

**Meeting of the San Bernardino Community College District Board of Trustees
SBCCD Boardroom, 114 S. Del Rosa Dr., San Bernardino, CA 92408
October 11, 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 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 (3 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 54956.9(d)(2): (2 cases)
 - e. Conference with Legal Counsel – Existing Litigation pursuant to Government Code 54956.9(e)(3): (none)
 - f. Conference with Real Property Negotiator pursuant to Government Code section 54956.8

Properties: An approximately 27,360 sq. ft. parcel of improved property, including a 70,595 square foot building, located at 560 E. Hospitality Lane, San Bernardino, CA, APN 0281-372-08-0000; an approximately 36,939 sq. ft. parcel of improved property, including a 82,039 square foot building, located at 550 E. Hospitality Lane, San Bernardino, CA, APN 0281-372-20-0000; and an approximately 38,964 sq. ft. parcel of improved property, including a 71,769 square foot building, located at 658 E. Brier Drive, San Bernardino, CA, APN 0281-021-51-0000 (collectively, the “Properties”).

Negotiating Parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiators Jose F. Torres, Executive Vice Chancellor, and Buyer’s real estate brokers, Gary P. Stache and Anthony DeLorenzo of CBRE, Inc.; and Hines (Proposed Seller), Real Property Negotiator Varun Akula, Director.

Under Negotiation: Instruction to Proposed Buyer’s Real Property Negotiators will concern price and terms of payment associated with the possible purchase of the identified Properties.

- 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 – Sustainable and Energy Efficient Buildings**

Asm. Eloise Gomez Reyes
- 8. REPORTS**
 - a. Board Committee Reports (p5)
 - b. Good News (p7)
 - c. San Bernardino Valley College
 - i. Academic Senate
 - ii. Classified Senate
 - iii. Associated Students
 - d. Crafton Hills College
 - i. Academic Senate
 - ii. Classified Senate
 - iii. Associated Students
 - e. CSEA
 - f. CTA
- 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. 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 (p8)
- ii. Consideration of Approval of Donation – SBVC (p10)
- iii. Consideration to Approve Advisory Committees – CHC (p11)
- iv. Consideration to Approve Advisory Committees – SBVC (p19)

b. Human Resources

- i. Consideration of Approval of Adjunct and Substitute Academic Employees (p39)
- ii. Consideration of Approval of Non-Instructional Pay for Academic Employees (p41)
- iii. Consideration of Approval to Appoint Temporary Academic Employees (p48)
- iv. Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees (p50)
- v. Consideration of Approval of District Volunteers (p54)
- vi. Consideration of Approval of Employee Promotions (p57)
- vii. Consideration of Approval to Pay Stipends (p59)
- viii. Consideration of Approval of Classified Job Description (p61)
- ix. Consideration of Approval to Appoint District Employees (p65)
- x. Consideration of Approval of Management Job Descriptions (p67)
- xi. Consideration of Approval of Management Tuition Reimbursement (p72)

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 Purchase Order Report (p106)
- iv. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p111)
- v. Consideration of Approval of Vacation Payout (p115)
- vi. Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p124)
- vii. Consideration of Approval of District & College Expenses (p127)
- viii. Consideration of Approval of Individual Memberships (p136)
- ix. Consideration to Approve Conference Attendance (p139)

11. ACTION AGENDA

- a. Consideration of Approval to Accept BP and AP 2410 for First Reading (p150)
- b. Consideration of Approval to Accept BP and AP 7250 for Final Approval (p154)
- c. Consideration to Approve Board Standing Committees and Their Charge (p163)

12. INFORMATION ITEMS

- a. 2018 Annual Security Report (p165)
- b. Applause Cards (p207)
- c. Budget Report (p217)
- d. Clery Report (p221)
- e. General Fund Cash Flow Analysis (p223)
- f. Key Performance Indicator Dashboard Update (p225)
- g. Memorandums of Understanding between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA) (p229)

13. PUBLIC COMMENT ON NON-AGENDA ITEMS

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

14. ADJOURN

The next meeting of the Board: Business Meeting at 4pm, November 8, 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: October 11, 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

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

October 2018

1 MILLION CUPS CELEBRATES ITS SECOND BIRTHDAY

On October 3rd, EDCT Foundation's 1 Million Cups San Bernardino event will be celebrating its second birthday. This small business and entrepreneurship networking event has been well received by the greater San Bernardino community and has helped the San Bernardino Community College District shine a light on our up-and-coming businesses.



Each month 1 Million Cups San Bernardino hosts an average of 70 entrepreneurs and those interested in becoming entrepreneurs to create a small business community with tools and resources to help them grow. This peer-to-peer mentoring and networking opportunity allows time for two business presentations, Q & A, networking, and vendor booth promotion of their services and products.

DISTRICT DIRECTOR OF FACILITIES PLANNING & CONSTRUCTION NOMINATED FOR CMAA SO CAL CHAPTER



Hussain Agah, MSCE, PMP, CCM, LEED AP BD+C, District Director of Facilities Planning & Construction has been nominated as a candidate for the 2018-19 Construction Management Association of America (CMAA) Board of Directors. CMAA is North America's only organization dedicated exclusively to the interests of professional Construction Project Management.

CMAA has over 15,000 members, including individual CM practitioners, corporate members, and construction owners in the public and private sectors, along with academic and associate members. CMAA also has 29 regional chapters and student chapters at colleges and universities across the country.

PRODUCTION WRITTEN BY CHC THEATRE PROFESSOR OPENS IN MIAMI, FLORIDA

KITTY HAWK, an original, Broadway-style production written by CHC Theatre Professor Tom Bryant, with music and lyrics by Erik Della Penna, will open the first week in October in Miami, Florida. The play was commissioned by the Arsht Center and brings to the stage one of the greatest stories in American history – Wilbur and Orville Wright's discovery of human flight. It was funded by a STEAM grant for the Miami-Dade Public Schools.



NEW DIRECTOR OF LABOR NEGOTIATIONS & COMPLIANCE



Please welcome Byron Isaac as the new HR Director of Labor Negotiations and Compliance.. The Human Resources Department continues to assess the needs of SBCCD to offer the best support services. Byron will provide consistent and knowledgeable guidance for day to day labor and compliance concerns and ensure appropriate policies are being observed in negotiations.

Byron can be contacted via email at Blisaac@sbccd.edu

SOLAR ENERGY MAKES SBCCD MORE POWERFUL



On September 10, 2018, Governor Jerry Brown signed California Senate Bill 100, an environmental measure that would require all of California's electricity production to come from non-carbon based sources.

Since 2010, SBCCD has been dedicated to altering its operations to be in alignment with the Sustainability Plan. In this plan, SBCCD infrastructure was planned to be retrofitted with solar panels, to have more efficient water and power usage, to upgrade technology, fuel cells and battery storage, as well as renovate old or create new buildings that exemplified ultra-efficient building design standards.

ARE WE READY FOR THE BIG ONE? EMPIRE NETWORK/ KVCR ORIGINAL SERIES



The Whistle is an Empire Network KVCR original investigative, educational program.

Are We Ready for the Big One?--is the first episode of this four episode series dives into earthquake science, history, recent disaster, California preparedness and immediate response, prevention, mitigation, resilience, sustainability, conservation, incentives, challenges, new technologies and solutions. Episode one premieres Thursday, October 25th at 8pm on Empire Network channel 24.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Audre Levy, Interim President, CHC
PREPARED BY: Dr. Keith Wurtz, Interim Vice President, Instruction, CHC
DATE: October 11, 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 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
October 11, 2018

SIX-YEAR REVISION

No Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
ANAT 101	ESSENTIALS OF HUMAN ANATOMY AND PHYSIOLOGY

Equate: BIOL 155
Effective: Fall 2019

COURSE DELETIONS

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
FIRET 078	FIRE INSPECTION ACADEMY
FIRET 091A	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 094D	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 095D	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 220A	SELECTED TOPICS IN FIRE TECHNOLOGY

Rationale: Courses not offered
Effective: Fall 2019

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: October 11, 2018
SUBJECT: Consideration of Approval of Donation – SBVC

RECOMMENDATION

It is recommended that the Board of Trustees accepts the following donation from DP Technology Corporation.

OVERVIEW

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

Donation

(1) ESPRIT CAM Educational Licenses

Source

DP Technology Corporation

ANALYSIS

A donation of this software will be used to provide access to educational tools teaching precision machining. .

INSTUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Audre Levy, Interim President, CHC
PREPARED BY: Dr. Keith Wurtz, Interim Vice President, Instruction, CHC
DATE: October 11, 2018
SUBJECT: Consideration to Approve Advisory Committees

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Division			
Advisory Committee	Member	Affiliation	Years on Committee
Career Education and Human Development			
Child Development	Adams, Kathy	San Bernardino Valley College	16
	Blue, Robyn	Crafton Hills College	16
	Bogh, Debbie	Crafton Hills College	16
	Chernobieff, Christine	Christ the King Child Care Center	16
	Colvey, Kirsten	Crafton Hills College	16
	Dial, Troy	Crafton Hills College	16
	Diaz, Gabriela	Redlands High School	11
	Gaitan, Patty	Redlands Day Nursery	16
	Herndon, Deanna	Children's Center	6
	Johle, Christina	Crafton Hills College	16
	Knight, Denise	San Bernardino Valley College	16
	McLaren, Meridyth	Crafton Hills College	16
	Smith, Kimberly	Orangewood High School	11
	Thames, Becky	San Bernardino County Superintendent of Schools	13
	Turnpaugh, Stacey	Redlands High School	11
	Wagner, Tamara	Inland Preschool	3
	Wasbotten, Deborah	Crafton Hills College	16
	Wilcox, Amanda	California State University, San Bernardino	11
	Word, Dan	Crafton Hills College	16
Emergency Medical Technician	Aguilar, Eddie	Crafton Hills College	2
	Aten, David	Crafton Hills College	2
	Grabow, Jimmy	Crafton Hills College	2
	Green, Laurie	Crafton Hills College	3
	Loera, Anthony	Crafton Hills College	3
	Malinowski, Grant	Cal Fire – Yucaipa	2
	Molloy, David	AMR – Redlands	3
	Ogaz, Danielle	ICEMA	1
	Page, Andrea	ROP	1
	Patty, Arron	Cal Fire	2

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Watts, Heathers	ICEMA	1
	Word, Dan	Crafton Hills College	3
Fire Technology	Alder, Mike, Chief	Crafton Hills College	4
	Bender, Jeff, Chief	Loma Linda Fire Department	8
	Chamberlin, John, Deputy Chief	San Bernardino County Fire Department	2
	Gaddy, Duran, Battalion Chief	Cal Fire - San Bernardino	7
	Grayson, Shawn, Chief	Rialto City Fire Department	2
	Hartwig, Mark, Chief	San Bernardino County Fire Department	8
	Janssen, Ron, Battalion Chief	Cal Fire - Yucaipa	5
	Ketcherside, David, Battalion Chief	Redlands City Fire Department	1
	Littlefield, Shane, Division Chief	Cal Fire - San Bernardino	6
	McHargue Tim, Chief	Colton City Fire Department	8
	Moore, Michael, Chief	Riverside City Fire Department	4
	Porter, Tim, Assistant Chief	San Bernardino County Fire Department	2
	Smith, Mike, Chief	San Manuel Fire Department	11
	Sullivan, Dan, Faculty	Crafton Hills College	12
	Willis, Jeff, Chief	Big Bear Lake City Fire Department	6
Paramedic	Crews, Carly	San Bernardino County Fire Department	3
	Crow, Kathy	Crafton Hills College	7
	Drazin, Noelle	AMR - Redlands	6
	Horak, Bernie	San Bernardino County Sheriffs	6
	Malinowski, Grant	Cal Fire - Highland	6
	Malloy, Dave	AMR – Redlands	2

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Nguyen, Phong, Dr.	Redlands Community Hospital	13
	Pope, Krista	San Bernardino County Fire Department	3
	Potts, Bob	Public Member	1
	Sandez, Ann	San Manuel Fire Department	5
	Tyson, Bob	Redlands Community Hospital	7
	Vasquez, Henry	AMR - Redlands	2
	Word, Dan	Crafton Hills College	7
Radiologic Technology	Anderson, Debra	Arrowhead Regional Medical Center	6
	Huynh, Melissa	Arrowhead Regional Medical Center	4
	Le, Ha, M.D.	Arrowhead Regional Medical Center	8
	Leahy-Curtis, Julie	Arrowhead Regional Medical Center	29
	McAtee, Robert	Crafton Hills College	7
	Word, Dan	Crafton Hills College	1
Respiratory Care	Alipoon, Ala	Loma Linda University	16
	Anderson, Dave	San Geronio Hospital	7
	Anderson, Debra	Crafton Hills College	6
	Baldwin, Stan	Loma Linda University	3
	Bedolla, Sedrick	Eisenhower Medical Center	4
	Bell, Rey	Crafton Hills College	18
	Broman, Don	Dignity Health	16
	Connelly, Mark	Arrowhead Regional Medical Center	3
	Davidson, James	Corona Regional	16
	Duff, Glen	Riverside Community Hospital	16
	Erickson, Lief	Redlands Community Hospital	16
	Garcia, Ed	Riverside University Health System	2
	Hudson, Tracie	San Geronio Hospital	7
	Langdon, Ed	Dignity Health	16

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Musselman, Susan	Riverside Community Hospital	16
	Myer, Carolyn	Redlands Community Hospital	0
	Rafeedie, Nidal	Arrowhead Regional Medical Center	3
	Ramirez, Carol	Totally Kids	16
	Reese, Matthew	Riverside Community Hospital	3
	Rinnander, Paul	Eisenhower Medical Center	6
	Rojas III, Daniel	Crafton Hills College	3
	Scott, Lori	Loma Linda University	3
	Sehult, Roger	Medical Director	7
	Serrano, Thomas	Crafton Hills College	2
	Sheahan, Mike	Crafton Hills College	9
	Taylor, Tom	Loma Linda VA	6
Counseling			
EOPS and DSPS	Andrews, Breanna	Crafton Hills College	6
	Baeza, Mario	California State University, San Bernardino	6
	Boring, Connie	Department of Rehabilitation	6
	Brink, T. L.	Crafton Hills College	6
	Burdick, Andrew	Inland Regional Center	1
	Cabrales, Joe	Crafton Hills College	6
	Chavira, Rejoice	Crafton Hills College	6
	Colvey, Kirsten	Crafton Hills College	6
	Coombs, Cathleen	Department of Rehabilitation	6
	Ditchfield, Desmond	Department of Rehabilitation	6
	Edwards, Raemon	Children and Family Services	6
	Fry, Maureen	Crafton Hills College	6
	Kelly, Conor	Redlands Unified School District	6
	Main, Steve	Department of Employment	1
	Muskavitch, John	Crafton Hills College	6

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Orta, Rebecca	Crafton Hills College	6
	Rodriguez, Nati	Crafton Hills College	6
	Rosa, Laura	Department of Rehabilitation	6
	Sandy, Hannah	Crafton Hills College	6
	Southerland, Frances	Crafton Hills College	6
	Williams, Amy	University of Redlands	6
Guardian Scholars	Aguilar, Myriam	Children and Family Services	2
	Angel, Guadalupe	Apiranet	2
	Bell, Eva	Crafton Hills College	2
	Bogan, Andrea	Aspiranet	2
	Boyce, Anwar	Walden	2
	Chavira, Rejoice	Crafton Hills College	2
	Dowdy, Brenda	San Bernardino County Superintendent of Schools – Homeless Education	2
	Harris, Jatori	Independent Living Program	2
	Langford, Krista	Inspire	2
	Lehman, Veronica	Crafton Hills College	2
	Lock, Peter	Redlands Unified School District	2
	Montana, Pam	Children and Family Services	2
	Orta, Rebecca	Crafton Hills College	2
	Perry, Shonie	San Bernardino County Superintendent of Schools – Homeless Education	2
	Pinchback, Bernadette	San Bernardino County Superintendent of Schools	2
	Rawls, Michael	Children and Family Services	2
	Rivera, Marissa	San Bernardino County Economic Development	2

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Robles, Amanda	California State University, San Bernardino	2
	Ruffolo, Mariann	San Bernardino County Workforce Development	2
	Urquidies, Angela	San Bernardino County Superintendent of Schools	2
	Valdez, Olga	San Bernardino County Superintendent of Schools – Foster Youth Services	2
Social, Information and Natural Sciences			
Computer Information Systems	Allen, Denise	Crafton Hills College	15
	Bagg, Mike	Yucaipa High School	15
	Barger, Heather	Crafton Hills College	1
	Dean, Galen	Galen Dean Consulting, Yucaipa	2
	George, Kenneth	Crafton Hills College	1
	Hatter, James	Colton-Redlands-Yucaipa Regional Occupational Program	2
	Hergert, Steve	Claremont Graduate University	2
	Jara, Irod	Colton-Redlands-Yucaipa Regional Occupational Program	2
	Mata, Susanne	Crafton Hills College	1
	Mills, Bryan	IE Web Services	1
	Mortensen, Sandy	Colton-Redlands-Yucaipa Regional Occupational Program	1
	Papp, Edward	Crafton Hills College	3
	Puentes, Deidra	Colton-Redlands-Yucaipa Regional Occupational Program	1

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Shin, Yui	Colton-Redlands-Yucaipa Regional Occupational Program	8
	Toomey, Paul	City of Yucaipa	1
	Vu, Steve	ESRI	1
	Walter, Mike	Crafton Hills College	15
	Word, Dan	Crafton Hills College	1

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, Student Services, SBVC
DATE: October 11, 2018
SUBJECT: Consideration to Approve Advisory Committees

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

Title 5 of the California Code of Regulations explicitly states that Career Technical Education (CTE) programs serving higher educational facilities must have Advisory Committee's. These Advisory Committees are composed of SBVC faculty, local business, community and industry leaders along with other experts in the field who have extensive knowledge, and/or education, of the subject matter in which they are serving as committee members. These committee members offer the most up to date knowledge, expertise and guidance within their chosen field.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Division			
Advisory Committee	Member	Affiliation	Years on Committee
Academic Success			
Library Technology	Carter, George	San Bernardino County Law Library	7
	Erjavek, Ed	Director, San Bernardino Public Library	13
	Evena-Perry, Virginia	San Bernardino Valley College	9
	Gideon, Angie	San Bernardino Valley College	21
	Huston, Calia	San Bernardino Valley College	16
	Mestas, Marie	San Bernardino Valley College	20
Applied Technology, Transportation, and Culinary Arts			
Aeronautics	Bonner, David	United Postal Service	3
	Burrows, Michael	Exec. Dir. SBD International Airport	3
	Byars, Chris	SBVC Aeronautics Faculty	1
	Casillas, David	SBVC/United Postal Service	2
	Fenton, Sherrie	SBVC Aeronautics Faculty	1
	Gablin, Theodore	SBVC Aeronautics Faculty	1
	Gibbs, Mark	San Bernardino Airport	3
	Guzman, Edmond	SBVC Aeronautics Faculty	1
	Halabi, Tarif	SBVC Aero Faculty Chair	2
	Hook, Rory	SBVC Aeronautics Faculty	2
	Hoyt, James	SBVC Aeronautics Faculty	4
	Moore, Allen	SBVC Aeronautics Faculty	8
	Orozco, Debbie	SBVC Counseling	1
	Pike, Mark	Jet Zone	2
	Pritchett, Catherine	San Bernardino Airport	1

	Rice, Larry	OldGuys CFI/SBVC Aero Faculty	3
	Siddiqui, Rehan	World Wide Wings	2
	Snyder, Keith	Ontario Airport	2
	Teegarden, Thomas	SBVC Aeronautics Faculty	4
	Wilkerson, Kenneth	SBVC Aeronautics Lab Tech	2
Automotive Technician	Bodnar, William	SBVC Automotive Faculty	5
	Ferguson, Ed	Goodyear Tire	4
	Ferguson, Jim	Goodyear Tire	4
	Hinrichs, Guy	SBVC Automotive Faculty	8
	Jaramillo, Richard	SBVC Automotive Faculty	8
	Ramirez, Richard	SBVC Automotive Faculty	6
	Wilson, Don	SBVC Automotive Faculty	8
Automotive Collision	Bodnar, William	SBVC Automotive Faculty	4
	Bonar, Mark	Snap-On Tools	3
	Cruz, Curtis	Redlands High School	4
	Funn, Wayne	Funtastic Collision	5
	Loera, Manuel	SBVC Automotive Faculty	8
	Molina, Art	SBVC Automotive Faculty	3
	Oliver, Shawn	Thermo Air	3
	Paz, Oscar	Presta Products	4
	Reid, Paul	Pro Spray	4
	Russell, Jeff	SBVC Auto Professional Expert	4
	Scheurer, Mark	Genuine Auto Parts	5
	Sievers, Jerry	SBVC Automotive Faculty	6
	Williams, Mark	SBVC Automotive Faculty Chair	8
	Wilson, Randall	Wilson's Towing	5
Culinary Arts/Food and Nutrition	Ammerman, Drew	SYSCO	4

	Babin, Danny	SBVC Culinary Arts Faculty	2
	Brewster, Kimberly	Public Health	3
	Geurds, Michael	Job Corps	4
	Hammond, Brian	Teen Challenge	3
	Martinez, Luis	Marriott Hotels	4
	Meyer, Stacy	SBVC Culinary Arts Faculty Chair	8
	Morgan, Marjorie	Apple Valley High School	3
	Moghaddam, Bobby	Riverside City College	3
	Schlinkert, Tamara	SBVC Culinary Arts Lab Tech	4
	Smith, Glenn	SBVC Culinary Arts Faculty	1
	Zardkoohi, Sohrab	SBVC Culinary Arts Faculty	1
Electricity/Electronics	Ababat, Anthony	SBVC Electricity Faculty	2
	Chase, Gerald	SBVC Electricity Faculty	8
	Corral, Lupe	SBVC OSHA Faculty	2
	Daraei, Khosrow	SBVC Electricity Faculty	4
	Dowlatabadi, Mohammad	SBVC Electricity Faculty	3
	Falls, Anthony	SBVC Electricity Faculty	5
	Halabi, Tarif	SBVC Electricity Faculty Chair	4
	Haz, Dik	Mettler Toledo	3
	Hill, Travis	SBVC Student	1
	Monin, Craig	Lons Electric	5
	Montgomery, William	SBVC Electricity Faculty	5
	Panjabi, Raj	Raneco	4
	Raya, Frank	Brenner Fieldler	3
	Romero, Markazan	SBVC Electricity Faculty	4
	Salazar, Sal	FedEx	4
	Saouli, Mohamad	DeVry University	5
	Trujillo, Albert	Sirius	3
	Valle, Samuel	SBVC Electricity Faculty	4
Machine Trades	Aguirre, David	California Steel	1

	Arenas, Miguel	Dixie Fabrication	1
	Gazelle, Eric	Gazelle Machining	1
	Hatch, Bill		1
	Hoehn, Taz	Wilden Pump	1
	Jankins, Brent	Dixie Fabrication	1
	Lopez, Judy	Microdyne Plastics, Inc.	1
	Martinez, Jesus	Trademark Plastics	1
	Moran, Chris	Wilden Pump	1
	Munoz, Erick	Precision Hermetic Technology	1
	Ortiz, Miguel	SBVC Machine Faculty	6
	Waltzer, Eric	MAT	1
	West, Todd	Wilden Pump	1
Heating, Ventilation, Air Conditioning/Refrigeration	Aguilera, Senobio	HVAC Faculty, Riverside City College	2
	Bianco, Al	Danfoss	2
	Bowlin, Brad	SBVC HVAC/R Faculty	1
	Buffum, Bennie		2
	Cortes, Manuel		2
	Duwel, Chris	SBVC HVAC/R Faculty	1
	Grable, Jon	Sporlan	2
	Halabi, Tarif	SBVC HVAC/R Faculty Chair	3
	Husein, Aziz	Climatec	5
	Karcher, Les	Carrier	1
	Kelly, Gary	Retired, SBVC	7
	Lawton, Phillip	Kaiser Permanente	6
	Lindeman, Dave	SBVC HVAC/R Faculty	6
	Mitchell, Tom		2
	Quiroz, Jose		2
	Ramirez, Alan		1
	Salvail, Oscar		2
	Shackleford, Rudy		2
	Sherman, Robert	Air-Heat	2
	Stinson, Brian		2
	Szumski, Ed	Retired SBVC HVAC Faculty	2
	Worley, Ed	Wingate	6
Transportation/Diesel	Barretta, Larry	Operating Engineers Training Trust	5
	Castellanos, Rene	Operating Engineers	5

		Training Trust	
	Diskin, Les	SBVC Diesel Faculty	4
	Gutierrez, Juan	TCI Leasing	5
	Hernandez, Jose	TCI Leasing	5
	Johnson, Jessica	Penske	4
	Melancon, Berchman	SBVC Diesel Faculty Chair	6
	Nieuheid, Kurt	Penske	4
	Ramirez, Richard	SBVC Diesel Faculty	2
	Rosvall, Scott	SBVC Diesel Faculty	2
	Savietta, Do	Operating Engineers Training Trust	3
	Torres, Thomas	NAPA	4
	Vasquez, Timothy	SBCCD/EDCT	4
Water Supply Technology	Aguirre, Jennifer	San Bernardino Water Reclamation	2
	Ariza, Ernest	SBVC Water Faculty	5
	Armstead, Moria	SBVC Water Faculty	3
	Arrington, Shyrra	SBVC Water Student	3
	Baxley, Linda	Advanced Envrio. Technology	1
	Blackburn, Berlinda	Coachella Water District	1
	Brandon, Preston	SBVC Water Faculty	1
	Bratulin, Paul	SBVC Public Relations	.5
	Caldwell-Betties, Melita	SBVC Water Faculty Chair	6
	Canello, Nidia	SBVC Water Student	1
	Chan, Juanita	Rialto School District	1
	Childers, Karen	SBVC Foundation Director	1
	Coady, Andy	San Bernardino Water Reclamation	6
	Cruz, Michael	SBVC Water Tutor	5
	Earp, Suzie	CSUSB	2
	Firstenberg, Kathleen	CSUSB	2
	Haley, Craig	SBVC Water Student	1
	Hanford, Joseph	San Bernardino Water Reclamation	1
	Helman, Miki	Santa Ana Watershed Project Authority	1
	Hirano, Ryan	Santa Ana	1

		Watershed Project Authority	
	Holiman, Thomas	SBVC Water Faculty	.5
	Huerta, Cindy	SBVC Outreach	1
	Johnson, Jacob	Cucamonga Water District	1
	Laari, Latif	Victor Valley Water District	1
	Letulle, Chander	Inland Empire Utilities Agency/SBVC Water Faculty	3
	Lopes, Rosa	Cucamonga Water District	3
	Loukeh, Alison	SBVC Water Faculty	6
	Maestas, Michael	SBVC Water Faculty	6
	Martinez, Deborah	West Valley Water District	3
	Majors, Michael	SBVC Water Student	2
	Mansell, Clarence	West Valley Water District	3
	Milroy, Patrick	SBVC Water Faculty	3
	Navarro, Gil	San Bernardino Water Department	2
	Opperman, Amanda	California Water Environment Association	1
	Osborn, Richard	SBVC Water Faculty	2
	Padilla, German	San Bernardino Water Reclamation	1
	Perez, Roberta	Cucamonga Water District	3
	Panjabi, Raj	Uneek Educational Solutions	.5
	Parker, Garry	SBVC Water Faculty	1
	Robertson, Deborah	City of Rialto Mayor	.5
	Reed, Carl	California Employment Development	2
	Rodriguez, Angel	SBVC Marketing	.5
	Schwartz, Rebecca	SBVC Water Faculty	6
	Simmons, Shannon	City of Redlands	1
	Sepulveda, Joe	City of Redlands	3
	Steele, Kathleen	San Bernardino CSS	3
	Sweeney, Michael	City of Hesperia	.5
	Sysawang, Brittany	EDCT Foundation	2
	Torner, Luis	Water Employee Services Agency	6

