	\$520.00	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter.  RATIFICATION: Summer Honor's Faculty are paid after the drop date.
<b>Tinoco, Michelle</b> Student Success & Support Program (SSSP)	8/10/18	12/24/18	258	\$13,416.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Torres-Nez, John</b> Honor's General Funding	7/9/18	8/8/18	10	\$520.00	Faculty member worked with students to customize their projects and deepen knowledge of course subject matter.  RATIFICATION: Summer Honor's Faculty are paid after the drop date.
<b>Wilson, Debbie</b> Student Success & Support Program (SSSP)	8/10/18	12/24/18	422	\$21,944.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.27.2018.p.5]10]

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Allen, Tammy</b> Student Equity and Success Categorical Fund	7/13/18	6/30/19	100	\$5,200.00	Faculty will be responsible for attending workshops, meetings and training for the FYE and Valley Bound Commitment Program
<b>Blanquet, Rebecca</b> Student Equity and Success Categorical Fund	7/13/18	6/30/19	100	\$5,200.00	Faculty will be responsible for attending workshops, meetings and training for the FYE and Valley Bound Commitment Program
<b>Bond, Lauren</b> Program Review General Funds	8/13/18	12/13/18	72	\$3,744.00	Supplemental Instruction Across Disciplines Mentor
<b>Cook, Carol</b> Nursing Program Support Categorical Funds	7/30/18	8/2/18	14	\$728.00	Nursing Success Academy
<b>Dubois-Eastman, Kim</b> Nursing Program Support Categorical Funds	7/30/18	8/2/18	8	\$416.00	Nursing Success Academy
<b>Gamboa, Darlene</b> Nursing Program Support Categorical Funds	7/30/18	8/2/18	14	\$728.00	Nursing Success Academy
<b>Gasca, Susan</b> Middle College High School Program Grant Fund and Middle College General Fund	7/16/18	6/30/19	422	\$21,944.00	Middle College High School Program





# Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.27.2018.p.6]10]

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Hecht, Andrea</b> Zero Textbook Cost Grant Fund	1/14/18	5/25/18	210	\$10,290.00	Counseling for the Zero Textbook Cost Degree Program  RATIFICATION: Paperwork was submitted on time; however due to an oversight, the memos were not processed in a timely manner. In the future, all memos and paperwork will be submitted on time and verified within the department before each agenda board item
<b>Heibel, Todd</b> Student Equity and Success Categorical Fund	7/13/18	6/30/19	100	\$5,200.00	Faculty will be responsible for attending workshops, meetings and training for the FYE and Valley Bound Commitment Program
<b>Henkle, Lisa</b> Student Equity and Success Categorical Fund	7/13/18	6/30/19	100	\$5,200.00	Faculty will be responsible for attending workshops, meetings and training for the FYE and Valley Bound Commitment Program
<b>Hird, Scott</b> Big Bear Program General Fund	7/14/18	6/30/19	50	\$2,600.00	Substitute for Big Bear Coordinator
<b>Jackson, Beverly</b> Nursing Program Support Categorical Funds	7/30/18	8/2/18	8	\$416.00	Nursing Success Academy
<b>Jefferson, Kimberly</b> Student Equity and Success Categorical Fund	7/13/18	6/30/19	100	\$5,200.00	Faculty will be responsible for attending workshops, meetings and training for the FYE and Valley Bound Commitment Program



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.27.2018.p.7|10]

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Joshua, Judith</b> Student Equity and Success Categorical Fund	7/13/18	6/30/19	100	\$5,200.00	Faculty will be responsible for attending workshops, meetings and training for the FYE and Valley Bound Commitment Program
<b>Lee, Yvette</b> Student Equity and Success Categorical Fund	7/13/18	6/30/19	100	\$5,200.00	Faculty will be responsible for attending workshops, meetings and training for the FYE and Valley Bound Commitment Program
<b>Loh Myers, Susan</b> Program Review General Funds	8/13/18	12/13/18	72	\$3,744.00	Supplemental Instruction Across Disciplines Mentor
<b>Maestre, Joanne</b> Program Review General Funds	8/13/18	12/13/18	180	\$9,360.00	Supplemental Instruction Across Disciplines Mentor
<b>Marrs, Tracy</b> Program Review General Funds	8/13/18	12/13/18	162	\$8,424.00	Supplemental Instruction Across Disciplines Mentor
<b>Martin, Michah</b> Program Review General Funds	8/13/18	12/13/18	26	\$1,352.00	Supplemental Instruction Across Disciplines Mentor
<b>Massad, Sana</b> Nursing Program Support Categorical Funds	7/30/18	8/2/18	10	\$520.00	Nursing Success Academy
<b>Maurizi, Tamara</b> Nursing Program Support Categorical Funds	7/30/18	8/2/18	8	\$416.00	Nursing Success Academy
<b>Moore, Sandra</b> Program Review General Funds	8/13/18	12/13/18	26	\$1,352.00	Supplemental Instruction Across Disciplines Mentor



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.27.2018.p.8]10]

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Murrillo, Joan</b> Nursing Program Support Categorical Funds	7/30/18	8/2/18	14	\$728.00	Nursing Success Academy
<b>Notorangelo, Maria</b> Program Review General Funds	8/13/18	12/13/18	180	\$9,360.00	Supplemental Instruction Across Disciplines Mentor
<b>Smith, Julia</b> Big Bear Program General Fund	7/14/18	6/20/19	232	\$12,064.00	Co-Coordinator Big Bear Program
<b>Sogomonian, Nori</b> Non-Instructional Hourly General Fund	7/13/18	8/10/18	10	\$520.00	Various tasks to be performed during summer as faculty chairperson and as related to student assessment.
<b>Vecchio, Anthony</b> Big Bear Program General Fund	7/14/18	6/30/19	220	\$11,440.00	Co-Coordinator Big Bear Program
<b>Watterlond, John</b> Student Equity and Success Categorical Fund	7/13/18	6/30/19	100	\$5,200.00	Faculty will be responsible for attending workshops, meetings and training for the FYE and Valley Bound Commitment Program
<b>Wilson, Nancy</b> Program Review General Funds	8/13/18	12/13/18	72	\$3,744.00	Supplemental Instruction Across Disciplines Mentor



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.27.2018.p.9]10]

### District Support Services

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Bartlett, Ryan</b> CHC Human Resources General Fund	5/31/18	5/31/18	3.5	\$171.50	Hiring Committee for CHC Librarian. RATIFICATION: Noninstructional contract paperwork not received by board item due date.
<b>McKee, Julie</b> CHC Human Resources General Fund	5/31/18	5/31/18	3.5	\$171.50	Hiring Committee for CHC Librarian. RATIFICATION: Noninstructional contract paperwork not received by board item due date.
<b>Smith, David</b> SBVC Human Resources General Fund	6/5/18	6/6/18	11	\$539.00	Hiring Committee for SBVC Mathematics Instructor. RATIFICATION: Committee selected and convened after board item due date.
<b>Mayne, Michael</b> SBVC Human Resources General Fund	6/5/18	6/6/18	11	\$539.00	Hiring Committee for SBVC Mathematics Instructor. RATIFICATION: Committee selected and convened after board item due date.
<b>Tasaka, Bethany</b> SBVC Human Resources General Fund	6/5/18	6/6/18	11	\$539.00	Hiring Committee for SBVC Mathematics Instructor. RATIFICATION: Committee selected and convened after board item due date.



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.27.2018.p.10|10]

## District Support Services

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Hamdy, Rania</b> SBVC EEO Funds	6/4/18	6/28/18	60	\$2,940.00	Classified Connection Week & Diversity/ Onboarding Redesign.  RATIFICATION: Scope of work not identified until after board item due date.

## **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:** July 12, 2018  
**SUBJECT:** Consideration of Approval to Appoint Temporary Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of temporary academic employees per the attached list.

### **OVERVIEW**

The employees on the attached list are submitted for approval.

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of these appointments is included in the appropriate budget.



## Appointment of Temporary Academic Employees

Submitted for Board Approval July 12, 2018

[v.6.26.2018.p.1|1]

	From	To	Range & Step	Daily Rate	Fund	Live Scan Clearance
<b>Hamlett, Ryan</b> Instructor, Mathematics CHC Mathematics	7/13/18	12/30/18	TBD*	TBD*	Mathematics General Fund	8/29/15
<b>Aguilar, Jario</b> Instructor, Mathematics SBVC Mathematics	7/1/18	6/30/19	TBD*	TBD*	Mathematics General Fund	Pending <sup>†</sup>
<b>Wen, Edward</b> Instructor, Chemistry SBVC Science	7/1/18	6/30/19	TBD*	TBD*	Chemistry General Fund	Pending <sup>†</sup>

\*Salary placement to be determined upon verification of education and experience.

<sup>†</sup>Live Scan clearance pending; employee will not start without clearance.

## **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:** July 12, 2018  
**SUBJECT:** Consideration of Approval of Salary Advancement for Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the advancement of salary for academic employees as indicated on the attached list.

### **OVERVIEW**

The advancement of salary for academic employees on the attached list is submitted for approval.

### **ANALYSIS**

The academic employees listed on the attached have completed the number of units necessary for classification advancement per the agreement between SBCCD and the San Bernardino Community College District Teachers Association.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of these salary advancements is included in the appropriate budget.





# Salary Advancement for Academic Employees

Submitted for Board Approval July 12, 2018

[v.7.3.2018.p.1|1]

	From Column/ Step	To Column/ Step	Daily Rate	Days of Service	Effective Date
<b>Andrea Hecht</b> Counselor SBVC Counseling	G4	H5	\$431.23	200	07/01/18

**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  
Kristina Hannon, Executive Director, Human Resources  
**DATE:** July 12, 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 stipends listed on the attachment are submitted for approval.

**ANALYSIS**

Faculty Chair stipends are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, MOU dated April 20, 2018.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The payment of stipends is included in the appropriate budgets.



# Payment of Stipends

Submitted for Board Approval July 12, 2018

[v.6.23.2018.p.1|2]

## Faculty Chair – Summer 2018

	Site & Department	Stipend
<b>Adams, Kelly</b>	SBVC Child Development	\$208.00
<b>Aguilar-Kitibutr, Alisa</b>	SBVC Counseling	\$208.00
<b>Alvarez, Vicente</b>	SBVC Mathematics	\$208.00
<b>Assuma, Michael</b>	SBVC Accounting, Business Administration, Business Calculations Real Estate	\$208.00
<b>Banola, John</b>	SBVC Kinesiology and Health	\$208.00
<b>Batalo, Mandi</b>	SBVC Art	\$208.00
<b>Buckley, Patrick</b>	SBVC Administration of Justice, Corrections	\$208.00
<b>Burns-Peter, Davena</b>	SBVC Modern Language	\$208.00
<b>Calderon, Colleen</b>	SBVC History	\$208.00
<b>Caldwell-Betties, Melita</b>	SBVC Water Supply Technology	\$208.00
<b>Dulgeroff, James</b>	SBVC Economics	\$208.00
<b>Halabi, Tarif</b>	SBVC Electricity, Electronics, Aeronautics, HVAC/R	\$208.00
<b>Hector, Leticia</b>	SBVC Communications, Studies, Ratio, TV, Film	\$208.00
<b>Heibel, Todd</b>	SBVC Geography, Geographic information Systems, Geology, Oceanography	\$208.00
<b>Hunter, Diane</b>	SBVC English	\$208.00
<b>Huston, Celia</b>	SBVC Academic Advancement, Library	\$208.00
<b>Jakpor, Riase</b>	SBVC Political Science	\$208.00
<b>Jefferson, Kim</b>	SBVC Reading	\$208.00
<b>King, Melissa</b>	SBVC Anthropology	\$208.00
<b>Knight Denise</b>	SBVC Child Development	\$208.00
<b>Lillard, Sheri</b>	SBVC Architecture, Chemistry, Physical Science	\$208.00
<b>Lopez, Leonard</b>	SBVC Philosophy, Religious Studies	\$208.00
<b>Lysak, Michael</b>	SBVC Astronomy, Engineering, Physics,	\$208.00
<b>Massad, Sana</b>	SBVC Nursing	\$208.00
<b>Metu, Reginald</b>	SBVC Computer Science, Computer Information Technology	\$208.00
<b>Meyer, Stacy</b>	SBVC Culinary Arts, Food, Nutrition	\$208.00
<b>Milligan, Joshua</b>	SBVC Welding, Machine Trades, Inspection	\$208.00
<b>Moneymaker, Melinda</b>	SBVC Human Services	\$208.00
<b>Moore, Sandra</b>	SBVC Psychology	\$208.00



## Payment of Stipends

Submitted for Board Approval July 12, 2018

[v.6.23.2018.p.2]2

### Faculty Chair – Summer 2018

	Site & Department	Stipend
<b>Pires, Romana</b>	SBVC Sociology	\$208.00
<b>Robes, Matt</b>	SBVC Geography, Geographic information Systems, Geology, Oceanography	\$208.00
<b>Scully, Matie</b>	SBVC Performing Arts	\$208.00
<b>Sogomonian, Nori</b>	SBVC Modern Language	\$208.00
<b>Valdez, Maria</b>	SBVC Psychiatric Technology	\$208.00
<b>Vasquez, Tatiana</b>	SBVC Biology, Pharmacy Technology	\$208.00
<b>Williams, Mark</b>	SBVC Automotive Diesel	\$208.00

## **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:** July 12, 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 as indicated on the attached list.

### **OVERVIEW**

The attached list of Professional Expert, Short-Term, and Substitute Employees 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 these employees is included in the appropriate budget.



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval July 12, 2018

[v.6.26.2018.p.1|9]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Loera, Anthony</b> CHC Emergency Medical Services	Workforce Development/ PDC Trainer	8/01/18	12/31/18	\$60.00
<b>Apodaca, Kylie</b> CHC Fire Technology Program	Fire Tech/ Tactical Officer/ Safety Officer	7/13/18	12/28/18	\$30.00/ \$23.00/ \$22.50
<b>Anderson, Debra</b> CHC Radiologic Technology Program	Radiologic Technolgy Specialist	7/16/18	12/31/18	\$30.00
<b>Eminzade, Nigar</b> CHC Tutoring Center	Tutor I	5/25/18	6/30/18	\$11.00
<b>Eminzade, Nigar</b> CHC Tutoring Center	Tutor I	7/01/18	12/21/18	\$11.00
<b>Graham, Mariah</b> CHC Tutoring Center	Tutor I	7/01/18	12/21/18	\$11.00
<b>Gross, Russell</b> CHC Tutoring Center	Tutor I	5/25/18	6/30/18	\$11.00
<b>Gross, Russell</b> CHC Tutoring Center	Tutor I	7/01/18	12/21/18	\$11.00
<b>Kemmerer, Nathaniel</b> CHC Tutoring Center	Tutor I	5/25/18	6/30/18	\$11.00
<b>Kemmerer, Nathaniel</b> CHC Tutoring Center	Tutor I	7/01/18	12/21/18	\$11.00
<b>Link, William</b> CHC Tutoring Center	Tutor I	7/01/18	12/21/18	\$11.00
<b>Morales, Hiromi</b> CHC Tutoring Center	Tutor I	5/25/18	6/30/18	\$11.00
<b>Morales, Hiromi</b> CHC Tutoring Center	Tutor I	7/01/18	12/21/18	\$11.00
<b>Ramsey, Sarah</b> CHC Tutoring Center	Tutor I	7/01/18	12/21/18	\$11.00
<b>Se, Golden</b> CHC Tutoring Center	Tutor I	7/01/18	12/21/18	\$11.00
<b>Smith, Stephen</b> CHC Tutoring Center	Tutor I	5/25/18	6/30/18	\$11.00
<b>Smith, Stephen</b> CHC Tutoring Center	Tutor I	7/01/18	12/21/18	\$11.00
<b>Buiter, Sherry</b> CHC Tutoring Center	Tutor II	5/25/18	6/30/18	\$12.50



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval July 12, 2018

[v.6.26.2018.p.2|9]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Buiter, Sherry</b> CHC Tutoring Center	Tutor II	7/01/18	12/21/18	\$12.50
<b>Cannon, Jason</b> CHC Tutoring Center	Tutor II	5/25/18	6/30/18	\$12.50
<b>Cannon, Jason</b> CHC Tutoring Center	Tutor II	7/01/18	12/21/18	\$12.50
<b>Dickey, Samantha</b> CHC Tutoring Center	Tutor II	5/25/18	6/30/18	\$12.50
<b>Dickey, Samantha</b> CHC Tutoring Center	Tutor II	7/01/18	12/21/18	\$12.50
<b>Ferras, Sabrina</b> CHC Tutoring Center	Tutor II	5/25/18	6/30/18	\$12.50
<b>Ferras, Sabrina</b> CHC Tutoring Center	Tutor II	7/01/18	12/21/18	\$12.50
<b>Henricks, Aubrey</b> CHC Tutoring Center	Tutor II	5/25/18	6/30/18	\$12.50
<b>Henricks, Aubrey</b> CHC Tutoring Center	Tutor II	7/01/18	12/21/18	\$12.50
<b>Kemmerer, Austin</b> CHC Tutoring Center	Tutor II	5/25/18	6/30/18	\$12.50
<b>Kemmerer, Austin</b> CHC Tutoring Center	Tutor II	7/01/18	12/21/18	\$12.50
<b>Krupka, Kimberly</b> CHC Tutoring Center	Tutor II	5/25/18	6/30/18	\$12.50
<b>Krupka, Kimberly</b> CHC Tutoring Center	Tutor II	7/01/18	12/21/18	\$12.50
<b>Lindsted, Kjartan</b> CHC Tutoring Center	Tutor II	5/25/18	6/30/18	\$12.50
<b>Lindsted, Kjartan</b> CHC Tutoring Center	Tutor II	7/01/18	12/21/18	\$12.50
<b>Noerr, Patrick</b> CHC Tutoring Center	Tutor II	5/25/18	6/30/18	\$12.50
<b>Noerr, Patrick</b> CHC Tutoring Center	Tutor II	7/01/18	12/21/18	\$12.50
<b>Pasillas, Michael</b> CHC Tutoring Center	Tutor II	7/02/18	12/31/18	\$12.50
<b>Pelayo, Cenia</b> CHC Tutoring Center	Tutor II	5/25/18	6/30/18	\$12.50
<b>Pelayo, Cenia</b> CHC Tutoring Center	Tutor II	7/01/18	12/21/18	\$12.50



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval July 12, 2018

[v.6.26.2018.p.3]9]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Peralta Susunaga, Luis</b> CHC Tutoring Center	Tutor II	7/02/18	12/31/18	\$12.50
<b>Robinson, Melody</b> CHC Tutoring Center	Tutor II	5/25/18	6/30/18	\$12.50
<b>Robinson, Melody</b> CHC Tutoring Center	Tutor II	7/01/18	12/21/18	\$12.50
<b>Verdin, Zurisaddai</b> CHC Tutoring Center	Tutor II	5/25/18	6/30/18	\$12.50
<b>Verdin, Zurisaddai</b> CHC Tutoring Center	Tutor II	7/01/18	12/21/18	\$12.50
<b>Bakhsh, Iqra</b> CHC Tutoring Center	Tutor III	5/25/18	6/30/18	\$14.50
<b>Bakhsh, Iqra</b> CHC Tutoring Center	Tutor III	7/01/18	12/21/18	\$14.50
<b>Brinkerhoff, Jonathan</b> CHC Tutoring Center	Tutor III	5/25/18	6/30/18	\$14.50
<b>Brinkerhoff, Jonathan</b> CHC Tutoring Center	Tutor III	7/01/18	12/21/18	\$14.50
<b>Castillo, Brandon</b> CHC Tutoring Center	Tutor III	5/25/18	6/30/18	\$14.50
<b>Castillo, Brandon</b> CHC Tutoring Center	Tutor III	7/01/18	12/21/18	\$14.50
<b>Hatcher, Jennifer</b> CHC Tutoring Center	Tutor III	5/25/18	6/30/18	\$14.50
<b>Hatcher, Jennifer</b> CHC Tutoring Center	Tutor III	7/01/18	12/21/18	\$14.50
<b>Hurtado, Ruben</b> CHC Tutoring Center	Tutor III	5/25/18	6/30/18	\$14.50
<b>Hurtado, Ruben</b> CHC Tutoring Center	Tutor III	7/01/18	12/21/18	\$14.50
<b>Knapp, Rebecca</b> CHC Tutoring Center	Tutor III	5/25/18	6/30/18	\$14.50
<b>Knapp, Rebecca</b> CHC Tutoring Center	Tutor III	7/01/18	12/21/18	\$14.50
<b>Montejano, Jordan</b> CHC Tutoring Center	Tutor III	5/25/18	6/30/18	\$14.50
<b>Montejano, Jordan</b> CHC Tutoring Center	Tutor III	7/01/18	12/21/18	\$14.50
<b>Saucedo, Antonio</b> CHC Tutoring Center	Tutor III	5/25/18	6/30/18	\$14.50





# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval July 12, 2018

[v.6.26.2018.p.4|9]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Saucedo, Antonio</b> CHC Tutoring Center	Tutor III	7/01/18	12/21/18	\$14.50
<b>Hillard, Roger</b> DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	7/13/18	12/31/18	\$60.00
<b>Quintero Lugo, Juan</b> DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	7/01/18	12/31/18	\$30.24
<b>Variyam, Biju</b> DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	7/01/18	12/31/18	\$50.00
<b>Loffer, Julie</b> DIST KVCR	Closed Caption Editor II	7/01/18	12/31/18	\$17.00
<b>Gonzalez, Santana</b> DIST KVCR	Content Specialist	7/01/18	12/31/18	\$25.00
<b>Luque, Lilian</b> DIST KVCR	Content Specialist	7/01/18	12/31/18	\$30.00
<b>Grover, Weldon</b> DIST KVCR	Editor	7/01/18	12/31/18	\$25.00
<b>Acosta, Jhoann</b> DIST KVCR	Program Assistant	7/01/18	12/31/18	\$35.00
<b>Fierro, Dorothy</b> SBVC Nursing	Program Assistant	7/01/18	12/31/18	\$25.00
<b>Arko, Fahim</b> SBVC Science Division	Tutor II	7/01/18	12/31/18	\$12.50
<b>Arreola, Joseph</b> SBVC Science Division	Tutor II	7/01/18	12/31/18	\$12.50
<b>Martinez, Raul</b> SBVC Science Division	Tutor II	7/01/18	12/31/18	\$12.50
<b>Oeng, Sophea</b> SBVC Science Division	Tutor II	7/01/18	12/31/18	\$12.50
<b>Serrato, Louis</b> SBVC Science Division	Tutor II	7/01/18	12/31/18	\$12.50
<b>Cobb, David</b> SBVC Student Success Center	Tutor II	7/13/18	12/31/18	\$12.50
<b>Cobb, Karissa</b> SBVC Student Success Center	Tutor II	7/13/18	12/31/18	\$12.50
<b>Diaz, Luis</b> SBVC Student Success Center	Tutor II	1/01/18	6/30/18	\$12.50
<b>Diaz, Luis</b> SBVC Student Success Center	Tutor II	7/13/18	12/31/18	\$12.50



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval July 12, 2018

[v.6.26.2018.p.5]9]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Galvez, Gilbert</b> SBVC Student Success Center	Tutor III	1/01/18	6/30/18	\$14.50
<b>Galvez, Gilbert</b> SBVC Student Success Center	Tutor III	7/13/18	12/31/18	\$14.50
<b>Miller, Kimberly</b> SBVC Student Success Center/ Academic Success & Learning <i>Amendment of item approved at June 21, 2018 Board meeting.</i>	Program Assistant <del>Tutor II</del>	5/11/18	6/30/18	\$25.00 <del>\$12.50</del>
<b>Miller, Kimberly</b> SBVC Student Success Center/ Academic Success & Learning <i>Amendment of item approved at June 21, 2018 Board meeting.</i>	Program Assistant <del>Tutor II</del>	7/1/18	12/31/18	\$25.00 <del>\$12.50</del>

## Short-Term

	Duties	From	To	Hourly Rate
<b>Arnott, Wendy</b> CHC Art Department	Model, Undraped	8/13/18	12/14/18	\$16.00
<b>Blackford, Robert</b> CHC Art Department	Model, Undraped	8/13/18	12/14/18	\$16.00
<b>DeLeon, Krysten</b> CHC Art Department	Model, Undraped	8/13/18	12/14/18	\$16.00
<b>Jablonski-Deniger, Paige</b> CHC Art Department	Model, Undraped	8/13/18	12/14/18	\$16.00
<b>Martin, David</b> CHC Art Department	Model, Undraped	8/13/18	12/14/18	\$16.00
<b>Ancheta, Abraham</b> CHC Counseling	Project Assistant I	7/02/18	8/08/18	\$11.00
<b>Chartier, Riley</b> CHC Counseling	Project Assistant I	7/02/18	8/08/18	\$11.00
<b>Hardin, Karen</b> CHC Counseling	Project Assistant I	7/02/18	8/08/18	\$11.00
<b>McDaniels, Shane</b> CHC Counseling	Project Assistant I	7/02/18	8/08/18	\$11.00
<b>Vasquez Sandoval, Cindy</b> CHC EOPS	Project Assistant I	7/02/18	12/31/18	\$11.00



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval July 12, 2018

[v.6.26.2018.p.6]9]

## Short-Term

	Duties	From	To	Hourly Rate
<b>Anderson, Mourgain</b> CHC Financial Aid	Project Assistant I	7/01/18	8/10/18	\$11.00
<b>Mathew, Jason</b> CHC Financial Aid	Project Assistant I	7/01/18	8/10/18	\$11.00
<b>Mora, Karlotta</b> CHC Financial Aid	Project Assistant I	7/01/18	8/10/18	\$11.00
<b>Paul, Morgan</b> CHC Marketing & PR	Project Assistant III	5/28/18	6/30/18	\$14.50
<b>Grant, Shaneikah</b> SBVC Counseling & Matriculation Division	Project Assistant III	7/01/18	12/31/18	\$14.50

## Substitute

	Duties	From	To	Hourly Rate
<b>Raventos, Ali</b> CHC Admissions & Records <i>Extension: vacancy in active recruitment.</i>	Admissions & Records Technician	6/21/18	6/30/18	\$18.51
<b>Raventos, Ali</b> CHC Admissions & Records <i>Extension: vacancy in active recruitment.</i>	Admissions & Records Technician	7/01/18	7/30/18	\$18.51
<b>Hall, Susan</b> SBVC Administrative Services <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Administrative Secretary	7/01/18	8/29/18	\$20.93
<b>Chow, Michelle</b> SBVC CBO <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Account Clerk I	7/01/18	8/29/18	\$15.71
<b>Robles, Sandra</b> SBVC Chemistry <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Lab Tech	7/01/18	8/29/18	\$21.45
<b>Bernasconi, Anna</b> SBVC Child Development Center <i>Extension: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Food Service Worker	4/22/18	6/22/18	\$13.10



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval July 12, 2018

[v.6.26.2018.p.7|9]

## Substitute

	Duties	From	To	Hourly Rate
<b>Bernasconi, Anna</b> SBVC Child Development Center <i>Extension: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Food Service Worker	6/23/18	6/30/18	\$13.10
<b>Bernasconi, Anna</b> SBVC Child Development Center <i>Extension: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Food Service Worker	7/01/18	8/29/18	\$13.10
<b>Bowens-McLeod, Nia</b> SBVC Counselling <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Secretary II	7/01/18	8/29/18	\$18.97
<b>Gonzales, Benny</b> SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$16.35
<b>Fisher, Darrel</b> SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$16.35
<b>Mendez, Dinora</b> SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$16.35
<b>Hasson, Eugene</b> SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$16.35
<b>Huerta, Maria</b> SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$16.35
<b>Gonzales, Natalie</b> SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$16.35
<b>Marlies, Rendon</b> SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$16.35



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval July 12, 2018

[v.6.26.2018,p.8|9]

## Substitute

	Duties	From	To	Hourly Rate
<b>Ernesto, Ritchie</b> SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$16.35
<b>Mulgado, Irene</b> SBVC Custodian <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$16.35
<b>Castillo, Jesus</b> SBVC Custodian <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$16.35
<b>Martin, Patricia</b> SBVC Food Services <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Food Service Worker	7/01/18	8/29/18	\$13.10
<b>Morris, Dorothy</b> SBVC Grounds <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Grounds Caretaker	7/01/18	8/29/18	\$16.11
<b>Hautreux, Luis</b> SBVC Grounds <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Grounds Caretaker	7/01/18	8/29/18	\$16.35
<b>Bateman, Jeffery</b> SBVC Maintenance <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Maintenance Technician	7/01/18	8/29/18	\$20.93
<b>Clark, Christopher</b> SBVC Science <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Planetarium & Presentation Specialist	7/01/18	8/29/18	\$28.37
<b>Myricks, Nedra</b> SBVC Star <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Secretary II	7/01/18	8/29/18	\$18.97
<b>Rendon, Marlies</b> DIST Custodial <i>Extension: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	4/02/18	5/30/18	\$16.35



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval July 12, 2018

[v.6.26.2018.p.2|9]

## Substitute

	Duties	From	To	Hourly Rate
<b>Rendon, Marlies</b> DIST Custodial <i>Extension: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	5/31/18	6/30/18	\$16.35

**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:** July 12, 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 July 12, 2018

[v.6.25.2018.p.1|1]

	Site	Assignment	From	To
Harris, Jane	KVCR	Development	07/13/18	12/31/18
Mekbib, Hawie	KVCR	Radio	07/13/18	12/31/18
Woodard, Sylvia	KVCR	Development	07/13/18	12/31/18
Anguiano, Anicca	SBVC	Athletics	07/13/18	12/31/18
Brambila, Alena	SBVC	Athletics	07/13/18	12/31/18
Bryson, Tyease	SBVC	Athletics	07/13/18	12/31/18
Catt, Kyle	SBVC	Athletics	07/13/18	12/31/18
Cisneros, Rebecca	SBVC	Student Health	07/13/18	12/31/18
Crone, Aaron	SBVC	Athletics	07/13/18	12/31/18
Greenwood, Constance	SBVC	Student Health	07/13/18	12/31/18
Hurtado, Vivian	SBVC	Student Health	07/13/18	12/31/18
Jorge, Oscar	SBVC	Athletics	07/13/18	12/31/18
Laguna, Tania	SBVC	FYE-EOPS	07/16/18	12/15/18
Lawler, Mary	SBVC	Athletics	07/13/18	12/31/18
Masiasomua, Giolena	SBVC	Athletics	07/13/18	12/31/18
Monroy, Heather	SBVC	Student Health	07/13/18	12/31/18
Ortiz, Celeste	SBVC	Athletics	07/13/18	12/31/18
Parangue, Mark	SBVC	Nursing	07/13/18	10/31/18
Ramirez, Kandace	SBVC	Athletics	07/13/18	12/31/18
Ramos, Corina	SBVC	Athletics	07/13/18	12/31/18
Rivera, Dayana	SBVC	Athletics	07/13/18	12/31/18
Robinson, Markayla	SBVC	Athletics	07/13/18	12/31/18
Romero, Laura	SBVC	Athletics	07/13/18	12/31/18
Suarez, Ramirez, Patricia	SBVC	DSPTS	07/16/18	12/21/18
Thornburg, Lisa	SBVC	Theatre	08/01/18	12/31/18
Vollhardt, Sydney	SBVC	Athletics	07/13/18	12/13/18



**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:** July 12, 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 July 12, 2018

[v.6.24.2018.p.1|1]

	Years of Service	Last Date of Employment
<b>Lee, Jason</b> Custodian CHC Custodial	3	6/30/18
<b>Mealey, Elizabeth</b> Library Technical Assistant II CHC Learning Resource Center	10.5	6/25/18

**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:** July 12, 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 July 12, 2018

[v.6.25.2018.p.1|1]

	Years of Service	Last Date of Employment
<b>Hepburn-Stroud, Lisa</b> Assistant Bookstore Manager SBVC Bookstore	20.0	6/30/2018
<b>Lopez, Dolores</b> Book Buyer SBVC Bookstore	25.5	6/30/2018

**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:** July 12, 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 appropriate budget.



## Appointment of District Employees

Submitted for Board Approval July 12, 2018

[v.6.27.2018.p.1|1]

	Start Date	Salary Schedule, Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
<b>Ivy, Krista</b> Librarian CHC Library	7/13/18	CTA TBD*	TBD*	Samuel Job	Library General Fund	6/14/18
<b>Madrid, Frank</b> Computer Science Instructor CHC Computer & Information Science	7/13/18	CTA TBD*	TBD*	Margaret Yau	Computer & Information Science General Fund	6/21/18
<b>Martin, David</b> Instructor, Mathematics SBVC Mathematics	7/13/18	CTA TBD*	TBD*	Stephanie Briggs	Mathematics General Fund	6/25/18
<b>Arellano, Yesnia</b> Child Development Assistant SBVC Child Development	5/23/18	CSEA 20A	\$13.75	Blanca Rosa	Custodial General Fund	12/18/14
<b>Morales, Martha</b> Child Development Assistant SBVC Child Development	5/14/18	CSEA 20A	\$13.75	New	Custodial General Fund	12/16/14
<b>Newman, Ida</b> Child Development Assistant SBVC Child Development	5/31/18	CSEA 20A	\$13.75	New	Custodial General Fund	12/16/14
<b>Morris, Dorothy</b> Grounds Caretaker SBVC Maintenance	6/10/18	CSEA 27A	\$16.35	Laurens Dekoekkoek	Maintenance General Fund	10/30/17
<b>Raventos, Ali</b> CHC Admissions & Records Technician	7/30/18	CSEA 32A	\$18.51	Kristen Garcia	Admissions & Records General Fund	10/12/17
<b>Zerbel, Sharon</b> Administrative Secretary SBVC Academic Success & Learning Services	7/16/18	CSEA 37A	\$20.93	New	Academic Success/ Learning Services General Fund	Pending <sup>†</sup>

\*Salary placement to be determined upon verification of education and experience.

<sup>†</sup>Live Scan clearance pending; employee will not start without clearance.

## **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:** July 12, 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 appropriate budget.



## Appointment of Interim Managers

Submitted for Board Approval July 12, 2018

[v.6.24.2018,p.1|1]

	Effective Dates	Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
<b>Sysawang, Brittany</b> Interim Assistant Manager, Workforce Development DIST EDCT	07/01/18 to 12/31/18	4A	\$56,355.79	New	EDCT Categorical	07/17/17



**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:** July 12, 2018  
**SUBJECT:** Consideration of Approval to Adopt Revised Salary Ranges

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the attached:

- 1) Classified and Child Development salary ranges effective July 1, 2017-June 30, 2018, and
- 2) Classified and Child Development salary ranges effective July 1, 2018.

**OVERVIEW**

In the Fall of 2017 SBCCD underwent a comprehensive compensation study.

**ANALYSIS**

Based on the results of the Fall 2017 study, a salary increase of 7.5% effective July 1, 2017, and an additional 7.5% increase effective July 1, 2018 were negotiated and approved by SBCCD and the CSEA Chapter 291. The attached salary ranges were developed based on these negotiations.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

The financial impact of this board item is reflected in the 2018-19 Tentative Budget approved at the June 21, 2018 board meeting.



