



**Meeting of the San Bernardino Community College District Board of Trustees
SBCCD Board Room, 114 S. Del Rosa Dr., San Bernardino, CA 92408
August 9, 2018, 4:00 p.m.
Business Meeting Agenda**

- 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): (2 cases)
 - e. Conference with Legal Counsel – Existing Litigation pursuant to Government Code section 54956.9(e)(3): (3 cases)
Workers Compensation Claim#: 482243, 541850
- 3.** PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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

Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor’s Office at (909) 382-4091 as far in advance of the Board meeting as possible.
- 4.** CONVENE CLOSED SESSION
- 5.** RECONVENE PUBLIC MEETING
- 6.** REPORT OF ACTION IN CLOSED SESSION



- 7. PRESENTATION**
2018 ENERGY EFFICIENCY AND SUSTAINABILITY BEST PRACTICE AWARDS
Presented by: Assemblymember Eloise Gomez Reyes
- 8. REPORTS**
 - a. Police Department Update
 - b. Board Committee Reports (p5)
 - c. Good News (p7)
 - d. San Bernardino Valley College
 - i. Academic Senate
 - ii. Classified Senate
 - iii. Associated Students
 - e. Crafton Hills College
 - i. Academic Senate
 - ii. Classified Senate
 - iii. Associated Students
 - f. CSEA
 - g. CTA
- 9. PUBLIC COMMENTS ON AGENDA ITEMS**

This is an opportunity for members of the public to address the Board concerning items on the agenda.
- 10. MINUTES**
 - a. July 12, 2018 (p8)
- 11. CONSENT AGENDA**

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

 - a. Instruction/Student Services
 - i. Consideration of Approval of Curriculum – CHC (p13)
 - ii. Consideration of Approval of Donation – SBVC (p17)
 - b. Human Resources
 - i. Consideration of Approval of Management Tuition Reimbursement (p18)
 - ii. Consideration of Approval of New Reporting Structure, Revised Management Job Description, and Placement of Positions (p19)
 - iii. Consideration of Approval to Appoint Interim Managers (p24)
 - iv. Consideration of Approval of Adjunct and Substitute Academic Employees (p26)
 - v. Consideration of Approval of Non-Instructional Pay for Academic Employees (p43)
 - vi. Consideration of Approval to Appoint Temporary Academic Employees (p47)
 - vii. Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees (p49)

- viii. Consideration of Approval to Revise the Professional Expert Rate of Pay Schedule (p57)
- ix. Consideration of Approval of District Volunteers (p61)
- x. Consideration of Approval of Reclassification of Employees (p63)
- xi. Consideration of Approval to Accept Employee Resignations (p65)
- xii. Consideration of Approval to Accept Employee Retirements (p67)
- xiii. Consideration of Approval to Appoint District Employees (p69)
- xiv. Consideration of Approval to Pay Stipends (p71)

c. Business & Fiscal Services

- i. Consideration of Approval of Professional Services Contracts-Agreements (p73)
- ii. Consideration of Approval of Routine Contracts-Agreements and Memorandums (p76)
- iii. Consideration of Approval of District & College Expenses (p91)
- iv. Consideration of Approval of Individual Memberships (p99)
- v. Consideration to Approve Conference Attendance (p102)
- vi. Consideration of Approval of Purchase Order Report (p111)
- vii. Consideration of Approval of Sole Source Purchases from Forest Incentives, Ltd. (p116)
- viii. Consideration of Approval of Sole Source Purchases from Stanley Convergent Security (p117)
- ix. Consideration of Approval of Vacation Payout (p118)
- x. Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p119)

d. Facilities

- i. Consideration of Approval of Amendment 003 to the Contract with HMC Architects of Ontario, CA (p122)
- ii. Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments (p125)

12. ACTION AGENDA

- a. Consideration of Approval to Accept Board Policies for First Reading (p129)
- b. Consideration of Approval to Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Operational Priorities for 2018-2019 (p141)
- c. Consideration to Approve Board Meeting Dates (p146)
- d. Consideration to Approve Empire Network's (KVCR) Mission Statement and Vision - First Reading (p150)



13. INFORMATION ITEMS

- a. Applause Cards (p153)
- b. Budget Report (p157)
- c. Clery Report (p162)
- d. General Fund Cash Flow Analysis (p164)
- e. Memorandums of Understanding between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA) (p166)
- f. Quarterly Investment Report (p169)

14. PUBLIC COMMENT ON NON-AGENDA ITEMS

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

15. ADJOURN

The next meeting of the Board: Study Session (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: August 9, 2018

SUBJECT: Board Committee Reports

RECOMMENDATION

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

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

OVERVIEW

The 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

August 2018

SBCCD ANNOUNCES DR. AUDRE LEVY AS CRAFTON HILLS COLLEGE INTERIM PRESIDENT

As Crafton Hills College continues its search for a new president, longtime educator Dr. Audre Levy will step into the role on an interim basis starting Aug. 10.

Levy, who will hold the position through the college's fall semester, is coming out of retirement to help the college during this transition period, San Bernardino Community College District officials announced this week.

"As the first in her family to achieve a college degree, Dr. Audre Levy brings to Crafton Hills College a strong commitment to student success and distinctive expertise," said SBCCD Board of Trustees President Joseph Williams. "With her serving in this interim role, I am confident that Crafton Hills College will keep moving forward expanding educational and career training opportunities for students in Inland Southern California."



In March, SBCCD officials announced administrative changes to its leadership, later announcing in June a search was open to candidates wishing to fill the presidential vacancy.

THREE SBVC STUDENTS, ALUMNI AMONG 30 MOST INFLUENTIAL PEOPLE UNDER 30

San Bernardino Valley College alumna, Assemblymember Eloise Gomez Reyes has named three SBVC students and alumni among her list of 30 most influential people under 30 in California's 47th Assembly District.

Autumn Blackburn, SBCCD Student Trustee

Autumn was born and raised in the 6th ward of San Bernardino. Her nominator said, "[Autumn] has been one of the most resilient people I've ever gotten the chance to work with, even after losing both of her parents she still managed to survive and graduate high school." In 2017, Autumn was elected by her peers to represent San Bernardino Valley College students on the SBCCD Board of Trustees.

Anthony Victoria, SBVC alumnus

Anthony is a former reporter for the Inland Empire Community News and newly-appointed Director of Communications at the Center for Community Action and Environmental Justice (CCA EJ). As a native of the City of Rialto, and a graduate of Eisenhower High School, San Bernardino Valley College and the University of California, Riverside, Anthony has built a career on being the community's watchdog.

Juan Villa, SBVC student

Juan Villa is a lifelong resident of San Bernardino. He is currently a SBVC student pursuing an associates degree in political science. Because of his political interest, he is a California Democratic delegate for the 47th assembly district.

CHANCELLOR JOINS CA ATTORNEY GENERAL'S ROUNDTABLE TO DISCUSS BEST PRACTICES TO PROTECT DREAMERS



At a roundtable held on July 16 at the CA Attorney General's Office in Sacramento, Chancellor Bruce Baron discussed how San Bernardino Community College District is achieving the goals of Senate Bill 54, the California Values Act. Baron was joined by University of California and Cal State University officials. He was the only community college district chancellor to participate in the convening.

In the photo: SBCCD Chancellor Bruce Baron in front of the California Department of Justice building in Sacramento on July 16, 2018.

CHC FOUNDATION AWARDED \$8,000 GRANT



Crafton Hills College Foundation was awarded an \$8,000 grant from the Inland Empire United Way. The funds will be used

for emergency loans to students and to host High School Visitation Day, which brought over 700 high school seniors to campus last year. Dr. Felita Jones, president and CEO of IEUW, presented the check to Sam Irwin and Michelle Riggs on July 23.

DIRECTOR OF MKTG, PUBLIC AFFAIRS & GOV RELATIONS APPOINTED TO THE CIVIC RIGHTS INSTITUTE BOARD



SBCCD's Director of Marketing, Public Affairs & Government Relations, Angel Rodriguez, has been appointed to the Board of The Civil Rights Institute of Inland Southern California.

As a nonprofit organization, The Civil Rights Institute of Inland Southern California is the marquee component of a 92,000 square foot project that will provide 72 units of urban workforce housing and a new home for the offices of the Fair Housing Council of Riverside County. As the voice of civil rights for Inland Southern California, the Institute will focus on ongoing activities to protect and advance civil rights.

The Civil Rights Institute is planned to open in April 2020. It will be one of the cornerstones of Mission Heritage Plaza, in the heart of downtown Riverside.

KVCR'S OUTREACH TO EASTVALE

Close to 1,000 local residents turned out July 24th for the city of Eastvale's 'State of the City' where KVCR's From Scratch hosts, and "Eastvalians", Brian and Stacie Korcok, were present to sign autographs and promote Empire PBS. This follows KVCR's outreach campaign to capture and promote the best of our local communities (previously present at State of the County of SB, and State of the City of San Bernardino, Rancho Cucamonga, and Ontario).



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

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
Elijah Gerard, CHC Student Trustee
Autumn Blackburn, SBVC Student Trustee (arrived at 6:17pm)

ABSENT

None

CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- Conference with Labor Negotiators 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): (2 cases) Workers Compensation Claim#: 479409, 482243

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None



CONVENE CLOSED SESSION

Closed session convened at 4:01pm

RECONVENE PUBLIC MEETING

Public meeting reconvened at 5:42pm.

REPORT OF ACTION IN CLOSED SESSION

In closed session, the Board unanimously took action to accept the resignation settlement of employee #23605 from the position of Director of Human Resources.

OATH OF OFFICE

Crafton Hills College Student Trustee, Elijah Gerard, was given the Oath of Office by President Williams.

REPORTS

- Board Committee Reports
 - Trustee Longville commented on the CalTrans Work Crew project and how it has put formerly incarcerated individuals back to work. He reported on the BOT CTE Ad Hoc committee and recognized the CTE programs that are making a difference in people's lives.
 - Trustee Ferracone reported the Foundations Ad Hoc met and discussed the formation of one auxiliary committee and agreements for the different types of foundations. The Policy committee reviewed policies for the 2018-2019 year. Will meet in September to discuss BP and AP 2510.
 - Chancellor congratulated Executive Vice Chancellor Torres for his appointment to CCC Institutional Effectiveness Advisory Committee. SBCCD has \$1 million in budget for advance manufacturing future initiative thanks to the help of Assembly member Eloise Reyes.
- On behalf of CSEA, Kevin Palkki thanked the Board for approving the salary MOU. CSEA conference in Sacramento this year to discuss national issues.

PUBLIC COMMENTS ON AGENDA ITEMS

None

MINUTES

To approve the minutes of June 12-13, 2018

Motion/Second: Viricel/Harrison

AYES: Williams, Harrison, Singer, Ferracone, Longville, Reyes, Viricel, Gerard

NOES: None

ABSENT: Blackburn

ABSTENTIONS: None



To approve the minutes of June 21, 2018

Motion/Second: Harrison/Ferracone
AYES: Harrison, Singer, Ferracone, Longville, Reyes, Viricel
NOES: None
ABSENT: Blackburn
ABSTENTIONS: Williams, Gerard

CONSENT AGENDA

Instruction/Student Services

- Consideration of Approval of Curriculum – CHC

Human Resources

- Consideration of Approval of Adjunct and Substitute Academic Employees
- Consideration of Approval of Non-Instructional Pay for Academic Employees
- Consideration of Approval to Appoint Temporary Academic Employees
- Consideration of Approval of Salary Advancement for Academic Employees
- Consideration of Approval to Pay Stipends
- Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees
- Consideration of Approval of District Volunteers
- 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
- Consideration of Approval to Adopt Revised Salary Ranges
 - **As amended: p.72 to Strike Financial Aid Officer from Range 44. Add EOPS Coordinator, Financial Aid Coordinator to Range 45. Strike College Police Officer from Range 50.**
 - **As amended: p.76 to Strike College Police Officer and Financial Aid Coordinator from Range 44. Add EOPS Coordinator, Financial Aid Coordinator to Range 45.**

Business & Fiscal Services

- Consideration of Approval of District & College Expenses
- Consideration of Approval of Individual Memberships
- Consideration to Approve Conference Attendance
 - **As amended to include the conference attendance list.**
- Consideration of Approval of Professional Services Contracts-Agreements
- Consideration of Approval of Purchase Order Report
- Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal
- Consideration of Approval of Surplus Property and Authorize Donation to Rim of the World Unified School District
- Consideration of Approval of Vacation Payout
- Consideration of Approval to Adopt a Resolution Approving the Appropriation of Funds for the 2017-19 Fiscal Year



Facilities

- Consideration of Approval of 2020-21 Five Year Construction Plan
- Consideration of Approval to Award a Small Scale Construction Contract to MediaCentric Integration, Inc. of Torrance, CA
- Consideration of Approval to Award a Small Scale Construction Contract to Medina Construction of Riverside, CA
- Consideration of Approval to Award Informal Bid #01-1617-04 and Ratify a Contract to HP Construction & Management, Inc. of Riverside, CA
- Consideration of Approval to Award Informal Bid #01-1718-09 and Contract to ACCO of Commerce, CA
- Consideration of Approval to Award Informal Bid #03-1718-12 and Ratify a Contract to SDSTATURE of San Diego, CA

To approve the items on the consent agenda as amended.

Motion/Second: Longville/Harrison

AYES: Williams, Harrison, Singer, Ferracone, Longville, Reyes, Viricel, Gerard

NOES: None

ABSENT: Blackburn

ABSTENTIONS: None

ITEMS PULLED FROM THE CONSENT AGENDA FOR SEPARATE ACTION

To approve the employment contract for the Chancellor as discussed with the Chancellor and as amended.

- **As amended: Contract end date of 6/30/17 and contract to include the goals. The goals will be a priority item to the contract and used to evaluate the Chancellor. The addition of one year to the contract will be considered at the end of his next evaluation.**

Motion/Second: Viricel/Singer

AYES: Williams, Harrison, Singer, Longville, Reyes, Viricel, Gerard

NOES: Ferracone

ABSENT: Blackburn

ABSTENTIONS: None

To approve Routine Contracts-Agreements and Memorandums

Discussion: There was discussion on the cost effectiveness of purchasing versus the cost of renting vans.

Motion/Second: Harrison/Reyes

AYES: Williams, Harrison, Singer, Longville, Reyes, Viricel, Gerard Ferracone

NOES: None

ABSENT: Blackburn

ABSTENTIONS: None



ACTION AGENDA

To approve Board Policies and Administrative Procedures

- 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

Motion/Second: Harrison/Viricel

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

NOES: None

ABSENT: None

ABSTENTIONS: None

INFORMATION ITEMS

- 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)
- New Trustee Orientation

PUBLIC COMMENT ON NON-AGENDA ITEMS

- Mesha Washington spoke about the need for an ombudsman at SBVC to help students navigate through the process.
- Dewey Kelleygray spoke about the need for tutors and ombudsman at SBVC and the need for landscaping around the gymnasium.

ADJOURN

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

President Williams adjourned the meeting at 6:20pm

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: August 9, 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
 August 9, 2018**

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

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

Effective: Fall 2019
Rationale: Approved at the May 10, 2018 Board meeting the effective date is changing from Spring 2019 to Fall 2019.
Equate: Course not offered at SBVC

COURSE ID	COURSE TITLE
KIN/X 170CX3	INTERCOLLEGIATE SWIMMING – WOMEN PRE-SEASON ATHLETICS

Effective: Fall 2019
Rationale: Approved at the May 10, 2018 Board meeting the effective date is changing from Spring 2019 to Fall 2019.
Equate: Course not offered at SBVC

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

Effective: Fall 2019
Rationale: Approved at the May 10, 2018 Board meeting the effective date is changing from Spring 2019 to Fall 2019.
Equate: Course not offered at SBVC

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

Effective: Fall 2019
Rationale: Approved at the May 10, 2018 Board meeting the effective date is changing from Spring 2019 to Fall 2019.
Equate: Course not offered at SBVC

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

Effective: Fall 2019
Rationale: Approved at the May 10, 2018 Board meeting the effective date is changing from Spring 2019 to Fall 2019.
Equate: Course not offered at SBVC

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

Effective: Fall 2019
Rationale: Approved at the May 10, 2018 Board meeting the effective date is changing from Spring 2019 to Fall 2019.
Equate: Course not offered at SBVC

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

Effective: Fall 2019
Rationale: Approved at the May 10, 2018 Board meeting the effective date is changing from Spring 2019 to Fall 2019.
Equate: Course not offered at SBVC

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

Effective: Fall 2019
Rationale: Approved at the May 10, 2018 Board meeting the effective date is changing from Spring 2019 to Fall 2019.
Equate: Course not offered at SBVC

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

Effective: Fall 2019
Rationale: Approved at the May 10, 2018 Board meeting the effective date is changing from Spring 2019 to Fall 2019.
Equate: Course not offered at SBVC

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

ASSOCIATE IN ARTS IN KINESIOLOGY FOR TRANSFER (AA-T) DEGREE

The Associate in Arts-Transfer (AA-T) degree in Kinesiology at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in kinesiology or a related field of study. Students earning this degree will be able to explain the importance of physical activity in daily life and the implications of this for the discipline of kinesiology, how it is structured, and the types of knowledge studied by its scholars and applied in professional practice; defend the integrative nature of the field of kinesiology; identify the nature and demands of professional occupations, the career options available to students graduating from departments of kinesiology, and the qualifications associated with each; demonstrate knowledge of principles for safe participation and physiological improvement in keeping with the goals of a specific physical activity; and demonstrate an understanding of the benefit associated with the participation in physical activities.

REQUIRED CORE COURSES:

		Units
KIN 200	Introduction to Kinesiology	3
ANAT 150	Human Anatomy and Physiology I	4
ANAT 151	Human Anatomy and Physiology II	4

Students must complete one unit from any three of the following movement-based course areas:

		Units
Aquatics		
KIN/S 164ABCD	Swimming I-IV	1
KIN/F 173ABCD	Water Aerobics and Deep Water Exercise I-IV	1

		Units
Combatives		
KIN/S 159ABCD	Karate I-IV	1

		Units
Team Sports		
KIN/S 116ABCD	Soccer I-IV	1
KIN/S 193ABCD	Softball I-IV	1

		Units
Individual Sports		
KIN/S 120ABCD	Golf I-IV	1
KIN/S 148ABCD	Tennis I-IV	1

		Units
Fitness		
KIN/F 105ABCD	Aerobic Conditioning I-IV	1
KIN/F 108ABCD	Resistance and Weight Training I-IV	1
KIN/F 127ABCD	Walking for Fitness I-IV	1
KIN/F 168ABCD	Yoga I-IV	1
KIN/F 190ABCD	Tai Chi I-IV	1

		Units
Dance		
KIN/D 163ABCD	Ballroom/Swing/Salsa I-IV	1

REQUIRED LIST A COURSES

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

		Units
MATH 110	Introduction to Probability and Statistics	4
CHEM 150	General Chemistry I	5
or		
CHEM 150H	General Chemistry I – Honors	5
PHYSIC 110	General Physics I	4
or		
PHYSIC 250	College Physics I	4
KIN 231	First Aid and CPR	3

Total Units		21-23
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Rationale: Approved at the June 21, 2018 Board meeting the courses listed under “movement-based course areas” are changing from .5-1 unit to 1 unit to match the degree approved by the State.

Effective: Fall 2018

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez, President, SBVC
PREPARED BY: Dr. Terri Long, Interim Vice President, Instruction, SBVC
DATE: August 9, 2018
SUBJECT: Consideration of Approval of Donation – SBVC

RECOMMENDATION

It is recommended that the Board of Trustees accepts the following donation from Carin Martin at Quantum Fuel Systems.

OVERVIEW

The following donation is being made to the Diesel Department within the Applied Technology, Transportation, and Culinary Arts Division:

Donation

(1) Compressed Natural Gas (CNC)
Tank and Training Equipment

Source

Quantum Fuel Systems

ANALYSIS

A Donation of Compressed Natural Gas (CNC) Tank and Training Equipment, valued at \$5,000, is being made to the Diesel Department by Carin Martin at Quantum Fuel Systems, located in Lake Forest, California. This equipment will be used for the new Compressed Natural Gas (CNG) training class during lecture of the CNG tank safety.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Kristina Hannon, Executive Director, Human Resources

DATE: August 9, 2018

SUBJECT: Consideration of Approval of Management Tuition Reimbursement

RECOMMENDATION

It is recommended that the Board of Trustees approve tuition reimbursement for Karen Childers, to pursue a Doctorate of Education at California State University, San Bernardino.

OVERVIEW

Karen Childers, Director of Development & Communications Relations at San Bernardino Valley College, is requesting tuition reimbursement to pursue a Doctorate of Education at California State University, San Bernardino. This request has been approved by her supervisor, President Diana Rodriguez.

ANALYSIS

This request is in compliance with Administrative Procedure 7260 which allows that Classified Supervisors shall be eligible for tuition cost reimbursement from an accredited institution and that all courses for which a manager is seeking reimbursement be approved by the Board of Trustees.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, And Excellence

FINANCIAL IMPLICATIONS

The cost of this reimbursement will be covered by 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: Kristina Hannon, Executive Director, Human Resources
DATE: August 9, 2018
SUBJECT: Consideration of Approval of New Reporting Structure, Revised Management Job Description, and Placement of Positions

RECOMMENDATION

It is recommended that the Board of Trustees approve the new management structure, revised job description, and placement of the following positions to Management Salary Range 16, effective July 1, 2018.

Employee	New Title	From Range/Step/Salary	To Range/Step/Salary
Wayne Bogh	Director Technology Services (CHC)	13/G/\$104,957.10	16/F/\$117,855.93
Rick Hrdlicka	Director Technology Services (SBVC)	13/G/\$104,957.10	16/F/\$117,855.93
Jeremy Sims	Director Technology Services (DIST)	16/G/\$121,500.96	16/G/\$121,500.96

OVERVIEW

The District’s technology department structure has been reviewed by SBCCD’s internal auditor and external firms to determine appropriate department structure and inventory control. Based on those recommendations, the Human Resources Department reviewed the job descriptions for the two positions to accommodate the additional duties that are already being performed.

ANALYSIS

In 2018 the District’s internal auditor reviewed the organizational responsibility and oversight of the District’s technology departments as part of a larger audit. It was determined that there was a lack of clear organizational responsibility regarding oversight of all technology directors. In order to correct this, the recommendation was made that the three directors use the same job description and continue to split reporting between campus administration and Technology Educational & Support Services administration.