	Torres, Gisele	SBVC Water Student	.5
	Valladao, Gary	SBVC Water Faculty	6
	Valpone, Michael	Teledyne Batteries	.5
	Verholtz, Gary	SBVC Water Faculty	6
	Witherspoon, Boykin	CSUSB	3
Welding/Inspection	Barta, Christopher	CYR-Rop	3
	Bogner, Ed	Miller Sales	2
	Butris, Nabil	SBVC Welding Faculty	3
	Cacho, Bryce	SBVC Welding Faculty	3
	Campa, Mario	California Steel	2
	Estrada, Gil	SBVC Inspection Faculty	4
	Garcia, Jose	San Bernardino Steel	2
	Grossman, Jeremy	Airgas	3
	Hernandez, Ramon	SBVC Inspection Faculty	3
	Houts, Robert	SBVC Inspection Faculty	4
	Ito, Dennis	Lyman Engineering	3
	Krehbiel, Deanna	SBCCD/EDCT	2
	Milligan, Joshua	SBVC Welding Faculty Chair	3
	Moreno, Robert	Fontana High School	2
	Murphy, April	SBVC Welding Faculty	1
	Narvaez, Rene	SBVC Welding Faculty	1
	Plank, Alexander	SBVC Welding Faculty	1
	Rubio, Eddie	SBCCD/EDCT	2
	Smith, Bryan	UA Local 364 Apprenticeship Program	2
	Wellenstein, Nicholas	SBVC Welding Faculty	3
Arts & Humanities			
Graphic Design/Multimedia	Bartman, Vincent	Designer, Concordia Supply	1
	Bourbeau, Ron	3D Designer, PlayDek Games Adjunct Instructor,	2

		SBVC, CHC., RCC – Norco	
	Bouskill, Brian	Freelance Web Designer Professor, Mt. SAC	2
	Butterfield, John	Freelance Designer Adjunct Instructor, SBVC	3
	Caughman, Rick	Art at 5th Alley La Adjunct Instructor La Sierra University and SBVC	1
	Gomez, Ed	Assistant Professor, CSUSB Director, Mexi Cali Biennial	1
	Huntoon, Christopher	Student, SBVC	1
	Jon Kawa	Photographer, Jon & Karlie Photography Adjunct Instructor, SBVC	3
	Kawa, Karlie	Instructor, Platt College Adjunct Instructor, SBVC Freelance Designer	3
	Kates, Phillis	Owner, PK Designs	2
	McGovern, Tom	Professor, CSUSB	2
	Oakes, Andrew	Owner, Green Acres Designs Assistant Professor, CSUSB	1
	Poore, Jacob	Coyote Advertising Manager, CSUSB Adjunct Instructor CSUSB Board of Directors, AAF- D15	1
	Ruiz, Xavier	Supplemental Instructor, SBVC	2
	Sasse, Gene	Owner/Photographer Gene Sasse Photogrpahy	1
	Steffel, Beth	Assistant Professor/Graphic Design, CSUSB	2
	Wessels, Kathy	Freelance Marketing Consultant	1

	Zerovnik, Greg	Marketing and Advertising Consultant/Educator La Sierra University CSU Monterey Bay University of Redlands	2
Radio, Television & Film	Audet, Anthony (A.J.)	Ind. Film Producer	10
	Bernal, Jonathan	Broadcast Eginer Teacher, Hesperia HS	1
	Berkebile, Meta	Former RTVF Adjunct	6
	Bibo, Keven	Assistant Principal Career Technical Education Palm Desert High School	15
	Blankhand, Ron	Multimedia Director, TLM	1
	Dulock, Rick	Radio Producer, KVCR	15
	Encia, Edward	Producer, Vid-Atlantic	1
	Felton, Gabriel	Producer, Rialto Ch 3	10
	Fisher, Kevin	Citrus Valley High School, Redlands	2
	Galang, Mark	Media Specialist RUSD	3
	Hatter, James	Community Recruiter, CRY-ROP	1
	Layon, Klyde	Channel 3, City of San Bernardino	1
	Lyons, Kevin	RTVF Adjunct prof	2
	Mario, Maala	Multimedia Coordinator, Cal-Trans	1
	Martin, Joe	Production Supervisor, KMIR	1
	Miller, Ivan	Producer, Wanted-Productions	1
	Peratt, Gretchen	Camp Coordinator and Teacher, Apple Valley HS	1
	Perry, Angela	City of Rialto Media	15
	Rippetoe, James	RTVF Adjunct	10
	Salvador, Michael	CSUSB Comm Faculty	5

	Snyder, Carol	Community Member	1
	Sousa, Nicholas	Univ. of Redlands Media	5
	Story, Bomani	Ind. Film Producer	10
	Trewhella, Donna	KVCR Producer	6
	Trotter, James	Producer, CSUSB	1
	Williams, Cheryl	City of Redlands Producer	15
	Wymer-Lucero, Dereck	Multimedia Coordinator, SB County	1
Mathematics, Business & Computer Technology			
Accounting	Bowlby, Barb	Certified Public Accountant	8
	Chen, Ron	Professor, California State University, San Bernardino	8
	Courts, Janet	Accounting Professor, San Bernardino Valley College, Certified Public Accountant	12
	Huh, Sung-Kyoo Dr.	Accounting Professor, California State University, San Bernardino	8
	Jin, Jon	Accounting Professor, California State University, San Bernardino	8
	Kritzberg, Joan	Retired Certified Public Accountant	8
	Lillie, Rick Dr.	Certified Public Accountant	8
	Marion, David	Certified Public Accountant	8
	Orejel, Alicia	Certified Public Accountant	8
	Sarwar, Ghulam	Finance Professor, California State University, San Bernardino	8
	Taylor, Colleen	Certified Public Accountant	8
	Wilson, Matt	Certified Public Accountant	8

Business Administration	Alexander, Todd	Certified Public Accountant	8
	Assumma, Michael	Department Chair – Business, San Bernardino Valley College	12
	Austin, Robert	Vice President, Crawford Investment Company	8
	Collins, Rodney (DDS)	Orange Tree Dental, Redlands CA	8
	Galindo, Michael	District Manager, Firestone Bridgestone Corp	8
	Magness, John	Senior Vice President, Hillwood Investment Properties	8
	Newman, Eric	Department Chair-Marketing, California State University, San Bernardino	8
	Stauble, Vernon	Retired Business Professor, San Bernardino Valley College	10
	Underwood, Bruce	Business/Accounting Professor, San Bernardino Valley College	5
Computer Information Technology/Computer Science	Brady, Jason	Web Developer, San Bernardino Community College District	6
	Brunke, Jeff	Network Engineer, San Manuel Indian Bingo and Casino	2
	Engel, Aline	Independent IT Contractor	2
	Gomez, Raymond	Systems Analyst, Stater Bros.	2
	Hughes, Christopher	Technical Services Manager, Loma Linda University Medical Center	3
	Lugo, Peter	Automated Systems Engineer, Arrowhead Regional Medical Center	2

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

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

		Culinary Arts, SBVC	
	Mukundan, Ramaa	Instructor, SBVC	3
	Murillo, Joan	Faculty, SBVC	2
	Nimako, Solomon	Instructor, SBVC	2
	Rogers, Clover	Alumna, SBVC	2
	Weiss, Kay	Dean, Arts and Humanities, SBVC	4
Pharmacy Technology	Amador, Brian	Pharmacist, San Bernardino Community Hospital Pharmacy Instructor, SBVC	6
	Bangasser, Susan	Dean, Science (Retired) and SBVC Foundation	10
	Barta, Julette	Program Manager, CRY ROP Pharmacy Instructor, SBVC	3
	Bryson, Shaunna	Pharmacy Technician, LLUMC	4
	Burnham, Lorrie	Interim Dean, Science, SBVC	1
	Chota-Ontiveros, Doris	Pharmacy Technician, Loma Linda Children's Hospital Pharmacy Instructor, SBVC	6
	Curasi, Gina	Counselor, SBVC	4
	DeCoursey, Ryan	Pharmacy Technician, Sales Manager	4
	Durazo, Daniel	Pharmacy Technician, Dignity Health	5
	Furr, Yvonne	Pharmacist, LLUMC (Retired) Pharmacy Instructor, SBVC	10
	Gabriel, Shandrea	Licensed Pharmacy Technician, SBVC Student	2
	Gascon, Mary	Pharmacy Technician Instructor, UEI	10
	Geirman, Joseph	Director of Pharmacy, Beaver Medical Group	25

	Glenny, Scott	Pharmacist, Loma Linda Children's Hospital	10
	Halcon, John	Manager, Walgreens	10
	Hatter, James	Program Manager, CRY ROP Pharmacy Instructor, SBVC	15
	Lopez, Kim	Pharmacy Technician, Loma Linda Children's Hospital Pharmacy Instructor, SBVC	20
	Seraj, Majid	Pharmacist, LLUMC	25
	Seraj, Robyn	Ascend Pharmaceutical, Pharmacy Technician Pharmacy Instructor, SBVC	25
	Wellls, Carol	Director/Associate Dean, Nursing Program, SBVC	3
	Williams, Sandra	Manager, CVS Pharmacy	20
Registered Nursing	Ankerman, Katheryn	Dignity/St. Bernardne's Med Ctr.	1
	Bangasser, Susan	Private	10
	Baze, Sue	Redlands Community Hospital	7
	Benart, Nancy	Redlands Community Hospital	1
	Booth, Kim	Arrowhead Regional Med Ctr.	2
	Brown, Pat	San Gorgonio Memorial Hospital	1
	Castillo, Yubitza	Adjunct	1
	Chitrathorn, Puttachart	Adjunct	7
	Cora, Young	Dignity/St. Bernardne's Med Ctr.	1
	Cozart, Barbara	Community Hospital SB	20
	Cruze, Joan	Dignity/St. Bernardne's Med Ctr.	7
	D'Jhoanna, Kelley	Adjunct	4
	Davis, Hope	Dignity/St.	1

		Bernardne's Med Ctr.	
	DeMarco, Sandi	Adjunct	15
	Drennan, Rynda	San Gorgonio Memorial Hospital	1
	Dubois-Eastman, Kim	Faculty	4
	Duran, Shirlee	Adjunct	1
	Fender, Rochelle	Faculty	8
	Freude, Gayle	San Gorgonio Memorial Hospital	3
	Hardas, Daisey	Arrowhead Regional Med Ctr.	2
	Henry, Michelle	Adjunct	1
	Hill, June	Faculty	22
	Horn, jaqueline	Adjunct	2
	Hubbell, Daniel	Adjunct	1
	Huddell, Ravanzo	Adjunct	1
	Jackson, Beverlyn	Adjunct	4
	Kappattil, Reshmi	Adjunct	3
	Lola, Tawnia	Jerry L. Pettis Memorial VA Hosp.	1
	Lopez-Flores, Doris	Adjunct	1
	Mahoe, Shyla	Adjunct	2
	Massad, Sana	Faculty	1
	Maurizi, Tamara	Faculty	21
	Morkas, Mona	Dignity/St. Bernardne's Med Ctr.	1
	Nelson, Kim	San Gorgonio Memorial Hospital	7
	Nolan, Rosilyn	Community Hospital SB	21
	Obra, Violeta	Faculty	14
	Ornelas, Carmelita	Adjunct	4
	Ortiz, Grace	Adjunct	8
	Padgett, Desiree	Adjunct	4
	Pascale, Melody	Adjunct	1
	Puerto, Sofia	Jerry L. Pettis Memorial VA Hosp.	15
	Schroder, Geoff	Adjunct	10
	Simental, Yolanda	Faculty	7
	Sumar, Shahla	Adjunct	2
	Tran, Bao	Adjunct	8
	Tumang, Mimi	Adjunct	1
	Valdez, Maria	SBVC Psych Tech	6
	Vara, Richard	Adjunct	6
	Weaver, Teresa	Faculty	2
	Wells, Carol	Asst. Dean	4
	Wysocki, Gwen	Loma Linda	15

		University Med Ctr.	
Psychiatric Technology	Akers, Elaine	Faculty	6
	Alsip, Andee	Faculty	3
	Asif, Obed	Faculty	2
	Bangasser, Susan	Public	5
	Beasley, Larry	Public	2
	Booth, Kim	Faculty	3
	Cretarola, Scott	Public	4
	Dubois-Eastman, Kim	Faculty	4
	Estrada, Laura	Faculty	1
	Gutierrez, Nereida	Public	2
	Harris, Christine	Adjunct	2
	Jackson, Dennis	Public	5
	Klingstrand, Marianne	Faculty	5
	Martinez, Isabelle	Faculty	2
	Maurizi, Tamara	Faculty	5
	Molle, Laura	Adjunct	2
	Nolan, Rosilyn	Faculty	3
	Penniman, Walter	SBVC Adj.	2
	Reeves-Maxey, La Tanya	Anderson School	2
	Reyes, Jun	Public	2
	Reynolds, Avuse	Public	3
	Richard, Rose	Public	2
	Stowell, Jeni	Public	2
	Wyatt, Marcia	Faculty	3
Social Sciences, Human Development & Physical Education			
Child Development	Adams, Kathryn	SBVC Child Development, Contract Faculty Co-Chair	21
	Arth, Patty	Redlands Day Nursery, Site Director	2
	Barnett, Kellie	SBVC Child Development, Contract Faculty	14
	Bogarin, Alex	Rialto Unified School District, Early Education Administrator	2
	Castaneda, Delia	SBCUSD Child Development Coordinator, Child	2

		Development Program-San Bernardino	
	Drew, Linda	San Bernardino Teddy Bear Tymes Child Development Center, Director	9
	Knight, Denise	SBVC Child Development, Contract Faculty Co-Chair	23
	Krause, Judy	ULV LaVerne Regional Academic Coordinator	2
	Krizek, Pat	Rialto Unified School District, Director Early Education	3
	McLaren, Meridyth	CHC Child Development, Faculty Chair	11
	Price, Brandi	SBVC Child Development, Adjunct Faculty	5
	Thompson, Melissa	Moreno Valley College Child Development, Contract Faculty	4
	Wagner, Tamera	Yucaipa Inland Preschool Director, SBVC Child Development Adjunct Faculty	0
	Wallick, Amber	SBVC Child Development, Adjunct Faculty	3
	Wasbotten, Deborah	CHC, Child Development Center Director	6
	Wilcox-Herzog, Amanda	CSUSB Human Development, Contract Faculty	6
Criminal Justice	Alfaro, Glen	Academy Director for SBSD	9
	Buckley, Patrick	ADJUS Faculty	9
	Chencharick, John	Police Academy Faculty	9
	Dennis, Paul	Law Enforcement	0
	Dickey, Stephen	Police Academy Faculty	9

	Fagan, Greg	Law Enforcement	9
	Gonzales, Amelia	Criminal Justice Secretary	2
	Huddy, Billy	Public Safety	2
	Jackson, Alvin	Chief of SBCCD	0
	Kuhs, Terry	Public Safety	2
	Johnson, Wallace	Dean	2
	O'Brine, Robert	Law Enforcement	2
	Paulino, Joseph	Chief of SBCUSD	9
	Stuart, Doris	Police Academy Interim Director	9
Human Services	Bolter, Richard	Riverside County DUI Coordinator	2
	Chagolla, Daniel	Cedar House Life Change Center Director/CEO	2
	Degnan, Russel	New Hope Director of Operations	2
	Honn, Ron	Director of New Origins Recovery, and SBVC Human Services Adjunct Faculty	0
	Hughes, Tina	San Bernardino Recovery Center, Inland Valley Recovery Services, Coordinator	3
	Lozano-Cox, Maria	SBVC Human Services Adjunct Faculty	8
	Moneymaker, Melinda	SBVC Human Services Assistant Professor/Faculty Chair	8
	Nelson, Brandy	SBVC Human Services Contract Faculty	5
	Prewitt, Cynthia	SBVC Human Services Adjunct Faculty	8
	Ruiz, Angelica	San Bernardino County Technical Assistance Department Program Coordinator	2

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
Dr. Audre Levy, Interim President, CHC
Kristina Hannon, Executive Director, Human Resources
DATE: October 11, 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 October 11, 2018

[v.9.20.2018.p.1|1]

Crafton Hills College

	Subject	Discipline per Minimum Qualifications
Hamilton, Michael	Economics	Economics
Hosch, Rolan	Vocational (short-term): Non-Credit	Vocational (short-term): Noncredit
Khalah-Le Corre, Monica	English	English
Kritzeck, Bryan	American Sign Language	American Sign Language
Montenegro, Danielle	Water Polo	Water Polo
More, Dayna	Vocational (short-term): Non-Credit	Vocational (short-term): Noncredit
Padron, Angela	Vocational (short-term): Noncredit	Vocational (short-term): Noncredit
Thornton, Carla	Social Science	Social Science
Vasquez, Alta	Computer Information Systems	Computer Information Systems
Vierra, Jessica (Intern)	Communication Studies	Communication Studies
Vu, Steven	Computer Information Systems	Computer Information Systems

San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Bruce, Maria	Nursing	Nursing
Cano, Ariana	Communication Studies	Communication Studies
Rascon, Mary	Nursing	Nursing
Sanders-Hester, Danya	Child Development	Child Development
Wilkerson, Kenneth	Aeronautics	Aeronautics

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Dr. Audre Levy, Interim President, CHC
Diana Rodriguez, President, SBVC
Kristina Hannon, Executive Director, Human Resources

DATE: October 11, 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 rate of pay for non-instructional work 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 October 11, 2018

[v.10.1.2018.p.1]6]

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
De La Pena, Susana Guided Pathways	9/7/18	5/23/19	18	\$936.00	Corequisite English Training RATIFICATION: Instructor was added to the workshop after last board meeting.
Langenfeld, Elizabeth Guided Pathways	9/7/18	5/23/19	18	\$936.00	Corequisite English Training RATIFICATION: Instructor was added to the workshop after last board meeting.
McCool, Karol Library General Fund	9/10/18	12/14/18	280	\$14,560.00	Adjunct Librarian RATIFICATION: Increased number of contract hours as of September 10, 18.
McCoy, Danielle Basic Skills	7/1/18	7/31/18	54	\$2,808.00	Writing Noncredit Curriculum RATIFICATION: Instructor was left off the board item by mistake.

San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Ababat, Anthony Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Aguirre, Diana Instruction Office General Fund	10/12/18	6/29/19	414	\$21,528.00	To assist in the Student Success Center with day and evening coverage.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 11, 2018

[v.10.1.2018.p.2]6]

San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Babin, Danny Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Bjerke, Jennifer Perkins Grant Fund	10/12/18	6/30/19	60	\$3,120.00	To present Geographic Information Systems workshops and outreach for interested students.
Cacho, Bryce Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Caldwell-Betties, Melita Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Casillas, David Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Falls, Anthony Strong Workforce Program Grant Fund	10/12/18	12/22/18	80	\$4,160.00	To develop and update Electricity/Electronics curriculum; high school and ROP articulation meetings/agreements; developing employee/industry partners.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 11, 2018

[v.10.1.2018.p.3]6]

San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Halabi, Tarif Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Heibel, Todd Perkins Grant Fund	10/12/18	6/30/19	60	\$3,120.00	To present Geographic Information Systems workshops and outreach for interested students.
Hinrichs, Guy Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Jaramillo, Richard Strong Workforce Program Grant	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Loera, Manuel Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Lozano, Damian Instruction Office General Fund.	10/15/18	12/24/18	20	\$1,040.00	To support the GenerationGo! Program.
Melancon, Berchman Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 11, 2018

[v.10.1.2018.p.4]6]

San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Meyer, Stacy Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Milligan, Joshua Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Ortiz, Miguel Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Parker, Cynthia Perkins Grant Fund	10/12/18	6/30/19	60	\$3,120.00	To present Geographic Information Systems workshops and outreach for interested students.
Penniman, Walter Strong Workforce Grant	8/27/18	12/31/18	300	\$15,600.00	Coordinating the acquisition and implementation of new clinical site locations for the Psychiatric Technology program and other related tasks. RATIFICATION: Assignment was made after September board items were due.
Raine, Scott Instruction Office General Fund.	10/15/18	12/24/18	20	\$1,040.00	To support the GenerationGo! Program.
Regner, Don Strong Workforce Program Grant Fund	10/12/18	12/22/18	80	\$4,160.00	To develop and update Electricity/Electronics curriculum; high school and ROP articulation meetings/agreements; developing employee/industry partners.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 11, 2018

[v.10.1.2018.p.5]6]

San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Roberts, John Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Romero, Markazan Strong Workforce Program Grant Fund	10/12/18	12/22/18	50	\$2,600.00	To develop and update Electricity/Electronics curriculum; high school and ROP articulation meetings/agreements; developing employee/industry partners.
Teegarden, Tom Strong Workforce Program Grant Fund	10/12/18	12/22/18	50	\$2,600.00	To develop and update Aeronautics curriculum.
Turnbull, Sarah STAR Program Trio Grant Fund	10/15/18	6/30/19	840	\$43,680.00	Provide counseling services to prospective and current students in the STAR Program
Valle, Samuel Strong Workforce Program Grant Fund	10/12/18	12/22/18	50	\$2,600.00	To develop and update Electricity/Electronics curriculum; high school and ROP articulation meetings/agreements; developing employee/industry partners.
Williams, Mark Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.
Wilson, Donald Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 11, 2018

[v.10.1.2018.p.6]6]

San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Zardkoohi, Sohrab Strong Workforce Program Grant Fund	10/12/18	12/22/18	40	\$2,080.00	To attend regional meetings in promoting Career and Technical Education programs, collaborating with other community colleges and engaging industries and employers into partnerships.

District Office

	From	To	Not to Exceed		Project
			Hours	Amount	
Lillard, Sheri Human Resources General Fund	6/1/18	6/30/18	20	\$980.00	CTA contract revisions and review. RATIFICATION: The work was performed during the transition in HR and assisted in completing the contract during the summer.
Lillard, Sheri Human Resources General Fund	7/1/18	8/15/18	20	\$1,040.00	CTA contract revisions and review. RATIFICATION: The work was performed during the transition in HR and assisted in completing the contract during the summer.

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: October 11, 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 October 11, 2018

[v.9.20.2018.p.1|1]

	From	To	Range & Step	Daily Rate	Fund	Live Scan Clearance
Zhang, Renwu Instructor, Physics SBVC Physics/Astronomy	8/9/18	12/31/18	TBD*	TBD*	Physics	1/25/17

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

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: October 11, 2018

SUBJECT: Consideration of Ratification of Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

It is recommended that the Board of Trustees ratify the employment of Professional Expert, Short-Term, and Substitute Employees as indicated on the attached list.

OVERVIEW

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire. 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 October 11, 2018

[v.9.25.2018.p.1|3]

Professional Expert

	Duties	From	To	Hourly Rate
Rodriguez, Heather CHC Career Education and Human Development	Program Assistant	9/17/18	12/31/18	\$20.00
Groff, Nicholas CHC Fire Technology Department	Fire Academy Instructor	8/10/18	12/28/18	\$45.00
Schulz, Kathleen CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	10/11/18	12/31/18	\$20.00/ \$25.00/ \$30.00
Keenan, Russell DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	10/01/18	12/31/18	\$50.00
Sharp, Christian DIST Economic Development & Corporate Training	Content Specialist	9/17/18	12/31/18	\$15.00
Bevenflorez Jr., Gilbert DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	10/01/18	12/31/18	\$50.00
Brooks Henson, Sophia DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	10/01/18	12/31/18	\$55.00
Burgraff, Roger DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	9/01/18	12/31/18	\$80.00
Ellison, Tamara DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	10/01/18	12/31/18	\$80.00
Hunter, Glenn DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	10/01/18	12/31/18	\$60.00
Ortiz, Vanessa DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	10/01/18	12/31/18	\$50.00
Lopez, Michael DIST KVCR	Content Specialist	8/31/18	12/31/18	\$18.00
Sanchez, Michael DIST KVCR	Program Assistant	9/20/18	12/31/18	\$40.00
Lanier, Alyssa DIST KVCR	Special Events Planner	7/13/18	12/31/18	\$25.00
Pelayo, Edgar SBVC Applied Technology, Transportation & culinary Arts Division/Automotive Collision	Program Assistant	9/14/18	12/21/18	\$20.00



Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval October 11, 2018

[v.9.25.2018.p.2|3]

Professional Expert

	Duties	From	To	Hourly Rate
Salazar, Miguel SBVC Applied Technology, Transportation & culinary Arts Division/Automotive Collision	Program Assistant	9/14/18	12/21/18	\$20.00
Smith, Emily SBVC Applied Technology, Transportation & culinary Arts Division/Automotive Collision	Program Assistant	9/14/18	12/21/18	\$20.00
Vasquez, Adam SBVC Applied Technology, Transportation & culinary Arts Division/Automotive Collision	Program Assistant	9/14/18	12/21/18	\$20.00
Futch, John SBVC Applied Technology, Transportation & culinary Arts Division/Automotive Collision	Special Events Planner	10/12/18	12/22/18	\$35.00
Notarangelo, Maria SBVC Marketing & PR	Content Specialist	9/14/18	12/31/18	\$25.00
Nass, Alan SBVC Police Academies/Criminal Justice	Facilitator/ Evaluator/ Safety Facilitator	10/12/18	12/31/18	\$35.00/ \$150.00/session \$25.00/hr
Pasillas, Faith SBVC Writing Center, English	Tutor III	9/17/18	12/31/18	\$14.50
Tyus, Leah SBVC Writing Center, English	Tutor III	9/17/18	12/31/18	\$14.50

Short-Term

	Duties	From	To	Hourly Rate
(none)				

Substitute

	Duties	From	To	Hourly Rate
Eastlake, Michael CHC Campus Technology Services <i>Extension: On call vacancy in active recruitment/sick/vacation coverage.</i>	Technology Support Specialist I	9/1/18	10/31/18	\$30.22
Buckley, Jodi CHC OIERP <i>Extension: On call/sick/vacation coverage.</i>	Research Analyst	9/26/18	11/23/18	\$36.82



Professional Expert, Short-Term & Substitute Employees

Submitted for Board Approval October 11, 2018

[v.9.25.2018.p.3|3]

Substitute

	Duties	From	To	Hourly Rate
Merlino, Samantha CHC CDC <i>New: On call/sick/vacation coverage.</i>	Child Development Assistant	8/29/18	10/27/18	\$15.89
Silva, Brian CHC Chemistry <i>New: On call/sick/vacation coverage.</i>	Laboratory Technician - Chemistry	8/22/18	9/21/18	\$24.79
Hightower, Vern CHC Maintenance & Operations <i>Extension: On call/sick/vacation coverage.</i>	Custodian	9/17/18	10/16/18	\$18.90
Sloan, Jessica CHC Resource Development <i>New: On call/sick/vacation coverage.</i>	Account Clerk II	8/27/18	10/27/18	\$20.35
Helland, Allyson CHC Student Services <i>Vacancy: sub. until item goes to board for permanent.</i>	Student Services Technician II	9/17/18	10/12/18	\$22.46
McCord, Rose DIST Payroll <i>New: Leave of absnece coverage-Asamoah.</i>	Account Clerk II	8/22/18	10/15/18	\$20.35
Gil, Aida SBVC Assessment/Student Services <i>Other: To fill position-out of class assignment.</i>	Student Services Technician I	9/10/18	11/8/18	\$20.35
Bowens-McLeod, Nia SBVC Counselling <i>Extension: Leave of absnece coverage-Smith.</i>	Secretary II	8/29/18	10/29/18	\$21.92
Gutierrez, Luis SBVC Custodial <i>New: On call/sick/vacation coverage.</i>	Custodian	9/10/18	11/2/18	\$18.90
Rocha Garcia, Cindi Paola SBVC Custodial <i>New: On call/sick/vacation coverage.</i>	Custodian	9/10/18	11/2/18	\$18.90
Zapien, Lorena SBVC Food Services <i>Extension: On call/sick/vacation coverage.</i>	Food Service Worker	8/27/18	10/26/18	\$15.14
Hall, Suzan SBVC Student Services <i>Extension: Vacancy in active recruitment.</i>	Administrative Assistant I	10/6/18	10/31/18	\$26.70

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
Dr. Audre Levy, Interim President CHC
Kristina Hannon, Executive Director, Human Resources
DATE: October 11, 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 October 11, 2018

[v.9.25.2018.p.1]2

	Site	Assignment	From	To
Begg, Ian	CHC	Aquatics	10/12/18	12/31/18
Erwin, Elizabeth	CHC	Tutoring Center	10/12/18	12/31/18
Aguirre, Eric	SBVC	First Year Experience	10/12/18	12/31/18
Alamillo, Annabelle	SBVC	First Year Experience	10/12/18	12/31/18
Andrade, Kimberly	SBVC	First Year Experience	10/12/18	12/31/18
Beck, Perri	SBVC	Athletics	10/12/18	12/31/18
Brown, Madelynn	SBVC	Disabled Student Programs & Services	10/12/18	12/31/18
Davis, Kaleb	SBVC	First Year Experience	10/12/18	12/31/18
Espinosa, Alex	SBVC	Athletics	10/12/18	12/31/18
Garcia, Doughmonica	SBVC	First Year Experience	10/12/18	12/31/18
Glass, Lori	SBVC	Disabled Student Programs & Services	10/12/18	12/31/18
Gomez, Ishmael	SBVC	First Year Experience	10/12/18	12/31/18
Gonzalez, Karen	SBVC	First Year Experience	10/12/18	12/31/18
Green, Dmetrious	SBVC	First Year Experience	10/12/18	12/31/18
Gutierrez, Carolina	SBVC	First Year Experience	10/12/18	12/31/18
Hughes, Brianna	SBVC	Disabled Student Programs & Services	10/12/18	12/31/18
Jansen, Tanya	SBVC	Disabled Student Programs & Services	10/12/18	12/31/18
Jensen, Noelle	SBVC	First Year Experience	10/12/18	12/31/18
Joaquin, Luis	SBVC	First Year Experience	10/12/18	12/31/18
Kasouha, Samar	SBVC	English	10/12/18	12/31/18
Marquez, Gisselle	SBVC	First Year Experience	10/12/18	12/31/18
Martinez, Caroline	SBVC	Student Equity	10/15/18	12/31/18
Medina, Rick	SBVC	First Year Experience	10/12/18	12/31/18
Meininger, Danielle	SBVC	First Year Experience	10/12/18	12/31/18
Munoz, Araceli	SBVC	First Year Experience	10/12/18	12/31/18
Neuman, Kayla	SBVC	Disabled Student Programs & Services	10/12/18	12/31/18
Ochoa, Joseph	SBVC	First Year Experience	10/12/18	12/31/18



District Volunteers

Submitted for Board Approval October 11, 2018

[v.9.25.2018.p.2]2

	Site	Assignment	From	To
Perez, Maria	SBVC	First Year Experience	10/12/18	12/31/18
Puga, Jocelyne	SBVC	First Year Experience	10/12/18	12/31/18
Queen, LeAnne	SBVC	Disabled Student Programs & Services	10/12/18	12/31/18
Richmond, Asia	SBVC	Student Equity	10/12/18	12/31/18
Sanchez, Lily	SBVC	First Year Experience	10/12/18	12/31/18
Sarmiento, Lyilla	SBVC	First Year Experience	10/12/18	12/31/18
Vargas, Jorge	SBVC	First Year Experience	10/12/18	12/31/18
Viveros, Cristian	SBVC	First Year Experience	10/12/18	12/31/18
Wright, Michael	SBVC	Disabled Student Programs & Services	10/12/18	12/31/18
Pidal, Lynn	KVCR	Development	11/02/18	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: October 11, 2018
SUBJECT: Consideration of Approval of Employee Promotions

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of SBCCD employees as indicated on the attached list.