# Classified Salary Schedule

(Per Hour)

Retroactive for

July 1, 2017 - June 30, 2018

Range		Step A	Step B	Step C	Step D	Step E
16		\$ 13.41	\$ 14.07	\$ 14.77	\$ 15.51	\$ 16.29
17		\$ 13.74	\$ 14.42	\$ 15.14	\$ 15.89	\$ 16.68
18	Food Service Worker I	\$ 14.08	\$ 14.78	\$ 15.52	\$ 16.31	\$ 17.10
19	Bookstore Customer Service Assistant	\$ 14.44	\$ 15.16	\$ 15.91	\$ 16.72	\$ 17.54
20	Child Development Assistant Food Service Specialist	\$ 14.78	\$ 15.53	\$ 16.31	\$ 17.11	\$ 17.97
21	Clerical Assistant I Workforce Grant Assistant	\$ 15.16	\$ 15.91	\$ 16.72	\$ 17.54	\$ 18.41
22	Storekeeper I	\$ 15.53	\$ 16.31	\$ 17.11	\$ 17.97	\$ 18.88
23	Bookstore Assistant I	\$ 15.92	\$ 16.72	\$ 17.55	\$ 18.43	\$ 19.36
24		\$ 16.33	\$ 17.15	\$ 18.01	\$ 18.91	\$ 19.86
25	Clerical Assistant II Mail Clerk Switchboard Operator	\$ 16.73	\$ 17.57	\$ 18.46	\$ 19.38	\$ 20.35
26	Account Clerk I Aquatic Center Pool Attendant Learning Resources Assistant Library Media Clerk P.E. & Athletic Equipment Specialist Sport Information Specialist Storekeeper II Tool Room Specialist	\$ 17.15	\$ 18.01	\$ 18.91	\$ 19.84	\$ 20.84
27	Bookstore Assistant II Custodian I Custodian/Courier Grounds Caretaker	\$ 17.58	\$ 18.47	\$ 19.38	\$ 20.36	\$ 21.37
28	Warehouse Operations Worker	\$ 18.02	\$ 18.92	\$ 19.87	\$ 20.86	\$ 21.89
29	CDC Food Service Specialist College Security Officer Secretary I	\$ 18.49	\$ 19.40	\$ 20.37	\$ 21.39	\$ 22.47
30	Account Clerk II Library Technical Assistant I Police Dispatch Clerk Printer Reproduction Operator Student Services Technician I	\$ 18.93	\$ 19.89	\$ 20.87	\$ 21.92	\$ 23.02
31	Book Buyer Lead Custodian Lead Grounds Caretaker Purchasing Technician	\$ 19.40	\$ 20.37	\$ 21.39	\$ 22.47	\$ 23.59
32	Admissions and Records Technician Warehouse Technician	\$ 19.90	\$ 20.89	\$ 21.94	\$ 23.04	\$ 24.19
33	Maintenance Worker Secretary II	\$ 20.39	\$ 21.39	\$ 22.48	\$ 23.60	\$ 24.77
34	Clean Energy Workforce Training Assistant Library Technical Assistant II Multimedia Specialist Student Services Technician II Tutorial Coordinator	\$ 20.89	\$ 21.94	\$ 23.04	\$ 24.19	\$ 25.40
35	Assistant Bookstore Manager	\$ 21.40	\$ 22.49	\$ 23.61	\$ 24.78	\$ 26.02
36	Accountant Alumni Development Coordinator Development Associate, KVCR-FM Job Developer Producer, Radio	\$ 21.96	\$ 23.05	\$ 24.21	\$ 25.42	\$ 26.69



# Classified Salary Schedule

(Per Hour)

Retroactive for

July 1, 2017 - June 30, 2018

Range		Step A	Step B	Step C	Step D	Step E
37	Admin Secretary Maintenance Technician Payroll Accountant	\$ 22.50	\$ 23.63	\$ 24.80	\$ 26.04	\$ 27.35
38	Admissions and Records Specialist Broadcast Operator Campus Center Specialist Computer Technician Financial Aid Specialist I Grant Clerical Assistant Laboratory Technician * *Aeronautics *Anatomy *Art *Biology *Chemistry *Computer Information Technology *Culinary Arts *Environmental Science *Microbiology *Physics Senior Multimedia Specialist Senior Student Service Technician Student Activities & Campus Center Specialist	\$ 23.06	\$ 24.22	\$ 25.43	\$ 26.70	\$ 28.04
39	Graphic Specialist Printing Operations Specialist	\$ 23.66	\$ 24.83	\$ 26.08	\$ 27.38	\$ 28.76
40	Financial Aid Specialist II Programmer Purchasing Agent Telecommunications Technician	\$ 24.24	\$ 25.46	\$ 26.72	\$ 28.06	\$ 29.46
41	Admin Assistant I HVAC/R Technician Interpreting Services Specialist	\$ 24.84	\$ 26.08	\$ 27.39	\$ 28.76	\$ 30.19
42	Admissions and Record Coordinator Admissions and Record Evaluator Assistive Technology Specialist Athletic Trainer Instructional Assessment Technician Planetarium Production & Presentation Specialist Research Data Specialist Schedule/ Catalog Data Specialist Theatre Technician Traffic Coordinator, TV	\$ 25.48	\$ 26.75	\$ 28.08	\$ 29.49	\$ 30.96
43	Admin Curriculum Coordinator Green Workforce Data Technician Logistics Grant Coordinator Senior Payroll Accountant Technical Assistant	\$ 26.10	\$ 27.40	\$ 28.77	\$ 30.21	\$ 31.72



# Classified Salary Schedule

(Per Hour)

Retroactive for

July 1, 2017 - June 30, 2018

Range		Step A	Step B	Step C	Step D	Step E
44	Admin Coordinator College Police Officer Financial Aid Coordinator Financial Aid Outreach Coord Marketing Coordinator Outreach & Recruitment Technician Project Analyst Senior Accountant Senior Producer, Radio Technologies Coordinator Telecommunications Engineer User Liaison	\$ 26.76	\$ 28.09	\$ 29.49	\$ 30.96	\$ 32.52
45		\$ 27.43	\$ 28.80	\$ 30.24	\$ 31.74	\$ 33.35
46	Coordinator, Outreach and Relations with Schools Coordinator, Student Success Services and Programs Distributed Education Systems Administrator Programmer/Analyst Research Assistant Technology Support Specialist I	\$ 28.11	\$ 29.53	\$ 30.99	\$ 32.55	\$ 34.17
47	Admissions & Records Lead Evaluator Data Analyst	\$ 28.81	\$ 30.25	\$ 31.78	\$ 33.37	\$ 35.03
48	Program Manger, KVCR	\$ 29.54	\$ 31.00	\$ 32.56	\$ 34.21	\$ 35.91
49		\$ 30.26	\$ 31.78	\$ 33.38	\$ 35.05	\$ 36.79
50	Administrative Assistant II College Police Officer Producer/Director, TV Program Coordinator ATTC RF/ Microwave Engineer, Radio Technology Support Specialist II	\$ 31.02	\$ 32.57	\$ 34.22	\$ 35.92	\$ 37.71
51		\$ 31.79	\$ 33.39	\$ 35.07	\$ 36.82	\$ 38.66
52	Telecommunications Specialist	\$ 32.59	\$ 34.23	\$ 35.95	\$ 37.73	\$ 39.62
53	Contracts and Liability Specialist	\$ 33.40	\$ 35.08	\$ 36.83	\$ 38.68	\$ 40.61
54	Budget Analyst Database Administrator Edu Stream Web Applications Developer Instructional Technology Specialist Research Analyst Systems Analyst Web Developer	\$ 34.25	\$ 35.96	\$ 37.74	\$ 39.64	\$ 41.62
55		\$ 35.10	\$ 36.85	\$ 38.70	\$ 40.64	\$ 42.67
56		\$ 35.98	\$ 37.76	\$ 39.66	\$ 41.65	\$ 43.72
57		\$ 36.87	\$ 38.72	\$ 40.66	\$ 42.69	\$ 44.83
58		\$ 37.80	\$ 39.69	\$ 41.68	\$ 43.75	\$ 45.93
59		\$ 38.74	\$ 40.68	\$ 42.71	\$ 44.85	\$ 47.09
60		\$ 39.71	\$ 41.69	\$ 43.77	\$ 45.97	\$ 48.27
61		\$ 40.70	\$ 42.74	\$ 44.87	\$ 47.12	\$ 49.47
62		\$ 41.72	\$ 43.81	\$ 46.00	\$ 48.29	\$ 50.71
63	Senior Programmer/Analyst Senior Research and Planning Analyst Senior Technology Support Specialist	\$ 43.02	\$ 45.18	\$ 47.44	\$ 49.80	\$ 52.31
64		\$ 44.10	\$ 46.30	\$ 48.62	\$ 51.05	\$ 53.60
65		\$ 45.20	\$ 47.46	\$ 49.84	\$ 52.32	\$ 54.94
66		\$ 46.33	\$ 48.64	\$ 51.07	\$ 53.63	\$ 56.31



# Child Development Salary Schedule 221 Day Schedule (12 Months)

(Per Hour)

Retroactive for July 1, 2017 - June 30, 2018

Range		Step A	Step B	Step C	Step D	Step E
1	Child Development Teacher	\$ 21.27	\$ 22.34	\$ 23.47	\$ 24.63	\$ 25.85
2	Senior Child Development Teacher	\$ 23.50	\$ 24.67	\$ 25.92	\$ 27.20	\$ 28.57

Proposed



## Classified Salary Schedule

(Per Hour)

Effective July 1, 2018

Range		Step A	Step B	Step C	Step D	Step E
16		\$ 14.42	\$ 15.13	\$ 15.88	\$ 16.67	\$ 17.51
17		\$ 14.77	\$ 15.50	\$ 16.28	\$ 17.08	\$ 17.93
18	Food Service Worker I	\$ 15.14	\$ 15.89	\$ 16.68	\$ 17.53	\$ 18.38
19	Bookstore Customer Service Assistant	\$ 15.52	\$ 16.30	\$ 17.10	\$ 17.97	\$ 18.86
20	Child Development Assistant Food Service Specialist	\$ 15.89	\$ 16.69	\$ 17.53	\$ 18.39	\$ 19.32
21	Clerical Assistant I Workforce Grant Assistant	\$ 16.30	\$ 17.10	\$ 17.97	\$ 18.86	\$ 19.79
22	Storekeeper I	\$ 16.69	\$ 17.53	\$ 18.39	\$ 19.32	\$ 20.30
23	Bookstore Assistant I	\$ 17.11	\$ 17.97	\$ 18.87	\$ 19.81	\$ 20.81
24		\$ 17.55	\$ 18.44	\$ 19.36	\$ 20.33	\$ 21.35
25	Clerical Assistant II Mail Clerk Switchboard Operator	\$ 17.98	\$ 18.89	\$ 19.84	\$ 20.83	\$ 21.88
26	Account Clerk I Aquatic Center Pool Attendant Learning Resources Assistant Library Media Clerk P.E. & Athletic Equipment Specialist Sport Information Specialist Storekeeper II Tool Room Specialist	\$ 18.44	\$ 19.36	\$ 20.33	\$ 21.33	\$ 22.40
27	Bookstore Assistant II Custodian I Custodian/Courier Grounds Caretaker	\$ 18.90	\$ 19.86	\$ 20.83	\$ 21.89	\$ 22.97
28	Warehouse Operations Worker	\$ 19.37	\$ 20.34	\$ 21.36	\$ 22.42	\$ 23.53
29	CDC Food Service Specialist College Security Officer Secretary I	\$ 19.88	\$ 20.86	\$ 21.90	\$ 22.99	\$ 24.16
30	Account Clerk II Library Technical Assistant I Police Dispatch Clerk Printer Reproduction Operator Student Services Technician I	\$ 20.35	\$ 21.38	\$ 22.44	\$ 23.56	\$ 24.75
31	Book Buyer Lead Custodian Lead Grounds Caretaker Purchasing Technician	\$ 20.86	\$ 21.90	\$ 22.99	\$ 24.16	\$ 25.36
32	Admissions and Records Technician Warehouse Technician	\$ 21.39	\$ 22.46	\$ 23.59	\$ 24.77	\$ 26.00
33	Maintenance Worker Secretary II	\$ 21.92	\$ 22.99	\$ 24.17	\$ 25.37	\$ 26.63
34	Clean Energy Workforce Training Assistant Library Technical Assistant II Multimedia Specialist Student Services Technician II Tutorial Coordinator	\$ 22.46	\$ 23.59	\$ 24.77	\$ 26.00	\$ 27.31
35	Assistant Bookstore Manager	\$ 23.01	\$ 24.18	\$ 25.38	\$ 26.64	\$ 27.97
36	Accountant Alumni Development Coordinator Development Associate, KVCR-FM Job Developer Producer, Radio	\$ 23.61	\$ 24.78	\$ 26.03	\$ 27.33	\$ 28.69



## Classified Salary Schedule

(Per Hour)

Effective July 1, 2018

Range		Step A	Step B	Step C	Step D	Step E
37	Admin Secretary Maintenance Technician Payroll Accountant	\$ 24.19	\$ 25.40	\$ 26.66	\$ 27.99	\$ 29.40
38	Admissions and Records Specialist Broadcast Operator Campus Center Specialist Computer Technician Financial Aid Specialist I Grant Clerical Assistant Laboratory Technician * *Aeronautics *Anatomy *Art *Biology *Chemistry *Computer Information Technology *Culinary Arts *Environmental Science *Microbiology *Physics Senior Multimedia Specialist Senior Student Service Technician Student Activities & Campus Center Specialist	\$ 24.79	\$ 26.04	\$ 27.34	\$ 28.70	\$ 30.14
39	Graphic Specialist Printing Operations Specialist	\$ 25.43	\$ 26.69	\$ 28.04	\$ 29.43	\$ 30.92
40	Financial Aid Specialist II Programmer Purchasing Agent Telecommunications Technician	\$ 26.06	\$ 27.37	\$ 28.72	\$ 30.16	\$ 31.67
41	Admin Assistant I HVAC/R Technician Interpreting Services Specialist	\$ 26.70	\$ 28.04	\$ 29.44	\$ 30.92	\$ 32.45
42	Admissions and Record Coordinator Admissions and Record Evaluator Assistive Technology Specialist Athletic Trainer Instructional Assessment Technician Planetarium Production & Presentation Specialist Research Data Specialist Schedule/ Catalog Data Specialist Theatre Technician Traffic Coordinator, TV	\$ 27.39	\$ 28.76	\$ 30.19	\$ 31.70	\$ 33.28
43	Admin Curriculum Coordinator Green Workforce Data Technician Logistics Grant Coordinator Senior Payroll Accountant Technical Assistant	\$ 28.06	\$ 29.46	\$ 30.93	\$ 32.48	\$ 34.10



## Classified Salary Schedule

(Per Hour)

Effective July 1, 2018

Range		Step A	Step B	Step C	Step D	Step E
44	Admin Coordinator College Police Officer Financial Aid Coordinator Financial Aid Outreach Coord Marketing Coordinator Outreach & Recruitment Technician Project Analyst Senior Accountant Senior Producer, Radio Technologies Coordinator Telecommunications Engineer User Liaison	\$ 28.77	\$ 30.20	\$ 31.70	\$ 33.28	\$ 34.96
45		\$ 29.49	\$ 30.96	\$ 32.51	\$ 34.12	\$ 35.85
46	Coordinator, Outreach and Relations with Schools Coordinator, Student Success Services and Programs Distributed Education Systems Administrator Programmer/Analyst Research Assistant Technology Support Specialist I	\$ 30.22	\$ 31.74	\$ 33.31	\$ 34.99	\$ 36.73
47	Admissions & Records Lead Evaluator Data Analyst	\$ 30.97	\$ 32.52	\$ 34.16	\$ 35.87	\$ 37.66
48	Program Manger, KVCR	\$ 31.76	\$ 33.33	\$ 35.00	\$ 36.78	\$ 38.60
49		\$ 32.53	\$ 34.16	\$ 35.88	\$ 37.68	\$ 39.55
50	Administrative Assistant II College Police Officer Producer/Director, TV Program Coordinator ATTC RF/ Microwave Engineer, Radio Technology Support Specialist II	\$ 33.35	\$ 35.01	\$ 36.79	\$ 38.61	\$ 40.54
51		\$ 34.17	\$ 35.89	\$ 37.70	\$ 39.58	\$ 41.56
52	Telecommunications Specialist	\$ 35.03	\$ 36.80	\$ 38.65	\$ 40.56	\$ 42.59
53	Contracts and Liability Specialist	\$ 35.91	\$ 37.71	\$ 39.59	\$ 41.58	\$ 43.66
54	Budget Analyst Database Administrator Edu Stream Web Applications Developer Instructional Technology Specialist Research Analyst Systems Analyst Web Developer	\$ 36.82	\$ 38.66	\$ 40.57	\$ 42.61	\$ 44.74
55		\$ 37.73	\$ 39.61	\$ 41.60	\$ 43.69	\$ 45.87
56		\$ 38.68	\$ 40.59	\$ 42.63	\$ 44.77	\$ 47.00
57		\$ 39.64	\$ 41.62	\$ 43.71	\$ 45.89	\$ 48.19
58		\$ 40.64	\$ 42.67	\$ 44.81	\$ 47.03	\$ 49.37
59		\$ 41.65	\$ 43.73	\$ 45.91	\$ 48.21	\$ 50.62
60		\$ 42.69	\$ 44.82	\$ 47.05	\$ 49.42	\$ 51.89
61		\$ 43.75	\$ 45.95	\$ 48.24	\$ 50.65	\$ 53.18
62		\$ 44.85	\$ 47.10	\$ 49.45	\$ 51.91	\$ 54.51
63	Senior Programmer/Analyst Senior Research and Planning Analyst Senior Technology Support Specialist	\$ 46.25	\$ 48.57	\$ 51.00	\$ 53.54	\$ 56.23
64		\$ 47.41	\$ 49.77	\$ 52.27	\$ 54.88	\$ 57.62
65		\$ 48.59	\$ 51.02	\$ 53.58	\$ 56.24	\$ 59.06
66		\$ 49.80	\$ 52.29	\$ 54.90	\$ 57.65	\$ 60.53





# Child Development Salary Schedule 221 Day Schedule (12 Months)

(Per Hour)  
Effective July 1, 2018

Range		Step A	Step B	Step C	Step D	Step E
1	Child Development Teacher	\$ 22.87	\$ 24.02	\$ 25.23	\$ 26.48	\$ 27.79
2	Senior Child Development Teacher	\$ 25.26	\$ 26.52	\$ 27.86	\$ 29.24	\$ 30.71

Proposed

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey Nikac, Senior Executive Assistant

**DATE:** July 12, 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:** District  
**Event:** Office of the Chancellor meetings, special events, trainings, workshops, and supplies for FY 2018-2019  
**Date of Event:** 7/1/18-6/30/19

**Item Being Purchased:** refreshments and supplies  
**Total Estimated Cost:** 30,000.00  
**Funding Source:** Office of the Chancellor General Funds

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**Site:** District  
**Event:** District Department of Marketing, PR, Government Relations meetings, special events, trainings, workshops, and supplies for FY 2018-2019  
**Date of Event:** 7/1/18-6/30/19

**Item Being Purchased:** refreshments and supplies  
**Total Estimated Cost:** 30,000.00  
**Funding Source:** District Marketing General Funds

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**Site:** District  
**Event:** Board of Trustees  
**Date of Event:** 7/1/18-6/30/19

**Item Being Purchased:** refreshments and supplies  
**Total Estimated Cost:** 12,000.00  
**Funding Source:** Board of Trustees General Fund

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**Site:** District  
**Event:** Potential Bond Measure Update  
**Date of Event:** 06/25/18

**Item Being Purchased:** Lunch  
**Total Estimated Cost:** \$400  
**Funding Source:** Controller General Fund  
To plan for the recently scheduled upcoming Board Study Session.

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

**Site:** District  
**Event:** Staff Recognition Luncheon  
**Date of Event:** 07/11/18

**Item Being Purchased:** Lunch  
To recognize staff for extraordinary efforts in year-long process of development, testing and production of new financial system.

**Total Estimated Cost:** \$3,000.00  
**Funding Source:** Pepsi Trust General Fund

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**Site:** District  
**Event:** Chancellor's Holiday Party  
& Service Awards  
**Date of Event:** 12/03/18

**Item Being Purchased:** Refreshments, Decorations, and Entertainment  
Chancellor's Annual Holiday Party and Service Awards for district-wide employees.

**Total Estimated Cost:** \$5,000.00  
**Funding Source:** Pepsi Trust General Fund

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**Site:** SBVC  
**Event:** 2nd Annual Professional Development  
Day  
**Date of Event:** 08/01/18

**Item Being Purchased:** Refreshments.  
This is the second annual Consortia Professional Development Day hosted on site. There will be keynote speakers, and many workshops for attendees to choose from all related to Adult Education. Anticipated attendance is 100.

**Total Estimated Cost:** \$3,000.00  
**Funding Source:** Adult Education Block Grant

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

**Site:** SBVC  
**Event:** Leadership Workshop  
**Date of Event:** 08/03/18

**Item Being Purchased:** Meals and Refreshments  
Sponsored by Guardian Scholars, this event will focus on Guardian Scholars and Dreamer students with a day of leadership and communication workshops, with a focus on self empowering by guest speaker. The event will be held at the Castaway Restaurant in San Bernardino, CA. Attendees will be provide their own transportation. Anticipated attendance is approximately 10 students, and 2 staff. Sharaf Williams will serve as chaperone.  
**Total Estimated Cost:** \$1,100.00  
**Funding Source:** Student Equity and Success Categorical Fund

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**Site:** SBVC  
**Event:** My Sister's Keeper  
**Date of Event:** 08/04/18

**Item Being Purchased:** Meals and Supplies  
Sponsored by SBVC Outreach, this on campus event, in collaboration with Young Women's Empowerment Foundation, will host "My Sister's Keeper". This event will provide awareness on domestic and sexual abuse, as well as providing resources and prevention support services. Approximately 115 students and staff will be in attendance, Sharaf Williams will serve as advisor.  
**Total Estimated Cost:** \$1,018.45  
**Funding Source:** Student Equity and Success Categorical Fund

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**Site:** SBVC  
**Event:** Fall In-Service Day, All Campus Meeting  
**Date of Event:** 08/10/18

**Item Being Purchased:** Refreshments and Supplies  
Sponsored by the President's Office, this event is SBVC's annual all campus meeting to kick off the fall semester. Anticipated attendance is approximately 360 faculty, staff , administrators and trustees.  
**Total Estimated Cost:** \$3,500.00  
**Funding Source:** President's Office General Funds

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**Site:** SBVC  
**Event:** Advisory Committee Meetings - Radio, Television, and Film (RTVF).  
**Date of Event:** 08/15/18-06/30/18

**Item Being Purchased:** Meals and Refreshments.  
These events will host up to 22 people including instructors, business owners, professional experts and other industry members.  
**Total Estimated Cost:** \$200.00  
**Funding Source:** SBVC Foundation, President's Pepsi Fund Account

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

**Site:** SBVC

**Event:** Advisory Committee Meetings -  
Graphic Design/Multimedia.

**Date of Event:** 08/15/18-06/30/18

**Item Being Purchased:** Meals and Refreshments.

These events will host up to 22 people including instructors, business owners, professional experts and other industry members.

**Total Estimated Cost:** \$200.00

**Funding Source:** SBVC Foundation, President's Pepsi Fund Account

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**Site:** SBVC

**Event:** President's Holiday Gathering & Gift  
Basket Extravaganza

**Date of Event:** 12/07/18

**Item Being Purchased:** Refreshments, Supplies, Decorations, and Baskets

Sponsored by the President's Office, the President's Annual Holiday Gathering event. Anticipated attendance is approximately 360 faculty, staff, administrators, and trustees.

**Total Estimated Cost:** \$6,500.00

**Funding Source:** SBVC Foundation, President's Pepsi Fund Account and  
President's Office General Funds

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**Site:** SBVC

**Event:** Crossing the Finish Line

**Date of Event:** 01/29/19

**Item Being Purchased:** Meals and Refreshments. Sponsored by the Middle College High School Program, this event will provide an opportunity for students to meet with Patricia Quach, Susan Gasca, Kimberly Wingson, James Espinoza and Grace Navarro and talk about their future goals and ambitions. In addition, this event will provide recognition to students for their hard work and commitment to the Middle College High School Program. Anticipated Attendance is 40 students and staff

**Total Estimated Cost:** \$500.00

**Funding Source:** Middle College High School Chancellor's Grant Funds

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**Site:** SBVC

**Event:** 7th Annual Middle College High School  
Inspire Success Luncheon

**Date of Event:** 03/01/19

**Item Being Purchased:** Meals, Refreshments, decorations, Certificates,

Invitations, Programs and Postage. Sponsored by the Middle College High School Program, this event will provide an opportunity for students to talk with career and college professionals about their goals and ambitions. The career professionals will focus on sharing their unique experience within their field and major. Anticipated attendance is 250 students, staff and community members

**Total Estimated Cost:** \$4,500.00

**Funding Source:** Middle College High School Chancellor's Grant Funds

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

**Site:** CHC  
**Event:** EOPS Summer Bridge Program  
**Date of Event:** 07/09/18-08/08/18

**Item Being Purchased:** Meals. The Summer Bridge Program includes a two hour supplemental math course which takes place after the CHC 100 class. The students will be on campus until 3:00 p.m. Lunches will be provided to allow the students to remain on campus and complete their coursework.

**Total Estimated Cost:** \$3,000.00

**Funding Source:** EOPS General Fund

The unforeseen closure of The Queen Bean during the summer semester necessitated utilizing another vendor, not allowing for processing in a timely manner for the board deadline.

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**Site:** CHC  
**Event:** Senior Day  
**Date of Event:** 10/12/18

**Item Being Purchased:** Refreshments. Sponsored by Crafton Hills College, Senior Day invites local area high school seniors to the Crafton campus for tours and workshops, which are presented by various departments. We anticipate 700-900 high school seniors to visit our campus that day.

**Total Estimated Cost:** \$600.00

**Funding Source:** Counseling General Fund

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**Site:** EDCT  
**Event:** EDCT and EDCT Foundation Seminars, training, meetings and fundraising events  
**Date of Event:** 7/13/17-6/30/2018

**Item Being Purchased:** refreshments and supplies

**Total Estimated Cost:** 20,000.00

**Funding Source:** EDCT categorical funds and EDCT Foundation general funds

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey Nikac, Senior Executive Assistant

**DATE:** July 12, 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:** Empire Network

**Name:** Ben Holland

**Total Cost:** \$7448

**Funding Source:** Empire Network General  
Fund

**Membership & Purpose:** National Educational Communications Association (NETA), Annual Membership includes unlimited access to 2,000 hours of programming content from the NETA program service

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey Nikac, Senior Executive Assistant  
**DATE:** July 12, 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**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** July 12, 2018  
**SUBJECT:** Consideration of Approval of Employment Contract for Chancellor

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an employment contract for the Chancellor as indicated below.

	<b>Contract Dates</b>	<b>Salary</b>
<b>Bruce Baron</b>	07/01/18 – 06/30/22	\$303,960

**OVERVIEW**

The issuance of contracts places SBCCD in accordance with proper employment practices as well as documents, for both employee and employer, the specific conditions of employment.

**ANALYSIS**

The recommendation of salary amount is based on an analysis of several factors.

1. Per the attached analysis of the 2017 Association of California Community College Administrators Salary Study, the SBCCD chancellor salary is, on average, 23% below the other comparable multi-college districts.
2. Due to recent restructuring and the revision of SBCCD salary ranges, the Executive Vice Chancellor range allows for a higher salary than the Chancellor position. This misalignment needs to be rectified as soon as possible.
3. In six of the past seven years the Chancellor received significantly smaller increases than all other employees in the District.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost of this contract will be included in the 2018-19 budget.

## SBCCD Chancellor Salary Study Per 2017 ACCCA Data

June 21, 2018

(<https://www.accca.org/i4a/pages/index.cfm?pageid=3501>)

### 2017 ALL MULTIPLE-DISTRICT COLLEGES

Chief Executive Officer Mean (Average)	\$303,960
Chief Executive Officer Median	\$300,000
Chief Executive Officer Minimum	\$226,853
Chief Executive Officer Maximum	\$433,344
Count of responses	23

Community College District	Chancellor Salary	Variance to SBCCD	
Chabot-Las Positas	\$291,396	(\$42,851)	-17.24%
Coast	\$300,000	(\$51,455)	-20.70%
Contra Costa	\$300,000	(\$51,455)	-20.70%
Foothill-De Anza	\$377,716	(\$129,171)	-51.97%
Grossmont-Cuyamaca	\$253,257	(\$4,712)	-1.90%
Kern	\$282,450	(\$33,905)	-13.64%
Los Angeles	\$370,000	(\$121,455)	-48.87%
Los Rios	\$318,954	(\$70,409)	-28.33%
North Orange County	\$292,426	(\$43,881)	-17.66%
Peralta*	\$309,525	(\$60,980)	-24.53%
Rancho Santiago	\$300,113	(\$51,568)	-20.75%
Riverside	\$288,000	(\$39,455)	-15.87%
San Bernardino*	\$248,545	n/a	n/a
San Diego	\$339,773	(\$91,228)	-36.70%
San Jose/ Evergreen	\$334,349	(\$85,804)	-34.52%
San Mateo County	\$433,344	(\$184,799)	-74.35%
South Orange County	\$330,000	(\$81,455)	-32.77%
State Center	\$265,000	(\$16,455)	-6.62%
Ventura County	\$275,000	(\$26,455)	-10.64%
West Hills	\$275,000	(\$26,455)	-10.64%
West Valley-Mission	\$309,079	(\$60,534)	-24.36%
Yosemite	\$270,300	(\$21,755)	-8.75%
Yuba	\$226,853	\$21,692	8.73%
	Average Variance	-\$57,934	-23.31%

\*This district was not represented in the 2017 salary survey. Data displayed is for 2016.

## **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:** July 12, 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.

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## *Contracts for Approval*

*Scheduled Board Date 7/12/2018*

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### *Contract Type*

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b>Legal</b>			
Womble Bond Dickinson (US) LLP	(16224) Legal services for KVCR Spectrum Auction project; replacement for Bennet & Bennet LLC who was purchased by this firm; this is to increase the Board approved amount by \$100,000 Term: 1/1/2018 - 6/30/2019 Funding Source: FCC Proceeds	Facilities Planning/SBCCD	\$200,000.00
<hr/> <b>SubTotal for Legal: 1</b> <hr/>			
<b>Professional Services</b>			
AppleOne Employment Services dba Act 1 Group	(15395) Temporary employment services for Accountant to cover non-supervisory duties of accounting supervisor who is working on ERP project; this is to approve increase in the not to exceed amount by \$10,000 Term: 6/26/2017 - 6/30/2019 Funding Source: General Funds	Fiscal Services/SBCCD	\$100,000.00
Greenwood/Asher and Associates, Inc.	(16894) Professional HR search services for interim CHC President Term: 8/13/2018 - 12/31/2018 Funding Source: General Funds	Human Resources/SBCCD	\$100,000.00

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<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
Quick Caption, Inc	(16861) Provide educational captioning by qualified translators for students in the Disabled Students Programs and Services at SBVC and CHC Term: 7/14/2018 - 6/30/2020 Funding Source: DSP&S	DSP&S/SBVC/CHC	\$150,000.00
RISE Interpreting, Inc.	(16814) Sign Language Interpreting Services Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	DSP&S/CHC	\$30,000.00
Sony	(16903) Public Media Management Services for KVCR conversion project Term: 7/1/2018 - 6/30/2023 Funding Source: FCC Proceeds	KVCR/KVCR	\$1,050,000.00
True North Research Inc.	(16701) Design and conduct a study on new bond feasibility; this is to approve a revised agreement for additional services needed for a broader scope study Term: 6/1/2018 - 6/30/2018 Funding Source: General Funds	Fiscal Services/SBCCD	\$60,000.00
<b><i>SubTotal for Professional Services: 6</i></b>			
<b><i>Grand Total Contracts for Board Date 7/12/2018: 7</i></b>			

## **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:** July 12, 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 7/12/2018***

### ***Contract Type***

<b><i>Firm</i></b>	<b><i>Purpose and Information</i></b>	<b><i>Department / Location</i></b>	<b><i>Amount</i></b>	<b><i>Signed</i></b>
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### **Broadcasting Rights**

American Public Media (APM)	(15350) Broadcast rights and content agreement for radio programs to be aired on KVCR-FM; this is to approve the fees for FY 18/19 at a cost of \$44,555 Term: 7/1/2017 - 6/30/2019	KVCR/KVCR	\$87,137.00	SSutorus
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Funding Source: KVCR - Foundation

American Public Television (APT)	(16866) Broadcasting rights for the airing of syndicated programs Term: 7/1/2018 - 6/30/2019	FNX/KVCR	\$9,050.00	SSutorus
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Funding Source: FNX Grant

PBS - Public Broadcasting Service	(16828) PBS membership certification for KVCR programming; no cost to SBCCD Term: 7/1/2018 - 6/30/2019	KVCR/KVCR		SSutorus
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Funding Source: N/A

***SubTotal for Broadcasting Rights: 3***

***\$96,187.00***

### **Clinicals**

Highland, City of	(16879) Clinical Site for EMS program participants; no cost to SBCCD Term: 7/1/2018 - 6/30/2023	EMS/CHC		SSutorus
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Funding Source: N/A

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Clinicals</u></b>					
	Ryder Truck Rental	(16818) MOU - Work Experience site agreement for Diesel Program; no cost to SBCCD Term: 5/24/2018 - 5/23/2023  Funding Source: N/A	Technical Training/SBVC		SSutorus
	San Manuel Band of Mission Indians	(16856) Clinical site training field internship for paramedic program; no cost to SBCCD Term: 7/1/2018 - 6/30/2023  Funding Source: N/A	EMS/CHC		SSutorus
<b><i>SubTotal for Clinicals: 3</i></b>					
<b><u>General</u></b>					
	ABM Building Solutions LLC	(16810) Rental of temporary chiller Term: 6/8/2018 - 7/17/2018  Funding Source: General Funds	Maintenance/SBVC	\$23,378.00	SSutorus
	Allard, Sergio	(16884) Provide drone camera operations for KVCR projects Term: 7/13/2018 - 6/30/2019  Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$3,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
America's Xpress Rent A Car DBA Canada's Auto Sales Inc.	(16886) Rental - Districtwide on-demand eight passenger van rentals as needed by departments; each department pays for own rental period Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Business Services/SBCCD	\$90,000.00	SSutorus
Arrowhead Group dba Basic Backflow	(16847) On demand backflow tests, repairs, and maintenance Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$40,000.00	SSutorus
Barr Door, Inc.	(16843) On demand repairs to SBVC campus doors Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$20,000.00	SSutorus
Belchatovski-Krauson, Mandy	(16857) Provide graphic artwork Term: 7/1/2018 - 6/30/2019  Funding Source: KVCR	KVCR/KVCR	\$2,500.00	SSutorus
Ben's Lock and Key	(16868) On demand repairs on SBVC locks and doors Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$20,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Berg Fire Protection, Inc. dba Red Star Fire Protection	(16850) Annual fire hydrant and sprinkler testing with reports Term: 7/1/2018 - 6/30/2021  Funding Source: General Funds	Maintenance/SBVC	\$60,000.00	SSutorus
Bergelectric	(16848) On demand services for electrical repairs Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$40,000.00	SSutorus
BWW and Company dba Wilson, Bobby W.	(16807) Remodel of CHC's Central Complex 2, rooms 134 and 135 Term: 6/6/2018 - 6/30/2018  Funding Source: General Funds	Maintenance/CHC	\$11,803.00	SSutorus
Crest Chevrolet/Geo	(16836) On demand repairs to the maintenance department vehicles Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$20,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Dan Lyman Construction, Inc.	(16837) On demand repairs to buildings at SBVC. These specialized services cannot be completed by SBVC staff. Term: 7/1/2018 - 6/30/2019	Maintenance/SBVC	\$20,000.00	SSutorus
	Funding Source: General Funds			
Diamond Environmental Services, LP	(16840) On demand service of portable toilets for SBVC in case of emergencies Term: 7/1/2018 - 6/30/2019	Machine Trades/SBVC	\$20,000.00	SSutorus
	Funding Source: General Funds			
Eastvale, City of	(16809) Marketing services and reimbursement agreement for the public showing of "From Scratch" Term: 6/7/2018 - 7/30/2018	KVCR/KVCR	\$2,325.00	SSutorus
	Funding Source: KVCR			
Environmental Management Technologies	(16852) On demand hazardous waste and material pickup Term: 7/1/2018 - 6/30/2019	Maintenance/SBVC	\$50,000.00	SSutorus
	Funding Source: General Funds			

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>General</i></u>					
	Foreman, Becky	(16854) Facilitation of executive committee monthly meetings Term: 7/1/2018 - 12/31/2018  Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$1,200.00	SSutorus
	Fred's Glass & Mirror, Inc.	(16844) On demand glass repairs to windows and doors at SBVC Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$20,000.00	SSutorus
	Golf Cars of Riverside	(16849) On demand repairs and maintenance on SBVC grounds golf carts Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$20,000.00	SSutorus
	Hour Glass & Mirror, Inc.	(16838) On demand repairs on windows and doors Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/CHC	\$20,000.00	SSutorus
	J. R. Clancy Inc.	(16833) Annual safety inspection of motorized rigging equipment in SBVC Auditorium Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$1,435.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Marketing Communications Resource, Inc.	(16888) Production of printing, postage and mailing of November appeal Term: 7/1/2018 - 10/31/2018  Funding Source: General Funds	Foundation/SBVC	\$5,000.00	SSutorus
P2C Solutions, LLC	(16813) Design promotional materials to promote Adult Education project Term: 7/1/2018 - 8/30/2018  Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$6,175.00	SSutorus
Pacific Industrial Electric Company Inc.	(16845) On demand services for electrical repairs on SBVC campus Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$20,000.00	SSutorus
Palomar Mountain Premium Spring Water, LLC	(16841) On demand service of bulk water to SBVC in case of emergencies Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Administrative Services/SBVC	\$20,000.00	SSutorus
Party Plus Rental	(16829) Rental of canopies, tables and chairs for the "New Student Welcome Day" event Term: 8/8/2018 - 8/8/2018  Funding Source: Student Equity	First Year Experience/SBVC	\$1,617.23	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Party Plus Rental	(16808) Rental of tables and linen for Department of Labor Legislative Visit Term: 5/25/2018 - 5/29/2018  Funding Source: General Funds	Chancellor/SBCCD	\$317.53	SSutorus
	PBS - Public Broadcasting Service	(16824) Uplink Services for distribution of FNX channel television programs Term: 7/1/2018 - 6/30/2019  Funding Source: FNX Grant	FNX/KVCR	\$140,640.00	SSutorus
	Pinnacle Disposal & Environmental Services, Inc.	(16842) Provide 6 open top disposal containers Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$20,000.00	SSutorus
	Purcell-Rorick, Mary	(16822) Provide assistance in the Redlands Bowl production Term: 7/1/2018 - 10/31/2018  Funding Source: KVCR	KVCR/KVCR	\$1,500.00	SSutorus
	Ram Plumbing Heating & Air	(16835) On demand plumbing and HVAC repairs at SBVC for work that cannot be performed by staff plumber Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$40,000.00	SSutorus



<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>General</i></u>					
	Ram Plumbing Heating & Air	(15462) On demand plumbing and HVAC repairs at SBVC for work that cannot be performed by staff plumber; this is to approve a \$5,000 increase in the previously approved amount Term: 7/1/2017 - 6/30/2018  Funding Source: General Funds	Maintenance/SBVC	\$15,000.00	SSutorus
	Rayne Water Conditioning - San Bernardino	(16864) Water treatment services for the Science labs Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	SINS/CHC	\$1,000.00	SSutorus
	RDO Construction Equipment Co. dba RDO Equipment Co.	(16877) On demand repairs to lawnmowers for the grounds department Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$20,000.00	SSutorus
	Redlands, City of	(16823) Filming Permit - Photography/Filming Permit for KVCR's Recording of Events at the Redlands Bowl; no cost to SBCCD Term: 7/1/2018 - 8/10/2018  Funding Source: N/A	KVCR/KVCR		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Shepard Bros., Inc.	(16867) Monthly water treatment for SBVC Central Plant; includes on-demand repairs Term: 7/1/2018 - 6/30/2021  Funding Source: General Funds	Maintenance/SBVC	\$90,000.00	SSutorus
SiteOne Landscape Supply, LLC	(16860) On-demand service and repair on Rain Master Central Control System Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Grounds/SBVC	\$20,000.00	SSutorus
Technical Safety Services, Inc.	(16831) Testing, certification and on demand repairs as needed for fume hoods at SBVC Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$20,000.00	SSutorus
Texthelp Systems Inc.	(16878) Software license for reading and writing assistance programs for students with disabilities Term: 7/1/2018 - 6/30/2019  Funding Source: DSP&S	DSP&S/CHC	\$1,354.17	SSutorus
Time & Alarm Systems	(16834) Central Station Cellular Fire Alarm Monitoring Term: 7/1/2018 - 6/30/2021  Funding Source: General Funds	Maintenance/SBVC	\$70,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Turf Star, Inc.	(16851) Repair and maintenance on ride-on turf mowers Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Grounds/SBVC	\$20,000.00	SSutorus
Utility Tree Services Inc.	(16832) On demand service for bucket and chipper service for work outside of SBVC staff's expertise Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$30,000.00	SSutorus
Valley Tire Company	(16869) On demand services and repairs for SBVC vehicles Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$20,000.00	SSutorus
Waxie	(16839) On demand repair and maintenance of janitorial equipment Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Machine Trades/SBVC	\$20,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Yucaipa Valley Golf Club	(16885) Rental of golf course for Physical Education course offerings Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Physical Education/CHC	\$12,000.00	SSutorus
Zumba Fitness	(16815) Zumba copyright licensing for CHC to offer Zumba course as part of the Physical Education program Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	SINS/CHC	\$419.40	SSutorus
<b><i>SubTotal for General: 45</i></b>			<b><i>\$1,080,664.33</i></b>	
<b><u>Income - Contract Ed</u></b>				
Qycell Corporation	(16855) PDC to provide professional development training Term: 7/1/2018 - 6/30/2019  Funding Source: N/A	EDCT/SBCCD	\$25,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Contract Ed</u></b>					
	San Bernardino, County of	(15135) CalWorks Vocational Education and Training Services; this is to approve Amendments 01 & 02- Amendment 01 to increase contract amount by \$400,000; Amendment 02 is to increase contract amount by \$2,500,000 and to extend term date by one year to 06/30/2019 Term: 7/1/2017 - 6/30/2019  Funding Source: N/A	EDCT/SBCCD	\$5,050,000.00	SSutorus
<b><i>SubTotal for Income - Contract Ed: 2</i></b>				<b><i>\$5,075,000.00</i></b>	
<b><u>Income - Facilities Use</u></b>					
	Backstreet Performing Arts	(16887) Use of Auditorium for dance recital Term: 8/24/2018 - 8/25/2018  Funding Source: N/A	Administrative Services/SBVC	\$2,959.81	SSutorus
	Operation New Hope	(16817) Use of SBVC Auditorium Term: 6/28/2018 - 6/28/2018  Funding Source: N/A	Administrative Services/SBVC	\$244.26	SSutorus
	Piranha Swim Team	(16804) Facility use of CHC pool for swim training Term: 6/4/2018 - 12/31/2018  Funding Source: N/A	Pool/CHC	\$1,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Facilities Use</u></b>					
	TJ Striders Youth Track/Field Club	(16827) Use of track for track practice; no charge Term: 6/4/2018 - 7/23/2018  Funding Source: N/A	Administrative Services/SBVC		SSutorus
<b><i>SubTotal for Income - Facilities Use: 4</i></b>				<b><i>\$4,204.07</i></b>	
<b><u>Income - General</u></b>					
	WHYY Inc.	(16859) Funding Partnership for the airing of "Articulate with Jim Cotter" Term: 7/11/2018 - 6/30/2021  Funding Source: N/A	KVCR/KVCR	\$10,000.00	SSutorus
<b><i>SubTotal for Income - General: 1</i></b>				<b><i>\$10,000.00</i></b>	
<b><u>Income - Grant</u></b>					
	CCC Chancellor's Office	(16819) Middle College High School grant Term: 7/1/2018 - 6/30/2019  Funding Source: N/A	Middle College/SBVC	\$100,000.00	SSutorus
	Santa Clarita CCD	(16812) Grant - Innovation and Effectiveness Term: 7/1/2018 - 6/30/2019  Funding Source: N/A	Instruction/CHC	\$200,000.00	SSutorus
<b><i>SubTotal for Income - Grant: 2</i></b>				<b><i>\$300,000.00</i></b>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Lease</u></b>				
California, State of	(16893) License for use of space on media tower located at SBVC for State of California Statewide air quality study; includes indoor space to house equipment; Lease payment is split 70% SBVC and 30% KVCR Term: 8/1/2018 - 6/30/2021  Funding Source: N/A	KVCR/KVCR	\$28,800.00	SSutorus
<b><i>SubTotal for Income - Lease: 1</i></b>			<b><i>\$28,800.00</i></b>	
<b><u>Maintenance Agreement</u></b>				
Air Conditioning Control Systems, Inc. (ACCS)	(13768) Maintenance agreement for AC/Heating equipment; this is to approve an increase in the total contract value by \$31,200 Term: 7/1/2016 - 6/30/2019  Funding Source: General Funds	Maintenance/SBVC	\$37,000.00	SSutorus
Arrow Power Sweeping Inc	(16846) Sweeping of campus parking lots and streets Term: 7/1/2018 - 6/30/2021  Funding Source: General Funds	Maintenance/SBVC	\$36,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Maintenance Agreement</u></b>				
ARS Enterprises, Inc.	(16811) Preventive maintenance agreement for the Biology department; Sterilizer and Steam Generator Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	SINS/CHC	\$3,310.00	SSutorus
Computer Protection Technologies, Inc. (CPT)	(16892) Maintenance on the computer data center battery cabinets - two at CHC and one at SBVC Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	TESS/SBCCD	\$5,650.00	SSutorus
Facilities Protection Systems	(16891) Maintenance on the fire suspension systems in the Computer Science building Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	TESS/SBCCD	\$1,292.00	SSutorus
Lancer Sales USA Inc.	(16865) Water treatment services for the Science labs Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	SINS/CHC	\$1,895.00	SSutorus