This clarification of structure and delineation of duties and oversight responsibility will ensure all directors are able to adopt and implement the same processes and procedures in the same manner at each location. Changes to the job description were made to ensure alignment, along with reviewing the salary structure for the positions. All three managers will share the same duties and expectations for the District.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The financial impact of this board item is included in the 2018-2019 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

COLLEGE DIRECTOR OF TECHNOLOGY SERVICES

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

SUMMARY DESCRIPTION

Under the direction of the ~~Director of District Computing Services and the President of the College or the designated Vice President~~ the appropriate administrator, provides leadership for all aspects of campus technologies, which include academic, student services, campus academic networks, and support of the enterprise level information systems of the campus, and campus wide user support services and audio-visual services. In addition, will support the implementation of District Strategic and Tactical Technology Plans.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assist development of strategic, long-range technology planning.
2. Serve as the liaison to Technology and Educational Support Services (TESS).
3. Assure provision of alternative media & assistive technology.
4. Directs or personally performs the operation, monitoring, testing, maintaining and repairing the College's computer-based and audio visual and telecommunications systems.
5. Monitor and evaluate system performance and initiating necessary corrective action to assure continuity of services meeting the Colleges' needs.
6. Designing and developing systems, including software, equipment and facilities which support the teaching effort of the college;
7. In collaboration with campus academic areas, research technological applications appropriate to the College's academic uses.
8. Developing plans and strategies, including capital budgets, for hardware and software systems appropriate for the College's needs;
9. ~~Collaborate with instructional areas to design and develop systems, including software, equipment and facilities which support the teaching effort of the college.~~
10. Collaborates with the appropriate administrator on institutional planning and projects.
11. Collaborate with appropriate campus and/or District committees and/or managers to research and evaluate hardware and software which will enhance the College's academic and administrative performance.
12. Participate in the selection of systems and vendors, contracting for systems and services and overseeing vendor installation of hardware and software;
13. Work with other District technology managers to develop plans and strategies, including capital budgets, for hardware and software systems appropriate for the College's needs.
14. In collaboration with campus departments, perform systems design and applications development for effective and efficient technical support of college programs.
15. Recommend systems and vendors and oversee vendor installation of hardware and software.

16. ~~Recruit and select staff for the College's information technology needs.~~
17. Reviewing and evaluating staff performance;
18. Provide leadership, direction and coaching to assigned staff to assure their current and continuing competencies in the fields necessary for effective performance.
19. Work with other District technology and campus managers to implement and conduct program review for all technology services.
20. Analyze the resources needed to fulfill the department's service obligations.
21. Collaborate with appropriate campus and/or District committees and/or managers to establish standards for classroom design and other facilities using information technology.
22. ~~Assist the campus leadership and Director of District Computing Services~~ Assist in the development of annual budgets and monitor campus technology expenditures.
23. Provide leadership in developing campus or district policies relating to information technology.
24. Maintain and/or manage classroom / laboratory resources, as appropriate.
25. Anticipate, prevent and resolve difficult and sensitive inquiries, conflicts and complaints.
26. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Knowledge of current applications of information technology in instruction and college support programs.
 Principles and practices of administration, supervision, training and performance evaluation.
 Principles and practices of budget preparation and administration.
 Characteristics and capabilities of modern technological equipment; telecommunications systems, operations and development.
 Principles and practices of program development and administration.

Ability to:

Ability to build team support.
 Develop cooperative working relationships in a highly diverse environment.
 Manage a complex information technology organization.
 Communicate effectively both orally and in writing.
 Develop and administer policies and procedures.
 Direct the work of others.
 Oversee, direct, and coordinate the work of lower level staff.
 Participate in the selection and recommendation, supervision, training, and evaluation of staff.
 Participate in the development and administration of goals, objectives, and procedures for assigned area.
 Gather and analyze data and situations and make appropriate decisions.
 Prepare and present comprehensive, concise, clear oral and written reports.
 Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and

regulations as it relates to the position.
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
Provide leadership based on ethics and principles as they relate to campus technology functions and Operations.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university in a related field.

Required Experience:

Three (3) years of experience managing modern instructional network technology, preferably in an educational environment, with at least one year of supervision.
Experience that indicates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and community college students and to staff and students with physical and learning disabilities.

Preferred Experience:

1. Master's degree from an accredited college or university in a related field.
2. Experience in the California Community College System.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Revised: May 14, 2009, July 12, 2018
Board Approved:

Range: 43-16

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: August 9, 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 August 9, 2018

[v.7.25.2018.p.1|1]

	Effective Dates	Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
Style, Timothy Interim Manager, Production KVCR DIST KVCR	08/10/18 to 12/31/18	14A	\$91,797.64/yr	New	KVCR Categorical Fund	06/28/18
Cooper, Ralph Interim Director, Corporate & Strategic Relations, KVCR DIST KVCR	07/01/18 to 12/31/18	19C	\$124,518.69/yr	New	KVCR General Fund	06/02/17
Benson, Lori Interim Manager, Workforce Development, Deputy Sector Navigator - Information & Communications Technology DIST EDCT	08/10/18 to 12/31/18	10C	\$80,265.86/yr	New	EDCT Categorical/ Grant Funding	06/11/18

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
Mike Strong, Vice President, Administrative Services, CHC
Kristina Hannon, Executive Director, Human Resources
DATE: August 9, 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 August 9, 2018

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Crafton Hills College

	Subject	Discipline per Minimum Qualifications
Alhgmdi, Eiman	Health	Health
Arth, Patricia	Child Development	Child Development
Ayala, Maleria	Chemistry	Chemistry
Drazin, Noelle	Emergency Medical Services	Emergency Medical Technologies
Gilbert, Princess	Biology	Biological Sciences
Goddard, Andrew	Environmental Science	Physical Sciences
Grounds, John	Emergency Medical Services	Emergency Medical Technologies
Hoyle, Dani	Respiratory Care	Respiratory Technologies
Patchen, Dustin	Emergency Medical Services	Emergency Medical Technologies

San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Abdo, Ftenah	Corrections	Corrections
Abrams, Eric	Kinesiology	Kinesiology
Ahn, Katherine	History	History
Alfano, Jay	Computer Information Technology	Computer Information Technology
Amador, Brian	Pharmacy Technology	Pharmacy Technology
Antmann, Howard	Music	Music
Anton, Michael	Architecture & Environmental Design	Architecture & Environmental Design
Ariza, Ernest	Water Supply Technology	Water Supply Technology
Arlandson, James	English	English
Ashton, Judith	English	English
Ashton, Patricia	Reading & Study Skills	Reading & Study Skills
Avila, Diana	Math	Math
Awunganyi, John	Math	Math
Aziz, Husein	Heating, Ventilation, Air Conditioning	Heating, Ventilation, Air Conditioning



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

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San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Azzou, Hamid	Computer Information Technology	Computer Information Technology
Baccari, Charles	Math	Math
Baccari, Kevin	Math	Math
Badibanga, Maurice	Math	Math
Bahena, Sandra	Math	Math
Bahk, Sarah	Math	Math
Balderrama, Sandra	Computer Information Technology	Computer Information Technology
Barley, Corinne	English	English
Berglas, Ron	Theater Arts	Theater Arts
Berry, Thomas	Communication Studies	Communication Studies
Beshwate, Keith	English	English
Beuche, William	Music	Music
Blackman, Sandra	History	History
Blalock, Ashley	Art	Art
Boccumini, Paul	Psychology	Psychology
Bodnar, William	Automotive	Automotive
Bond, Lauren	English	English
Bond, Matthew	English	English
Bourbeau, Ronald	Art	Art
Bowlin, Bradford	Heating, Ventilation, Air Conditioning	Heating, Ventilation, Air Conditioning
Brandon, Preston	Water Supply Technology	Water Supply Technology
Bray, Linda	Computer Information Technology	Computer Information Technology
Brooks, Robert	Accounting	Accounting
Brown, Joshua	Kinesiology	Kinesiology
Brown, Joshua	Music	Music
Bu, Fei	Chemistry	Chemistry
Buchanan, Jamie	Psychology	Psychology
Buchholz, Jamie	Physics/Astronomy	Physics/Astronomy



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

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San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Burkhalter, Elizabeth	Sociology	Sociology
Butris, Nabil	Welding	Welding
Butterfield, John	Art	Art
Byars, Christopher	Aeronautics	Aeronautics
Caddell, Tonneka	Psychology	Psychology
Carreon-Bailey, Rebecca	Child Development	Child Development
Carroll, Marian	Communication Studies	Communication Studies
Cary, Austin	Modern Languages	Modern Languages
Cass, Russell	Anthropology	Anthropology
Castro, Chance	English	English
Castro, Emma	Biology	Biology
Catalano, Roberto	Music	Music
Caughman, Luis	Art	Art
Cescolini, Diana	Business Administration	Business Administration
Chapman, Sharon	English	English
Charcas-Salazar, Rosalinda	Modern Languages	Modern Languages
Charles, Rawlston	Kinesiology	Kinesiology
Chase, Gerald	Electricity/Electronics	Electricity/Electronics
Chatterton, Micah	English	English
Chavoushi, Maria	Modern Languages	Modern Languages
Chen, Hsu-Chia	Math	Math
Cheney, Gina	Math	Math
Cima, Deborah	Human Services	Human Services
Colbert, Timothy	Art	Art
Colern-Mulz, Leslie	English	English
Collette, Richard	Computer Information Technology	Computer Information Technology
Conrad, Paul	Math	Math
Cook, Carol	Biology	Biology



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

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San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Cooper, Brian	Art	Art
Corral, Lupe	Electricity/Electronics	Electricity/Electronics
Cotton, Christopher	English	English
Cox, Maria	Human Services	Human Services
Craft, Evan	Chemistry	Chemistry
Cretu, Camelia	Math	Math
Crew, Christopher	Psychology	Psychology
Crogman, Horace	Physics/Astronomy	Physics/Astronomy
Cross, Heather	Psychology	Psychology
Cruz, Judi	Human Services	Human Services
Cuevas, Dion	Art	Art
Dang, Caonguyen	Math	Math
Daoudi, Youssef	Chemistry	Chemistry
Davis, Cynthia	Geographic Information Systems	Geographic Information Systems
Day, Ben	Business Administration	Business Administration
Deane, Amanda	Psychology	Psychology
Diaz, Steven	English	English
Diehl-Hope, Saovaros	Child Development	Child Development
Dietz, Sarah	Psychiatric Technology	Psychiatric Technology
Ding, Guizhi	Kinesiology	Kinesiology
Dingman, Joel	Heating, Ventilation, Air Conditioning	Heating, Ventilation, Air Conditioning
Diskin, Les	Diesel	Diesel
Dolson-Andrew, Stephen	Political Science	Political Science
Domagas-Fernandez, Remedios	Architecture & Environmental Design	Architecture & Environmental Design
Dormady, Kelly	History	History
Dowlatabadi, Mohammad	Electricity/Electronics	Electricity/Electronics
Donwey, Jennifer	Psychology	Psychology
Doyle, Alicia	Chemistry	Chemistry



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

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San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Dudash, Leigh	Geology	Geology
Duncan, William	Heating, Ventilation, Air Conditioning	Heating, Ventilation, Air Conditioning
Duong, Phuoc	Anthropology	Anthropology
Dutton, Debra	Biology	Biology
Ebert, Rebecca	Reading & Study Skills	Reading & Study Skills
Edwards, Julie	Music	Music
Ellis, Pamela	English	English
Ellison, Amy	Academic Advancement	Academic Advancement
Equihua, Jessie	Machine Technology	Machine Technology
Espinosa, Adan	Math	Math
Falls, Anthony	Electricity/Electronics	Electricity/Electronics
Fathy, Sheriff	Political Science	Political Science
Fell, Devon	Psychology	Psychology
Ferguson, Prince	English	English
Fernandez, Irving	Economics	Economics
Dirtha, Farah	Chemistry	Chemistry
Fisher, Linda	Art	Art
Flowers, Tanisha	Psychology	Psychology
Ford, Jacquelyn	Reading & Study Skills	Reading & Study Skills
Foutz, Anna	Geology	Geology
Francis-Boyle, Olivia	Biology	Biology
Frias, Mayra	English	English
Gablin, Theodore	Aeronautics	Aeronautics
Galuszka, Shannon	Theater Arts	Theater Arts
Gamboa, Darlene	Biology	Biology
Garber, Melbourne	Economics	Economics
Garica, David	Philosophy	Philosophy
Garcia, Jaime	Communication Studies	Communication Studies



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

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San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Garica, Ryan	English	English
Garyan, David	English	English
Gasca, Susan	Student Development	Student Development
Gascon, Mary	Math	Math
Gayle, David	Biology	Biology
Gaynor, Michael	Water Supply Technology	Water Supply Technology
Gazelle, Eric	Machine Technology	Machine Technology
Gelenchi, Fantahum	Math	Math
Gergis, Nader	Art	Art
Ghaffari, Mithra	Biology	Biology
Gibson, Colin	Reading & Study Skills	Reading & Study Skills
Gideon, Angelita	Library Technology	Library Technology
Gill, Adam	Chemistry	Chemistry
Gelenny, Scott	Pharmacy Technology	Pharmacy Technology
Goodwin, Angelina	Modern Languages	Modern Languages
Gonzaja, Laurence	Psychology	Psychology
Gonzalez, Juan	Geographic Information Systems	Geographic Information Systems
Gonzalez, Procoro	Machine Technology	Machine Technology
Gordon, Aleida	Food & Nutrition	Food & Nutrition
Gray, Kellie	Kinesiology	Kinesiology
Gray-Castro, Sara	Modern Languages	Modern Languages
Green, Kenneth	Administration of Justice	Administration
Gregory, Eric	History	History
Haider, Mourshad	Math	Math
Haisten, David	Biology	Biology
Hall, Guillermina	Corrections	Corrections
Hamza, Mark	Chemistry	Chemistry
Hassanzadah, Ali	Math	Math



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

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San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Hassanzadah, Mezhgan	Biology	Biology
Hattar, James	Pharmacy Technology	Pharmacy Technology
Hayes, Lori	Dance	Dance
Hayes, Michael	Economics	Economics
Hayes, Shonia	Chemistry	Chemistry
Henry, Mark	English	English
Hernandez, Ramon	Inspection Technology	Inspection Technology
Hernandez, Roy	Chemistry	Chemistry
Hidalgo, Alma	Geography	Geography
Hightower, Nicole	Psychology	Psychology
Hinckley, David	English	English
Hoage, Scott	Human Services	Human Services
Hoang, Dung	Math	Math
Hoelle, Janet Nicole	English	English
Holstrom, Geoffrey	Physics/Astronomy	Physics/Astronomy
Honn, Ronald	Human Services	Human Services
Hooker, Richard	Human Services	Human Services
Hoover, Jason	Electricity/Electronics	Electricity/Electronics
Hope, Allen	Food & Nutrition	Food & Nutrition
Hopper, Randi	Child Development	Child Development
Houts, Robert	Inspection Technology	Inspection Technology
Hoyt, James	Aeronautics	Aeronautics
Hughes-Curtis, Lindsay	Child Development	Child Development
Hungate, Adam	History	History
Hunt, Beverly	Kinesiology	Kinesiology
Irby, Carl	Human Services	Human Services
Iyengar, Melissa	Biology	Biology
Jackson, Beverlyn	Nursing	Nursing



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

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San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Jacques, Paul	Theater Arts	Theater Arts
James, Edna	English	English
Jamison, Dana	Business Administration	Business Administration
Jenkins, Theodore	Math	Math
Johnson, David	Physics/Astronomy	Physics/Astronomy
Johnson, Dominique	Student Development	Student Development
Johnson, Stephen	Math	Math
Johnson, Steven	Chemistry	Chemistry
Jones, Dianna	Computer Information Technology	Computer Information Technology
Jones, Pamela	Child Development	Child Development
Kapur, Anshika	Chemistry	Chemistry
Kawa, Jon	Art	Art
Kawa, Karlie	Art	Art
Kehrier, Christopher	Biology	Biology
Keithly, Dana	Anthropology	Anthropology
Kellmer, Randall	Computer Information Technology	Computer Information Technology
Kellogg, Elena	English	English
Kent, Michael	English	English
Kiefer-Newman, Katherine	Philosophy	Philosophy
Killian, Jennifer	English	English
Kim, Edward	Math	Math
Kim, Elliott	History	History
Kinon, Marc	Psychology	Psychology
Kjeldgaard, Violette	Theatre Arts	Theater Arts
Koch, Curtis	Math	Math
Koch, Paul	Corrections	Corrections
Korcha, Michale	Computer Science	Computer Science
Kounas, Jason	Kinesiology	Kinesiology



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.9|16]

San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Krajewski, Linda	Psychology	Psychology
Kuntz, John	English	English
Lai, Karen	Math	Math
Lamp, Leonard	Math	Math
Lavruk, Alexander	Music	Music
Lawton, Phillip	Heating, Ventilation, Air Conditioning	Heating, Ventilation, Air Conditioning
Le, Tom	Math	Math
Leatham, Wallace	Geology	Geology
Lefay, Elizabeth	Kinesiology	Kinesiology
Lessard, George	Chemistry	Chemistry
Lim, Sunggon	Chemistry	Chemistry
Lindeman, David	Heating, Ventilation, Air Conditioning	Heating, Ventilation, Air Conditioning
Liscum, Huong	Math	Math
Litel, Gerald	Accounting	Accounting
Loh Myers, Susan	English	English
Long, Janet	Sociology	Sociology
Lopez, Kimberli	Pharmacy Technology	Pharmacy Technology
Loring, Michael	English	English
Loukeh, Alison	Water Supply Technology	Water Supply Technology
Lowe, Josephine	Reading & Study Skills	Reading & Study Skills
Lucier, Bradley	History	History
Luna, Joana	Math	Math
Luu, Tony	English	English
Maestre, Joanne	English	English
Magana, Gloria	Psychology	Psychology
Mahoney, Ann	English	English
Majid, May	Math	Math
Marquis, Matt	Modern Languages	Modern Languages



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.10|16]

San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Marrs, Tracy	Reading & Study Skills	Reading & Study Skills
Martinez, Carlos	Real Estate/Escrow	Real Estate/ Escrow
Martinez, Francisco	Architecture & Environmental Design	Architecture & Environmental Design
Martinez, Jamie	Kinesiology	Kinesiology
Matin, Mohammed	Math	Math
Mayo, Ana	Chemistry	Chemistry
McGuire, Iryna	Biology	Biology
McKinley, Rebecca	Culinary Arts	Culinary Arts
Medina, William	History	History
Meier, Susan	History	History
Mendoza, Jennifer	Psychology	Psychology
Mendoza, Maria	Math	Math
Michlick, Mark	Chemistry	Chemistry
Mierzwik, William	Kinesiology	Kinesiology
Miller, Brenda	Human Services	Human Services
Miller, Frank	Math	Math
Millican, Edward	Political Science	Political Science
Mondrala, Scott	Biology	Biology
Monin, Craig	Electricity/Electronics	Electricity/Electronics
Montanez, Melissa	Biology	Biology
Moore, Zeanissia	Reading & Study Skills	Reading & Study Skills
Morales, Cynthia	Automotive	Automotive
Moran, Omar	English	English
Moreira, Tiffany	Psychology	psychology
Moreno, Robert	Welding	Welding
Morosin, Alessandro	Sociology	Sociology
Mukundan Ramaa	Geography	Geography
Mulchandani, Priti	Biology	Biology



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.11|16]

San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Murillo, Charles	English	English
Murphy, April	Welding	Welding
Murphy, Ericka	Political Science	Political Science
Murtada, Samira	Modern Languages	Modern Languages
Naim, Rozaena	Math	Math
Ngobi, Said	Math	Math
Nguyen, Benny	Math	Math
Nguyen, Bryan	Math	Math
Nguyen, Hoang	Math	Math
Nguyen, John	Chemistry	Chemistry
Nguyen, Leon	Math	Math
Nguyen, Thuy	Math	Math
Nguyen, Tung	Math	Math
Nichols, Barbara	Academic Advancement	Academic Advancement
Niehus, Gerald	English	English
Nimako, Solomon	Geographic Information Systems	Geographic Information Systems
Nordstrom, Matthew	Geography	Geography
Norris, Windy	Communication Studies	Communication Studies
Olid, Pilar	Math	Math
Ontiveros, Doris	Pharmacy Technology	Pharmacy Technology
Orton, Renee	Communication Studies	Communication Studies
Paine, Kristy	Administration of Justice	Administration of Justice
Palacios, Levy	Computer Information Technology	Computer Information Technology
Palmer, Edward	Counseling	Counseling
Parsa, Arya	Biology	Biology
Partain, Jeff	English	English
Perez, Edward	English	English
Perez, Erik	Aeronautics	Aeronautics



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.12|16]

San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Perris, Christina	History	History
Petersen, Heather	Reading & Study Skills	Reading & Study Skills
Pielke, Janet	Sociology	Sociology
Poffek, Christine	Kinesiology	Kinesiology
Polopolus, Jason	Modern Languages	Modern Languages
Porras, Michael	Reading & Study Skills	Reading & Study Skills
Prajapati, Nikita	Geography	Geography
Prewitt, Chythia	Human Services	Human Services
Price, Brandi	Child Development	Child Development
Quinones, Benjamin	English	English
Racataian, Cristian	Math	Math
Rahman, Mustafizur	Math	Math
Ramirez, Jessica	Math	Math
Ramirez, Richard	Automotive	Automotive
Ramos, Rebecca	Biology	Biology
Rangel, Francisco	Accounting	Accounting
Ratigan, James	Kinesiology	Kinesiology
Raval, Gira	Chemistry	Chemistry
Ribadu, Isa	Psychology	Psychology
Rice, Larry	Aeronautics	Aeronautics
Richey, Michael	English	English
Riddell, Jeannette	English	English
Rippetoe, James	Radio, Television & Film	Radio, Television & Film
Rivera, Pedro	Modern Languages	Modern Languages
Robertson-Estrada, Krista	History	History
Rodriguez, Mike	Political Science	Political Science
Roller, Gayle	English	English
Romero, Markazan	Electricity/Electronics	Electricity/Electronics



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.13|16]

San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Rosvall, Scott	Diesel	Diesel
Roszak, Suzanne	English	English
Rounds, Michael	History	History
Russell, Scott	English	English
Saad, Nancy	Biology	Biology
Saadat, Ali	Math	Math
Sacdalan, Alvin	Math	Math
Sacks, Andrew	English	English
Salcedo, Rebeca	English	English
Salyer, Kimberly	Communication Studies	Communication Studies
Samson, Danae	English	English
Sanchez, Rosa	Child Development	Child Development
Sandin, Kahryn	English	English
Sati, Sandeep	Chemistry	Chemistry
Scalisi, Carlos	Political Science	Political Science
Schmitt, Christopher	Sociology	Sociology
Schrader, Michelle	Philosophy	Philosophy
Schwartz, Rebecca	Water Supply Technology	Water Supply Technology
Scott, Benjamin	Human Services	Human Services
Scott, Joshua	Economics	Economics
Selva, Doris	Communication Studies	Communication Studies
Seraj, Robyn	Pharmacy Technology	Pharmacy Technology
Shea, Edward	English	English
Shereen, Yasmine	Anthropology	Anthropology
Shweikeh, Eman	Chemistry	Chemistry
Sichter, Patrick	English	English
Sievers, Jerry	Automotive	Automotive
Smith-Trafzer, Lee Ann	History	History