OVERVIEW

The promotion of employees on the attached list is submitted for approval.

ANALYSIS

These employees have gone through the recruitment process and are being recommended for promotion.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of these promotions are included in the appropriate budget.



Employee Promotions

Submitted for Board Approval October 11, 2018

[v.9.26.2018.p.1|1]

	From	To	Salary	Schedule Range Step	New/ Replacing	Fund	Effective Date
Aslanian, Artour	CHC Research Analyst	CHC Senior Research and Planning Analyst	\$46.25/hr	Classified 63A	B. Gamboa	Student Equity, Matriculation and Research/Planning	10/12/18
Orosco, Joshua	SBVC Custodian I	SBVC Lead Custodian	\$24.16/hr	Classified 31D	A. Camacho	Custodial	10/12/18
Uribe, Reyna	CHC Admissions & Records Technician	CHC Admissions & Records Evaluator	\$27.39/hr	Classified 42A	M. Tinoco	Student Services	10/12/18
Baber, Corrina	SBVC Sceduling/Catalog Data Specialist	DIST Data Analyst	\$35.87/hr	Classified 47D	S. Sarabia	TESS	10/12/18
Huerta, Cindy	SBVC Coordinator of Outreach & Relations with Schools	SBVC Coordinator Student Success, Services and Programs	\$34.99/hr	Classified 46D	C. Williams	Student Success and Support Program	10/15/18

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Diana Rodriguez, President, SBVC
Kristina Hannon, Executive Director, Human Resources
DATE: October 11, 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 October 11, 2018

[v.9.26.2018.p.1|1]

Assistant Coach – 2018-19 Academic Year

	Site & Department	Stipend
Horan, Madalyn	Women's Soccer	\$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: Kristina Hannon, Executive Director, Human Resources
DATE: October 11, 2018
SUBJECT: Consideration of Approval of Classified Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised classified job description for the position of Planetarium Production & Presentation Coordinator per the attached.

OVERVIEW

The revised job description reflects the representative duties and responsibilities, and the appropriate minimum qualifications for the position of Planetarium Production & Presentation Coordinator.

ANALYSIS

The duties of the Planetarium Production & Presentation Specialist (Classified Range 42) have been updated and increased, and the position retitled to Planetarium Production & Presentation Coordinator. This position will be placed on Range 44 of the Classified Salary Schedule. These changes to this job description have been negotiated with, and agreed upon by, the CSEA.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this position will be included in the appropriate budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

PLANETARIUM PRODUCTION & PRESENTATION SPECIALIST-COORDINATOR

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

SUMMARY DESCRIPTION

Under general supervision, performs a variety of skilled activities relating to all aspects of planetarium show production and presentation; integrates planetarium presentations with observatory sky viewing; and provides support to the astronomy education program in the planetarium and observatory.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Manages and conducts planetarium lecture series, symposia and planetarium school shows, including program scheduling and publicity for planetarium and observatory events.
2. Assists in developing and updating educational materials for school planetarium shows including writing and preparing program scripts utilizing a wide range of multi-media effects.
3. Prepares **and designs** computer-generated slides and camera-ready copy of a variety of graphics from draft materials. ~~or oral direction; designs graphic presentation materials and draws original art work.~~
4. Mixes narrative and music sound tracks into a production master; reproduces, mounts and masks slides **computer/video graphics** from archived ~~copies-materials.~~
5. Maintains contact with vendors and other planetariums to obtain resources for the preparation of planetarium productions; prepares orders for parts and supplies as necessary.
6. Participates in the design, installation, maintenance and operation of planetarium and observatory equipment, including the star projector, ~~slide and~~ video projectors, special effects, sound systems, control systems and telescopes **and new technology.**
7. Maintains security of the planetarium, observatory and related equipment and supplies; maintains records on all astronomy equipment.
8. Operates and monitors all telescopes and related equipment for public and classroom use; operates **video and** photographic ~~and darkroom~~ equipment.
9. Sets up and prepares class demonstrations working from knowledge of astronomy, reference materials, course outline and oral instructions. ~~under direction of the~~ **Works with astronomy faculty to** ~~reviews~~ **review** the literature in astronomy and related sciences to stay current with recent developments.
10. ~~Assists in laboratory coursework as needed (e.g., astronomical photography, photoshop techniques, darkroom techniques, planetarium show production techniques); provides tutorial assistance to astronomy students.~~
11. Supervises student workers.
12. Assists in the development of annual budgets and administrative reports.
13. Creates, updates, and maintains planetarium lobby displays.
14. Responds to **District PR** ~~media~~ requests for astronomical information and visuals for publication.
15. Performs related duties as required, **as related to the primary function of the position.**

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:

Fundamentals and applications of astronomy with skills in observational astronomy.

Patterns, locations, mythology and characteristics of the constellations, bright stars, solar system objects and notable objects such as nebula, galaxies, variable stars and quasars, including their respective locations.

Operational characteristics and maintenance of planetarium, observatory and related equipment.

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

Principles and procedures of record keeping and filing.

Ability to:

Present live and prepared programs to audiences of all levels from kindergarten through college and to the general public.

Write and prepare program scripts.

Interface with audience as host and speaker.

Assemble or adapt programs utilizing a wide range of multi-media effects.

Set up, adjust and maintain all projection systems. ~~including slide and video~~ audio-visual projectors, ~~and special effects, and sound systems.~~

Program skyskan automation system to operate projectors and special effects.

Operate a variety of telescopes and accessories and organize and present sky viewing activities.

Create custom, fine, technical and graphic art for slides, flyers, posters, exhibits and media publicity.

Create new slides graphics, ~~perform copy work~~ and maintain all visuals for quality audio-visual presentations. ~~projection utilizing mounting, masking, tinting, etc.~~

Organize, catalog and act as curator for all printed (books, charts, and magazines) and digitally recorded astronomical materials, multi-media video, music, and audio-visual recordings, ~~cassettes, tapes, records, discs, videos (tapes, discs, film)~~ and computer software, and 35mm slide Library.

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

Equivalent to the completion of a Bachelor's degree ~~in Physics,~~ with course work in Astronomy or a related field.

Experience:

Two years of increasingly responsible experience in the development and delivery of planetarium shows and observatory events that includes demonstrated skill and ability in the operation of a planetarium star projector and associated audio-visual projectors, sound system operation, script writing, graphic design, ~~darkroom techniques,~~ soundtrack production, telescope and observatory operation and equipment maintenance.

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 planetarium or observatory setting; work at heights on ladders and above an open instrument storage shaft; exposure to ~~standard darkroom chemicals~~, high voltages and solar radiation. Incumbents **may** work nights **and** weekends **and** holidays as part of regular assignment.

Physical: Primary functions require sufficient physical ability and mobility to work in a planetarium 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 and planetarium equipment requiring repetitive hand movement and fine coordination; to perform public speaking; 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 view the night sky through telescopes and miscellaneous observatory equipment; operate assigned equipment.

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

Board Approved:

Johnson & Associates Revised: January 2007

October 2018

Range: 44

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: October 11, 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 October 11, 2018

[v.9.25.2018.p.1|1]

	Start Date	Salary Schedule, Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
Helland, Allyson Student Services Technician II CHC Counseling and Matriculation	10/15/18	Classified 34A	\$22.46/hr	new	Counseling and Matriculation	8/27/18
Sloan, Jessica Account Clerk II CHC Resource Development <i>Recision of 9/13/18 approval.</i>	9/17/18	Classified 30A	\$20.35/hr	Lisa Delaney	Resource Development	8/20/2018
Eilander, Michael Laboratory Technician - Physics CHC Dept. of Physical and Biological Sciences	10/15/18	Classified 38A	\$24.79/hr	Herberth Jaco	Physics	Pending [†]
Harris, Brittney Clerical Assistant I SBVC Child Development	10/12/18	Classified 21A	\$16.30/hr	George Rojas	Child Development	5/22/15
Hinojosa, Joanne Director, EOPS/CARE SBVC EOPS/CARE	10/12/18	Classified 16A	\$14.42/hr	Maria Del Carmen Rodriguez	EOPS/CARE	9/21/18
Orozco, Mayra Administrative Assistant I SBVC Office of the Vice President of Student Services	10/15/18	Classified 41A	\$26.70/hr	Shari Blackwell	Student Services	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: Kristina Hannon, Executive Director of Human Resources
DATE: October 11, 2018
SUBJECT: Consideration of Approval of Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new management job description for the position of Chief Technology Officer as attached.

OVERVIEW

The new job description of Chief Technology Officer has been created after an assessment of the Technology and Educational Support Services (TESS) functional areas to align with the District's long-term goals.

ANALYSIS

The long term goals of the District include continuous collaboration and enhancement of the TESS area which will be facilitated by this position. This position will be placed on Range 23 of the Management Salary Schedule.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of this position will be included in the appropriate budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

CHIEF TECHNOLOGY OFFICER

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

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the District's chief technology officer, plans, organizes, identifies, directs, administers, reviews, implements and evaluates the overall policies and goals for the information technologies for District-wide, multi-location and multi-networked administrative systems, classroom instruction, and telecommunications. Develops strategic plans, assesses various technical innovations, negotiates with vendors, prioritizes District wide Information Technology projects and oversees the project management related to implementation. The Chief Technology Officer is responsible for the Information Technology functional management including procedural analysis, coordination of activities, personnel supervision, budget, procurement, staff training, and long-range planning. The Chief Technology Officer researches new and innovative technologies, assesses and updates the direction of the technology for the District including, but not limited to, voice, data, traditional media services, wireless, library technical, teleconferencing, multimedia and instructional development, cable television, and video capabilities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Direct, administer and supervise the planning, organization and coordination of information systems and technologies to support instructional, student services, and administrative programs. Develop and encourage the adherence to information technology standards. Promote and encourage the development of innovative technology.
2. Develops and recommends short and long-term plans, policies and procedures covering all areas of Information Technologies Services in the District.
3. Develops, maintains, and supports computing and communications services that balance centralized and decentralized approaches to meeting the technology needs of academic and administrative users.
4. Directs through staff, the District's telecommunications programs and other centralized computer services functions.
5. Manage, design, and maintain major district-wide databases, information and decision support systems. Direct studies of technological advancements in information technology; evaluate the applicability of new approaches to information systems for the District, and initiation of changes in system design, hardware capacity of configuration and resource allocation.
6. Coordinates and provides strategic direction to the ongoing development rollout of central administrative applications.
7. Ensures confidentiality, security, and integrity of all electronic information assets and information technology infrastructure.
8. Supports the mission of the District through innovative, secure and stable technology solutions. Anticipates, prevents and resolves problems and concerns.
9. Confers with and coordinates user groups regarding applications capabilities, feasibility in developing specific application systems and determining system requirements and modifications for assign application systems.

10. Maintains a liaison relationship with the District and college user community; acts as a user advocate in the Information Technology department; promotes new systems and services to these user communities.
11. Assure the timely preparation, maintenance and distribution of reports and records as required by federal, State, local, and District regulations; inform senior administrators and other District staff of the status of assigned functions, programs and services.
12. Communicates complex technology issues clearly to non-technical parties orally or in written format and makes effective presentations; ensures open communications between users and technical groups. Provides senior administrators and other District personnel with regular updates on projects and activities.
13. Coordinates and participates in the training of the users; performs regular workshops and in-services. Trains, evaluates and provides work direction to assigned staff.
14. Participates in the evaluation, costing, selection, testing, and implementation of all applications-related software and hardware; advises on current application technology innovations.
15. Provide on-site leadership, coordination, supervision and technical support for District –wide software applications, technology systems and services.
16. Evaluates emerging and innovative strategies related to area of assignment and makes proposals regarding their strategic use in serving the needs of students, faculty and staff.
17. Participates in the development, interpretation, and communication of departmental standards, goals, objectives, priorities, policies and procedures, within District quality guidelines, ensures all projects and assignments comply and are understood by all technical and user groups.
18. Participates in establishing and maintaining the creative vision and direction for online services, products and programs related to area of assignment; consults with students, faculty, staff and administration on the development and delivery use of assigned technology systems and services; convene or serve on design teams as appropriate.
19. Responsible for the documentation of systems.
20. Reviewing, evaluates and selects contract firms and conducts research on potential suppliers. Confers with hardware and software vendors to obtain information, resolves problems, and arrange and conduct demonstrations and evaluations.
21. May represents the District at Information Technology department meetings related to area of assignment; promotes the District’s position related to Information Technology.
22. Performs other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

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

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

Knowledge of applications design principles and development methodologies and tools.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

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

management

Ability to:

Ability to build team support;

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

Ability to develop cooperative working relationships in a highly diverse environment;

Ability to provide leadership in planning and implementing effective and efficient information management systems;

Ability to concurrently direct multiple projects related to applications, programming, and user training;

Ability to work effectively with user groups to determine and develop solution to administrative issues and information needs.

Oversee, direct, and coordinate the work of staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Education and Experience Guidelines

Education/Training:

A Masters degree from an accredited college or university.

Required Experience:

Four years of experience in information systems which should include:

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

Preferred Education and Experience:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Board Approved:
Management Salary Schedule Range: 23

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: October 11, 2018

SUBJECT: Consideration of Approval of Management Tuition Reimbursement

RECOMMENDATION

It is recommended that the Board of Trustees approve tuition reimbursement for Patricia Quach to pursue a Doctorate of Education at Capella University.

OVERVIEW

Patricia Quach, SBVC Dean, Academic Success and Learning Services, is requesting tuition reimbursement to pursue a Doctorate of Education at Capella University.

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: Steven J. Sutorus, Business Manager
DATE: October 11, 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 10/11/2018

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Consultants</i>			
Castillo, Salvador	(17256) Provide technical consulting services for the KVCR Broadcast Tower Term: 8/13/2018 - 12/31/2018 Funding Source: FCC Proceeds	Facilities Planning/SBCCD	\$80,000.00
Fisher, Pamila	(17250) Provide executive consulting, Chancellor's Leadership Academy and Chancellor's Cabinet retreats Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Chancellor/SBCCD	\$23,300.00

SubTotal for Consultants: 2

Legal

Goff Law Corporation	(17189) Legal services - for KVCR matters Term: 10/11/2018 - 6/30/2021 Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$15,000.00
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SubTotal for Legal: 1

Professional Services

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
Vavrinek, Trine, Day and Co, LLP	(17252) Provide an audit of San Bernardino Community District's management and accounting controls in accordance with the standards of the Fiscal Independence Checklist as required by San Bernardino County Superintendent of Schools Term: 10/8/2018 - 11/1/2018 Funding Source: General Funds	Fiscal Services/SBCCD	\$13,500.00

SubTotal for Professional Services: 1

Grand Total Contracts for Board Date 10/11/2018: 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: October 11, 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 10/11/2018******Contract Type***

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Braille Transcribing</i>				
Anderson, Sharon	(17196) Braille Transcribing Term: 9/1/2018 - 6/30/2019 Funding Source: Braille Grant	ATPC/SBCCD	\$15,000.00	SSutorus
Taylor, Mark	(17197) Braille Transcribing Term: 9/1/2018 - 6/30/2019 Funding Source: Braille Grant	ATPC/SBCCD	\$15,000.00	SSutorus
<i>SubTotal for Braille Transcribing: 2</i>			<i>\$30,000.00</i>	
<i>Broadcasting Rights</i>				
Castro, Gemma	(17233) Rights to videos "Mirame" and "Tu Me Acostumbraste"; no cost to SBCCD Term: 10/12/2018 - 10/11/2023 Funding Source: N/A	KVCR/KVCR		SSutorus
<i>SubTotal for Broadcasting Rights: 1</i>				