<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Maintenance Agreement</u></b>					
	Pacific Parking Systems, Inc.	(16853) Maintenance agreement for SBVC parking permit vending machines and on-demand repairs and parts Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Administrative Services/SBVC	\$20,000.00	SSutorus
	Water Source Solutions, Inc.	(16870) Maintenance Agreement for water purification system Term: 7/1/2018 - 6/30/2023  Funding Source: KVCR	KVCR/KVCR	\$4,140.00	SSutorus
<b><i>SubTotal for Maintenance Agreement: 8</i></b>				<b><i>\$109,287.00</i></b>	
<b><u>Program Acquisition</u></b>					
	Twin Cities Public Television, Inc.	(16858) Program rights for "Reclaiming Sacred Tobacco"; no cost to SBCCD Term: 9/14/2018 - 9/13/2019  Funding Source: N/A	FNX/KVCR		SSutorus
<b><i>SubTotal for Program Acquisition: 1</i></b>					

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Software/Online Services</u></b>				
Association for Talent Development	(16880) Online subscription to ATD Learning System; to have access to the training and learning material used to study for the Certified Professional in Learning & Performance (CPLP) credential for Trelisa Glazatov Term: 6/1/2018 - 5/31/2019  Funding Source: General Funds	TESS/SBCCD	\$300.00	SSutorus
ComputerLand of Silicon Valley	(16889) Software license for "Adobe Creative Cloud Enterprise" Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	TESS/SBCCD	\$11,669.00	SSutorus
CPP, Inc.	(16830) Software license renewal for "Elevate Essential" Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Career Center/CHC	\$195.00	SSutorus
CurriQunet	(16883) Software license for "CurricUnet" Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	TESS/SBCCD	\$29,400.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Software/Online Services</u></b>					
	Eureka	(16825) Site license for Eureka software; career information system Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	Counseling/CHC	\$1,295.00	SSutorus
	Foundation for California Community Colleges	(16820) Site software license for ESRI Software for "ARC View" Term: 7/1/2018 - 6/30/2019  Funding Source: Block Grant	Campus Tech/SBVC	\$2,500.00	SSutorus
	Foundation for California Community Colleges	(16821) Site software license for ESRI Software for "ARC View" Term: 7/1/2018 - 6/30/2019  Funding Source: Block Grant	Campus Tech/CHC	\$2,500.00	SSutorus
	IDM Computer Solutions	(16882) Software license for "IDM All Access" used for troubleshooting and debugging computer related issues Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	TESS/SBCCD	\$319.60	SSutorus
	Innovative Educators	(16826) Software licensing for "StudentLingo" custom yearly hosting Term: 7/1/2018 - 6/30/2019  Funding Source: Student Success (SSSP)	Counseling/CHC	\$24,995.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Software/Online Services</u></b>					
	Kivuto Solutions, Inc.	(16816) Software License for "VMAP" used to enhance virtual technology Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	SINS/CHC	\$300.00	SSutorus
	Kore Technologies, LLC	(16881) Software Maintenance and upgrades for "Kourier" software used to connect student information system with other applications Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	TESS/SBCCD	\$3,462.37	SSutorus
	SchoolDude.com	(16890) Help desk ticket management software "Technology Essentials Help Desk" Term: 7/1/2018 - 6/30/2019  Funding Source: General Funds	TESS/SBCCD	\$8,845.00	SSutorus
<b><i>SubTotal for Software/Online Services: 12</i></b>				<b><i>\$85,780.97</i></b>	
<b><i>Grand Total Contracts for Board Date 7/12/2018: 82</i></b>					

## Routine Contracts - Summary

Scheduled Board Meeting 07/12/2018

### EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Broadcast Rights</i>	3	\$96,187.00
<i>Clinicals</i>	3	\$0.00
<i>General</i>	45	\$1,080,664.33
<i>Maintenance Agreement</i>	8	\$109,287.00
<i>Program Acquisition</i>	1	\$0.00
<i>Software/Online Services</i>	12	\$85,780.97
	72	
		<b>Total Expenses</b>
		<b><u><u>\$1,371,919.30</u></u></b>

### INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Income - Contract Ed</i>	2	\$5,075,000.00
<i>Income - Facilities Use</i>	4	\$4,204.07
<i>Income - General</i>	1	\$10,000.00
<i>Income - Grant</i>	2	\$300,000.00
<i>Income - Lease</i>	1	\$28,800.00
	10	
		<b>Total Income</b>
		<b><u><u>\$343,004.07</u></u></b>
<b>Total Number of Contracts</b>	<b><u><u>82</u></u></b>	

## **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:** July 12, 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 186086 - 186171 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

July 12, 2018

PO#	Vendor Name	Purchase Order Description	Amount
186155	LARA, BERENICE	Conference	216.00
186156	MCELHANEY, ASHLEY	Conference	75.00
186157	WEISSENFELS, KALEIGH	Conference	264.00
186158	WYATT, DANIELLE	Conference	175.00
186162	MENDEZ, ANNA	Conference	123.00
186146	HUGHES III, RICHARD	Conference	469.00
186100	SKILLSUSA INC	Conference	520.00
186101	HORSESHOE SOUTHERN INDIANA	Conference	2,400.00
186103	LANDIN, OMAR	Conference	240.00
186112	US BANK CORPORATE PMT SYSTEMS	Conference	1,140.00
186099	ACHRO	Conference	3,400.00
186153	TPC TRAINING SYSTEMS	Conference	1,100.00
186166	US BANK CORPORATE PMT SYSTEMS	Conference	223.88
186133	WAXIE SANITARY SUPPLY	Custodial Supplies	28,950.00
186089	PCM GOV INC	Equipment	1,214.92
186090	PCM GOV INC	Equipment	136.89
186091	CDW GOVERNMENT INC	Equipment	14,140.03
186092	OFFICE & ERGONOMICS	Equipment	11,400.06
186140	CONNECTED AUTOMOTIVE	Equipment	17,824.76
186160	CDW GOVERNMENT INC	Equipment	9,598.47
186165	MATTERHACKERS INC	Equipment	2,614.99
186167	US BANK CORPORATE PMT SYSTEMS	Equipment	323.25
186145	STAPLES	Instructional Supplies	441.65
186147	STAPLES	IT Equipment	290.91
186168	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	212.54
186169	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	27.46
186170	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	217.61
186171	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	356.78
186102	MYERS, KATE	Non-Instructional Supplies	49.99
186130	STAPLES	Non-Instructional Supplies	227.42
186148	COMMUNICATIONS USA	Non-Instructional Supplies	2,174.75
186149	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	401.05
186150	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	530.69
186087	STAPLES	Non-Instructional Supplies	248.55
186163	LIMOGES, KEVIN	Personal Mileage	220.22
186151	FRONTIER COMMUNICATIONS	Phone Utilities	24,196.00
186086	US BANK CORPORATE PMT SYSTEMS	Reference Books	38.56

## **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:** July 12, 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  
July 12, 2018

Asset #	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
22071	6/7/2018	SBVC	Printer	9/7/2001	\$1,604.00	\$0.00
24310	6/7/2018	SBVC	Printer	12/1/2003	\$2,126.00	\$0.00
25148	6/7/2018	SBVC	Printer	12/1/2004	\$1,198.00	\$0.00
25718	6/7/2018	SBVC	HP LaserJet 4250N Printer	4/7/2005	\$1,198.56	\$0.00
25721	6/7/2018	SBVC	HP LaserJet 4250N Printer	4/7/2005	\$1,198.56	\$0.00
25762	6/7/2018	SBVC	LJ 4250N Printer	4/18/2005	\$1,198.18	\$0.00
25763	6/7/2018	SBVC	LJ 4250N Printer	4/18/2005	\$1,198.18	\$0.00
26838	6/7/2018	SBVC	PC, desktop	10/1/2006	\$1,007.00	\$0.00
27727	6/7/2018	SBVC	Hitachi CP-X605 LCD Proj	6/4/2007	\$2,865.07	\$0.00
29001	6/7/2018	SBVC	FP Monitor, PC	11/26/2007	\$1,000.00	\$0.00
29003	6/7/2018	SBVC	OptiPlex 745	10/11/2007	\$1,347.58	\$0.00
29083	6/7/2018	SBVC	OptiPlex 755	2/28/2008	\$1,763.38	\$0.00
29116	6/7/2018	SBVC	HP LaserJet 4350N	3/20/2008	\$1,582.06	\$0.00
29359	6/7/2018	SBVC	OptiPlex 755 Minitower	5/20/2008	\$1,530.53	\$0.00
31365	6/7/2018	SBVC	Latitude E6400 Colors	3/10/2010	\$1,173.54	\$0.00
31413	6/7/2018	SBVC	Dell Latitude E6400 Black	3/22/2010	\$1,279.92	\$0.00
31648	6/7/2018	SBVC	Dell Latitude E5410	1/31/2011	\$1,272.81	\$0.00
31650	6/7/2018	SBVC	Dell Latitude E5410	1/31/2011	\$1,272.81	\$0.00
31793	6/7/2018	SBVC	Dell OptiPlex 780	5/23/2011	\$1,391.46	\$0.00
31814	6/7/2018	SBVC	Dell OptiPlex 790	8/31/2011	\$1,218.65	\$0.00
31817	6/7/2018	SBVC	Dell OptiPlex 790	8/31/2011	\$1,218.65	\$0.00
31820	6/7/2018	SBVC	Dell OptiPlex 790	8/31/2011	\$1,218.65	\$0.00
31821	6/7/2018	SBVC	Dell OptiPlex 790	8/31/2011	\$1,218.65	\$0.00
31910	6/7/2018	SBVC	Dell Latitude E5420	11/22/2011	\$1,222.25	\$0.00
31912	6/7/2018	SBVC	Dell Latitude E5420	11/22/2011	\$1,222.25	\$0.00
31913	6/7/2018	SBVC	Dell Latitude E5420	11/22/2011	\$1,222.25	\$0.00
31918	6/7/2018	SBVC	Dell Latitude E5420	11/22/2011	\$1,222.25	\$0.00
31924	6/7/2018	SBVC	Dell Latitude E5420	11/22/2011	\$1,222.25	\$0.00
32003	6/7/2018	DIST	Latitude E6400 Black	1/5/2010	\$1,598.91	\$0.00
32016	6/7/2018	SBVC	Dell OptiPlex 780	5/4/2010	\$1,298.89	\$0.00
33011	6/7/2018	SBVC	Dell OptiPlex 780	4/25/2011	\$979.14	\$0.00
33015	6/7/2018	SBVC	Dell OptiPlex 780	4/25/2011	\$979.14	\$0.00
33094	6/7/2018	SBVC	Dell OptiPlex 780	4/2/2011	\$1,071.65	\$0.00
33109	6/7/2018	SBVC	Dell OptiPlex 780	4/3/2011	\$1,261.85	\$0.00
33110	6/7/2018	SBVC	Dell OptiPlex 780	4/3/2011	\$1,261.85	\$0.00
33164	6/7/2018	SBVC	Dell Latitude E5410	4/10/2011	\$985.89	\$0.00
33165	6/7/2018	SBVC	Dell Latitude E5410	4/10/2011	\$985.89	\$0.00
33169	6/7/2018	SBVC	Dell Latitude E5410	4/10/2011	\$985.89	\$0.00
33172	6/7/2018	SBVC	Dell Latitude E5410	4/10/2011	\$985.89	\$0.00
33198	6/7/2018	SBVC	Dell Latitude 2120	6/7/2011	\$762.69	\$0.00
33199	6/7/2018	SBVC	Dell Latitude 2120	6/7/2011	\$762.69	\$0.00
33214	6/7/2018	SBVC	Latitude E5410	6/29/2011	\$1,485.50	\$0.00
33325	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00

Fixed Assets Surplus Report  
July 12, 2018

Asset #	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
33326	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
33327	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
33342	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
33346	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
33354	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.00	\$0.00
33358	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
33359	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
33361	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
33386	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
33404	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34007	6/7/2018	SBVC	Dell OptiPlex 790 SFF	2/1/2012	\$1,085.34	\$0.00
34008	6/7/2018	SBVC	Dell OptiPlex 790 SFF	2/1/2012	\$1,085.34	\$0.00
34011	6/7/2018	SBVC	Dell OptiPlex 790 SFF	2/1/2012	\$1,085.34	\$0.00
34016	6/7/2018	SBVC	Dell OptiPlex 790 SFF	2/1/2012	\$1,085.34	\$0.00
34018	6/7/2018	SBVC	Dell OptiPlex 790 SFF	2/1/2012	\$1,085.34	\$0.00
34020	6/7/2018	SBVC	Dell OptiPlex 790 SFF	2/1/2012	\$1,085.34	\$0.00
34021	6/7/2018	SBVC	Dell OptiPlex 790 SFF	2/1/2012	\$1,085.34	\$0.00
34022	6/7/2018	SBVC	Dell OptiPlex 790 SFF	2/1/2012	\$1,085.34	\$0.00
34026	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34040	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34042	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34055	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34061	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34063	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34066	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34069	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34081	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34082	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34084	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34087	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34088	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34090	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34091	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34093	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34096	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34098	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34102	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34105	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34109	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34115	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34116	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34119	6/7/2018	SBVC	Desktop Computer	5/22/2012	\$1,052.88	\$0.00
34157	6/7/2018	SBVC	HIT HITCPX5021N	3/8/2012	\$2,262.75	\$0.00

Fixed Assets Surplus Report  
July 12, 2018

Asset #	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
34178	6/7/2018	SBVC	Dell OptiPlex 790 SFF	3/13/2012	\$1,158.63	\$0.00
34180	6/7/2018	SBVC	Dell OptiPlex 790 SFF	3/13/2012	\$1,158.63	\$0.00
34182	6/7/2018	SBVC	Dell OptiPlex 790 SFF	3/13/2012	\$1,158.63	\$0.00
34322	6/7/2018	SBVC	Dell Latitude E5420	11/21/2011	\$1,008.11	\$0.00
34323	6/7/2018	SBVC	Dell Latitude E5420	11/21/2011	\$1,008.11	\$0.00
34327	6/7/2018	SBVC	Dell Latitude E5420	11/21/2011	\$1,008.11	\$0.00
34330	6/7/2018	SBVC	Dell Latitude E5420	11/21/2011	\$1,008.11	\$0.00
34334	6/7/2018	SBVC	Dell Latitude E5420	11/21/2011	\$1,008.11	\$0.00
34337	6/7/2018	SBVC	Dell Latitude E5420	11/21/2011	\$1,008.11	\$0.00
34370	6/7/2018	SBVC	OptiPlex 9010	9/18/2012	\$951.81	\$0.00
34390	6/7/2018	SBVC	OptiPlex 9010	9/18/2012	\$951.81	\$0.00
34393	6/7/2018	SBVC	OptiPlex 9010	9/18/2012	\$951.81	\$0.00
34402	6/7/2018	SBVC	OptiPlex 9010	9/18/2012	\$951.81	\$0.00
34426	6/7/2018	SBVC	OptiPlex 9010	9/19/2012	\$1,153.98	\$0.00
34427	6/7/2018	SBVC	OptiPlex 9010	9/19/2012	\$1,153.98	\$0.00
34436	6/7/2018	SBVC	OptiPlex 9010	10/2/2012	\$1,153.98	\$0.00
34439	6/7/2018	SBVC	OptiPlex 9010	10/2/2012	\$1,153.98	\$0.00
34443	6/7/2018	SBVC	OptiPlex 9010	10/2/2012	\$1,153.98	\$0.00
34557	6/7/2018	SBVC	OptiPlex 9010	10/2/2012	\$1,153.98	\$0.00
34575	6/7/2018	SBVC	OptiPlex 9010	10/2/2012	\$1,153.98	\$0.00
34577	6/7/2018	SBVC	OptiPlex 9010	10/2/2012	\$1,153.98	\$0.00
34590	6/7/2018	SBVC	OptiPlex 9010	10/17/2012	\$1,153.98	\$0.00
34593	6/7/2018	SBVC	OptiPlex 9010	10/17/2012	\$1,153.98	\$0.00
34595	6/7/2018	SBVC	OptiPlex 9010	10/17/2012	\$1,153.98	\$0.00
34596	6/7/2018	SBVC	OptiPlex 9010	10/17/2012	\$1,153.98	\$0.00
34597	6/7/2018	SBVC	OptiPlex 9010	10/17/2012	\$1,153.98	\$0.00
34677	6/7/2018	SBVC	OptiPlex 9010	10/17/2012	\$1,153.98	\$0.00
34920	6/7/2018	SBVC	OptiPlex 9010	5/29/2013	\$599.88	\$0.00
34922	6/7/2018	SBVC	OptiPlex 9010	5/29/2013	\$599.88	\$0.00
34923	6/7/2018	SBVC	OptiPlex 9010	5/29/2013	\$599.88	\$0.00
34931	6/7/2018	SBVC	OptiPlex 9010	5/29/2013	\$599.88	\$0.00
34934	6/7/2018	SBVC	OptiPlex 9010	5/29/2013	\$599.88	\$0.00
34935	6/7/2018	SBVC	OptiPlex 9010	5/29/2013	\$599.88	\$0.00
34941	6/7/2018	SBVC	OptiPlex 9010	5/29/2013	\$599.88	\$0.00
34945	6/7/2018	SBVC	OptiPlex 9010	5/29/2013	\$599.88	\$0.00
35624	6/7/2018	SBVC	OptiPlex 9010	7/11/2013	\$1,062.78	\$0.00
35625	6/7/2018	SBVC	OptiPlex 9010	7/11/2013	\$1,062.78	\$0.00
35636	6/7/2018	SBVC	OptiPlex 9010	7/11/2013	\$1,062.78	\$0.00

## **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:** July 12, 2018

**SUBJECT:** Consideration of Approval of Surplus Property and Authorize Donation to Rim of the World Unified School District

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the surplus and donation of 26 microscopes and 22 stereoscopes to Rim of the World Unified School District.

### **OVERVIEW**

SBVC's Biology Department wishes to surplus the microscopes and stereoscopes 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 \$40,000.

### **ANALYSIS**

The SBVC Biology Department no longer uses the items and they are non-essential to ongoing operations. Rim of the World Unified School 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:** July 12, 2018  
**SUBJECT:** Consideration of Approval of Vacation Payout

**RECOMMENDATION**

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

	<b># of Days</b>	<b>Rate</b>	<b>Total</b>
<b>Hylton, Christopher</b> Maintenance & Ground Supervisor	30	\$332.11	\$9,963.30
<b>Rubio, David</b> SBVC, Director of Athletics	16	\$472.30	\$7,556.91
<b>Sutorus, Steve</b> District Office, Business Manager	30	\$540.97	\$16,229.10

**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:** July 12, 2018  
**SUBJECT:** Consideration of Approval to Adopt a Resolution Approving the Appropriation of Funds for the 2018-19 Fiscal Year

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt a resolution approving the appropriation of funds for the 2018-19 fiscal year.

### **OVERVIEW**

According to Title 5, §58308 and in accordance with Administrative Procedure 6250, all income in excess of budgeted amounts shall be added to the general reserve. However, the Board of Trustees may approve the appropriation of such funds, according to need, by the adoption of a resolution by a majority vote.

### **ANALYSIS**

During the course of the fiscal year, revisions become necessary to bring budgeted revenues and expenditures in balance with actual receipts and expenses. Therefore, we are recommending that the Board of Trustees authorize staff to process necessary transfers of appropriations during 2018-19 to allow for the appropriation of excess funds, transfers between designated and/or un-appropriated fund balances and any expenditure classifications, or balance any expenditure classification of the budget.

### **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  
RESOLUTION APPROVING THE APPROPRIATION OF FUNDS FOR THE 2018-19 FISCAL YEAR  
July 12, 2018**

WHEREAS, the San Bernardino Community College District Board of Trustees has determined that during the fiscal year budget revisions become necessary to bring the budgeted revenues and expenditures in balance with actual receipts and expenses; and

WHEREAS, by making these appropriation adjustments to actuals, the District will reflect a more realistic picture of actual spending patterns of funds; and

WHEREAS, the San Bernardino Community College District Board of Trustees has determined that additional income is assured in excess of the amounts previously budgeted and the timely posting of adjustments will keep each account up-to-date with accurate uncommitted balances;

NOW, THEREFORE, BE IT RESOLVED that pursuant Title 5, §58308, and in accordance with its Administrative Procedure 6250, the District may appropriate any such funds, and identify and make such transfers as needed throughout the fiscal year.

BE IT FURTHER RESOLVED that the San Bernardino Community College District Board of Trustees authorizes staff to process the necessary transfers to revise budget amounts during the course of the fiscal year to allow appropriation of excess funds, transfers between designated and/or un-appropriated fund balances and any expenditure classifications, or balance any expenditure classification of the budget.

PASSED AND ADOPTED by the Board of Trustees on July 12, 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**

**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:** July 12, 2018  
**SUBJECT:** Consideration of Approval of 2020-21 Five Year Construction Plan

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2020-21 Five Year Construction Plan.

### **OVERVIEW**

Each year the District is required to submit a Five Year Construction Plan to the California Community Colleges Chancellor's Office. The Plan provides a list of proposed capital construction projects, including those supported by local funds like Measure M and those supported with a combination of State and local funds. The project list and prioritization is the outcome of the comprehensive districtwide master planning process. The plan summary is attached.

### **ANALYSIS**

The Five Year Construction Plan addresses the highest priority capital construction needs throughout SBCCD. These needs were identified through planning and development with each college. Based on an in-depth analysis of the State's criteria for funding projects, coupled with the results of the Education and Facilities Master Planning process, the following proposals are being resubmitted with this year's report.

- Initial Project Proposals (IPP) – SBVC Student Services & Instructional Building (Liberal Arts Replacement), and CHC Gym Replacement
- Final Project Proposal (FPP) – CHC Performing Arts Center Renovation

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Approval of the Five Year Construction Plan will not impact the 2018-19 budget.



2020-24 FIVE YEAR CONSTRUCTION PLAN  
(2020-21 FIRST FUNDING YEAR)

**San Bernardino CCD**

Prepared in reference to the Community College Construction Act of 1980  
and  
approved on behalf of the local governing board for submission to  
the office of the Chancellor, California Community Colleges

*Signed* \_\_\_\_\_

Bruce Baron  
(Chief Executive Officer)

*Title* \_\_\_\_\_ Chancellor \_\_\_\_\_

*Date* \_\_\_\_\_

*Contact Person* Jose Torres \_\_\_\_\_

*Telephone* (909) 382-4021 \_\_\_\_\_

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Date Received at  
Chancellor's Office

Chancellor's Office  
reviewed by

Notice of Approval

**Inventory of Land**  
San Bernardino CCD

List the address and acreage of every land unit owned by the district (Education Code 81821(e)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year

Address	Acreage
Crafton Hills College 11711 Sand Canyon Road Yucapia, CA 92399	527.0
San Bernardino District Office 114 South Del Rosa Drive San Bernardino, CA 92408	5.0
San Bernardino Valley College 701 South Mt. Vernon Avenue San Bernardino, CA 92410	87.0

**Legislative Districts**

Campus	Assembly	Senate	House
Crafton Hills College	65	31	0
San Bernardino Valley College	62	32	0
San Bernardino District Office*	76	39	49

**Address**

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Crafton Hills College  
11711 Sand Canyon Road  
Yucapia, CA 92399

San Bernardino District Office  
114 South Del Rosa Drive  
San Bernardino, CA 92408

San Bernardino Valley College  
701 South Mt. Vernon Avenue  
San Bernardino, CA 92410

No.	Project	Occupancy		Source	Schedule of Funds						
		ASF	Total Cost		2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
1	Technical Building Replacement 6,136	2022/2023		San Bernardino Valley College		(P)(W)	(C)(E)				
		\$27,214,000	State			\$1,841,000	\$25,373,000				
		\$33,359,000	NonState			\$2,276,000	\$31,083,000				
2	Technical Building Demolition	2023/2024		San Bernardino Valley College				(P)(W)	(C)		
		\$1,042,953	NonState					\$99,081	\$943,872		
3	M&O Repurposing	2025/2026		San Bernardino Valley College					(P)(W)	(C)	
		\$3,276,019	NonState						\$311,222	\$2,792,806	
4	Performing Arts Center Renovation 58	2023/2024		Crafton Hills College			(P)(W)	(C)(E)			
		\$5,972,000	State				\$516,000	\$5,456,000			
		\$5,865,000	NonState				\$516,000	\$5,349,000			
5	Parking Structure	2020/2021		San Bernardino Valley College		(P)(W)	(C)				
		\$72,093,260	NonState		\$6,848,860	\$65,244,400					
6	Softball Field	2021/2022		San Bernardino Valley College	(P)	(W)	(C)				
		\$4,309,422	NonState		\$53,868	\$355,527	\$3,900,027				
7	Instructional & Student Services Buildin 13,264	2025/2026		San Bernardino Valley College			(P)(W)	(C)(E)			
		\$26,744,000	State				\$1,835,000	\$24,909,000			
		\$27,948,000	NonState				\$1,897,000	\$26,051,000			
8	Administration and Campus Center Rep -4,416	2026/2027		San Bernardino Valley College					(P)	(W)	
		\$11,337,795	NonState						\$141,722	\$935,368	
9	Crafton Hall Renovation (SSC) -369	2025/2026		Crafton Hills College				(P)	(W)	(C)	
		\$5,024,605	NonState					\$62,808	\$414,530	\$4,283,475	
10	West Complex Renovation (CL) 33	2025/2026		Crafton Hills College				(P)	(W)	(C)	
		\$9,584,592	NonState					\$119,807	\$790,729	\$8,170,865	
11	Student Support Building Renovation (S -8	2025/2026		Crafton Hills College				(P)	(W)	(C)	
		\$2,885,586	NonState					\$36,070	\$238,061	\$2,459,962	
12	East Valley Public Safety Training Cent 4,675	2026/2027		Crafton Hills College				(P)	(W)	(C)	
		\$8,373,096	NonState					\$104,664	\$690,780	\$7,138,064	
13	Career Pathways Phase 2	2026/2027		San Bernardino Valley College				(P)	(W)	(C)	
		\$48,363,641	NonState					\$604,921	\$3,992,475	\$41,225,579	

No.	Project	Occupancy	Source	Schedule of Funds						
				2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
14	Physical Sciences & Health and Life Sci	2026/2027	San Bernardino Valley College					(P)	(W)	(C)
	ASF	Total Cost						\$45,070	\$297,462	\$3,073,774
		\$3,605,600	NonState							
15	Warehouse Facilities	2023/2024	San Bernardino Valley College			(P)	(W)	(C)	(E)	
	269	\$20,184,791	NonState			\$252,310	\$1,665,245	\$17,207,534	\$1,059,702	
16	Library Repurposing	2026/2027	San Bernardino Valley College						(P)	(W)
		\$3,727,372	NonState						\$46,592	\$307,508
17	Joint-Use Tennis Facilities	2026/2027	Crafton Hills College						(P)	(W)
		\$5,378,679	NonState						\$67,233	\$443,741
18	Greek Theater & Planetarium Renovati	2026/2027	San Bernardino Valley College						(P)	(W)
		\$5,065,372	NonState						\$63,317	\$417,893
19	Gym Replacement	2024/2025	Crafton Hills College				(P)(W)	(C)(E)		
	4,994	\$9,015,000	State				\$673,000	\$8,342,000		
		\$8,993,000	NonState				\$673,000	\$8,320,000		
20	Outdoor Kinesiogy Laboratories	2026/2027	Crafton Hills College						(P)	(W)
		\$7,875,535	NonState						\$98,444	\$649,732
21	Maintenance & Operations Addition	2026/2027	Crafton Hills College						(P)	(W)
		\$5,304,377	NonState						\$66,305	\$437,611
22	East Instructional Building	2026/2027	Crafton Hills College					(P)	(W)	(C)
		\$33,190,808	NonState					\$414,885	\$2,738,242	\$28,295,164
23	Teaching Pool	2026/2027	Crafton Hills College						(P)	(W)
		\$4,593,629	NonState						\$57,420	\$378,974
24	Central Complex 2 Renovation (CHS)	2026/2027	Crafton Hills College						(P)	(W)
		\$9,476,766	NonState						\$118,460	\$781,833
25	Child Development Center Renovation	2026/2027	Crafton Hills College						(P)	(W)
		\$4,639,133	NonState						\$57,952	\$385,481
26	Campus-wide Infrastructure	2026/2027	San Bernardino Valley College					(P)	(W)	(C)
		\$38,725,409	NonState					\$484,068	\$3,194,846	\$35,046,495
27	Campus-wide Infrastructure	2026/2027	Crafton Hills College					(P)	(W)	(C)
		\$13,645,061	NonState					\$170,563	\$1,125,718	\$12,348,780

District: San Bernardino Community College District  
 College / Center: San Bernardino Valley College  
 Project Name: Instructional & Student Services Building  
 Project Type: New Construction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2021
Prelim. Plans:	\$823,000	\$851,000	Const. Cost Index: 6596
Working Draw. :	\$1,012,000	\$1,046,000	5 yr. Plan Priority: 7
Construction:	\$24,909,000	\$22,498,000	Net ASF: 13,264
Equipment:	\$0	\$3,553,000	Total GSF: 100,000
	\$26,744,000	\$27,948,000	
<b>Total Cost:</b>	<b>\$54,692,000</b>		

**Project Description:** The Liberal Arts Building on the San Bernardino Valley College campus was constructed in 1970 and the structure has outlived its usefulness. The facility has significant electrical, plumbing and mechanical problems. Heating and cooling are inadequate, lighting is poor and the building does not have appropriate handicapped access. The facilities condition index (FCI) for this 23,569 asf/39,359 gsf building is 58.6% and climbing. Basic Skills is a major initiative being implemented at the College and this project will allow many more students, including disabled students, to increase their skills in English as a Second Language (ESL), Math, English and other Language Arts. Student Services functions on campus are currently disjointed between three buildings on campus (Admin/Student Services, Campus Center, and Student Health Center). This project will construct a Student Services and Instructional building on the SBVC campus and will assist the college in increasing student success and access. The new one-stop center consist of approximately 65,100 ASF (100,000 GSF). The existing Liberal Arts building will be demolished and vacated student services space will be inactivated as secondary effects of this project. Project proposed as cat. B as building space plan consists of 50/50 split for instructional and faculty office compared to student services. Plans for deactivated space in Buildings 39 and 45 are included in the 5YCP under the Administration and Campus Center Repurposing project. There currently are no plans to activate Building 46 once it becomes vacated.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

This project supports the College's Educational Master Plan by providing an increased compliment of 'Basic Skills' services to the students in need of remedial education. These services include Basic Skills, Math, English, ESL and special labs for students with disabilities. This project also supports the Chancellors Office Student Success Initiative.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Life Safety Project</b> - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Project Design</b> - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Infrastructure</b> Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Master Planning or Project Planning</b> - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Instructional Space</b> Check type of space: <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check major ASF: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Academic Support, Student Services or Adminstrative Space</b> Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Other Facility Projects</b> Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts <input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			<b>Supplemental Information and Alternatives Explored</b>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: local bond funds
			- Total construction period in number of Months: <input style="width: 50px; border: 1px solid black;" type="text" value="24"/>

Yes    No    N/A

**Additional Forms/Pages enclosed:**

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:     Phone No. :     -  -

Date:    6/6/2018    FAX No. :     -  -

Prepared by:    Bobby Khushal    E-mail Address:    bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_

Name / Title

Signature / Date



CFIS #: 40.46.XXX

JCAF 31- Instructional & Student Services Building (San Bernardino Valley College/San Bernardino CCD)

CCI: 6596 D (12/17)

Reconst.	Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
<input type="checkbox"/>	050	Inactive Area	0099	General Assignment						-159	-159
<input type="checkbox"/>	110	Classroom	0099	General Assignment				2,000	-1,867	-2,883	-883
<input type="checkbox"/>	210	Class Lab	4900	Interdisciplinary Studies				3,300	282	-2,576	724
<input type="checkbox"/>	220	Spec Class Lab	4900	Interdisciplinary Studies					-1,473	-3,786	-3,786
<input type="checkbox"/>	250	Non-Class Lab	4900	Interdisciplinary Studies				13,000	4,151	-2,331	10,669
<input type="checkbox"/>	310	Office	6100	Instructional Support Services				27,700		-27,361	339
<input type="checkbox"/>	590	Other	7091	Noninstitutional Activity						-210	-210
<input type="checkbox"/>	410	Read/Study Room	6110	Learning Center (Learning Resource Center)				5,000		-2,263	2,737
<input type="checkbox"/>	530	Audio/Visual, Radio, TV	6130	Media Services				5,700			5,700
<input type="checkbox"/>	540	Clinic St Care	6320	Placement Services						-1,207	-1,207
<input type="checkbox"/>	610	Assembly	0099	General Assignment				3,400		-3,433	-33
<input type="checkbox"/>	680	Meeting Room	0099	General Assignment				2,000		-2,154	-154
<input type="checkbox"/>	850	Treatment	6440	Health Services				1,000		-693	307
<input type="checkbox"/>	650	Lounge	0099	General Assignment				2,000		-2,780	-780
<b>Totals:</b>								<b>65,100</b>	<b>1,093</b>	<b>-51,836</b>	<b>13,264</b>

\* Indicates manual override

**COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:**

District: San Bernardino Community College District  
 Project Name: Instructional & Student Services Building  
 Request For:  L  P  W  C  E

College: San Bernardino Valley College  
 Date Prepared: 3/28/2017  
 Estimate CCI: 6596  
 Estimate EPI: 3560

To Q&UC Print Save Reset Delete

CFIS Ref. #: 40.46.XXX  
 DoF Project ID: null  
 Prepared by:

Round to Thousands:

Escalation View: Estimate

		Total Cost	State Funded		District Funded				
					State-Supportable	Non State-Supportable			
<b>1. Site Acquisition</b>	Acres:								
<b>2. Preliminary Plans</b>	Estimate CCI: 6596	\$1,674,252	50.00%	\$823,486	50.00%	\$823,482	\$27,284		
A. Architectural Fees (for preliminary plans)		\$1,196,817							
B. Project Management (for preliminary plans)		\$427,435							
C. Division of the State Architect Plan Check Fee									
D. Preliminary Tests (soils, hazardous materials)		\$25,000							
E. Other Costs (for preliminary plans)		\$25,000							
<b>3. Working Drawings</b>	Estimate CCI: 6596	\$2,058,165	50.00%	\$1,012,262	50.00%	\$1,012,254	\$33,649		
A. Architectural Fees (for working drawings)		\$1,367,791							
B. Project Management (for working drawings)									
C. Division of the State Architect, Plan Check Fee		\$513,252							
D. Community College Plan Check Fee		\$122,122							
E. Other Costs (for working drawings)		\$55,000							
(Total PW may not exceed 13% of construction)	True								
<b>4. Construction</b>	Estimate CCI: 6596	\$42,743,482	53.81%	\$22,615,883	46.19%	\$19,409,599	\$718,000		
A. Utility Service		\$1,071,153							
B. Site Development, Service		\$1,606,730							
C. Site Development, General		\$2,677,883							
D. Other Site Development		\$0							
E. Reconstruction									
F. New Construction (building) (w/Group I equip)		\$36,423,100							
G. Board of Governor's Energy Policy Allowance (2% or 3%)		\$728,462							
H. Other		\$236,154							
<b>5. Contingency</b>		\$2,137,175	50.00%	\$1,050,639	50.00%	\$1,050,636	\$35,900		
<b>6. Architectural and Engineering Oversight</b>		\$854,870	50.00%	\$420,257	50.00%	\$420,253	\$14,360		
<b>7. Tests and Inspections</b>		\$749,659	50.00%	\$368,535	50.00%	\$368,531	\$12,593		
A. Tests		\$427,435							
B. Inspections		\$322,224							
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>		\$921,648	50.00%	\$453,644	50.00%	\$453,644	\$14,360		
A. Construction Management		\$854,870							
B. Labor Compliance Program		\$66,778							
<b>9. Total Construction Costs (items 4 through 8 above)</b>		\$47,406,834		\$24,908,958		\$21,702,663	\$795,213		
<b>10. Furniture and Group II Equipment</b>	Estimate EPI: 3560	\$3,552,641	0.00%		100.00%	\$3,552,641			
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>		\$54,691,892		\$26,744,706		\$27,091,040	\$856,146		
<b>12. Project Data</b>	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF	<b>14. District Funded</b>		District Funded Total	
Construction	100,000	65,100	0.65	\$559	\$364	State Funded	Supportable	Non Supportable	
Reconstruction						Acquisition			
<b>13. Anticipated Time Schedule</b>						Preliminary Plans	\$823,482	\$27,284	\$850,766
Start Preliminary Plans	8/1/2021	Advertise Bid for Construction	9/1/2023			Working Drawings	\$1,012,262	\$33,649	\$1,045,903
Start Working Drawings	3/1/2022	Award Construction Contract	11/1/2023			Construction	\$24,908,958	\$795,213	\$22,497,876
Complete Working Drawings	11/1/2022	Advertise Bid for Equipment	1/1/2025			Equipment	\$3,552,641		\$3,552,641
DSA Final Approval	7/1/2023	Complete Project	10/1/2025			<b>Total Costs</b>	<b>\$26,744,706</b>	<b>\$27,091,040</b>	<b>\$856,146</b>
						% of SS Total	49.68%	50.32%	<b>SS Total: \$53,835,746</b>