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.14|16]

San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Snow, Stephen	History	History
Sola, Michael	Kinesiology	Kinesiology
Souza, Gwendolyn	Math	Math
Stauble, Vernon	Business Administration	Business Administration
Stephenson, James	Chemistry	Chemistry
Strine, Mary	Academic Advancement	Academic Advancement
Strom, Ann	Modern Languages	Modern Languages
Strom, Brian	Modern Languages	Modern Languages
Stuart, Doris	Police Science	Police Science
Sullivan, John	English	English
Sullivan, Laurie	Modern Languages	Modern Languages
Syphengpheth, Kamphoune	Art	Art
Talley, Amanda	Math	Math
Tariq, Ayesha	Chemistry	Chemistry
Teegarden, Thomas	Aeronautics	Aeronautics
Thompson, Melissa	Child Development	Child Development
Thompson, Ross	Art	Art
Ting, Lycretia	Math	Math
Tinoco, Michelle	Student Development	Student Development
Tivery, Jerry	Kinesiology	Kinesiology
Tolan, Kelcie	Kinesiology	Kinesiology
Townsend, Maura	Dance	Dance
Tran, Long	Computer Information Technology	Computer Information Technology
Trehella, Donna	Radio, Television & Film	Radio, Television & Film
Turner, Eugenia	Human Services	Human Services
Valcarcel, David	Music	Music
Valladao, Gary	Water Supply Technology	Water Supply Technology
Valle, Samuel	Electricity/Electronics	Electricity/Electronics



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.15|16]

San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Van Osterhoudt, Patricia	Reading & Study Skills	Reading & Study Skills
Vasquez, Leo	Business Administration	Business Administration
Velarde-Petersen, Loreto	Modern Languages	Modern Languages
Verholtz, Gary	Water Supply Technology	Water Supply Technology
Vinciullo, Frances	Psychology	Psychology
Voisard, Steven	Library Technology	Library Technology
Wagner, Eric	English	English
Wagner, Tamara	Child Development	Child Development
Wallick, Amber	Child Development	Child Development
Walters, Sandi	Child Development	Child Development
Wardell, Matt	Art	Art
Watterlond, John	Math	Math
Weis, Anh	Math	Math
Wen, Edward	Chemistry	Chemistry
Wheeler, James	English	English
White, Charles	Art	Art
White, Stuart	Administration of Justice	Administration of Justice
Wiley, Mark	Water Supply Technology	Water Supply Technology
Williams, Theresa	Reading & Study Skills	Reading & Study Skills
Williams, Yvette	Reading & Study Skills	Reading & Study Skills
Williamson, Asia	Human Services	Human Services
Wilson, Nancy	English	English
Worley, Edward	Heating, Ventilation, Air Conditioning	Heating, Ventilation, Air Conditioning
Wright, Jordan	Political Science	Political Science
Wrightstone, Brad	Math	Math
Yarbrough, Kay	Academic Advancement	Academic Advancement
Yarnelle, Edward	Psychology	Psychology
Yeo, Michelle	Math	Math



Adjunct and Substitute Academic Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.16|16]

San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Yoo, Jane	Psychology	Psychology
Yoon, Choon	Music	Music
Zarate, Rangel	English	English
Zeeb, John	Psychology	Psychology
Zhang, Renwu	Physical Science	Physical Science
Zhu, Zhiqiang	Chemistry	Chemistry
Zuick, Nhan	Math	Math

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: August 9, 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 hourly rate was \$49.00.

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 August 9, 2018

[v.7.25.2018.p.1|3]

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Douthit, Milly DSPS	08/13/18	12/24/18	422	\$21,944.00	DSPS Counselor - To meet with disabled students for Ed.Plans, LD testing, accommodations, etc.
Fry, Maureen DSPS	08/13/18	12/24/18	422	\$21,944.00	DSPS Counselor - To meet with disabled students for Ed.Plans, learning disabilities testing, accommodations, etc.
Hawkins, Damaris J. Instruction Office General Funding	08/09/18	08/09/18	5	\$260.00	Will be providing a presentation for Part-time Faculty In Service.
Rojas, Daniel Strong Workforce Grant Fund	08/10/18	06/30/19	86	\$4,500.00	Investigate and develop course curriculum for implementation of a Physical Therapy Assistant program.

San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Bastedo, David Zero Textbook Cost Degree Grant Fund	08/11/18	11/30/18	27	\$1,404.00	To plan and participate in instructional design events for faculty teaching Zero Textbook Cost sections.
Bjerke, Jennifer Zero Textbook Cost Degree Grant Fund	08/11/18	11/30/18	27	\$1,404.00	To plan and participate in events for the faculty and students participating in the Zero Textbook Cost Degree program.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.2]3

San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Bourbeau, Ron Strong Workforce Grant Fund	08/13/18	12/13/18	19	\$988.00	To conduct curriculum research and writing for the Digital Arts program in conjunction with the Strong Workforce Grant.
Caldwell-Betties, Melita Strong Workforce Grant Fund	08/10/18	12/22/18	4	\$208.00	For high schools ROP articulation meetings/agreements; developing employee/industry partners.
Ellis, Charnell Middle College General Fund and Middle College High School Program Grant Fund	08/10/18	06/30/19	844	\$43,888.00	Counselor for Middle College High School Program.
Gifford, Mercedes Instruction General Fund	08/13/18	06/30/19	800	\$41,600.00	Adjunct Reference Librarian-Backfill for Celia Huston.
Halabi, Tarif Strong Workforce Grant Fund	08/10/18	12/22/18	4	\$208.00	For high schools ROP articulation meetings/agreements; developing employee/industry partners.
Hecht, Andrea Zero Textbook Cost Degree Grant Fund	08/11/18	11/30/18	27	\$1,404.00	To plan and participate in Zero Textbook Cost Degree student cohort events.
Kawa, Karlie Strong Workforce Grant Fund	08/13/18	12/13/18	19	\$988.00	To plan and participate in Zero Textbook Cost Degree student cohort events.
Kelly, Matthew Instruction General Fund	08/13/18	06/30/19	800	\$41,600.00	Adjunct Reference Librarian-Backfill for Celia Huston.
Meyer, Stacy Strong Workforce Grant Fund	08/10/18	12/22/18	4	\$208.00	For high schools ROP articulation meetings/agreements; developing employee/industry partners.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.3]3]

San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Milligan, Joshua Strong Workforce Grant Fund	08/10/18	12/22/18	4	\$208.00	For high schools ROP articulation meetings/agreements; developing employee/industry partners.
Notarangelo, Maria Library General Fund	08/13/18	06/30/19	800	\$41,600.00	Adjunct Reference Librarian
Ramsey, Daniele Math & Science General Fund	05/29/18	06/01/18	10	\$490.00	For participation in the Science, Technology, Engineering and Math Summer Bridge Program. Ratification: Ratification: The Division was unaware Ms. Ramsey would be assisting Ms. Wahab with the Summer Bridge Program.
Voisard, Steven Library General Fund	08/10/18	06/30/19	800	\$41,600.00	Adjunct Reference Librarian
Williams, Mark Strong Workforce Grant Fund	08/10/18	12/22/18	4	\$208.00	For high schools ROP articulation meetings/agreements; developing employee/industry partners.

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: August 9, 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 August 9, 2018

[v.7.22.2018.p.1|1]

	From	To	Range & Step	Daily Rate	Fund	Live Scan Clearance
Loera, Anthony EMT Instructor CHC EMS	8/10/18	12/31/18	TBD*	TBD*	Emergency Medicine Program	8/29/15
Ward, Amanda EMT Instructor CHC EMS	8/10/18	12/31/18	TBD*	TBD*	Emergency Medicine Program	12/12/16
Larivee, Elizabeth Counselor SBVC Counseling & Matriculation	8/13/18	12/3/18	TBD*	TBD*	Student Success & Support Program (SSSP)	Pending [†]

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

[†]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: August 9, 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 August 9, 2018

[v.7.25.2018,p.1|7]

Professional Expert

	Duties	From	To	Hourly Rate
Yamamoto, June CHC Career Education and Human Development	Business & Resources Development Consultant	8/10/18	12/31/18	\$60.00
Anderson, Matthew CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Apodaca, Kylie CHC Fire Technology Program	Fire Academy Instructor	7/13/18	12/28/18	\$45.00
Benfield, David CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Cisneros, Cory CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Collins Jr. Thomas CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Commander, John CHC Fire Technology Program	Fire Academy Instructor	7/2/18	12/31/18	\$45.00
Corbett, Shawn CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
DeBoer, Frank CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Gaddy, Duran CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Hesterly, Alison CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Horton, Mike CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Janssen, Joshua CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Kearney, Matthew CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Kelsheimer, Jeff CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Ketcherside, David CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Konrad, Josef CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Lagace, Paul CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Martinez, Richard CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00



Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.2|7]

Professional Expert

	Duties	From	To	Hourly Rate
Nafgar, Dan CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Nunez, Crispin CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Ortiz, Francisco CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Page, Tony CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Ramos, Jesus CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Raney, Brett CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Solometo, Richard CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Timboe, Robert CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Tovar II, Ralph CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Valdez, Travis CHC Fire Technology Program	Fire Academy Instructor	7/02/18	12/31/18	\$45.00
Creason, Julie DIST Economic Development & Corporate Training	Program Assistant	7/01/18	12/31/18	\$45.00
Romo, Lucinda DIST Economic Development & Corporate Training	Program Assistant	7/01/18	12/31/18	\$20.00
Baron, Ethan DIST KVCR	Content Specialist	7/01/18	12/31/18	\$22.00* \$15.00 to \$60.00
<i>*To correct rate previously approved by the Board on 6/21/2018.</i>				
Lu, Brian SBVC Applied Technology, Transportation and Culinary Arts Division	Program Assistant	7/16/18	12/21/18	\$20.00
Martinez, Marvin SBVC Arts & Humanities: Supplemental Instruction	Tutor II	8/13/18	12/13/18	\$12.50
Bojorquez Gonzalez, Manuel SBVC Disabled Student Programs & Services	Assistant Instructor	8/13/18	12/21/18	\$20.00



Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.3|7]

Professional Expert

	Duties	From	To	Hourly Rate
Kelly, Shamica SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level III	8/10/18	12/31/18	\$24.00
Harper, Patricia SBVC English	Tutor III	7/01/18	12/31/18	\$14.50
Henry, Lisa SBVC English	Tutor III	7/01/18	12/31/18	\$14.50
Serrano, Cynthia SBVC English	Tutor III	7/01/18	12/31/18	\$14.50
Juarez, Sylvia SBVC First Year Experience	Dreamers Liaison	8/13/18	12/31/18	\$45.00
Pacheco, Ashley SBVC Marketing & Public Relations	Staff Writer/ Photographer	7/02/18	12/31/18	\$16.00
Engen, James A. SBVC Police Academies/Criminal Justice	Facilitator/Evaluator/ Safety Facilitator	8/13/18	12/13/18	Facilitator \$35/ Evaluator \$150/ Safety Facilitator \$25
Sutcliffe, James SBVC Police Academies/Criminal Justice	Facilitator/Evaluator/ Safety Facilitator	7/13/18	12/31/18	Facilitator \$35/ Evaluator \$150/ Safety Facilitator \$25
Zemel, Grant SBVC Police Academies/Criminal Justice	Facilitator/Evaluator/ Safety Facilitator	8/13/18	12/13/18	Facilitator \$35/ Evaluator \$150/ Safety Facilitator \$25

Short-Term

	Duties	From	To	Hourly Rate
Cruz, Kenia SBVC Art Department	Model (undraped)	8/13/18	12/13/18	\$16.00
Neuharth, Rose SBVC Art Department	Model (undraped)	8/13/18	12/13/18	\$16.00
Huang, Michael SBVC Counseling	Project Assistant III	7/01/18	12/31/18	\$14.50
Almaguer, Marissa SBVC Counseling & Matriculation Division	Project Assistant III	7/01/18	12/31/18	\$14.50



Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.4|7]

Short-Term

	Duties	From	To	Hourly Rate
Grant, Shaneikah SBVC Counseling & Matriculation Division	Project Assistant III	7/01/18	12/31/18	\$14.50

Substitute

	Duties	From	To	Hourly Rate
Eastlake, Michael CHC Campus Technology Services <i>Ext: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Technology Support Specialist I	7/01/18	8/31/18	\$26.15
Bender, Zaquita CHC Career Education & Human Development <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Secretary II	7/05/18	8/10/18	\$18.97
Cox, Laura CHC Library <i>Ext: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Library Technical Assistant II	7/01/18	8/03/18	\$19.43
Appleby, Farrah CHC Office of Instruction <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Administrative Secretary	6/25/18	6/30/18	\$20.93
Appleby, Farrah CHC Office of Instruction <i>Ext: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Administrative Secretary	7/02/18	9/02/18	\$20.93
Mesa, Krystal DIST Economic Development & Corporate Training <i>New: Vacancy in active recruitment</i>	Secretary II	7/16/18	9/15/18	\$21.92
Miller, Donald DIST KVCR <i>Ext: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Broadcast Operator	7/01/18	9/01/18	\$24.79
Porter, Janine DIST KVCR <i>Ext: Vacancy in active recruitment. Manuel Rosales.</i>	Broadcast Operator	7/01/18	9/01/18	\$24.79



Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.5|7]

Substitute

	Duties	From	To	Hourly Rate
Shaff, Joseph DIST KVCR <i>Ext: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Broadcast Operator	7/01/18	9/01/18	\$24.79
Arenas, Daniel DIST Police <i>Ext: On Call vacancy in active recruitment/sick/vacation coverage.</i>	College Police Officer	6/23/18	6/30/18	\$29.49
Hall, Suzan SBVC Administrative Services <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Administrative Secretary	7/01/18	8/29/18	\$24.19
Chow, Michelle SBVC Campus Business Office <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Account Clerk I	7/01/18	8/29/18	\$18.44
Brown, Alexis SBVC Chemistry <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Lab Technician	7/02/18	8/30/18	\$24.79
Robles, Sandra SBVC Chemistry <i>Ext: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Lab Technician	7/02/18	8/29/18	\$24.79
Gilbert, Darlene SBVC Child Development Center <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Child Development Assistant	7/23/18	9/22/18	\$13.75
Tamayo, Matty SBVC Child Development Center <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Child Development Teacher	7/23/18	9/22/18	\$19.79
Bowens-McLeod, Nia SBVC Counseling <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Secretary II	7/01/18	8/29/18	\$21.92
Fisher, Darrel SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$18.90



Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.6|7]

Substitute

	Duties	From	To	Hourly Rate
Gonzales, Benny SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$18.90
Gonzales, Natalie SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/28/18	\$18.90
Hasson, Eugene SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/28/18	\$18.90
Huerta, Maria SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$18.90
Menendez, Dinora SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$18.90
Rendon, Marlies SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$18.90
Ritchie, Ernest SBVC Custodial <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Custodian	7/01/18	8/29/18	\$18.90
Martin, Patricia 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
Morris, Dorothy SBVC Grounds <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Grounds Caretaker	7/01/18	8/29/18	\$16.11
Hautreux, Luis SBVC Grounds <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Grounds Caretaker	7/01/18	8/29/18	\$16.35



Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.7|7]

Substitute

	Duties	From	To	Hourly Rate
Bateman, Jeffery SBVC Maintenance <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Maintenance Technician	7/01/18	8/29/18	\$20.93
Clark, Christopher 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
Myricks, Nedra SBVC Star <i>New: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Secretary II	7/01/18	8/29/18	\$18.97

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: August 9, 2018
SUBJECT: Consideration of Approval to Revise the Professional Expert Rate of Pay Schedule

RECOMMENDATION

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

OVERVIEW

An internal analysis was conducted to review the current assignment titles and pay rates of Professional Experts performing service in the Fire Academy at Crafton Hills College. It was determined that the current hourly rates for these assignments are well below the median hourly rate for instructors in comparable positions at surrounding community colleges. Instructors in this program are in high demand and SBCCD's below median rate of pay is resulting in a challenge to attract and retain qualified instructors for the program. With the increase in pay rate, three current assignment titles can be consolidated into one assignment. One new additional assignment title would be added due to increased qualifications for position.

ANALYSIS

It is recommended that the Board of Trustees approve the following changes to Professional Expert assignments:

Eliminate		Add	
	<u>Hourly Rate</u>		<u>Hourly Rate</u>
Fire Agility Instructor	\$30.00	Fire Academy Instructor	\$45.00
Safety Officer	\$22.50	State Fire Training Instructor	\$55.00
Tactical Officer/Fire	\$23.00		

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

The financial implications of this board item are Included in the 2018-2019 budget.



Professional Expert Rate of Pay

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.1|3]

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	\$25.00 to \$40.00
Adult Education Planning Grant Coordinator	\$40.00
Assistant Instructor	\$20.00
Bilingual Translator/Interviewer	\$20.00
Business and Resources Development Consultant	\$60.00
CAHSEE Facilitator	\$50.00
Camera & Lighting Technician	\$11.00 to \$20.00
Clinical Instructor	\$20.00
Closed Caption Editor I	\$11.00 to \$15.00
Closed Caption Editor II	\$16.00 to \$20.00
Closed Caption Editor III	\$21.00 to \$30.00
Content Specialist (FNX and Marketing & Public Relations)	\$15.00 to \$40.00
Counseling Trainee	\$15.00
Criminal Justice Academy Liaison	\$30.00
CTE Transition Coordinator	\$20.00 to \$30.00
Guardian Scholars and Dreams Liaison (Categorical)	\$45.00
Editor (KVCR, FNX, Pledge Drive)	\$18.00 to \$30.00
EMT-1 Skills Laboratory Assistant	\$12.00
EMT(EMS)/Respiratory Care/Fire TechPE/ASL Specialist	\$30.00
Fire Academy Instructor	\$45.00
Fire Agility Group Leader/Proctor	\$12.50
Fire Agility Instructor	\$30.00
Fire Operations Specialist	\$55.00
Flight Simulator Repair	\$30.00
Foster Parenting Education	\$45.00
GIS Technician	\$18.00 to \$24.00
Grant Program Assistant (Categorical)	\$35.00
Grant Writer I/II/III	\$30.00/\$40.00/\$55.00
Human Resources Recruiter	\$20.00
Interpreting/Transliterating Level I (0-2 yrs of exp & pass evaluation)	\$18.00
Interpreting/Transliterating Level II (2-4 yrs of exp & pass evaluation)	\$21.00
Interpreting/Transliterating Level III (4-5 yrs of exp & pass evaluation)	\$24.00
Interpreting/Transliterating Level IV (5-6 yrs of exp or RID & pass evaluation)	\$27.00
Laboratory Instructor	\$20.00
Mental Health Educator/Counselor Intern	\$55.00
Nurse Practitioner I (1-2 years of SBCCD experience)	\$55.00



Professional Expert Rate of Pay

Submitted for Board Approval August 9, 2018

[v.7.25.2018.p.2|3]

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
Nurse Practitioner II (3-5 years of SBCCD experience)	\$60.00
Nurse Practitioner III (6+ years of SBCCD experience)	\$65.00
Physician	\$30.00
Pharmacy Technology Accreditation Coordinator	\$30.00 to \$50.00
Police Science Facilitator/Instructor	\$35.00
Policy Analyst	\$60.00
Post Masters Counseling Associate I / II / III	\$25.00/\$30.00/\$35.00
Primary Instructor	\$25.00
Program Assistant	\$20.00 to \$49.00
Project Evaluator	\$40.00
Project Manager	\$75.00
Public Information Specialist	\$65.00
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$40.00
Risk Management Coordinator	\$28.00
RTVF Intern I / II / III	\$11.00 / \$12.00 / \$13.00
Safety Facilitator	\$19.00 to \$25.00
Safety Officer	\$22.50
Social Media Specialist (FNX & Marketing & Public Relations)	\$21.00 to \$25.00
Special Events Planner	\$25.00 to \$35.00
Staff Writer/Photographer	\$16.00 to \$20.00
State Fire Training Instructor	\$55.00
Tactical Officer/Police	\$28.00
Tactical Officer/Fire	\$23.00
Tech Prep	\$30.00
Training Specialist	\$19.00
Tutor I / II / III	\$11.00 / \$12.50 / \$14.50
TV Closed Captioning	\$11.00 to \$15.00
Veteran's Resource Specialist	\$50.00
Workforce Development/PDC Trainer	\$15.00 to \$100.00 or up to 85% of Enrollment or up to 60% of net
Strengths Educator/Coach	\$49.00

PROFESSIONAL EXPERT ASSIGNMENT	SESSION RATE
Foster Parent Host	\$25.00
Musician	\$75.00



Professional Expert Rate of Pay

Submitted for Board Approval August 9, 2018
[v.7.25.2018.p.3]3]

PROFESSIONAL EXPERT ASSIGNMENT	DAILY RATE
Evaluator (<i>per scenario</i>)	\$150.00
Theatre Production Assistant	\$500.00
CPR/Lifeguard Certification Facilitator	\$200.00 to \$300.00
Consultant	\$300.00 to \$500.00

PROFESSIONAL EXPERT ASSIGNMENT	SEMESTER RATE
Faculty Intern	\$600.00
Future Teacher Intern	\$300.00
Grant Assignment	\$300.00
Medical Director (EMT)	\$3,500.00
Medical Director (Respiratory Care)	\$3,000.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Diana Rodriguez, President, SBVC
Mike Strong, Vice President, Administrative Services, CHC
Kristina Hannon, Executive Director, Human Resources
DATE: August 9, 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 August 9, 2018

[v.7.22.2018.p.1|1]

	Site	Assignment	From	To
Beauvais, Alfred	SBVC	Art	08/13/18	12/21/18
Dye, Anthony	SBVC	Athletics	08/10/18	12/31/18
Dye, Nicole	SBVC	Art	08/13/18	12/21/18
Hale, Gage A.	SBVC	Athletics	08/10/18	12/31/18
Horan, Madalynn	SBVC	Athletics	08/10/18	12/31/18
Hunt, Ezra	SBVC	Art	08/13/18	12/21/18
Lindsley, Fred	SBVC	Athletics	08/10/18	12/31/18
Livoni, Cathy	SBVC	Art	08/13/18	12/21/18
Lutz, Chiara	SBVC	Art	08/13/18	12/21/18
Marquez, Jeremiah	SBVC	Athletics	08/10/18	12/31/18
Placencia, Gabriel	SBVC	Athletics	08/10/18	12/31/18
Sanchez, Eric	SBVC	Athletics	08/10/18	12/31/18
Sanchez, Michael	SBVC	Athletics	08/10/18	12/31/18
Smith, Will	SBVC	Athletics	08/10/18	12/31/18
Vollhardt, Victor J.C.	SBVC	Athletics	08/10/18	12/31/18
Choi, Eunice	CHC	Counseling	8/10/18	12/31/18
Calderon, Sara	CHC	Counseling	8/10/18	12/31/18
Schessler, Cristina	CHC	Counseling	8/10/18	12/31/18
Groenow, Brandon	DIST	KVCR Development	8/10/18	12/31/18
Jarnilla, Karolyn	DIST	KVCR Development	8/10/18	12/31/18

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: August 9, 2018
SUBJECT: Consideration of Approval of Reclassification of Employees

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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



Reclassifications

Submitted for Board Approval August 9, 2018

[v.7.22.2018.p.1|1]

	Effective Date	Current	Proposed Reclassification
Richard Garcia CSEA Bargaining Unit Member SBVC Child Development Center	02/12/18	Food Services Worker Range 18, Step E, 8 hours/260 days	CDC Food Service Specialist Range 29, Step E , A, 8 hours/260 days <i>(To correct June 21, 2018 approval per ratified CSEA MOU.)</i>

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: August 9, 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 August 9, 2018

[v.7.22.2018.p.1|1]

	Years of Service	Last Date of Employment
Xiang, Jun Research Analyst District Computing Services	1	6/28/2018
Thornton, Carla Coordinator Veteran's / Counselor CHC Student Services	2	8/10/2018

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: August 9, 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 August 9, 2018

[v.7.22.2018.p.1|1]

	Years of Service	Last Date of Employment
Moreno, Carol Book Buyer CHC Bookstore	22	06/30/18
Barabani, Gino Senior Technology Support Specialist CHC Technology Services	18	10/01/18

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: August 9, 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 August 9, 2018

[v.7.24.2018.p.1|1]

	Start Date	Salary Schedule, Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
Dawang, Maita Student Services Technician I CHC Extended Opportunity Programs and Services (EOPS/CARE)	8/27/18	Classified 30A	\$20.35/hr	New	EOPS/CARE and CalWorks	3/8/17
Luna, Veronica Human Resources Analyst DIST Human Resources	8/10/18	Confidential 21A	\$40.18/hr	New	Human Resources	7/9/18
Gonzales, Benny Custodian I SBVC Custodial	8/10/18	Classified 27A	\$18.90/hr	J. Mendigorin	Custodial	10/23/17
Mulgado, Irene Custodian I SBVC Custodial	8/10/18	Classified 27A	\$18.90/hr	G. Eation	Custodial	1/30/16
Fisher, Darrell Custodian I SBVC Custodial	8/10/18	Classified 27A	\$18.90/hr	D. Kelly	Custodial	7/20/17
Vaca, Domitilo Custodian I SBVC Custodial	8/27/18	Classified 27A	\$18.90/hr	C. Nguyen	Custodial	7/23/18
Alatorre, Yesica Traffic Coordinator DIST KVCR/FNX	8/10/18	Classified 42A	\$27.39/hr	C. Alexander	FNX	1/25/17
Barot, Shetal Human Resources Generalist DIST Human Resources	8/10/18	Confidential 10A	\$30.63/hr	D. Lewis	Human Resources	Pending [†]

[†]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: Diana Rodriguez, President, SBVC
Mike Strong, Vice President, Administrative Services, CHC
Kristina Hannon, Executive Director, Human Resources
DATE: August 9, 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.