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Off-Campus Work Study</u>				
Real Journey Academies, Inc.	(17262) Off-Campus workstudy - Student - Greer, Jonevea; reimbursed at up to 100% of per hourly rate Term: 9/1/2018 - 6/30/2019 Funding Source: CalWorks	Calworks/SBVC	\$10,000.00	SSutorus
Vasquez, Yolanda Maria	(17260) Off-Campus workstudy - Student - Torres, Claudia; reimbursed at up to 100% of per hourly rate Term: 9/1/2018 - 6/30/2019 Funding Source: CalWorks	Calworks/SBVC	\$9,890.00	SSutorus
<i>SubTotal for CalWorks Off-Campus Work Study: 2</i>			<i>\$19,890.00</i>	
<u>Clinicals</u>				
San Antonio Regional Hospital	(17234) Clinical Site for EMS program participants; no cost to SBCCD Term: 10/1/2018 - 9/30/2020 Funding Source: N/A	Emergency Medical Svcs/CHC		SSutorus
<i>SubTotal for Clinicals: 1</i>				
<u>General</u>				
Ace Exhibits, Inc.	(17174) Production of banner for events Term: 8/13/2018 - 12/31/2018 Funding Source: KVCR	KVCR/KVCR	\$933.12	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Automatic Sync Technologies, LLC	(17175) Provide live transcription to caption live stream events for viewers with disabilities Term: 8/1/2018 - 6/30/2019 Funding Source: Block Grant	TESS/SBCCD	\$600.00	SSutorus
Awesome Blinds & Shutters, Inc.	(17248) Window shade replacement in HLS 134 Term: 9/1/2018 - 12/31/2018 Funding Source: General Funds	Maintenance/SBVC	\$255.00	SSutorus
Axon Enterprises, Inc.	(17168) Purchase Agreement for firearms for use by SBCCD Police Department Term: 8/1/2018 - 6/30/2019 Funding Source: General Funds	District Police/SBCCD	\$2,246.61	SSutorus
Butler, Lesley	(17183) Speaker for the "Middle College High School Program Etiquette Luncheon" Term: 11/6/2018 - 11/6/2018 Funding Source: Middle College HS Grant	Student Success/SBVC	\$300.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Butte-Glenn CCD	(17263) California Community Colleges Library subscription agreement; no cost to SBCCD Term: 1/1/2019 - 12/31/2020 Funding Source: N/A	Library/SBVC		SSutorus
	Commercial Aquatics Service, Inc.	(17194) Removal and installation of chemical bulk tank Term: 8/1/2018 - 12/31/2018 Funding Source: Aquatics Center Fee	Pool/CHC	\$3,968.27	SSutorus
	ConvergeOne, Inc.	(17224) CISCO phone system upgrade Term: 8/1/2018 - 6/30/2019 Funding Source: General Funds	TESS/SBCCD	\$42,222.50	SSutorus
	Dinosaur Tire and Road Service, Inc.	(17200) On demand service for tire repairs and maintenance for the Maintenance Department vehicles Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Maintenance/CHC	\$2,250.00	SSutorus
	Drivestream, Inc.	(17276) Creation and modification of custom reports for use with Oracle system Term: 9/18/2018 - 9/17/2019 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$50,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Four (4) Imprint	(17254) Production of backpacks as giveaways to promote SBCCD programs Term: 9/19/2018 - 10/1/2018 Funding Source: General Funds	Marketing/SBCCD	\$2,182.60	SSutorus
Four (4) Imprint	(17253) Production of novelty items as giveaways to promote SBCCD programs Term: 9/19/2018 - 10/1/2018 Funding Source: General Funds	Marketing/SBCCD	\$881.17	SSutorus
Franco, Alex dba Hi-Desert Forklift	(17180) Provide forklift training to participants Term: 7/1/2018 - 6/30/2019 Funding Source: Goodwill	EDCT/SBCCD	\$15,000.00	SSutorus
Gatesair, Inc.	(17257) Perform site survey to determine location of KVCR new transmitter Term: 9/10/2018 - 9/14/2018 Funding Source: FCC Proceeds	Facilities Planning/SBCCD	\$7,718.00	JTorres
Gordon Associates, LLC	(17216) Provide assistance in the implementation of disjunctive multiple measures system within the ACCUPLACER assessment program Term: 8/24/2018 - 11/1/2018 Funding Source: Student Success (SSSP)	Student Services/SBVC	\$5,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
H & L Charter Co, Inc.	(17213) Bus rental for campus tour at UCLA Term: 11/9/2018 - 11/9/2018 Funding Source: Student Equity	First Year/SBVC	\$803.00	SSutorus
H & L Charter Co, Inc.	(17091) Bus rental from Pali Mountain Term: 10/21/2018 - 10/21/2018 Funding Source: Student Equity	Student Services/SBVC	\$843.00	SSutorus
H & L Charter Co, Inc.	(17193) Bus rental to Chapman University Term: 11/2/2018 - 11/2/2018 Funding Source: General Funds	Transfer Center/SBVC	\$1,000.00	SSutorus
Harker Bos Group	(17231) Provide strategic research analysis in three market studies for FNX Term: 9/1/2018 - 6/30/2019 Funding Source: FNX Grant	FNX/KVCR	\$24,000.00	SSutorus
Harker Bos Group	(17232) Provide strategic research analysis in two market studies for KVCR Term: 9/1/2018 - 6/30/2019 Funding Source: KVCR	KVCR/KVCR	\$34,500.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Highland Area Chamber of Commerce	(17251) Sponsorship of 2018 Discover Highland event; Sunflower Sponsor level; to promote SBCCD wide programs Term: 10/27/2018 - 10/27/2018 Funding Source: General Funds	Marketing/SBCCD	\$750.00	SSutorus
Industrial Fire Protection, Inc.	(17199) On demand repairs for fire extinguishers Term: 7/1/2018 - 6/30/2021 Funding Source: General Funds	Maintenance/CHC	\$1,100.00	SSutorus
Inland Empire Economic Partnership (IEEP)	(17191) Facilitate the "Strong Workforce Program Project Advisory Meetings" Term: 9/1/2018 - 12/31/2018 Funding Source: Strong Workforce Program	EDCT/SBCCD	\$50,000.00	SSutorus
Inmark	(17222) Production of customized stamp Term: 9/4/2018 - 12/31/2018 Funding Source: General Funds	Program Development/SBVC	\$32.65	SSutorus
Interior Office Solutions	(17229) Installation of furniture in the President's area Term: 9/17/2018 - 6/30/2019 Funding Source: General Funds	Administrative Services/SBVC	\$31,587.41	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
ISES Corporation	(17227) Facility Condition Assessment Term: 9/10/2018 - 12/31/2018 Funding Source: FCC Proceeds	Facilities Planning/SBCCD	\$20,000.00	SSutorus
LeMay Construction	(17208) Relocation of electrical circuit to new location in print shop Term: 9/7/2018 - 9/30/2018 Funding Source: General Funds	TESS/SBCCD	\$430.00	SSutorus
Letterhead Factory Inc.	(17172) Production of Polo t-shirts for attendees at the HACU conference Term: 8/21/2018 - 10/31/2018 Funding Source: General Funds	Student Life/SBVC	\$1,000.00	SSutorus
Lozano, Stephanie	(17185) Speaker for Hispanic Heritage Month event Term: 10/3/2018 - 10/3/2018 Funding Source: Student Equity	Student Equity/SBVC	\$1,000.00	SSutorus
Mellin, Linda Marie dba American Printing & Promotions	(17178) Production of novelty items with CHC logo for giveaways Term: 8/1/2018 - 12/31/2018 Funding Source: Veterans Education	Student Services/CHC	\$1,382.43	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Mellin, Linda Marie dba American Printing & Promotions	(17212) Production of novelty items with SBVC logo for giveaways Term: 9/1/2018 - 12/31/2018 Funding Source: Student Equity	First Year/SBVC	\$9,067.21	SSutorus
	Mellin, Linda Marie dba American Printing & Promotions	(17205) Production of promotional items and giveaways Term: 9/7/2018 - 10/31/2018 Funding Source: Student Equity	Student Equity/SBVC	\$9,499.13	SSutorus
	Mellin, Linda Marie dba American Printing & Promotions	(17255) Production of T-shirts with SBVC logo for giveaways to promote SBVC programs Term: 9/20/2018 - 10/31/2018 Funding Source: Student Equity	Student Equity/SBVC	\$1,416.62	SSutorus
	P & P Uniforms	(17274) Production of Gildan shirts for Police Academy Instructors Term: 9/1/2018 - 12/31/2018 Funding Source: General Funds	Police Science/SBVC	\$287.93	SSutorus
	P & P Uniforms	(17249) Production of Polo shirts for Police Academy Instructors Term: 9/1/2018 - 12/31/2018 Funding Source: General Funds	Police Science/SBVC	\$625.65	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Party Plus Rental	(17228) Rental of canopies, tables and chairs for the "DSPS Disability Fair" event Term: 10/3/2018 - 10/3/2018 Funding Source: Student Equity	First Year/SBVC	\$4,608.11	SSutorus
PeachJar Inc.	(17163) Provide monthly e-mail distribution to parents at 20 area high schools to promote CHC programs Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Marketing/CHC	\$4,800.00	SSutorus
Provisional Educational Services dba PAL Charter Academy	(17201) Participation in the SBVC Concurrent Enrollment Program; no cost to SBCCD Term: 9/1/2018 - 6/30/2019 Funding Source: N/A	Academic Success/SBVC		SSutorus
Ram Plumbing Heating & Air	(17247) Repairing and removal of water system Term: 9/1/2018 - 12/31/2018 Funding Source: General Funds	Maintenance/SBVC	\$29,873.67	SSutorus
Reach Out	(17190) Provide assistance in the development of community outreach program Term: 8/9/2018 - 6/30/2019 Funding Source: Strong Workforce Program	Program Development/CHC	\$80,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Redlands Door & Window Company dba Gerber, Guy	(17215) Replacement of glass unit at Central Complex Center Term: 9/6/2018 - 12/31/2018 Funding Source: General Funds	Maintenance/CHC	\$2,367.00	SSutorus
Redlands USD	(17162) 1/2 page advertisement in East Valley High School year book to promote CHC programs Term: 10/13/2018 - 6/30/2019 Funding Source: General Funds	Marketing/CHC	\$200.00	SSutorus
Regents University of California Los Angeles	(17203) Rental of guest and meeting rooms, catering for Leadership Academy training Term: 1/18/2019 - 1/20/2019 Funding Source: CCC Maker Grant	EDCT Foundation/SBCCD	\$8,600.00	SSutorus
Sam's Quality Cleaners dba Best Cleaners	(17259) On demand dry cleaning services for the Nursing department Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Nursing/SBVC	\$1,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
San Bernardino Black Culture Foundation	(17181) Half page advertisement in the "Black Rose Awards" Program Term: 9/14/2018 - 9/14/2018 Funding Source: General Funds	Marketing/SBCCD	\$250.00	SSutorus
San Bernardino County Superintendent of Schools	(17209) Provide assistance in meeting the goals and work plan of the Regional CTE Advisory Program for the Desert/Inland Empire Region in support of the "Strong Workforce Program" Term: 9/15/2018 - 12/31/2018 Funding Source: Strong Workforce Program	EDCT/SBCCD	\$15,000.00	SSutorus
San Bernardino Symphony Orchestra	(17182) Full page advertisement in the Symphony's annual program to promote SBCCD wide programs Term: 8/25/2018 - 4/13/2019 Funding Source: General Funds	Marketing/SBCCD	\$1,200.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Santa Clarita CCD	(17204) Institutional Effectiveness & Technical Assistance Grant Participant agreement to authorize employee's participation in the grant activities which include travel; employee to be reimbursed directly by the grants hosting college district, Santa Clara CCD; no cost to SBCCD; employee time only Term: 9/6/2018 - 6/30/2019 Funding Source: N/A	Student Services/CHC		SSutorus
	Shasta-Tehama-Trinity Joint CCD	(17270) Provide two day training on "In-State 21st Century Employability Skills" Term: 10/25/2018 - 10/26/2018 Funding Source: General Funds	EDCT/SBCCD	\$16,000.00	SSutorus
	Shred-It	(17221) On demand shredding for District Office Term: 7/1/2018 - 6/30/2021 Funding Source: General Funds	Fiscal Services/SBCCD	\$5,000.00	SSutorus
	Shred-It	(17192) Service purge for CHC document shredding; one time service Term: 9/14/2018 - 10/31/2018 Funding Source: General Funds	Maintenance/SBVC	\$1,700.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Signature Party Rentals	(17177) Additional rental equipment for SBVC 2018 Commencement Term: 5/25/2018 - 5/25/2018 Funding Source: General Funds	Student Life/SBVC	\$1,287.90	SSutorus
Spectrum Gas Products Inc.	(17206) Test and repair of Hydrostatic scuba equipment used in the Fire Academy Term: 9/7/2018 - 12/31/2018 Funding Source: General Funds	Fire Technology/CHC	\$260.00	SSutorus
Spectrum Reach	(17219) TV advertising for program "The Hopefuls" Term: 9/20/2018 - 9/26/2018 Funding Source: FNX Grant	FNX/KVCR	\$1,798.55	SSutorus
Spectrum Reach	(17218) TV advertising for program "The Whistle" Term: 10/17/2018 - 10/23/2018 Funding Source: FNX Grant	FNX/KVCR	\$1,797.85	SSutorus
Spectrum Reach	(17217) TV advertising for program "Uncovered in the Archives" Term: 10/11/2018 - 10/17/2018 Funding Source: FNX Grant	FNX/KVCR	\$999.25	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Stefanski, Kay dba Detroit Sign Factory, LLC	(17271) Production of banner to promote adult education Term: 9/20/2018 - 10/31/2018 Funding Source: Adult Ed (AEBG) Grant	Machine Trades/SBVC	\$3,149.19	SSutorus
Sun and Sky Entertainment Inc.	(17230) Co-Production Agreement for program "Celebration of Music"; no cost to SBCCD Term: 9/1/2018 - 8/31/2023 Funding Source: N/A	KVCR/KVCR	\$0.00	SSutorus
Three Peaks Corp.	(17186) Install concrete base for sculpture and side walk and stop areas in front of sculpture; install pad for temporary power generator Term: 9/6/2018 - 10/31/2018 Funding Source: General Funds	Maintenance/SBCCD	\$11,248.00	SSutorus
Three Peaks Corp.	(17258) On demand services for electrical repairs and maintenance for work outside of CHC staff's expertise Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Maintenance/CHC	\$2,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Time & Alarm Systems	(17226) On demand fire alarm testing at District office Term: 7/1/2018 - 6/30/2023 Funding Source: General Funds	Facilities Planning/SBCCD	\$18,960.00	SSutorus
Universal Hospital Service	(17207) On-demand rental of respiratory equipment for use in lab setting Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Respiratory Care/CHC	\$2,500.00	SSutorus
WGBH Educational Foundation	(17211) Stock footage license agreement Term: 10/12/2018 - 10/11/2023 Funding Source: KVCR	KVCR/KVCR	\$1,575.00	SSutorus
Wilbur's Power Equipment	(17195) On demand repairs for firefighting equipment Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Fire Technology/CHC	\$500.00	SSutorus
Wilbur's Power Equipment	(17179) On demand repairs of lawn equipment Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Maintenance/CHC	\$1,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Yucaipa Valley Chamber of Commerce	(17164) Annual sponsorship package 2018-19; package includes State of the City Installation, Golf tournament, Music Festival booth, Antonym Fest Booth, and Business Breakfasts Term: 8/1/2018 - 6/30/2019 Funding Source: General Funds	Marketing/CHC	\$1,955.00	SSutorus
<i>SubTotal for General: 66</i>			<i>\$542,511.82</i>	
<u>Income - General</u>				
Foundation for California Community Colleges	(16387) Career Catalyst Program agreement; this is to approve Amendment 01 - to extend grant term to 05-15-2019 additional funding in the amount of \$5,961.00 Term: 11/15/2017 - 5/15/2019 Funding Source: N/A	EDCT Foundation/SBCCD	\$11,127.21	SSutorus
<i>SubTotal for Income - General: 1</i>			<i>\$11,127.21</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Grant</u>				
CMTC - California Manufacturing Technology Consulting	(17165) EDCT to be a sub-recipient of the U.S. Department of Commerce, National Institute of Standards and Technology (NIST) program; EDCT to provide consulting, customized on-site training and group delivery services to emerging and existing manufacturers in the region 7 of California Term: 10/1/2018 - 9/30/2019 Funding Source: N/A	EDCT/SBCCD	\$480,000.00	SSutorus
Riverside CCD	(17094) Agreement for the development of the "Strong Workforce Program" project for the Inland Empire and Desert Regions; 2017/20-17-P10 Health Care (Nursing & Allied Health) Educator Bootcamp Term: 1/1/2018 - 12/31/2019 Funding Source: N/A	Technical Training/SBVC	\$14,641.00	SSutorus
<i>SubTotal for Income - Grant: 2</i>			<i>\$494,641.00</i>	
<u>Leases</u>				
Konica Minolta	(10219) Lease agreement for color and black and white copiers Serial #A5C1011015514; this is to approve lease extension to 06/24/2019 for an additional cost of \$5,000 Term: 4/4/2014 - 6/24/2019 Funding Source: FNX Grant	FNX/KVCR	\$18,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Leases</u>				
Xerox Corp DBA Xerox - The Document Company	(17062) Lease and maintenance agreement for printing equipment Term: 9/1/2018 - 8/31/2023 Funding Source: General Funds	Print Shop/SBCCD	\$89,053.17	SSutorus
<i>SubTotal for Leases: 2</i>			<i>\$107,053.17</i>	
<u>PO as Contract</u>				
Advance Refrigeration and Ice Systems Inc.	(17235) Labor to inspect and give quote to fix both ice machines in the cafeteria at SBVC Term: 8/2/2018 - 10/31/2018 Funding Source: General Funds	Maintenance/SBVC	\$334.00	SSutorus
<i>SubTotal for PO as Contract: 1</i>			<i>\$334.00</i>	
<u>Program Acquisition</u>				
Holt Hamilton Films	(17275) Program acquisition rights to "Frybread" Term: 11/9/2018 - 11/8/2023 Funding Source: FNX Grant	FNX/KVCR	\$4,000.00	SSutorus
Journeyman Pictures, LTD	(17220) Broadcast rights to various films and programs Term: 10/12/2018 - 10/11/2021 Funding Source: FNX Grant	FNX/KVCR	\$71,934.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>				
Resolution Pictures	(17240) Programming acquisition rights for "Cree Spoken Here" Term: 10/12/2018 - 10/11/2021 Funding Source: FNX Grant	FNX/KVCR	\$13,500.00	SSutorus
Resolution Pictures	(17241) Programming acquisition rights for "Dab Iyiyuu" Season 1-3 Term: 10/12/2018 - 10/11/2021 Funding Source: FNX Grant	FNX/KVCR	\$3,200.00	SSutorus
Resolution Pictures	(17243) Programming acquisition rights for "Down The Mighty River" Term: 10/12/2018 - 10/11/2021 Funding Source: FNX Grant	FNX/KVCR	\$3,000.00	SSutorus
Resolution Pictures	(17242) Programming acquisition rights for "Heavy Metal: A Mining Disaster in Northern Quebec" Term: 10/12/2018 - 10/11/2021 Funding Source: FNX Grant	FNX/KVCR	\$3,000.00	SSutorus
Resolution Pictures	(17244) Programming acquisition rights for "Indians and Aliens" Term: 10/12/2018 - 10/11/2021 Funding Source: FNX Grant	FNX/KVCR	\$3,600.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>					
	Resolution Pictures	(17245) Programming acquisition rights for "Mohawk Girls - Documentary" Term: 10/12/2018 - 10/11/2021 Funding Source: FNX Grant	FNX/KVCR	\$3,000.00	SSutorus
	Resolution Pictures	(17238) Programming acquisition rights for "Moose TV" Term: 10/12/2018 - 10/11/2021 Funding Source: FNX Grant	FNX/KVCR	\$3,000.00	SSutorus
	Resolution Pictures	(17239) Programming acquisition rights for "One More River" Term: 10/12/2018 - 10/11/2021 Funding Source: FNX Grant	FNX/KVCR	\$3,000.00	SSutorus
	Resolution Pictures	(17237) Programming acquisition rights for "Rez Rides" Season 1 & 2 Term: 10/12/2018 - 10/11/2021 Funding Source: FNX Grant	FNX/KVCR	\$22,500.00	SSutorus
	Resolution Pictures	(17236) Programming acquisition rights for "Smoke Traders" Term: 10/12/2018 - 10/11/2021 Funding Source: FNX Grant	FNX/KVCR	\$3,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>					
	Rezolution Pictures	(17246) Programming acquisition rights for "Working It Out Together" seasons 1-2 Term: 10/12/2018 - 10/11/2021 Funding Source: FNX Grant	FNX/KVCR	\$6,000.00	SSutorus
<i>SubTotal for Program Acquisition: 13</i>				<i>\$142,734.00</i>	
<u>Software/Online Services</u>					
	AssetWorks USA, Inc. (Formerly E-ISG Asset Intelligence)	(16358) Software licensing for "eEquip" used to track IT assets; this is to approve the supplier name change to AssetWorks USA Inc. Term: 3/1/2018 - 2/28/2021 Funding Source: Three C Media Grant	TESS/SBCCD	\$55,738.79	SSutorus
	Aztec Software	(17167) Software for educational curriculum used to prepare adult students for the high school equivalency exam and high school diplomas Term: 7/1/2018 - 6/30/2019 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$49,199.00	SSutorus
	Bloomerang, LLC	(17169) Software license for conversion of donation files Term: 8/1/2018 - 6/30/2019 Funding Source: General Funds	Foundation/CHC	\$2,825.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>				
Civicplus Inc.	(17161) Recreation management software online access; this allows for aquatic program attendees to register online Term: 10/1/2018 - 9/30/2023 Funding Source: General Funds	Pool/CHC	\$18,000.00	SSutorus
Contra Costa CCD	(17210) CISCO Academy Affiliation Agreement Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Mathematics/SBVC	\$550.00	SSutorus
Dell Computer Company	(17225) Software license for "Vmware vCenter" to manage virtual hosts Term: 8/12/2018 - 7/17/2020 Funding Source: Block Grant	TESS/SBCCD	\$3,238.48	SSutorus
EBenefits Solutions, LLC	(17273) Software to track and report compliance data under the Affordable Care Act Term: 7/1/2018 - 6/30/2020 Funding Source: General Funds	Human Resources/SBCCD	\$24,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>				
EverFi, Inc.	(17272) Site license for a "Campus Wide Site License" for unlimited users on the Faculty & Staff catalog and Student catalog Term: 9/30/2018 - 9/29/2019 Funding Source: General Funds	Human Resources/SBCCD	\$29,300.00	SSutorus
Fastspring	(17173) Software licensing for "Carbon Copy Cloner 4" Term: 9/1/2018 - 8/31/2019 Funding Source: General Funds	Technology Services/SBVC	\$1,500.00	SSutorus
Kivuto Solutions, Inc.	(17184) Software license for "VMware Academic Subscription" for one year Term: 9/1/2018 - 8/31/2019 Funding Source: Block Grant	TESS/SBCCD	\$1,300.00	SSutorus
Little Green Light, LLC	(17202) Online donation management service and portal; this will enable EDCT Foundation to solicit donations directly through their web portal Term: 11/1/2018 - 10/31/2019 Funding Source: EDCT - Foundation	EDCT Foundation/SBCCD	\$421.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>					
	Masstech Americas, Inc.	(17187) Software licenses for trans-coding TV programs to transfer programs into the new storage format for archiving Term: 9/6/2018 - 6/30/2019 Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$4,512.00	SSutorus
	Qless	(17214) Software licensing for "Mobile SMS Queuing" for customer flow and line management Term: 7/1/2018 - 6/30/2019 Funding Source: Financial Aid	Financial Aid/SBVC	\$14,001.00	SSutorus
	Redbooth, Inc.	(17198) Software subscription for project management used by staff Term: 9/1/2018 - 6/30/2019 Funding Source: General Funds	Marketing/CHC	\$610.94	SSutorus
	SARS Software Products	(17176) Software support license for "SARS" for CHC and SBVC Term: 7/1/2018 - 6/30/2019 Funding Source: Block Grant	TESS/SBCCD	\$14,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>				
Snap-On Industrial	(17170) Software licensing for "DiagnosticLink" used for online instruction Term: 8/20/2018 - 8/19/2019 Funding Source: General Funds	Technical Training/SBVC	\$250.00	SSutorus
TouchBistro USA, Inc.	(17261) Software subscription for "Point of Sale System" for SBVC Sunroom Term: 9/5/2018 - 9/4/2019 Funding Source: Strong Workforce Program	Restaurant Mgmt/SBVC	\$703.80	SSutorus
U, Inc. dba S/P2	(17171) Software license for "S/P2" program to train students on OSHA and EPA requirements as it relates to Diesel repair Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	Technical Training/SBVC	\$249.00	SSutorus
Zoho Corporation	(17188) Software licensing for "ManageEngine AD360-0365" used to manage Active Directory and Office 365 environments Term: 9/7/2018 - 9/6/2019 Funding Source: General Funds	TESS/SBCCD	\$9,336.00	SSutorus
<i>SubTotal for Software/Online Services: 19</i>			<i>\$229,735.01</i>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Subgrantee</i></u>					
	Redlands USD	(17265) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); contractor to purchase computers and technology to facilitate the creation of smart technology in the classrooms Term: 9/1/2018 - 12/31/2018 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$17,600.00	SSutorus
	Redlands USD	(17268) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); one time funds to offset expense of additional personnel to meet the grant project objectives Term: 10/1/2018 - 12/31/2018 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$214,500.00	SSutorus
	San Bernardino City USD	(17267) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); one time funds to offset expense of additional personnel to meet the grant project objectives Term: 10/1/2018 - 12/31/2018 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$412,500.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Subgrantee</i>				
Yucaipa-Calimesa Joint USD	(17264) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); contractor to purchase computers and technology to facilitate the creation of smart technology in the classrooms Term: 9/1/2018 - 12/31/2018 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$17,600.00	SSutorus
Yucaipa-Calimesa Joint USD	(17269) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); one time funds to offset expense of additional personnel to meet the grant project objectives Term: 10/1/2018 - 12/31/2018 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$177,000.00	SSutorus
<i>SubTotal for Subgrantee: 5</i>			<i>\$839,200.00</i>	

Grand Total Contracts for Board Date 10/11/2018: 115

Routine Contracts - Summary

Scheduled Board Meeting 10/11/2018

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Braille Transcribing</i>	2	\$30,000.00
<i>Broadcast Rights</i>	1	\$0.00
<i>Calworks Workstudy</i>	2	\$19,890.00
<i>Clinicals</i>	1	\$0.00
<i>General</i>	66	\$542,511.82
<i>Leases</i>	2	\$107,053.17
<i>PO as Contract</i>	1	\$334.00
<i>Program Acquisition</i>	13	\$142,734.00
<i>Software/Online Services</i>	19	\$229,735.01
<i>Subgrantee</i>	5	\$839,200.00
	112	
		Total Expenses
		\$1,911,458.00

INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Income - General</i>	1	\$11,127.21
<i>Income - Grant</i>	2	\$494,641.00
	3	Total Income
		\$505,768.21
Total Number of Contracts	115	

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: October 11, 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 8/13/18 – 9/18/18 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 2018/2019 budgets.

Purchase Order Report
October 11, 2018

PO#	Vendor Name	Amount
1901196	TOTAL FUNDS BY HASLER	\$ 1,000.00
1901198	US BANK CORPORATE PMT SYSTEMS	\$ 291.00
1901200	JOSE'S MEXICAN FOOD INC	\$ 237.59
1901201	JOSE'S MEXICAN FOOD INC	\$ 539.05
1901202	US BANK CORPORATE PMT SYSTEMS	\$ 91.00
1901206	SBVC FOOD SERVICES	\$ 3,403.42
1901208	CONFERENCE	\$ 1,000.00
1901209	P & R PAPER	\$ 18,678.00
1901210	STARBUCKS CORPORATION	\$ 15,388.00
1901211	GOLDEN STAR TECHNOLOGY INC	\$ 14,727.27
1901212	SBVC FOOD SERVICES	\$ 499.99
1901216	SBVC FOOD SERVICES	\$ 4,981.50
1901218	CONFERENCE	\$ 500.00
1901219	CONFERENCE	\$ 500.00
1901220	CONFERENCE	\$ 500.00
1901221	CONFERENCE	\$ 2,000.00
1901223	FOLLETT HIGHER EDUCATION GROUP INC	\$ 5,000.00
1901228	US BANK CORPORATE PMT SYSTEMS	\$ 2,000.00
1901235	FINEST PRODUCE UNLIMITED INC	\$ 30,000.00
1901236	STARBUCKS CORPORATION	\$ 50,000.00
1901237	SYSCO RIVERSIDE INC	\$ 48,000.00
1901239	PEPSI-COLA	\$ 70,000.00
1901241	US FOODS INC	\$ 85,000.00
1901244	MOORE MEDICAL CORPORATION	\$ 172.99
1901247	CONFERENCE	\$ 1,175.00
1901248	ACCREDITATION COMMISSION FOR EDUCATION IN NURSING	\$ 2,875.00
1901249	US BANK CORPORATE PMT SYSTEMS	\$ 1,660.00
1901254	US BANK CORPORATE PMT SYSTEMS	\$ 455.00
1901256	CONFERENCE	\$ 484.32
1901261	DELL COMPUTER COMPANY	\$ 506.32
1901272	CONFERENCE	\$ 724.05
1901273	CONFERENCE	\$ 1,191.98
1901274	HEALY AWARDS	\$ 882.99
1901282	US BANK CORPORATE PMT SYSTEMS	\$ 675.00
1901283	HOME DEPOT, THE	\$ 1,077.50
1901284	CONFERENCE	\$ 160.00
1901286	CONFERENCE	\$ 455.00
1901287	US BANK CORPORATE PMT SYSTEMS	\$ 1,017.00
1901288	CONFERENCE	\$ 455.00
1901295	US BANK CORPORATE PMT SYSTEMS	\$ 450.00
1901302	NILES BIOLOGICAL INC	\$ 80.81
1901304	US BANK CORPORATE PMT SYSTEMS	\$ 455.00
1901306	US BANK CORPORATE PMT SYSTEMS	\$ 3,000.00
1901310	SAN BERNARDINO CCD	\$ 3,000.00
1901311	US BANK CORPORATE PMT SYSTEMS	\$ 54.41

Purchase Order Report
October 11, 2018

PO#	Vendor Name	Amount
1901315	SAN BERNARDINO CCD	\$ 2,500.00
1901317	FOLLETT HIGHER EDUCATION GROUP INC	\$ 51.72
1901319	FOLLETT HIGHER EDUCATION GROUP INC	\$ 9,000.00
1901320	CONFERENCE	\$ 628.74
1901325	CONFERENCE	\$ 619.92
1901338	US BANK CORPORATE PMT SYSTEMS	\$ 1,500.00
1901341	RAMIREZ LARA, GABRIELA	\$ 230.40
1901343	SAN BERNARDINO CCD	\$ 456.00
1901344	CERRITOS COLLEGE FOUNDATION	\$ 100.00
1901345	US BANK CORPORATE PMT SYSTEMS	\$ 1,500.00
1901349	CONFERENCE	\$ 455.00
1901350	CONFERENCE	\$ 200.00
1901353	US BANK CORPORATE PMT SYSTEMS	\$ 138.00
1901355	CONFERENCE	\$ 1,419.00
1901356	US BANK CORPORATE PMT SYSTEMS	\$ 218.00
1901361	NUCKOLLS, DAVID	\$ 230.40
1901363	TEQUE, ADRIANA	\$ 230.40
1901364	SIQUE, YOLANDA	\$ 230.40
1901365	RODRIGUEZ, SAMUEL	\$ 230.40
1901368	RAMIREZ, ALBERT	\$ 230.40
1901369	PEREZ, THELMA	\$ 230.40
1901370	ORTIZ ARCHILA, ROBERT	\$ 230.40
1901371	MEJIA PANDURO, ROSEMARY	\$ 230.40
1901372	MARISCAL, JONATHAN	\$ 230.40
1901373	LOPEZ, JOSE	\$ 230.40
1901374	JARAMILLO, KRISTINA	\$ 230.40
1901375	HERRERA, SOFIYA	\$ 230.40
1901376	GRANADOS, KELLY	\$ 230.40
1901378	BRICENO, YESENIA	\$ 230.40
1901379	AGUILAR, ELIA	\$ 230.40
1901380	US BANK CORPORATE PMT SYSTEMS	\$ 162.00
1901381	US BANK CORPORATE PMT SYSTEMS	\$ 342.00
1901383	G/M BUSINESS INTERIORS	\$ 3,095.31
1901385	HERMANCE & STROUSER INC	\$ 2,609.82
1901388	SYSCO RIVERSIDE INC	\$ 17,000.00
1901389	FOLLETT HIGHER EDUCATION GROUP INC	\$ 15,000.00
1901390	SBCCD FUND 84	\$ 10,500.00
1901393	CONFERENCE	\$ 500.00
1901394	FOLLETT HIGHER EDUCATION GROUP INC	\$ 1,000.00
1901405	US BANK CORPORATE PMT SYSTEMS	\$ 1,777.38
1901406	MGF SERVICES DBA	\$ 13,500.00
1901415	US BANK CORPORATE PMT SYSTEMS	\$ 656.00
1901416	HARRIS, CHRISTINE	\$ 1,680.90
1901418	KEN'S SPORTING GOODS	\$ 52.25
1901420	MOLLE, LAURA	\$ 1,293.00

Purchase Order Report
October 11, 2018

PO#	Vendor Name	Amount
1901423	COMMITTEE ON ACCREDITATION	\$ 2,100.00
1901428	FOLLETT HIGHER EDUCATION GROUP INC	\$ 500.00
1901429	FOLLETT HIGHER EDUCATION GROUP INC	\$ 3,000.00
1901431	REAL VOLLEYBALL	\$ 1,500.00
1901432	SANCHEZ, SANDRA	\$ 230.40
1901433	POOT, BRIANNA	\$ 230.40
1901434	CORTES, MARIA	\$ 230.40
1901436	CONFERENCE	\$ 250.00
1901437	CONFERENCE	\$ 750.00
1901443	US BANK CORPORATE PMT SYSTEMS	\$ 1,263.91
1901444	AMICO BEDS CORPORATION	\$ 6,457.46
1901445	CONFERENCE	\$ 95.61
1901447	DICK BLICK	\$ 706.24
1901448	SBVC FOOD SERVICES	\$ 450.00
1901450	SCULPTURE HOUSE	\$ 424.47
1901455	SHAMROCK FOODS COMPANY	\$ 28,000.00
1901457	ROBERT BOSCH TOOL CORPORATION	\$ 7,541.42
1901458	ITIN SCALE COMPANY INC	\$ 1,142.15
1901462	G/M BUSINESS INTERIORS	\$ 5,759.20
1901464	DAWN FOOD PRODUCTS INC	\$ 10,000.00
1901467	ARS ENTERPRISES INC	\$ 3,391.06
1901470	FIRE ETC	\$ 1,233.74
1901472	ATEN, DAVID	\$ 50.00
1901473	LARA, NAOMI	\$ 75.00
1901474	THAI FOOD XPRESS	\$ 323.25
1901475	SOLOMETO, RICHARD	\$ 100.00
1901476	US BANK CORPORATE PMT SYSTEMS	\$ 150.00
1901477	FOLLETT HIGHER EDUCATION GROUP INC	\$ 50.00
1901478	WARD, AMANDA	\$ 300.00
1901482	CONFERENCE	\$ 529.31
1901483	BEST BUY	\$ 1,198.29
1901485	STAPLES BUSINESS ADVANTAGE	\$ 59.29
1901488	SPORT DECALS	\$ 683.67
1901489	CONFERENCE	\$ 800.00
1901491	SANTOYO, LAURA ROCIO	\$ 2,362.50
1901492	CONFERENCE	\$ 230.40
1901494	CONFERENCE	\$ 230.40
1901495	US BANK CORPORATE PMT SYSTEMS	\$ 1,000.00
1901496	US BANK CORPORATE PMT SYSTEMS	\$ 85.00
1901497	SAN BERNARDINO CCD	\$ 2,000.00
1901502	US BANK CORPORATE PMT SYSTEMS	\$ 710.98
1901503	CONFERENCE	\$ 230.00
1901508	RAMIREZ, FERMIN	\$ 400.00
1901513	SAN BERNARDINO CCD	\$ 300.00
1901514	US BANK CORPORATE PMT SYSTEMS	\$ 193.95

Purchase Order Report
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PO#	Vendor Name	Amount
1901521	GENUINE AUTO PARTS	\$ 122.64
1901522	HANNON, KRISTINA	\$ 500.00
1901523	CALIMESA TECH SERVICES	\$ 497.68
1901524	CONFERENCE	\$ 505.34
1901526	SPORT DECALS	\$ 244.22
1901527	US BANK CORPORATE PMT SYSTEMS	\$ 250.00
1901528	US BANK CORPORATE PMT SYSTEMS	\$ 940.00
1901531	KEN'S SPORTING GOODS	\$ 2,210.81
1901532	SOCCER MASTER	\$ 1,155.40
1901534	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 495.00
1901535	ULINE	\$ 184.74
1901536	ROSE BRAND WIPERS INC	\$ 237.33
1901537	CONFERENCE	\$ 779.85
1901538	US BANK CORPORATE PMT SYSTEMS	\$ 1,217.00
1901539	EASTBAY INC	\$ 1,550.98
1901540	PEP BOYS-MANNY, MOE & JACK OF CALIFORNIA	\$ 900.00
1901543	VERIZON WIRELESS	\$ 1,200.00
1901545	WAGeworks INC	\$ 2,500.00
1901546	THOMAS, KAREN	\$ 500.00
1901547	AGUILAR, TIFFANY	\$ 500.00
1901548	OPRIS, JOE	\$ 500.00
1901549	BAROT, SHETAL	\$ 500.00
1901550	ELMORE, CORY	\$ 500.00
1901551	ZARAGOZA, KARLA	\$ 500.00
1901552	GONZALES, MELANIE	\$ 500.00
1901553	PEREZ, BRANDY	\$ 500.00
1901554	SMITH, LATASHA	\$ 500.00
1901556	CONFERENCE	\$ 1,120.00
1901557	CONFERENCE	\$ 1,520.00
1901559	CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION	\$ 100.00
1901560	PEP BOYS-MANNY, MOE & JACK OF CALIFORNIA	\$ 1,134.72
1901562	WEST COAST TRANSMISSION PARTS	\$ 2,220.52
1901564	HOME DEPOT, THE	\$ 150.00
1901565	AIRGAS USA LLC	\$ 5,000.00
1901566	CONFERENCE	\$ 1,000.00
1901571	US BANK CORPORATE PMT SYSTEMS	\$ 2,819.00
1901572	US BANK CORPORATE PMT SYSTEMS	\$ 3,838.00
1901574	ROBLES, ROGER	\$ 545.00
1901575	CONFERENCE	\$ 470.00
1901576	CONFERENCE	\$ 250.00
1901577	MSC INDUSTRIAL SUPPLY CO	\$ 188.91
1901579	US BANK CORPORATE PMT SYSTEMS	\$ 2,150.00
1901580	CONFERENCE	\$ 1,410.00
1901582	AT&T	\$ 1,020.00
1901583	CONFERENCE	\$ 438.55