CFIS #: 40.46.XXX

## JCAF 33- Instructional &amp; Student Services Building (San Bernardino Valley College/San Bernardino CCD)

EPI: 3560 (12/17) ▼

Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
050	Inactive Area	0099	General Assignment					-159	-159		\$0
110-115	Classroom	0099-4999					2,000	-2,883	-883	\$16.65	\$0
210	Class Lab	4900	Interdisciplinary Studies				3,300	-2,576	724	\$242.00	\$175,208
220	Spec Class Lab	4900	Interdisciplinary Studies					-3,786	-3,786	\$242.00	\$0
250	Non-Class Lab	4900	Interdisciplinary Studies				13,000	-2,331	10,669	\$242.00	\$2,581,898
300 - 355	Administration Offices	6000 - 9600					27,700	-27,361	339	\$29.70	\$10,068
590	Other	7091	Noninstitutional Activity					-210	-210		\$0
410-420	Library - Reading and Stack Space	6110, 6120					5,000	-2,263	2,737	\$39.06	\$106,907
530-535	Audio Visual Arts	6130					5,700		5,700	\$116.19	\$662,283
540-545	Clinic (non-health)	6230, 6320, 6400						-1,207	-1,207	\$36.39	\$0
610-615	Theater Arts	1006, 1007, 1008					3,400	-3,433	-33		\$0
680-685	Meeting Rooms	0000-9600					2,000	-2,154	-154	\$26.97	\$0
800-895	Health Care	6440					1,000	-693	307	\$53.02	\$16,277
650-655	Staff Lounge	0000-9600					2,000	-2,780	-780	\$26.97	\$0
<b>Totals:</b>							<b>65,100</b>	<b>-51,836</b>	<b>13,264</b>		<b>\$3,552,641</b>

\* Indicates manual override

District: San Bernardino Community College District  
 College / Center: **Crafton Hills College**  
 Project Name: **Gym Replacement**  
 Project Type: New Construction, Replacement

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2021
Prelim. Plans:	\$300,000	\$300,000	Const. Cost Index: 6596
Working Draw. :	\$373,000	\$373,000	5 yr. Plan Priority: 19
Construction:	\$8,342,000	\$7,858,000	Net ASF: 4,994
Equipment:	\$0	\$462,000	Total GSF: 42,188
	\$9,015,000	\$8,993,000	
<b>Total Cost:</b>	<b>\$18,008,000</b>		

**Project Description:** The proposed project will construct a new Gymnasium to replace the existing building, which was originally constructed in 1975. Replacement of the existing building will provide space necessary to meet the demands of today’s curriculum that focuses on fitness and wellness programs. The kinesiology program requires indoor facilities that are air-conditioned and have adequate ventilation, which do not exist in the current facility. The current locker rooms are extremely inefficient and do not meet current demands. Weight rooms are undersized and therefore cannot meet the needs of students or team sports on campus. A replacement facility will provide better space utilization, gender equity and satisfaction of current program needs. The current Gymnasium Building is rapidly deteriorating and most of the facility is currently inactive. The most logical solution to meet all of current needs of the College is to replace this building.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

The proposed project supports the College's master plan by replacing obsolete and inefficient facilities on campus. This project will allow the College to replace an outdated facility that is primarily inactive with a new building that responds to current institutional needs. This project is included with the campus Facilities Master Plan and is also supported within the Educational Master Plans as well as Five Year Construction Plan. The proposed project will not negatively impact any capacity load ratio's at the College.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negative Declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final EIR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<b>Life Safety Project</b> - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Project Design</b> - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Infrastructure</b> Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Master Planning or Project Planning</b> - District's general fund's ending balance is less than 5% of the total general fund
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Instructional Space</b> Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Academic Support, Student Services or Adminstrative Space</b> Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Other Facility Projects</b> Check type of space: <input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check primary ASF of request space: <input checked="" type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts <input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project. <b>Supplemental Information and Alternatives Explored</b>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: local bond funds
			- Total construction period in number of Months: <input style="width: 50px; border: 1px solid black;" type="text" value="18"/>

Yes No N/A

**Additional Forms/Pages enclosed:**

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:  Phone No. :  -  -

Date: 6/6/2018 FAX No. :  -  -

Prepared by: Bobby Khushal E-mail Address: bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

---

Name / Title
Signature / Date

CFIS #: 40.46.XXX

**JCAF 31- Gym Replacement (Crafton Hills College/San Bernardino CCD)**

CCI: 6596 D (12/17) ▼

Reconst.	Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
<input type="checkbox"/>	050	Inactive Area	0835	Physical Education						-20,006	-20,006
<input type="checkbox"/>	110	Classroom	0099	General Assignment					-5,121	-2,422	-2,422
<input type="checkbox"/>	210	Class Lab	0835	Physical Education				2,422	755		2,422
<input type="checkbox"/>	520	Athletics/Physical Education	0835	Physical Education				25,000			25,000
<b>Totals:</b>								<b>27,422</b>	<b>-4,366</b>	<b>-22,428</b>	<b>4,994</b>

\* Indicates manual override

### COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:

**District:** San Bernardino Community College District

**College:** Crafton Hills College

**CFIS Ref. #:** 40.46.XXX

**Project Name:** Gym Replacement

**Date Prepared:** 4/3/2017

**Estimate CCI:** 6596

**DoF Project ID:** null

**Request For:**  L  P  W  C  E

**Round to Thousands:**

**Escalation View:** Estimate

**Estimate EPI:** 3560

**Prepared by:**

	Total Cost	State Funded		District Funded						
				State-Supportable	Non State-Supportable					
<b>1. Site Acquisition</b> Acres:										
<b>2. Preliminary Plans</b> Estimate CCI: 6596	\$600,525	50.00%	\$300,264	50.00%	\$300,261					
A. Architectural Fees (for preliminary plans)	\$405,650									
B. Project Management (for preliminary plans)	\$144,875									
C. Division of the State Architect Plan Check Fee										
D. Preliminary Tests (soils, hazardous materials)	\$25,000									
E. Other Costs (for preliminary plans)	\$25,000									
<b>3. Working Drawings</b> Estimate CCI: 6596	\$746,591	50.00%	\$373,298	50.00%	\$373,293					
A. Architectural Fees (for working drawings)	\$463,600									
B. Project Management (for working drawings)										
C. Division of the State Architect, Plan Check Fee	\$186,599									
D. Community College Plan Check Fee	\$41,392									
E. Other Costs (for working drawings)	\$55,000									
(Total PW may not exceed 13% of construction) True										
<b>4. Construction</b> Estimate CCI: 6596	\$14,487,497	51.67%	\$7,485,765	48.33%	\$7,001,732					
A. Utility Service	\$367,282									
B. Site Development, Service	\$550,923									
C. Site Development, General	\$918,205									
D. Other Site Development	\$0									
E. Reconstruction										
F. New Construction (building) (w/Group I equip)	\$12,242,732									
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$244,855									
H. Other	\$163,500									
<b>5. Contingency</b>	\$724,375	50.00%	\$362,189	50.00%	\$362,186					
<b>6. Architectural and Engineering Oversight</b>	\$289,750	50.00%	\$144,876	50.00%	\$144,874					
<b>7. Tests and Inspections</b>	\$386,543	50.00%	\$193,274	50.00%	\$193,269					
A. Tests	\$144,875									
B. Inspections	\$241,668									
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>	\$312,262	50.03%	\$156,225	49.97%	\$156,037					
A. Construction Management	\$289,750									
B. Labor Compliance Program	\$22,512									
<b>9. Total Construction Costs (items 4 through 8 above)</b>	\$16,200,427		\$8,342,329		\$7,858,098					
<b>10. Furniture and Group II Equipment</b> Estimate EPI: 3560	\$462,448	0.00%		100.00%	\$462,448					
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>	<b>\$18,009,991</b>		<b>\$9,015,891</b>		<b>\$8,994,100</b>					
<b>12. Project Data</b>	<b>Outside GSF</b>	<b>Assignable Square Feet</b>	<b>Ratio ASF/GSF</b>	<b>Unit Cost Per ASF</b>	<b>Unit Cost Per GSF</b>	<b>14.</b>	<b>State Funded</b>	<b>District Funded</b>		<b>District Funded Total</b>
								<b>Supportable</b>	<b>Non Supportable</b>	
Construction	42,188	27,422	0.65	\$446	\$290	Acquisition				
Reconstruction						Preliminary Plans	\$300,264	\$300,261		\$300,261
						Working Drawings	\$373,298	\$373,293		\$373,293
<b>13. Anticipated Time Schedule</b>						Construction	\$8,342,329	\$7,858,098		\$7,858,098
Start Preliminary Plans	7/1/2021	Advertise Bid for Construction	8/1/2023	Equipment				\$462,448		\$462,448
Start Working Drawings	3/1/2022	Award Construction Contract	10/1/2023	<b>Total Costs</b>		<b>\$9,015,891</b>	<b>\$8,994,100</b>			<b>\$8,994,100</b>
Complete Working Drawings	11/1/2022	Advertise Bid for Equipment	7/1/2024	% of SS Total		50.06%	49.94%		<b>SS Total:</b>	<b>\$18,009,991</b>
DSA Final Approval	7/1/2023	Complete Project	3/1/2025							



CFIS #: 40.46.XXX

**JCAF 33- Gym Replacement (Crafton Hills College/San Bernardino CCD)**

EPI: 3560 (12/17) ▼

Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
050	Inactive Area	0835	Physical Education					-20,006	-20,006		\$0
110-115	Classroom	0099-4999						-2,422	-2,422	\$16.65	\$0
210	Class Lab	0835	Physical Education				2,422		2,422	\$29.19	\$70,698
520-525	Physical Education	0835, 0837					25,000		25,000	\$15.67	\$391,750
<b>Totals:</b>							<b>27,422</b>	<b>-22,428</b>	<b>4,994</b>		<b>\$462,448</b>

\* Indicates manual override

# Final Project Proposal

2020-21

Community College Construction Act of 1980  
Capital Outlay Budget Change Proposal

Performing Arts Center Renovation

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Proposal Name

San Bernardino Community College District

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Community College District

Crafton Hills College

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College or Center

August 1, 2018

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Date

## Final Project Proposal Checklist

**District:** San Bernardino Community College District  
**College/Center:** Crafton Hills College  
**Project:** Performing Arts Center Renovation  
**Prepared by:** ALMA Strategies **Date:** 8/01/2018

Section	Description	Status	Date
1.1	Title Page	Complete	08-01-18
2.1	Final Project Proposal Checklist	Complete	08-01-18
3.1	Approval Page - Final Project Proposal (with original signatures)	Complete	08-01-18
3.2	Project Terms and Conditions	Complete	08-01-18
4.1	Analysis of Building Space Use and WSCH - JCAF 31	Complete	08-01-18
5.1	Cost Estimate Summary - JCAF 32	Complete	08-01-18
5.2	Quantities and Unit Costs supporting the JCAF 32	Complete	08-01-18
6.1	Board of Governors Energy and Sustainability Policy	Complete	08-01-18
7.1	Responses to Specific Requirements – State Administrative Manual	Complete	08-01-18
8.1	California Environmental Quality Act	Complete	08-01-18
9.1	Analysis of Future Costs	Complete	08-01-18
10.1	Campus Plot Plan	Complete	08-01-18
10.2	Site Plan	Complete	08-01-18
10.3	Floor Plans	Complete	08-01-18
10.4	Exterior Elevations	Complete	08-01-18
10.5	Electrical Plans <i>(as needed)</i>	N/A	N/A
10.6	Mechanical Plans <i>(as needed)</i>	N/A	N/A
11.1	Guideline-Based Group II Equipment Cost Estimates - JCAF 33	Complete	08-01-18
12.1	Justification of Additional Costs exceeding Guidelines <i>(as needed)</i>	N/A	N/A
13.1	Detailed Equipment List <sup>1/</sup>	N/A	N/A

*1/ Traditional projects--To be submitted when the Plan Year for requesting for CE funding is due.*

**APPROVAL PAGE**  
**Final Project Proposal**  
Budget Year 2020-21

**District:** San Bernardino Community College District

**Project Location:** Crafton Hills College  
*(College or Center)*

**Project:** Performing Arts Center Renovation

The district proposes funds for inclusion in the state capital outlay budget (check items):  
preliminary plans , working drawings , construction , equipment

**District Certification**

**Contact Person:** Jose F. Torres **Telephone:** (909) 382-4021  
*(Vice Chancellor, Business & Fiscal Services)*

**E-Mail Address:** [jtorres@sbccd.cc.ca.us](mailto:jtorres@sbccd.cc.ca.us) **Fax:** \_\_\_\_\_

**Approved for submission:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Chancellor/President/Superintendent Signature)*

**District Board of Trustees Certification**

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

\_\_\_\_\_  
*(President of the Board of Trustees Signature and Date)*

\_\_\_\_\_  
*(Secretary of the Board of Trustees Signature and Date)*

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:  
Facilities Planning and Utilization  
Chancellor's Office  
California Community Colleges  
1102 Q Street, 4th Floor (Ste. 6549)  
Sacramento, CA 95811-6549

**Chancellor's Office Certification**

Reviewed by \_\_\_\_\_

Date Completed  
\_\_\_\_\_

## PROJECT TERMS AND CONDITIONS

**District:** San Bernardino Community College District

**College/Center:** Crafton Hills College

**Project:** Performing Arts Center Renovation

**Budget Year:** 2020-21

1. The applicant hereby requests state funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.
2. The applicant hereby assures the Board of Governors of the California Community Colleges that:
  - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single-purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.
  - b. Any state funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.

If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.
  - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
  - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services, Division of the State Architects.
  - e. Pursuant to the provisions of Section 57011 of Title 5, upon completion of a project the governing board shall submit to the Chancellor's Office, within 30 days after the closure of the current fiscal year, a final report on all expenditures in connection with the sources of the funds expended. The district shall be subject to a state post-audit review of fund claims for all such projects.
  - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms to the approved plans and specifications.

- g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.

**Project Terms and Conditions (Continued)**

- 3. It is understood by the applicant that:
  - a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.
  - b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
  - c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.
- 4. It is further understood that:
  - a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
  - b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
  - c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.

CFIS #: 40.46.XXX

**JCAF 31- Performing Arts Center Renovation (Crafton Hills College/San Bernardino CCD)**

CCI: 6596 D (12/17) ▼

Reconst.	Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
<input checked="" type="checkbox"/>	210	Class Lab	1007	Dramatic Arts					-248	-638	-638
<input checked="" type="checkbox"/>	220	Spec Class Lab	1007	Dramatic Arts				888	346		888
<input checked="" type="checkbox"/>	230	Individual Study Lab	1004	Music				500	51	-369	131
<input checked="" type="checkbox"/>	210	Class Lab	1004	Music					-1,412	-3,629	-3,629
<input checked="" type="checkbox"/>	215	Class Lab Service	1004	Music					-344	-884	-884
<input checked="" type="checkbox"/>	220	Spec Class Lab	1004	Music				3,678	1,431		3,678
<input checked="" type="checkbox"/>	225	Special Class Lab Service	1004	Music				346	135		346
<input checked="" type="checkbox"/>	310	Office	0099	General Assignment				360		-361	-1
<input checked="" type="checkbox"/>	610	Assembly	1007	Dramatic Arts				4,554		-5,192	-638
<input checked="" type="checkbox"/>	615	Assembly Service	1007	Dramatic Arts				6,451		-5,646	805
<b>Totals:</b>								<b>16,777</b>	<b>-42</b>	<b>-16,719</b>	<b>58</b>

\* Indicates manual override

**COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:**

To Q&UC Print Save Reset Delete

District: San Bernardino Community College District College: Crafton Hills College  
 Project Name: Performing Arts Center Renovation Date Prepared: 6/19/2018 Estimate CCI: 6596 CFIS Ref. #: 40.46.XXX  
 Request For:  L  P  W  C  E Round to Thousands:  Escalation View: Estimate  Estimate EPI: 3560 DoF Project ID: null  
 Prepared by:

	Total Cost	State Funded		District Funded						
				State-Supportable	Non State-Supportable					
<b>1. Site Acquisition</b> Acres:										
<b>2. Preliminary Plans</b> Estimate CCI: 6596	\$462,326	50.00%	\$231,163	50.00%	\$231,163					
A. Architectural Fees (for preliminary plans)	\$320,698									
B. Project Management (for preliminary plans)	\$91,628									
C. Division of the State Architect Plan Check Fee										
D. Preliminary Tests (soils, hazardous materials)	\$25,000									
E. Other Costs (for preliminary plans)	\$25,000									
<b>3. Working Drawings</b> Estimate CCI: 6596	\$570,395	50.00%	\$285,198	50.00%	\$285,197					
A. Architectural Fees (for working drawings)	\$366,512									
B. Project Management (for working drawings)										
C. Division of the State Architect, Plan Check Fee	\$122,704									
D. Community College Plan Check Fee	\$26,179									
E. Other Costs (for working drawings)	\$55,000									
(Total PW may not exceed 13% of construction) True										
<b>4. Construction</b> Estimate CCI: 6596	\$9,162,794	52.33%	\$4,795,119	47.67%	\$4,367,675					
A. Utility Service	\$127,682									
B. Site Development, Service	\$101,481									
C. Site Development, General	\$378,724									
D. Other Site Development	\$0									
E. Reconstruction	\$8,305,735									
F. New Construction (building) (w/Group I equip)										
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$249,172									
H. Other										
<b>5. Contingency</b>	\$641,395	50.00%	\$320,698	50.00%	\$320,697					
<b>6. Architectural and Engineering Oversight</b>	\$229,069	50.00%	\$114,535	50.00%	\$114,534					
<b>7. Tests and Inspections</b>	\$252,740	50.00%	\$126,370	50.00%	\$126,370					
A. Tests	\$91,628									
B. Inspections	\$161,112									
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>	\$198,168	49.94%	\$98,965	50.06%	\$99,203					
A. Construction Management	\$183,256									
B. Labor Compliance Program	\$14,912									
<b>9. Total Construction Costs (items 4 through 8 above)</b>	\$10,484,166		\$5,455,687		\$5,028,479					
<b>10. Furniture and Group II Equipment</b> Estimate EPI: 3560	\$321,014	0.00%		100.00%	\$321,014					
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>	\$11,837,901		\$5,972,048		\$5,865,853					
<b>12. Project Data</b>	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF	<b>14.</b>	State Funded	District Funded		District Funded Total
Construction						Acquisition		Supportable	Non Supportable	
Reconstruction	29,851	16,777	0.56	\$495	\$278	Preliminary Plans	\$231,163	\$231,163		\$231,163
						Working Drawings	\$285,198	\$285,197		\$285,197
<b>13. Anticipated Time Schedule</b>						Construction	\$5,455,687	\$5,028,479		\$5,028,479
Start Preliminary Plans	7/1/2020	Advertise Bid for Construction	8/1/2022			Equipment		\$321,014		\$321,014
Start Working Drawings	3/1/2021	Award Construction Contract	10/1/2022			<b>Total Costs</b>	<b>\$5,972,048</b>	<b>\$5,865,853</b>		<b>\$5,865,853</b>
Complete Working Drawings	11/1/2021	Advertise Bid for Equipment	5/1/2023			% of SS Total	50.45%	49.55%	<b>SS Total:</b>	<b>\$11,837,901</b>
DSA Final Approval	7/1/2022	Complete Project	9/1/2023							



**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**

<b>1</b>	<b>Site Acquisition</b>				
<b>2</b>	<b>Plans</b>				<b>\$462,326</b>
	<b>a. Architect's Fee (Preliminary Plans)</b>				
	CONST x 10% x 35%				\$320,698
	<b>b. Project Management Fee (Preliminary Plans)</b>				
	CONST x 1%				\$91,628
	<b>c. Preliminary Tests (soils, hazardous materials)</b>				
	Hazardous Materials Testing				\$25,000
	<b>d. Other Costs</b>				
	Acoustical Consultant				\$25,000
<b>3</b>	<b>Working Drawings</b>				<b>\$570,395</b>
	<b>a. Architect's Fee (Working Drawings)</b>				
	CONST x 10% x 40%				\$366,512
	<b>b. Project Management Fee (Working Drawings)</b>				
	CONST x 1%				
	All Allocated to Preliminary Plans				\$0
	<b>c. Office of the State Architect, Plan Check Fee</b>				
	Plan Check Fee, Structural, Fire, Life Safety Review				\$122,704
	<b>d. Community College Plan Check Fee</b>				
	CONST x 0.0028571				\$26,179
	<b>e. Other Costs:</b>				
	Advertising, Printing & Legal Fees				\$55,000
<b>4</b>	<b>Construction</b>				<b>\$9,162,794</b>
		<b>Quantity</b>	<b>Unit</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
	<b>A. Utility Services</b>				
	<b>01 General Requirements</b>				
	<b>Temporary Utilities</b>				
	<b>Temporary Electricity</b>				
	Temporary Electrical power equipment, connections, compressor or pump, 100 amp	1	Ea.	\$642.05	\$642.05
	Temporary Electrical power equipment, connections, office trailer, 100 amp	1	Ea.	\$900.10	\$900.10

	Temporary Power, Lighting, incl. service lamps, wiring and outlets, max	431	CSF Flr	\$91.41	\$39,397.71
	<b>26 Electrical</b>				
	<b>Exterior Lighting</b>				
	<b>Landscape Lighting</b>				
	Landscape uplight recessed incandescent, 250 watt, including housing, transformer, & reflector	19	Ea.	\$1,765.33	\$33,541.27
	<b>Walkway Lighting</b>				
	Bollard light, exterior, w/ polycarbonate lens, high pressure sodium, 70 Watt, 42" high, including ballast and lamp	8	Ea.	\$2,648.00	\$21,184.00
	<b>33 Utilities</b>				
	<b>Storm Utility Water Drains</b>				
	<b>Utility Area Drains</b>				
	Utility Area Drains, catch basins or manholes inverts, single channel brick, excludes footing, excavation, and backfill	22	Ea.	\$1,103.33	\$24,273.26
	<b>Sub-drainage</b>				
	<b>Sub-drainage Piping</b>				
	Sub-drainage Piping, corrugated metal, uncoated, aluminum or steel, pipe, perforated, 6" diameter, 18 ga., excludes excavation and backfill	242	L.F.	\$32.00	\$7,744.00
	<i>Subtotal Utility Services</i>				<i>\$127,682</i>
	<b>B. Site Development Service</b>				
	<b>01 General Requirements</b>				
	<b>Construction Aids</b>				
	<b>Equipment Mobilization</b>				
	Mobilization or demobilization, dozer, loader, backhoe or excavator, above 150 H.P., up to 50 miles	11	Ea.	\$963.63	\$10,599.93
	Mobilization or demobilization, scraper, self-propelled, 24 C.Y. capacity, up to 50 miles	5	Ea.	\$1,439.53	\$7,197.65
	<b>Temporary Barriers and Enclosures</b>				
	<b>Temporary Barricades</b>				
	Barricades, Guardrails, portable metal with base pads, 10 reuses, typical installation	685	L.F.	\$9.66	\$6,617.10
	<b>Temporary Fencing</b>				
	Temporary fencing, chain link, rented for up to 12 months, 6' high, 11 ga, over 1000'	1,828	L.F.	\$19.28	\$35,243.84
	<b>02 Existing Conditions</b>				
	<b>Demolition</b>				
	<b>Selective Site Demolition</b>				
	Demolish, remove pavement & curb, remove concrete mesh reinforced to 6" thick, hand held equipment, excludes hauling and disposal fees	551	S.F.	\$5.08	\$2,799.08
	Minor site demolition, catch basin or manhole frames and covers, stored, excludes hauling	8	Ea.	\$331.00	\$2,648.00

	Minor site demolition, masonry walls, block, solid, excludes hauling	329	C.F.	\$6.62	\$2,177.98
	Fencing demolition, remove chain link posts & fabric, 8' to 10' high	167	L.F.	\$9.93	\$1,658.31
	<b>Structural Demolition</b>				
	Building demolition, small buildings, or single buildings, concrete, includes 20 mile haul, excludes salvage, foundation demolition, or dump fees	8,370	C.F.	\$0.88	\$7,365.60
	Bldg. footing and foundation demolition, floors, concrete slab on grade, concrete, rod reinforced, 4" thick, excludes disposal costs and dump fees	837	S.F.	\$14.34	\$12,002.58
	<b>Selective Demolition</b>				
	Selective demolition, saw cutting, brick or masonry, per inch of depth, w/ hand held saw	408	L.F.	\$11.03	\$4,500.24
	Selective demolition, saw cutting, each additional inch of depth over 3"	408	L.F.	\$2.21	\$901.68
	<b>31 Earthwork</b>				
	<b>Grading</b>				
	<b>Fine Grading</b>				
	Fine grading, finish grading, small area, to be paved with grader	157	S.Y	\$9.93	\$1,559.01
	<b>Excavation and Fill</b>				
	<b>Excavation</b>				
	Excavating, trench or continuous footing, common earth, 3/8 C.Y. excavator, 1' to 4' deep, excludes sheeting or dewatering	134	B.C.Y	\$22.07	\$2,957.38
	<b>Fill</b>				
	Cycle Hauling (wait, load, travel, unload or dump & return) time per cycle, excavated or borrow, loose cubic yards, 30 min load/wait/unload, 18 C.Y. 8 wheel truck, cycle 10 miles, 15 MPH, excludes loading equipment	134	L.C.Y	\$24.27	\$3,252.18
	<i>Subtotal Site Development Service</i>				<i>\$101,481</i>
	<b>C. Site Development General</b>				
	<b>05 Metals</b>				
	<b>Metal Railings</b>				
	<b>Pipe and Tube Railing</b>				
	Railing, pipe, aluminum, satin finish, 3 rails, 3'-6" high, posts @ 5' O.C., 1-1/2" dia, shop fabricated.	214	L.F.	\$242.73	\$51,944.22
	Railing, pipe, steel, wall rail, galvanized, 1-1/2" dia, shop fabricated	62	L.F.	\$88.27	\$5,472.74
	<b>32 Exterior Improvements</b>				
	<b>Schedules for Exterior Improvements</b>				
	<b>Schedule for Bases, Ballasts, and Paving</b>				
	Sidewalks, driveways, and patios, sidewalk, concrete, cast-in-place with 6 x 6 – W1.4 x W1.4 mesh, broomed finish, 3000 psi, 4" thick, excludes base	8,712	S.F.	\$12.14	\$105,763.68
	Sidewalks, driveways, and patios, sidewalk, concrete, cast-in-	1,411	S.F.	\$14.34	\$20,233.74

	place with 6 x 6 – W1.4 x W1.4 mesh, broomed finish, 3000 psi, 5” thick, excludes base				
	Steps, brick, per riser, includes excavation, borrow & concrete base, where applicable	32	L.F.	\$26.48	\$847.36
	Steps, edging landscape timber or railroad ties, 6” x 8”	853	L.F.	\$14.34	\$12,232.02
	<b>Base Courses</b>				
	<b>Aggregate Base Courses</b>				
	Base course drainage layers, aggregate base course for roadways and large paved areas, crushed stone base, compacted, crushed 1-1/2” stone base to 6” deep	157	S.Y.	\$19.86	\$3,118.02
	<b>Rigid Paving</b>				
	<b>Concrete Paving</b>				
	Concrete paving surface treatment, finishing, small areas, broom finish	157	S.Y.	\$20.96	\$3,290.72
	<b>Pavement Specialties</b>				
	<b>Pavement Marking</b>				
	Pavement markings, parking stall, paint, white, small quantities, 4” wide	1	Stall	\$60.68	\$60.68
	<b>Retaining Walls</b>				
	<b>Cast-In-Place Concrete Retaining Walls</b>				
	Cast-in-place retaining walls, concrete gravity wall with vertical face, 33 degrees slope embankment, 6’ high, includes excavation and backfill excludes reinforcing	177	L.F.	\$993.00	\$175,761.00
	<i>Subtotal Site Development General</i>				<i>\$378,724</i>
	<b>D. Other Site Development</b>				
	None				
	<i>Subtotal Other Site Development</i>				<i>\$0</i>
	<b>E. Reconstruction</b>				
	Cost Allowance By Room Use/Top Code (CCI 6596) Reconstruction Allowance - 75% of New Construction Costs				
	220 Special Class Lab (1004 Music)	3,678	ASF	\$514.50	\$1,892,331
	220 Special Class Lab (1007 Dramatic Arts)	888	ASF	\$467.25	\$414,918
	225 Special Class Lab Service (1004 Music)	346	ASF	\$514.50	\$178,017
	230 Individual Study Lab (1004 Music)	500	ASF	\$550.50	\$275,250
	310 Office (0099 General Assignment)	360	ASF	\$432.00	\$155,520
	610 Assembly (1007 Dramatic Arts)	4,554	ASF	\$489.75	\$2,230,321
	615 Assembly Service (1007 Dramatic Arts)	6,451	ASF	\$489.75	\$3,159,378
	<i>Subtotal Reconstruction</i>				<i>\$8,305,735</i>
	<b>F. New Construction</b>				
	Not Applicable				
	<i>Subtotal New Construction</i>				<i>\$0</i>
	<b>G. Other Construction</b>				

	BOG Energy incentive allowance (3% of New Const.)				
	<i>Subtotal Other Construction</i>				<i>\$249,172</i>
<b>5</b>	<b>Contingency</b>				<b>\$641,395</b>
	CONST x 7%				\$641,395
<b>6</b>	<b>Architectural &amp; Engineering &amp; Oversight</b>				<b>\$229,069</b>
	CONST x 10% x 25%				\$229,069
<b>7</b>	<b>Tests &amp; Inspections</b>				<b>\$252,740</b>
	(a) Test = 1% x CONST				\$91,628
	(b) Inspection = 12 months x \$13,426				\$161,112
<b>8</b>	<b>Construction Management</b>				<b>\$198,168</b>
	(a) Construction Management CONST x 2%				\$183,256
	(b) Labor Compliance				\$14,912
<b>9</b>	<b>Total Construction Costs</b>				<b>\$10,484,166</b>
	(Items 4 through 8 above)				
<b>10</b>	<b>Furniture &amp; Group II Equipment</b>				<b>\$321,014</b>
<b>11</b>	<b>Total Project Cost</b>				<b>\$11,837,901</b>
	(Items 1, 2, 3, 9 and 10)				
<b>12</b>	<b>Cost per Gross Square Foot</b>	29,851	GSF		<b>\$278.24</b>

## **BOARD OF GOVERNORS ENERGY AND SUSTAINABILITY POLICY**

This project will be designed to exceed Title 24, Part 6 Energy Code by at least 15%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site and energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.
- Storm water runoff design will promote natural filtration into the soil.
- Solar heat gain reduction measures will be used
- Heating and cooling will be provided by a highly energy efficient HVAC system with controls designed to maximize efficiency.
- Natural lighting will be incorporated into most spaces.
- Energy saving lighting will include automatic lighting controls and sensors.
- Interior materials will be low in volatile organic compounds, high in recycled content.
- Water efficient fixtures, faucets and devices will be incorporated.
- A strict recycling program will be required during construction.
- Project will participate in the local utility's energy incentive program.



## **RESPONSES TO SPECIFIC REQUIREMENTS OF THE STATE ADMINISTRATIVE MANUAL**

### **A. PURPOSE OF THE PROJECT:**

#### **A1. EXECUTIVE SUMMARY**

The proposed project will renovate the existing Performing Arts Center at Crafton Hills College. The Performing Arts Center was constructed in 1978, encompasses 29,851 Gross Square Feet (GSF), and has had no major renovations since its original construction. The building provides performance and instructional space for the dramatic arts and music programs. The proposed project will reconstruct the existing Performing Arts Building (16,777 ASF) to provide technological upgrades for performance spaces, reconfigure laboratory space for dramatic arts/music, improve building support space, address accessibility and ADA compliance throughout the facility, and upgrade outdated building systems (structural, security, mechanical, electrical, and plumbing). The District is committed to funding 50 percent of State supportable costs of the proposed facility.

#### **A2. PROBLEM STATEMENT**

The Performing Arts Center at Crafton Hills College currently does not provide students with learning environments conducive to modern instructional delivery and student success. The existing main theater, dramatic arts laboratory, music recital and practice laboratory, and building support spaces currently lack modern amenities and technology necessary for instructional delivery. Stage rigging, audio visual and live recording, and lighting controls are among the many deficiencies within the existing building that negatively impact instructional programs housed within the building. The main theater seating, signage, lighting, and acoustics date back to the buildings original construction and a past their useful life expectancy.

The Performing Arts Center's exterior structure is suffering from stress conditions at the perimeter flashing and around the seams. These stress conditions will likely lead to failure if the roofing system is not replaced in the near future. The exterior concrete and masonry wall structure is deteriorating and requires the sealant to be replaced to ensure that the building maintains the weather integrity of the exterior envelope. The building has two hydraulic passenger elevators that have been experiencing problems due to their outdated mechanical systems and require major modernization to comply with current building code. The concrete roof of the plaza is leaking and experiencing water intrusion. The windows are metal-framed, single-pane, non-operable and not energy efficient. Interior cabinetry and casework throughout the building have visibly aged and are functionally outdated.

The Performing Arts Center currently does not comply with the Americans with Disabilities Act (ADA). All of the restrooms within the building are not ADA complaint due to the configuration of plumbing fixtures, accessories, and stalls. Toilet partitions are also deteriorating and need of replacement. Many of the doors within the building still use knobs which do not conform to appropriate accessibility standards. Exterior stairs also do not meet ADA requirements. There are



many non-complaint signs that need to be replaced with ADA compliant signage. Drinking fountains do not comply with accessibility standards and also should be replaced.

The fire alarm system does not comply with current California building and fire codes due to the age and quantity of existing fire alarm components. Many areas within the Performing Arts Center either do not have fire devices, have fire devices that do not meet code, or has manual fire pull stations mounted too high for overall accessibility. Multiple exit signs within the building are old, inefficient, and lack illumination or battery power. Egress lighting systems and emergency power equipment have exceeded their lifecycles and are overdue for replacement. All electrical outlets within restrooms and kitchen sink areas do not have Ground-Fault Circuit Interrupter (GFCI) protection. Electrical outlets, especially, in areas that may become wet or exposed to moisture need to be upgraded to include GFCI protection.

The ventilation fan, switchboards, transformers, and the Motor Control Center (MCC) are original to the building and needs to be replaced due to them exceeding their lifecycles. The current electrical distribution network, including, service panels and conductors are inefficient and not designed to handle a modern electrical load. Most light fixtures within the building are outdated, inefficient, and do not meet the current California Energy Code requirements. Current light fixtures should be replaced with energy efficient light fixtures with occupancy sensors if possible.

The sanitary and storm water piping is made of cast-iron construction and has been experiencing problems. Repairs have not resolved these problems due to the piping system reaching the end of its lifecycle. Plumbing fixtures have also reached the end of their lifecycles and are overdue for replacement. The building has 50 gallon and 20 gallon water heaters that have reached the end of their lifecycles. The sewage lift station uses two 7.5 HP pumps that continuously experiencing problems.

The Performing Arts Center's Facility Condition Index (FCI) is 54% and rising according to the Facility Condition Assessment conducted on the building on February 11, 2016. The FCI is an indication of a facilities repair cost compared to its replacement value. An FCI of greater than 10% indicates a facility in poor condition.

Instructional offerings within the Performing Arts Center accounted for approximately 5.5% of credit section offerings in fall 2015. During the same term, Fine and Applied Arts generated 13.2% of the College's credit full-time equivalent students. Additionally, in fall 2015, approximately 13% of College-wide enrollment (11,189 students) was attributable to Fine and Applied Arts credit course offerings. If the Performing Arts Center was renovated with upgraded technology, building systems and better space configurations, it may be reasonable to expect the department to have a larger contribution on the College's FTES generation and enrollment.

### **A3. SOLUTION CRITERIA**

An effective solution to current problems experienced within the Performing Arts Center would address the following goals:

- Improve space configuration to increase use, efficiency, and integration.

- Provide technology and building infrastructure to meet needs of the instructional programs within the Performing Arts Center.
- Provide a safe, secure, and comfortable environment which encourages learning.
- Provide a permanent facility consistent with the College Educational and Facilities Master Plans.
- Comply with ADA, building, and fire code requirements.
- Provide a cost effective solution.

**B. RELATIONSHIP TO THE STRATEGIC PLAN:**

The College Facilities Master Plan includes the modernization, construction, and/or demolition of facilities to meet the community’s educational requirements. Reconstruction of the Performing Arts Center will provide necessary improvements to building infrastructure, as well as enhance the student learning environment. Improvements to outdated facilities are an integral part of the College’s Facilities Master Plan (FMP). This project is supported by the College’s Educational and Facilities Master Plans by renovating facilities to support new teaching methods, responding to outdated and obsolete facilities, and restoring facility functionality and efficiency. This project is also included within the District’s Five Year Construction Plan and is supported by capacity load ratios at the College.

**C. ALTERNATIVES:**

Four alternatives were analyzed. The economic impact of each alternative is reflected in the Economic Matrix at the end of this section.

- Alternative #1 – Performing Arts Center Renovation
- Alternative #2 – Performing Arts Center Replacement
- Alternative #3 – Installation of Portables/Modulars
- Alternative #4 – Lease Space Off-Campus

***Alternative #1 – Performing Arts Center Renovation***

Scope: This alternative proposes to renovate the Performing Arts Center (16,777 ASF) while maintaining the footprint of the existing building (29,851 GSF). This alternative may require installation of swing space during the reconstruction effort.

Cost: The option to reconstruct the existing Performing Arts Center has been estimated to cost \$11,837,901 at CCI 6596 and EPI 3560 (not escalated to mid-point of construction).

Funding Source: Funding for this alternative would be made possible with State Capital Outlay and local bond funding.

Program Pros/Cons:

*Pros:*

- Improves the space configuration to increase use, efficiency, and integration.
- Provides technology and building infrastructure to meet needs of the instructional programs within the Performing Arts Center.
- Provides a safe, secure, and comfortable environment which encourages learning.
- Preserves the residual value of the existing structure and provides a permanent facility consistent with the master planning documents.
- Ensures the existing building complies with ADA, building, fire code requirements.
- Provides a cost effective solution.

*Cons:*

- Institutional operation and instruction may be temporarily disrupted during reconstruction and relocated to a temporary swing space.

Facility Management Benefits: There may be an estimated reduction to facilities management and upkeep costs due to the installation of modern and efficient building systems, material, and equipment.

Impact on Support Budget: There may be an estimated overall positive impact on the support budget due to an estimated overall reduction to utility costs due to the implementation of energy-saving equipment, building systems, and design techniques that will reduce the buildings energy footprint.

***Alternative #2 – Performing Arts Center Replacement***

Scope: This alternative proposes to construct a new Performing Arts Center of approximately 16,777 ASF (29,851 GSF) to replace the existing building. As a secondary effect of this alternative, the existing Performing Arts Center would be demolished.

Cost: The option to replace the Performing Arts Center has been estimated to cost \$16,131,455 at CCI 6596 and EPI 3560 (not escalated to mid-point of construction). The cost of potential swing space is not included in the cost estimate of this alternative.

Funding Source: Funding for this alternative would be made possible with State Capital Outlay and local bond funding.

Program Pros/Cons:

*Pros:*

- Improves the space configuration to increase use, efficiency, and integration.
- Provides technology and building infrastructure to meet needs of the instructional programs within the Performing Arts Center.
- Provides a safe, secure, and comfortable environment which encourages learning.
- Ensures that a new building complies with ADA, building, and fire code requirements.

*Cons:*

- Constructing a new building is not consistent with the College’s Facilities Master Plan, which proposes renovation rather than replacement.
- Constructing a new building is not a cost-effective solution.
- Residual value of the existing building will be lost due to demolition.
- Approximately 16,777 ASF of swing space will be required during construction of new building.

Facility Management Benefits: There may be an estimated reduction to facilities management and upkeep costs due to the construction of a building with modern and efficient building systems, material, and equipment. Demolition of an outdated and inefficient building will also contribute to reducing facilities management costs.

Impact on Support Budget: There may be an estimated overall positive impact on the support budget and an estimated overall reduction to utility costs due to the implementation of energy-saving equipment, building systems, and design techniques that will reduce the College’s energy footprint.

***Alternative #3 – Installation of Portables/Modulars***

Scope: This alternative would require the installation of approximately 16,777 ASF (29,851 GSF) of portable/modular buildings. Modern, energy efficient portables could be used with some modifications to meet the programmatic needs for performing arts. A suitable site would need to be identified that provide(s) the necessary footprint and access to infrastructure for portables. Portables would require replacement every 30 years to maintain building standards and would require at least 2 installations to compare this option to a permanent structure.