Coaching stipends are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, MOU dated April 14, 2017.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The payment of stipends is included in the appropriate budgets.



Payment of Stipends

Submitted for Board Approval August 9, 2018

[v.8.1.2018.p.1|1]

Faculty Chair – 2018-19 Academic Year

	Site & Department	Stipend
Dulgeroff, James	SBVC Economics	\$5,000.00
Moore, Sandra	SBVC Psychology	\$5,000.00
Allen, Denise (Co-Chair)*	CHC Multimedia, Information Technology, and Noncredit CHC Business, Economics, and Information Technology	\$6,000.00 \$4,000.00
George, Kenneth (Co-Chair)*	CHC Business and Economics CHC Business, Economics, and Information Technology	\$7,000.00 \$4,000.00

**On June 21, 2018, the Board of Trustees approved Denise Allen and Kenneth George as co-chairs for their department. Effective July 1, 2018, the Business, Economics, and Information Technology Department has been split into two separate departments. This request is to approve Denise Allen and Kenneth George as faculty chairs for their individual departments (and not co-chairs).*

Assistant Coach – Fall 2018

	Site & Department	Stipend
Dye, Tony	SBVC Football	\$5,000.00
Evans, Lauren	SBVC Soccer	\$5,000.00
Johnson, Derrick	SBVC Football	\$5,000.00
Sanchez, Eric	SBVC Football	\$5,000.00
Smith, Will	SBVC Football	\$5,000.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: August 9, 2018
SUBJECT: Consideration of Approval of Professional Services Contracts/Agreements

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of Professional Services contracts/agreements.

OVERVIEW

In accordance with Board Policy 6340 and Administrative Procedure 6340, Section A, Sub-section 3, the attached list of contracts for Professional Services, Consultants and Legal Services is submitted for approval.

ANALYSIS

The attached list of contracts, agreements and their associated purchase orders are for fiscal audits, legal services, consultants and other professional services that are needed by the District. Unless otherwise noted the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these amounts will be submitted for board ratification and/or approval.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The contracts/agreements on the attached list are budgeted for via purchase orders.

Contracts for Approval

Scheduled Board Date 8/9/2018

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
Consultants			
Huron Consulting Group, Inc.	(16909) Provide support on the Oracle database data warehouse Term: 7/1/2018 - 6/30/2020 Funding Source: General Funds	TESS/SBCCD	\$37,800.00

SubTotal for Consultants: 1

Professional Services

HMC Architects	(16905) Architectural services for various small projects at SBVC Term: 7/1/2018 - 6/30/2021 Funding Source: General Funds	Administrative Services/SBVC	\$150,000.00
Keenan & Associates	(12252) Self-insured claims administration for District's worker compensation program at a cost of \$88,000 per year; this is to approve a one year extension of this agreement at a cost of \$88,000 Term: 7/1/2015 - 6/30/2019 Funding Source: General Funds	Human Resources/SBCCD	\$352,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
Vista Environmental Consulting	(15167) Hazardous materials consulting for SBVC's Planetarium and Life Sciences Buildings; Proposal No P217173; this is to approve an extension of the contract to 09/30/2018 at no additional cost Term: 5/12/2017 - 9/30/2018 Funding Source: Block Grant	Facilities Planning/SBCCD	\$6,410.00

SubTotal for Professional Services: 3

Grand Total Contracts for Board Date 8/9/2018: 4

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: August 9, 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 8/9/2018

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Braille Transcribing</i>			
Braille It, Inc.	(11586) Braille Transcribing Professional Services; this is to approve a \$60,000 increase to the not to exceed amount Term: 7/1/2015 - 6/30/2019 Funding Source: Braille Grant	ATPC/SBCCD	\$120,000.00

SubTotal for Braille Transcribing: 1

\$120,000.00

Broadcasting Rights

FirstCom Music	(16936) Master controls and synchronization for online music licensing for audio visual and sound recording productions for use in programs aired on KVCR Term: 8/28/2018 - 8/27/2023 Funding Source: FNX Grant	FNX/KVCR	\$20,950.00
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New York Public Radio - WNYC

(12228) Master Agreement for Broadcast Rights - for KVCR-FM to air WNYC programs: Broadcasting rights for the airing of "Radiolab, On The Media, The New Yorker Radio Hour, Snap Judgement and Freakonomics Radio"; this is to approve the airing rights to these programs for FY 2018/2019 at a cost of \$17,924
Term: 10/1/2015 - 9/30/2019
Funding Source: KVCR

KVCR/KVCR

\$40,008.55

SubTotal for Broadcasting Rights: 2

\$60,958.55

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
ABM Building Solutions LLC	(16922) Cooling tower modifications and improvements needed to maintain efficiency of the unit Term: 7/23/2018 - 8/31/2018 Funding Source: General Funds	Maintenance/SBVC	\$23,798.00
AJC Building Maintenance	(14877) Provide janitorial services for ATPC building; this is to approve an increase of \$5,400 to the total amount Term: 7/1/2017 - 6/30/2019 Funding Source: Braille Grant	ATPC/SBCCD	\$15,000.00
American Heart Association	(16915) Training Center Agreement - An Agreement that allows CHC to offer American Heart Association CPR Courses as Part of the EMS/Fire Science/Resp Care Programs; no cost to SBCCD Term: 7/1/2018 - 6/30/2023 Funding Source: N/A	Emergency Medical Services/C	
Cintas the Uniform People	(16947) Uniform rental and cleaning for maintenance, grounds and custodial departments Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Maintenance/CHC	\$70,000.00
Crunch, LLC	(16925) Location agreement for the filming of Empire Network; no cost to SBCCD Term: 7/9/2018 - 7/9/2018 Funding Source: N/A	KVCR/KVCR	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>				
	CSUSB Recreational & Wellness	(16919) Leadership Challenge Course activity as part of a Student ASG Retreat Term: 8/8/2018 - 8/8/2018 Funding Source: Student Rep Fee	Student/SBVC	\$1,125.00
	Daimler Trucks North America, LLC	(16895) Donation Agreement for a 2012 Freightliner Truck for use in the Diesel Lab; no cost to SBCCD Term: 7/1/2018 - 6/30/2030 Funding Source: N/A	Diesel/SBVC	
	Dewey Pest Control	(16904) Pest control for SBVC campus Term: 7/1/2018 - 6/30/2021 Funding Source: General Funds	Administrative Services/SBVC	\$50,000.00
	Ellucian Company, Inc.	(16908) Provide help to District for upgrade of our mobile environment to the latest version; no cost to SBCCD Term: 7/1/2018 - 6/30/2019 Funding Source: N/A	TESS/SBCCD	
	Endeavor Production Group dba Glen Grant	(16934) Provide assistance in production of episodes of the series "Uncovered in the Archives" Term: 8/10/2018 - 12/31/2018 Funding Source: KVCR	KVCR/KVCR	\$32,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Four (4) Imprint	(16946) Production of 600 backpack items with SBCCD logo for giveaways Term: 7/18/2018 - 8/1/2018 Funding Source: General Funds	Chancellor/SBCCD	\$3,839.24
Fuel Pros, Inc.	(16920) On demand fuel inspection and service for CHC Grounds Dept. Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Grounds/CHC	\$1,030.00
Garcia, Kimberly dba All Around Glam	(16927) On demand hairstyling and make up for on air productions Term: 7/1/2018 - 12/31/2018 Funding Source: KVCR	KVCR/KVCR	\$10,000.00
Gilardoni, Inc. dba Hoodz of the High Desert	(16896) On demand cleaning services for the Sunroom and Child Development Center hoods Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Maintenance/SBVC	\$7,000.00
Golf Cars of Riverside	(16928) On demand repairs and maintenance Districtwide on SBCCD owned golf carts Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Business Services/SBCCD	\$60,000.00
H & L Charter Co, Inc.	(16929) Bus rental for field trip to Getty Center Term: 9/28/2018 - 9/28/2018 Funding Source: Student Equity	First Year Experience/SBVC	\$995.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
H & L Charter Co, Inc.	(16921) Bus rental for field trip to UCLA Term: 9/14/2018 - 9/14/2018 Funding Source: Student Equity	First Year/SBVC	\$1,315.00
Heath, James	(16938) Sound mixing services for KVCR-TV programs Term: 7/1/2018 - 12/31/2018 Funding Source: KVCR	KVCR/KVCR	\$17,600.00
KCAL FM - SBR Broadcasting Corp	(16930) Radio advertising to promote SBVC Adult Education program Term: 7/23/2018 - 8/4/2018 Funding Source: AB86 Adult Consortium	Mathematics/SBVC	\$8,000.00
Konica Minolta	(16937) Maintenance agreement for BizHub C284 copier Serial Number A4FK011003897 Term: 7/1/2018 - 6/30/2019 Funding Source: EDCT Funds	EDCT/SBCCD	\$2,000.00
Magic Jump Rentals	(16918) Rental of 3 carnival games for the "ASG Week of Welcome" event at SBVC Term: 8/22/2018 - 8/22/2018 Funding Source: ASG General Fund	Student Activities/SBVC	\$500.00
Martinez-Westley, Erik	(16933) Provide assistance in pre-production of 4 episodes of the series "The Whistle" Term: 8/10/2018 - 9/30/2018 Funding Source: KVCR	KVCR/KVCR	\$12,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Milling, Myoshi	(16932) Provide assistance in wardrobe selection and application for KVCR programs Term: 7/2/2018 - 12/31/2018 Funding Source: KVCR	KVCR/KVCR	\$2,500.00
Oakes, Andrew	(16914) Provide assistance in curriculum research graphic design and multimedia Term: 8/10/2018 - 12/31/2018 Funding Source: Strong Workforce Program	Art/SBVC	\$1,000.00
Pogue, Carl	(16939) Provide training in Myers Systems Protrack Scheduling Software for KVCR staff Term: 8/25/2018 - 12/31/2018 Funding Source: KVCR	KVCR/KVCR	\$800.00
Primex Clinical Laboratories, Inc.	(16777) Provide laboratory and radiology services for CHC & SBVC Health Centers; revised to include SBVC Health Center Term: 5/16/2018 - 5/15/2023 Funding Source: Student Health Fee	Health Center/CHC	\$60,000.00
R & H Theatricals	(16911) Copyright license agreement for amateur theatrical presentation of "In the Heights" SBVC Fall 2018 production Term: 9/1/2018 - 12/31/2018 Funding Source: General Funds	Theater Arts/SBVC	\$2,272.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Rayne Water Conditioning-Covina	(16924) Water treatment services and tank rental for Microbiology Department Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Microbiology/SBVC	\$882.00
Regal Cinemas, Inc.	(16902) Event Agreement for a theater showing of the KVCR produce program "From Scratch"; no cost to SBCCD Term: 7/16/2018 - 7/16/2018 Funding Source: N/A	KVCR/KVCR	
River Springs Charter School	(16898) MOU to offering FTES eligible college courses to River Springs Charter School students at Flabob Airport Term: 7/1/2018 - 6/30/2023 Funding Source: N/A	Technical Training/SBVC	
South Orange County CCD	(15537) Saddleback College to provide training to companies using Employment Training Panel Funds; funded through the Employment Training Panel grant; This is to approve Amendment 01 - to extend term by three months Term: 7/1/2017 - 9/30/2018 Funding Source: Employment Training Panel	EDCT/SBCCD	\$50,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
State Center CCD	(15817) Provide training to companies under the Employment Training Panel; This is to approve Amendment 01 - to extend term by three months Term: 5/1/2017 - 9/30/2018 Funding Source: Employment Training Panel	EDCT/SBCCD	\$20,000.00
Storm, Ashley	(16935) Talent Attachment Agreement for TV Series "Goldy Knows" Term: 9/4/2018 - 12/31/2018 Funding Source: KVCR	KVCR/KVCR	\$2,500.00
Thermair Integrated Technologies	(15778) Replacement of an actuator; this is to approve an increase of \$250 for shipping and taxes on replacement parts Term: 9/14/2017 - 12/31/2017 Funding Source: General Funds	Maintenance/SBVC	\$1,000.00
Three M (3M) Personal Safety Div	(16941) Online medical clearance exams Term: 7/1/2018 - 6/30/2019 Funding Source: Medical Clearance Account	Administrative Services/CHC	\$16,000.00
Universal Professional Personnel Services	(16940) Provide general human resources workshops for EDCT client companies Term: 8/1/2018 - 6/30/2019 Funding Source: Employment Training Panel	EDCT/SBCCD	\$50,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>			
Valentine & Company dba SmartCatalog	(16907) Software hosting fee for database management of CHC catalogs and schedules Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Student Services/CHC	\$6,500.00
Venezia Media	(16926) Production services for Empire Network initial episode Term: 8/10/2018 - 12/31/2018 Funding Source: KVCR	KVCR/KVCR	\$15,000.00
Western Educational Corp. dba Alta Vista Innovation HS	(16906) MOU to document each party's roll in providing educational services for youth; no cost to SBCCD Term: 8/10/2018 - 6/30/2023 Funding Source: N/A	EDCT/SBCCD	
Wilbur's Power Equipment	(16897) On demand repairs of lawn equipment Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Maintenance/SBVC	\$20,000.00
<i>SubTotal for General: 40</i>			<i>\$564,656.24</i>
<u>Income - Facilities Use</u>			
San Bernardino County Sheriff's Department	(16910) Use of pool for training Term: 8/11/2018 - 8/11/2018 Funding Source: N/A	Pool/CHC	\$209.40

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Income - Facilities Use</u>			
<i>SubTotal for Income - Facilities Use: 1</i>			<i>\$209.40</i>
<u>Income - General</u>			
Broco-Rankin	(16945) Contract Education for customized training of contractor's employees Term: 7/1/2018 - 6/30/2019 Funding Source: N/A	EDCT/SBCCD	\$25,000.00
Evolutions Fresh/Starbucks	(16944) Contract Education for customized training of contractor's employees Term: 7/1/2018 - 6/30/2019 Funding Source: N/A	EDCT/SBCCD	\$25,000.00
Microdyne Plastics, Inc.	(16943) Contract Education for customized training of contractor's employees Term: 7/1/2018 - 6/30/2019 Funding Source: N/A	EDCT/SBCCD	\$25,000.00
<i>SubTotal for Income - General: 3</i>			<i>\$75,000.00</i>
<u>Income - Grant</u>			
CCC Chancellor's Office	(15102) Workforce and Economic Development Division: Deputy Sector Navigator - Information & Communication Technologies Grant; this is to approve Amendment 02 - to extend ending term to 11/30/2018 Term: 7/1/2017 - 11/30/2018 Funding Source: N/A	PDC/SBCCD	\$235,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Income - Grant</u>			
Foundation for California Community Colleges	(15507) Grant - Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP); this is to approve Amendment 01- to extend ending date of the agreement to 07/15/2019 Term: 7/1/2017 - 7/15/2019 Funding Source: N/A	EOP&S/SBVC	\$22,500.00
<i>SubTotal for Income - Grant: 2</i>			<i>\$257,500.00</i>
<u>Maintenance Agreement</u>			
ABM Building Solutions LLC	(16923) Maintenance agreement for Building Environmental Systems for SBVC Central Plant boilers and air handlers Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Maintenance/SBVC	\$25,400.00
ABM Building Solutions LLC	(16916) Maintenance agreement for Building Environmental Systems for SBVC Central Plant Chiller and on demand repairs not covered under agreement Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Maintenance/SBVC	\$38,300.00
Print & Finishing Solutions	(16942) Repair of Ryobi 524GE serial number 3023 and Ryobi 3302HA serial number 1298 Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	TESS/SBCCD	\$7,990.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Maintenance Agreement</u>			
Western Scientific FastServ	(16913) Maintenance agreement on Consolidated Sterilizers Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Maintenance/SBVC	\$30,000.00
<i>SubTotal for Maintenance Agreement: 4</i>			<i>\$101,690.00</i>
<u>Small Scale Construction</u>			
Climatec, LLC.	(16134) Furnish and install new electrical meter on CHC water tank; this is to approve Amendment 01 - additional scope of work to reprogram meters, this will increase contract by \$5,514.50 Term: 12/13/2017 - 6/30/2018 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$22,485.50
<i>SubTotal for Small Scale Construction: 1</i>			<i>\$22,485.50</i>
<u>Software/Online Services</u>			
Anaca Technologies dba Xello	(16912) Software subscription to "Career Cruising for K-12" for one year Term: 7/1/2018 - 6/30/2019 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$695.00
Qless	(16917) Software licensing for "Mobile SMS Queuing" Term: 7/1/2018 - 6/30/2019 Funding Source: Student Success (SSSP)	Student Services/CHC	\$3,907.78

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Software/Online Services</u>			
<i>SubTotal for Software/Online Services: 2</i>			<i>\$4,602.78</i>
<u>Subgrantee</u>			
San Bernardino County Superintendent of Schools	(16931) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); subgrantee to provide services of the grant objectives Term: 7/1/2018 - 12/31/2019 Funding Source: AB86 Adult Consortium	Machine Trades/SBVC	\$237,303.00
<i>SubTotal for Subgrantee: 1</i>			<i>\$237,303.00</i>
<i>Grand Total Contracts for Board Date 8/9/2018: 57</i>			

Routine Contracts - Summary

Scheduled Board Meeting 08/09/2018

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Braille Transcribing</i>	1	\$120,000.00
<i>Broadcast Rights</i>	2	\$60,958.55
<i>General</i>	40	\$564,656.24
<i>Maintenance Agreement</i>	4	\$101,690.00
<i>Small Scale Construction</i>	1	\$22,485.50
<i>Software/Online Services</i>	2	\$4,602.78
<i>Subgrantee</i>	1	\$237,303.00
	51	
		Total Expenses
		<u><u>\$1,111,696.07</u></u>

INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Income - Facilities Use</i>	1	\$209.40
<i>Income - General</i>	3	\$75,000.00
<i>Income - Grant</i>	2	\$257,500.00
	6	
		Total Income
		<u><u>\$332,709.40</u></u>
Total Number of Contracts	<u><u>57</u></u>	

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: August 9, 2018

SUBJECT: Consideration to Approve District/College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the requests for District/College Expenses.

OVERVIEW

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

INSTITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

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

Site: SBVC

Event: ASG Summer Conference

Date of Event: 07/31/18-08/09/18

Item Being Purchased: Meals and Registration Fees

Associate Student Government (ASG) members will be given information, training, and guidelines for San Bernardino Community College District (SBCCD) policies and procedures as well as team building and conflict resolution skills. Anticipated attendance is 27 students, staff and faculty. Raymond Carlos and Justine Plemons will be chaperones.

Total Estimated Cost: \$13,500

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

RATIFICATION: Due to changes in VPSS this expense item was not sent on time for July's board, therefore submitting to the August board date.

Site: SBVC

Event: Leadership Workshop

Date of Event: 08/03/18

Item Being Purchased: Meals

Guardian Scholars will be sponsoring a workshop for SBVC students/staff and guest speaker at Castaway Restaurant in San Bernardino, CA. The purpose of the event is to enhance Guardian Scholars and DREAMers students leadership and communication skills as a whole. Anticipated attendance is 13 students, staff and faculty. Chaperones will be Evelyn Luna and Nicole Mendoza.

Total Estimated Cost: \$1,300

Funding Source: Student Equity and Success Categorical Fund

RATIFICATION/AMENDMENT: This item was board approved at the July 12, 2018 board date. Item being ratified and amended due to the amount increased from \$1,100.00 to \$1,300.00 to include funding for lunch.