Purchase Order Report
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PO#	Vendor Name	Amount
1901584	US BANK CORPORATE PMT SYSTEMS	\$ 200.00
1901585	CONFERENCE	\$ 1,017.00
1901586	CONFERENCE	\$ 1,017.00
1901587	US BANK CORPORATE PMT SYSTEMS	\$ 1,155.00
1901588	CALIFORNIA ASSOCIATION FOR POSTSECONDARY EDUCATION AND DISABILITY	\$ 555.00
1901590	SOUTHERN CALIFORNIA INTERSEGMENTAL ARTICULATION COUNCIL	\$ 100.00
1901591	US BANK CORPORATE PMT SYSTEMS	\$ 495.00
1901593	SBVC SUN ROOM	\$ 650.00
1901595	DEMCO SUPPLY INC	\$ 799.74
1901597	CHANNING L BETE CO INC	\$ 406.00
1901598	CONFERENCE	\$ 641.49
1901601	RANEY, BRETT	\$ 80.00
1901602	TIMBOE, ROBERT	\$ 80.00
1901604	DICK BLICK	\$ 988.97
1901607	CONFERENCE	\$ 247.43
1901611	CONFERENCE	\$ 384.00
1901612	CONFERENCE	\$ 123.00
1901614	STAPLES BUSINESS ADVANTAGE	\$ 522.43
1901616	CONFERENCE	\$ 450.00
1901618	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 695.00
1901620	CONFERENCE	\$ 205.00
1901624	CONFERENCE	\$ 21.26
1901625	STONE'S & CHIN'S CORPORATION	\$ 917.95
1901626	US BANK CORPORATE PMT SYSTEMS	\$ 2,658.00
1901628	SIERRA SCHOOL EQUIPMENT CO	\$ 546.29
1901629	STATER BROS MARKETS	\$ 600.00
1901634	US BANK CORPORATE PMT SYSTEMS	\$ 817.90
1901636	CONFERENCE	\$ 1,394.00
1901637	CONFERENCE	\$ 878.00
1901638	CONFERENCE	\$ 400.00
1901646	STAPLES BUSINESS ADVANTAGE	\$ 381.48
1901647	CONFERENCE	\$ 480.00
1901648	CONFERENCE	\$ 300.00
1901649	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 495.00
1901650	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 495.00
1901651	PEREZ, JANET	\$ 500.00
1901654	FOLLETT HIGHER EDUCATION GROUP INC	\$ 500.00
1901655	SOUTHERN CALIFORNIA GAS CO	\$ 435.95
1901656	SOUTHERN CALIFORNIA EDISON CO	\$ 8,000.00
1901657	STAPLES BUSINESS ADVANTAGE	\$ 173.79
1901658	STAPLES BUSINESS ADVANTAGE	\$ 762.72
1901662	WILBUR'S POWER EQUIPMENT	\$ 500.00
1901663	CONFERENCE	\$ 1,176.72
1901664	US BANK CORPORATE PMT SYSTEMS	\$ 4,500.00
1901668	US BANK CORPORATE PMT SYSTEMS	\$ 223.88

Purchase Order Report
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PO#	Vendor Name	Amount
1901669	CUMMINS INC	\$ 49,565.00
1901671	FRITO-LAY	\$ 31,000.00
1901675	ENCORE LIGHTING INC	\$ 6,319.38
1901676	STAPLES BUSINESS ADVANTAGE	\$ 2,455.92
1901678	STAPLES BUSINESS ADVANTAGE	\$ 412.47
1901685	HERK EDWARDS INC	\$ 145.46
1901686	HOME DEPOT, THE	\$ 601.25
1901687	CONFERENCE	\$ 1,894.00
1901688	CONFERENCE	\$ 1,930.00
1901690	CALIFORNIA TOOL & WELDING SPLY	\$ 5,000.00
1901693	CDW LLC	\$ 6,942.11
1901694	CONFERENCE	\$ 1,819.00
1901695	GRAINGER INC	\$ 64.00
1901697	CONFERENCE	\$ 531.00
1901698	IA LODGING BURLINGAME TRS LLC	\$ 567.00
1901699	SAN BERNARDINO CCD	\$ 575.00
1901700	US BANK CORPORATE PMT SYSTEMS	\$ 140.00
1901701	NAPOLI ITALIAN RESTAURANT	\$ 800.00
1901703	GRAINGER INC	\$ 1,471.40
1901704	SBVC FOOD SERVICES	\$ 499.99
1901705	CLIPPERCREEK INC	\$ 729.61
1901706	ULINE	\$ 4,984.67
1901708	CONFERENCE	\$ 740.00
1901711	US BANK CORPORATE PMT SYSTEMS	\$ 750.00
1901714	ELECTRONIX EXPRESS	\$ 2,000.00
1901716	ULINE	\$ 75.81
1901723	DICK BLICK	\$ 538.03
1901726	CONFERENCE	\$ 310.32
1901727	CONFERENCE	\$ 342.65
1901728	US BANK CORPORATE PMT SYSTEMS	\$ 998.90
1901730	CONFERENCE	\$ 128.00
1901731	CALIFORNIA COMMUNITY COLLEGE COUNCIL	\$ 175.00
1901732	CONFERENCE	\$ 160.00
1901733	CONFERENCE	\$ 119.40
1901734	CONFERENCE	\$ 101.67
1901735	CONFERENCE	\$ 1,537.00
1901736	CONFERENCE	\$ 611.00
1901738	CONFERENCE	\$ 4,885.39
1901739	US BANK CORPORATE PMT SYSTEMS	\$ 800.00
1901740	US BANK CORPORATE PMT SYSTEMS	\$ 726.00
1901742	DELL COMPUTER COMPANY	\$ 8,844.18
1901744	CONFERENCE	\$ 123.00
1901745	K-LAM ICE-CREAM	\$ 1,500.00
1901749	US BANK CORPORATE PMT SYSTEMS	\$ 49.00
1901751	FERGUSON ENTERPRISES INC	\$ 12,000.00

Purchase Order Report
October 11, 2018

PO#	Vendor Name	Amount
1901752	CONFERENCE	\$ 554.30
1901753	CONFERENCE	\$ 554.30
1901754	CONFERENCE	\$ 554.30
1901755	CONFERENCE	\$ 554.30
1901756	CONFERENCE	\$ 554.30
1901757	CONFERENCE	\$ 554.30
1901758	CONFERENCE	\$ 514.43
1901763	STATER BROS MARKETS	\$ 100.00
1901764	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 555.00
1901767	UNITED PARCEL SERVICE	\$ 1,680.00
1901771	FLINN SCIENTIFIC INC	\$ 1,653.02
1901772	CAROLINA BIOLOGICAL SUPPLY CO	\$ 424.80
1901773	FISHER SCIENCE EDUCATION	\$ 347.97
1901777	QUADMED INC	\$ 627.23
1901781	SAN BERNARDINO BLACK CULTURE FOUNDATION INC	\$ 325.00
1901783	CONFERENCE	\$ 174.80
1901784	US BANK CORPORATE PMT SYSTEMS	\$ 54.41
1901785	SAN BERNARDINO CCD	\$ 3,877.20
1901787	VERIZON WIRELESS	\$ 200.00
1901809	US BANK CORPORATE PMT SYSTEMS	\$ 2,260.00
1901810	CONFERENCE	\$ 143.00
1901811	VERIZON WIRELESS	\$ 1,900.00
1901812	CONFERENCE	\$ 143.00
1901813	CONFERENCE	\$ 143.00
1901814	CONFERENCE	\$ 1,257.25
1901815	ALL COUNTY MACHINE TOOL	\$ 12,420.00
1901816	SBVC FOOD SERVICES	\$ 2,000.00
1901817	REDBIRD FLIGHT SMULATIONS INC	\$ 12,158.78
1901819	STAPLES BUSINESS ADVANTAGE	\$ 66.52
1901820	STAPLES BUSINESS ADVANTAGE	\$ 188.54
1901821	US BANK CORPORATE PMT SYSTEMS	\$ 150.00
1901822	FOLLETT HIGHER EDUCATION GROUP INC	\$ 2,000.00
1901823	FOLLETT HIGHER EDUCATION GROUP INC	\$ 1,000.00
1901824	VERIZON WIRELESS	\$ 2,870.98
1901826	NATIONAL CAREER DEVELOPMENT ASSOCIATION	\$ 85.00
1901827	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 495.00
1901828	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 495.00
1901829	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 695.00
1901830	US BANK CORPORATE PMT SYSTEMS	\$ 300.00
1901831	US BANK CORPORATE PMT SYSTEMS	\$ 200.00
1901832	US BANK CORPORATE PMT SYSTEMS	\$ 1,000.00
1901834	CONFERENCE	\$ 878.22
1901835	US BANK CORPORATE PMT SYSTEMS	\$ 425.92
1901837	CONSULAB EDUCATECH INC	\$ 23,489.69
1901839	STAPLES BUSINESS ADVANTAGE	\$ 1,192.06

Purchase Order Report
October 11, 2018

PO#	Vendor Name	Amount
1901841	CONFERENCE	\$ 583.00
1901842	CONFERENCE	\$ 583.00
1901843	STAPLES BUSINESS ADVANTAGE	\$ 205.20
1901844	STAPLES BUSINESS ADVANTAGE	\$ 117.74
1901845	CDW LLC	\$ 161.19
1901846	LINCOLN AQUATICS	\$ 546.71
1901847	CONFERENCE	\$ 583.00
1901848	CONFERENCE	\$ 583.00
1901849	CONFERENCE	\$ 583.00
1901850	CONFERENCE	\$ 583.00
1901851	CONFERENCE	\$ 583.00
1901852	CONFERENCE	\$ 583.00
1901853	CONFERENCE	\$ 583.00
1901854	CONFERENCE	\$ 583.00
1901855	NERY, ERNESTO	\$ 100.00
1901856	SAN BERNARDINO CCD	\$ 500.00
1901858	SBVC FOOD SERVICES	\$ 1,435.45
1901859	CONFERENCE	\$ 836.11
1901861	CYNMAR CORPORATION	\$ 1,615.58
1901862	AMERICAN RED CROSS	\$ 301.43
1901863	PACIFIC ARTGLASS CORP	\$ 800.00
1901864	STAPLES BUSINESS ADVANTAGE	\$ 118.78
1901865	STAPLES BUSINESS ADVANTAGE	\$ 187.31
1901866	STAPLES BUSINESS ADVANTAGE	\$ 1,216.31
1901867	GZESH, SONIA	\$ 288.00
1901868	US BANK CORPORATE PMT SYSTEMS	\$ 455.00
1901869	AIRCRAFT SPRUCE & SPECIALTY	\$ 1,590.66
1901870	US BANK CORPORATE PMT SYSTEMS	\$ 14.00
1901872	CONFERENCE	\$ 778.45
1901873	PCM SALES INC	\$ 6,045.85
1901874	CHEF RUBBER LLC	\$ 1,400.00
1901875	CHEF RUBBER LLC	\$ 4,900.00

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: October 11, 2018
SUBJECT: Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

Fixed Assets Surplus Report
October 11, 2018

Asset #	Date Retired	Description	Initial Value	Current Value
678	9/7/2018	PROJECTOR FILM 16MM	\$1,600.00	\$0.00
3635	9/7/2018	PROJECTOR FILM 16MM	\$1,400.00	\$0.00
16037	8/27/2018	PRINTER LASER	\$1,149.00	\$0.00
17469	8/27/2018	Starboard	\$1,021.33	\$0.00
23570	9/7/2018	Server	\$8,399.00	\$0.00
24767	9/7/2018	Printer	\$1,201.00	\$0.00
25604	9/7/2018	Laserjet 4250 Printer	\$1,198.56	\$0.00
25624	9/7/2018	Dig. Presenter	\$2,316.00	\$0.00
25627	9/7/2018	Dig. Presenter	\$2,316.00	\$0.00
25709	9/7/2018	HITACHI LCD PROJECTOR	\$2,337.10	\$0.00
25711	9/7/2018	Phaser 8400N Printer	\$1,278.70	\$0.00
25960	9/7/2018	PC, desktop	\$2,560.00	\$0.00
26062	9/7/2018	PowerEdge 750	\$1,851.64	\$0.00
26090	9/7/2018	Gateway 460E	\$1,580.69	\$0.00
26252	9/7/2018	VT470 LCD VALUE PROJECTOR	\$1,150.77	\$0.00
26369	9/7/2018	PC, laptop	\$1,454.00	\$0.00
26370	9/7/2018	PC, laptop	\$1,454.00	\$0.00
26371	9/7/2018	PC, laptop	\$1,454.00	\$0.00
26376	9/7/2018	PC, laptop	\$1,454.00	\$0.00
26377	9/7/2018	PC, laptop	\$1,454.00	\$0.00
26379	9/7/2018	PC, laptop	\$1,454.00	\$0.00
26381	9/7/2018	PC, laptop	\$1,454.00	\$0.00
26384	9/7/2018	PC, laptop	\$1,454.00	\$0.00
26387	9/7/2018	PC, laptop	\$1,454.00	\$0.00
26456	9/7/2018	Smart Board SB 660(64' diagonal)	\$1,205.72	\$0.00
26784	9/7/2018	Printer	\$1,112.00	\$0.00
26802	9/7/2018	Printer	\$1,047.00	\$0.00
26842	9/7/2018	PC, desktop	\$1,007.00	\$0.00
27136	9/7/2018	Optiplex745 SmallFormFactoryPentium	\$1,159.84	\$0.00
27441	9/7/2018	Latitude D820 Intel Core Duo T5500	\$1,662.00	\$0.00
27494	9/7/2018	Latitude D420, Intel Core Duo U2400	\$1,755.57	\$0.00
27626	9/7/2018	LTUPS 400 Document Camera Desktop	\$1,378.12	\$0.00
27677	9/7/2018	OptiPlex 745 Minitower	\$1,289.71	\$0.00
27726	9/7/2018	Hitahci CP-X505 LCD Proj.	\$2,289.68	\$0.00
27730	9/7/2018	Hitachi CP-X605 LCD Proj.	\$2,865.07	\$0.00
27732	9/7/2018	Hitahci CP-X505 LCD Proj.	\$2,289.68	\$0.00
27734	9/7/2018	Hitahci CP-X505 LCD Proj.	\$2,289.68	\$0.00
27745	9/7/2018	Lumens Document Camera PS400	\$1,378.00	\$0.00
29371	9/7/2018	Dell 2008FP Ultrasharp monitor	\$1,062.78	\$0.00
29943	9/7/2018	cpu	\$1,094.00	\$0.00
29981	9/7/2018	OptiPlex 760	\$1,086.54	\$0.00
30167	8/27/2018	COMPUTER	\$1,540.14	\$0.00
30212	8/27/2018	laptop	\$1,539.05	\$0.00

30560	8/27/2018	STARBOARD PANEL 17'	\$1,701.37	\$0.00
30585	9/10/2018	cpu	\$1,052.88	\$0.00
30588	9/10/2018	cpu	\$1,052.88	\$0.00
30589	9/10/2018	cpu	\$1,052.88	\$0.00
30590	9/10/2018	cpu	\$1,052.88	\$0.00
30597	9/10/2018	cpu	\$1,052.88	\$0.00
30615	9/10/2018	cpu	\$1,052.88	\$0.00
30715	9/10/2018	cpu	\$1,052.88	\$0.00
30964	8/27/2018	COMPUTER, LAPTOP	\$1,745.74	\$0.00
31035	9/7/2018	OptiPlex 760	\$1,086.54	\$0.00
31135	9/7/2018	iMac 20-inch	\$875.80	\$0.00
31140	9/7/2018	iMac 20-inch	\$875.80	\$0.00
31149	9/7/2018	OptiPlex 960	\$1,413.51	\$0.00
31221	9/7/2018	Latitude E6400 Black Laptop	\$1,016.53	\$0.00
31222	9/7/2018	Latitude E6400 Black Laptop	\$1,016.53	\$0.00
31223	9/7/2018	Latitude E6400 Black Laptop	\$1,016.53	\$0.00
31224	9/7/2018	Latitude E6400 Black Laptop	\$1,016.53	\$0.00
31414	9/7/2018	optiplex 780 desk top	\$1,198.68	\$0.00
31420	9/7/2018	Accordent Capture Station Mobile Edition	\$27,963.86	\$0.00
31693	9/7/2018	iMac, 21.5-inch, Intel Core i3	\$1,376.54	\$0.00
31813	9/7/2018	Dell OptiPlex 790 SFF Desktop Computer	\$1,218.65	\$0.00
31819	9/7/2018	Dell OptiPlex 790 SFF Desktop Computer	\$1,218.65	\$0.00
32019	9/7/2018	Dell OptiPlex 780 Small Form Factor	\$1,298.89	\$0.00
32239	9/7/2018	OptiPlex 780 Small Form Factor	\$1,054.00	\$0.00
32276	9/7/2018	IMAC 21.5", 3.06, 2x2gb, 500GB	\$1,220.31	\$0.00
32293	9/7/2018	IMAC 21.5", 3.06, 2x2gb, 500GB	\$1,220.31	\$0.00
32300	9/7/2018	IMAC 21.5", 3.06, 2x2gb, 500GB	\$1,220.31	\$0.00
32301	9/7/2018	IMAC 21.5", 3.06, 2x2gb, 500GB	\$1,220.31	\$0.00
32881	8/27/2018	OptiPlex 9010 AIO EPA	\$1,142.86	\$0.00
32897	8/27/2018	STARBOARD PANEL 17'	\$1,701.37	\$0.00
32937	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32938	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32939	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32940	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32941	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32942	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32943	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32944	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32945	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32946	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32947	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32948	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32949	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32950	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32951	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32952	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32954	9/10/2018	Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00

32955	9/10/2018 Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32956	9/10/2018 Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32957	9/10/2018 Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32958	9/10/2018 Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32959	9/10/2018 Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32960	9/10/2018 Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32961	9/10/2018 Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32962	9/10/2018 Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32963	9/10/2018 Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32964	9/10/2018 Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
32965	9/10/2018 Dell Precision T1700 MT Base Workstation	\$1,021.91	\$0.00
33065	9/7/2018 OptiPlex 780, Core2 Quad	\$1,071.65	\$0.00
33080	9/7/2018 OptiPlex 780, Core2 Quad	\$1,071.65	\$0.00
33104	9/7/2018 OptiPlex 780, Core2 Quad	\$1,261.85	\$0.00
33115	9/7/2018 OptiPlex 780, Core2 Quad	\$1,261.85	\$0.00
33120	9/7/2018 OptiPlex 780, Core2 Quad	\$1,261.85	\$0.00
33123	9/7/2018 OptiPlex 780, Core2 Quad	\$1,261.85	\$0.00
33124	9/7/2018 OptiPlex 780, Core2 Quad	\$1,261.85	\$0.00
33126	9/7/2018 OptiPlex 780, Core2 Quad	\$1,261.85	\$0.00
33240	9/7/2018 CPU	\$1,270.05	\$0.00
33243	9/7/2018 CPU	\$1,270.05	\$0.00
33257	9/7/2018 CPU	\$1,270.05	\$0.00
33288	9/7/2018 CPU	\$1,270.05	\$0.00
33290	9/7/2018 CPU	\$1,270.05	\$0.00
33306	9/7/2018 CPU	\$1,270.05	\$0.00
33308	9/7/2018 CPU	\$1,270.05	\$0.00
33323	9/7/2018 CPU	\$1,052.88	\$0.00
33333	9/7/2018 CPU	\$1,052.88	\$0.00
33337	9/7/2018 CPU	\$1,052.88	\$0.00
33376	9/7/2018 CPU	\$1,052.88	\$0.00
33382	9/7/2018 CPU	\$1,052.88	\$0.00
33405	9/7/2018 CPU	\$1,052.88	\$0.00
34028	9/7/2018 CPU	\$1,052.88	\$0.00
34029	9/7/2018 CPU	\$1,052.88	\$0.00
34047	9/7/2018 CPU	\$1,052.88	\$0.00
34048	9/7/2018 CPU	\$1,052.88	\$0.00
34101	9/7/2018 CPU	\$1,052.88	\$0.00
34111	9/7/2018 CPU	\$1,052.88	\$0.00
34155	9/7/2018 HIT HITCPX5021N Proj5000	\$2,262.75	\$0.00
34156	9/7/2018 HIT HITCPX5021N Proj5000	\$2,262.75	\$0.00
34183	9/7/2018 Dell OptiPlex 790 SFF	\$1,158.63	\$0.00
34185	9/7/2018 Dell OptiPlex 790 SFF	\$1,158.63	\$0.00
34247	9/7/2018 Dell OptiPlex 790 SFF	\$1,286.28	\$0.00
34371	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34373	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34374	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34377	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00

34383	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34384	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34385	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34387	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34389	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34395	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34404	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34405	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34406	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34411	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34412	9/7/2018 OptiPlex 9010 Small Form Factor EPA	\$951.81	\$0.00
34469	9/7/2018 OptiPlex 9010 AIO EPA Non-tough with camera	\$1,153.98	\$0.00
34525	9/7/2018 OptiPlex 9010 AIO EPA Non-tough with camera	\$1,153.98	\$0.00
34537	9/7/2018 OptiPlex 9010 AIO EPA Non-tough with camera	\$1,153.98	\$0.00
34574	9/7/2018 OptiPlex 9010 AIO EPA Non-tough with camera	\$1,153.98	\$0.00
34576	9/7/2018 OptiPlex 9010 AIO EPA Non-tough with camera	\$1,153.98	\$0.00
34588	9/7/2018 OptiPlex 9010 AIO EPA Non-tough with camera	\$1,153.98	\$0.00
34612	9/7/2018 OptiPlex 9010 AIO EPA Non-tough with camera	\$1,153.98	\$0.00
34663	9/7/2018 OptiPlex 9010 AIO EPA Non-tough with camera	\$1,153.98	\$0.00
34675	9/7/2018 OptiPlex 9010 AIO EPA Non-tough with camera	\$1,153.98	\$0.00
34689	9/7/2018 OptiPlex 9010 AIO EPA Non-tough with camera	\$1,153.98	\$0.00
34697	9/7/2018 OptiPlex 9010 AIO EPA Non-tough with camera	\$1,153.98	\$0.00
34835	9/7/2018 ELM ELMP10 P10 Visual Presenter	\$1,381.32	\$0.00
34924	9/7/2018 OptiPlex 9010	\$599.88	\$0.00
34929	9/7/2018 OptiPlex 9010	\$599.88	\$0.00
34936	9/7/2018 OptiPlex 9010	\$599.88	\$0.00
34937	9/7/2018 OptiPlex 9010	\$599.88	\$0.00
34942	9/7/2018 OptiPlex 9010	\$599.88	\$0.00
34944	9/7/2018 OptiPlex 9010	\$599.88	\$0.00
34946	9/7/2018 OptiPlex 9010	\$599.88	\$0.00
35401	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35402	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35403	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35404	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35405	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35406	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35407	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35408	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35409	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35410	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35411	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35412	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35413	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35414	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35415	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35416	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35417	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00

35468	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35469	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35470	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35471	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35472	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35473	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35474	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35475	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35476	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35477	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35478	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35479	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35480	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35481	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35482	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35483	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35484	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35485	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35486	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35487	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35488	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35489	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35490	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35491	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35492	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35493	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35494	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35495	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35496	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35497	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35498	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35499	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35500	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35501	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35502	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35503	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35504	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35505	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35541	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35542	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35543	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35544	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35545	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35546	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35547	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35548	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00
35549	9/7/2018	OptiPlex 9010	\$1,062.78	\$0.00

35550	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35551	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35552	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35553	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35554	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35555	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35556	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35557	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35558	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35559	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35560	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35561	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35562	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35563	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35564	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35565	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35566	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35567	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35568	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35569	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35571	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35572	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35573	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35574	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
35626	9/7/2018 OptiPlex 9010	\$1,062.78	\$0.00
36507	9/7/2018 OptiPlex 9020 All in One and all accessories	\$1,228.75	\$0.00
36526	9/7/2018 OptiPlex 9020 All in One and all accessories	\$1,228.75	\$0.00
36530	9/7/2018 OptiPlex 9020 All in One and all accessories	\$1,228.75	\$0.00
36777	9/7/2018 CPU	\$1,267.68	\$0.00
36829	9/7/2018 HP Autoloader LTO 3	\$2,073.60	\$0.00
36903	9/7/2018 LATITUDE E5430 LAPTOP	\$1,281.52	\$0.00
38025	8/27/2018 PROJECTOR, VIDEO	\$4,983.56	\$0.00
38038	9/10/2018 PROJECTOR, VIDEO	\$1,993.42	\$0.00

Non-Fixed Assets Surplus Report

Opaque 1000 Projector	1 ea
Dell Monitors	44 ea
Dell Monitor Stands	7 ea
Supercharger	1 ea
Wolf Document Camera	1 ea
Apple Switch	1 ea
Box Misc Cables	4 ea
Box Misc Computer Parts	1 ea
Samsung Phone	1 ea
Projector Lamp Hoods	2 ea
Box Mice and Keyboards	2 ea

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: October 11, 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
Baron, Bruce Chancellor	10	\$1,240.55	\$12,405.50
Elmore, Cory District Support Services Human Resources Supervisor	15	\$367.88	\$5,518.20
Childers, Karen SBVC Development Director	15	\$530.35	\$7,955.25

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: October 11, 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
October 11, 2018

[v.9.26.2018.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 October 11, 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
 October 11, 2018

[v.9.26.2018.p.2|2]

EXHIBIT A

Fund 01 General Fund			22,604,004	2017-18 Initial Fund Balance	
			(871,520)	Net Change from Previously Approved Transfers	
			21,732,484	Current Fund Balance	
			22.8%		
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
10/11/2018	tbd	tbd	(1,081,194)	5000 Other Expenses	To finalize accounting upon conclusion of bookstore operations. Includes costs for final salaries and write-off of software, accounts receivable, remaining inventory costs, and vendor credits.
			(1,081,194)	Total Approved at this Board Meeting	
			20,651,290	Fund Balance After Transfer(s)	
			21.7%		

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: October 11, 2018

SUBJECT: Consideration to Approve District/College Expenses

RECOMMENDATION

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

OVERVIEW

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

INSTITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

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

Site: District
Event: California Dept.of Labor/Dept. of
Commerce Visit
Date of Event: 5/29/18

Item Being Purchased: Meals and refreshments, supplies, rentals.
Total Estimated Cost: \$ 1000
Funding Source: Marketing General Fund
This exense request was inteded to go to the May, 2018 board meeting but was inadvertently left off the submission of board agenda items. We are submitting itens to the October 11, 2018 board date as a ratification for approval.

Site: SBVC
Event: Board of Governors Meet & Greet with
Applied Technology
Date of Event: 08/09/18

Item Being Purchased: Refreshments
Meet and greet with campus technology tour with refreshments for the Board of Governor and staff. Anticipated attendance is 15 administrators, faculty, staff and Board of Governor and staff.
Total Estimated Cost: \$ 132.85
Funding Source: President's Office General Fund and District Marketing General Fund.
Due to joint coordination of this event at campus/district sites, board item submission overlooked. Submitting to next available board date of October once oversite noted.

Site: SBVC
Event: STAR Program Fall 2018 Orientation,
San Bernardino, CA
Date of Event: 08/24/18

Item Being Purchased: Meals
Sponsored by STAR (Success Through Achievement and Retention) which is a federal Student Support Services TRIO Program, students will learn about what is available to them as participants. Anticipated attendance was estimated at 130 students, faculty and staff. Nick De Leon, Julia Munyandamutsa, Crystal Navarrete, Reyes Quezada and Deanne Rabon served as advisors.
Total Estimated Cost: \$ 869.92
Funding Source: TRIO Grant Fund
This expense request was intended to go to the July 12, 2018 board meeting date but was inadvertently left off the VPSS office submission of board agenda items list. We are submitting this item to the October 12, 2018 board date for approval.

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

Site: SBVC

Event: Senator Leyva & Assembly member
Reyes Meet & Greet with Applied Technology

Date of Event: 09/24/18

Item Being Purchased: Refreshments

Meet and greet with campus technology tour with refreshments for Senator Leyva and Assembly member Eloise Gomez Reyes and staff. Anticipated attendance is 20 administrators, faculty, staff and Senator Leyva, Assembly member Reyes and staff..

Total Estimated Cost: \$ 172

Funding Source: President's Office General Fund

Request for tour from Senator Leyva office received in between board meetings. Item being submitted to next available board meeting which is October's board date,

Site: SBVC

Event: Advisory committee meetings for RTVF
Department

Date of Event: 10/12/18-06/30/19

Item Being Purchased: Refreshments.