Cost: The installation of portable/modular facilities option is estimated to cost \$14,961,583 at CCI 6596 and EPI 3560.

Funding Source: Funding for this alternative would be made possible with State Capital Outlay and local bond funding.

Program Pros/Cons:

*Pros:*

- Improves the space configuration to increase use, efficiency, and integration.
- Provides technology and building infrastructure to meet needs of the instructional programs within the Performing Arts Center.
- Provides a safe, secure, and comfortable environment which encourages learning.
- This alternative would provide facilities that are ADA, Building, and Fire code complaint.

*Cons:*

- Operating performing arts functions within portable/modular space would not provide an ideal active learning environment or configuration instructional delivery.
- Relying on additional temporary structures is not consistent with the stated goals in the Education and Facilities Master Plans.

- It may be difficult to accommodate large assembly spaces needed for performing arts functions within portable/modular buildings, such as recital and auditorium/theater space.
- Portables would need replacement every 30 years to maintain building standards and would require 2 installations over a 60 year period to compare to a permanent structure.
- Bringing portable/modular buildings on campus is not a cost-effective solution when compared to a permanent building.

Facility Management Benefits: The benefits of additional modular building space may be in facility management procedures and maintenance requirements for modular facilities that are identically constructed and have identical systems/equipment. There may be an estimated increase to maintenance and facilities-up-keep costs due to the additional equipment requirements of modular buildings.

Impact on Support Budget: There may be an estimated increased burden on the support budget due to the addition of multiple separate facilities. There may be an estimated increase to utility costs due to the energy-inefficiency of utilizing multiple modular buildings.

#### ***Alternative #4 - Leasing an Off-Campus Facility***

Scope: This alternative proposes to lease 16,777 ASF (29,851 GSF) off-campus to house performing arts functions. To compare this alternative to a permanent facility that is owned by the District, the lease would have to be maintained for approximately 60 years.

Cost: The leasing of an off-site facility in the area for at least 60 years has been estimated to cost \$35,998,929. The cost of this alternative does not include necessary tenant improvements.

Funding Source: This alternative would require a significant investment from the College's operational budget as its primary funding source.

#### **Program Pros/Cons:**

##### *Pros:*

- Improves the space configuration to increase use, efficiency, and integration.
- Provides technology and building infrastructure to meet needs of the instructional programs within the Performing Arts Center.
- Provides a safe, secure, and comfortable environment which encourages learning.
- Ensures the leased space complies with ADA, building, fire code requirements.

##### *Cons:*

- Housing the Performing Arts Center and related instructional programs at an off-campus site does not adhere to the College's master planning documents.
- Long-term leasing space off-campus is not a cost-effective solution and would place a continuing demand on operational funds.
- May negatively impact enrollment and disjoint the performing arts program from the main campus.

Facility Management Benefits: Leasing space off-site will be an increase to current facility management procedures as maintenance and operations staff will be required to regularly schedule off-site visits to the leased space. The College will have to negotiate significant tenant improvements associated with leased space in order to make the building appropriate for specialized instructional needs of performing arts programs.

Impact on Support Budget: There may be significant negative impact on the College's operational budget if it were to lease space off-campus for at least 60 years. Moving the Performing Arts programs off-campus may not increase student enrollment due to students being disjointed from the main campus and having to commute between two locations.

**SOLUTION CRITERIA MATRIX**

<b>SOLUTION CRITERIA</b>	<b>ALTERNATIVES</b>			
	<b>#1 Building Renovation</b>	<b>#2 Building Replacement</b>	<b>#3 Portable / Modular Facilities</b>	<b>#4 Lease Space Off- Campus</b>
Improve space configuration to increase use, efficiency, and integration	YES	YES	YES	YES
Provide technology and building infrastructure to meet needs of the instructional programs within the Performing Arts Center.	YES	YES	YES	YES
Provide a safe, secure, and comfortable environment which encourages learning.	YES	YES	YES	YES
Provide a permanent facility consistent with the College Educational and Facilities Master Plans.	YES	NO	NO	NO
Comply with ADA, building, and fire code requirements.	YES	YES	YES	YES
Provide a cost effective solution.	YES	NO	NO	NO

**ECONOMIC ANALYSIS**

ECONOMIC ANALYSIS	(All costs estimated to CCI 6596, EPI 3560)			
	#1 Building Renovation	#2 Building Replacement	#3 Portable / Modular	#4 Lease Off- Campus
Site Acquisition	\$0	\$0	\$0	\$0
Plans and Working Drawings	\$1,032,721	\$1,184,759	\$1,316,564	Unknown
Construction Costs:				
Utility Service	\$127,682	\$332,229	\$415,287	Unknown
Site Development-Service	\$101,481	\$498,344	\$622,930	Unknown
Site Development-General	\$378,724	\$830,574	\$1,038,217	Unknown
Other Site	\$0	\$179,106	\$0	Unknown
Reconstruction	\$8,305,735	\$0	\$0	Unknown
New Construction	\$0	\$11,074,313	\$0	Unknown
Other Construction	\$249,172	\$221,486	\$191,046	Unknown
Construction Soft Costs	\$1,321,372	\$1,489,630	\$1,504,204	Unknown
<i>Total Construction Costs</i>	<b><i>\$10,484,166</i></b>	<b><i>\$14,625,682</i></b>	<b><i>\$3,771,684</i></b>	<b><i>Unknown</i></b>
Equipment (Group II)	\$321,014	\$321,014	\$321,014	\$321,014
Other – Lease Space or Portable Costs			\$9,552,320	\$35,677,915
<b><i>Total Project Cost @ CCI 6596 and EPI 3560</i></b>	<b><i>\$11,837,901</i></b>	<b><i>\$16,131,455</i></b>	<b><i>\$14,961,583</i></b>	<b><i>\$35,998,929</i></b>
Escalated per Department of Finance Budget Letter BL05-21	<b><u>CCC Calculates this amount based on latest DOF directions</u></b>			

\* Footnote the methodology to calculate estimates for each alternative

- 1.) This estimate includes the renovation of the Performing Arts Center (16,777 ASF). The estimate is based on CCI 6596 and EPI 3560.
- 2.) Professional estimated obtained from ISES Corporation and ALMA Strategies at CCI 6596 and EPI 3560.
- 3.) Portables are estimated to cost \$160 per square foot (29,851 GSF x \$160 = \$4,776,160). Total cost estimate includes replacement for every 30 years over a 60 year period (\$4,776,160 x 2 installations = \$9,552,320). Project costs for preliminary planning, working drawings, soft construction, and equipment were estimated using State allowances on a JCAF 32 form at CCI 6596 and EPI 3560.
- 4.) Lease rates are approximately \$19.92 annually per sq. ft. x 29,851 GSF x 60 years = \$35,677,915. (\$19.92 annual per sq. foot lease cost was obtained using 2018 market estimates from cushmanwakefield.com for the City of San Bernardino and does not include tenant improvement costs).



## **D. RECOMMENDED SOLUTION:**

### **D1. WHICH ALTERNATIVE AND WHY?**

The recommended solution is **Alternative #1**, which is to renovate the existing Performing Arts Center. This option will meet every goal identified within the solution criteria by improving space configuration, upgrading outdated technology and infrastructure, providing comprehensive ADA and code compliance, creating a safe environment that encourages learning, responding to needs within master planning documents, and is the least cost alternative. The project would provide upgraded and necessary technology needed to deliver and support a modern educational program and promote student success. By renovating an existing facility, the College will conserve the residual value of the current facility. Building systems and infrastructure will be replaced to address energy efficiency and sustainability.

Alternative #2, replacing the existing Performing Arts Center with a new building, does not meet all of the goals identified within the solution criteria. Although constructing a new replacement building may solve many of the problems associated with the existing Performing Arts Center, it is not a cost effective solution. A new building will require the College to demolish the existing Performing Arts Center, which the College believes still holds a relatively high residual value. During the most recent educational and facilities master planning effort on campus (2017-18), it was determined that the most feasible project to address performing arts needs was to renovate the existing building. Thus, the alternative for new construction is inconsistent with the College's master planning documents.

Alternative #3 requires the installation of portables, which conflicts with the College's Education and Facilities Master Plans because of their temporary nature and lack of energy efficiency when compared to a permanent structure. Portables would need replacement every 30 years to maintain building standards and functionality, thus, require two installations to compare this option to a permanent building. The installation of portables would require a large footprint that would require the college to use sites that may be needed for other projects or programs. It may be difficult to house functions such as recital and auditorium/performance theater space within portable/modular buildings.

Leasing of space off-campus (Alternative #4) does not provide a viable solution for the future of Performing Arts instruction at the College. A lease would need to be maintained for at least 60 years to compare this option to a permanent facility that is owned by the District. Significant tenant improvements would likely be required for space to function as a Performing Arts Center. This alternative would put a strain on the operational budget of the College and is not considered a prudent use of resources. Housing Performing Arts programs off-campus may negatively impact overall academic instruction on campus by disjointing students and staff between multiple locations.

The following table outlines the net effect of this project on campus ASF and capacity load ratios:

### Space Analysis (ASF):

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	0	5,412	360	0	0	11,005	16,777
Secondary	0	-5,520	-361	0	0	-10,838	-16,719
Net	0	-108	-1	0	0	167	58
<b>Beg. Cap/Load Ratios (2020)</b>	<b>280.0%</b>	<b>111.1%</b>	<b>143.0%</b>	<b>177.6%</b>	<b>47.0%</b>	<b>N/A</b>	<b>187.1%</b>
<b>End. Cap/Load Ratios (2023)</b>	<b>267.3%</b>	<b>105.9%</b>	<b>134.7%</b>	<b>173.4%</b>	<b>46.7%</b>	<b>N/A</b>	<b>179.1%</b>

The proposed project is aimed to provide Crafton Hills College with a renovated Performance Arts Center that would positively impact Performing Arts programs while taking into account the College's capacity load ratios. The beginning capacity load ratio for the laboratory category is approximately 111.1% indicating a need for less laboratory space. The proposed project responds to this by decreasing the capacity load ratio to 105.9% by project completion. Beginning capacity load ratio in office category is approximately 143.0% indicating a need for less office space. The proposed project responds to this by decreasing the capacity load ratio to 134.7% by building occupancy. Furthermore, the proposed project does not exacerbate an overbuilt status of lecture or library space by not adding any ASF within these space categories.

## D2. DETAILED SCOPE DESCRIPTION

The proposed project would renovate the existing Performing Arts Center at Crafton Hills College. When completed, the renovated Performing Arts Center will encompass the same footprint as the existing building (29,861 GSF) and will provide 16,777 ASF for dramatic arts and music programs on campus. Building space will constitute 5,412 ASF of laboratory space, 360 ASF of office space, and 11,005 ASF of assembly space. The project is proposed to result in a slight increase total building ASF (+58 ASF) due to accessibility compliance requirements for some spaces within the building.

The building design will include features to exceed the of Title 24, part 6 Energy Efficiency by at least 15%. This project will include the installation of increasingly efficient mechanical, plumbing, and electrical devices. Additionally, the use of improved materials and sustainable design concepts will also ultimately reduce operational and maintenance costs. The building will be reconstructed to current code and accessibility (ADA) requirements. The identification and removal of any hazardous materials used in the original construction of the existing buildings is included within the project scope.

The proposed project is estimated to cost approximately \$11,837,901 based on CCI 6596 and EPI 3560 (excluding factors for escalation to mid-point of construction). The total project cost breakdown by phase is approximately \$462,326 for preliminary planning, \$570,395 for working drawings, \$10,484,166 for total construction, and \$321,014 for group II equipment. The District is committed to contributing 50 percent of total State supportable project costs.

### **D3. BASIS FOR COST INFORMATION**

Cost information for the project was provided by the professional firms of ISES Corporation and ALMA Strategies and reflects their experience for similar projects in the general area. Costs were calculated at CCCI 6596 and EPI 3560 and have not been escalated to the mid-point of construction.

### **D4. FACTORS/BENEFITS FOR RECOMMENDED SOLUTION OTHER THAN THE LEAST EXPENSIVE ALTERNATIVE**

The recommended option is the least cost alternative and is the only choice that provides an adequate solution to each of the identified problems within the existing Performing Arts Center at Crafton Hills College. Renovation of the Performing Arts Center will improve current space configurations to increase efficiency, use, and integration. Providing Performing Arts programs with a modernized facility is consistent with the College's Education and Facilities Master Plans. Additionally, the renovated facility will provide a safe, secure, and comfortable environment to encourage learning and meet needs of the programs within the facility. The project would provide upgraded and necessary technology needed to deliver and support a modern educational program. This recommended option may require specialized swing space during construction, thus, potentially having negative effects on instructional delivery during construction. This recommended alternative provides the best approach toward creating a better and more efficient learning environment and maximizes utilization of assignable space. This option also provides an opportunity for the College to address accessibility, ADA, building, and fire code concerns throughout the building.

Other alternatives only respond partially to the goals that would provide an adequate solution to current problems. Alternative #2, to construct a new Performing Arts Center does not meet all the goals within the solution criteria and is not a cost effective solution. Additionally, this alternative may also require the use of a large amount of specialized swing space during construction, which may have negative effects on instruction. Alternative #3, the use of portables does not support goals stated in the College's Education and Facilities Master Plans, which call for the reduction of campus dependency on temporary structures. Alternative #4 would place a significant burden on the College's operational budget. Leasing off-campus space long-term would force students and instructors to travel off-campus for instruction and disjoint the Performing Arts program students/staff from the main campus.

### **D5. COMPLETE DESCRIPTION OF IMPACT ON SUPPORT BUDGET**

Expenses for the required staff to support the performing arts program come from apportionments generated by the program. This project will include the installation of increasingly efficient mechanical and electrical systems, and the use of improved materials that will ultimately reduce operational and maintenance costs.

**D6. IDENTIFY AND EXPLAIN ANY PROJECT RISKS**

There are no unusual or extraordinary project risks. Any removal of hazardous materials during demolition will be conducted by persons trained for such work. Other portions of the work will be executed by persons who are familiar with construction, its attendant risks, and who will implement activities as necessary to minimize risks.

**D7. LIST REQUESTED INTERDEPARTMENTAL COORDINATION AND/OR SPECIAL PROJECT APPROVAL**

- The Division of State Architect – Title 24 structural, access compliance and energy reviews
- State Fire Marshal – fire/life safety
- State Public Works Board

**E. CONSISTENCY WITH GOVERNMENT CODE SECTION 65041.1**

Consistent with the provisions within Government Code Section 65041.1 - 65042, the California Community Colleges are exempt from these specific provisions of this legislation.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT**  
*(Reference: California Code of Regulations, Title 5 Section 57121)*

District will have CEQA review requirements completed prior to request for Preliminary Plans approval.

## ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor's Office review.

### **Personnel Costs**

#### **Certificated:**

Any additional costs for certificated staff will be as a result of an increase in program enrollment. In that case, the increased FTES would offset the cost of staff.

#### **Classified:**

Any increase in classified staff will be offset by the increase in FTES.

#### **Depreciation, Maintenance, and Operation**

The energy efficient building systems, equipment and technology throughout the renovated building, will decrease maintenance and operations costs from current levels.

### **Program/Course/Service Approvals**

List all new programs/courses/services to be housed in this project or its secondary effects and give the date of approval. If there are no new programs/courses/services for which approval is required, please so state. This is not required for equipment-only projects.

Name of New Program/Course/Service	Date of Approval
None	

## **DIAGRAMS OF CAMPUS, PROJECT SITE, BUILDING AREAS, AND ELEVATIONS**

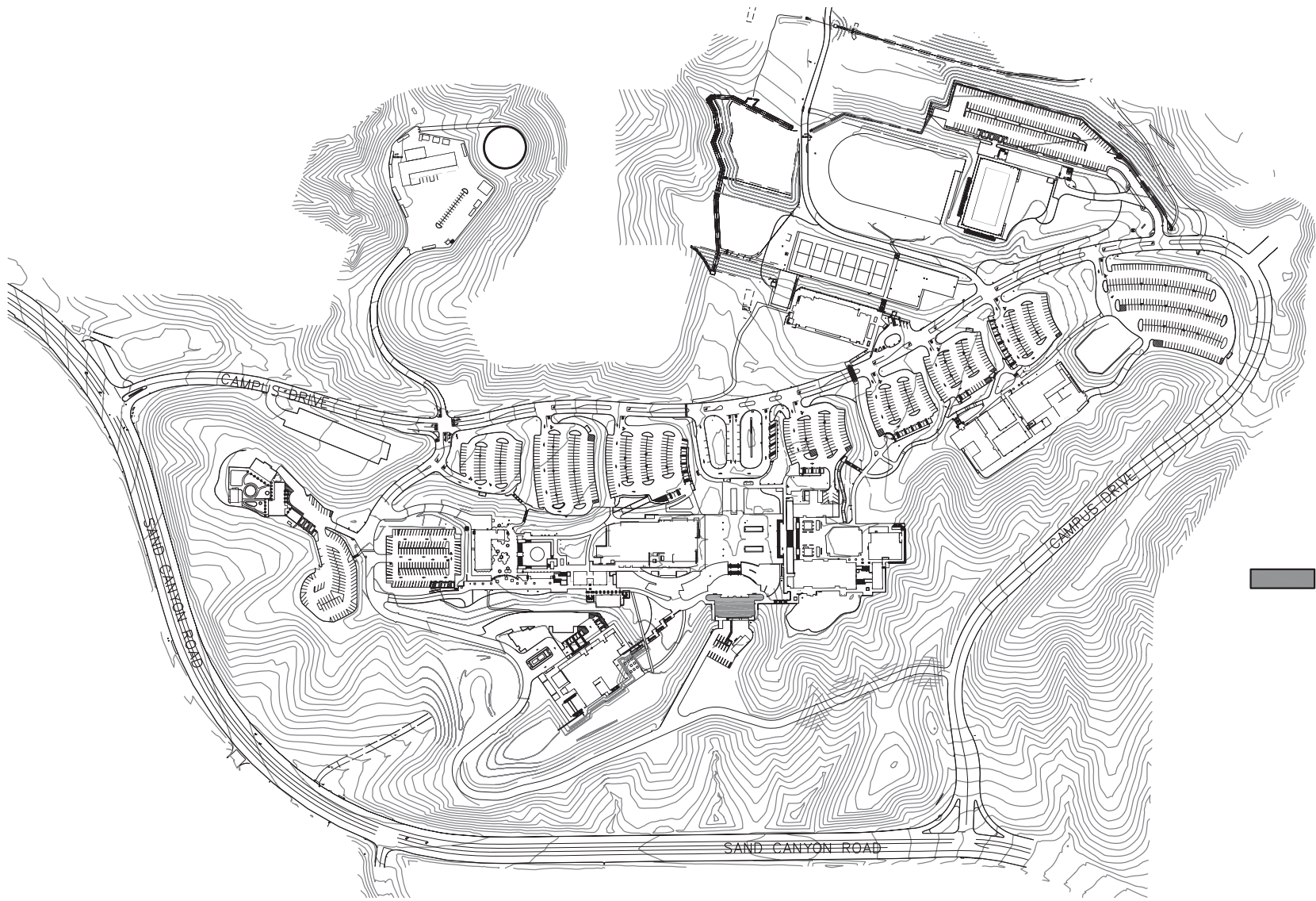
The following pre-schematic diagrams have been provided following this sheet: Campus Plot Plan, Site Plan, Floor Plans, and Exterior Elevations.





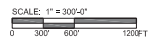
**ARCHITECTS**

802 EAST COTA STREET, SUITE A  
SANTA BARBARA, CA 93103  
TEL 805 963 1955 FAX 805 994 1322



■ RENOVATED PERFORMING ARTS CENTER

CAMPUS SITE PLAN



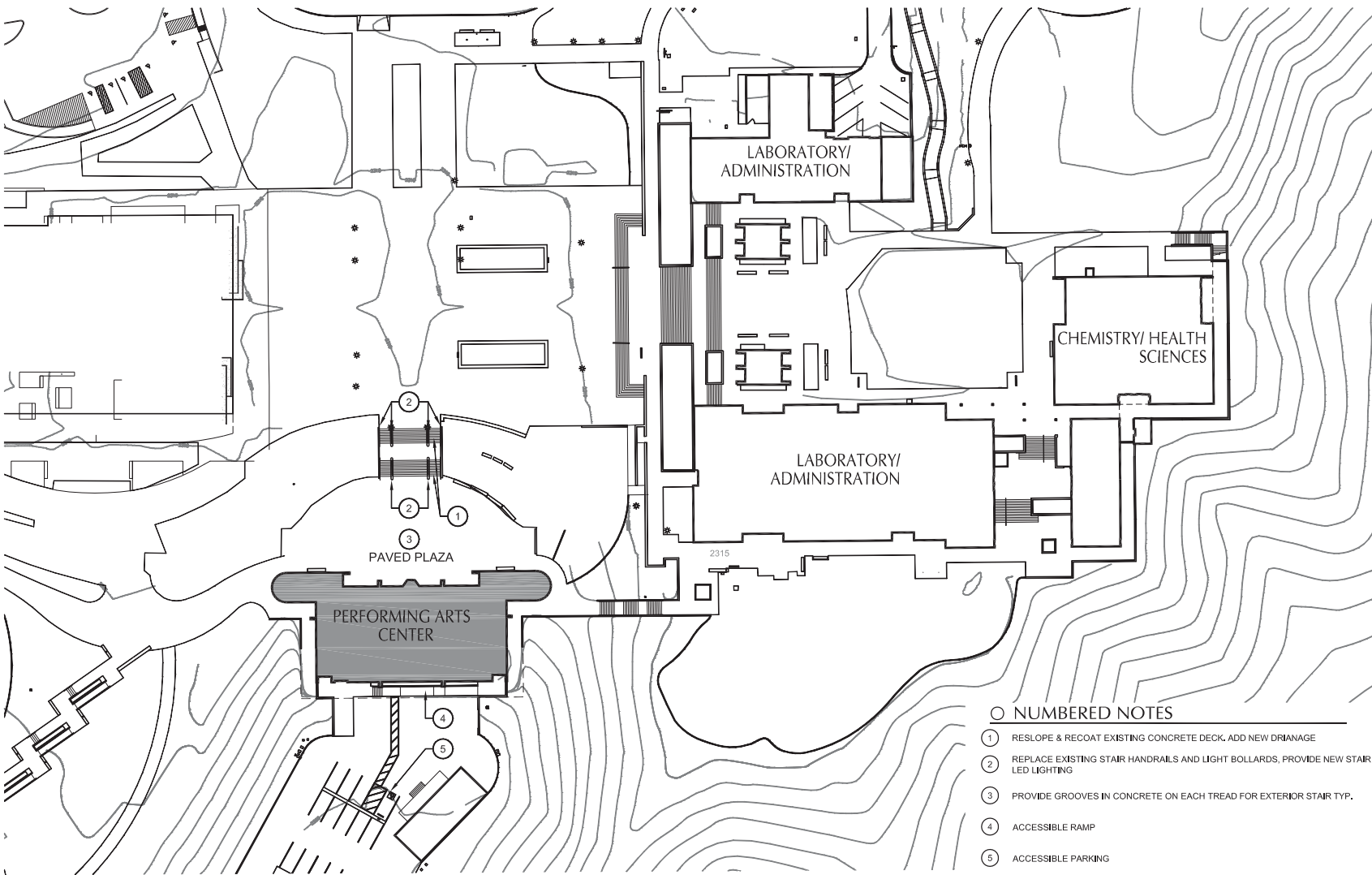
# CRAFTON HILLS COLLEGE PERFORMING ARTS CENTER





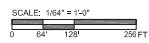
**PMSM**  
**ARCHITECTS**

802 EAST COTA STREET, SUITE A  
SANTA BARBARA, CA 93103  
TEL 805 963 1955 FAX 805 594 1322



- NUMBERED NOTES
- ① RESLOPE & RECOAT EXISTING CONCRETE DECK. ADD NEW DRAINAGE
  - ② REPLACE EXISTING STAIR HANDRAILS AND LIGHT BOLLARDS. PROVIDE NEW STAIR HANDRAILS WITH LED LIGHTING
  - ③ PROVIDE GROOVES IN CONCRETE ON EACH TREAD FOR EXTERIOR STAIR TYP.
  - ④ ACCESSIBLE RAMP
  - ⑤ ACCESSIBLE PARKING

ENLARGED SITE PLAN

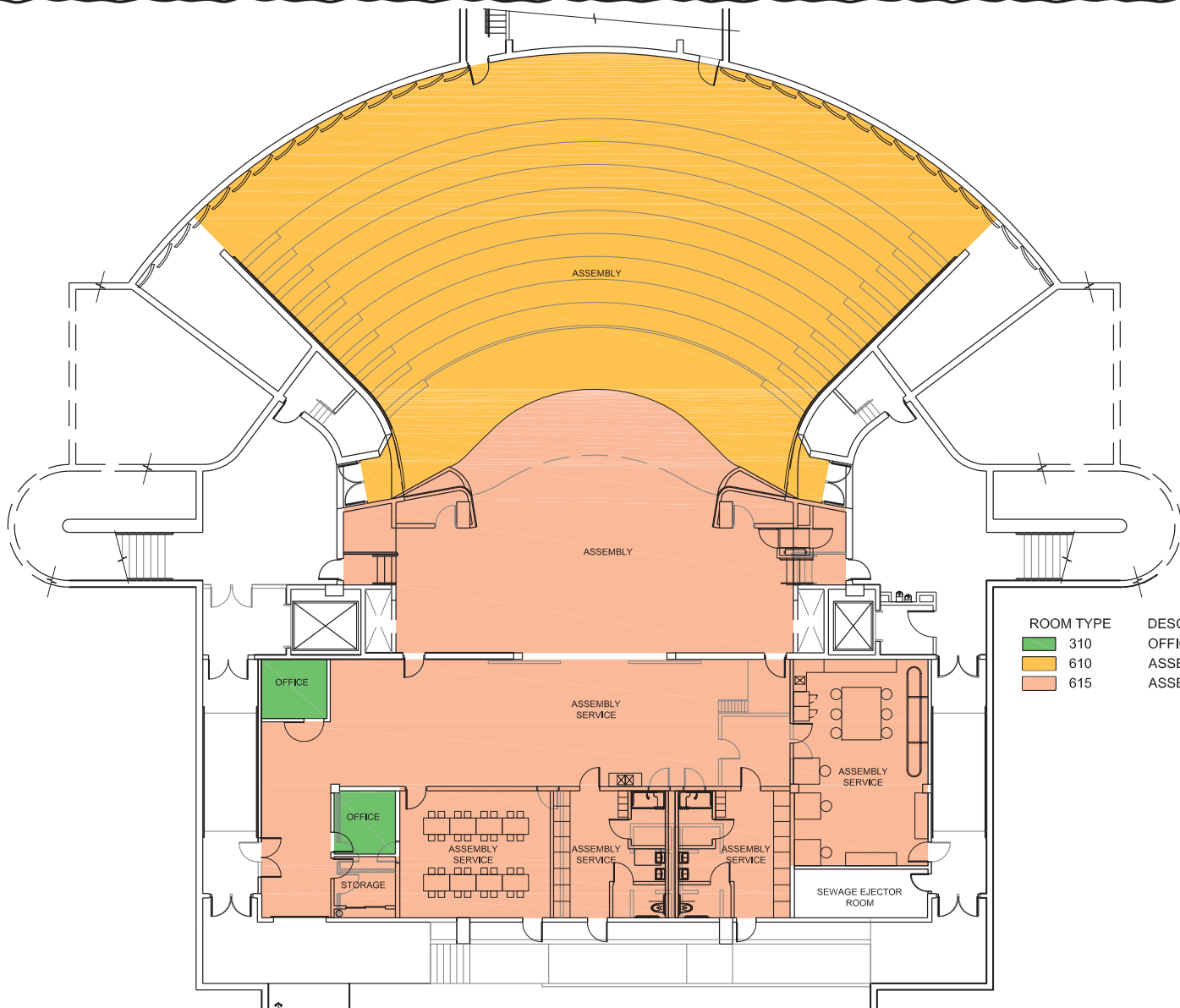


# CRAFTON HILLS COLLEGE PERFORMING ARTS CENTER



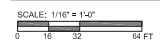
**PMSM  
ARCHITECTS**

802 EAST COTA STREET, SUITE A  
SANTA BARBARA, CA 93103  
TEL 805 963 1955 FAX 805 594 1322



ROOM TYPE	DESCRIPTION	ASF	TOP Code
310	OFFICE	180	0099
610	ASSEMBLY	4554	1007
615	ASSEMBLY/SRVC	5834	1007

GROUND LEVEL FLOOR PLAN

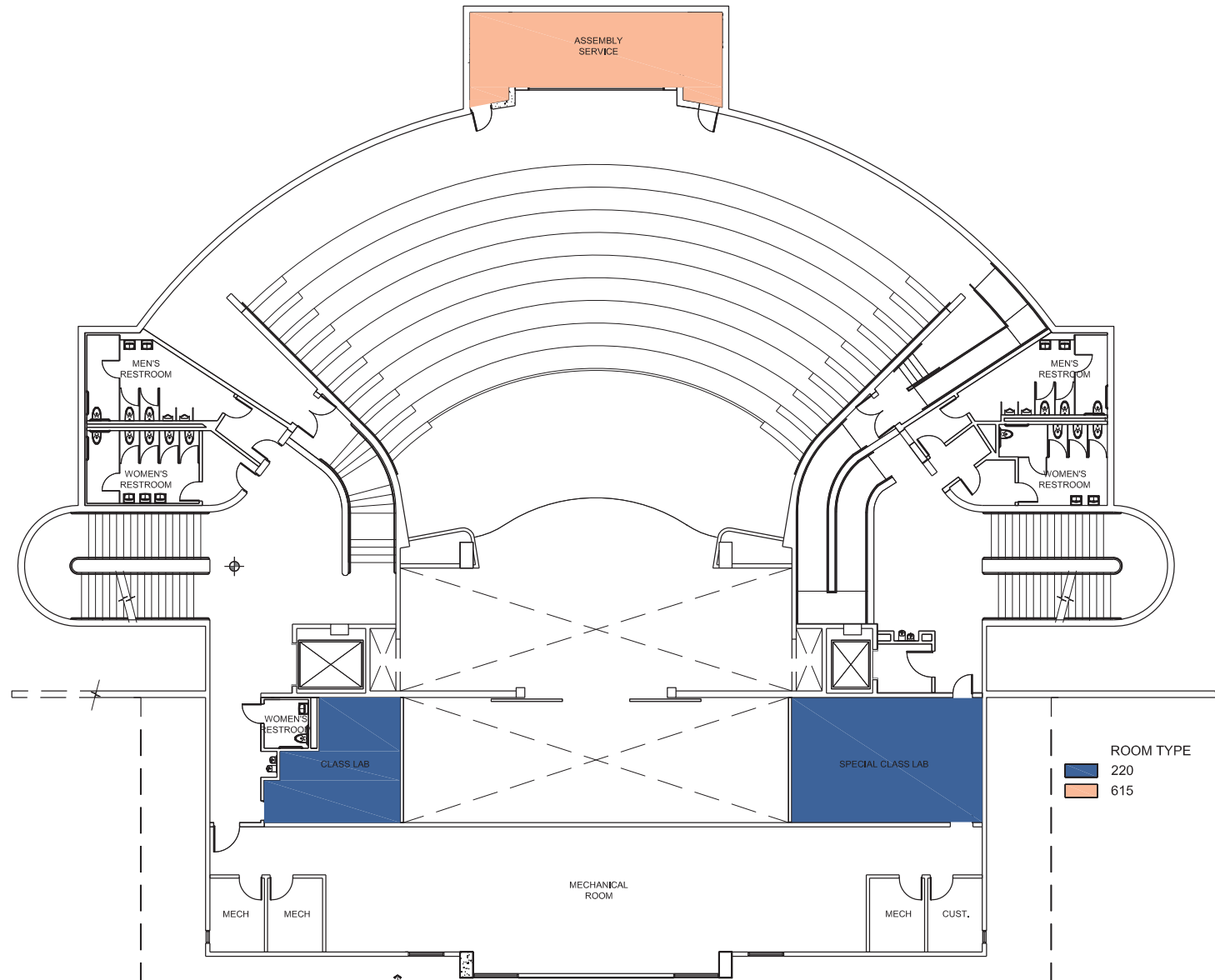


# CRAFTON HILLS COLLEGE PERFORMING ARTS CENTER



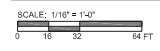
**PMSM  
ARCHITECTS**

802 EAST COTA STREET, SUITE A  
SANTA BARBARA, CA 93103  
TEL 805 963 1955 FAX 805 594 1322

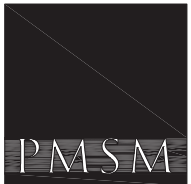


ROOM TYPE	DESCRIPTION	ASF	TOP Code
220	SPECIAL CLASS LAB	888	1007
615	ASSEMBLY/SRVC	480	1007

INTERMEDIATE LEVEL FLOOR PLAN

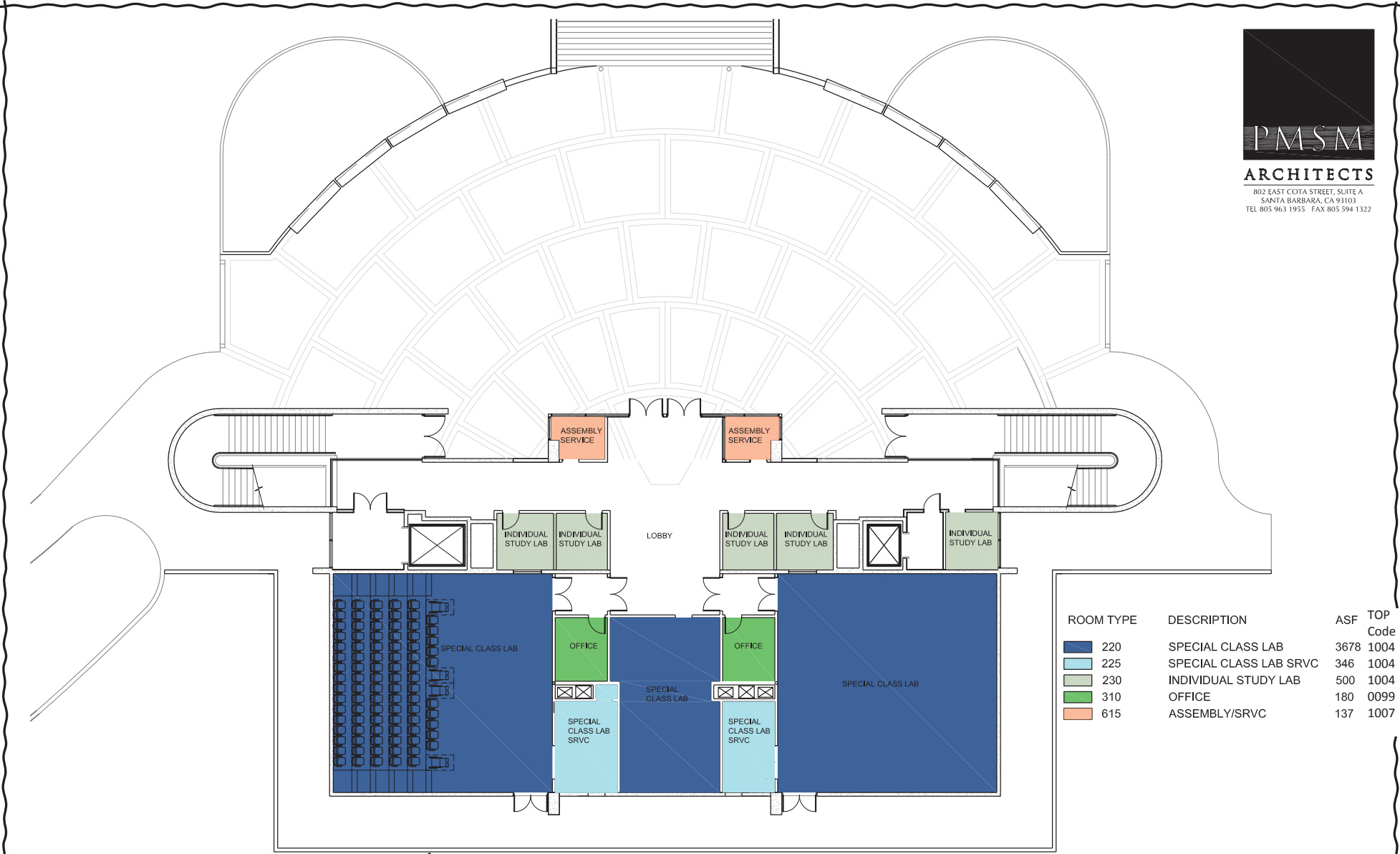


**CRAFTON HILLS COLLEGE PERFORMING ARTS CENTER**



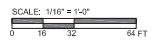
**ARCHITECTS**

802 EAST COTA STREET, SUITE A  
 SANTA BARBARA, CA 93103  
 TEL 805 963 1955 FAX 805 594 1322



ROOM TYPE	DESCRIPTION	ASF	TOP Code
220	SPECIAL CLASS LAB	3678	1004
225	SPECIAL CLASS LAB SRVC	346	1004
230	INDIVIDUAL STUDY LAB	500	1004
310	OFFICE	180	0099
615	ASSEMBLY/SRVC	137	1007

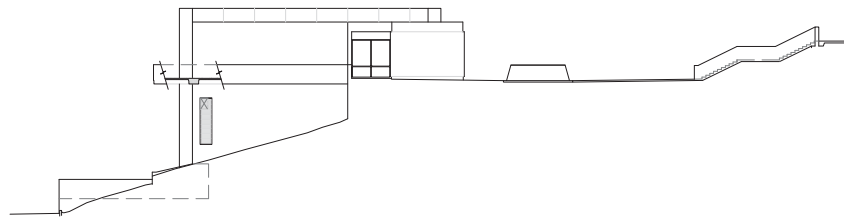
PLAZA LEVEL FLOOR PLAN



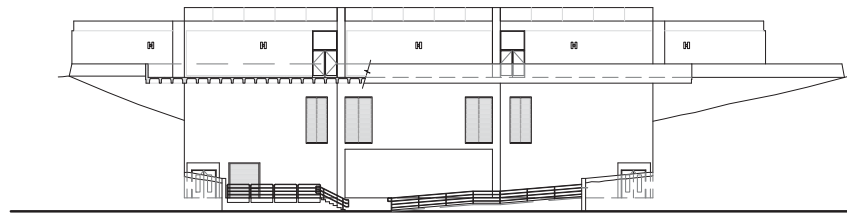
CRAFTON HILLS COLLEGE PERFORMING ARTS CENTER



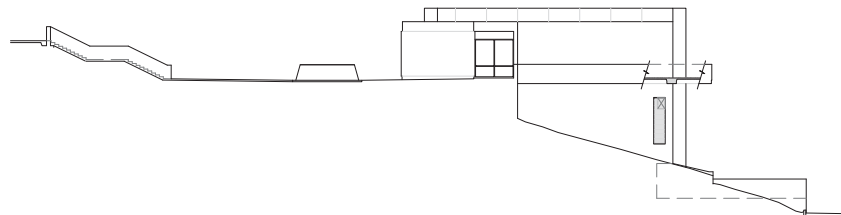
NORTH ELEVATION



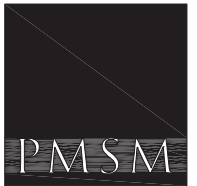
EAST ELEVATION



SOUTH ELEVATION



WEST ELEVATION



**ARCHITECTS**

802 EAST COTA STREET, SUITE A  
SANTA BARBARA, CA 93103  
TEL 805 963 1955 FAX 805 594 1322

ELEVATIONS  
1/32" = 1'-0"

## CRAFTON HILLS COLLEGE PERFORMING ARTS CENTER

CFIS #: 40.46.XXX

**JCAF 33- Performing Arts Center Renovation (Crafton Hills College/San Bernardino CCD)**

EPI: 3560 (12/17) ▼

Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
210	Class Lab	1007	Dramatic Arts					-638	-638	\$40.75	\$0
220	Spec Class Lab	1007	Dramatic Arts				888		888	\$40.75	\$36,186
230	Individual Study Lab	1004	Music				500	-369	131	\$56.33	\$7,379
210	Class Lab	1004	Music					-3,629	-3,629	\$65.48	\$0
215	Class Lab Service	1004	Music					-884	-884	\$65.48	\$0
220	Spec Class Lab	1004	Music				3,678		3,678	\$65.48	\$240,835
225	Special Class Lab Service	1004	Music				346		346	\$65.48	\$22,656
300 - 355	Faculty Offices	0099 - 4999					360	-361	-1	\$26.03	\$0
610-615	Theater Arts	1006, 1007, 1008					11,005	-10,838	167	\$83.58	\$13,958
<b>Totals:</b>							<b>16,777</b>	<b>-16,719</b>	<b>58</b>		<b>\$321,014</b>

\* Indicates manual override

## JUSTIFICATION FOR ADDITIONAL COSTS EXCEEDING GUIDELINES

Construction (including Group I equipment),  Equipment (Group II and Furniture)

**District:** San Bernardino Community College District      **College:** Crafton Hills College

**Project:** Performing Arts Center Renovation

Please use this and additional pages or diagrams to explain and justify items of cost not easily explained on other forms. Examples of items needing justification: site improvements, unusual or high-cost construction methods, or items of equipment that exceed ASF cost guidelines. This form, when completed, supplements both the “Quantities and Unit Costs Supporting the JCAF 32” and the “Guidelines-based Group II Equipment Cost Estimate” forms.