Site: SBVC

Event: Fall 2018 Adjunct Orientation

Date of Event: 08/09/18

Item Being Purchased: Supplies, Meals, and Refreshments Sponsored by the Office of Instruction, the Adjunct Orientation gives part-time faculty members the opportunity to learn about the upcoming Fall semester, attend break-out sessions, department and division meetings. Anticipated attendance is approximately 300 District, Faculty, and Staff members.

Total Estimated Cost: \$6,000

Funding Source: Instruction Office General Fund

RATIFICATION: Board item was not finalized in time for the July board.

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

Site: SBVC

Event: SBVC Campus/Community Meeting

Date of Event: 08/09/18

Item Being Purchased: Refreshments

Sponsored by the Office of Research, Planning and Institutional Effectiveness, this annual event is part of Flex Day and the beginning of a new semester. Staff meet to brainstorm ideas for student success and strategic planning through breakout sessions with staff, faculty, and the community. Anticipated attendance is 85 students, community members, faculty, and staff.

Total Estimated Cost: \$500

Funding Source: President's Office General Fund

RATIFICATION: This item is being ratified as the event being held the same day as the August board meeting. Timelines for board items for July were shorter than anticipated during the fiscal year transition to get this item to the July board meeting. Therefore, we request this item be approved at the August 9, 2018, board meeting.

Site: SBVC

Event: Art Club Receptions

Date of Event: 08/21/18, 09/27/18, 11/01/18,
11/28/18

Item Being Purchased: Refreshments and Decorations

Sponsored by the Art Club these receptions held at SBVC for student art shows. Anticipated attendance is 50 student, staff, faculty, and community members. James Stewart and Emily McNichols are event advisors.

Total Estimated Cost: \$1,000

Funding Source: Student Clubs and Trust/Art Club Trust Account

Site: SBVC

Event: S-STEM Leadership Retreat

Date of Event: 09/14/18

Item Being Purchased: Meals and Refreshments Sponsored by the Science

Division, this event is to host all participants in the S-STEM grant to collaborate and plan for the next years events. Anticipated attendance is 25 guests.

Total Estimated Cost: \$500

Funding Source: Science Division General Fund

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

Site: SBVC

Event: University of California Los Angeles (UCLA)

Date of Event: 09/14/18

Item Being Purchased: Bus and Meals

First Year Experience will be taking San Bernardino Valley College (SBVC) students to UCLA for an admissions presentation and tour of the campus to prepare them for the process in higher education. Anticipated attendance 55 students and staff. Sharaf Williams will serve as chaperone.

Total Estimated Cost: \$1,915

Funding Source: Student Equity Categorical and Success Fund

Site: SBVC

Event: Family Support Nite

Date of Event: 09/20/18

Item Being Purchased: Meals

First Year Experience (FYE) will be sponsoring a "Family Support Nite". Parents and students will be able to meet and greet staff and faculty of SBVC and be informed of upcoming events and activities for the 2018-19 academic school year. Anticipated attendance is approximately 450 SBVC students, parents, community members, SBVC staff and faculty.

Total Estimated Cost: \$4,000

Funding Source: Student Equity and Success Categorical Fund

Site: SBVC

Event: Parent Meetings

Date of Event: 9/21/18, 2/08/19, 3/29/19, 4/12/19

Item Being Purchased: Refreshments, supplies and transportation

These events sponsored by the Counseling and Matriculation, Student Equity and Success, Outreach and Recruitment are being held at SBVC for parent meetings. Anticipated attendance is 200 students, staff, faculty and administrators. Carmen Rodriguez, Amanda Moody, Anita Moore, Cindy Huerta, and Sharaf Williams will be staff advisors at events.

Total Estimated Cost: \$10,000

Funding Source: Student Success & Support Programs Categorical Fund and Student Equity and Success Categorical Fund

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

Site: SBVC
Event: Getty Museum
Date of Event: 09/28/18

Item Being Purchased: Bus and Meals
Guardian Scholars will be sponsoring a cultural field trip for San Bernardino Valley College (SBVC) students to the Getty Museum in Los Angeles, CA. Anticipated attendance is approximately 28 SBVC students, staff and faculty. Chaperones will be Evelyn Luna and Nicole Mendoza.
Total Estimated Cost: \$1,835
Funding Source: Student Equity and Success Categorical Fund

Site: SBVC
Event: Historically Black College and University Tour (HBCU Tour)
Date of Event: 10/09/18-10/13/18

Item Being Purchased: Bus, Flight, Lodging and Meals
Providing students with campus tours and overviews of the admission requirements for HBCU's. This will enable students to embark on a new path and prepare them for transfer. Anticipated attendance is 34 students, staff and faculty. Kathy Kafela will serve as chaperone.
Total Estimated Cost: \$67,000
Funding Source: Student Equity and Success Categorical Fund

Site: SBVC
Event: Motivational Conference - University of Riverside (UCR)
Date of Event: 10/13/18

Item Being Purchased: T-Shirts & Bus Rental
Sponsored by the Puente Program, San Bernardino Valley College students and staff will attend a motivational conference at UCR. Anticipated attendance is approximately 40 students, faculty and staff. Elizabeth Banuelos and Alma Lopez will serve as chaperones.
Total Estimated Cost: \$1,550
Funding Source: Puente General Funds

Site: SBVC
Event: Police Academies College Field Trip
Date of Event: 10/14/18

Item Being Purchased: Admission Fee Sponsored by the Extended Academy, this event is to tour the Museum of Tolerance. This event will provide information to police academy students on how to assume responsibility for the future and learn the meaning of tolerance and consequences of intolerance. Anticipated attendance is approximately 32 students and faculty. Doris Stuart will serve as chaperone.
Total Estimated Cost: \$500
Funding Source: Extended Academy General Fund

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

Site: SBVC

Event: Noche de Familia

Date of Event: 10/17/18

Item Being Purchased: Meals & Refreshments

Sponsored by the Puente Program, this on campus event will bring the students and their families together for an orientation and to welcome the new students into the program. Anticipated attendance is 100 students, staff, faculty, administrators and community members. Elizabeth Banuelos and Alma Lopez will be advisors...

Total Estimated Cost: \$300

Funding Source: Puente General Funds

Site: SBVC

Event: Cooperative Agencies Resources for Education (CARE) Fall Mini Conference

Date of Event: 10/19/18

Item Being Purchased: Refreshments and Supplies

Sponsored by the CARE program, this event held at SBVC will target single head of household CARE students who will undergo training regarding: policies and procedures regarding Temporary Assistance for Needy Families (TANF) deadlines for the CARE program, and developing a unity within San Bernardino Valley College (SBVC) and students. Anticipated attendance is 60 students and staff members. Rosemary Chavez and Maribel Cisneros will be chaperons.

Total Estimated Cost: \$3,000

Funding Source: CARE Categorical Fund

Site: SBVC

Event: Pali Mountain Retreat

Date of Event: 10/19/18-10/21/18

Item Being Purchased: Lodging, Meals and Transportation

Students will develop leadership and academic success skills that can enhance their lives and in turn the students they mentor will benefit from the skills. Anticipated attendance is 32 students, staff and faculty. Sandra Blackman, Kathy Kafela, Keenan Giles and Daniele Ramsey will serve as chaperones.

Total Estimated Cost: \$1,200

Funding Source: Student Equity and Success Categorical Fund

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

Site: SBVC
Event: Super Saturday at Big Bear
Date of Event: 11/17/18 05/18/19

Item Being Purchased: Advertising, Refreshments, and Supplies
Sponsored by the Science Division, this event is scheduled before the start of the Fall and Spring semester to provide a one-stop Student Services experience to the mountain communities. Students can apply, take the assessment test, consult with financial aid, and talk to a counselor all on one day. Anticipated attendance for this event is 10 employees.

Total Estimated Cost: \$1,210

Funding Source: Big Bear Off-Campus Programs General Fund

Site: CHC
Event: Fall Club Rush
Date of Event: 09/19/18 and 09/27/18

Item Being Purchased: Refreshments, Giveaways, and Decorations. Sponsored by the Associated Student Government for the CHC students and staff. Attended guests will have the opportunity to participate in various giveaways and have snacks and refreshments that will be provided by their ASB.

Total Estimated Cost: \$1,500

Funding Source: Associated Student Body general fund 027

Site: District
Event: Donor Recognition
Date of Event: 8/18/18

Item Being Purchased: Refreshments & Non Instructional Supplies

Total Estimated Cost: \$500

Funding Source: Empire Network General

Site: District
Event: Taste N Tour
Date of Event: 9/27/18

Item Being Purchased: Refreshments & Non Instructional Supplies

Total Estimated Cost: \$500

Funding Source: Empire Network General

Site: District
Event: Empire Network PBS Kids
Date of Event: 7/1/18 to 6/30/19

Item Being Purchased: Refreshments & Non Instructional Supplies

Total Estimated Cost: \$2,500

Funding Source: Empire Network Categorical

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

Site: District
Event: Pilot Screeners
Date of Event: 7/1/18 to 6/30/19

Item Being Purchased: Refreshments & Non Instructional Supplies
Total Estimated Cost: \$2,500
Funding Source: Empire Network Categorical

Site: District
Event: Thank You Gala
Date of Event: 10/1/18 to 10/31/18

Item Being Purchased: Refreshments & Non Instructional Supplies
Total Estimated Cost: \$1,500
Funding Source: Empire Network General

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: August 9, 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: CHC
Name: Donna Hoffmann
Total Cost: \$75
Funding Source: Marketing General Fund

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

Site: CHC
Name: Donna Hoffmann
Total Cost: \$250
Funding Source: Marketing General Fund

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

Site: CHC
Name: Rebeccah Warren-Marlatt
Total Cost: \$300
Funding Source: Student Services
General Fund

Membership & Purpose: Chief Student Services Officers Association, This membership is required in order to participate in the association and attend annual conferences.

Site: SBVC
Name: Abe Fulgham
Total Cost: \$65
Funding Source: Grounds General Funds

Membership & Purpose: Pesticide Applicators Professional Association, Continuing educational classes are required in order to renew their Department of Pesticide Regulation Certification every two years.

Site: SBVC
Name: Jeanne Marquis
Total Cost: \$459
Funding Source: Counseling Department
General Fund

Membership & Purpose: National Association of Foreign Student Advisors (NAFSA), NAFSA helps members understand the F-1/Student Visa regulations and learn the updates of the regulations, and provides communication channels to its members in discussing issues/problems related to international student services.

Site: SBVC
Name: James E. Smith
Total Cost: \$99
Funding Source: Research and Planning
General Fund

Membership & Purpose: American Evaluation Association (AEA), AEA helps members gain knowledge to be more effective in their jobs allowing them access to online archives and the AEA member directory to collect information to enhance their work.

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: August 9, 2018

SUBJECT: Consideration to Approve Conference Attendance

RECOMMENDATION

It is recommended that the Board of Trustees approve the requests for Conference Attendance.

OVERVIEW

Individual requests are submitted to fund expenses related to conference expenses planned for the colleges and district office.

ANALYSIS

Faculty and staff attend conferences to obtain updated information on policies and procedures in their fields. In addition, conference attendance provides professional growth and staff development.

INSITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

**San Bernardino Community College District
Conference Attendance**

Site: District

Department: District Support Services,
Facilities Planning & Construction

Conference Name: CCFC 25th Annual
Conference

Travel Dates: 9/10/2018 - 9/11/2018

City, State: Sacramento, CA

Estimated Cost Per Person: \$1645

Funding Source: Sustainability & Energy
General Fund

Name: Farrah Farzaney

Purpose: Sustainability & Energy Manager will network with industry peers to share and gain knowledge on the latest measures and means to build efficiency and manage resources.

Site: District

Department: EDCT

Conference Name: CCCAOE Fall 2018
Conference

Travel Dates: 10/9/2018 - 12/12/2018

City, State: Rancho Mirage, CA

Estimated Cost Per Person: \$1455

Funding Source: EDCT Categorical Funds

Name: Lori Benson, Robert Levesque and Susanne Mata

Purpose: CCCAOE is held twice per year and attendance is required for Key Talent. Susanne Mata will be meeting with her ICT/Digital Media DSN sector team on 10/9/18, the day before the conference begins.

Site: District
Department: Empire Network
Conference Name: Public Radio Program
Directors Conference
Travel Dates: 8/17/2018 - 8/24/2018
City, State: Austin, TX
Estimated Cost Per Person: \$3400
Funding Source: Empire Network General
Fund

Name: Rick Dulock

Purpose: PRPD leads the content conversation in public radio through the national convention devoted to public radio content and programming.

Site: District
Department: Empire Network
Conference Name: New PBS General Manager
Orientation
Travel Dates: 10/21/2018 - 10/24/2018
City, State: Arlington, VA
Estimated Cost Per Person: \$3000
Funding Source: Empire Network General
Fund

Name: Keith Birkfeld

Purpose: To network and connect with other PBS senior leadership team, learn more about PBS services and to go over PBS strategic plan, tools and services available to KVCR.

Site: SBVC
Department: Marketing & Public Relations
Conference Name: National Council for Marketing and Public Relations (NCMPR) 2018 National Conference
Travel Dates: 3/18/2018 - 3/21/2018
City, State: Las Vegas, CA
Estimated Cost Per Person: \$1415
Funding Source: Marketing General Fund

Name: Paul Bratulin

Purpose: The conference focuses on "word of mouth" marketing which is about giving people reasons to rave. For community college marketers, it's about promoting programs and services that are so amazing, people can't help but share; building a tight-knit social community, growing your reputation and brand so that your college stands out. The topic will assist with community marketing at SBVC.

RATIFICATION/AMENDMENT: This item was previously Board approved on January 18, 2018. Item is being ratified and amended to reflect extended travel date from 3/18-20/18 to 3/18-21/18.

Site: SBVC
Department: Mathematics, Business and Computer Information Technology (CIT) Division
Conference Name: 2018 - 2019 Instructor Training Schedule - Western Academy Support and Training Center
Travel Dates: 7/7/2018 - 8/4/2018
City, State: Garden Grove, CA
Estimated Cost Per Person: \$600
Funding Source: Strong Workforce Grant Fund

Name: Azzou, Hamid

Purpose: Intensive online professional development for Information and Communication Technology (ICT) Educators. At the end of the online course I will be certified to teach CISCO Academy courses at San Bernardino Valley College for fall 2018.

RATIFICATION/AMENDMENT: This item was board approved at the June 21, 2018 board meeting. This conference was previously approved for \$1584.12 and is being reduced to \$600.00. Dates are also changing from 6/17/18 - 6/22/18 to 7/7/18 - 8/14/18, as this will now be a fully online conference.

Site: SBVC
Department: Student Services
Conference Name: Ruffalo Noel Levitz (RNL) National Conference
Travel Dates: 7/23/2018 - 7/27/2018
City, State: Orlando, FL
Estimated Cost Per Person: \$3380.5
Funding Source: Student Services General Fund

Name: Scott Thayer

Purpose: The RNL National Conference is the enrollment management event with access to top industry experts, proven solutions, and data-driven research. Attendees will have the opportunity to connect and network with experienced peer administrators from across all disciplines to share ideas and solutions.

RATIFICATION/AMENDMENT: This item was board approved on July 13, 2018. Item is being ratified and amended due to clerical error to reflect the travel dates of 7/23/18 - 7/27/18 instead of conference dates of 07/24/18 to 7/26/18.

Site:
Department: Theatre Arts
Conference Name: Voice and Speech Trainers Association (VASTA) Conference
Travel Dates: 8/10/2018 - 8/15/2018
City, State: Seattle, WA
Estimated Cost Per Person: \$450
Funding Source: Professional Development General Fund

Name: Violette Kjeldgaard

Purpose: Employee will present a paper/workshop at this interdisciplinary conference and provide information for voice teaching. This activity will provide valuable networking connections and represent the district.

RATIFICATION/AMENDMENT: This item approved in April of FY 2017-18 and was inadvertently not put to the June board for approval, and did make the deadline for July board.

Site:
Department: Mathematics, Business and
Computer Information Technology (CIT)
Division

Conference Name: Meeting of the Minds In
Monterey - Hunting Genius

Travel Dates: 9/3/2018 - 9/6/2018

City, State: Monterey, CA

Estimated Cost Per Person: \$1807.01

Funding Source: Adult Education Block Grant
Fund

Name: Emma Diaz

Purpose: Employee will present on behalf of the Inland Adult Education Consortium and will discuss the National External Diploma Program. Attending this conference will benefit SBVC by allowing cross-agency implementation while meeting both the academic and career training goals for the partner agencies.

Site: SBVC

Department: First Year Experience

Conference Name: Annual Hispanic
Association of Colleges and Universities
(HACU)

Travel Dates: 10/5/2018 - 10/9/2018

City, State: Atlanta, GA

Estimated Cost Per Person: \$2440

Funding Source: Student Equity and Success
Categorical Fund

Name: Sharaf Williams

Purpose: To provide our San Bernardino Valley College (SBVC) students with opportunities for information concerning Latino higher education. Strengthen our SBVC students by expanding their knowledge of careers in different sectors.

Site: SBVC
Department: Extended Opportunities Program and Services (EOPS)
Conference Name: California Community College Extended Opportunities Program and Services Association (CCCEOPSA) 49th Annual Fall Conference
Travel Dates: 10/28/2018 - 10/31/2018
City, State: Monterey, CA
Estimated Cost Per Person: \$2500
Funding Source: EOPS Categorical Fund

Name: Rosemary Chavez, Keenan Giles, Monique Hill and Valecia Rife

Purpose: The 49th Annual CCCEOPSA Conference will inform staff about new bills and updates from the California Community College Chancellors office. Workshops and presentations targeted to audience regarding on how to improve, enhance, and create new ideas for San Bernardino Valley College students. The conference will provide a time to collaborate and network with other EOPS/CARE staff and faculty.

Site: CHC
Department: Student Services
Conference Name: AVID Higher Education Summer Institute
Travel Dates: 6/11/2018 - 6/14/2018
City, State: Denver, CO
Estimated Cost Per Person: \$2300
Funding Source: AVID grant categorical funding

Name: Trinette Barrie, Tina Gimple, Mark McConnell, Kevin Palkki and Rebeccah Warren-Marlatt

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

Previously board approved on 5-10-18 for \$1700.00 per person. The cost per person needs to increase due to unexpected higher costs.

Site: CHC
Department: Emergency Medical Services
Conference Name: Educator Symposium Conference
Travel Dates: 8/31/2018 - 9/6/2018
City, State: Washington, DC
Estimated Cost Per Person: \$2665
Funding Source: Strong Workforce Categorical Funding

Name: Kathryn Crow and Amanda Ward

Purpose: This conference focuses on education, student motivation, leadership and preparing a team for a transition in leadership. Workshops presented by the Committee on Accreditation for EMS Professions to learn about many of the upcoming changes.

Site: CHC
Department: Resource Development
Conference Name: 2018 Conference for
Community College Advancement
Travel Dates: 10/3/2018 - 10/5/2018
City, State: Palm Springs, CA
Estimated Cost Per Person: \$1250
Funding Source: Resouce Development
General Funds

Name: Carrie Audet and Michelle Riggs

Purpose: To network and obtain ideas on how to develop stronger relationships between the college and our local community, including soliciting donations, sponsors, networking opportunitites and volunteer programs to support the students of Crafton Hills College.

Site: CHC
Department: Honors
Conference Name: National Collegiate Honors
Council 2018
Travel Dates: 11/7/2018 - 11/11/2018
City, State: Boston, MA
Estimated Cost Per Person: \$2613
Funding Source: Honors Program General
Fund

Name: Judy Cannon

Purpose: Topics include how to strengthen programs, new ways of handling programs and student research, dealing with challenging issues, diversity and collaborative events that build and sustain honors programs and their curriculum.

Site: SBCCD
Department: Police
Conference Name: Campus Safety Conference
West
Travel Dates: 7/29/2018 - 8/2/2018
City, State: Pasadena, CA
Estimated Cost Per Person: \$1000
Funding Source: Police Department General
Fund

Name: Chief Al Jackson and Paul Walker

Purpose: The Campus Safety Conference is an annual professional development providing the newest methods and trends to keep our school and campus communities safe.

The attendees did not know of this conference prior to the July board deadline date.

Site: SBCCD
Department: Police
Conference Name: Crisis Intervention Behav.
Health Training FTO
Travel Dates: 8/2/2018 - 8/2/2018
City, State: Seal Beach, CA
Estimated Cost Per Person: \$150
Funding Source: Police Department General
Fund

Name: JP Carlos and Jose Plasencia

Purpose: This course is designed to provide training on how to interact effectively with persons with mental illness, intellectual disability and substance use disorders.

The attendees did not know of this conference prior to the July board deadline date.

Site: SBCCD
Department: Police
Conference Name: 2018 CA CLETS Users
Group Training & Seminar
Travel Dates: 9/10/2018 - 9/15/2018
City, State: San Diego, CA
Estimated Cost Per Person: \$1500
Funding Source: Police Department General
Fund

Name: Michele Jeannotte

Purpose: This course is designed to provide training for CLETS users. This is a mandatory class for all CLETS departments.

Site: SBCCD
Department: Police
Conference Name: 2018 International
Association of Chiefs of Police (IACP)
Conference
Travel Dates: 10/5/2018 - 10/10/2018
City, State: Orlando, FL
Estimated Cost Per Person: \$3500
Funding Source: Police Department General
Fund

Name: Chief Al Jackson

Purpose: The IACP Annual Conference provides leaders with new strategies, techniques, and resources they need to successfully navigate the evolving policing environment

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: August 9, 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 issued between the dates of 6/20/18 – 7/16/18 are attached for approval, except those approved through the contract agenda items. Purchase Orders are detailed by number, vendor and amount.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2017/2018 and 2018/2019 budgets.