Sponsored by the RTVF department, refreshments served at the Advisory committee meetings. Anticipated attendance is 15 staff, faculty & community members.

Total Estimated Cost: \$ 100

Funding Source: Perkins Grant Fund

Site: SBVC

Event: Advisory committee meetings for Art
Department

Date of Event: 10/12/18-06/30/19

Item Being Purchased: Refreshments

Sponsored by the Art Department, refreshments served at the Advisory committee meetings. Anticipated attendance is 15 staff, faculty & community members.

Total Estimated Cost: \$ 100

Funding Source: Perkins Grant Fund

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

Site: SBVC

Event: American Student Government Association (ASGA) National Student Government Summit, Washington, D.C.

Date of Event: 10/17/18-10/22/18

Item Being Purchased: Meals, registration, hotel costs, transportation, airfare, parking, and mileage

Sponsored by the Office of Student Life, students will learn about effective practices to serve as a student leader and be able to advocate with elected officials as schedules allow. They will bring back innovative ideas in the area of student leadership and advocacy for the student community at San Bernardino Valley College. Anticipated attendance is estimated at 23 students and staff. Raymond Carlos will serve as chaperone.

Total Estimated Cost: \$ 69000

Funding Source: Student Representation Fee Trust and Student Clubs & Trust/Office of Student Life Trust Fund

Site: SBVC

Event: Adult Education Program (AEP) Data Training

Date of Event: 10/18/18

Item Being Purchased: Refreshments

Sponsored by Adult Education Block Grant (AEBG), event workshops which will focus on 2018-19 Adult Education Program (AEP) policy changes, data and accountability, program metrics, community college specific changes, and more. Anticipated attendance is 200 students, staff and faculty. Chaperones are Charnel Ekkes, James Espinoza, Susan Gasca, Grace Navarro and Patty Quach.

Total Estimated Cost: \$ 500

Funding Source: Adult Education Block Grant Fund

Site: SBVC

Event: Alpha Gamma Sigma (AGS) State Convention, Huntington Beach, CA

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

Item Being Purchased: Meals, registration transportation and hotel costs

Sponsored by the Office of Student Life, students will bring back important information regarding professional development and scholarship opportunities. This event honors students from all chapters of the statewide society. Anticipated attendance is estimated at 7 students and staff. Dr. Michael Levine and Brandy Nelson will serve as chaperones.

Total Estimated Cost: \$ 3500

Funding Source: Student Clubs & Trust/Alpha Gamma Sigma (AGS) Club Trust, InterClub Trust (ICC) and Student Equity Categorical Fund

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

Site: SBVC
Event: Student Senate of California
Community Colleges (SSCCC), Ontario, CA
Date of Event: 10/26/18-10/28/18

Item Being Purchased: Meals, registration, hotel, other transportation, mileage and parking
Students will vote on legislative items brought forth by student governments throughout California and will represent San Bernardino Valley College at this statewide event. Anticipated attendance is estimated at 6 students and staff. Raymond Carlos will serve as chaperone.
Total Estimated Cost: \$ 6000
Funding Source: Student Representation Fee Trust and Student Clubs & Trust/Office of Student Life Trust Fund

Site: SBVC
Event: Stemapalooza
Date of Event: 11/02/18

Item Being Purchased: Refreshments
Sponsored by STEM/Student Success Center, provided for students, faculty, staff, and partners, who will attend the event which will include interactive breakout sessions, exhibitions, and panel discussions. Anticipated attendance is 300 students, 120 faculty, staff and partners.
Total Estimated Cost: \$ 5000
Funding Source: Student Success Center General Fund

Site: SBVC
Event: Etiquette Luncheon
Date of Event: 11/06/18

Item Being Purchased: Lunch
Sponsored by Middle College High School (MCHS), Etiquette Luncheon at Cal Poly Pomona for faculty, counselors, coordinators and students. Anticipated attendance is approximately 150 students, staff and faculty.. Chaperone is Patty Quach.
Total Estimated Cost: \$ 2409.24
Funding Source: Middle College High School Chancellor's Grant Fund

Site: SBVC
Event: STEM Family Night
Date of Event: 11/07/18

Item Being Purchased: Refreshments
Sponsor by STEM/Student Success Center, provided for the families of our STEM students, faculty, staff, and guests which will be introduced to STEM field members, and more. Anticipated attendance is 70 students, faculty, staff and 10 guests.
Total Estimated Cost: \$ 700
Funding Source: Student Success Center General Fund

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

Site: SBVC

Event: Commercial Sexual Exploitation of Children Awareness and Identification Training, San Bernardino, CA

Date of Event: 11/09/18

Item Being Purchased: Refreshments

Sponsored by Foster & Kinship Care Education. This training at the Parent Education Center in San Bernardino, CA is to ensure foster parents and kinship caregivers, along with professionals in child serving services, understand the sexual exploitation of children problem, which includes risk factors and warning signs of victimization. Anticipated attendance is estimated at 22 community members, caregivers and staff. Karen Dixon and Rosemary Rivera-Reza will serve as advisors.

Total Estimated Cost: \$ 180

Funding Source: Foster & Kinship Care Education Categorical Fund

Site: SBVC

Event: First Year Experience Field Trip to California State University, Los Angeles, CA (CSULA)

Date of Event: 11/09/18

Item Being Purchased: Meals and Transportation

First Year Experience will be taking San Bernardino Valley College (SBVC) students to California State University, Los Angeles (CSULA) for an admissions presentation and tour of the campus to prepare them for the process in higher education. Anticipated attendance is estimated at 52 students and staff. Sharaf Williams will serve as chaperone.

Total Estimated Cost: \$ 1303

Funding Source: First Year Experience Categorical Fund

Site: SBVC

Event: Umoja XIV Conference, Riverside, CA

Date of Event: 11/09/18-11/10/18

Item Being Purchased: Registration Fee, mileage, parking, and meals

Sponsored by the Transfer/Umoja-Tumaini Program. This Conference enhances the educational and cultural experiences of African American students.

Anticipated attendance is estimated at 10 students and staff. Sandra Blackman, Kathy Kafela and Daniele Smith will serve as chaperones.

Total Estimated Cost: \$ 6300

Funding Source: Tumaini General Fund and Student Equity Categorical Fund

This item was previously board approved at the September 13, 2018 board meeting with Tumaini General Fund as sole funding source. Item is being amended due to additional funding from the Student Equity Categorical Fund.

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

Site: SBVC

Event: Veterans Day Celebration, San Bernardino, CA

Date of Event: 11/13/18

Item Being Purchased: Refreshments, Decorations, Supplies, and Entertainment Sponsored by the Veterans Resource Center, this event is to celebrate veterans and Veterans Day. Anticipated attendance is estimated at 150 students, faculty, staff and community members. Jason Alvarez and April Dale-Carter will serve as advisors.

Total Estimated Cost: \$ 4000

Funding Source: Admissions and Records General Fund, Co-Sponsor Veterans Resource Center General Fund

Site: SBVC

Event: Valley 360 Anniversary Luncheon, San Bernardino, CA

Date of Event: 11/14/18 Alternate date of 11/16/18

Item Being Purchased: Meals, supplies, decorations, promotional items, giveaways

Sponsored by the Student Equity & Success Division, this event will celebrate the one year anniversary of the opening of the Food Pantry which supplies food items to students who need assistance. Anticipated attendance is estimated at 200 students, faculty and staff. Amanda Moody, Justine Plemons and Carmen Rodriguez will serve as advisors.

Total Estimated Cost: \$ 6500

Funding Source: Student Equity Categorical Fund

Site: SBVC

Event: Pizza Study Jam

Date of Event: 12/04/18

Item Being Purchased: Refreshments.

Sponsored by STEM/Student Success Center, provided for students who will be having review before their exam(s). Anticipated attendance is 50 students.

Total Estimated Cost: \$ 450

Funding Source: Student Success Center General Fund

Site: SBVC

Event: STEM Program Party

Date of Event: 12/06/18

Item Being Purchased: Refreshments

Sponsored by STEM/Student Success Center, provided for STEM students to acknowledge the students completing the semester as a STEM student. Anticipated attendance is 70 students.

Total Estimated Cost: \$ 450

Funding Source: Student Success Center General Fund

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

Site: SBVC
Event: TED Talk
Date of Event: 12/07/18

Item Being Purchased: Refreshments
Sponsored by STEM/Student Success Center, provided to students who are interested in attending this showing. Anticipated attendance is 50 students.
Total Estimated Cost: \$ 250
Funding Source: Student Success Center General Fund

Site: SBVC
Event: Foster/Kinship Graduation Celebration,
Napoli's Restaurant, Loma Linda, CA
Date of Event: 12/12/18

Item Being Purchased: Meals
Sponsored by the Foster/Kinship Program. This event is held for foster youth completing a 14 week Independent Living Program at Napoli's Restaurant in Loma Linda, CA. Anticipated attendance is estimated at 24 students and staff. Sharaf Williams and Evelyn Luna will serve as chaperones.
Total Estimated Cost: \$ 800
Funding Source: Youth Empowerment Strategies for Success/Independent Living Program Grant Fund

Site: CHC
Event: Paramedic Advisory Committee Meeting
Date of Event: 10/11/18

Item Being Purchased: Refreshments. The purpose of this meeting is for program review, recommendations for program improvement and compliance with accreditation standards. Attendees will be community committee members and CHC college faculty and staff.
Total Estimated Cost: \$ 300
Funding Source: Strong Workforce Categorical Funds
The attendees for the Paramedic Advisory committee were not confirmed until after the board date deadline.

Site: CHC
Event: President Search Committee Meeting
Date of Event: 10/16/18

Item Being Purchased: Refreshments. The CHC President Search (Hiring) Committee meeting will be held on 10-16-18 to review applications and select interview candidates. Attendees will include managers, faculty, classified, one student and one outside consultant (non-employee).
Total Estimated Cost: \$ 500
Funding Source: Human Resources General Fund

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

Site: CHC
Event: Hello Major/Hello Career Fair
Date of Event: 10/24/18

Item Being Purchased: Refreshments. The CHC Student Senate is sponsoring the cost of a food truck for the Career Fair event.
Total Estimated Cost: \$ 500
Funding Source: 027 Student Senate Account

Site: CHC
Event: Guardian Scholars Advisory Committee Meeting
Date of Event: 11/16/18

Item Being Purchased: Refreshments. The Guardian Scholars Advisory Committee Meeting will be held at Crafton Hills College on 11/16/18. Attendees will be community members and CHC college faculty and staff.
Total Estimated Cost: \$ 1000
Funding Source: EOPS General Fund

Site: TESS
Event: Technology and Educational Support Services (TESS) mid-year meeting
Date of Event: 12/19/18

Item Being Purchased: Refreshments
Total Estimated Cost: \$ 800
Funding Source: Data Processing General Fund

Site: District
Event: 21st Century Employability Skills Instructor Training
Date of Event: 10/25/18-10/26/18

Item Being Purchased: Trainer stipends, administrative fees, training supplies, attendee registration fee
Total Estimated Cost: \$ 16000
Funding Source: ETP #4 Categorical Funds

Site: District
Event: Leadership Academy
Date of Event: 1/18/19-1/19/19

Item Being Purchased: workshop rental space, travel, meals and refreshments
Total Estimated Cost: \$ 8510.04
Funding Source: CCC Maker Categorical Funds

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: October 11, 2018

SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached request for individual memberships.

OVERVIEW

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

ANALYSIS

Individual memberships related to job duties are submitted when institutional memberships are not available.

INSTITUTIONAL VALUES

I. Institutional Effectiveness
IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

**San Bernardino Community College District
Individual Memberships**

Site: SBVC
Name: Childers, Karen
Total Cost: \$285
Funding Source: Development &
Community Relations General Funds

Membership & Purpose: Association of Fundraising Professionals (AFP), AFP, an association of professionals throughout the world, advances philanthropy by enabling people and organizations to practice ethical and effective fundraising. The core activities through which AFP fulfills this missions include education, training, mentoring, research, credentialing and advocacy.

Site: SBVC
Name: Wilkins, Janice
Total Cost: \$100
Funding Source: Student Success and
Support Program Categorical Fund

Membership & Purpose: Southern California Intersegmental Articulation Council (SCIAC), Annual membership is necessary for Articulation officers and serves as a statewide forum to meet, discuss and resolve college transfer and articulation issues and to facilitate the progress of students between and among the segments of postsecondary education in California.

Site: KVCR
Name: Keith Birkfeld
Total Cost: \$18,800
Funding Source: CSG TV Grant

Membership & Purpose: America's Public Television Stations (APTS), The largest public television membership nationwide for networking and educational resources.

Site: CHC
Name: Mike Alder
Total Cost: \$50
Funding Source: Fire Science General Fund

Membership & Purpose: San Bernardino County Fire Training Officers Association 2018, The Association promotes high quality fire technology education and training and facilitates the exchange of information. Membership consists of volunteers, mostly active firefighters, from throughout the state. Membership also allows for conference attendance throughout the year.

Site: CHC
Name: Mike Alder
Total Cost: \$50
Funding Source: Fire Science General Fund

Membership & Purpose: San Bernardino County Fire Training Officers Association 2019, The Association promotes high quality fire technology education and training and facilitates the exchange of information. Membership consists of volunteers, mostly active firefighters, from throughout the state. Membership also allows for conference attendance throughout the year.

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: October 11, 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
Conference Name: CalPers Educational Forum 2018
Travel Dates: 10/22/2018 - 10/24/2018
City, State: Indian Wells, CA
Estimated Cost Per Person: \$1524
Funding Source: Internal Audit & Accounting General Fund

Name: David James, Colleen Gamboa
Purpose: To obtain an understanding of San Bernardino Community College District's responsibility on reporting directly to CalPers as we work to achieve Fiscal Independence.

Site: District
Department: Police
Conference Name: POST Executice Trainin Seminar
Travel Dates: 10/30/2018 - 11/2/2018
City, State: Pismo Beach, CA
Estimated Cost Per Person: \$2500
Funding Source: General Funds

Name: Al Jackson
Purpose: To enhance the leadership potential and capabilities of law enforcement executives. Risk management, internal auditing, systems analysis and current legal issues

Site: CHC
Department: CTE
Conference Name: 2018 CCCAOE Fall Conference
Travel Dates: 10/9/2018 - 10/13/2018
City, State: Rancho Mirage, CA
Estimated Cost Per Person: \$1200
Funding Source: Strong Workforce Categorical Funding

Name: Dan Word
Purpose: Leadership development and the opportunity to gain insight for ways to increase student recruitment and retention rates.

Decision to attend this conference was delayed due to funds availability.

Site: CHC
Department: Office of Instruction
Conference Name: Thriving on the Waves of Change: CCCCIO Fall Conference 2018
Travel Dates: 10/22/2018 - 10/26/2018
City, State: San Diego, CA
Estimated Cost Per Person: \$1778
Funding Source: Instruction Office General Fund

Name: William Muse, Keith Wurtz

Purpose: Receive updates on instructional matters and connect with other instructional officers throughout the State of California.

Site: CHC
Department: Office of Instruction
Conference Name: 2018 Fall Plenary
Travel Dates: 10/31/2018 - 11/3/2018
City, State: Irvine, CA
Estimated Cost Per Person: \$1375
Funding Source: Campus President General Fund

Name: Mark McConnell, Patricia Menchaca

Purpose: Apprises local senates about hot topics, to receive new training to bolster the effectiveness of their senate, to select representatives and officers and to determine Senate positions and provide and Executive Committee its direction through the resolution and voting process.

Site: CHC
Department: Student Services
Conference Name: Advancing College and Career Readiness
Travel Dates: 11/11/2018 - 11/15/2018
City, State: Cambridge, MA
Estimated Cost Per Person: \$2599
Funding Source: EOPS General Fund

Name: Rejoice Chaviraa

Purpose: Sharing innovative and effective policies and practices to support students who are transitioning from an adult education program. The EOPS Program has a summer bridge program designed fo students from the adult education program.

Site: CHC
Department: Student Services
Conference Name: Pennsylvania Liberal Arts College Tour
Travel Dates: 11/12/2018 - 11/17/2018
City, State: Harrisburg, PA
Estimated Cost Per Person: \$1150
Funding Source: Transer Center General Fund

Name: Mariana Moreno

Purpose: Learn about programs, culture, services and transfer opportunities to the following colleges: Messiah, Albright, Lebanon Valley, Lycoming, Juanita, and Elizabethtown Colleges. Expenses are in part sponsored by Juanita College.

Site: CHC
Department: Respiratory Care
Conference Name: AARC Congress 2018
Travel Dates: 12/3/2018 - 12/7/2018
City, State: Las Vegas, NV
Estimated Cost Per Person: \$1930
Funding Source: Perkins Grant Categorical Funding

Name: Reynaldo Bell, Daniel Rojas, Thomas Serrano, Michael Sheahan

Purpose: Increase knowledge on higher education requirements for our program.

Site: CHC
Department: Student Services
Conference Name: Making Dreams Reality Conference
Travel Dates: 12/12/2018 - 12/14/2018
City, State: Anaheim, CA
Estimated Cost Per Person: \$1420
Funding Source: Career Center General Fund, SSSP Categorical Funding, Strong Workforce Categorical Funding

Name: Trinette Barrie, Monique Ware

Purpose: Collaborate with colleagues, find solutions and ways to increase recruitment, network and develop business partnerships to I provde economic development opportunities for students.

Site: SBVC
Department: Science
Conference Name: Guided Pathways
Academic Senate for Community Colleges
Travel Dates: 9/13/2018 - 9/15/2018
City, State: San Francisco, CA
Estimated Cost Per Person: \$10520.26
Funding Source: Guided Pathways Grant
Funds

Name: Tahirah El-Sherif

Purpose: This conference will present necessary training and provide skills to be an effective liaison in meeting the college's responsibilities in executing the Academic Senate for Community Colleges Guided Pathways initiative. Attendees will gain necessary skills to support the requirements for this purpose.

Knowledge of this conference came up after the August board had passed. This is new funding and this conference is pivotal as we move forward.

Site: SBVC
Department: Library
Conference Name: Academic Academy
Travel Dates: 9/13/2018 - 9/15/2018
City, State: Burlingame, CA
Estimated Cost Per Person: \$1439.4
Funding Source: Guided Pathways Grant
Funds

Name: Celia Huston

Purpose: Academic Academy will focus on framework for a comprehensive redesign of our colleges. The attendees will gain knowledge of tools and resources to support local guided pathways efforts.

Knowledge of this conference came up after the August board had passed. This is new funding and this conference is pivotal as we move forward.

Site: SBVC
Department: President's Office
Conference Name: Hispanic Association of Colleges and Universities (HACU) 32nd Annual Conference and College Visits
Travel Dates: 10/6/2018 - 10/10/2018
City, State: Atlanta, GA
Estimated Cost Per Person: \$2880.66
Funding Source: President's Office General Funds

Name: Diana Rodriguez

Purpose: Provides a unique forum for the sharing of information and ideas for the best and most promising practices in the education of Hispanics. Showcase successful programs; promote and expand partnerships and strategic alliances; promote greater Hispanic participation in scholarships, etc. Mr. Rodriguez serves on HACU's Commission on International Education, and will attend a Commission meeting to be held on October 6, 2018.

This item was previous board approved on 5/10/18. Item being amended to reflect start date from 10/4/18 to 10/6/18 and extension of end date by one day from 10/09/18 to 10/10/18 for college visits.

Site: SBVC
Department: Office of Student Life
Conference Name: American Student Government Association (ASGA) National Student Government Summit
Travel Dates: 10/17/2018 - 10/22/2018
City, State: Washington, D.C.
Estimated Cost Per Person: \$3000
Funding Source: Student Representation Fee Trust and Student Clubs & Trust/Office of Student Life Trust Fund

Name: Raymond Carlos and 22 Students and staff

Purpose: Students will learn about effective practices to serve as a student leader and will be able to advocate with elected officials as schedules allow. They will bring back innovative ideas in the area of student leadership and advocacy for the student community at San Bernardino Valley College.

Site: SBVC
Department: Disabled Student Programs & Services
Conference Name: 2018 California Association of Postsecondary Education and Disability (CAPED) Convention
Travel Dates: 10/17/2018 - 10/22/2018
City, State: San Francisco, CA
Estimated Cost Per Person: \$4000
Funding Source: Student Equity Categorical Fund

Name: Alicia Hallex

Purpose: The 2018 CAPED Convention is the preeminent gathering forum to discuss issues facing the disabled community in higher education. Attendees will gain up-to-date knowledge on legal and accommodation issues, with a focus on implementation of new strategies to ensure services and accessibility for individuals with disabilities within post- secondary education.

This conference was previously approved at the June 21, 2018 board meeting. Item is being amended to reflect the change in funding source for Alicia Hallex's travel from Disabled Student Programs & Services Categorical Fund to Student Equity Categorical F

Site: SBVC
Department: Nursing/Health Science
Conference Name: California Association of Colleges of Nursing (CACN) & California Organization of Associates Degree Nursing Program Directors (COADN) Fall 2018 Conference
Travel Dates: 10/23/2018 - 10/26/2018
City, State: San Diego, CA
Estimated Cost Per Person: \$1166
Funding Source: Nursing Program General Funds

Name: Sana Massad and Carol Wells

Purpose: Explore models of academic progression, partnership between programs & improve outcomes. The continued education of these faculty members and increased value they bring to our programs.

Site: SBVC
Department: Office of Student Life
Conference Name: Student Senate of California Community Colleges (SSCCC)
Travel Dates: 10/26/2018 - 10/28/2018
City, State: Ontario, CA
Estimated Cost Per Person: \$1000
Funding Source: Student Representation Fee Trust and Student Clubs & Trust/Office of Student Life Trust Fund

Name: Raymond Carlos and 5 students

Purpose: Students will vote on legislative items brought forth by student governments throughout California and will represent San Bernardino Valley College at this statewide event.

Site: SBVC
Department: First Year Experience
Conference Name: National Mentorship Conference
Travel Dates: 1/26/2019 - 2/2/2019
City, State: Washington, D.C.
Estimated Cost Per Person: \$2500
Funding Source: Student Equity Categorical Fund

Name: Oscar Rodriguez and Sharaf Williams

Purpose: To gain knowledge and training on national educational mentorship programs, legislation and federal programs. Staff will be able to compliment the training, techniques and practices in the San Bernardino Valley College mentor programs.

Site: TESS
Department: Alternate Text Production Center (ATPC)
Conference Name: National Braille Association Conference
Travel Dates: 10/23/2018 - 10/27/2018
City, State: Detroit, MI
Estimated Cost Per Person: \$2670
Funding Source: ATPC Block Grant

Name: Dawn Gross

Purpose: Attend a three-day conference focusing on the Unified English Braille Code and braille production. This conference helps our production center stay current with changes occurring in braille. Networking opportunities help us contract with additional braille transcribers.

Site: TESS
Department: Alternate Text Production Center (ATPC)
Conference Name: Braille Authority of North America Board Meeting
Travel Dates: 10/31/2018 - 11/3/2018
City, State: Salt Lake City, UT
Estimated Cost Per Person: \$1300
Funding Source: ATPC Block Grant

Name: Dawn Gross

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

Site: TESS
Department: Technology and Educational Support Services
Conference Name: Print Shop Pro 2019 User Group Meeting
Travel Dates: 3/16/2019 - 3/20/2019
City, State: San Diego, CA
Estimated Cost Per Person: \$1462
Funding Source: Print Shop General Fund

Name: Deborah Castro and Anna Mendez

Purpose: Discover tips, techniques and strategies for using Print Shop Pro (PSP). Taking part in hands on training sessions that will help me improve productivity. Participate in roundtable discussions with other PSP users. Make suggestions for future enhancements that can make PSP more valuable to operate.

Site: TESS
Department: Technology and Educational Support Services
Conference Name: Ellucian Live 2019
Travel Dates: 4/6/2019 - 4/10/2019
City, State: New Orleans, LA
Estimated Cost Per Person: \$4534
Funding Source: TESS General Fund

Name: Dianna Jones

Purpose: Opportunity to interact with global community of higher education institutions, and learn about the changing framework of existing enterprise resource application technology for student and reporting modules.

Site: TESS
Department: Technology and Educational Support Services
Conference Name: Association of College and University Printers (ACUP) 2019 Yale Conference
Travel Dates: 4/6/2019 - 4/12/2019
City, State: New Haven, CT
Estimated Cost Per Person: \$2521
Funding Source: Print Shop General Fund

Name: Anna Mendez

Purpose: The conference allows networking with other College and University Printers from across the United States to share printing ideas and strategies. It will cover how to improve performance, wide format applications, bindery and finishing, cost advantage of internal printing and talking to many printing equipment and material vendors.

Site: TESS
Department: Technology and Educational Support Services
Conference Name: In-Plant Printing and Mailing Association (IPMA) 2019 Conference
Travel Dates: 6/1/2019 - 6/7/2019
City, State: Louisville, KY
Estimated Cost Per Person: \$2916
Funding Source: Print Shop General Fund

Name: Anna Mendez

Purpose: The opportunity to network and gain knowledge that will help make our print shop stronger and more efficient. Educational sessions that are applicable to our work with a variety of in-plant printing experts and colleagues from around the nation.

Site: KVCR
Department: Empire Network
Conference Name: Native American Voting Special Adress
Travel Dates: 9/23/2018 - 9/29/2018
City, State: Phoenix and Tucson, Arizona
Estimated Cost Per Person: \$999
Funding Source: FNX General Fund

Name: Javier Salvago and Weldon Grover

Purpose: Shoot footage of the Patty Talahongva Voting Special addressing the importance of Native Americans effectively exercising the right to have their voices heard through the power of the ballot and the challenges behind why this isn't more prevalent.

This trip was extended two days to cover additional interviews and footage to film. Initial board approval date was 9/13/18.

Site: KVCR
Department: Empire Network
Conference Name: Native American Voting Special Adress
Travel Dates: 9/23/2018 - 9/29/2018
City, State: Phoenix and Tucson, Arizona
Estimated Cost Per Person: \$999
Funding Source: FNX General Fund

Name: David An

Purpose: Shoot footage of the Patty Talahongva Voting Special addressing the importance of Native Americans effectively exercising the right to have their voices heard through the power of the ballot and the challenges behind why this isn't more prevalent.

A third cameraman was necessary to cover all aspects of this voting special event in Phoenix, Arizona

Site: KVCR
Department: Empire Network
Conference Name: Morning Edition HostCon 2018
Travel Dates: 11/8/2018 - 11/12/2018
City, State: Seattle, WA
Estimated Cost Per Person: \$2200
Funding Source: KVCR Radio

Name: Ken Vincent

Purpose: Workshops with NPR station and program hosts to include on-air performance tips.

Site: District
Department: EDCT Foundation
Conference Name: 1 Million Cups Organizers Summit 2018
Travel Dates: 10/28/2018 - 10/30/2018
City, State: Kansas City, MO
Estimated Cost Per Person: \$750
Funding Source: EDCT Foundation General Funds

Name: Ashley Gaines

Purpose: This provides an educational and networking opportunity to grow our 1 Million Cups San Bernardino monthly event.

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: October 11, 2018

SUBJECT: Consideration of Final Approval of BP and AP 2410 Board Policies and Procedures

RECOMMENDATION

It is recommended that the Board of Trustees approve BP and AP 2410 Board Policies and Procedures. Administrative procedures are submitted for information and review for consistency with board policies.

OVERVIEW

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. Administrative procedures are submitted for information and review for consistency with board policies.

ANALYSIS

On July 12, 2018, the Board of Trustees approved AP & BP 2410. On August 27, 2018 and September 4, 2018, a workgroup met to work collegially through BP & AP 2410 and submitted their recommended changes to the Chancellor. On September 12, 2018, the Chancellor reviewed the workgroup's proposal with the BOT Policy Committee. The BOT Policy Committee accepted the policy as amended and deferred the language in the administrative procedure to the Chancellor.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

No impact to the budget.



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 2410 Board Policies and Administrative Procedures

(Replaces SBCCD BP 2045)

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

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

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

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

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

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

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

Reference:

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

Attachments:

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



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

AP 2410 Board Policies and Administrative Procedures

(Replaces SBCCD AP 2045)

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

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

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

Responsibility for the review process is as follows:

Chapter 1: Board of Trustees and the Chancellor

Chapter 2: Board of Trustees and the Chancellor

In matters relating to board policies in Chapter 2 (not including BP/AP 2410 & BP/AP 2510, which will go through the process below), the Board will submit board policies and policy changes to the District Assembly for review and feedback only, prior to placing on board agenda. This will occur at the next meeting of District Assembly.