## DETAILED EQUIPMENT LIST

College: Crafton Hills College

Project: Performing Arts Center Renovation

Item #	Item Name <sup>1</sup>	Units	Cost per Unit	Total Cost
			\$	\$

**List to be provided when the Plan Year of funding the equipment phase is due to FPU:**

- Ready Access= no change/due at FPP submittal
- Traditional= due year after initial FPP submittal

<sup>1</sup>Cost requests for equipment are to be limited to those required for new programs or for net expansion space in existing programs.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Executive Vice Chancellor  
**PREPARED BY:** Hussain Agah, Director, Facilities Planning & Construction  
**DATE:** July 12, 2018  
**SUBJECT:** Consideration of Approval to Award a Small Scale Construction Contract to MediaCentric Integration, Inc. of Torrance, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award a small scale construction contract to MediaCentric Integration, Inc. of Torrance, CA for the Non-Bond 03-1718-05 - ATTC AV System Upgrade project at the Applied Technology Training Center (ATTC) in the amount of \$18,232.80.

### **OVERVIEW**

The ATTC building has three classrooms which have outdated and faulty audio/video equipment systems. This issue does not allow for those classrooms to be used to their full potential and it requires SBCCD Technology & Educational Support Services staff to troubleshoot the systems prior to events and classes. In order to rectify this issue, the system needs to be upgraded.

### **ANALYSIS**

Per Public Contract Code 22032(a), public projects of \$45,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

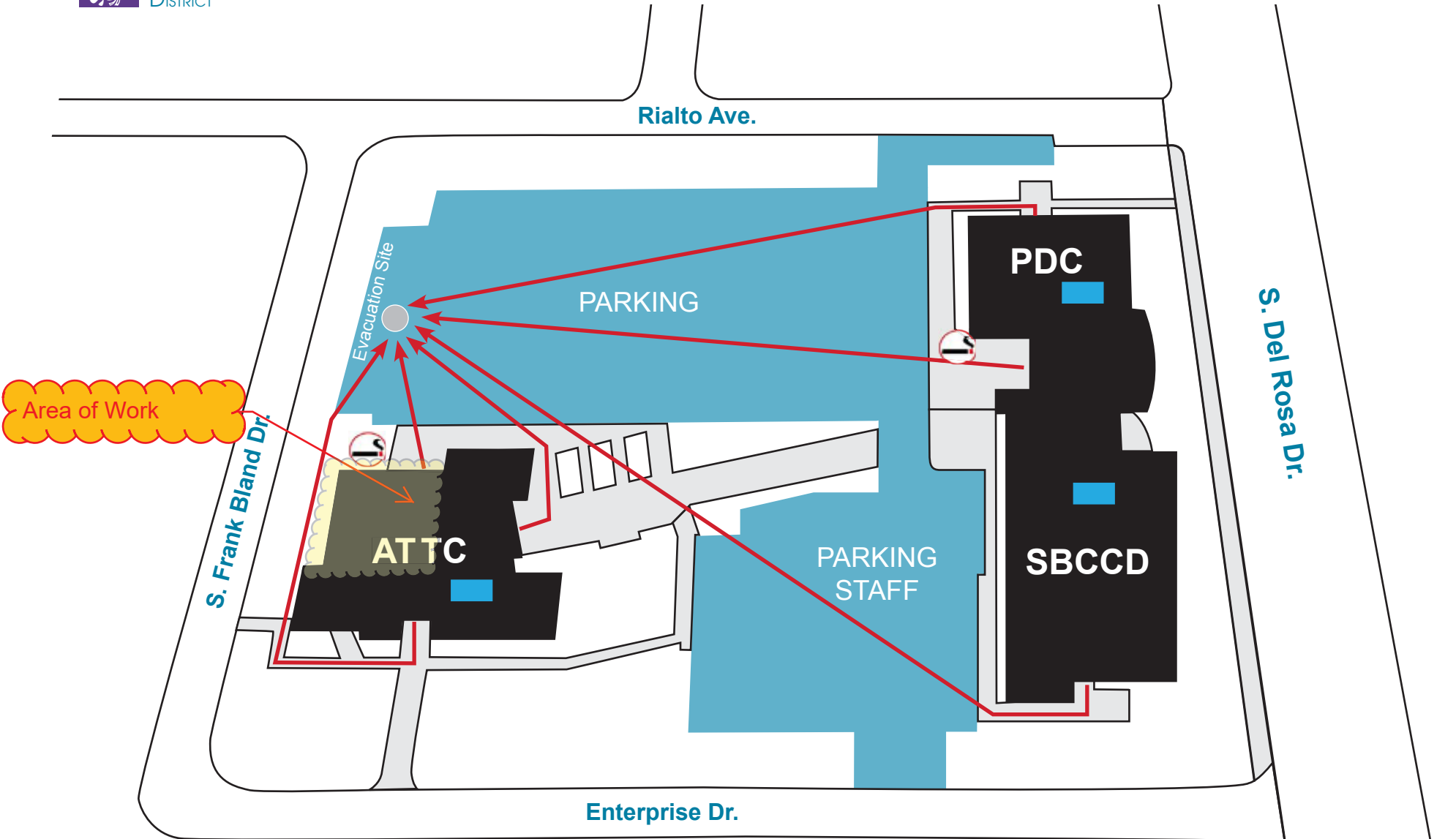
### **FINANCIAL IMPLICATIONS**

The cost of this contract is included in Block Grant Capital Outlay budget.



# San Bernardino Community College District

114 South Del Rosa Dr. • San Bernardino, CA 92408 • (909) 382-4400



### Building Symbols

- ATTC .....Applied Technology Training Center
- PDC.....Professional Development Center
- SBCCD..... San Bernardino Community College District/  
HR/Payroll

- AUTOMATED EXTERNAL DEFIBRILLATOR
- SMOKING
- Evacuation Sites

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Executive Vice Chancellor  
**PREPARED BY:** Hussain Agah, Director, Facilities Planning & Construction  
**DATE:** July 12, 2018  
**SUBJECT:** Consideration of Approval to Award a Small Scale Construction Contract to Medina Construction of Riverside, CA

**RECOMMENDATION**

It is recommended that the Board of Trustees award a small scale construction contract to Medina Construction of Riverside, CA for the Non-Bond #03-1718-02 - South Parking Lot Resurfacing & Re-Striping project at the District Office in the amount of \$13,761.00.

**OVERVIEW**

The south parking lot at the District Office needs to be resurfaced and restriped in order to match the newly resurfaced and restriped north parking lot. The south parking lot asphalt material is breaking down and the existing stiping is fading. In order to extend its life without having to do a full replacement, it is recommended to resurface and restripe every 3-5 years.

**ANALYSIS**

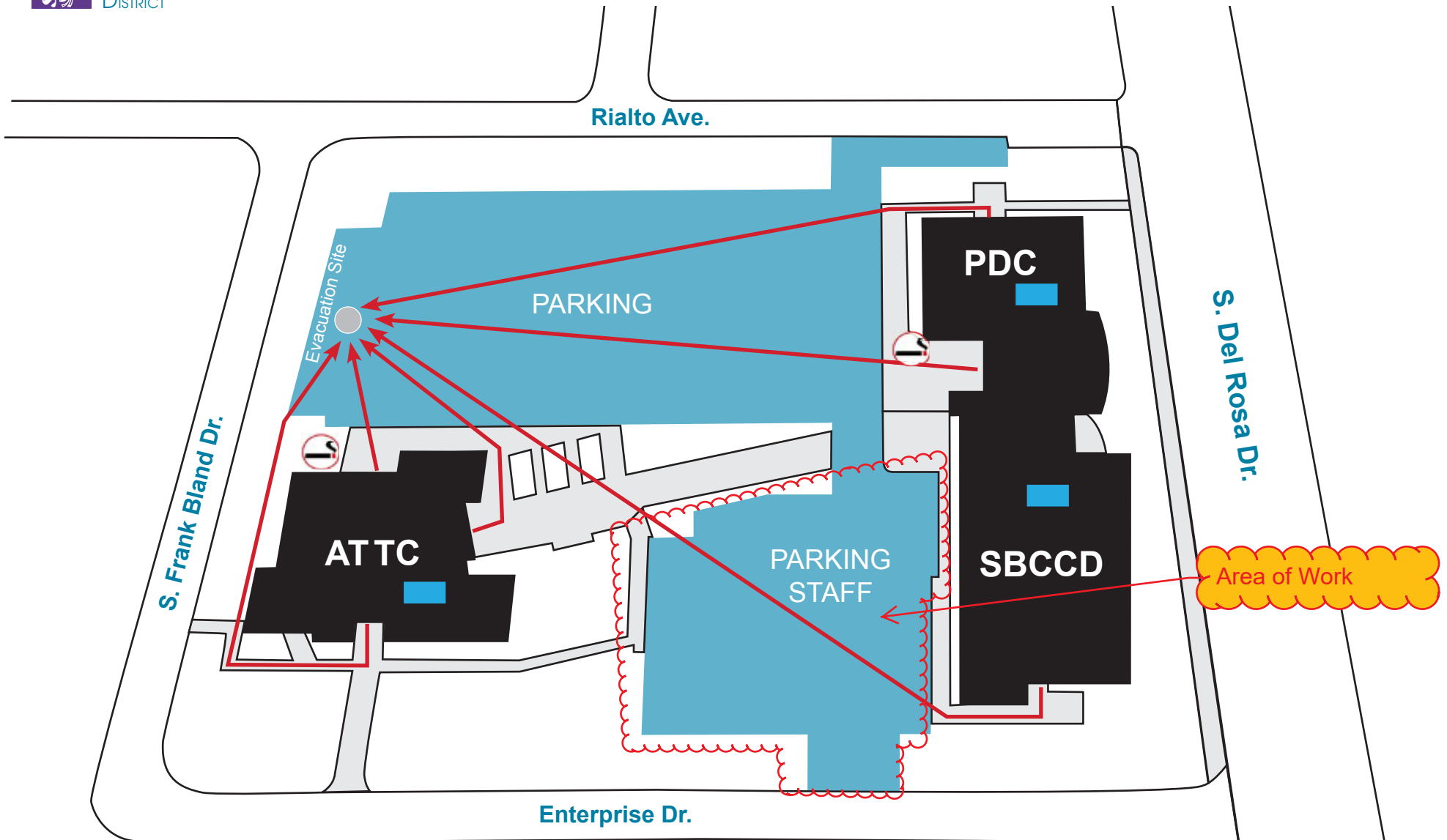
Per Public Contract Code 22032(a), public projects of \$45,000.00 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

The cost of this contract is included in the Capital Outlay budget.



### Building Symbols

ATTC .....Applied Technology Training Center  
 PDC.....Professional Development Center  
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 HR/Payroll


**AUTOMATED EXTERNAL  
DEFIBRILLATOR**


**SMOKING**


**Evacuation Sites**

## **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:** July 12, 2018

**SUBJECT:** Consideration of Approval to Award Informal Bid #01-1617-04 and Ratify a Contract to HP Construction & Management, Inc. of Riverside, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award informal bid #01-1617-04 and contract to HP Construction & Management, Inc. of Riverside, CA. for the Campus-Wide Concrete Flatwork Replacement Project at San Bernardino Valley College in the amount of \$106,830.00.

### **OVERVIEW**

San Bernardino Valley College is in need of concrete panel repairs due to excessive cracking, placement of new concrete to widen existing walkways, and to cover unused planter areas. There are 16 locations campuswide identified within the scope of work.

In accordance with the District's Uniform Construction Cost Accounting Procedures (UCCAP) program and California Public Contract Code §22034(e), authority to award a UCCAP contract can be delegated by the Board to the Executive Vice Chancellor, allowing work to begin. These contracts will then be taken to the Board for ratification. This contract was approved to allow the construction operation to start during 4/10 summer schedule and to minimize impacts to Valley College operation during the Fall Semester.

### **ANALYSIS**

As part of its UCCAP program, 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 HP Construction & Management, Inc. of Riverside, CA.

### **INSTITUTIONAL VALUES**

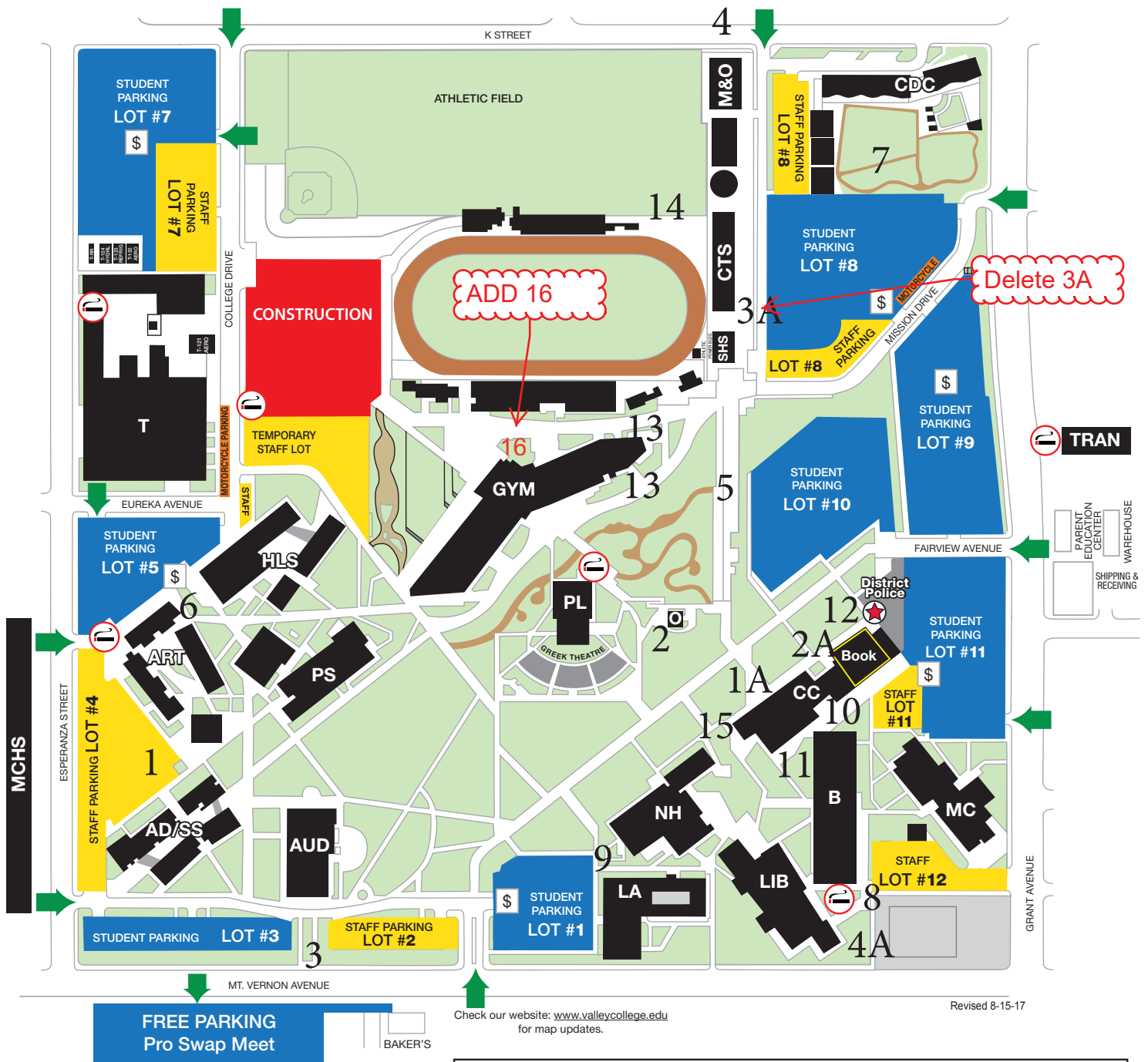
III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This project will be paid for utilizing Block Grant Funds.

# San Bernardino Valley College

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



Check our website: [www.valleycollege.edu](http://www.valleycollege.edu) for map updates.

Revised 8-15-17

  INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

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

### Building Symbols

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

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

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

Parking in disabled stalls requires a valid California disabled placard and a **186** BCCD 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 of Facilities Planning & Construction  
**DATE:** July 12, 2018  
**SUBJECT:** Consideration of Approval to Award Informal Bid #01-1718-09 and Ratify a Contract to ACCO Engineered Systems of Commerce, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award informal bid #01-1718-09 and contract to ACCO Engineered Systems of Commerce, CA for the Trane Chiller CH-1 Adaptive Frequency Drive Replacement project at SBVC in the amount of \$65,998.00.

### **OVERVIEW**

On June 7, 2018, the SBVC chiller experienced a power surge which severely damaged the Trane control module causing the chiller to shut down. In order to produce chilled water and continue air conditioning service to SBVC buildings, SBVC rented a temporary chiller at a rate of \$23,387.00 per month. In order to repair the damaged equipment, a notice inviting bids was sent to all UCCAP contractors with HVAC licenses.

In accordance with the District's Uniform Construction Cost Accounting Procedures (UCCAP) program and California Public Contract Code §22034(e), authority to award a UCCAP contract can be delegated by the Board to the Executive Vice Chancellor, allowing work to begin. These contracts will then be taken to the Board for ratification. Notice to proceed with procurement of the chiller equipment was issued to the contractor on June 20, 2018 so that the contractor could complete the project before July 10, 2018 and eliminate the need to rent the temporary chiller for an additional month.

### **ANALYSIS**

As part of its UCCAP program, 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 ACCO Engineered Systems of Commerce, CA

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This project will be paid for by SBVC General Funds.

# San Bernardino Valley College

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



**FREE PARKING**  
Pro Swap Meet

Check our website: [www.valleycollege.edu](http://www.valleycollege.edu)  
for map updates.

Revised 6-16

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

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

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

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

Parking in disabled stalls requires a valid California disabled placard and a **188** BCCD 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 of Facilities Planning & Construction

**DATE:** July 12, 2018

**SUBJECT:** Consideration of Approval to Award Informal Bid #03-1718-12 and Ratify a Contract to SDSTATURe of San Diego, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award informal bid #03-1718-12 and contract to SDSTATURe of San Diego, CA for the Light Tube Project at the District Office in the amount of \$171,480.00.

### **OVERVIEW**

In June 8, 2017, the Board approved Southern California Edison (SCE)'s participation agreement for the Proposition 39 Zero Net Energy (ZNE) Pilot Program to find solutions to reduce energy usage and costs at the District Office, aiming to achieve a zero net energy site status. The Light Tube Project at the District Office will provide natural daylighting measures, which will provide a healthier lighting environment and significant electricity savings. The construction cost for this initiative will be 100% funded by SCE under the Proposition 39 ZNE Pilot Program.

In accordance with the District's Uniform Construction Cost Accounting Procedures (UCCAP) program and California Public Contract Code §22034(e), authority to award a UCCAP contract can be delegated by the Board to the Executive Vice Chancellor, allowing work to begin. These contracts will then be taken to the Board for ratification. This contract was approved to allow the construction operation to start during 4/10 summer schedule and to minimize impacts to district office operation during construction.

### **ANALYSIS**

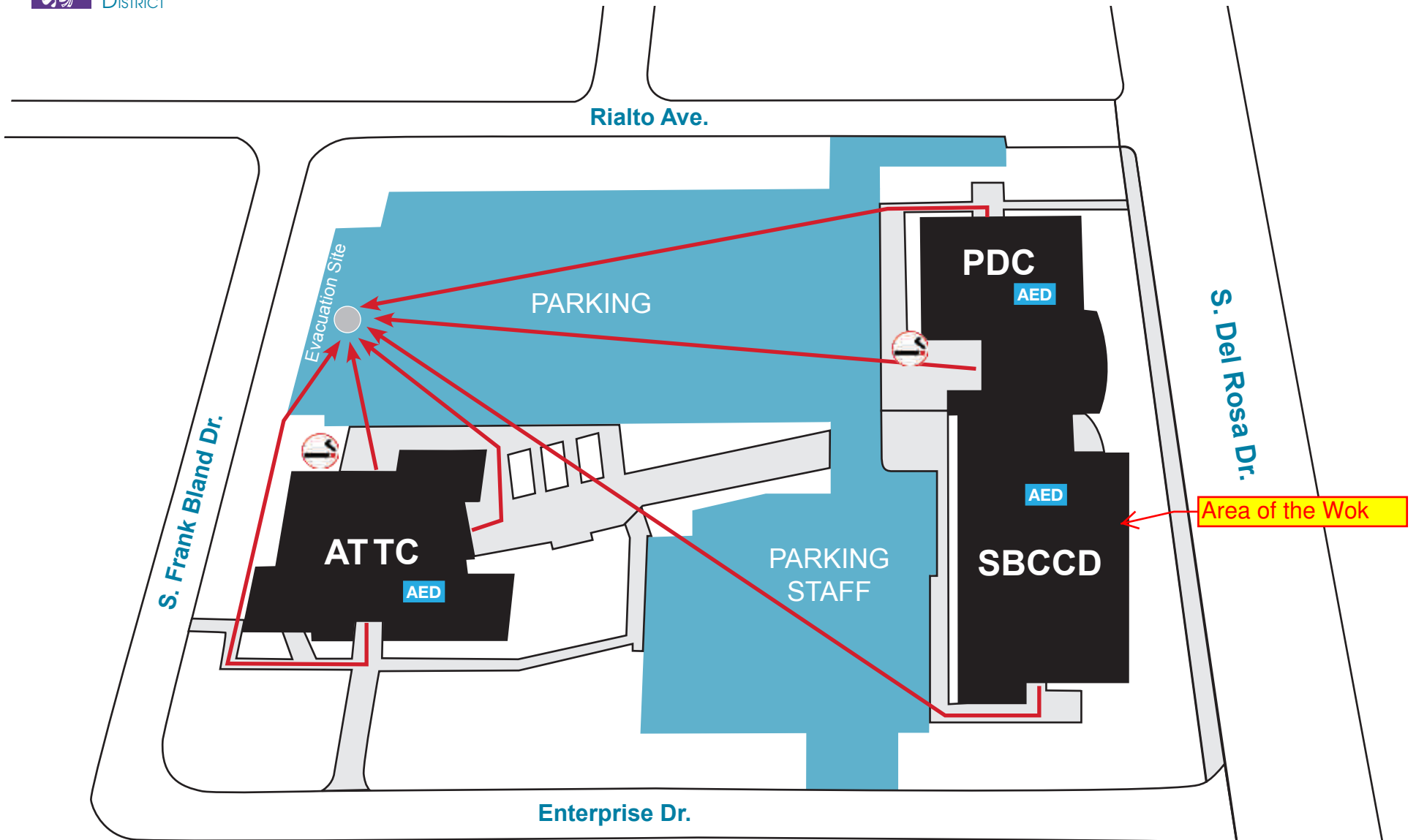
As part of its Uniform Construction Cost Accounting Procedures, SBCCD maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000.00 and \$175,000.00. Informal bids were solicited from those qualified contractors and the lowest, most responsive and responsible bidder was SDSTATURe of San Diego, CA.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This project will be paid for by SCE for Prop 39 ZNE Pilot Program.



### Building Symbols

ATTC .....Applied 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:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey Nikac, Senior Executive Assistant

**DATE:** July 12, 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 June 21, 2018. Administrative Procedures are submitted for information and review for consistency with Board policies.

- BP & AP 2410 Board Policies & Procedures
- BP & AP 3280 Grants
- BP & AP 3300 Public Records
- BP & AP 3420 Equal Employment Opportunity
- BP & AP 3530 Weapons on Campus
- AP 6305 Reserves (no BP)
- BP & AP 6320 Investments
- BP & AP 6340 Bids and Contracts
- BP & AP 7100 Commitment to Diversity
- BP & AP 7400 Travel
- BP & AP 7500 Volunteers

### **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:	10/2010
Last Approved:	08/2017
Last Revised:	08/2017
Next Review:	08/2023
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

## BP 2410 Board Policies and Administrative Procedures

*(Replaces SBCCD BP 2045)*

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

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

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

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

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

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

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

### Reference:

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

### Attachments:

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



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 2410 Board Policies and Administrative Procedures

*(Replaces SBCCD AP 2045)*

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

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

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

Responsibility for the review process is as follows:

Chapter 1: Board of Trustees and the Chancellor

Chapter 2: Board of Trustees and the Chancellor

Chapter 3: Chancellor and Chancellor's Cabinet

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

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

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

Chapter 7: Vice-Chancellor of Human Resources

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

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

1. A proposal for a new Board Policy or a change in a current Policy or Administrative Procedure may be submitted by any interested party. A proposal must be submitted in writing to the Chancellor and ~~or the District Assembly and~~ shared with the Board of Trustees.

2. Updates to APs and BPs will be reviewed when forwarded from the Community College League of California (CCLC).

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

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

~~a. The proposal will be submitted to the Academic Senates on both campuses, allowing for consideration during four consecutive regularly scheduled meetings, beginning with the first AS meeting with an unpublished agenda.~~

a. The proposal will be submitted to the Academic Senates on both campuses, which will have up to 60 calendar days from receipt, to review and suggest appropriate changes to the proposal, in accordance with Title 5 and relevant state regulations.

b. After the senates have completed their review, a Joint Senate Conference Committee, with representatives from each Academic Senate, will confer to reconcile any differences within 15 days.

~~b.c.~~ The Academic Senates will then submit the proposal to the ~~District Assembly for action~~Chancellor for referral to the Board.

~~c. The Chancellor will review the recommendation from the District Assembly and will forward to the Board for action.~~

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

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

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

~~c. The subcommittee will submit their response to the District Assembly within two months.~~

b. The District Assembly will have 60 calendar days from receipt to review and suggest changes.

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

~~Flow Chart for Changes to Board Policies or Administrative Procedures~~



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*Chancellor's Cabinet:*  
**Policy Area:** *Chapter 3 General Institution*  
**References:**

## BP 3280 Grants

*(Replaces current SBCCD BP 3280)*

The Board of Trustees will be informed about all ~~grant applications made and~~ grants received by the District.

The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

### Reference:

Education Code Section 70902

### Attachments:

- [BP 3280 Grants - Comments](#)
- [BP 3280 Grants - Legal Citations](#)
- [BP3280 - OLD.pdf](#)

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References:	

## AP 3280 Grants

(Replaces current SBCCD AP 3280)

### A. Definition

Sponsored programs are projects which are administered by the District, but are funded from a source outside the district, such as the Federal Government, State or local government, or private industry. These projects are for the performance of some specific task, usually related to research or special education. The authority for the District to perform the project is a contract or a grant award document.

### B. Approval

Grant and sponsored program proposals ~~are subject to Board~~ must have the approval. ~~In addition each proposal must have the approval~~ and signature of the ~~recipient~~ requester's immediate supervisor and the College President at SBVC/CHC. For District sites, the College President, the Director of Grants and Special Projects, the Controller, and the approval and signature is required by the requester's immediate supervisor and the Executive Vice Chancellor.

### C. Summary Information

All proposals should be summarized in a manner that clearly identifies:

1. The purpose of the grant/program;
2. Direct costs to the District;
3. Indirect costs to the District;
4. Staffing requirements and workload;
5. Use of District-owned facilities and/or equipment; and
6. Social, political, or safety-related issues that should be considered.

### D. Typical Steps in the Process

1. ~~A file on sources of funding is maintained in the Office of Grants and Special Projects. In addition many employees receive notices of funding availability from various professional organizations. Identify a grant opportunity.~~
2. Contact the funding source to determine their requirements, deadlines, and obtain the proper application forms.
3. Discuss the project with your supervisor and ~~the Director of Grants/Special Projects. Obtain~~ obtain the approval(s) necessary to proceed with a formal proposal. Prepare a proposal according to the sponsor's guidelines.

4. ~~After obtaining~~ Obtain approval and signature from the individuals listed in "B" above, ~~submit the proposal to the Board for approval.~~
5. Submit the approved proposal to the sponsoring agency for review.
6. ~~Notification~~ Receive notification of an approved proposal ~~will come~~ in the form of a contract to be signed and returned for a notification of grant award. (All contracts must be signed by an SBCCD authorized signer and require Board approval.)
7. After the final award has been received, contact ~~the Controller's office~~ Fiscal Services to set up accounting procedures, ~~the Personnel Office and Payroll Office;~~ contact Human Resources if hiring or reassignment is involved, ~~and;~~ contact Facilities Planning and Administrative Construction if property or equipment is involved; and contact Business Services Office if property or equipment is involved which requires for insurance notification.

#### E. Responsibilities of the Project Director

##### 1. General Compliance/Reporting

Each project may have different compliance requirements. Federally funded projects are subject to the requirements of the Office of Management and Budget circulars. The Project Director--the recipient of the award--is responsible for compliance with the terms of the grant and all internal and external follow-up reports required during the course of the program and for closing procedures.

##### 2. Budgetary Compliance

The Project Director is responsible for budgetary compliance. Any over- expenditure must be covered by funds from the department responsible for administering the contract/grant.

##### 3. Personnel Compliance

Personnel compliance is accomplished through hiring, reassignment, and payroll reporting.

##### 4. Use of Funds

Project funds must be used only for those items specified in the contract/grant. Purchase of supplies, materials, services, equipment, etc., must be solely for the use of the sponsored program unless specifically authorized by the grant agreement for other uses.

#### F. Income Accounting

Funds may be received in three different ways--through an advance payment, a letter of credit, or through a billing process. The contract will indicate the method to be used. When funds are received, they are credited to the project. A budget code is used to track income.

#### G. Expenditure Accounting

##### 1. Purchasing

Any purchase of supplies, materials, or equipment associated with the grant award shall be accomplished through the regular purchasing process using the budget number(s) assigned to the project.

##### 2. Travel Reimbursement

Travel reimbursement is subject to the terms of the District Travel Policy and any conditions imposed on travel by the grant award.

### 3. **Personnel/Payroll**

Many grants require special personnel and payroll accounting procedures. Review all special requirements, coding, etc., with both departments before the commencement of the grant activity.

## H. **Direct/Indirect Costs**

1. Direct costs are those costs that can be identified specifically with a particular project. Examples would include, but not be limited to, employee compensation, fringe benefits, materials and supplies, equipment, and travel.
2. Indirect costs are less easily identifiable, but include those costs associated with performing the project. Examples would include, but not be limited to, institutional administration, operation and maintenance of facility, utilities and library expense.
3. Many sponsors recognize such indirect costs and provide guidelines for reimbursement. Others believe that the institution should "contribute" its share of the program by absorbing such costs. Indirect costs are often negotiable. If an indirect rate or percentage is specified, compute the overhead recovery at that rate providing it is reasonable. If the guidelines are silent, compute the recovery at the "institutional" rate. If the sponsor will not allow the full "institutional" rate, negotiate for the best deal. If no overhead is allowed, then ascertain if there are other benefits to the institution that would warrant accepting the project without recovery of overhead.
4. Direct and indirect costs must be discussed with the Chief Business Officer prior to submitting any proposal for approval.

## I. **Cost Reimbursement/Recovery Guidelines**

As a general rule allowable costs will be spelled out in the grant contract. Allowable costs for state or federal government programs are contained in their circulars. Specific costs that are generally not allowable under state and federal guidelines are:

1. Entertainment costs including costs for amusement, social activities, gratuities, alcoholic beverages, etc.;
2. Bad debts and other losses, whether actual or estimated, arising from uncollectible accounts and other claims, or related collection and legal costs;
3. Commencement or convocation costs;
4. Salary costs above the base rate of pay;
5. Contributions made to a contingency reserve;
6. Donated Services or Property: The value of donated services and property are not allowable either as a direct or indirect cost, except that depreciation or use allowances on donated assets are permitted under specified circumstances. The value of donated services and property may be used to meet cost sharing or matching requirements subject to federal and/or state guidelines;
7. Capital expenditures for special purpose equipment, buildings, and land as direct costs, except as approved in advance by the sponsoring agency;
8. Capital expenditures for special purpose equipment in excess of \$1,000 as direct costs except as approved in advance by the sponsoring agency;

9. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life as direct costs except as approved in advance by the sponsoring agency;
10. Fines and penalties resulting from violations of, or failure of, the institution to comply with Federal, State, and local laws and regulations except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the contracting officer;
11. Pre-agreement costs incurred prior to the effective date of the sponsored agreement, whether or not they would have been allowable;
12. Professional services costs for legal, accounting, consulting services, and related costs incurred in connection with prosecution of claims against the government or for patent infringement litigation, unless otherwise provided for in the contract;
13. Special services costs incurred for general public relations activities, alumni activities, and similar services;
14. Special services costs incurred for intramural activities, student publications, student clubs, and other student activities, unless specifically provided for in the agreement.

## J. Property

### 1. Real Property

Real property means land, including land improvements, structures and appurtenances thereto, excluding machinery and equipment. The sponsor will prescribe requirements for the use and disposition of real property. Vested title depends to a large extent upon the conditional use of the property. When the property is no longer needed for the purpose that the grant specified, it may be used for other federal grant programs with the approval of the sponsor. When the property is no longer needed for any purpose, the project director must request disposition instructions from the federal agency.

### 2. Personal Property

- a. Personal property is property of any kind except real property. It may be tangible--having physical existence, or intangible--having no physical existence, such as patents, inventions, and copyrights.
- b. Non-expendable personal property is tangible personal property generally having a useful life of more than one year, or an acquisition cost of \$200 or more per unit. Non-expendable personal property remains the property of the state or federal government in most cases. Project directors must provide an annual report of federally owned property in their custody to the federal agency. Upon completion of a program or if the property is no longer needed, the Project Director must notify the federal agency to obtain disposition instructions.

### 3. Exempt Property

Exempt property is tangible personal property acquired in whole or in part with federal funds, the title to which is vested in the recipient without further obligation to the government.

### 4. Property Management

Property management records shall include:

- a. A description of the property;

- b. Serial number, model number, federal stock number, or other identifier;
- c. Source of funds for property acquisition including grant or other agreement number;
- d. Information on where the title is vested;
- e. Acquisition date and cost;
- f. Percentage of sponsor participation in the cost;
- g. Location, use, and condition of the property;
- h. Disposition data including date of disposal, sales price, method, etc.;
- i. Federal ownership marked on federally owned property. A periodic inventory of property is required to verify accounting records and the condition of the property.

**5. Property Disposal**

Property disposal shall be in keeping with the requirements of the grant agreement as described above and in keeping with District procedures for disposal of surplus property.

**Reference:**

Education Code Section 70902

**Attachments:**

- [AP 3280 Grants- Comments](#)
- [AP 3280 Grants- Legal Citations](#)
- [AP3280 -OLD.pdf](#)

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 References:

## BP 3300 Public Records

~~(Replaces current SBCCD BP 3300)~~ From current SBCCD BP 3300 titled Public Records

~~**NOTE:** The language in current SBCCD BP 3300 parallels the language recommended by the Policy and Procedure Service.~~

- ~~From current SBCCD BP 3300 titled Public Records~~

The Chancellor shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

### References:

Government Code Sections 6250, et seq.

### Attachments:

- [BP 3300 Public Records - Comments](#)
- [BP 3300 Public Records - Legal Citations](#)
- [BP3300 - OLD.pdf](#)



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## AP 3300 Public Records

(Replaces current SBCCD AP 3300)

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Chancellor's Office.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chancellor or designee may request it be provided in writing.

Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff ~~members~~ members time to assemble the records and identify any records that may be exempt from disclosure.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, the ~~Chancellor's office~~ Business Manager will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

The most common exemptions for community colleges include:

- Student records (Education Code Section 76243)
- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))
- Records pertaining to pending litigation ...or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254(c))
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254(g).)
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations...relative to

the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h)).

- Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)
- Home address, home telephone number, cellular phone number, and date of birth of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan.) (Government Code Section 6254.3)
- Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section 6254.3(b)).
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.
- Identification number, alphanumeric character, or other unique identifying code that a district uses to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identification number, alphanumeric character, or other unique identifying code is used in a public bidding or an audit involving the public agency. (Government Code Section 6254.3)

## References:

Government Code Sections 6250, et seq.

## Attachments:

[AP 3300 Public Records - Comments](#)  
[AP 3300 Public Records - Legal Citations](#)  
[AP 3300 Update #30.pdf](#)  
[AP3300 -OLD.pdf](#)  
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)





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**References:** *Brand New - required*

## BP 3420 Equal Employment Opportunity

The Board of Trustees supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation.

Also see BP/AP 3410 titled Nondiscrimination and BP/AP 7100 titled Commitment to Diversity

### References:

Education Code Sections 87100 et seq.;

Title 5 Sections 53000 et seq.

ACCJC Accreditation Standard III.A.11

### Attachments:

No Attachments



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Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Legally Required</i>

## AP 3420 Equal Employment Opportunity

The District shall make a continuous good faith effort to comply with the requirements of the Equal Employment Opportunity Plan. <http://www.sbccd.org/~media/Files/SBCCD/District/HR%20%20Documents/SBCCD%20EEO%20Plan.pdf>

### Employment Procedures

**Job Analysis and Validation:** The Vice Chancellor of Human Resources shall assure that a proper job analysis is performed for every job filled by the District to determine and validate the knowledge, skills, abilities, and characteristics an employee must possess to perform the job satisfactorily.

A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

**Job Description:** Every job description shall provide a general statement of job duties and responsibilities.

Job specifications shall include functions and tasks; knowledge; skills; ability; and job related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

**Recruitment:** Recruitment must be conducted actively within and outside of the District work force.

Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires.

Recruitment must utilize outreach strategies designed to ensure that all qualified individuals are provided the opportunity to seek employment with the District.

Recruitment for administrative and faculty positions (full and part-time) may include advertisement in appropriate professional journals, job registries and newspapers of general circulation; distribution of job announcements to the EEO Registry, K-12 districts, two and four year colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and professional organizations.

Recruitment for classified positions shall include notice to all District personnel; notice to Employment Development Department; and advertising in area newspapers of general circulation.

**Applicant Pools:** The application for employment shall afford each applicant an opportunity to identify himself/herself voluntarily as to gender, ethnicity and, if applicable, his/her disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the Plan, or as authorized by law.

After the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the Chief Human Resources Officer or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the “qualified applicant pool.”