Purchase Order Report
August 9, 2018

PO#	Vendor Name	Amount
186172	SANDVIK COROMANT CO	\$ 1,028.62
186173	FOUNDATION FOR CALIFORNIA	\$ 2,800.00
186174	SBVC FOOD SERVICES	\$ 5,151.61
186176	US BANK CORPORATE PMT SYSTEMS	\$ 406.44
186177	JOHNSON, COREY	\$ 153.60
186178	APODACA, ANGELA	\$ 438.30
186179	BLANCO, JEROLYN	\$ 389.60
186180	SALINAS, ERIKA	\$ 340.90
186181	CHISCHILLY, PRISCILLA	\$ 73.05
186182	DE LA TORRE, CHRISTINA	\$ 243.50
186183	DEEMER, APRIL	\$ 365.25
186184	FLORES, ARLETH	\$ 73.05
186185	FOWLES, JESSICA	\$ 170.45
186186	GALLEGOS CRUZ, YVONEE	\$ 267.85
186187	GARCIA, TERESA	\$ 413.95
186188	GROTHER-KEARNS, BRIAN	\$ 219.15
186189	GULZARZADA, FARZANA	\$ 146.10
186190	HARRIS, BRITTNEY	\$ 413.95
186191	JONES, ERIN	\$ 316.55
186192	MACIAS, TERESA	\$ 73.05
186193	MATA, JOEY	\$ 243.50
186194	MONTANO, ERIKA	\$ 487.00
186195	MORALES, AYDE	\$ 146.10
186196	MOTLEY, ALICIA	\$ 146.10
186197	OLMOS, KRYSTAL	\$ 194.80
186198	OVERSTREET, TINESHA	\$ 146.10
186199	PALACIOS, WENDY	\$ 170.45
186200	PENNINGTON, PATRICIA	\$ 73.05
186201	PEREZ, ISABEL	\$ 340.90
186202	PHAM, LISA	\$ 73.05
186203	SOLANO, SAMANTHA	\$ 97.40
186204	SUDOL, KELLY	\$ 560.05
186205	TANORI, MARIA	\$ 73.05
186206	TAPIA, ROSA	\$ 754.85
186207	TURNER, RENEE	\$ 730.50
186208	VELOZ, DELIA	\$ 146.10
186209	VILLALOBOS, IRMA	\$ 462.65
186210	YARBER, TRACY	\$ 170.45
186211	BAEZ, LIZABETH	\$ 292.20
186212	BANKS, LELA	\$ 73.05
186213	BAUTISTA, PRISCILLA	\$ 146.10
186214	CARD, MARISSA	\$ 633.10
186215	FRANCO, LUZ	\$ 73.05
186216	GAMEZ, ILIANA	\$ 170.45
186217	GREEN, DANA	\$ 170.45

Purchase Order Report
August 9, 2018

PO#	Vendor Name	Amount
186218	HAMPTON, SHYNICE	\$ 146.10
186219	HAWTHORNE, KENDRA	\$ 146.10
186220	JAQUEZ, TANIA	\$ 827.90
186221	JIMENEZ, MARLENE	\$ 681.80
186222	MUNOZ, TATIANA	\$ 706.15
186223	NAVARRETTE, FRANCINE	\$ 73.05
186224	ORTEGA, IVON	\$ 438.30
186225	PEREZ, PALOMA	\$ 170.45
186226	RAMIREZ, IRENE	\$ 340.90
186227	SALAS, YAZMIN	\$ 170.45
186228	SINNETT, KASSANDRA	\$ 584.40
186229	SMITH, SHANEAH	\$ 97.40
186230	THUR, TABITHA	\$ 194.80
186231	TURNER, TERESA	\$ 194.80
186232	VALDEZ, ERICA	\$ 73.05
186233	VAZQUEZ, LORENA	\$ 511.35
186234	VIRGEN, MARIA	\$ 365.25
1900004	NEOPOST USA INC	\$ 500.00
1900006	FEDERAL EXPRESS	\$ 1,400.00
1900007	CINTAS CORPORATION	\$ 3,600.00
1900010	CINTAS CORPORATION	\$ 400.00
1900011	AHEAD	\$ 2,295.08
1900012	PRO PIPE	\$ 2,500.00
1900013	ALLIED REFRIGERATION INC	\$ 1,500.00
1900014	CAPPO	\$ 520.00
1900015	DAILY JOURNAL CORPORATION	\$ 2,700.00
1900016	SAN BERNARDINO CCD	\$ 75,000.00
1900018	KEENAN & ASSOCIATES	\$ 10,000.00
1900020	SAN BERNARDINO COUNTY	\$ 482.72
1900021	B'S POOL SERVICE	\$ 15,000.00
1900022	MONTGOMERY HARDWARE CO	\$ 2,000.00
1900027	US BANK CORPORATE PMT SYSTEMS	\$ 300.00
1900028	MONOPRICE INC	\$ 2,693.75
1900029	CDW GOVERNMENT INC	\$ 3,500.00
1900031	TROXELL COMMUNICATIONS INC	\$ 7,000.00
1900032	DELL COMPUTER COMPANY	\$ 10,000.00
1900033	VERIZON	\$ 457.00
1900035	NATIVE AMERICAN JOURNALISTS ASSOCIATION	\$ 355.00
1900043	SOUTHWEST PLASTIC BINDING & LAMINATING	\$ 536.25
1900044	TRANSCRIBING MARINERS	\$ 6,971.25
1900045	ULINE	\$ 5,362.50
1900046	BRILLE AUTHORITY OF NORTH AME	\$ 1,000.00
1900065	GRAYBAR ELECTRIC CO INC	\$ 3,000.00
1900066	NEOPOST USA INC	\$ 1,200.00
1900067	CINTAS CORPORATION	\$ 2,500.00

Purchase Order Report
August 9, 2018

PO#	Vendor Name	Amount
1900068	KCETLINK	\$ 500.00
1900069	ASSOCIATION OF COLLEGE AND UNIVERSITY PRINTERS	\$ 250.00
1900070	SPICERS PAPER INC	\$ 15,000.00
1900072	BANJOMAN INC	\$ 200.00
1900073	CONFERENCE	\$ 2,831.89
1900074	CONFERENCE	\$ 1,597.80
1900075	IPTV FOUNDATION	\$ 500.00
1900076	PILOT PRODUCTIONS	\$ 500.00
1900077	HOUSTON ENTERPRISES	\$ 500.00
1900078	NAXOS OF AMERICA	\$ 1,000.00
1900079	INGRAM PUBLISHING SERVICES	\$ 1,000.00
1900080	US BRANDS	\$ 2,000.00
1900081	NOTABLE INC	\$ 200.00
1900082	RICK STEVES' EUROPE INC	\$ 500.00
1900083	GAITHER MUSIC COMPANY SPRING HOUSE	\$ 200.00
1900084	MERCOLA.COM	\$ 500.00
1900085	MINDWORKS INNOVATIONS INC	\$ 7,000.00
1900086	HYMAN ENTERPRISES LLC	\$ 2,000.00
1900087	UNIVERSITY OF UTAH KUED	\$ 200.00
1900088	BOB ROSS INC	\$ 200.00
1900089	VISABILITY OF COLORADO	\$ 3,000.00
1900090	INTERACTIVE MARKETING, INC	\$ 1,500.00
1900091	CORPORATE DISK COMPANY	\$ 5,000.00
1900092	SOUND MEDIA LLC	\$ 12,000.00
1900094	STAPLES BUSINESS ADVANTAGE	\$ 107.93
1900096	ASSOCIATION FOR TALENT DEVELOPMENT	\$ 259.00
1900098	LARES, RHIANNON	\$ 408.75
1900101	DYNAMIC BINDERY INC	\$ 1,000.00
1900102	GANS INK & SUPPLY CO INC	\$ 2,500.00
1900103	JE HALLIDAY SALES INC	\$ 1,500.00
1900108	FLYERS ENERGY LLC	\$ 13,000.00
1900109	AMERICAN SAFETY AND HEALTH INSTITUTE	\$ 500.00
1900110	A&T EUROPE S.P.A.	\$ 754.25
1900111	CHERRY VALLEY NURSERY	\$ 500.00
1900112	MASON'S SAW & LAWNMOWER SERVICE	\$ 500.00
1900113	CROP PRODUCTION SERVICES	\$ 1,250.00
1900114	EWING IRRIGATION PRODUCTS	\$ 1,000.00
1900115	REDLANDS-YUCAIPA RENTALS	\$ 500.00
1900116	FRONTIER COMMUNICATIONS	\$ 5,000.00
1900118	LESLIES POOLMART INC	\$ 4,000.00
1900119	WAXIE SANITARY SUPPLY	\$ 57,200.00
1900120	INTERSTATE BATTERY SYSTEM OF SOUTHERN CALIFORNIA INC	\$ 500.00
1900121	INLAND LIGHTING SUPPLIES	\$ 2,500.00
1900122	CROWN ACE HARDWARE	\$ 2,750.00
1900123	STAPLES BUSINESS ADVANTAGE	\$ 298.01

Purchase Order Report
August 9, 2018

PO#	Vendor Name		Amount
1900124	GRAYBAR ELECTRIC CO INC	\$	2,000.00
1900125	HOME DEPOT, THE	\$	2,000.00
1900126	GLAZATOV, TRELISA	\$	367.88
1900127	CONFERENCE	\$	48.00
1900128	CONFERENCE	\$	49.21
1900129	CONFERENCE	\$	500.00
1900130	CONFERENCE	\$	661.00
1900131	CONFERENCE	\$	48.00
1900132	CONFERENCE	\$	1,625.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: August 9, 2018
SUBJECT: Consideration of Approval of Sole Source Purchases from Forest Incentives, Ltd.

RECOMMENDATION

It is recommended that the Board of Trustees approve purchasing from Forest Incentives, Ltd. as a sole source vendor for Fiscal Year 2018 – 2019.

OVERVIEW

As part of KVCR's pledge drives, the practice of giving thank you gifts in return for donations is well established. The Public Broadcasting Service (PBS) coordinates with all PBS stations for pledge programming and related thank you gifts. KVCR, through PBS direction utilizes Forest Incentives, Ltd. as its supplier and fulfillment center. The pledge programs include the pledge breaks and the dollar amounts at which members can pledge to receive thank you gifts. KVCR is informed of the length of the programs, the dollar amounts to be pledged for which gift level and which vendor to use for purchasing and processing of the thank you gifts. PBS negotiates with vendors for the best price, value and service and this year the vendor chosen was Forest Incentives, Ltd. This action must be taken by the Board annually.

ANALYSIS

The products and fulfillment services associated with PBS pledge programming as desired by KVCR cannot be provided by any other provider. No competitive advantage would be gained by SBCCD by competitively bidding for these purchases because of the pre-negotiated packaging established for specific PBS station pledge drives.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fiscal Year 2018-2019 budgets.

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: August 9, 2018
SUBJECT: Consideration of Approval of Sole Source Purchases from Stanley Convergent Security

RECOMMENDATION

It is recommended that the Board of Trustees approve purchasing from Stanley Convergent Security as a sole source vendor for Fiscal Year 2018 – 2019.

OVERVIEW

As new facilities are constructed and modernized, a need exists to provide additional security infrastructure and monitoring. SBCCD needs to obtain products and services which are compatible with existing technology already in place throughout SBCCD. Stanley Convergent Security is the sole manufacturer of the Sonitrol product and its affiliated franchises are the exclusive providers of the Sonitrol impact activated electronic technology. SBCCD Police can only monitor all facilities in a centralized manner, using Stanley's proprietary electronic security system. The existing infrastructure is manufactured by Stanley and must be aligned with Stanley controls for compatibility and operability. This action must be taken by the Board annually.

ANALYSIS

The equipment, technology, and monitoring required to operate with the existing security system is only available from Stanley Convergent Security. New equipment and wiring can only be installed by Stanley authorized technicians. Other contractors are unable to install the equipment and provide the monitoring services. Therefore, there is no advantage to SBCCD by competitively bidding the procurement and installation of this equipment and ongoing monitoring. It is therefore recommended to contract with Stanley Convergent Security as the sole source.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fiscal Year 2018-19 budgets.

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: August 9, 2018
SUBJECT: Consideration of Approval of Vacation Payout

RECOMMENDATION

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

	# of Days	Rate	Total
Johnson, Wallace SBVC Dean, Social Sciences, Human Development & Physical Education	25	\$524.73	\$13,118.25
Bonnet, Blake SBCCD Police Sergeant	10	\$303.10	\$3,031.07

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: August 9, 2018

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

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION TO APPROVE TRANSFERS FROM
RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS
August 9, 2018

[v.7.25.2018.p.1|2]

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

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

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

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

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

PASSED AND ADOPTED by the Board of Trustees on August 9, 2018, by the following majority vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

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

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary of the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 RESOLUTION TO APPROVE TRANSFERS FROM
 RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS
 August 9, 2018

[v.7.25.2018.p.2|2]

EXHIBIT A

Fund 01 General Fund			22,604,004	2017-18 Initial Fund Balance	
			(821,520)	Net Change from Previously Approved Transfers	
			21,782,484	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
8/9/2018	6/27/2018	181296	(50,000)	5000 Other Expenses	To fund payment of excess County systems and bank fees.
			(50,000)	Total Approved at this Board Meeting	
			21,732,484	Fund Balance After Transfer(s)	
			22.8%		

Fund 41 Capital Outlay			4,627,163	2017-18 Initial Fund Balance	
			(125,408)	Net Change from Previously Approved Transfers	
			4,501,755	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
8/9/2018	6/27/2018	181297	(85,000)	5000 Other Expenses	To cover Apple One contract during ERP implementation
8/9/2018	6/27/2018	181298	(25,000)	5000 Other Expenses	To cover overtime incurred as a result of ERP implementation
			(110,000)	Total Approved at this Board Meeting	
			4,391,755	Fund Balance After Transfer(s)	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Vice Chancellor, Executive Vice Chancellor

PREPARED BY: Hussain Agah, Director, Facilities Planning & Construction

DATE: August 9, 2018

SUBJECT: Consideration of Approval of Amendment 003 to the Contract with HMC Architects of Ontario, CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 003 to the contract with HMC Architects of Ontario, CA in order to extend their contract term date until October 31, 2018.

OVERVIEW

On March 9, 2017, the Board of Trustees approved a contract with HMC Architects for architectural services on the Measure M funded Nursing Lab Renovation at Health Life Science project at SBVC (01-1617-11). Due to unforeseen delays, the contract completion date shall be extended to October 31, 2018. This will allow enough time to close out the project.

ANALYSIS

This amendment will have no financial impact to the HMC Architects, Inc. contract, however it will increase the term date by 215 Calendar Days through October 31, 2018.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Approval of this item will have no financial implications.

ARCHITECTURAL CONTRACT AMENDMENT: 003

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

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

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

Brief Description:

HMC’s current contract term expired on March 30, 2018 per attached “Architectural Service Agreement”. Due to unforeseen delays, the contract completion date shall be extended from March 30, 2018 to **October 31, 2018**.

Attachments:

HMC Architects, Inc. “Architectural Service Agreement” executed on March 10, 2017.

Costs:

No additional cost associated with Amendment 003

The original Contract Sum	\$86,795.00
Net change by previous Amendments	\$17,940.00
The Contract Sum prior to this Amendment	\$104,735.00
The Contract Sum will be increased by this Amendment	\$0.00
The new Contract Sum including this Amendment	\$104,735.00

The Contract Schedule as of this Amendment will be **increased by: 215 Calendar Days Through October 31, 2018**.

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

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

Authorized:

CONSULTANT
HMC Architects, Inc.

By: 

DATE: 7/18/18

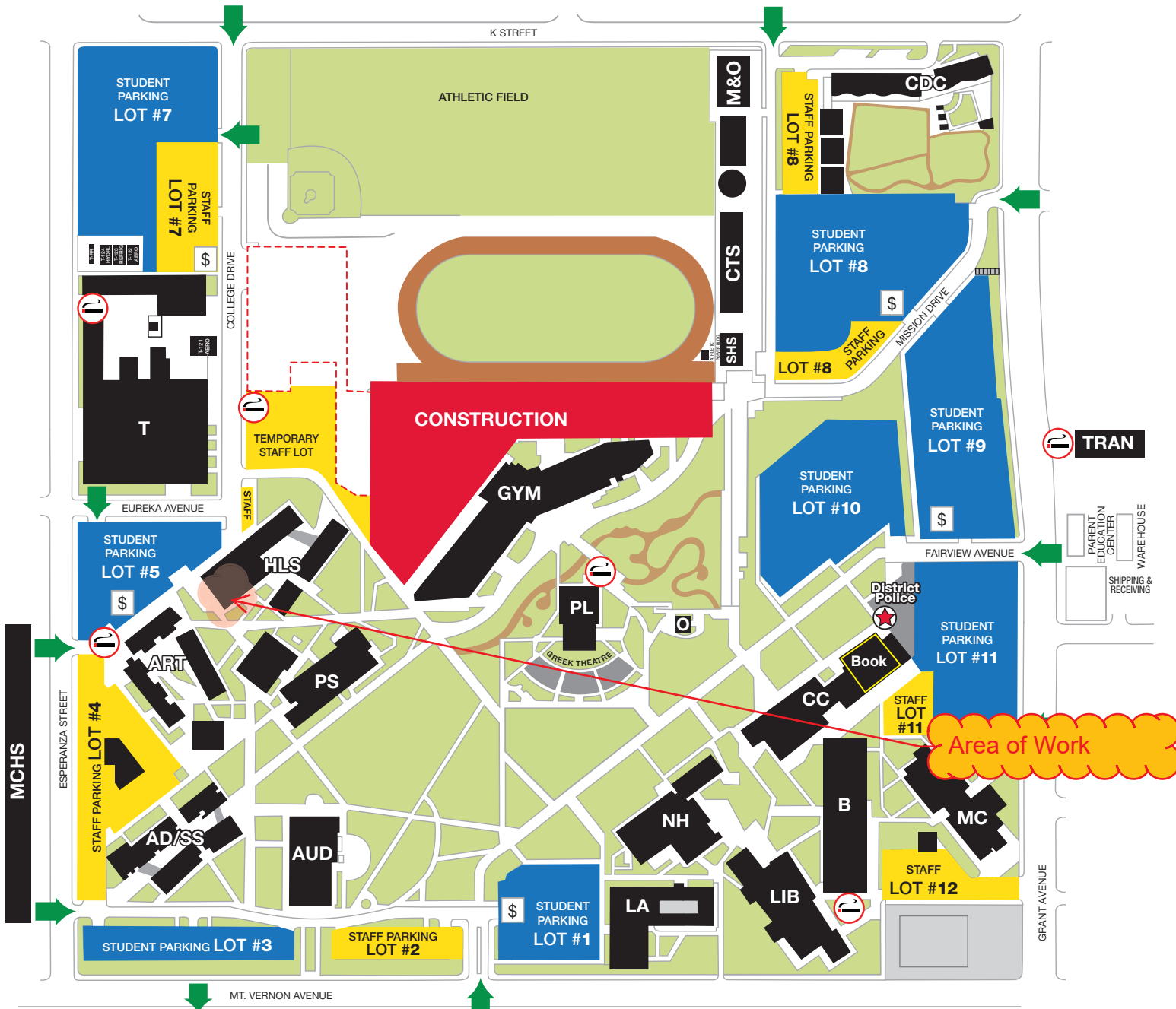
OWNER
SBCCD

By: _____

DATE:

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
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)

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

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

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

Parking in disabled stalls requires a valid California disabled placard and a valid SCCD parking permit/decal.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Hussain Agah, Director, Facilities Planning & Construction
DATE: August 9, 2018
SUBJECT: Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments

RECOMMENDATION

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

San Bernardino Valley College – 01-1718-02 Liberal Arts Repurposing Rooms 102, 104, 105 & 106						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Three Peaks Corp. Calimesa, CA	CO-01	\$19,996.00	0	\$1,461.00	\$19,996.00	7.30%

OVERVIEW

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

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

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

ANALYSIS

Construction contract amendments and change orders submitted with this board item total \$1,461.00.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 41 Capital Outlay budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

01-1718-02
Project Number

CO - 01

CHANGE ORDER

Original Contract Amount: **\$19,996.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$0.00**

School Name:	San Bernardino Community College District	Date:	6/26/18
Project Description:	Liberal Arts Repurposing Rooms 102, 104, 105 and 106	Contract No.:	General Contractor
To (Contractor):	Three Peaks Corp.	Attn:	Three Peaks Corp.

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

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

Description of Work:

This change order includes additional scopes of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract.

Contract Change Order No. 01: Item 1.1

TOTAL COST of CONTRACT CHANGE ORDER CO1: \$1,461.00

Reason for Change:

1 H-4: BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPEe - District Generated

Initiator of Change:

1 Project Coordination

The original Base Contract Sum was:	\$19,996.00
Net change by previous authorized Contract Amendment(s):	\$0.00
The contract AMOUNT due to C.O. 01 will be increased by:	\$1,461.00
The revised BASE Contract Sum:	\$21,457.00
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$21,457.00
The revised Contract Amount, including this Contract Change Order is, therefore:	\$21,457.00
The contract TIME due to C.O. 01 will be increased by:	0 calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	12-Jun-18
SBCCD Change Order No. 01 includes Item Number(s):	1.1

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

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

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

Signature	Name (printed)	Date
Architect: _____	N/A	_____
Project Mgr.: _____	Ernie Loera- SBCCD Facilities Project Manager	_____
District: _____	Jose F. Torres, Executive Vice Chancellor	_____
Contractor: _____	Erik Simmons- Three Peaks Corp.	_____

Printed Name/Title

CHANGE ORDER NO. 01

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Additional electrical work required to keep existing wall outlets live. Due to electrical conduit going below grade instead of above ceiling, contractor had to chip concrete and install junction/floor box to keep electrical live along floor and wall outlets.	H4	100		\$1,461	\$1,461
Subtotal						\$1,461
TOTAL CONTRACT CHANGE ORDER # 01						\$1,461

CODE LEGEND

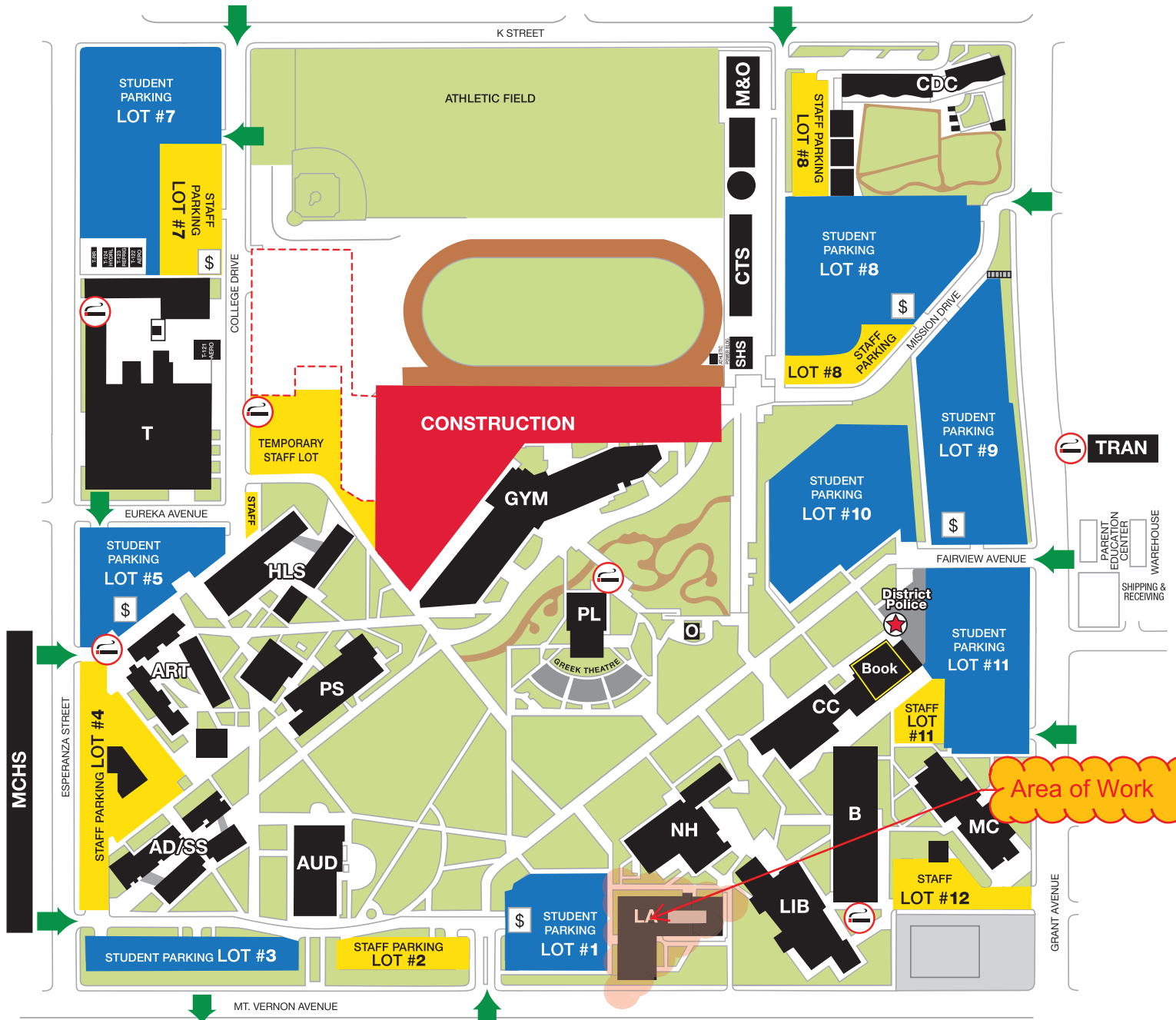
- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR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

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

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

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
for map updates.