Chapter 3: Chancellor and Chancellor's Cabinet

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

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

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

Chapter 7: Vice-Chancellor of Human Resources

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

The process for developing or changing ~~Board Policies~~board policies and/or ~~Administrative Procedures~~administrative procedures is outlined below:

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

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

~~3. Following review by the Chancellor, the Chancellor will make the recommendation to District Assembly or to the Academic Senates.~~

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

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

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

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

~~53. If the Chancellor deems the proposal not to be~~Policies and procedures that fall under the 10+1 (an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations:) will be submitted for consideration to the Academic Senates on both campuses with recommendations completed by up to four consecutive Academic Senate meetings, beginning with the date the policy/procedure is presented at District Assembly.

A. The Academic Senates will then submit the proposal to the District Assembly as information.

B. The Chancellor will review the recommendation from the Academic Senate and will forward to the Board of Trustees for action.

~~a4. The proposal~~Proposals that are not 10+1, under the definition in 3 above, will be submitted to the District Assembly for review and recommendation. The proposal will simultaneously be submitted to the Academic and Classified Senates as an information item.

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

~~c. The recommendation will be submitted to the Chancellor for submission to the Board.~~

A. The Chancellor will review the recommendation from the District Assembly and will forward to the Board of Trustees for action.

References:

Education Code Section 70902;

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

Attachments:

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

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

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: October 11, 2018

SUBJECT: Consideration of Final Approval of BP and AP 7250 Educational Administrators

RECOMMENDATION

It is recommended that the Board of Trustees approve BP and AP 7250 Educational Administrators. Administrative Procedures are submitted for information and review for consistency with Board policies.

OVERVIEW

The Board approved BP and AP 7250 Educational Administrators on May 10, 2018; however, the language in AP 7250 (Section H.1 Selection Process) did not reflect the changes recommended by District Assembly. The changes reflected in the administrative procedure are submitted as recommended by District Assembly and to be consistent with current practices.

ANALYSIS

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.

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:	07/2010
Last Approved:	07/2018
Last Revised:	07/2018
Next Review:	07/2024
Owner:	Human Resources Human Resources
Policy Area:	Chapter 7 Human Resources
References:	Legally Required

BP 7250 Educational Administrators

(Replaces current SBCCD BP 7250)

An educational administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding instructional or student services programs of the District.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law and by District policies and administrative procedures.

Educational Administrators shall be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be employed by an appointment or contract and shall receive up to two (2) year contracts. Presidents and Vice Chancellors shall receive up to three (3) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Chancellor and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic

Senate to determine whether an administrator possesses minimum qualifications for employment as a faculty member.

- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- The District has a vacancy for which the administrator meets minimum qualifications.

References:

Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

Attachments:

[BP 7250 Educational Administrators - Comments](#)
[BP 7250 Educational Administrators - Legal Citations](#)
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)

Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018

Applicability

San Bernardino Community College District



Origination: 05/2013
Last Approved: N/A
Last Revised: 09/2018
Next Review: 6 years after approval
Owner: Human Resources Human Resources
Policy Area: Chapter 7 Human Resources
References:

AP 7250 Educational Administrators

(Replaces current SBCCD AP 7250)

HIRING QUALIFICATIONS

For California educational administrators, the minimum qualifications are a master's degree (in any discipline), and one year of formal training, internship, or leadership experience reasonably related to the administrator's assignment. Public California community college districts have hiring authority and must adhere to the minimum qualifications when establishing hiring criteria and/or determining hiring eligibility. The districts may include additional criteria over and above the minimums, but can never hire below the minimums.

San Bernardino Community College District has established the following additional hiring qualifications for all educational administrator positions:

A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, gender expression, and ethnic backgrounds of community college students. Board Policy 3410 refers.

B. Commitment to participate in the collegiate consultation process of the College and the District.

GENERAL HIRING PROVISIONS

A. Approval to Fill a Position

Requests to fill newly created or vacant positions must be approved by the appropriate administrator, college president, fiscal officer and Human Resources to validate an approved job description. Requests will be submitted and approved through the online application process described below. Additional manual approvals may be required by the Chancellor, depending on the particular position or general financial condition of the District. Such manual approvals will be managed by the Executive Vice Chancellor, who serves in the role of District Equal Opportunity Officer for this procedure.

B. Online Employment Application Process

Once a request to fill a position is approved, a designated Human Resources staff member will set up an online application process for proper publications, control and record-keeping purposes. All applicants must submit the required application materials through the online system, unless they contact the Human Resources Department and request a disability accommodation. Such accommodations will be decided and made available by the Human Resources Department.

C. Recruitment

The District shall maintain a program of verifiable equal employment opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

D. Job Announcements

Job announcements online and in print media shall clearly state job specifications setting forth the responsibilities as well as the requisite knowledge, skills, and abilities necessary for job performance. Job specifications shall be jointly determined by the appropriate administrator and the responsible Human Resources staff member, to assure conformity with the approved job description and the requirements of Title 5, and State and Federal non-discriminatory laws. Final approval of job announcements is the responsibility of Human Resources. The job announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum qualifications;
3. Desirable qualifications (must be job related and support the responsibilities of the position);
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing (if required); and
6. Legal qualifiers, established by the Human Resources Department to comply with Federal, State, and District policies and procedures

E. Pre-Screening Process

The responsible Human Resources staff member will pre-screen applications prior to release to the screening committee. The Hiring manager or committee may create desirable qualifications prior to the job announcement being posted. Incomplete applications will not be forwarded to the committee and those applicants will be so advised. Those who do not meet minimum qualifications will be identified. The screening committee may be asked to validate those who are identified. If validated, the Human Resources staff member will notify the applicants accordingly. If the committee believes an applicant meets minimum qualifications, but has been identified otherwise, the committee shall notify the Executive Vice Chancellor, or designee, in writing and include a rationale for inclusion of such applicant. All screening committee members must sign the petition. The Executive Vice Chancellor, or designee shall make the final determination regarding the inclusion of such applicants for further consideration.

F. The Screening Committee

1. For a president's recruitment, the screening committee shall consist sixteen (16) members: (1) Associated Student Government appointee; (2) California School Employee Association appointee; (1) California Teachers Association appointee; (4) Academic Senate appointees; (2) Classified Senate appointees; (3) Manager's Association appointees (at least one Vice President); (1) foundation board member; (1) confidential staff member; and (1) community member. Additional members may be added by the Chancellor or the Governing Board. If a member is unable to participate in all meetings or continue through the process, the committee may continue with less than the original fifteen members. Members may not be added to the process once it begins.
2. For all other educational administrator positions, the screening committee shall be representative of the

following categories: (1) California Teachers' Association appointee; (1) California School Employee Association appointee; (1) Classified Senate appointee; (3) Academic Senate appointees; and (2) Manager's Association appointees (at least one should be in an equivalent position). The appropriate administrator, in consultation with the Executive Vice Chancellor, or designee, may add other appointees, based on working relationships the position has with other areas of the college, District or community. If a member is unable to participate in all meetings or continue through the process, the committee may proceed with fewer members. New members may not be added to the process once it begins.

3. In both 1. And 2. Above, at least one member of the committee must be from the department or area in which the position is assigned.

4. Each Screening Committee will include an Equal Employment Opportunity representative designated by the Human Resources Department. The representative shall serve to maintain confidentiality and ensure the hiring process remains fair and equitable.

5. Each screening committee member must receive annual training on equal opportunity, diversity, and the employment process for each type of hiring process (educational administrator, faculty, classified/confidential, or non-academic administrator). Such training will be provided by the Human Resources Department.

6. The administrator requesting the position recruitment is responsible for contacting the various organizations and securing members for the screening committee. The list shall be submitted to Human Resources, for approval, to ensure there is a broad representation on the committee.

7. At the first meeting of the screening committee, the members will:

- A. Elect a chair
- B. Be asked to sign a confidentiality agreement
- C. Acknowledge the requirement to fill out evaluation forms and rankings for the candidates.
- D. Develop job-related interview questions
- E. Decide if video conferencing is an acceptable method for interviews (must be offered to all candidates regardless of location)
- F. Determine the candidates for interview and the schedule to accommodate those interviews
- G. Provide a job-related reason for NOT selecting candidates for interview (cannot be a general statement relative to those selected)
- H. Provide written justification for selecting fewer than three (3) candidates for interview.

8. The Executive Vice Chancellor, or designee, will review the questions, candidate selections, reasons for non-selection, and any justifications or notations from the committee. He/she will authorize the designated Human Resources staff member to proceed with the interview phase or may contact the chair of the committee to determine additional considerations for the screening committee.

9. The designated Human Resources staff member will contact the candidates to be interviewed and schedule them according to the dates and times provided by the screening committee. Candidates will be asked if they require any disability accommodation and the Human Resources staff member will handle that request. If the committee has decided to offer video conferencing for the interview, the staff member will offer that option to each candidate.

10. Interviews will be conducted by the members of the screening committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees. Committee

members shall use rating sheets to assess the candidates' answers.

11. The Equal Employment Opportunity representative will ensure all documentation is completed for the interview ratings and recommendation(s). The screening committee will identify strengths and concerns for all candidates advance to the next level of interviews. In addition, a job-related reason for non-selection shall be recorded and provided for those not advancing to the next level.

12. Three or more candidates will be recommended for second level interviews. Anything less than three recommended candidates will require written justification signed by all members of the screening committee. The Executive Vice Chancellor, or designee, shall determine whether to reopen the search, request further considerations by the committee, or pursue some other course of action.

H. Selection Process

1. Second level interview arrangements shall be made by the appropriate administrator or designee. Arrangements shall include time/place for interviews and inviting those who may assist in the second level interview, (which may include the direct supervisor, someone above the position in the hierarchy, and/or other appropriate advisors, ~~however anyone who served on the first. An EEO representative may be present for the second level interview shall be excluded from the second level interview). An EEO representative may be present for the second level~~ interview.

2. The designated Human Resources staff member will contact the finalists for second level interviews and communicate the arrangements for the time/place, panel members, and any additional information they may need for the appointment. All candidates for first and second level interviews will be advised that if they must travel more than 100 miles, they may be reimbursed for travel expenses, in accordance with the provisions of the Employee Travel Policy. Mileage will be determined by Google Maps. A District travel claim must be submitted after travel is complete.

3. After the second level interviews have been completed, the administrator will recommend a finalist for the College President or Chancellor to consider. An online notification shall be forwarded to the designated Human Resources staff member.

4. For college-based positions, the President shall arrange for reference checks, final interview, and any additional information he/she may need to substantiate an offer of employment. For District positions, the Human Resources Department shall conduct reference checks, schedule a final interview, and secure additional information for the Chancellor.

5. Upon completion of reference checking, the President and/or Chancellor shall approve the selection and authorize a provisional offer of employment.

6. The designated Human Resources staff member will contact the successful candidate to make the provisional offer of employment, contingent upon passing a Department of Justice background check, demonstrating freedom from tuberculosis, employment eligibility verification (I-9), completing a loyalty oath, and getting Governing Board approval.

7. If the candidate accepts the provisional offer, Human Resources will schedule Governing Board approval consideration and will notify the unsuccessful candidates in writing at the appropriate time.

Faculty work

As indicated in Ed Code Section 87003, faculty members shall not be management. Therefore, Educational Administrators shall not take on duties that are the purview of faculty. As well, in accordance with the

Educational Employment Relations Act (EERA), Sections 3540.1(b) and (i) defining what the “Certified Organization” consists of, Educational Administrators are excluded from the faculty bargaining- unit and shall not take faculty bargaining- unit work.

ADMINISTRATOR RETREAT RIGHTS

A. An educational administrator hired after June 30, 1990, who does not have tenure in the District at the time of hire, may be reassigned to a first-year probationary faculty position and to such a position only if he or she meets the following criteria:

1. He/she holds an educational administrative position that is not part of the classified service.
2. He/she has served in this district a total of at least two years as a full time faculty member or administrator. The requirements of Education Code 87458(c) and (d), or any successor statute, must be met with respect to prior satisfactory service and reason for termination of the educational administrator assignment.
3. He/she is being reassigned for reasons other than for cause, as defined in the Education Code.
4. Reassignment shall not result in the lay-off or forced change in the contract assignment for any contract faculty member.
5. The Academic Senate must certify to the Governing Board that the administrator meets the minimum qualifications for the Faculty Service Area to which the incumbent is to be assigned. The Academic Senate will be given an opportunity to present its views on the reassignment prior to the Board’s decision. A written record of the Board’s decision, including the views of the Academic Senate, shall be available for review.
6. Reassignment must be in a Faculty Service Area where sufficient assignments exist and are held only by temporary faculty or by contract overload. Likewise, the administrator must provide a statement of interest in the assignment.
7. Unless otherwise specified in the administrator’s contract, reassignment to a faculty position shall be compensated based on placement on the faculty salary schedule, according to his/her education and experience. Placement shall include years served as an educational administrator
8. Retreat rights are subject to annual review by the joint Academic Senate Executive Committee along with the Vice Presidents of Instruction from each college. Such review shall take place no later than 15 April of each year, with changes proposed as a joint agreement and forwarded through the Vice Chancellor of Human Resources and Employees Relations and the Chancellor to the Governing Board for approval.

PRE-RETIREMENT REDUCED WORKLOAD OPTION

To apply, the educational administrator must:

1. Be 55 years of age before the beginning of the college year or semester in which the reduction in workload is to start.
2. Must have been employed in an academic position for at least ten (10) years, of which the last five years were full time. Sabbaticals and other approved leaves do not constitute a break in service for this purpose. However, such leaves shall not be used to compute the last five years of full time service for this requirement.
3. Request the pre-retirement reduced workload, and once approved, may only terminate the agreement by mutual consent of the administrator and the District.

- i. The educational administrator must notify the District in writing, not later than 15 January for the ensuing school year, of his/her request for the pre-retirement reduced workload.
 - ii. The District and the administrator must finalize their agreement by 15 March for the ensuing school year.
4. Make contributions to STRS or PERS (retirement systems) equal to the amount required of a full time (100%) employees.

The District:

- 1. May approve or disapprove the educational administrator’s request for reduced workload, but shall provide the administrator a written rationale for disapproval.
- 2. Will provide the administrator the same benefits provided to a regular, full time administrator, but shall reduce the salary commensurate with the reduced workload.
- 3. Will make contributions to STRS or PERS in accordance with the law.

The pre-retirement reduced workload option:

- 1. Is limited to a period not to exceed five (5) years or until the administrator reaches age 65, whichever comes first.
- 2. Is limited to no less than one-half the number of service days required by an educational administrator under a full time contract.
- 3. May only be increased or decreased by mutual consent of the District and the educational administrator.
- 4. Includes a reduction in sick leave and vacation accrual and usage, commensurate with the reduction in workload.

References:

Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

Attachments:

- [AP 7250 Educational Administrators - Comments](#)
- [AP 7250 Educational Administrators - Legal Citations](#)
- [AP 7250 updates as of 03/12/08](#)

Approval Signatures

Step Description	Approver	Date
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Applicability

San Bernardino Community College District

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: BOT Policy Committee

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Senior Executive Assistant

DATE: October 11, 2018

SUBJECT: Consideration to Approve Board Standing Committees and Their Charge

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of BOT Standing Committees and their charge.

OVERVIEW

At the Board Retreat on June 13, 2018, the Board of Trustees tasked the BOT Policy Committee to identify BOT Standing Committees and to include their charge.

Per Board Policy *2220 Committees of the Board*, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Standing committees of the Board and its membership and charge can be found on the Board of Trustees page of the District Website http://www.sbccd.org/Board_of_Trustees.

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 BOARD OF TRUSTEES
STANDING COMMITTEES
(with committee charge)**

<p>Executive Committee</p> <p>The Executive Committee is responsible for reviewing the board agenda with the Chancellor, prior to and after printing, and to offer guidance and initial direction to the Chancellor in items of board importance, prior to them coming to the Board for further discussion and/or action.</p>	<ol style="list-style-type: none"> 1. Joseph Williams 2. Gloria Harrison 3. Anne Viricel
<p>Policy & Procedures Committee</p> <p>The Board Policy Committee reviews current board policies and administrative procedures in accordance with the requirements for accreditation and to stay current with any statutory or legal changes. Recommendations from the committee go to the Board of Trustees for final approval. It may also develop new policies at the direction of the Board of Trustees and will present those proposed policies to the Board of Trustees for final approval. It may also develop new policies at the direction of the Board of Trustees and will present those proposed policies to the Board of Trustees for discussion and adoption.</p>	<ol style="list-style-type: none"> 1. Donna Ferracone 2. Gloria Harrison 3. Donald Singer
<p>Budget Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> • Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf. • Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings. • Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum. • Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees. 	<ol style="list-style-type: none"> 1. Gloria Harrison 2. Joseph Williams 3. Donna Ferracone

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: October 11, 2018
SUBJECT: 2018 Annual Security Report

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The 2018 Annual Security Report contains crime statistics for Crafton Hills College, San Bernardino Valley College and EDCT. This report was prepared by the SBCCD Police Department management, in cooperation with college offices and surrounding police agencies, and distributed electronically to the students and SBCCD employees on September 25, 2018. Paper copies are available at various locations throughout the District. This report is mandated by Federal Law to be published by institutions of higher education by October 1st of each year.

ANALYSIS

In 1990, the U.S. Congress enacted the "Crime Awareness and Campus Security Act of 1990," which requires colleges and universities to disclose information about crime on and around their campuses. This law was renamed in 1992 to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." The information in this report provides statistical, policy, and procedural information required by law.

INSTITUTIONAL VALUES

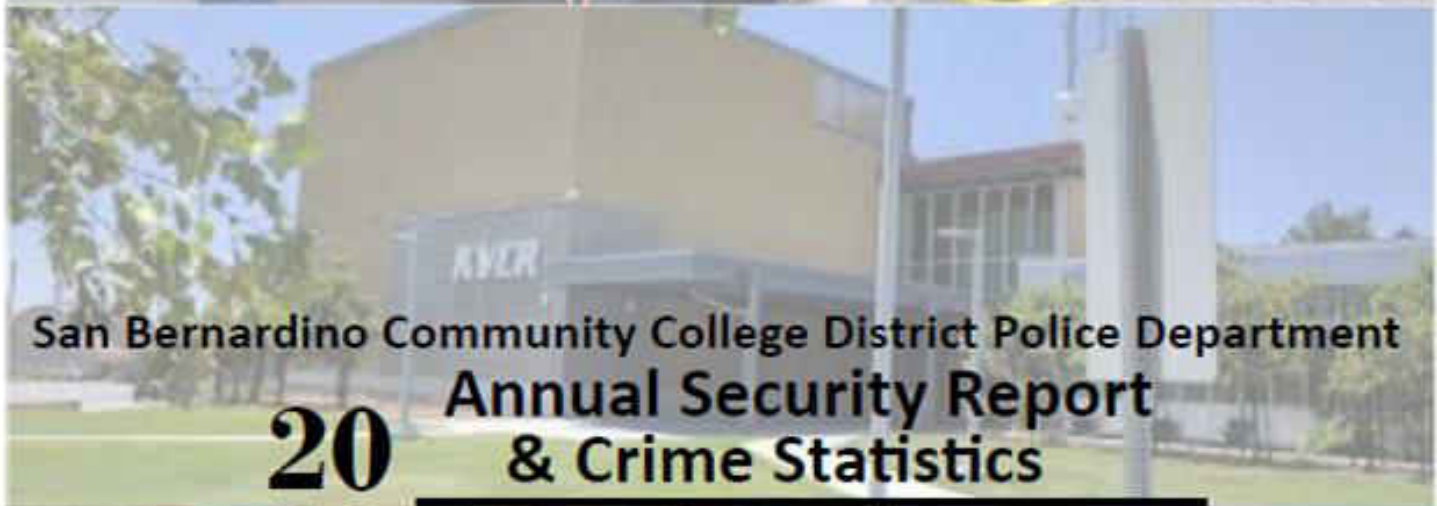
I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT



**San Bernardino Community College District Police Department
Annual Security Report
& Crime Statistics**

**20
18**

2015 | 2016 | 2017



"To Serve & Protect with Integrity"

**CRAFTON HILLS COLLEGE
ECONOMIC DEVELOPMENT AND CORPORATE TRAINING
SAN BERNARDINO VALLEY COLLEGE**

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1.0 Welcome

Welcome to the San Bernardino Community College District (SBCCD)! We hope that your time or visit on our campuses will be pleasant, rewarding, and safe. The safety and protection of our students, faculty, staff, and SBCCD property are our primary concerns. The SBCCD Police Department (PD) prides itself on serving the diverse campus community through professionalism, civic engagement, integrity, and service excellence.

The SBCCD PD is accredited by the California Commission on Peace Officer Standards and Training (POST). The police officers assigned to the SBCCD PD are sworn and fully commissioned peace officers of the State of California as defined in Section 830.32 of the Penal Code and 72330 of the California Education Code.

Our colleges are located in Yucaipa (Crafton Hills College) and San Bernardino (San Bernardino Valley College and KVCR TV/FM/FNX). We have additional sites in San Bernardino (SBCCD Office and Economic Development and Corporate Training - EDCT) and Redlands (Technology & Educational Support Services - TESS).

While on or off our campuses, we encourage you to be aware of your surroundings and always lock your vehicle and report any suspicious or criminal activity immediately to the SBCCD PD. In the case of an emergency, call **9-1-1**. ***“See Something, Say Something!”***

We invite you to read this report carefully and to become a partner in your own safety. It is through the cooperation of everyone in the SBCCD that we can ensure a safe and pleasant learning and working environment.

San Bernardino Community College District Board of Trustees

Joseph Williams President	Gloria Macías Harrison Vice President	Dr. Anne L. Viricel Clerk
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Jeanne Clery

Jeanne Ann Clery Annual Security Report

The U.S. Congress enacted the "Crime Awareness and Campus Security Act of 1990," and two years later renamed the legislation the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (Clery Act). The Clery Act requires colleges and universities to disclose information about crime on and around their campuses. Pursuant to the Higher Education Opportunity Act and California Education Code §67380, the SBCCD also inform members of the college community about institutional policies concerning campus security, including the SBCCD law enforcement authority, crime reporting policies, alcohol and drug use, crime prevention, sexual assault, and other matters of related importance.

1.1 Preparation of the Annual Security Report

The SBCCD PD is responsible for preparing this report in compliance with the Clery Act using information maintained by our Department, information provided by other offices such as Student Life, Student Services, Campus Security Authorities, and information provided by local law enforcement agencies surrounding each campus. These offices annually provide updated policy information and crime data. The SBCCD PD also reviews and implements all updates from the U.S. Department of Education regarding additions or changes to the Clery Act.

This report provides statistics for the previous three years concerning reported crimes that occurred on campuses and adjacent to the campus or property owned, leased, or controlled by the SBCCD that is frequented by students of the institution. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs. The SBCCD PD distributes a notice of the availability of this Annual Security Report (ASR) by October 1st of each year to every member of the campus community. Anyone, including prospective students and employees, may obtain a paper copy of this report by visiting the SBCCD PD at San Bernardino Valley College (SBVC) or at Crafton Hills College (CHC) and at various offices on these sites. This report is also available online and can be accessed at the SBCCD PD's website <http://sbccd.org/police>. All interested persons may also view the ASR from the SBCCD's homepage <https://sbccd.org>.

1.2 Clery Act Requirements

The Clery Act includes the following substantive requirements:

1. **Compilations and Disclosure of Campus Crime Statistics:** The Act requires that each institution disclose annual crime statistics and specific disciplinary actions for the three (3) previous calendar years, presenting them according to specific categories including "on-campus, on-campus residential halls, non-campus buildings or property, and public property adjacent to the school."
2. **Disclosure of Campus Safety Policies**

Each institution must include:

- Campus policies for reporting criminal activity or other emergencies.

- Policies for the maintenance and access to the campus.
 - The authority and responsibilities of the law enforcement/public safety agency including crime reporting.
 - Type and frequency of public safety and crime prevention programs.
 - Statement of alcohol and drug policies including education programs.
 - Statement of policy concerning campus programs to prevent sexual assaults and procedures to be followed when an assault occurs.
 - Statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained.
 - Statement of policy regarding emergency notification, response and evacuation procedures.
 - Availability of the ASR.
3. **Timely/Emergency Warning Requirements:** The College must report to the campus community crimes representing a threat to students and employees in a manner that is timely.
 4. **Disclosure of Crime Log Information:** The SBCCD PD must maintain, and make available for inspection by the public during normal business hours, a crime log for the most recent sixty (60) day period. Crime logs more than sixty (60) days old must be available for public inspection upon two (2) days' notice, and must be retained for seven (7) years.
 5. **ASR Deadline:** By October 1st of each year, SBCCD is mandated to publish and distribute an ASR for all current and prospective students and current and prospective employees to view.

The U.S. Department of Education Crime Report for the SBCCD is available at <http://ope.ed.gov/security>.

2.0 San Bernardino Community College District Police Department

2.1 Mission Statement

The SBCCD PD, in concert with the Board of Trustees, is committed to providing a safe and secure learning and working environment for all students and employees. This will be accomplished through a cooperative and coordinated effort involving all departments and the SBCCD college employees, law enforcement agencies, and the community.

2.2 Enforcement Authority/Other Police Agencies



SBCCD Police Officers are vested with full law enforcement powers of arrest and meet or exceed training requirements mandated by the California Commission on Peace Officer Standards and Training. They

also receive training designed to meet the needs of the college community. As peace officers, their police authority extends throughout the state. The SBCCD PD is augmented by non-sworn personnel whose role is to observe and report any suspicious activities. The SBCCD PD is dedicated to providing a safe, healthy campus environment for students, faculty, staff, and visitors. SBCCD PD operates 24 hours a day, seven (7) days a week.

It is the policy of the SBCCD PD to comply with applicable federal, state and local laws. In keeping with this requirement, a Memorandum of Understanding (MOU) has been crafted with the San Bernardino Police Department and San Bernardino County Sheriff's Department to meet the requirements of the Kristen Smart Campus Safety Act of 1998. This MOU clarifies the aforementioned agencies' operational responsibilities for investigating Part 1 violent crimes occurring on campus. The SBCCD PD remains the primary law enforcement agency for all campuses and will investigate all other crimes occurring on or near the campus communities. The SBCCD PD has strong working relationships with the San Bernardino Police Department, Colton Police Department, San Bernardino County Sheriff's Department, CAL-Fire, San Bernardino County Fire Department, Colton Fire Department, California Department of Corrections and Rehabilitations, San Bernardino County Probation Department, and the California Fish and Game Department.

2.3 Daily Crime Log

The SBCCD PD maintains a log of all alleged crimes and incidents reported to the SBCCD PD. The log is available for viewing during regular business hours, upon request, at the SBCCD PD's SBVC and CHC stations, or at the SBCCD Main Lobby. The log is also available at <http://sbccd.org/CrimeLog>.

According to federal law, an institution may withhold any of the required fields of entry (i.e., the nature, date, time, location and/or disposition) if any of the following conditions apply:

- The disclosure is prohibited by law
- The disclosure would jeopardize the confidentiality of the victim
- The disclosure would jeopardize an ongoing criminal investigation or the safety of an individual
- The disclosure would cause a suspect to flee or evade detection
- The disclosure would result in the destruction of evidence

2.4 Reporting Crimes and Other Emergencies

The SBCCD PD encourages all students and staff to immediately report all emergencies by calling **9-1-1**. Non-emergencies can be reported to the SBCCD PD by dialing **(909) 384-4491** (SBVC, SBCCD Office and EDCT) and **(909) 389-3275** (CHC).

Always be ready to provide:

- ❖ Your name, telephone number & location
- ❖ Describe the incident clearly and as accurately as possible.

Remember:

- ❖ Do not hang-up.
- ❖ Allow the dispatcher to end the call.

The main office at the SBCCD PD is open for business Monday – Friday from 8:00 am – 4:30 pm (except for holidays and SBCCD academic breaks). The SBCCD PD contracts with the California State University, San Bernardino (CSUSB) PD to provide 24-hour dispatch services for each of the two campuses, as well as the SBCCD Office. CSUSB dispatchers are POST-certified professionals who answer calls for each of the campuses' direct phone lines, 9-1-1, and the emergency

blue phones located on SBVC campus. Students are encouraged to report any hazards they observe on the campus environment to the SBCCD PD. Criminal actions and other non-emergencies occurring on campus should be reported immediately to SBCCD PD using the above listed numbers. The SBVC campus also has “blue-light” emergency phones in parking lots 3, 7, 8, and 9 that may be utilized for reporting both criminal and emergency situations. In the event a student or staff member calls **9-1-1** from any SBCCD phone line, the SBCCD PD is immediately notified, via email, that the call was placed and the location of the caller.