Once the qualified applicant pool is formed, the pool must again be analyzed. If the Chief Human Resources Officer or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, the District *shall* immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

Screening and Selection: Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. Procedures to be used must address or include that:

- Hiring procedures will be provided to the State Chancellor’s Office on request.
- All tests conform to generally applicable legal standards for uniformity.
- A reasonable number of candidates are identified for interview.
- Screening and selection committees are developed that are representative of the District community and campus; include administrators, faculty, and classified staff members; include a diverse membership when possible; do not include applicants or persons who have written letters of recommendation.
- Every screening and selection committee includes an individual trained to monitor conformance with EEO requirements. The Vice Chancellor of Human Resources assures that the screening and selection process conforms to accepted principles and practices, including preparation of job related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; maintains notes for all interviews and record relevant factual reasons stating why a candidate was not hired or was not invited to interview; and monitors the hiring process for adverse impact.
- Selection shall be based solely on the stated job criteria.
- For faculty and administrative positions, candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- review its recruitment procedures;
- consult with counsel to determine whether there are other, additional measures that may be undertaken that are required or permitted by law;
- consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible;

If significant underrepresentation persists:

review each locally-established job qualification to determine if it is job related and

- consistent with business necessity;
- discontinue the use of any non job-related local qualification; and
- continue using job-related local qualifications only if no alternative standard is reasonably available; and

- consider the implementation of additional measures designed to promote diversity.

#### Delegation of Authority

- The designation of a single person as the “EEO Officer” charged with overseeing the day-to-day implementation of the EEO Plan and programs.
- Processes and responsibilities when the EEO Officer is named in a complaint or implicated by the allegations in a complaint.

#### Complaint Procedure

The District must identify to the public and to the State Chancellor’s Office an individual described in Title 5 as the “responsible District officer,” responsible for receiving complaints. Informal charges of unlawful discrimination should be brought to the attention of the responsible District officer. The responsible District officer shall oversee the informal resolution process. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract. An outside investigator must be used when the responsible District officer is named in the complaint or implicated by the allegations in the complaint.

When a person brings charges of unlawful discrimination the officer must:

- Undertake efforts to resolve the charge informally;
- Advise the complainant that he/she need not participate in an informal resolution of the complaint;
- Notify the complainant of the procedures for filing a formal complaint;
- Notify the complainant that he/she may file a complaint with the Office of Civil Rights of the U.S. Department of Education.
- If the complainant, a student or an employee, files a formal complaint, the responsible District officer must also forward a copy of the complaint to the State Chancellor’s Office.

A formal complaint not involving employment, must be processed if it is filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation.

A formal complaint alleging discrimination in employment must be filed within 180 days of the date of the alleged unlawful discrimination, unless the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the initial 180 days.

The complaint must be filed by someone who alleges that he/she has personally suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in his/her official capacity.

When a proper complaint is received, the District will begin an impartial fact-finding investigation, and notify the complainant and the State Chancellor’s Office that it is doing so.

When the investigation is done, the results must be set forth in a written report. The written report must include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint, and any other appropriate information.

In any case that does not involve employment discrimination, the District must provide the State Chancellor’s Office with a copy of the investigative report within ninety days from the date the District received the

complaint. The District must also provide the complainant with a copy or summary of the investigative report within ninety days from the date the District received the complaint. The State Chancellor's Office and the complainant must also be provided with a written notice setting forth the determination of the Vice Chancellor of Human Resources as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the complainant's right to appeal to the District's Governing Board and the State Chancellor's Office.

In any case that involves employment discrimination, the District must provide the complainant with a copy or summary of the report, and with written notice setting forth the determination of the Vice Chancellor of Human Resources as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and the complainant's right to appeal to the District's Governing Board and to file a complaint with the Department of Fair Employment and Housing.

If the complainant is not satisfied with the results of the administrative determination, the complainant must be given the opportunity to submit a written appeal to the governing board within fifteen days from the date of the notice of the administrative determination. The Board must review the original complaint, the investigative report, the administrative determination, and the appeal and must issue a final District decision within forty-five days of receiving the appeal.

In any case not involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant and the State Chancellor's Office. The complainant must be notified of his/her right to appeal. In any case involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant. The complainant must be notified of his/her right to file a complaint with the Department of Fair Employment and Housing.

Where the Board does not act within forty-five days the administrative determination must be deemed approved and must become the final District decision. The District shall promptly notify the complainant and in cases not involving employment discrimination, the State Chancellor's Office, that the Board took no action and the administrative determination becomes the final District decision. In cases not involving employment discrimination, the complainant must be informed of his/her right to appeal the District's decision to the State Chancellor's Office. In cases involving employment discrimination, the complainant shall be notified of his/her right to file a complaint with the Department of Fair Employment and Housing.

In cases not involving employment discrimination, the complainant must be given the right to file a written appeal with the State Chancellor's Office within 30 days after the Board issues the final District decision, permits the administrative decision to become final or from the date that notice of the District's final decision was provided to the complainant pursuant to Section 59338(b) or (d), whichever is later.

The District should retain and make available the original complaint, and copies of the final decision or a statement indicating the date on which the administrative determination became final, the notice given to complainant, the complainant's appeal of the District's administrative determination, the investigative report and any other information the State Chancellor's Office may require.

#### Job Announcements

All job announcements shall contain a statement in substantially the following form: The District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual

orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

#### Dissemination and Revision of the Plan

All managers and supervisors shall be given copies of the plan as revised from time to time and any guidelines for implementing the plan. Copies of the plan shall be provided to the Academic Senate and the exclusive representatives of any units of employees.

Statements of nondiscrimination shall be posted at locations where applications for employment are distributed.

Such plans shall be reviewed at least every three years and, if necessary, revised, and submitted to the State Chancellor's Office within 90 days of the effective date of the revision or amendment(s). If the State Chancellor's Office determines that the District's policies are not in compliance with Title 5 Sections 59300 et seq., the State Chancellor's Office may require the District to modify its policies.

#### Accountability and Corrective Action

- The District shall certify annually to the State Chancellor that they have timely:
- Recorded, reviewed and reported the data required regarding qualified applicant pools;
- Reviewed and updated, as needed, the Strategies Component of the District's EEO Plan; and
- Investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of this division.

## References:

20 U.S.C. Section 1681 et seq.; Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq. and Sections 59300 et seq.; ACCJC Accreditation Standard III.A.12

## Attachments:

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



Origination: N/A  
 Last Approved: N/A  
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 Next Review: N/A  
 Owner: *Chancellor's Cabinet*  
*Chancellor's Cabinet:*  
 Policy Area: *Chapter 3 General Institution*  
 References:

## BP 3530 Weapons on Campus

*(Replaces current SBCCD BP 3530)*

Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

### References:

Penal Code Sections 626.7, 626.9 and 626.10

### Attachments:

[BP 3530 Weapons on Campus- Comments](#)  
[BP 3530 Weapons on Campus- Legal Citations](#)  
[BP3530 -OLD.pdf](#)

DRAFT





**Origination:** 12/2016  
**Last Approved:** N/A  
**Last Revised:** 03/2018  
**Next Review:** 6 years after approval  
**Owner:** Chancellor's Cabinet  
 Chancellor's Cabinet:  
**Policy Area:** Chapter 3 General Institution  
**References:** Good Practice/Optional

## AP 3530 Weapons on Campus

Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus or at any District center, or in any facility of the District.

Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the District Police Department before taking place.

Any person who believes that he/she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the District Police Department

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been authorized by ~~a District employee~~ Executive Director of Human Resources or designee to have the knife, or is a duly appointed peace officer, who is engaged in the performance of his/her duties, is prohibited on any District campus or at any District Center, or in any facility of the District. Any student or employee who is authorized by the Vice Chancellor of Human Resources or designee to have a knife, including kitchen knives, must exercise caution in using and storing the knife.

### References:

Penal Code Sections 626.9 and 626.10

### Attachments:

[AP 3530 Weapons on Campus - Comments](#)  
[AP 3530 Weapons on Campus - Legal Citation](#)  
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)





Origination:	N/A
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Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Brand New - advised</i>

## AP 6305 Reserves

~~**NOTE:** This procedure, as a procedure separate from Board Policies and from procedures regarding budgeting, is **suggested as good practice.** Local practice may be inserted. Districts must provide for a prudent reserve and may include procedures related to establishing and maintaining reserves.~~

### ~~Sample 1 from another District:~~

#### ~~Reserve Standards~~

- ~~• **General Fund Reserve:** The target reserve is five percent of the Unrestricted General Fund.~~
- ~~• **Contingency Reserve:** A contingency reserve exists in addition to the State mandated General Fund Reserve, affording the District added fiscal flexibility. The target reserve is a maximum of three percent of the Unrestricted General Fund. The contingency reserve is to be used for unanticipated changes in expenditures or revenues when impending changes in operations would result in significant service reductions. Use of the contingency reserve requires a two-thirds positive vote of the Board of Trustees.~~

### ~~Sample 2 from another District:~~

~~The Board of Trustees expects that a fiscally responsible, ending year fund balance should approximate 6% of expenditures and that there should be budgeted additional 2% for campus enhancements.~~

### ~~Sample 3 from another District:~~

~~The District shall have as a high budget priority the appropriation in the final budget of an uncommitted reserve in the unrestricted general fund. The Board of Trustees recognizes the need for cash flow management and the necessity of considering financial uncertainties in the development of the District budget. To this end, the following reserve accounts shall be included in the final budget:~~

#### ~~General Reserves~~

### Reserves

The final budget shall include an unappropriated reserve to ensure that the District will be in a positive cash position at the end of the fiscal year. This reserve shall be ~~(at a minimum) five percent of unrestricted general fund revenues and beginning fund balance and shall not be available for appropriations during the fiscal year~~ no less than the prudent reserve defined by the State Chancellor's Office.

## **Reserve for Emergencies**

The District budget shall also include an appropriation for reserve for economic uncertainties to cover;

1. unanticipated emergencies;
2. unanticipated declines in property tax revenues or other sources of funds;
3. additional program development activities not considered prior to budget adoption. This reserve shall be (at a minimum) three percent (3%) of total unrestricted general fund revenues and beginning fund balance.

The Chancellor is authorized to utilize funds from the emergency fund for urgent situation upon verbal notification to the Board President or, if he/she cannot be reached, any other member of the Board. Any such use of the reserve shall be reported to the Board of Trustees in the next regularly scheduled open session.

## **Sample 4 from another District:**

The Board of Trustees has determined that a reserve of five percent is a minimum reserve to be held in each fiscal year within the Unrestricted General Fund. The reserve is to be calculated by multiplying five percent times the total annual expenditures, including all transfers out of the fund, for each fiscal year.

## **References:**

Budget and Accounting Manual, Chapter 5; Appendix A

***NOTE:** The red ink signifies language that is suggested as good practice and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in is included for consideration.*

## **Attachments:**

No Attachments



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**Owner:** Business & Fiscal Services  
 Business & Fiscal Services  
**Policy Area:** Chapter 6 General Institution  
**References:**

## BP 6320 Investments

*(Replaces current SBCCD BP 6320)*

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by ~~of~~ the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to *Education Code* Section 84030. Investments shall be in accordance with law, including *Government Code* Sections 53600 which states:

*"The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern."*

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

This Policy applies to all funds of the District.

The authority to invest funds not deposited with the San Bernardino County Treasurer is granted to the Chancellor. Authority to manage the investment portfolio and establish written procedures for the operation of the investment program, consistent with applicable law and this Policy, may be delegated at the discretion of the Chancellor.

District funds may be invested in any of the following:

1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of *Government Code* Section 53651, namely:
  - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including

the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.

- b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
  - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
  - d. Registered warrants of California.
  - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.
  - f. State of California notes.
  - g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
  3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to *Government Code* Section 53635.2.
  4. San Bernardino County Treasurer's Office, whenever required by law.

Pursuant to *Government Code* Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, and investment policy and exercising due diligence shall be relieved of personal responsibility of an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The Chancellor, pursuant to *Government Code* Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees. Said report shall detail:

- Investment types
- Names of issuers
- Maturity dates
- Par and dollar amounts invested in each security, investment, and money
- Weighted average maturity of investments

- Any funds being managed by contracted parties
- Market value as of date of report and source of valuation
- Description of compliance with investment policy
- Current market value of funds managed by a consultant

The primary objectives of the District's investment activities shall be:

1. SAFETY

Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.

2. LIQUIDITY

The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.

3. RETURN ON INVESTMENT

The District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

## References:

Education Code Sections 39315, 39317, 81345, 84030; Government Code Sections 50665 *et seq.*, 53387 *et seq.*, 53600 *et seq.*, 53635.2, 53464, 53651, 53820

## Attachments:

- [BP 6320 Investments - Comments](#)
- [BP 6320 Investments - Legal Citations](#)

## Approval Signatures

Step Description	Approver	Date
District Assembly 1st reading	DA District Assembly:	pending
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN] Kelly Goodrich	01/2018 12/2017



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Last Revised:	01/2017
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Policy Area:	Chapter 6 General Institution
References:	

## AP 6320 Investments

*(Replaces current SBCCD AP 6320)*

All funds of the San Bernardino Community College District (SBCCD) deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with Board Policy 6320, and under the direction of San Bernardino County's investment Advisory Committee.

### Ethics and Conflict of Interest

Officers and employees of SBCCD involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials who manage public investments shall file a statement of economic interest disclosing his or her investments, interests in real property and income in accordance with Government Code 87200.

### Acceptable and Prohibited Investments

Funds invested by SBCCD shall be in the following instruments, under the parameters outlined in Government Code Sections 53635, 53601, and 53631.5:

- Negotiable Certificates of Deposit
- Money Market Funds
- Collateralized Bank Deposits
- Time Deposits
- County Pooled Investment Funds

Pursuant to Government Code Section 53601.6, funds of the San Bernardino Community College District shall not be invested in any of the following instruments:

- Inverse Floaters
- Range Notes
- Interest Only Strips
- Any Security That Could Result in ZERO INTEREST ACCRUAL

### Authorized Personnel

The Chancellor, Vice Chancellor of Business & Fiscal Services, or designee shall request approval from the

Board to investment surplus funds.

Both the Chancellor or designee and the Vice Chancellor of Business & Fiscal Services must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,
- Asset allocation and rebalancing; and
- Liquidation of investments.

## Safekeeping and Custody

All security transactions entered into by SBCCD shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the Chancellor and Vice Chancellor of Business & Fiscal Services and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the San Bernardino Community College District as beneficiary.

## Recording and Reconciliation

Investment statements shall be provided to Fiscal Services for review, recording of investment activity, and reconciliation. Journal entries to record investment activity and the reconciliation of the investment statement shall be prepared by an accountant or designee, and approved by the Director of Fiscal Services or designee.

## References:

Government Code Sections 53600 et seq., 87200

## Attachments:

[AP 6320 Investments- Comments](#)

[AP 6320 Investments- Legal Citations](#)





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Policy Area:	<i>Chapter 6 General Institution</i>
References:	

## BP 6340 Bids and Contracts

(Replaces current SBCCD BP 6340)

The authority to sign and execute contracts on behalf of the San Bernardino Community College District (SBCCD) is vested in the Board of Trustees (the Board). This authority can only be delegated by Board action.

The ~~Board of Trustees delegates to the~~ Chancellor ~~the authority to enter into~~ shall establish administrative procedures for bids and contracts ~~on behalf of the District and to establish administrative procedures for contract awards and management~~, subject to the following:

- ~~• While approval authority of contracts may be delegated by the Board, payments on contracts may not be authorized until the contract is ratified by the Board.~~
- ~~• Contracts for work to be done, services to be performed or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.~~
- ~~• When bids are required according to Public Contract Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.~~

~~If the Chancellor concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.~~

~~If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Chancellor is authorized to proceed with a contract.~~

- The Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current year shall be published on the Business Services webpage. Any contract to procure goods and or services (excluding construction and public works) which meets or exceeds the formal bid limit shall require pre-approval by the Board of Trustees to constitute an enforceable agreement.
- In accordance with PCC Section 17605, Section 22034(c) and Section 81656, the Board of Trustees delegates authority to sign, execute, and legally bind contracts less than the formal bid limits mentioned above, to the named agents on the authorized signature list. Such contracts shall not require Board approval, but shall be sent to the Board as an information item every 60 days.
- When bids are required according to PCC Section 20651, SBCCD shall award each such contract to the



lowest responsible bidder who meets the specifications published by SBCCD and who shall give such security as SBCCD requires, or reject all bids. SBCCD may award a contract to the lowest responsible bidder on the basis of best value as specified by the type of bid.

- The Board has adopted the Uniform Construction Cost Accounting Procedures under PCC Section 22000 et seq. for the bidding of public works projects. In addition, pursuant to PCC Sections 20101 et seq., the Board has adopted a district-wide Pre-Qualification Program that when applicable provides for the pre-qualification of bidders based on a uniform system of rating. See AP 6345 titled Bids and Contracts – Construction.
- If the best interests of SBCCD will be served by a contract, lease, or purchase order through any other public corporation or agency in accordance with PCC Section 20652, the Chancellor is authorized to proceed with a contract.  
Board members, employees and consultants of the District must not participate or attempt to influence decisions to procure or contract for goods or services if he or she has a financial interest in the decision. See BP 2710 titled Conflict of Interest.

## References:

Education Code Sections 81641 , et seq.

Public Contract s Code Sections 20650 , et seq. ;

Government Code Section 53060 ACCJC Accreditation Standard III.D.16; 2 Code of Federal Regulations Part 200.318

## Attachments:

[AP 6340 Bids & Contracts.docx](#)  
[BP 6340 Contracts - Comments](#)  
[BP 6340 Contracts - Legal Citations](#)  
[BP6340 -OLD.pdf](#)



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Policy Area:	<i>Chapter 6 General Institution</i>
References:	

## AP 6340 Bids and Contracts

*(Replaces current SBCCD AP 6340)*

- ~~From current SBCCD AP 6340 titled Contracts~~

### ~~GENERAL CONTRACTS~~

#### GENERAL CONTRACT PROCEDURES

General contract procedures (parts A through G) are applicable to all types of contracts and agreements – including contracts for goods and non-professional services, professional services, and construction and public works projects.

#### ~~Authority to Contract~~

~~The authority to contract for goods and/or services is vested in the Board of Trustees. Authority to contract prior to Board ratification may be delegated by the Board. However, all contracts and/or agreements require Board approval or ratification for payments to be processed. The authority to contract includes the amendments, extensions or addendums. The Board shall designate those individuals who are authorized to sign contracts. Contracts and/or agreements signed by any individual other than those authorized by the Board are not valid or binding on the District. All contracts are subject to the requirements of federal and state codes and regulations. All contracts are between the San Bernardino Community College District and the contracting agency. Individual colleges, programs or departments may not directly enter into a contract agreement.~~

- ~~1. While approval authority may be delegated by the Board, payments on contracts may not be authorized until the contract is ratified by the Board.~~
- ~~2. Contracts that exceed the amounts specified in Public Contract Code 20651 shall require prior approval by the Board.~~
- ~~3. Contracts for fiscal audit, legal services, and other professional services/consultants shall require prior approval by the Board except in the unusual situation that it is deemed in the best interest of the District by the Chancellor to retain said services on an emergency basis prior to a Board meeting. Any such contract issued under these circumstances shall be brought forward to the Board of Trustees for formal approval at the next available Board meeting.~~
- ~~4. Except as defined in numbers 2 and 3 above, contracts shall not require prior approval by the Board and shall be presented at the next available Board meeting for ratification.~~

#### A. Authority to Contract

The authority to sign and execute contracts on behalf of the District is vested in the Board of Trustees. The Board delegates authority to sign and execute contracts less than the formal bid limits set in Public Contract Code, to the named agents on the authorized signature list. The authority to contract includes the amendments, extensions or addendums. Contracts and/or agreements signed by any individual other than those authorized by the Board are not valid or binding on SBCCD. All contracts are between the San Bernardino Community College District and the contracting agency. Individual colleges, programs or departments may not directly enter into a contract or agreement.

**B. Board Approval**

The following contracts require approval by the Board of Trustees to constitute an enforceable agreement:

- Any contract to procure goods or services (excluding construction and public works) which meets or exceeds the formal bid limit set annually by the Board of Governors. The formal bid limit for the current year is published on the Business Services webpage.

- Any contract for construction or public works project which is over the formal bid limit for public works projects.

Contracts under the formal bid limits require approval by one of the authorized district officers, and does not require approval by the Board to be legally enforceable.

**C. Contract Review and Approval**

All contracts are reviewed and processed ~~for Board approval or ratification through the District by~~ Business ~~Office~~ Services. All contracts are subject to the requirements of federal and state codes and regulations. Contracts may require additional legal review. Review procedures must be completed before any contract is ~~submitted for approval~~ executed by an authorized signatory.

Any unauthorized individual who signs a contract or agreement will be personally responsible for the value of the contract.

**D. Supporting Documentation**

Contracts submitted for ~~review and approval~~ consideration should be accompanied by a purchase requisition if appropriate. Contracts for construction, transportation, or large scale maintenance may require a certificate of liability insurance, certificate of Workers' Compensation coverage, permits, licenses, or bonds.

**E. Contract Format/Negotiations**

~~The District~~ Business ~~Office~~ Services can provide assistance in developing a contract. Contracts must be prepared with great care and protect ~~the District~~ SBCCD in its dealings. Some contracts require negotiations as to the terms and conditions of the contract between ~~the District~~ SBCCD and the contracting agency. Many vendors use their own contract format that is always subject to review and/or modification by either party prior to ~~approval~~ execution.

**F. Subsequent Changes to Contracts**

Any change or alteration of a contract will be done in writing and the cost agreed upon between SBCCD and the contractor. SBCCD may authorize the contractor to proceed with performance of the change or alteration without the formality of securing bids, if the cost so agreed upon does not exceed the greater of the amount specified in Public Contract Code Section 20651 or 20655, whichever is applicable to the original contract, or ten percent (10%) of the original contract price.

**G. Duration of Continuing Contracts for Services and Supplies**

Continuing contracts for work or services furnished to SBCCD are not to exceed five (5) years. Contracts for materials and supplies are not to exceed three (3) years.

## Limits

~~Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:~~

- ~~• Purchase of goods or services up to the [limits set out in the Public Contract Code] will require documented quotes.~~
- ~~• Purchase of goods or services in excess of the [limits set out in the Public Contract Code] will require formal advertised bids.~~

~~In securing bids or quotations, the District will avoid acquisition of unnecessary or duplicative items. Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award.~~

## Bid Specifications

~~Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.~~

## Notice Calling for Formal Advertised Bids

~~The District shall publish at least once a week for two weeks in a newspaper of general circulation published within the District or if there is no such paper, then in some newspaper of general circulation, circulated in the county, [and may post on the District's web site or through an electronic portal,] a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.~~

~~Bid and contract forms shall be prepared and maintained by [insert designated office or position]. All applicable statutory provisions and board policies shall be observed in preparation of the forms.~~

~~The [insert designated position] shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.~~

~~All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.~~

~~When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.~~

~~[Designate position or office] shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.~~

~~[Designate position or office] shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that~~

~~contractor plan room.~~

~~When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.~~

## ~~Awarding of Bids and Contracts Awards~~

~~The awarding of bids and contracts shall be subject to the following conditions:~~

- ~~• Any and all bids and contract proposals may be rejected by the District.~~
- ~~• All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.~~
- ~~• Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.~~
- ~~• Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. The District reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.~~
- ~~• For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the governing board in accordance with this section.~~
- ~~• "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.~~

## ~~Purchase without Advertising for Bids~~

~~The [Chief Business Officer or Chief Facilities Officer or designee] is authorized to make purchases from firms holding public agency county contracts without calling for bids where it appears advantageous to do so.~~

~~The [Chief Business Officer or Chief Facilities Officer or designee] may, without advertising for bids within the same [county, city, town or district], purchase or lease from other public agencies materials or services by authorization of contract or purchase order.~~

~~The [Chief Business Officer or Chief Facilities Officer or designee] may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services.~~

~~The [Chief Business Officer or Chief Facilities Officer or designee] is authorized to make purchases with a value between \$5,000 and \$250,000 from a certified small business, microbusiness, or disabled veteran business enterprise.~~

## ~~Duration of Continuing Contracts for Services and Supplies~~

~~Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.~~

## ~~Emergency Repair Contracts without Bid~~

~~When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the [designate position] may make a contract in behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.~~

## ~~Unlawful to Split Bids~~

~~It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.~~

## ~~Kindergarten-University Public Education Bond Act Projects~~

~~For projects funded by 2002, 2004, or 2006 Bond Funds, the [designate position] will initiate and enforce, or contract with a third party to initiate and enforce, a labor compliance program for that project under Labor Code Section 1771.7. The program will include:~~

- ~~• Appropriate language concerning the wage requirements of Labor Code Sections 1720 et seq. in all bid invitations and public works contracts.~~
- ~~• A pre-job conference with the contractor and subcontractors to discuss applicable federal and state labor law requirements.~~
- ~~• Project contractors and subcontractors shall be required to maintain and, at designated times, furnish certified copies of weekly payroll containing a statement of compliance signed under penalty of perjury.~~
- ~~• The District shall review, and if appropriate audit, the payroll records of the employees of the contractor and/or subcontractor. The review and audit shall be conducted by [designate position] or an independent third party, but not the third party with whom the District contracts to initiate and enforce a labor compliance program under Labor Code Section 1771.7.~~
- ~~• If an investigation establishes that an underpayment of wages has occurred, the District shall withhold any contract payments, equal to the amount of underpayment and any applicable penalties.~~
- ~~• The [designate position] shall transmit a written finding that the District has initiated and enforced, or has contracted with a third party to initiate and enforce, the required labor compliance program, to the Director of the Department of Industrial Relations or any successor agency that is responsible for the oversight of employee wage and work hour laws.~~

## ~~CONSULTING SERVICES (Also see AP 6370 titled Contracts – Personal Services)~~

### ~~A. Definition~~

~~A consultant is an individual or firm who is responsible to the District for the results of certain work but is not subject to the District's control as to the means and methods of accomplishing the results. A consultant is an independent contractor who receives no District-paid benefits, is not covered by District insurances, generally provides all tools and materials, has a place of business and a business listing in a directory where the services are offered to the general public, agrees to perform specific services for a~~

~~fixed price and is free to work for one or more clients during any given period.~~

**B. Conflict of Interest**

~~The District will not complete a contract with a consultant with the intent of delegating decision making authority on behalf of the District. In the event that an extenuating condition exists where a consultant is given this authority, they will be subject to compliance with the conflict of interest regulations of the District by filing an appropriate "Conflict of Interest Form.~~

**C. Employees as Consultants**

~~An individual cannot be both a District employee and an independent contractor with the District at the same time unless it can be clearly demonstrated that the work being performed as a consultant has no relationship to work being performed as a District employee and such work cannot be construed as falling within the broad definition of the individual's job description or classification as an employee. Any District employee hired as a consultant on a District related project is considered an "employee" for payroll purposes and payment for services is subject to appropriate tax withholding.~~

**D. Contracts**

~~Each consultant will have an approved agreement or contract on file in the District Business Office prior to beginning the service that has been negotiated through the District's contracting process.~~

## References:

### BID REQUIREMENTS – GOODS & NON-PROFESSIONAL SERVICES

**I. Applicable Contracts**

The bidding requirements in Section I to IX of this Administrative Procedure are only applicable to contracts for goods and non-professional services. This includes:

- (i.) Equipment, materials, or supplies to be furnished, sold, or leased to SBCCD;
- (ii.) Services (excluding construction services, professional services, insurance services, and work done by day labor or by force account pursuant to PCC Section 20655); and
- (iii.) Repairs, including maintenance as defined in PCC Section 20656, that are not public projects as defined in PCC Section 22002(c).

**II. Bid Limits**

If a contemplated expenditure is less than the formal bid limit set annually by the Board of Governors, please refer the purchasing procedures in AP 6330 titled *Purchasing*.

If a contemplated expenditure meets or exceeds the formal bid limit set annually by the Board of Governors, a formal bid, request for proposal, or other formal solicitation process must be utilized.

**NOTE:** The formal bid limit is annually adjusted by the Board of Governors as required by PCC Section 20651(d);

**III. Bid Specifications**

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

**IV. Notice Calling for Formal Advertised Bids**

Pursuant to PCC Section 20112, SBCCD shall publish at least once a week for two weeks in a newspaper of general circulation published within SBCCD or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on SBCCD's web site or through an electronic portal, a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened. Whether or not bids are



opened exactly at the time fixed in the public notice for opening bids, a bid shall not be received after that time. SBCCD may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by Business Services. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

Business Services shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of SBCCD, any certified or cashier's check received shall be returned to the respective bidder.

Business Services shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and materiel personnel may examine the specifications and drawings.

Business Services shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room. When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

#### **V. Awarding of Bids and Contracts**

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by SBCCD.

- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.

- Solicitations using a Request for Proposal (RFP), Request for Qualifications (RFQ), and Request for Information (RFI) are based on best value and not based solely on lowest priced proposal.

- When formal bidding is required, the award of bid shall be presented to the Board along with a tabulation of the bids received in reasonable detail.

- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. SBCCD reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.

- For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the governing board in accordance with this section.

- "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board of Trustees, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.

- Conflict of Interest. Board members and employees of SBCCD are prohibited from participating in the bid evaluation and selection process if he or she has a relationship with or financial interest in any of the bidders. When a Bid Evaluation & Selection Committee is established, all members of the committee will



be required to complete a disclosure form prior to participation in the bid evaluation and selection process. The Business Manager will collect and review all disclosure forms for potential conflicts of interest.

**VI. Purchase without Advertising for Bids**

The Business Manager is authorized to make purchases from firms holding public agency contracts without calling for bids where it appears advantageous to do so. The Business Manager may, without advertising for bids, purchase or lease from other public agencies materials or services by authorization of contract or purchase order. The Business Manager may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services, California Multiple Award Schedule (CMAS), Western States Contracting Alliance (WSCA) with California endorsement, Foundation for California Community Colleges (FCCC) and other approved purchasing cooperatives, for goods and services as listed in the approved agreements.

**VII. Emergency Repair Contracts without Bid**

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Business Manager may make a contract on behalf of SBCCD for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.

**VIII. Unlawful to Split Bids**

Pursuant to PCC Section 20657, it shall be unlawful to split or separate into smaller work orders, purchase orders, contracts, or projects any work, project, service, or purchase for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

**IX. Employees as Independent Contractors**

An individual cannot be both an SBCCD employee and an independent contractor with SBCCD at the same time unless it can be clearly demonstrated that the work being performed as an independent contractor has no relationship to work being performed as an employee of SBCCD and such work cannot be construed as falling within the broad definition of the individual's job description or classification as an employee. Any SBCCD employee engaged as an independent contractor is considered an "employee" for payroll purposes and payment for services is subject to appropriate tax withholding.

**References:**Education Code Sections 88003.1, 81641 et seq.:

Government Code Section 53060;

~~Education Code Sections 81641 et seq.;~~

~~Government Code Section 53060;~~

~~Public Contract Code Sections 20103.7, 20112, 20650 et seq., and 22000 et seq.;~~

~~Labor Code Sections 1770 et seq.~~

~~ACCJC Accreditation Standard III.D.16~~Public Contract Code of Federal Regulations Part 200Sections 20103.348-7, 20112, 20650 et seq., and 22000 et seq.:

Labor Code Sections 1770 et seq.

ACCJC Accreditation Standard III.D.16

**Approved: 3/17/11**

**Revised:**

**Attachments:**

- AP 6340 Bids & Contracts.docx
- AP 6340 Bids and Contracts - Comments
- AP 6340 Bids and Contracts - Legal



**Origination:** 06/2004  
**Last Approved:** N/A  
**Last Revised:** 04/2017  
**Next Review:** 6 years after approval  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:**

## BP 7100 Commitment to Diversity

*(Replaces current SBCCD BP 7100)*

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

The District commits to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all programs. The District recognizes the rights of all individuals to mutual respect; acceptance of others without biases based on differences of any kind. The District makes a commitment to individual and organizational efforts to build respect, dignity, fairness, caring, equality, and self-esteem. The District acknowledges and honors the fundamental value of all individuals and pledges to create and maintain an environment that respects diverse traditions, heritages, and experiences.

This policy is consistent with the requirements and objectives set forth by the President's Order #11246 as amended by 11275 and 11478 by Revised Order Number 5 and amended, Title IX of the Education Amendment of 1972 and other Federal and State laws.

### References:

Education Code Sections 87100 et seq.;  
 Title 5 Sections 53000 et seq.

### Attachments:

- [BP 7100 Commitment to Diversity- Comment](#)
- [BP 7100 Commitment to Diversity- Legal Citations](#)

### Approval Signatures

Step Description	Approver	Date
Chancellor's Cabinet	Chancellor's Cabinet	pending
Chapter owners are notified	Kristina Hannon	02/2018



**Origination:** 08/2016  
**Last Approved:** N/A  
**Last Revised:** 08/2016  
**Next Review:** 6 years after approval  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:** Brand New - optional

## AP 7100 Commitment to Diversity

**The District demonstrates its commitment to diversity by:**

- Complying with all federal, state, and local laws and regulations regarding equal employment and discrimination in employment.
- Maintaining and abiding by the provisions of the District Equal Employment Opportunity Plan.
- Maintaining and abiding by the provisions of the Student Equity Plan.
- Employing qualified administrators, faculty and staff who are dedicated to student success across a diverse study body.
- Recruiting and retaining faculty and staff that reflect the diversity of the communities within the District.
- Fostering participation and respect for differences.
- Providing professional development opportunities for faculty and staff, related to equity, inclusion, and diversity.
- Designating specific persons within the District who are given positional authority and responsibility for consultation, oversight, and decision-making with regard to equity, inclusion, and diversity.
- Identifying and correcting barriers within organizational systems.
- Facilitating opportunities that result in effective and meaningful participation.
- Creating ideas and solutions built on a range of perspectives.

### References:

Education Code Sections 87100 et seq.

Title 5 Sections 53000 et seq.

### Attachments:

No Attachments

### Approval Signatures

Step Description	Approver	Date
Chancellor's Cabinet	Chancellor's Cabinet	pending
Chapter owners are notified	Kristina Hannon	03/2018



**Origination:** 10/2007  
**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:** Legally Required

## BP 7400 Travel

(Replaces current SBCCD BP 7400)

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

All travel outside the state of California and with expenses over \$1,000 must be approved in advance by the Board.

### Reference:

Education Code Section 87032; [Government Code Section 11139.8](#)

### Attachments:

- [BP 2735 Board Member Travel.docx](#)
- [BP 7400 Travel- Comments](#)
- [BP 7400 Travel- Legal Citations](#)
- [SBCCD - Overview for Legal Update 31 Final Version.docx](#)

### Approval Signatures

Step Description	Approver	Date
Chancellor's Cabinet	Chancellor's Cabinet	pending
Chapter owners are notified	Kristina Hannon	02/2018



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Human Resources Human Resources
Policy Area:	Chapter 7 Human Resources
References:	Legally Advised

## AP 7400 Travel

(Replaces current SBCCD AP 7400)

### A. Definition

Travel includes:

1. Attendance at workshops, seminars, conventions, conferences, or other meetings of interest to the District; and/or
2. The required use of a personal vehicle in the performance of an employee's duty.

### B. Approval

1. Any travel, which involves reimbursable expenses in excess of \$1,000 and all travel outside of California shall be approved by the Board of Trustees prior to the onset of the travel.
2. Travel within the state with reimbursable expenses of \$1,000 or less must be approved by the College President or designee for campus employees, or the Chancellor or designee for District site employees. Travel for the Chancellor must be approved by the Board President or other designated Board member subject to the above conditions.
3. Any exception must be approved by the Chancellor or designee for employees and the Board President or designee for the Chancellor.

### C. Request for Conference Attendances

If travel involves costs to the District other than mileage or the employee's salary while absent from work, a "Request for Conference Attendance" Form shall be prepared by the employee and shall include a detailed cost estimate. Upon approval of conference attendance request, a purchase requisition must be prepared at 100% of estimated travel expenses. Travel costs must be fully funded at time of request.

### D. Travel Advances

1. A travel advance must be requested on the Travel Form (AC-10) and requires approval by the Chancellor or designee. A travel advance shall not exceed 80% of the anticipated expenses unless conference literature, travel registrations, and hotel brochures indicate actual cost, in which case a request for 100% will be considered, upon written request.
2. If travel requires Board approval, advance request will not be processed until approval by Board of Trustees.
3. All advances must be followed by a resubmission of the Travel Form (AC-10) within thirty (30) days

from completion of travel whether or not the claim exceeds the advance. If an advance exceeds actual cost, the claimant shall reimburse the District for the excess within thirty (30) days. Claims submitted to accounts payable after 30 calendar days from completion of travel may be denied.

4. No advance may be allowed if the Travel Form for a previous advance was not filed within the allotted thirty (30) days or if a prior advance has not been resolved.

#### **E. Travel Claims**

1. Whenever travel is properly authorized and costs are incurred, a claim may be filed using a Travel Form (AC-10) which shows in detail all expenditures incurred. Itemized receipts for eligible expenses must be attached to the claim form.
2. The claimant shall certify by signing the Travel Form (AC-10) that all amounts claimed were actual and necessary, that the expenses were for the benefit of the claimant only and only allowable expenses are included. Claims shall be filed within thirty (30) calendar days after return from travel. Claims submitted to accounts payable after 30 calendar days may be denied.
3. A receipt may be one of the following:
  - An itemized invoice or bill stamped PAID by the vendor;
  - A photocopy of a cancelled check showing both front and back may be used provided itemization is attached;
  - An itemized receipt or invoice prepared by the party furnishing the material or service, showing the amount of money received.

#### **F. Mileage**

Please refer to AP 7450 for mileage rate and calculation.

#### **G. Meals**

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](http://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.

#### **H. Lodging**

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Itemized bills, showing all charges with proof of payment is required.

Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.

#### **I. Transportation**

Private or other mode of transportation shall not exceed the lowest cost of air transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge and road tolls, mileage for one round trip to nearest airport, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized on claim forms. Receipt is required.

**J. Registration/Conference Fees**

Registration fees are authorized. Conference fees for business related events only shall be reimbursed. Receipts are required.

**K. Porterage**

Reasonable porterage or baggage handling costs are allowed. Receipt is required.

**L. Incidentals**

Other incidental minor costs, as claimed, may be approved by the Chancellor, or his designee, provided such other costs are explained in detail and do not include personal expenses, such as toothpaste, razor blades, or laundry. Receipt is required.

**M. Telephone and/or Internet**

Telephone and/or Internet expenses are permitted for college business purposes only. Receipt is required.

**N. Unallowable Travel Expenses**

Travel expenses which are not "actual and necessary" shall not be reimbursed. Examples are alcohol, movie rentals, personal phone calls and fees for social/recreational activities.

**Reference:**

Education Code Section 87032; ~~Updated per Legal Update #31~~

**Attachments:**

[AP 2735 Board Member Travel.docx](#)

[AP 7400 Travel- Comments](#)

[AP 7400 Travel- Legal Citations](#)

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)





Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: N/A  
 Owner: *Human Resources Human Resources*  
 Policy Area: *Chapter 7 Human Resources*  
 References:

## BP 7500 Volunteers

~~(Replaces current SBCCD BP 7500)~~ From current SBCCD BP 7500 titled Volunteers

**NOTE:** *This policy is unique to the SBCCD.*

- **From current SBCCD BP 7500 titled Volunteers**

The Chancellor will set forth the conditions for screening persons who wish to volunteer their time to assist the District in its activities.

### Reference:

No specific reference

### Attachments:

- [BP 7500 Volunteers - Comments](#)
- [BP 7500 Volunteers - Legal Citations](#)

DRAFT





Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Legally Advised</i>

## AP 7500 Volunteers

### Purpose and Scope

The purpose of this procedure is to outline the District policy on volunteers. Each volunteer is subject to the screening process set forth in this policy, with the following exceptions:

- volunteers serving in single day college events.
- individuals serving as volunteers in Associated Student Organization (ASO) officer positions at the colleges. ASO officers are not entitled to defense and indemnity by the District.