Revised 6-16

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

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	M&O..... Maintenance & Operations
B..... Business	NH..... North Hall
BOOK..... Bookstore	O..... Observatory
CC..... Campus Center	PL..... Planetarium
CDC..... Child Development Center	PS..... Physical Sciences
CTS..... Computer Technology Services	SHS..... Student Health Services
G..... Gym	T..... Technical
HLS..... Health & Life Science	TRAN..... Transportation Center
LA..... Liberal Arts	

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

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

Parking in disabled stalls requires a valid California disabled placard and a valid SCCD parking permit/decal.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Senior Executive Assistant
DATE: August 9, 2018
SUBJECT: Consideration of Approval to Accept Board Policies for First Reading

RECOMMENDATION

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

- BP 2010 Board Membership (no AP)
- BP 2310 Regular Meetings of the Board (no AP)
- BP 2315 Closed Sessions (no AP)
- BP & AP 2320 Special and Emergency Meetings
- BP 2710 Conflict of Interest (AP was approved May 2017)

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: 07/2008
Last Approved: 07/2016
Last Revised: 07/2016
Next Review: 08/2018
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References:

BP 2010 Board Membership

(Replaces current SBCCD BP 2050)

The Board of Trustees shall consist of seven members elected by the qualified voters of the District. The Board shall be elected by geographical area for terms of four years as defined in BP 2100 titled Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Board unless he/she resigns as an employee.

No member of the Board shall, during the term for which he/she is elected, hold an incompatible office.

No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

Also see BP 2100 titled Board Elections

References:

Education Code Sections 72023, 72103, and 72104;
 ACCJC Accreditation Standard IV.C.6

Attachments:

- [BP 2010 Board Membership - Comments](#)
- [BP 2010 Board Membership - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

BP 2310 Regular Meetings of the Board

(Replaces current SBCCD BP 2120)

All regular and special meetings of the Board of Trustees are open to the public, must be accessible to persons with disabilities, and comply with the Brown Act provisions, except as otherwise required or permitted by law.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted ~~ten days~~ prior to the meeting and shall remain posted until the day and time of the meeting, as required by law.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

Regular meetings of the Board shall be held on the second Thursday of each month, unless otherwise posted. Meetings will be held in the ~~District Assembly~~ SBCCD Board Room, 114 S. Del Rosa Avenue, San Bernardino, California, 92408, or as otherwise ~~specified by previous Board action~~ posted. Meetings will begin at 4:00 p.m. or as otherwise ~~specified by previous~~ posted. Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in AP 2340 titled Agendas and AP 2345 titled Public Participation at Board action. ~~Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in AP 2340 titled Agendas and AP 2345 titled Public Participation at Board~~ Meetings

Recessed Meetings

Meetings may be recessed by the President with the consent of the majority of the Board members present.

Study Sessions

The Board may hold study sessions open to the public for the study of general topics of interest to the Board or the community in the operation of the District Board procedures and programs.

Hearing on the Budget

A public hearing of the budget shall be held in conjunction with the September Board Meeting prior to adoption of the budget as provided by law.

Taking Action on Items not on the Agenda

The Board may only take action on items not posted on the agenda by a two-thirds vote or a unanimous vote when a simple majority exists under the following conditions (a) an emergency situation exists; (b) there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted; and (c) the item was continued from a previous meeting to the meeting at which action is being taken.

References:

Education Code Section 72000(d);
Government Code Sections 54952.2, 54953 et seq., and 54961

Attachments:

[BP 2310 Regular Meetings of the Board - Comments](#)
[BP 2310 Regular Meetings of the Board - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination:	04/2004
Last Approved:	04/2015
Last Revised:	04/2015
Next Review:	08/2018
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

BP 2315 Closed Sessions

(Replaces current SBCCD BP 2120)

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session.
- Advice of counsel on pending litigation, as defined by law;
- Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- Real property transactions;
- Threats to public security;
- Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- Discussion of student disciplinary action, with final action taken in public;
- Conferring of honorary degrees;
- Consideration of gifts from a donor who wishes to remain anonymous.
- To consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

Pursuant to Government Code Section 54957, if any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not first resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee against whom the charges or complaints are directed shall be given at least 24 hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open

meeting of the Board of Trustees.

References:

Education Code Section 72122;

Government Code Sections 11125.4, 54956.8, 54956.9, 54957, and 54957.6

Attachments:

[BP 2315 Closed Sessions - Comments](#)

[BP 2315 Closed Sessions - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination: 04/2004
Last Approved: 04/2015
Last Revised: 04/2015
Next Review: 08/2018
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References:

BP 2320 Special and Emergency Meetings

(Replaces current SBCCD BP 2120)

Special meetings may from time to time be called by the President of the Board of Trustees or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

References:

Education Code Section 72129;
 Government Code Sections 54956, 54956.5, and 54957

Attachments:

- [BP 2320 Special and Emergency Meetings - Comments](#)
- [BP 2320 Special and Emergency Meetings - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination:	03/2015
Last Approved:	03/2015
Last Revised:	03/2015
Next Review:	08/2018
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

AP 2320 Special and Emergency Meetings

Special Meetings

Whenever a special meeting of the Board of Trustees is called, the Chancellor shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Chancellor shall also ensure that the following notices of the meeting are delivered either personally or by other means:

- Written notice to each member of the Board, including the student trustees.
- Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed.

Emergency Meetings

Whenever an emergency meeting of the Board of Trustees is called, the Chancellor shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Chancellor shall provide the newspapers, radio stations, and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

References:

Education Code Sections 72023.5 and 72129;
Government Code Sections 54956 and 54956.5

Attachments:

[AP 2320 Special and Emergency Meetings - Comments](#)
[AP 2320 Special and Emergency Meetings - Legal Citations](#)

Applicability

San Bernardino Community College District



Origination:	09/1991
Last Approved:	05/2016
Last Revised:	05/2016
Next Review:	08/2018
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

BP 2710 Conflict of Interest

(Replaces current SBCCD BP 2260)

The public office is a public trust created in the interest and for the benefit of the people. Members of the Board and employees of the District are expected to act with integrity, fidelity, and without bias for the primary benefit of the public.

DEFINITIONS

Financial Interest: As defined in Government Code Section 87103, a public official has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official (direct interest), a member of the official's immediate family (indirect interest), or on any of the following:

- a. Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.
- b. Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.
- c. Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.
- d. Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.
- e. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred sixty dollars (\$460) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The gift limit shall be adjusted biennially by the Fair Political Practices Commission.

Financial interests may be direct or indirect. An indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

Making a Decision: As defined in Section 18704(a) of Title 2 of the California Code of Regulations (CCR), a public official makes a governmental decision if the official authorizes or directs any action, votes, appoints a

person, obligates or commits the District to any course of action, or enters into any contractual agreement on behalf of the District.

Participating in a Decision: As defined in Section 18704(b) of Title 2 of the CCR, a public official participates in a governmental decision if the official provides information, an opinion, or a recommendation for the purpose of affecting the decision *without significant intervening substantive review*. This includes partaking in preliminary discussions, negotiations, planning, solicitation or evaluation of bids, voting, or debating that precedes the making of a decision.

Using Official Position to Attempt to Influence a Decision: As defined in Section 18704(c) of Title 2 of the CCR, a public official uses his or her official position to influence a governmental decision if he or she: (1) contacts or appears before any District official or in an agency subject to the authority or budgetary control of the District for the purpose of affecting a decision; or (2) contacts or appears before any official in any other government agency for the purpose of affecting a decision, and the public official acts or purports to act within his or her authority or on behalf of the District in making the contact.

Note: Making, participating in, or influencing a governmental decision does not include activities listed under Section 18704(d) of Title 2 of the CCR.

POLICY STATEMENTS

Board members and employees must avoid conflicts of interest as well as the appearance of impropriety.

In accordance with the Political Reform Act of 1974 and Government Code Section 87100, Board members, employees and consultants must not make or participate in any governmental decision in which he or she knows or has reason to know he or she has a financial interest.

Pursuant to Government Code Section 1090, Board members and employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. All Board members are conclusively presumed to participate in the making of all contracts under the Board's jurisdiction. Hence, the aforementioned prohibition is absolute, and applies even if the contract is fair and equitable and the Board member abstains from all participation in the decision.

Where an employee, rather than a Board member, is financially interested in a contract, the District is only prohibited from making the contract if the employee was at any point involved in the process of making the contract.

A Board member or employee shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or considered noninterest under Government Code Section 1091.5.

If a Board member or employee has a financial interest in a decision being considered by the Board, the financial interest must be disclosed in sufficient detail to the Board during a Board meeting, and noted in the official Board minutes. The Board member must disqualify him or herself from discussing and voting on the matter, and must leave the room until after discussion, vote, and any other disposition of the matter is concluded. A Board member or employee who has a financial interest must not influence or attempt to influence the decision.

Collective Bargaining Agreements

Where a member of the Board receives health benefits from the District as a former faculty member in an amount that is required by contract to be equal to the amount of health benefits the District provides to current

faculty members under the terms of a collective bargaining agreement, the Board of Trustees may renegotiate the amount of health benefits provided under the current collective bargaining agreement so long as the financially interested Board member does not participate in the decision-making process.

Rule of Necessity

The District may enter into a contract despite a conflict of interest under Government Code Section 1090 and Section 87100, where there is no other alternative for the procurement of essential goods or services, and the acquisition of such goods or services is a necessity. However, the financially interested Board member or employee must abstain from any participation in the decision.

Section 87100 does not prevent any public official from making or participating in the making of a governmental decision to the extent his or her participation is legally required for the action or decision to be made. The fact that an official's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.

Whenever a public official who has a financial interest in a decision is legally required to make or participate in making such a decision, the potential conflict of interest and the legal basis for concluding that there is no alternative source of decision shall be disclosed to the Board in sufficient detail and noted in the official Board minutes.

Incompatible Activities & Offices

Pursuant to Government Code Section 1126 and 1099, a Board member or employee shall not hold incompatible offices nor engage in any employment, activity, or enterprise for compensation which is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the District.

Offices are incompatible if there is any significant clash of duties or loyalties between the offices, if the dual office holding would be improper for reasons of public policy, or if either office exercises a supervisory, auditory, or removal power over the other.

When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

In accordance with Education Code Section 72103(b), an employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation.

Representation

Pursuant to Government Code 87406.3, elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, the District, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.

Conflict of Interest Code

In compliance with the Political Reform Act of 1974 and Government Code Section 87300, the District shall establish a Conflict of Interest Code to provide for disclosure of reportable financial interests of Board

members and designated employees, who may be affected by their official actions, and to prevent them from making or participating in the making of governmental decisions which may foreseeably have a material effect on their financial interest.

Board members, designated employees, and consultants in designated positions shall file statements of economic interest with the filing officer identified by the Conflict of Interest Code.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

Also see AP 2712 titled Conflict of Interest Code

References:

Government Code Sections 1090 et seq.; 1126; and 87200 et seq.;

Attachments:

[BP 2710 Conflict of Interest - Comments](#)

[BP 2710 Conflict of Interest - Legal Citations](#)

Applicability

San Bernardino Community College District

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: August 9, 2018

SUBJECT: Consideration of Approval to Reaffirm Institutional Values, SBCCD Strategic Directions, and Board of Trustees Operational Priorities for 2018-2019

RECOMMENDATION

It is recommended that the Board of Trustees reaffirm Institutional Values, SBCCD Strategic Directions, and Board of Trustees Operational Priorities for 2018-2019.

OVERVIEW

The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness through goals that address (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines (BP 3225 and 2745).

The Board has established Institutional Values that are reviewed, revised and adopted by the Board each year. The Board directs the Chancellor to ensure that each entity of the District develops and meets goals to ensure that the Institutional Values are met (BP 2200).

The Board of Trustees met for their annual Board Retreat on June 12-13, 2018. As part of the discussions regarding the Board's 2017-2018 Self-Evaluation results and Institutional Values, the Board of Trustees Operational Priorities and SBCCD Strategic Directions were developed.

ANALYSIS

The SBCCD Strategic Directions and Board of Trustees Operational Priorities for 2018-2019 were developed for review and approval by the Board of Trustees. They are based on Board discussions and the 2017 Comprehensive Master Plan, which establishes clear strategic directions, goals and recommendations for the Colleges, District Services, KVCR and EDCT for the next five years.

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.

SBCCD INSTITUTIONAL VALUES
(formerly Board Imperatives)

- 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

Board of Trustees Operational Priorities 2018-2019

Developed at June 12-13, 2018 Retreat

In order for the Board to support the strategic directions and institutional values, the board will hold itself accountable for the following board activities. They will be a focus of Board inquiry, discussion, and operational priorities.

- Engage & support equity initiatives
- Be more visible on both campuses
- Actively connect to community
- Conduct efficient and effective board meetings focused on big picture
- Monitor the SBCCD Strategic Directions utilizing the quarterly dashboard and student scorecard presentations.
- Participate in professional development contributing to an excellent, cohesive, and proactive board

SBCCD Strategic Directions for 2018-2019

In accordance with the Educational Master Plan, the Board of Trustees has established the following Strategic Directions for 2018-2019.

1. Increase Student Success and Access in line with key performance indicators
2. Continue the Alignment of EDCT and KVCR Goals with District & College Goals
3. Continuously Improve Planning, Fiscal, Administrative and Operational Systems for Efficiency and Effectiveness

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: August 9, 2018
SUBJECT: Consideration of Approval of Board Meeting Calendar

RECOMMENDATION

It is recommended that the Board of Trustees approve the Board Meeting Calendar.

ANALYSIS

Meeting dates and times are subject to change. Enough advance notice will be given to ensure the public is notified. Meetings are held in the SBCCD Board Room of the District Office. Business meetings are held at 4:00pm and Study Sessions from 12pm-2pm.

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.

MASTER BOARD MEETING AND CONFERENCE CALENDAR

<u>Date</u>	<u>Time</u>	<u>Meeting Type</u>
08/30/18	12:00pm-2:00pm	Study Session: Final Budget Presentation (no later than September 15)
09/06/18	12:00pm-2:00pm	Study Session: CHC and SBVC Educational Master Plan (inclusive of qualitative effectiveness indicators, accomplishments, opportunities and challenges)
09/13/18	4:00pm-7:00pm	Business Meeting <i>Report: Human Resources</i>
09/27/18	12:00pm-2:00pm	Study Session: Quarterly Scorecard Update
10/04/18	12:00pm-2:00pm	Study Session: Quarterly Dashboard Update
10/05/18-10/09/18		HACU Annual Latino Higher Education Leadership Institute (Atlanta, GA)
10/11/18	4:00pm-7:00pm	Business Meeting <i>Report: Business & Fiscal Services</i>
10/23/18-10/28/18		ACCT Leadership Congress (New York, NY)
11/08/18	4:00pm-7:00pm	Business Meeting <i>Report: TESS</i>
11/14/18-11/18/18		CCLC Annual Convention (Rancho Mirage, CA)
11/29/18	12:00pm-2:00pm	Study Session: Annual Foundation/Fundraising Updates
12/06/18	12:00pm-2:00pm	Study Session: Quarterly Scorecard Update
12/13/18	4:00pm-7:00pm	Business Meeting <i>Report: EDCT</i>
01/10/19	4:00pm-7:00pm	Business Meeting <i>Report: Empire Network/KVCR</i>
01/17/19	8:00am-4:30pm	Mid-Year Board Retreat
01/24/19-01/28/19		CCLC Effective Trusteeship & Board Workshop (Sacramento, CA)
01/26/19-01/29/19		CCLC Annual Legislative Conference (Sacramento, CA)
01/31/19	12:00pm-2:00pm	Study Session: Quarterly Dashboard Update

02/07/19	12:00pm-2:00pm	Study Session: Quarterly Non-Credit and Basic Skills Updates
02/09/19-02/14/19		ACCT National Legislative Conference (Washington, DC)
02/21/19	4:00pm-7:00pm	Business Meeting <i>Report: Facilities</i>
02/28/19	12:00pm-2:00pm	Study Session: Budget Directives & Development (prior to March 1)
03/07/19	12:00pm-2:00pm	Study Session: IEPI Targets
03/14/19	4:00pm-7:00pm	Business Meeting @ SBVC <i>Report: Police Department</i>
03/21/19	12:00pm-2:00pm	Study Session: CHC and SBVC Educational Master Plan (inclusive of qualitative effectiveness indicators, accomplishments, opportunities and challenges)
03/28/19	12:00pm-2:00pm	Study Session: Quarterly Scorecard Update
03/31/19-04/03/19		HACU Annual Capitol Forum (Washington, DC)
04/04/19	12:00pm-2:00pm	Study Session: Course & Retention Rates
04/11/19	4:00pm-7:00pm	Business Meeting @ CHC <i>Report: Human Resources</i>
04/18/19	12:00pm-2:00pm	Study Session: Quarterly Dashboard Update
04/25/19	12:00pm-2:00pm	Study Session: Preliminary Budget Presentation (no later than May)
4/30/19-05/04/19		HACU International Conference (Puerto Rico)
05/02/19-05/06/19		CCLC Annual Trustee Conference (Olympic Valley, CA)
05/19/19	4:00pm-7:00pm	Business Meeting <i>Report: Business & Fiscal Services</i>
05/16/19	12:00pm-2:00pm	Study Session: Quarterly Non-Credit and Basic Skills Updates
05/23/19	12:00pm-2:00pm	Study Session: Transfer & Graduation Rates
05/30/19	12:00pm-2:00pm	Study Session: Student Equity/SSSP
06/06/19	12:00pm-2:00pm	Study Session: Quarterly Scorecard Update

06/13/19	4:00pm-7:00pm	Business Meeting <i>Report: TESS</i>
06/19/19-06/20/19	8:00am-4:30pm	Board Retreat
06/27/19	12:00pm-2:00pm	Study Session: Tentative Budget Presentation (no later than July 1)
07/11/19	4:00pm-7:00pm	Business Meeting <i>Report: EDCT</i>
07/18/19	12:00pm-2:00pm	Study Session: Quarterly Dashboard Update
07/25/19	12:00pm-2:00pm	Study Session: Training on Robert's Rules of Order, Brown Act, and Conflict of Interest
08/01/19	12:00pm-2:00pm	Study Session: TBD
08/08/19	4:00pm-7:00pm	Business Meeting <i>Report: Empire Network/KVCR</i>
08/15/19	12:00pm-2:00pm	Study Session: Quarterly Non-Credit and Basic Skills Updates
08/22/19	12:00pm-2:00pm	Study Session: TBD
08/29/19	12:00pm-2:00pm	Study Session: TBD

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Bruce Baron, Chancellor

DATE: August 9, 2018

SUBJECT: Consideration of Approval of Empire Network's (KVCR) Mission Statement and Vision.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Mission Statement of Empire Network (KVCR) for first reading:

Mission Statement

The Empire Network is Inland Southern California's center for culture, education, information, and communication.

Vision

Cultivate discovery and engagement in the Arts, Media and the Sciences through traditional Television and Radio broadcasting along with advancing Digital distribution methods.

Create educational, thought-provoking and inspirational programs and news that offers our audience a trustworthy safe-haven from commercially driven media outlets.

Develop and nourish strong community relationships through local initiatives and events that celebrate the diversity, innovation and resilience of the Inland Empire.

Dedicate the Empire Network as a creative incubator and broadcasting platform for the SBVC and CHC Media Academies.

Promote economic development and workforce growth through aligning the Empire Network's media capacity with the EDCT's training programs and strategic partnerships.

Maximize the opportunities offered by the next generation of Broadcasting technology, ATSC 3.0, to create potential revenue streams from the lease of newly created digital sub-channels as well as shaping a more immersive educational experience for our audience.

Build a Media Laboratory in local high schools in San Bernardino County that provides media literacy and digital skills training while creating pathways to SBVC and CHC for further instruction.

Provide a comprehensive regional presence for advance warning systems in times of emergency.

OVERVIEW

KVCR has two distinct, complementary purposes. The first is to the communities of the Inland Empire as a Public Media centerpiece and in this role KVCR promises to reflect the limitless potential of the region while embracing the diverse perspectives of our residents with programming that cultivates wonder and civic engagement. The second purpose is as a licensee of the San Bernardino Community College District, KVCR aims to help provide career pathways and inspirational instruction to the students of San Bernardino Valley College and Crafton Hills College, enabling them to become powerful voices in the Media Arts through a variety of relevant disciplines. There are four primary areas of focus for existing management to accomplish this mission:

College-Focused Collaboration

KVCR will be a state-of-the-art public media centerpiece in the Inland Empire, producing honest, courageous and balanced news-reporting, inspirational docu-series that educate and entertain, with two thriving Media Academies at SBVC and CHC serving as incubators for local storytellers, artists and filmmakers throughout the region. With a greater emphasis on diversity and wider audience engagement, KVCR will provide immersive digital public media that cultivates wonder and makes learning interactive and fun.