The ~~[designate position]~~ Executive Director of Human Resources or designee may authorize suspension of the screening process when he/she believes that this process is not necessary for the volunteers serving in the particular event.

### General

The District may enter into agreements with outside organizations to provide volunteers to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the District from liability in connection with the volunteer services.

Volunteers serve the District in an "at will" capacity. The District may terminate a volunteer's services for any reason or no reason at all.

Pursuant to Government Code Section 3119.5, no person aged 60 years or older may be excluded from volunteer service if the person is physically, mentally and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations or the technical standards that govern his/her area of volunteer responsibility.

Volunteers may not be used in lieu of classified employees. The District may not refuse to employ a person in a vacant classified position and use volunteers instead, nor may it abolish any classified positions and use volunteers instead.

### Screening

The District ~~[shall/may]~~ shall use a written application form that requires, at a minimum, the volunteer's name, address, phone number and history of convictions.

A volunteer's service record shall be maintained by the District.

Subject to the limitations of this policy, employees assigned to other positions within the District may serve as volunteers during off-hours.

Fingerprints of each volunteer may be required. Volunteers with on-going assignments and volunteers who interact with minors shall be required to provide a complete set of fingerprints for the purpose of running a criminal background check.

No person may serve as a volunteer in the District if:

- He/she has been convicted of or if he/she has charges pending which pertains to any sex offense (as defined in Education Code Section 87010), or controlled substance offense (as defined in Education Code Section 87011).
- He/she has been convicted of a crime and the ~~designate position~~ [Executive Director of Human Resources or designee](#) determines that: the nature of the crime is too serious to serve as a volunteer; the crime was too recent; and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
- He/she has a health condition that would preclude him/her from satisfactorily performing essential duties of the position.
- He/she makes a false statement or omits a statement as to any material fact on the application form.

## Incidental Expenses

Persons serving without pay as volunteers may receive reimbursement for incidental expenses.

## Benefits

Volunteers are employees of the District only for the purpose of worker's compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the District. With the exception of worker's compensation (Education Code Section 72401), volunteers shall serve without any type of compensation or any other benefits granted to district employees. Volunteers shall not be entitled to defense and indemnity from the District.

## Reference:

Education Code Sections 72401, 87010, 87011, and 88249; Government Code Section 3119.5

## Attachments:

[AP 7500 Volunteers - Comments](#)  
[AP 7500 Volunteers - Legal Citations](#)  
[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, Senior Executive Assistant

**DATE:** July 12, 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 - July 2018**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEPARTMENT</b>	<b>DETAILS OF THE SERVICE</b>	<b>RECOGNIZED BY</b>
<b>DISTRICT</b>				
Baron	Bruce	Office of the Chancellor	Thank you for supporting the first annual district-wide All Secretaries Retreat. It was a wonderful team building workshop that required teamwork, communication, problem solving, creativity and the ability to strategize to succeed. It was well received and a huge morale booster too!!	Stacey Nikac, Debby Gallagher, Cyndie St. Jean
Morden	Erik	SBVC, Food Service	Thank you, and your staff, for providing the food service for the district-wide All Secretaries Retreat. We appreciated the wonderful service and the variety of dishes, plus the tasty deserts. Everything was delicious and we all enjoyed it!	Stacey Nikac, Debby Gallagher, Cyndie St. Jean
Perez	Janet	Human Resources	Mrs. Perez has been extremely helpful to our faculty and staff while transitioning to the ADP payroll reporting system. Janet has a bubbly personality and serves as an ambassador of our district H.R. department. Thanks Janet!!	Dr. Graig Luke
Rodriguez	Diana	SBVC, President's Office	Thank you for supporting the first annual district-wide All Secretaries Retreat. It was a wonderful team building workshop that required teamwork, communication, problem solving, creativity and the ability to strategize to succeed. It was well received and a huge morale booster too!!	Stacey Nikac, Debby Gallagher, Cyndie St. Jean
Rychevic	Susan	Fiscal Services	Thank you for your assistance in Oracle. Your knowledge, help and professionalism is very appreciated.	Shari Blackwell
Scott	Latoya	Business Services	Latoya went out of her way to help me access my ADP payroll site on the computer that we both share.	Dan Kelly

**Caring Hands Applause Cards - July 2018**

Strong	Mike	CHC, VPAS	Thank you for supporting the first annual district-wide All Secretaries Retreat. It was a wonderful team building workshop that required teamwork, communication, problem solving, creativity and the ability to strategize to succeed. It was well received and a huge morale booster too!!	Stacey Nikac, Debby Gallagher, Cyndie St. Jean
<b>CRAFTON HILLS COLLEGE</b>				
Barra	Vicky	Student Services	Vicky is the organizational chart QUEEN! Thank you so much for your hard work creating a colorful one page organizational chart for CHC. You are amazing and SO APPRECIATED! Thank you Vicky.	Cyndie St. Jean
Bender	Mary	Career Education and Human Development	Mary is a gem. She is a pleasure to work with time and time again. I came back from leave and she made sure I was informed of new information that was passed out when I came back. She is a very hard worker and smiles while doing it.	Paige Dulay-Vega
Carrillo	Minerva	Custodial	Minerva has been doing an excellent job for us in the PSAH building this summer. We are really lucky to have her with us. The building has never felt better. She works hard every day and always maintains a smile. Thank you Minerva.	Daniel Rojas III
DiBartolo	Cheryl	Anthropology	I've had two classes with this professor and she has been one of the best educators I've ever had. Her teaching is clear, her class scheduling/management works perfectly with my learning style, and she made a new subject a joy to learn.	Student
Miranda	Quetzalli	Transfer/Career Center	Quetzalli has been a wonderful part of our center and such a creative, hardworking individual that has helped this place bloom. We are truly going to miss her, but are so excited for her future successes.	Brandice Mello



## **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:** July 12, 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 June 20, 2018. As of that date, SBCCD was 97.2% through the fiscal year and had spent and/or encumbered approximately 85% 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 06/04/2018

\*Includes Credit, Enhanced and Non-Credit FTES

### San Bernardino Valley College

	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
GRAND TOTAL	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	23,775,607	23,775,607	
	Summer 2	2,591,108	2,941,358	2,565,352	
	<b>FY 2017-18</b>	<b>\$ 54,552,657</b>	<b>\$ 55,821,084</b>	<b>\$ 55,443,017</b>	●

### Crafton Hills College

	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
TOTAL FTES*	Spring 2017	\$ 139,083	\$ 139,083	\$ 139,083	
	Summer 2017	2,084,199	2,085,623	2,085,623	
	Fall 2017	10,936,288	11,070,117	11,070,117	
	Spring 2018	10,276,861	10,235,582	10,235,582	
	<b>FY 2017-18</b>	<b>\$ 23,436,430</b>	<b>\$ 23,530,406</b>	<b>\$ 23,530,406</b>	●

### SBCCD Total

	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
GRAND TOTAL	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	35,164,099	35,162,038	
	Spring 2018	33,349,743	34,011,190	34,011,190	
	Summer 2	2,591,108	2,941,358	2,565,352	
	<b>FY 2017-18</b>	<b>\$ 77,989,087</b>	<b>\$ 79,351,490</b>	<b>\$ 78,973,423</b>	●





## Budget Revenue & Expenditure Summary

Year to Date 06/20/2018

	97.2% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund	\$146,760,369	\$ 132,359,974	90.2%	\$150,294,588	\$127,797,844	85.0%	
21 Bond Interest & Redemption	\$ 25,703,480	\$ 15,767,150	61.3%	\$ 29,169,261	\$ 20,274,936	69.5%	Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.
41 Capital Outlay Projects	\$ 2,813,992	\$ 3,401,052	120.9%	\$ 8,459,500	\$ 6,118,831	72.3%	
42 Bond Construction	\$ -	\$ 92,103	n/a	\$ 9,328,504	\$ 6,271,713	67.2%	
59 FCC Auction Proceeds	\$157,113,171	\$ 158,075,386	100.6%	\$ 4,500,000	\$ 26,514,327	589.2%	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
68 Retiree Benefit	\$ 261,000	\$ 20,152,277	7721.2%	\$ 371,234	\$ 275,066	74.1%	\$20 million transferred from Fund 59 for STRS/PERS investment.
72 Child Development	\$ 3,219,204	\$ 2,661,458	82.7%	\$ 3,219,116	\$ 2,848,411	88.5%	
73 Student Body Center Fee	\$ 285,750	\$ 253,513	88.7%	\$ 285,750	\$ 260,140	91.0%	
74 KVCR	\$ 4,363,232	\$ 5,759,964	132.0%	\$ 4,837,506	\$ 5,511,135	113.9%	
76 KVCR Educational Foundation	\$ 2,923,438	\$ 1,632,272	55.8%	\$ 2,923,437	\$ 1,799,640	61.6%	
78 Self Insurance-Liability	\$ 550,000	\$ 558,530	101.6%	\$ 765,000	\$ 656,744	85.8%	
79 EDCT Foundation	\$ 493,996	\$ 418,302	84.7%	\$ 513,996	\$ 454,664	88.5%	
82 FNX	\$ 2,113,290	\$ 2,988,188	141.4%	\$ 2,113,290	\$ 2,244,478	106.2%	
84 Workers Compensation	\$ 1,325,000	\$ 1,278,417	96.5%	\$ 1,110,000	\$ 1,033,786	93.1%	



## Budget Revenue & Expenditure Summary

Year to Date 06/20/2018



**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
<b>Fund 01 GENERAL FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	2,863,219.66	993,549.49	993,549.49	34.70%	44,715.00	1,824,955.17	63.74%
Other State Revenue (860000 to 869999)	107,841,725.65	92,485,007.37	92,485,007.37	85.76%	(44,715.00)	15,401,433.28	14.28%
Other Local Revenue (880000 to 889999)	35,845,423.38	40,424,669.73	40,424,669.73	112.77%	(1,767,476.50)	(2,811,769.85)	(7.84%)
All Other Financing Sources (890000 to 897999)	0.00	12,826.55	12,826.55	100.00%	-	(12,826.55)	0.00%
Interfund Transfers In (898000 to 898999)	210,000.00	211,397.00	211,397.00	100.67%	-	(1,397.00)	(0.67%)
<b>Total Revenue</b>	<b>146,760,368.69</b>	<b>134,127,450.14</b>	<b>134,127,450.14</b>		<b>(1,767,476.50)</b>	<b>14,400,395.05</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	42,968,325.98	40,881,309.29	40,881,309.29	95.14%	-	2,087,016.69	4.86%
Classified Salary (200000 to 299999)	30,532,881.33	28,759,876.10	28,759,876.10	94.19%	(7,754.57)	1,780,759.80	5.83%
Employee Benefit (300000 to 399999)	24,389,252.64	21,906,081.15	21,906,081.15	89.82%	(3,121.26)	2,486,292.75	10.19%
Books and Supplies (400000 to 499999)	3,454,914.55	1,858,151.41	1,858,151.41	53.78%	498,173.42	1,098,589.72	31.80%
Services and Operating Expenditures (500000 to 599999)	39,701,019.21	21,547,382.72	21,547,382.72	54.27%	5,316,074.18	12,837,562.31	32.34%
Capital Outlay (600000 to 699999)	6,488,537.03	2,664,886.49	2,664,886.49	41.07%	1,961,866.75	1,861,783.79	28.69%
Other Financing Uses (700000 to 729999)	210,000.00	210,000.00	210,000.00	100.00%	-	0.00	0.00%
Interfund Transfers Out (730000 to 739999)	971,487.00	971,487.00	971,487.00	100.00%	-	0.00	0.00%
Other Financing Uses (740000 to 769999)	1,578,170.16	883,905.45	883,905.45	56.01%	349,525.62	344,739.09	21.84%
<b>Total Expenditure</b>	<b>150,294,587.90</b>	<b>119,683,079.61</b>	<b>119,683,079.61</b>		<b>8,114,764.14</b>	<b>22,496,744.15</b>	
<b>Total Fund 01 GENERAL FUND</b>	<b>(3,534,219.21)</b>	<b>14,444,370.53</b>	<b>14,444,370.53</b>		<b>(9,882,240.64)</b>	<b>(8,096,349.10)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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
<b>Fund 21 BOND INTEREST AND REDEMPTIONF</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	225,744.00	33,383.28	33,383.28	14.79%	-	192,360.72	85.21%
Other Local Revenue (880000 to 889999)	25,477,736.00	14,257,143.50	14,257,143.50	55.96%	-	11,220,592.50	44.04%
All Other Financing Sources (890000 to 897999)	0.00	1,476,622.81	1,476,622.81	100.00%	-	(1,476,622.81)	0.00%
<b>Total Revenue</b>	<b>25,703,480.00</b>	<b>15,767,149.59</b>	<b>15,767,149.59</b>		<b>-</b>	<b>9,936,330.41</b>	
<b>Expenditure</b>							
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%
<b>Total Expenditure</b>	<b>29,169,260.70</b>	<b>20,274,936.20</b>	<b>20,274,936.20</b>		<b>-</b>	<b>8,894,324.50</b>	
<b>Total Fund 21 BOND INTEREST AND REDEMPTIONF</b>	<b>(3,465,780.70)</b>	<b>(4,507,786.61)</b>	<b>(4,507,786.61)</b>		<b>-</b>	<b>1,042,005.91</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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
<b>Fund 41 CAPITAL OUTLAY PROJECTS FUND</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	1,258,092.11	1,258,092.11	1,258,092.11	100.00%	-	0.00	0.00%
Other Local Revenue (880000 to 889999)	1,359,413.00	1,948,201.21	1,948,201.21	143.31%	(1,728.00)	(587,060.21)	(43.18%)
Interfund Transfers In (898000 to 898999)	196,487.00	196,487.00	196,487.00	100.00%	-	0.00	0.00%
<b>Total Revenue</b>	<b>2,813,992.11</b>	<b>3,402,780.32</b>	<b>3,402,780.32</b>		<b>(1,728.00)</b>	<b>(587,060.21)</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	200,721.62	183,994.80	183,994.80	91.67%	-	16,726.82	8.33%
Employee Benefit (300000 to 399999)	79,289.27	70,792.90	70,792.90	89.28%	-	8,496.37	10.72%
Services and Operating Expenditures (500000 to 599999)	2,878,113.00	1,704,008.49	1,704,008.49	59.21%	972,595.58	201,508.93	7.00%
Capital Outlay (600000 to 699999)	5,301,376.49	2,484,326.16	2,484,326.16	46.86%	703,112.93	2,113,937.40	39.88%
<b>Total Expenditure</b>	<b>8,459,500.38</b>	<b>4,443,122.35</b>	<b>4,443,122.35</b>		<b>1,675,708.51</b>	<b>2,340,669.52</b>	
<b>Total Fund 41 CAPITAL OUTLAY PROJECTS FUND</b>	<b>(5,645,508.27)</b>	<b>(1,040,342.03)</b>	<b>(1,040,342.03)</b>		<b>(1,677,436.51)</b>	<b>(2,927,729.73)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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
<b>Fund 42 REVENUE BOND CONSTRUCTION FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	92,102.92	92,102.92	100.00%	-	(92,102.92)	0.00%
<b>Total Revenue</b>	0.00	92,102.92	92,102.92		-	(92,102.92)	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	332,563.00	170,458.34	170,458.34	51.26%	78,834.09	83,270.57	25.04%
Capital Outlay (600000 to 699999)	8,995,940.61	2,630,387.15	2,630,387.15	29.24%	3,392,033.00	2,973,520.46	33.05%
<b>Total Expenditure</b>	9,328,503.61	2,800,845.49	2,800,845.49		3,470,867.09	3,056,791.03	
<b>Total Fund 42 REVENUE BOND CONSTRUCTION FUN</b>	<u>(9,328,503.61)</u>	<u>(2,708,742.57)</u>	<u>(2,708,742.57)</u>		<u>(3,470,867.09)</u>	<u>(3,148,893.95)</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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
<b>Fund 59 ENTERPRISE FUND-FCC AUCTION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	962,215.01	962,215.01	100.00%	-	(962,215.01)	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	0.00%
<b>Total Revenue</b>	157,113,171.00	158,075,386.01	158,075,386.01		-	(962,215.01)	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	1,093,600.00	285,606.02	285,606.02	26.12%	383,789.60	424,204.38	38.79%
Capital Outlay (600000 to 699999)	3,066,400.00	422,419.52	422,419.52	13.78%	2,192,511.43	451,469.05	14.72%
Interfund Transfers Out (730000 to 739999)	340,000.00	23,230,000.00	23,230,000.00	6,832.35%	-	(22,890,000.00)	(6,732.35%)
<b>Total Expenditure</b>	4,500,000.00	23,938,025.54	23,938,025.54		2,576,301.03	(22,014,326.57)	
<b>Total Fund 59 ENTERPRISE FUND-FCC AUCTION</b>	152,613,171.00	134,137,360.47	134,137,360.47		(2,576,301.03)	21,052,111.56	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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
<b>Fund 68 RETIREE BENEFIT FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	261,000.00	141,494.27	141,494.27	54.21%	10,782.40	108,723.33	41.66%
Interfund Transfers In (898000 to 898999)	0.00	20,000,000.00	20,000,000.00	100.00%	-	(20,000,000.00)	0.00%
<b>Total Revenue</b>	<u>261,000.00</u>	<u>20,141,494.27</u>	<u>20,141,494.27</u>		<u>10,782.40</u>	<u>(19,891,276.67)</u>	
<b>Expenditure</b>							
Employee Benefit (300000 to 399999)	371,234.00	275,066.20	275,066.20	74.10%	-	96,167.80	25.90%
<b>Total Expenditure</b>	<u>371,234.00</u>	<u>275,066.20</u>	<u>275,066.20</u>		<u>-</u>	<u>96,167.80</u>	
<b>Total Fund 68 RETIREE BENEFIT FUND</b>	<u>(110,234.00)</u>	<u>19,866,428.07</u>	<u>19,866,428.07</u>		<u>10,782.40</u>	<u>(19,987,444.47)</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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 = !51,!69; 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
<b>Fund 72 CHILD DEVELOPMENT FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	556,320.00	380,727.81	380,727.81	68.44%	-	175,592.19	31.56%
Other State Revenue (860000 to 869999)	2,440,534.00	2,048,018.23	2,048,018.23	83.92%	-	392,515.77	16.08%
Other Local Revenue (880000 to 889999)	222,350.00	232,712.24	232,712.24	104.66%	-	(10,362.24)	(4.66%)
<b>Total Revenue</b>	<b>3,219,204.00</b>	<b>2,661,458.28</b>	<b>2,661,458.28</b>		<b>-</b>	<b>557,745.72</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,727,463.74	1,571,101.45	1,571,101.45	90.95%	-	156,362.29	9.05%
Employee Benefit (300000 to 399999)	789,680.94	662,539.39	662,539.39	83.90%	-	127,141.55	16.10%
Books and Supplies (400000 to 499999)	351,992.96	240,297.66	240,297.66	68.27%	106,179.08	5,516.22	1.57%
Services and Operating Expenditures (500000 to 599999)	196,733.14	5,289.63	5,289.63	2.69%	176,203.41	15,240.10	7.75%
Capital Outlay (600000 to 699999)	153,245.69	53,704.25	53,704.25	35.04%	33,096.21	66,445.23	43.36%
<b>Total Expenditure</b>	<b>3,219,116.47</b>	<b>2,532,932.38</b>	<b>2,532,932.38</b>		<b>315,478.70</b>	<b>370,705.39</b>	
<b>Total Fund 72 CHILD DEVELOPMENT FUND</b>	<b>87.53</b>	<b>128,525.90</b>	<b>128,525.90</b>		<b>(315,478.70)</b>	<b>187,040.33</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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
<b>Fund 73 STUDENT BODY CENTER FEE FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	285,750.00	253,512.94	253,512.94	88.72%	-	32,237.06	11.28%
<b>Total Revenue</b>	<b>285,750.00</b>	<b>253,512.94</b>	<b>253,512.94</b>		<b>-</b>	<b>32,237.06</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	160,980.31	169,529.25	169,529.25	105.31%	-	(8,548.94)	(5.31%)
Employee Benefit (300000 to 399999)	60,046.55	56,762.13	56,762.13	94.53%	-	3,284.42	5.47%
Books and Supplies (400000 to 499999)	16,200.00	4,466.10	4,466.10	27.57%	5,000.00	6,733.90	41.57%
Services and Operating Expenditures (500000 to 599999)	24,023.14	2,956.01	2,956.01	12.30%	-	21,067.13	87.70%
Capital Outlay (600000 to 699999)	24,500.00	20,953.21	20,953.21	85.52%	473.28	3,073.51	12.54%
<b>Total Expenditure</b>	<b>285,750.00</b>	<b>254,666.70</b>	<b>254,666.70</b>		<b>5,473.28</b>	<b>25,610.02</b>	
<b>Total Fund 73 STUDENT BODY CENTER FEE FUND</b>	<b>0.00</b>	<b>(1,153.76)</b>	<b>(1,153.76)</b>		<b>(5,473.28)</b>	<b>6,627.04</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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
<b>Fund 74 KVCR FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,807,827.03	1,679,963.78	1,679,963.78	92.93%	-	127,863.25	7.07%
Interfund Transfers In (898000 to 898999)	2,555,405.00	3,830,000.00	3,830,000.00	149.88%	250,000.00	(1,524,595.00)	(59.66%)
<b>Total Revenue</b>	<b>4,363,232.03</b>	<b>5,509,963.78</b>	<b>5,509,963.78</b>		<b>250,000.00</b>	<b>(1,396,731.75)</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	12,000.00	10,192.00	10,192.00	84.93%	-	1,808.00	15.07%
Classified Salary (200000 to 299999)	1,680,424.05	1,588,751.64	1,588,751.64	94.54%	-	91,672.41	5.46%
Employee Benefit (300000 to 399999)	600,697.07	495,225.51	495,225.51	82.44%	-	105,471.56	17.56%
Books and Supplies (400000 to 499999)	38,250.00	16,054.62	16,054.62	41.97%	13,012.99	9,182.39	24.01%
Services and Operating Expenditures (500000 to 599999)	1,850,378.77	1,691,325.35	1,691,325.35	91.40%	136,298.63	22,754.79	1.23%
Capital Outlay (600000 to 699999)	180,894.26	84,598.60	84,598.60	46.77%	7,572.59	88,723.07	49.05%
Interfund Transfers Out (730000 to 739999)	474,862.00	578,533.33	578,533.33	121.83%	889,569.34	(993,240.67)	(209.16%)
<b>Total Expenditure</b>	<b>4,837,506.15</b>	<b>4,464,681.05</b>	<b>4,464,681.05</b>		<b>1,046,453.55</b>	<b>(673,628.45)</b>	
<b>Total Fund 74 KVCR FUND</b>	<b>(474,274.12)</b>	<b>1,045,282.73</b>	<b>1,045,282.73</b>		<b>(796,453.55)</b>	<b>(723,103.30)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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
<b>Fund 76 KVCR EDUCATIONAL FOUNDATION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,923,437.98	1,632,272.03	1,632,272.03	55.83%	-	1,291,165.95	44.17%
<b>Total Revenue</b>	<b>2,923,437.98</b>	<b>1,632,272.03</b>	<b>1,632,272.03</b>		<b>-</b>	<b>1,291,165.95</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	354,128.78	279,877.80	279,877.80	79.03%	-	74,250.98	20.97%
Employee Benefit (300000 to 399999)	113,696.94	93,641.47	93,641.47	82.36%	-	20,055.47	17.64%
Books and Supplies (400000 to 499999)	32,250.00	9,752.16	9,752.16	30.24%	5,003.12	17,494.72	54.25%
Services and Operating Expenditures (500000 to 599999)	854,376.59	422,100.69	422,100.69	49.40%	139,030.03	293,245.87	34.32%
Capital Outlay (600000 to 699999)	14,000.00	0.00	0.00	0.00%	234.89	13,765.11	98.32%
Other Financing Uses (700000 to 729999)	275,000.00	0.00	0.00	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%	250,000.00	429,985.00	33.59%
<b>Total Expenditure</b>	<b>2,923,437.31</b>	<b>1,405,372.12</b>	<b>1,405,372.12</b>		<b>394,268.04</b>	<b>1,123,797.15</b>	
<b>Total Fund 76 KVCR EDUCATIONAL FOUNDATION</b>	<b>0.67</b>	<b>226,899.91</b>	<b>226,899.91</b>		<b>(394,268.04)</b>	<b>167,368.80</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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
<b>Fund 78 SELF INSURANCE-LIABILITY&amp;PROP</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	8,529.77	8,529.77	100.00%	-	(8,529.77)	0.00%
Interfund Transfers In (898000 to 898999)	550,000.00	550,000.00	550,000.00	100.00%	-	0.00	0.00%
<b>Total Revenue</b>	<u>550,000.00</u>	<u>558,529.77</u>	<u>558,529.77</u>		<u>-</u>	<u>(8,529.77)</u>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	765,000.00	604,471.00	604,471.00	79.02%	52,272.73	108,256.27	14.15%
<b>Total Expenditure</b>	<u>765,000.00</u>	<u>604,471.00</u>	<u>604,471.00</u>		<u>52,272.73</u>	<u>108,256.27</u>	
<b>Total Fund 78 SELF INSURANCE-LIABILITY&amp;PROP</b>	<u>(215,000.00)</u>	<u>(45,941.23)</u>	<u>(45,941.23)</u>		<u>(52,272.73)</u>	<u>(116,786.04)</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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
<b>Fund 79 EDCT FOUNDATION</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	250,000.00	105,179.63	105,179.63	42.07%	-	144,820.37	57.93%
Other Local Revenue (880000 to 889999)	18,996.00	88,122.68	88,122.68	463.90%	-	(69,126.68)	(363.90%)
Interfund Transfers In (898000 to 898999)	225,000.00	225,000.00	225,000.00	100.00%	-	0.00	0.00%
<b>Total Revenue</b>	<b>493,996.00</b>	<b>418,302.31</b>	<b>418,302.31</b>		<b>-</b>	<b>75,693.69</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	167,464.38	180,623.39	180,623.39	107.86%	-	(13,159.01)	(7.86%)
Employee Benefit (300000 to 399999)	47,457.06	45,752.43	45,752.43	96.41%	-	1,704.63	3.59%
Books and Supplies (400000 to 499999)	37,434.00	24,530.85	24,530.85	65.53%	6,516.47	6,386.68	17.06%
Services and Operating Expenditures (500000 to 599999)	88,333.00	16,311.58	16,311.58	18.47%	13,018.15	59,003.27	66.80%
Capital Outlay (600000 to 699999)	173,308.00	140,741.39	140,741.39	81.21%	27,169.55	5,397.06	3.11%
<b>Total Expenditure</b>	<b>513,996.44</b>	<b>407,959.64</b>	<b>407,959.64</b>		<b>46,704.17</b>	<b>59,332.63</b>	
<b>Total Fund 79 EDCT FOUNDATION</b>	<b>(20,000.44)</b>	<b>10,342.67</b>	<b>10,342.67</b>		<b>(46,704.17)</b>	<b>16,361.06</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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
<b>Fund 82 SCHLRSH&amp;LOAN AGENCY KVCR-FNX</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,113,290.00	1,520,084.97	1,520,084.97	71.93%	-	593,205.03	28.07%
Interfund Transfers In (898000 to 898999)	0.00	578,533.33	578,533.33	100.00%	889,569.34	(1,468,102.67)	100.00%
<b>Total Revenue</b>	<b>2,113,290.00</b>	<b>2,098,618.30</b>	<b>2,098,618.30</b>		<b>889,569.34</b>	<b>(874,897.64)</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	976,912.14	906,705.33	906,705.33	92.81%	7,754.57	62,452.24	6.39%
Employee Benefit (300000 to 399999)	227,239.36	229,968.31	229,968.31	101.20%	-	(2,728.95)	(1.20%)
Books and Supplies (400000 to 499999)	30,700.00	15,829.51	15,829.51	51.56%	6,800.91	8,069.58	26.29%
Services and Operating Expenditures (500000 to 599999)	812,238.00	533,094.65	533,094.65	65.63%	485,445.26	(206,301.91)	(25.40%)
Capital Outlay (600000 to 699999)	66,200.00	54,986.30	54,986.30	83.06%	3,892.99	7,320.71	11.06%
<b>Total Expenditure</b>	<b>2,113,289.50</b>	<b>1,740,584.10</b>	<b>1,740,584.10</b>		<b>503,893.73</b>	<b>(131,188.33)</b>	
<b>Total Fund 82 SCHLRSH&amp;LOAN AGENCY KVCR-FNX</b>	<b>0.50</b>	<b>358,034.20</b>	<b>358,034.20</b>		<b>385,675.61</b>	<b>(743,709.31)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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 = !51,!69; 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
<b>Fund 84 WORKERS COMPENSATION FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,325,000.00	1,183,166.74	1,183,166.74	89.30%	95,250.00	46,583.26	3.52%
<b>Total Revenue</b>	<b>1,325,000.00</b>	<b>1,183,166.74</b>	<b>1,183,166.74</b>		<b>95,250.00</b>	<b>46,583.26</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	1,110,000.00	1,018,585.20	1,018,585.20	91.76%	15,201.00	76,213.80	6.87%
<b>Total Expenditure</b>	<b>1,110,000.00</b>	<b>1,018,585.20</b>	<b>1,018,585.20</b>		<b>15,201.00</b>	<b>76,213.80</b>	
<b>Total Fund 84 WORKERS COMPENSATION FUND</b>	<b>215,000.00</b>	<b>164,581.54</b>	<b>164,581.54</b>		<b>80,049.00</b>	<b>(29,630.54)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; 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 = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Al Jackson, Chief of Police  
**DATE:** July 12, 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 May (See attached)

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
CLERY ACT CRIMES  
May 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**

18-152	5/02/2018	H&S 11357(b)(2) Possession of Marijuana	Lot 3	Citation Issued
18-158	5/02/2018	PC 243.4 Sexual Battery	Library	Report Taken
18-172	5/16/2018	H&S 11364(a) Possession of Drug Paraphernalia	Art Building	Citation Issued
18-176	5/20/2018	H&S 11364(a) Possession of Drug Paraphernalia	Gym	Citation Issued
18-177	5/21/2018	PC 626.10(b) Weapons on Campus (Knife & Chain)	Lot 2	Subjects Arrested
18-181	5/12/2018	VC 10851 Grand Theft Auto	Lot 4	Report Taken
18-190	5/29/2018	B&P 25608(a) Alcohol on School Grounds	Library	Citation Issued

**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:** July 12, 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 \$26,857,793.

### **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 & Unrestricted<sup>†</sup> Fiscal Year 2017-18

(as of June 25, 2018, rounded to the nearest \$1,000)

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	PROJECTED		
												JUN	ACCRUALS	TOTAL
<b>Beginning Cash Balance</b>	40,690	42,502	38,957	40,377	35,015	35,390	46,288	42,659	37,629	37,680	39,873	41,093		
<b>Receipts</b>														
<b>Federal</b>	63	-63	199		15	120	24	4	632	212	-242	1,899		2,863
<b>State</b>	5,743	5,846	12,679	6,472	7,315	18,906	5,640	3,564	9,175	5,794	8,225	18,483		107,842
<b>State Deferrals</b>														
<b>Local</b>	3,013	2,059	-224	1,189	3,553	15,063	2,088	1,912	1,419	7,394	5,231	-6,849		35,845
<b>Temporary Borrowings</b>														
<b>Inc Transfer &amp; Sale of Assets</b>			2	4						216	1	-14		210
<b>Accounts Receivable/Accruals</b>	544	3,487	667	585	75	-757	-144	305	274	102	-1,041	59		4,154
<b>Total Receipts</b>	9,363	11,329	13,322	8,251	10,957	33,332	7,607	5,785	11,500	13,718	12,175	13,577		150,914
<b>Disbursements</b>														
<b>Academic Salaries</b>	1	2,026	3,560	3,907	3,973	3,911	3,929	3,517	3,988	3,968	3,958	6,230		42,968
<b>Classified Salaries</b>	1,943	2,200	2,525	2,485	2,539	2,762	2,448	2,393	2,527	2,494	2,546	3,671		30,534
<b>Benefits</b>	951	1,677	1,937	1,969	1,861	2,019	1,989	1,951	2,016	2,021	2,041	3,957		24,389
<b>Supplies &amp; Materials</b>	-8	71	157	186	144	61	166	258	153	239	291	1,768		3,484
<b>Other Operating Exp</b>	161	211	2,288	4,365	1,691	1,681	1,730	1,962	2,159	2,300	2,060	19,057		39,667
<b>Capital Outlay</b>	1	7	145	242	172	167	71	587	266	210	410	4,217		6,495
<b>Other Outgo</b>	26	341	429	180	205	145	28	123	295	293	29	664		2,758
<b>Longterm Post-Employment Benefits</b>	-5	-8	-7	-2	-1	-1	-3	-1	9	-1	-2	-4		-26
<b>Accounts Payable/Accruals</b>	4,481	8,348	868	280	-2	11,689	878	25	36	2	-379	-11,747		14,477
<b>Total Disbursements</b>	7,551	14,874	11,902	13,612	10,582	22,434	11,237	10,814	11,449	11,525	10,955	27,812		164,746
<b>Increase / (Decrease) in Cash Balance</b>	1,812	-3,545	1,420	-5,362	375	10,898	-3,630	-5,030	51	2,193	1,220	-14,235		
<b>Ending Cash Balance</b>	42,502	38,957	40,377	35,015	35,390	46,288	42,659	37,629	37,680	39,873	41,093	26,858		

## **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:** July 12, 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**

These 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**

**June 19, 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 agree on the working locations for the position of Senior Student Services Technician at Crafton Hills College which is occupied by employee Herberth Jaco to be the following:

- Crafton Hills College (primary work site)
- Yucaipa Adult School  
12358 #B Sixth Street  
Yucaipa, CA 92399  
Phone #: 909.790.6192
- Redlands Adult School  
820 W Stuart Ave  
Redlands, CA 92373  
Phone #: 909.748.6930

The employee in this position has an office at each of the locations listed above with all necessary equipment to perform the duties within the job description. The employee has landline phones at each of the locations, but will also be given a \$50.00 (fifty dollar) cell phone stipend starting May 1, 2018.

Retroactive to May 1, 2018, employee will be reimbursed mileage provided that he meets the conditions outlined in Board Policy (BP) 7450

Should locations be added/removed to/from this list, then the District and the Association shall update the changes to this MOU.

A desk audit will be conducted by the District no later than August 1, 2018 to ensure proper placement within the appropriate job classification.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

For CSEA

  
Joe Opris, SBCCCD  
Human Resources Manager

  
Kevin Palkki, President CSEA #291

1 of 2

  
Fermin Ramirez, Team Member

  
Ginger Sulphin, Team Member

  
Stacy Garcia, Team Member

  
David Stevenson, Team Member

  
Myesha Kennedy, CSEA LRR


1 Memorandum of understanding  
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 *May 7, 2018*  
8  
9

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 B, 8 hours/260 day work year.  
22

23 This Agreement is subject to the procedures required by CSEA Policy 610.  
24

25 For SBCCD

26   
27 \_\_\_\_\_  
28 Amalia Perez, HR Director  
29

For CSEA, Chapter #291

30   
31 \_\_\_\_\_  
32 Kevin Palkki, Chief Negotiator  
33

34   
35 \_\_\_\_\_  
36 Myesha Kennedy, CSEA LRR  
37

38   
39 \_\_\_\_\_  
40 Fermin Ramirez  
41

42   
43 \_\_\_\_\_  
44 Ginger Sutphin

  
\_\_\_\_\_



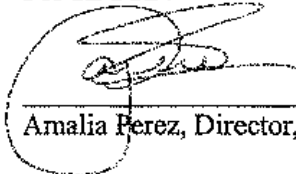
Memorandum of Understanding  
By And Between  
San Bernardino Community College District  
And  
California School Employees Association and its San Bernardino CCD Chapter #291  
April 16, 2018

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

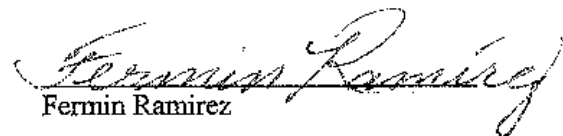
1. In Accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for reclassification, the reclassification Committee met on April 9, 2018 and it has been determined the following bargaining unit members shall not be reclassified, but receive a 5% out of class increase. In addition, the job descriptions for Theatre Technician and Assistive Technology Specialist will be reviewed, updated, and taken to Negotiations.
2. Effective December 7, 2017, bargaining unit member Kevin Palkki, Theatre Technician, Range 42 and Step E (\$5,011.00), 8 hours/260 day work year in the Theatre Arts Department at Crafton Hills College will receive a 5% out-of-class increase which would bring him to \$5,261.55 per month.
3. Effective February 2, 2018, bargaining unit member Michael Gonzales, Theatre Technician, Range 42 and Step E (\$5,011.00), 8 hours/260 day work year in the Theatre Arts Department at San Bernardino Valley College will receive a 5% out-of-class increase which would bring him to \$5,261.55 per month.
4. Effective February 2, 2018, bargaining unit member Ryan Bethke, Theatre Technician, Range 42 and Step E (\$2,380.23), 3.8 hours/260 day work year in the Theatre Arts Department at San Bernardino Valley College will receive a 5% out-of-class increase which would bring him to \$2,499.24 per month
5. Effective February 2, 2018, bargaining unit member Ana Bojorquez, Assistive Technology Specialist, Range 42 and Step E (\$5011.00), 8 hours/260 day work year in the DSP&S Department at San Bernardino Valley College will receive a 5% out-of-class increase which would bring her to \$5,261.55 per month.


This Agreement is subject to the procedures required by CSEA Policy 610 and the District.

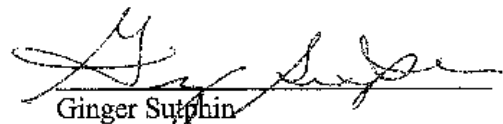
For SBCCD:

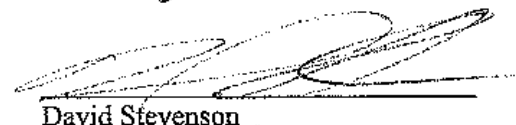
  
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Amalia Perez, Director, Human Resources

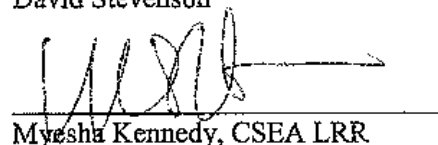
For CSEA, Chapter #291:

  
\_\_\_\_\_  
Fermin Ramirez

  
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Stacy Garcia

  
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Ginger Sutphin

  
\_\_\_\_\_  
David Stevenson

  
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Myesha Kennedy, CSEA LRR

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey Nikac, Senior Executive Assistant

**DATE:** July 12, 2018

**SUBJECT:** New Board Member Orientation

### **RECOMMENDATION**

This item is for information only. No action is required.

### **OVERVIEW**

Per Board Policy 2740 Board Education, the Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation. To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

The Chancellor and the Board shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. Such assistance shall include, but shall not be limited to, providing of written materials and invitations to attend Board meetings and conferences with the Chancellor. New Board members shall be encouraged to attend meetings on a regional basis held as training/information sessions by other organizations.

- a. SBVC Student Trustee Autumn Blackburn, elected in May 2018, was given the oath of office on June 21, 2018.
- b. CHC Student Trustee Elijah Gerard, elected in May 2018, is scheduled to take the oath of office on July 12, 2018.
- c. Chancellor Baron and President Williams reviewed the Board Orientation Handbook with the Student Trustees on July 5, 2018.

### **ANALYSIS**

Orientation sessions shall be scheduled for new Board of Trustee appointees. A Special Meeting of the Board for the purpose of the orientation shall be called within 30 days of the appointment of a new trustee. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and current members of the Board of Trustees.

### **INSTITUTIONAL VALUES**

I. Governance and Effective Leadership

### **FINANCIAL IMPLICATIONS**

None