Relentlessly Local

KVCR's mission is to educate, inspire and inform, reflecting the limitless potential of the Inland Empire while providing programming and career pathways that unite and celebrate our community--Students and Small-Business owners, Manufacturers and Maker-Spaces, Artists and Athletes, Lawyers and Landscapers, Dentists and Dispatchers. KVCR embraces the diversity of perspectives within range of our signal and we aim to provide a valuable civic and educational service through the medium of entertainment.

Modernization - Next Generation Broadcasting

The modernization of KVCR and its Indigenous channel FNX will enable the station to fully deploy the next-generation of Television technology, ATSC 3.0, a game-changing standard that will create an IP-based broadcasting system. The standard will permit broadcasters like KVCR and FNX to offer innovative technologies and services to the public, including interactive, application-based TV and advanced Emergency systems.

Develop the Asset

An FCC License is an important piece of electromagnetic real estate and it needs to be properly developed and monetized as such. A potential source of revenue from this technological and infrastructure development lies in the opportunity to leverage the large-scale spectrum leasing opportunities that are developing in anticipation of public television stations' transition to the Next Generation broadcast standard, ATSC 3.0.

ANALYSIS

As a licensee of the San Bernardino Community College District, KVCR aims to help provide career pathways and inspirational instruction to the students of San Bernardino Valley College and Crafton Hills College, enabling them to become powerful voices in the Media Arts through a variety of relevant disciplines.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Senior Executive Assistant
DATE: August 9, 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 - August 2018

LAST NAME	FIRST NAME	DEPARTMENT	DETAILS OF THE SERVICE	RECOGNIZED BY
DISTRICT				
Aguilar	Tiffany	Human Resources	You have the natural ability to understand and feel what employees are experiencing. Thank you for meeting their needs effectively. Well Done!	Rosita Moncada
Booker	Inez	Fiscal Services	Thank you for being soooo helpful. Payroll appreciates your hard work	Nancy Green
Brady	Jason	TESS	Jason you have always performed at a consistently higher level than others. That's the mark of a truly dedicated, skilled professional you are! Thank You!	Rosita Moncada
Carmichael	Dennis	TESS	Giving understanding in a skill to be learned, is accepted gratefully and everyone is blessed.	Rosita Moncada
Chang	Andrew	TESS	I want to thank you publicly for your hard work and dedication in making our technology and educational support service department Outstanding!	Rosita Moncada
Coats	Cherishea	TESS	Your achievement of success in helping others, has influenced me with your wisdom and confident knowledge.	Rosita Moncada
Diggle	Virginia	Business Services	For always going above and beyond in assisting our campus in all that you do. You are appreciated!	Debby Gallagher
Gamboa	Colleen	Payroll	For always going above and beyond in assisting our campus in all that you do. You are appreciated!	Debby Gallagher
Lares	Rhiannon	TESS	Your generosity overwhelms me, thank you for taking the time to explain and share your knowledge, consider yourself heartily appreciated.	Rosita Moncada
Moncada	Rosita	TESS	Rosita offers excellent service and support to our faculty and student body in such a way that it makes it a pleasure to call upon her for assistance. Rosita sets the "GOLD" standard for SSSP. Thank you Rosita.	Dr. Craig Luke
Parada	Osman	TESS	The way you teach and mentor you bring out the best in a person to succeed in knowledge.	Rosita Moncada

Caring Hands Applause Cards - August 2018

Robles	Roger	TESS	Your commitment to excellence has inspired others, I appreciate all your technical support!	Rosita Moncada
Robles	Roger	TESS	Thanks so much Roger for all your help in answering my questions at moment's notice especially, when I know you're already so busy.	Rosita Moncada
Rychevic	Susan	Fiscal Services	For always going above and beyond in assisting our campus in all that you do. You are appreciated!	Debby Gallagher
Scudder	Robert	TESS	My highest gratitude and appreciation – I am so grateful for your support and patience. Magnificent! You're a life saver!	Rosita Moncada
Sims	Jeremy	TESS	You have rekindled a spark of hope to learn. Each of us has cause to think with deep gratitude of those who have lighted the flame of life to hit the ground running	Rosita Moncada
Smith	Latasha	Human Resources	Thank you for always be so helpful and friendly when I have questions. I appreciate your patience and follow-through with my inquiries, even if you need to make a few calls and get back to me. You rock! :)	Carrie Audet
Trelisa	Glazatov	TESS	I want to commend you for your specialized skills, patience, and appreciate your innovative rational in forthcoming projects.	Rosita Moncada
Walters	DyAnn	TESS	You have a way to develop the best in a person by appreciation and encouragement.	Rosita Moncada
CRAFTON HILLS COLLEGE				
Abeyta	Rebecca	Counseling	Rebecca is the coolest!!	Anonymous Student
Sosa	Giovanni	Institutional Effectiveness, Research and Planning	For going above and beyond to prepare a last minute grant opportunity for the Veteran's Resource Center. Gio was eager, responsive, professional and thoughtful in his efforts to submit the grant on time.	Carla Thornton
SAN BERNARDINO VALLEY COLLEGE				
Hylton	Chris	Maintenance & Grounds	Chris has been very helpful with planning the location of the Taste & Tour event on Sept. 27, 2018. He helped us map out the event and even provided a schematic so we can plan where to put the booths. Thank you Chris!	Karen Childers

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: August 9, 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 2018-19 fiscal year through July 17, 2018. As of that date, SBCCD was 4.7% through the fiscal year and had spent and/or encumbered approximately 0.5% of its budgeted general fund. Please note that starting with this report, the fund numbers have been changed in accordance with the new Enterprise Resource and Planning system, Oracle.

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 2018-19 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 7/5/2018

San Bernardino Valley College

TOTAL FTES*	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
	Fall 2016	\$ 283,318	\$ 242,108	\$ 242,108	
	Spring 2017	710,871	710,871	710,871	
	Summer 1	3,981,943	4,077,763	4,077,763	
	Fall 2017	23,912,535	24,001,259	23,999,198	
	Spring 2018	23,072,882	23,600,465	23,600,465	
	Summer 2	2,591,108	2,950,685	2,950,685	
	FY 2017-18	\$ 54,552,657	\$ 55,583,151	\$ 55,581,091	●

Crafton Hills College

TOTAL FTES*	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
	Spring 2017	\$ 139,083	\$ 139,083	\$ 139,083	
	Summer 2017	2,084,199	2,085,623	2,085,623	
	Fall 2017	10,936,288	11,070,117	11,070,117	
	Spring 2018	10,276,861	10,263,426	10,263,426	
	FY 2017-18	\$ 23,436,430	\$ 23,558,250	\$ 23,558,250	●

SBCCD Total

GRAND TOTAL	TERM	BUDGETED	ACTUAL	PROJECTED	STATUS
	Fall 2016	\$ 283,318	\$ 242,108	\$ 242,108	
	Spring 2017	849,955	849,955	849,955	
	Summer 1	6,066,141	6,163,386	6,163,386	
	Fall 2017	34,848,822	35,071,376	35,069,316	
	Spring 2018	33,349,743	33,863,891	33,863,891	
	Summer 2	2,591,108	2,950,685	2,950,685	
	FY 2017-18	\$ 77,989,087	\$ 79,141,402	\$ 79,139,341	●



Oracle Summary Balance Report

Year to Date 07/17/2018

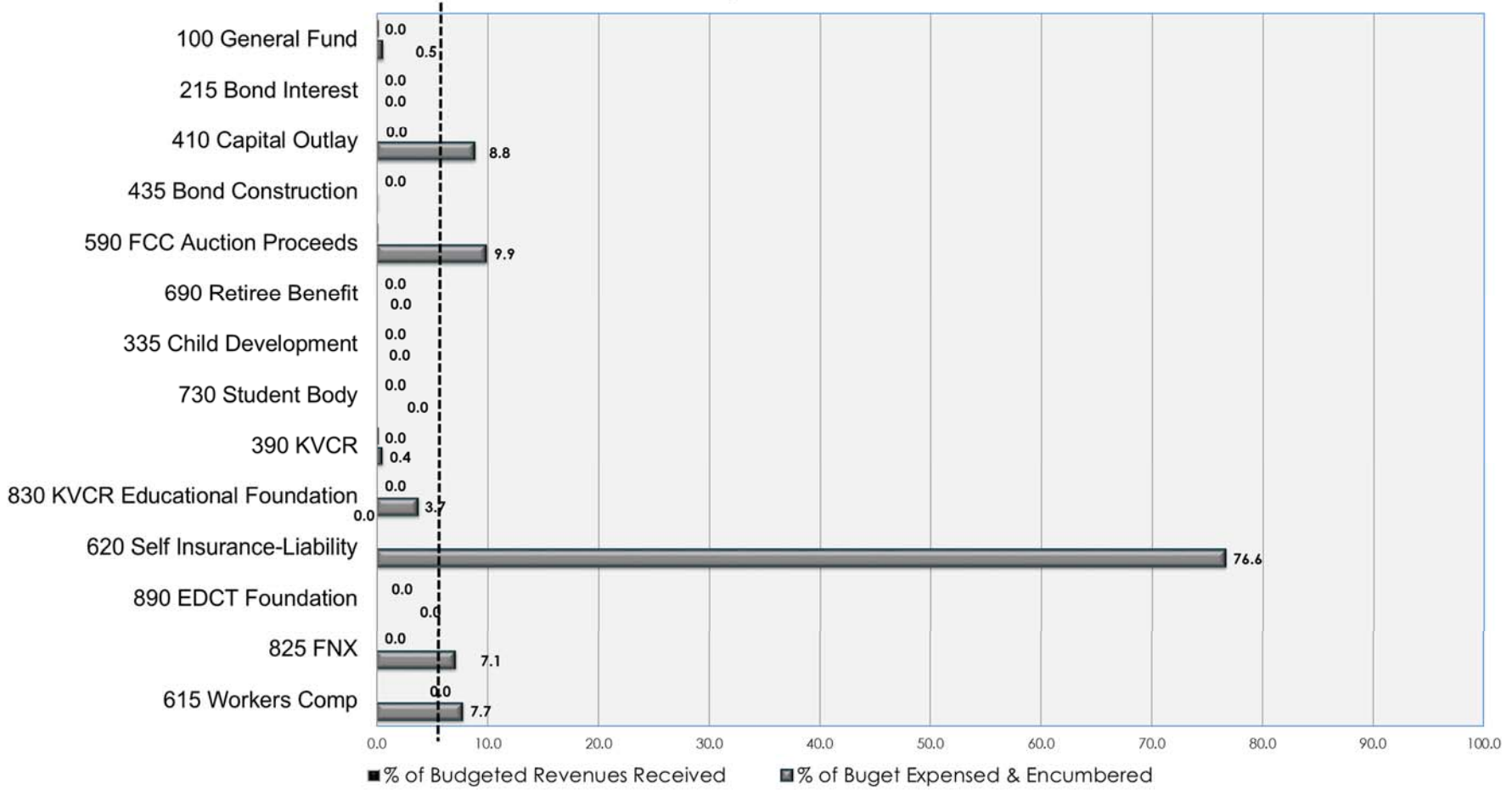
	4.7% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	\$153,798,039	\$ 5,130	0.0%	\$160,722,400	\$ 801,718	0.5%	
215 Bond Interest & Redemption	\$ 25,703,480	\$ -	0.0%	\$ 29,169,261	\$ -	0.0%	<i>Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.</i>
410 Capital Outlay Projects	\$ 1,600,000	\$ -	0.0%	\$ 5,371,023	\$ 474,731	8.8%	
435 Bond Construction	\$ -	\$ -	n/a	\$ 5,450,000	\$ (2,346)	0.0%	
590 FCC Auction Proceeds	\$ 2,000,000	\$ (15)	0.0%	\$ 20,227,904	\$ 1,997,029	9.9%	
690 Retiree Benefit	\$ 202,500	\$ -	0.0%	\$ 305,700	\$ -	0.0%	
335 Child Development	\$ 3,360,019	\$ -	0.0%	\$ 3,494,521	\$ -	0.0%	
730 Student Body Center Fee	\$ 291,400	\$ -	0.0%	\$ 299,103	\$ -	0.0%	
390 KVCR	\$ 4,571,257	\$ 844	0.0%	\$ 4,476,435	\$ 19,050	0.4%	
830 KVCR Educational Foundation	\$ 3,195,968	\$ -	0.0%	\$ 3,189,861	\$ 118,500	3.7%	
620 Self Insurance-Liability	\$ 550,000	\$ -	0.0%	\$ 785,000	\$ 601,488	76.6%	<i>\$601,488 encumbered for annual insurance costs.</i>
890 EDCT Foundation	\$ 548,964	\$ -	0.0%	\$ 564,964	\$ -	0.0%	
825 FNX	\$ 2,018,000	\$ -	0.0%	\$ 1,988,394	\$ 140,995	7.1%	
615 Workers Compensation	\$ 1,137,000	\$ -	0.0%	\$ 1,137,000	\$ 88,000	7.7%	



Budget Revenue & Expenditure Summary

Year to Date 07/17/2018

Fiscal Year Elapsed - 4.7%





Oracle Summary Balance Report

Year to Date 07/17/2018

Fund	Title	Type	Budget	Encumbered	YTD	Total
100	General Fund	Expense	160,722,400	806,754	(5,036)	801,718
		Revenue	153,528,039	-	5,130	5,130
215	Bond Interest	Expense	29,169,261	-	-	-
		Revenue	25,703,480	-	-	-
410	Capital Outlay	Expense	5,371,023	474,731	-	474,731
		Revenue	1,600,000	-	-	-
435	Bond Construction	Expense	5,450,000	-	(2,346)	(2,346)
		Revenue	-	-	-	-
590	FCC Auction Proceeds	Expense	20,227,904	1,997,029	(15)	1,997,014
		Revenue	2,000,000	-	-	-
690	Retiree Benefit	Expense	305,700	-	-	-
		Revenue	202,500	-	-	-
335	Child Development	Expense	3,494,521	-	-	-
		Revenue	3,360,019	-	-	-
730	Student Body	Expense	299,103	-	-	-
		Revenue	291,400	-	-	-
390	KVCR	Expense	4,476,435	19,050	-	19,050
		Revenue	4,571,257	-	844	844
830	KVCR Educational Foundation	Expense	3,189,861	118,500	-	118,500
		Revenue	3,195,968	-	-	-
620	Self Insurance-Liability	Expense	785,000	601,488	-	601,488
		Revenue	550,000	-	-	-
890	EDCT Foundation	Expense	564,964	-	-	-
		Revenue	548,964	-	-	-
825	FNX	Expense	1,988,394	140,995	-	140,995
		Revenue	2,018,000	-	-	-
615	Workers Comp	Expense	1,137,000	88,000	-	88,000
		Revenue	1,137,000	-	-	-

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: August 9, 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 June (See attached)

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
June 2018

Case#	Reported	Reportable Clery Crimes	Location	Disposition
<u>ON CAMPUS:</u>				
CRAFTON				
NO INCIDENTS TO REPORT				
DISTRICT				
NO INCIDENTS TO REPORT				
Valley				
18-0004	6/11/2018	PC 273.5(A) Spousal Abuse	Business Building	Report Taken
18-0051	6/27/2018	H&S 11364(a) Possession of Drug Paraphernalia	CDC	Subject Arrested
<u>PUBLIC PROPERTY:</u>				
CRAFTON				
NO INCIDENTS TO REPORT				
DISTRICT				
18-0037	6/25/2018	H&S 11364(a) Possession of Drug Paraphernalia	Parking Lot	Citation Issued
VALLEY				
18-0054	6/28/2018	H&S 11364(a) Possession of Drug Paraphernalia	Esperanza St.	Citation Issued

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: August 9, 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, 2019 is estimated to be \$11,429,280.

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 Fiscal Year 2018-19

(as of July 25, 2018, rounded to the nearest \$1,000)

	PROJECTED												ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Estimated Beginning Cash Balance	26,858	28,561	24,573	25,165	18,954	18,689	31,846	27,326	21,710	20,963	22,621	23,394		
Receipts														
Federal	59	-59	188		14	113	23	4	597	200	-228	1,793		2,703
State	5,800	5,903	12,803	6,535	7,386	19,092	5,695	3,599	9,266	5,851	8,306	18,665		108,901
State Deferrals														
Local	3,267	2,233	-243	1,290	3,854	16,337	2,264	2,073	1,539	8,019	5,674	-7,429		38,879
Temporary Borrowings														
Inc Transfer & Sale of Assets		31		28		1,895					3	43		2,000
Accounts Receivable/Accruals	544	3,487	667	585	75	-757	-144	305	274	102	-1,041	59		4,154
Total Receipts	9,671	11,595	13,415	8,439	11,329	36,680	7,838	5,981	11,674	14,172	12,713	13,130		156,637
Disbursements														
Academic Salaries	1	2,271	3,990	4,379	4,453	4,383	4,404	3,941	4,470	4,448	4,436	7,374		48,551
Classified Salaries	2,199	2,490	2,857	2,813	2,874	3,126	2,771	2,709	2,860	2,823	2,881	2,783		33,185
Benefits	1,117	1,970	2,276	2,312	2,186	2,371	2,336	2,292	2,368	2,374	2,398	2,951		26,951
Supplies & Materials	-8	65	145	172	133	57	153	238	141	221	269	1,633		3,218
Other Operating Exp	164	215	2,331	4,447	1,722	1,713	1,762	1,999	2,199	2,343	2,099	19,414		40,410
Capital Outlay		4	77	129	92	89	38	313	142	112	219	2,250		3,465
Other Outgo	17	227	286	120	136	97	19	82	196	195	19	441		1,835
Longterm Post-Employment Benefits	-5	-8	-7	-2	-1	-1	-3	-1	9	-1	-2	-4		-26
Accounts Payable/Accruals	4,481	8,348	868	280	-2	11,689	878	25	36	2	-379	-11,747		14,477
Total Disbursements	7,967	15,583	12,823	14,650	11,593	23,523	12,358	11,597	12,421	12,515	11,940	25,095		172,066
Increase / (Decrease) in Cash Balance	1,703	-3,988	592	-6,211	-265	13,157	-4,521	-5,616	-747	1,657	773	-11,964		
Estimated Ending Cash Balance	28,561	24,573	25,165	18,954	18,689	31,846	27,326	21,710	20,963	22,621	23,394	11,429		

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: August 9, 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 CCD CHAPTER #291
JULY 12, 2018

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").

The District and the Association agree to approve the interim Out-of-Class assignment for Cheryl Alexander, Traffic Coordinator, to Program Manager, KVCR, under the following stipulations:

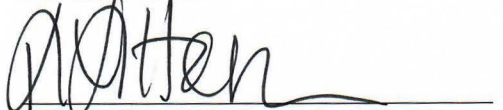
1. The length of the assignment shall be extended effective January 1, 2018, through March 8, 2018 until the position was filled. Cheryl had been working out of class in the Program Manager, KVCR position for the period of July 1, 2017 through December 31, 2017.
2. The Employee will be compensated at Range 48, Step C. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to his/her regular classified position as Traffic Coordinator, unless employee obtains Program Manager, KVCR position through normal recruitment process.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Traffic Coordinator will continue to accrue and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Agreement is subject to the procedures required by CSEA Policy 610.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the out-of-class assignment of Cheryl Alexander.

The effective date of this MOU is July 12, 2018.

For the District




Kristina Hannon, Executive HR Director

For CSEA



Kevin Palkki, CSEA President



Myesha Kennedy
Labor Relations Representative

MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291
JULY 12, 2018

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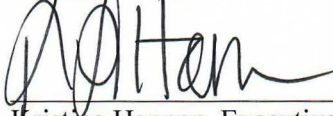
The District and the Association agree to transition the vacant position from Clerical Assistant II at Crafton Hills College to Secretary I at Crafton Hills College, which currently reports to the Language, Arts, and Mathematics Dean. In addition, the responsibility manager will be changed from Language, Arts, and Mathematics Dean to Vice President of Instruction.

This Agreement is subject to the procedures required by CSEA Policy 610.

This Memorandum of Understanding constitutes the full and complete Agreement.

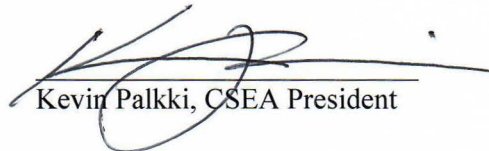
The effective date of this MOU is July 12, 2018.

For the District




Kristina Hannon, Executive HR Director

For CSEA



Kevin Palkki, CSEA President



Myesha Kennedy
Labor Relations Representative

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: August 9, 2018
SUBJECT: Quarterly Investment Report

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

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

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item



Quarterly Investment & Deposit Report

Quarter Ending June 30, 2018

[v.7.23.2018.p.1|1]

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$ 533,784.85	0.00	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 952,521.84	0.00	Checking	Citizens Business Bank, San Bernardino CA
	\$ 1,486,306.69			
Bond Fund (#256245)	\$ 35,262,219.63		Investment	Bank of New York Mellon, Los Angeles CA
PERS/STRS Investment	\$ 24,776,984.96		Investment	Public Agency Retirement Services, Newport Beach, CA
OPEB Investment Trust	\$ 8,450,287.61		Investment	Benefit Trust Company
	\$ 68,489,492.20			
Enterprise Funds				
Bookstore	\$ 1,356,479.67	0.00	Checking	Bank of America, Colton CA
Cafeteria	\$ 295,306.37	0.00	Checking	Bank of America, Colton CA
	\$ 1,651,786.04			
Internal Service Funds				
Workers Comp	\$ 120,000.00	0.05%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 25,000.00	0.00	Checking	Bank of America, Concord CA
	\$ 145,000.00			
Trust Funds				
Financial Aid	\$ 41,871.99	0.05%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 354,811.98	0.05%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 5,270.72	0.00	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 8,911.89	0.20%	Checking	Community Bank, Redlands CA
Emergency Loan	\$ 18,162.03	0.00	Checking	Community Bank, Redlands CA
SBVC Clubs/Trusts	\$ 231,706.78	0.00	Checking	Wells Fargo, San Bernardino CA/Citizens Business Bank, San Bernardino CA*
SBVC ASB	\$ 136,181.57	0.00	Checking	Wells Fargo, San Bernardino CA/Citizens Business Bank, San Bernardino CA*
CHC Clubs/Trust & ASB	\$ 296,769.78	0.00	Checking	Bank of America, Yucaipa CA/Citizens Business Bank, San Bernardino CA*
Scholarships	\$ 93,766.42	0.70%	Money Market	Inland Valley Bank, Redlands CA/Citizens Business Bank, San Bernardino CA*
SBVC/CHC Student Rep Fee	\$ 100,180.67	0.00	Checking	Inland Valley Bank, Redlands CA/Citizens Business Bank, San Bernardino CA*
	\$ 1,287,633.83			
Total Checking, Savings & Investments	\$ 73,060,218.76			

*Citizens Business Bank accounts opened in anticipation of ERP implementation. Wells Fargo, Bank of America and Inland Valley accounts to be phased out during 2018-19 ERP transition.