If a SBCCD community member does not feel comfortable with reporting an incident to police or wishes to remain anonymous, a confidential “We TIP” line is available at 1-800-78-CRIME or online at <http://wetip.com/>. Counselors and medical practitioners are also encouraged to inform persons being counseled or treated medically of procedures to report crimes on a voluntary, confidential basis, if and when the counselor or treatment professional deems appropriate.

It is imperative that all crimes/threats occurring on or around our campuses are reported to SBCCD PD by some means, so the SBCCD PD can immediately investigate the incident and take the appropriate action. Expedient reporting is also important for the implementation of timely warnings and annual crime statistic mandates.

3.0 Campus Security Authorities

All campus criminal activity should be reported directly to the SBCCD PD. In some instances, however, members of the campus community may feel more comfortable reporting criminal activity to a Campus Security Authority (CSA) other than the PD. A CSA is defined as:

- a. A campus police department or a campus security department of an institution
- b. Any individual(s) who has responsibility for campus security but does not constitute a campus police department or a campus security department under (a), such as an individual who is responsible for monitoring entrance into institutional events or escorting students
- c. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- d. Any official of the college who has a significant responsibility for student and campus activities (e.g., Vice President of Student Services; Director of Student Life; Athletic Director and team coaches; coordinator and/or advisors to student organizations, programs, activities)

The following are CSA for the SBCCD: the Presidents of each college, the Vice-Presidents of Instruction of each college, the Vice-Presidents of Administrative Services of each college, the Vice-Presidents of Student Services of each college, the Director of Student Life on each campus, the Athletic Director and all coaches on either college, the Dean overseeing the SBVC Administration of Justice program and the Law Enforcement Academies, the Child Development Center Directors of each college, the Student Health Coordinators of each college, and all club advisors.

For Clery Act purposes, a crime is considered “reported” when it is brought to the attention of a CSA by anyone. When a CSA receives crime information that he/she believes was provided in good faith (where there is little or no reason to doubt the validity of the information), the CSA has the duty to ensure that a report is provided directly to the SBCCD PD. The CSA is not responsible for determining authoritatively whether a crime took place; such determination is the function of law enforcement. When in doubt, **REPORT!**

EXEMPTIONS:

The following individuals, when acting within the scope of the official responsibilities are not CSA, and as such, are exempt:

- Professional counselors
- Persons uncertified, but acting under the supervision of an exempt counselor
- Pastoral counselors (SBCCD does not employ pastoral counselors)

4.0 Crime Prevention and Security Awareness

The SBCCD PD's primary responsibility is the safety and security of all members of the SBCCD community. The PD makes every effort to inform students and staff of criminal activity or of any other concern which may be an immediate threat to the safety and security of the SBCCD. A Crime Prevention workshop is offered to students and staff each spring and fall. It is the responsibility of every member of the campus community to act in ways that promote the safety of self and others, and the protection of SBCCD property.

The SBCCD PD participates in both student and staff related functions (Student Government Meetings, College Club events, SBCCD Safety Meetings, etc.). The SBCCD PD also publish and distribute a monthly newsletter, "Just the Facts" that provides contemporaneous information on current crimes, crime trends and preventative information for safeguarding one's person and property.

The following presentations are available to the SBCCD community at http://www.sbccd.org/District_Police/Safety_Resources.

Video Presentations

- College Site-Specific Active Shooter Training
- Lockdown Active Shooter/Armed Intruder Training
- Sexual Assault and Campus Safety Awareness
- Evacuation Chair Demonstration

Workshop Presentations

- Dealing with Irate/Difficult People
- Sexual Assault Awareness
- Campus Safety Awareness
- Active Shooter/Armed Intruder Training
- New Student Campus Safety and Information Orientation
- Orientation for on campus safety for students

To request a presentation, please email the PD at campuspolicetraining@sbccd.org. For further information on crime prevention, please visit <http://sbccd.org/CrimePrevention>.

4.1 Access to and Security of Campus Facilities

As mentioned on the welcome page of this ASR, SBVC, KVCR TV/FM/FNX, SBCCD Office and EDCT are located in separate parts of the City of San Bernardino while CHC is situated in the City of Yucaipa

and TESS is in Redlands. SBVC, KVCR TV/FM/FNX, SBCCD Office, EDCT, and TESS are located in urban areas easily accessible to the public by foot or vehicle. CHC is secluded on a hillside in a more rural area which can be accessed by foot, but is more practically accessed by vehicle. None of the SBCCD campuses have student housing facilities.

As mentioned above, the facilities with the SBCCD are patrolled 24 hours a day, seven (7) days a week, by SBCCD PD. State laws, applicable city/federal codes, and SBCCD policies are enforced. Our sworn personnel are responsible for reporting and investigating crimes, issuing citations, responding to medical emergencies, traffic accidents /hazards and reports of fire, as well as to other incidents that may require police assistance.

During regular business hours, the SBCCD PD deploys non-sworn College Security Officers (CSOs) at all campuses. The CSOs' responsibilities include parking enforcement, safety escorts, report-taking of minor occurrences, and crime/hazard reporting. Most campus educational facilities are open to the public during normal operational hours. However, certain facilities, offices and other areas of campus are restricted to staff and faculty only.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The Maintenance and Operations Departments (M&O) oversee our campuses' facilities and landscaping issues. They regularly inspect the facilities for safety hazards and make necessary repairs. When personnel from SBCCD PD observe unsafe conditions or malfunctions, they take the appropriate action(s) to make the situation safe until M&O personnel arrive. Lighting improvements are constantly being evaluated and deficiencies are reported to M&O for corrective action.

The SBCCD community and visitors are encouraged to report safety concerns to the appropriate M&O office: SBVC (909) 384-8965, CHC (909) 389-3380, SBCCD Office/EDCT (909) 382-4000, or SBCCD PD (909) 384-4491.

5.0 Timely Warning Notices

The purpose of this policy is to outline procedures that the SBCCD PD will use to notify campus community members in the event of certain crimes, threats or emergencies associated with a campus. The Clery Act requires the SBCCD PD to alert the campus community to certain crimes/incidents in a manner that is timely and will aid in the prevention of similar crimes. The Clery Act doesn't define "timely" because the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves from harm. A warning should be issued as soon as the pertinent information is available.

To help prevent crimes or serious incidents, the SBCCD PD will issue a Campus Safety Alert, or Notice, in a timely manner to notify community members about certain crimes/incidents in and around our community that potentially constitute an ongoing or continuing threat. For the purpose of this policy, "timely manner" generally means as soon as the pertinent information has been brought to the attention of the SBCCD PD or has been brought to the attention of a "CSA" as defined in the Clery Act. All Title IV institutions (the Higher Education Act of 1965), without exception, are subject to the timely warning regulation.

Members of the campus community who know of a crime or other serious incident should report that incident as soon as possible to the SBCCD PD so the Department can make a determination regarding issuing an alert. Depending on the particular circumstances of the crime or other incident, specifically in

those situations that could pose an immediate threat to members of the campus community, a timely warning will be issued. SBCCD PD will issue the alert after the circumstances have been discussed with the College President or designee of the affected campus and the Chancellor. This policy complies with the Clery Act.

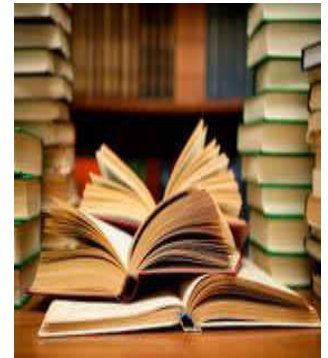
5.1 Distribution of Campus Safety Alerts

The SBCCD PD distributes Campus Safety/Crime Alerts in various ways. Once the SBCCD PD determines that an alert will be issued, the PD ensures the announcement is issued to all students, faculty, and staff, including posting the alert on the SBCCD website (www.sbccd.org). The SBCCD PD also posts alerts on bulletin boards throughout common areas of each campus and at the SBCCD Office.

5.2 Timely Warnings – Guidelines and Procedures

A. In compliance with the Higher Education Act (20 U.S.C. 1092(f)), the SBCCD PD will adhere to the following procedures in relation to timely warnings in the event that any of these incidents occur:

- a. Murder
- b. Sex Offense; forcible or non-forcible
- c. Robbery
- d. Aggravated Assault
- e. Burglary
- f. Motor Vehicle Thefts
- g. Manslaughter by Negligence
- h. Arson
- i. Hate Crime
- j. VAWA Offense (Domestic Violence, Dating Violence, Stalking)
- k. Arrests/Referral for Disciplinary Action (Drugs, Weapons, Alcohol)



B. A Crime Alert will be issued for the above incidents occurring within a close proximity of campus property. An incident is determined to be a threat if:

1. The incident is one of the above a-k categories.
2. The incident occurred in an area for which the SBCCD PD must report statistics or at a location where the SBCCD PD is the primary police responder.
3. The suspect(s) are unknown.

If all of the above statements can be answered “yes” and the incident is serious or a continuing threat to students and employees, then a Crime Alert shall be issued. In addition, a crime alert may be issued for any crime or event when there is a compelling need to get information out to the students and staff.

Guidelines

- A. Crime Alerts should contain as much of the following information as possible:
1. Date, time, location (general or specific) and summarized event description
 2. Suspect description and/or vehicle description
 3. Any special instructions that may be needed

- B. Crime Alerts will be issued in a timely manner after the specific event. If there is a delayed report of the incident by the victim, then the time and date the victim reported the incident may also be included.
- C. Provided the above guidelines are met, nothing should be included in the Crime Alert that would hinder an ongoing police investigation.
- D. The Crime Alert will not identify the victim by name or address. The general description of the location may be given.
- E. In the event that a Crime Alert is determined to be the result of a false report, a second alert will be sent retracting the original Crime Alert. An explanation of the retraction may also be included.
- F. After an Alert has been issued, any new or updated information in regards to that alert will be included in the “additional comments” section of the Daily Crime Log.

Timely Warning - Procedures

- A. The Chief of the SBCCD PD or his designee is responsible for drafting and issuing Crime Alerts. If the Chief of Police or his designee is unavailable, then the following procedure should be used to issue a Crime Alert.
- B. The Sergeant or designee on duty will complete a draft Crime Alert using previous alerts as templates.
- C. Once drafted, the Sergeant will seek approval to issue the Crime Alert from the Chief of Police.
- D. The procedure for issuing Crime Alerts is as follows:
 1. Print a copy of the Crime Alert for distribution on campus
 2. Distribute to all applicable campus community members via Regroup.
 3. Post to the SBCCD website.
- E. The Chief of the SBCCD PD or his designee shall determine whether the issuance of a Crime Alert impacts all or only specific SBCCD sites.

5.3 Emergency Response Procedures

The SBCCD PD’s Emergency Operations Plan (EOP) establishes the overall direction and planning for emergency situations on each campus or those that may occur in the local or regional area affecting the campuses. To review the EOP Plan, visit <http://sbccd.org/eop>. The SBCCD PD has developed a comprehensive, all-hazards, Emergency Response Plan (ERP) that outlines steps the SBCCD PD will take to prevent and mitigate, prepare for, respond to, and recover from a full range of possible hazards the SBCCD may face.

To ensure that these plans remain current and actionable, the SBCCD will conduct an emergency management exercise at least twice a year. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The SBCCD also conducts after-action reviews of all emergency management exercises.

5.4 Disaster Management

In the event of an emergency or other major disaster, there will be a coordinated effort from the entire SBCCD campus community where a number of pre-planned actions will take place. Additionally, the

Emergency Operations Team (EOT), made up of key managers/supervisors, will meet in a pre-determined location to manage the incident.

Emergency Operations Center (EOC) members will also serve in designated emergency management positions designed to conform to the California “Standardized Emergency Management System and the National Incident Management System” (SEMS/NIMS).

These members will provide leadership and policy guidance, gather intelligence on the emergency, and develop plans of action to best address the emergency. The entire team will act for the college or SBCCD, providing resources and support, timely situation analysis, and needs assessments.

The SBCCD administration will provide for the staff and/or students in an emergency. Through the coordination of the EOC, the members of the SBCCD community will provide a skilled pool of professionals to deal with the myriad of technical, medical, logistical, and human relations problems that are certain to arise in a major disaster. Additional information can be obtained by visiting <http://sbccd.org/eop>.

6.0 Emergency Notifications

When the SBCCD PD receives and confirms information regarding an emergency (or dangerous) situation which poses an immediate threat to some or all of the members of the campus community, the SBCCD PD will and without delay, taking into account the campus safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The mobilization of the SBCCD management team and/or the activation of the emergency operations center (EOC) and Emergency Operations Plan (EOP) will also commence. Below are some examples of possible significant emergencies or dangerous situations:

- Outbreak of meningitis or other serious illness
- Extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Active Shooter/Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous spill



The SBCCD has a mass emergency communication system (Regroup) available to send messages to all faculty, staff and students. The Regroup system allows SBCCD administration or emergency response personnel the ability to send time-sensitive information about unforeseen events and emergencies using voice, email and text messaging. Additional notifications will be sent updating information on the emergency until its conclusion. The SBCCD PD will generally send the message, however, numerous other SBCCD management personnel have been trained to send notices. Other outside groups associated with the SBCCD will also receive the notifications.

The SBCCD management team consists of the Chancellor, Vice Chancellors, Presidents, Vice Presidents, Chief of Police, Public Information Officer, and other senior management personnel. The team is responsible for the management of the emergency and coordination response. To update personal information for notices, go to Web Advisor at <http://www.valleycollege.edu/> and click on the “Quick Login” tab. For any problems or if you need assistance with Web Advisor, please call (909) 384-4357.

6.1 Emergency Evacuation Procedures

Faculty and staff may be called upon to be leaders in any evacuation scenario. Members may be utilized in operational leadership roles and their technical expertise will be invaluable in roles where that expertise is needed. Each instructor is responsible for the direct supervision of their class and will, unless injured or incapacitated:

- Direct the evacuation of staff and/or students to designated evacuation sites
- Assign a “buddy” to assist individuals with disabilities in evacuating by leading them to the closest safe evacuation site
- Immediately shut down all equipment in use
- Ensure all personal items are taken upon exiting, if possible
- Shut all doors when the room is vacated
- Proceed as quickly as possible, in an orderly manner, to the nearest evacuation site, moving away from any structures
- Accompany and assist handicapped personnel, staff, students, and visitors who appear to be in need of direction or assistance
- Keep roadways free for emergency vehicles
- Seek medical attention for injured staff and/or students
- If an elevator is not available or is unsafe, direct wheelchair users to the top of the nearest staircase or designated area for rescue assistance. Thereafter, immediately notify a supervisor, Building captain, or Emergency personnel of the individual’s whereabouts

6.2 Emergency Evacuation Drills

Evacuation drills are coordinated by the campus Administrators, SBCCD PD, or the SBCCD Emergency Manager twice a year for all sites. During each drill, occupants “practice” drill procedures and familiarize themselves with the location of exits, evacuation sites, and what can be expected in the event of an emergency evacuation. Assessments are also conducted after each drill, which may be announced or unannounced, to evaluate the overall exercise.

7.0 Weapons Policy

Firearms or other weapons shall be prohibited on any college or SBCCD property or in any facility of the SBCCD except for activities conducted under the direction of SBCCD officials or as authorized by an official law enforcement agency. [SBCCD Board Policy 3530]

SBCCD Board Policy 3530 is intended to provide a safe environment for all students, faculty, staff, and visitors by enforcing all laws pertaining to firearms, weapons, or destructive devices on any campus. The following are violations of the law and/or a violation of SBCCD policy:

- It is unlawful for any person (with exceptions) to bring or possess any firearm (loaded or unloaded) on any property owned, controlled, or operated by the SBCCD without the prior written permission of the College President or designee. [626.9(h) and (i) PC]
- It is unlawful for any person (with exceptions) to bring or possess a dirk, dagger, ice pick, folding knife with a blade longer than two and one half (2½) inches that locks into place, on any property owned, controlled or operated by the university without prior written permission of the College President or designee. [626.10(b) PC]
- It is unlawful for any person (with exceptions) to bring or possess a “less lethal weapon,” as defined in Penal Code Section 16780, or stun gun, as defined in Penal Code §17230, on any property owned, controlled or operated by the SBCCD without prior written permission from the College President or designee. [626.10(i)PC]
- It is unlawful for any person (with exceptions) to openly display or expose in a public place or a place open to the public any imitation firearm, including any BB device, toy gun, replica of a firearm, or other device that is so substantially similar in coloration and overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm as defined in Penal Code §16700. [20170PC]
- It is unlawful for any person (with exceptions) to possess, for any reason, any destructive device as defined in Penal Code §16460 (explosive missile, pipe bomb, grenade, any derivative thereof including exothermic smoke bomb or dry ice bomb). [18710PC]

8.0 Smoking Policy

Smoking of any form of tobacco or non-tobacco products, including electronic cigarettes, is prohibited on SBCCD grounds, in all SBCCD vehicles, at any activity or athletic event and on all property owned, leased or rented by or from the SBCCD, unless a tobacco use area has been designated. SBCCD Board Policy 3570 allows for the establishment of procedures to comply with California Code of Regulations Government Code §7597. Smoking shall be permitted only in designated areas. Violators of this section may be punished by a minimum fine of \$50.00. Enforcement shall be the responsibility of the SBCCD PD.

9.0 Alcohol & Drug Policy

The possession or consumption of alcoholic beverages and other illegal drugs prior to, or during, any SBCCD sponsored activity, on or off any campus by any person, regardless of age, is forbidden by State law. The federal government has mandated that as of October 1, 1990, there will be no drug usage by students, staff, or faculty on college campuses anywhere in the United States.

SBCCD Board Policy 3550 prohibits the possession, use or distribution of illicit drugs and alcohol on college property, during any college-sponsored field trips, activities or workshops, by students and SBCCD employees.

The illegal possession, use and sale of alcoholic beverages by anyone on SBCCD-controlled property is a misdemeanor, per California Business and Professions Code 25608, as well as a violation of the Student Code of Conduct. The campuses are designated as “Drug Free” and the illegal possession, sale, use, manufacture or distribution of any controlled substance is a violation under federal law and a violation of SBCCD policy. Campus-affiliated violators are subject to discipline, criminal prosecution, fine, and incarceration.

Pursuant to SBCCD Board Policy 3560, the Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

The SBCCD makes every effort to provide drug-free campuses. Assistance is available for those who seek help for themselves or others who may be addicted to substances. For confidential services and information, please contact Student Health Services at the specific campus: (909) 384-4495 – SBVC; (909) 389-3272 – CHC; and (800) 662-4357 - SBCCD Office/EDCT/TESS/KVCR.

10.0 Commonly Used and Abused Substances

Drugs commonly used and abused include alcohol, marijuana, cocaine, amphetamines, methamphetamine, and prescription drugs such as Vicodin, Oxycodone, Xanax and Anabolic Steroids. While some of these substances are legal, they all may result in serious health problems such as addiction and sometimes death. Illicit substance use can also result in financial and legal challenges. Additional information can be found at <https://www.niaaa.nih.gov/>.

11.0 Referrals and Resources

11.1 On Campus Resources

SBVC Student Health Services - (909) 384-4495; CHC Health & Wellness Center - (909) 389-3272

SBVC Student Health Services and the CHC Health & Wellness Center provide first-aid, health education, nursing advice, and mental health counseling and crisis intervention services. They also provide assistance with those dealing with drug and alcohol abuse. Immunizations, routine health exams, and screening for vision, hearing and blood pressure are also offered. Nurse Practitioners are available for consultation, medical examination, treatment, and referral. Health exams including Pap smears, STD screening, pregnancy tests, birth control, and general medical consultation are available. There is no charge for office visits, however, there is a nominal fee charged for medication, lab work and immunizations. Student Health Services at both campuses are funded by student health fees. Student Health 101 includes articles on substance abuse and is emailed to students at least twice a year. During health fairs at the campuses, information regarding substance abuse awareness and assistance is made available. The Student Health offices also provide information of general use to students, such as the location of the gender-neutral restrooms on each campus.

The SBCCD Office/EDCT/TESS sites do not have Health Services offices, however, assistance is available from the Center of Substance Abuse, a 24-hour hotline for drug abuse, at (800) 662-4357 and from the Employee Assistance Program (EAP) at (800) 932-0034.

11.2 Off Campus Resources

- **Center of Substance Abuse** - 24-hour hotline for drug abuse (800)662-4357
Provides treatment referrals for individuals in their respective area/county
- **Alcoholics Anonymous** (909) 825-4700
Provides services related to alcoholics anonymous organizations including AA meetings, literature and referrals
- **Al-Anon** (909) 824-1516
Provides support to the families and friends of alcoholics and drug addicts, offers AA meeting referrals
- **National Council on Alcoholism** (909) 629-4084
Provides alcohol and drug outpatient treatment such as individual or group session counseling and random drug testing
- **Inland Behavioral and Health Services, Inc.** (909) 881-6146
Provides individual and family counseling and substance abuse programs
- **San Bernardino County Department of Public Health** (800) 782-4264
Provides services that promote the health, safety, well-being, and quality of life of its residents according to the County Charter and general laws <http://www.sbcounty.gov/dph>.

11.3 Other Programs and Services

- **Family Health Services** (800) 722-3777
- **Clinic Operations Services** (800) 722-4777
- **Communicable Disease Section** (800) 722-4794
- **Coordinated Asthma Referral and Education (CARE) Program** (800) 782-4264
- **Environmental Health Services** (800) 442-2283
- **HIV/AIDS Program** (800) 722-4794
- **Ryan White Program (HIV/AIDS)** (909) 387-6492
- **Women, Infants, and Children (WIC)** (800) 472-2321
- **San Bernardino Sexual Assault Services** (909) 885-8884
- **The National Domestic Violence Hotline** (800) 799-SAFE (7233)

12.0 Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Any SBCCD student or employee who is suspected of sexual misconduct is subject to both criminal prosecution and disciplinary action under SBCCD policies. Campus disciplinary action can be initiated even if criminal charges are not pursued. Sanctions for sexual misconduct include, but are not limited to, warning(s), censure, demotion, suspension, or termination of employment.

12.1 Violence Against Women Act (VAWA)

The SBCCD is committed to providing a safe learning and working environment. In compliance with applicable federal laws, policies and procedures have been adopted to raise awareness, prevent, and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of the campus community. These guidelines apply to all students, faculty, staff, contractors and visitors.



Sexual Assault: any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent, including incest or statutory rape.

Domestic Violence: an assault and/or battery committed on a current or former spouse, an intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.



Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to be in fear for his or her safety or the safety of others or to suffer substantial emotional distress.

12.2 Protocol for Survivors

When an incident of sexual assault, domestic violence, dating violence, or stalking occurs, it is important to preserve evidence and document the criminal activity so that a successful criminal prosecution remains an option.

Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence, should be documented by taking a photograph(s). Evidence of stalking, including any communication, such as written notes, voice mail(s), electronic communications, or in-person contact, should be saved, documented and not altered in any way.

The survivor of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. An exam is important both to address any health issues that may arise and to protect evidence collection. Any clothing removed should be placed in a paper, not plastic bag.

IF YOU ARE A VICTIM OF SEXUAL ASSAULT:

- ✓ GET to a safe place
- ✓ CALL the SBCCD PD at (909) 384-4491 or call 9-1-1
- ✓ DO NOT shower, bathe, douche, change or destroy clothing
- ✓ DO NOT straighten up the area of the crime
- ✓ SEEK medical attention and
- ✓ SEEK emotional support from the local Rape Crisis Center at (909) 885-8884

Anyone can be a survivor of a sexual assault. Victims are not responsible for the criminal actions of others. If you are a survivor of sexual assault,

rape, or domestic violence, go to a safe place as soon as possible, and seek medical treatment if necessary. There will be evidence on your body that will deteriorate in just 3 days. Victims are strongly encouraged to report the incident in a timely manner in order to be safe, be healthy, begin the healing process through counseling, and bring the perpetrator to justice.

Approximately 70% of survivors of sexual assault, rape and domestic violence know their attacker. On a college campus, approximately 95% of sexual assaults are not reported. If a survivor desires prosecution, they may file a police report.

Filing a report with the SBCCD PD will:

- Ensure that the survivor receives information on how to obtain a medical exam for collection of evidence for legal purposes.
- Ensure that the survivor receives information on where they may go to seek free confidential counseling on campus or through local or county services.
- Ensure that the survivor is contacted by an advocate from San Bernardino Sexual Assault Services (SBSAS) to guide the survivor through the process and available options and offer continued support.

When a survivor of sexual assault, rape or domestic violence makes a report to the SBCCD PD, San Bernardino Police Department, Colton Police Department, or San Bernardino County Sheriff's Department will also be contacted to pursue the investigation. The law enforcement agency contacted will depend on the location of the incident.

If you are a survivor of a sexual assault, you have options. The following are recommendations to help support victims during the aftermath of the crime:

- DO NOT blame yourself. Sexual assault is not the survivor's fault.
- Go to a safe place, or have someone you trust come to you. If you are injured, seek medical attention immediately.
- DO NOT shower, bathe, douche, or change clothes. You will have evidence on your body that can only be collected if left intact. This evidence can only be collected within the first 72 hours.
- DO NOT blame yourself if you feel you were drugged unknowingly. Any evidence in your system can only be collected within 8-96 hours.
- DO NOT blame yourself if you knowingly used drugs and were assaulted or raped. This does not absolve the perpetrator of responsibility.

- DO NOT blame yourself if you were not able to say “NO” during the incident because you were physically or mentally incapacitated.

12.3 Reporting an Incident

Any student, employee or visitor, on any SBCCD property, who has been the victim of a sexual assault, domestic violence, dating violence, or stalking, should immediately call the SBCCD PD at (909) 384-4491. In the case of an emergency or ongoing threat, please get to a safe location and call 9-1-1 or the local law enforcement agency.

Students may also report to:

- SBVC Title IX Coordinator - (909) 384-8992
- SBVC Office of Student Life - (909) 384-8692
- SBVC Student Health Services - (909) 384-4495
- CHC Title IX Coordinator - (909) 389-3355
- CHC Department of Student Life - (909) 389-3457
- CHC Health & Wellness Center - (909) 389-3272
- SBCCD Human Resources Office - (909) 382-4040

Employees may also report to: SBCCD Human Resources Office - (909) 382-4040

These offices will assist any victim of sexual assault, domestic violence, dating violence, and stalking in notifying law enforcement, including local police.

12.4 Written Notification of Rights and Options

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their options and rights. To view the victim packet, go to <http://sbccd.org/police/VictimPacket>.

12.5 On and Off Campus Resources

Victims of sexual assault, domestic violence, dating violence, or stalking need not make a formal report to local law enforcement or the SBCCD PD to access available resources listed below. On campus and off campus resources available to these victims include medical treatment, counseling and advocacy. Please phone, or click on the following links for additional information:

- [San Bernardino Valley College Title IX Coordinator](#) - (909) 384-8992
Reporting and victim assistance provided.
- [San Bernardino Valley College Student Health Services](#) - (909) 384-4495
Confidential reporting is available, along with counseling. Services are free or low cost www.valleycollege.edu/student-services.
- [Crafton Hills College Health & Wellness Center](#) - (909) 389-3272
Confidential reporting is available, along with counseling. Services are free or low cost. <http://www.craftonhills.edu/current-students/health-and-wellness>.

- Crafton Hills College Title IX Coordinator - (909) 389-3355
Reporting and victim assistance provided.
- SBCCD Human Resources - (909) 382-4040
HR will help employees file claims and report incidents. Reporting and victim assistance.
- SBCCD PD - (909) 384-4491
Location specific:
SBVC - CC100
CHC - Central Complex 165
SBCCD/EDCT - SBCCD Office Lobby www.sbccd.org/district_police

Also available on the SBCCD Police website:

- Annual Security Reports - include SBCCD policy information, safety prevention, how to report a crime, and criminal statistics
- Safety & Victim Resources - Printable brochures include information and awareness on active shooter survival, dating/domestic/sexual violence, stalking, and disabled person's safety

If you or someone you know has been assaulted or needs counseling:

- [San Bernardino Sexual Assault Services/RAINN](#) - 24 Hour Crisis (800) 656-4673
- [Center Against Sexual Assault](#) - Hemet (951) 652-8300
- [Riverside Area Rape Crisis Center](#) - 24 Hour Crisis (951) 686-7273

If you or someone you know needs a safe place to stay:

- San Bernardino - [Option House](#) - 24 Hour Crisis Line (909) 381-3471
- Big Bear - [DOVES](#), 24 Hour Crisis Line (800) 851-7601
- Morongo - [Morongo Basin Unity Home](#) - 24 Hour Crisis Line (760) 366-9663
- Claremont - [House of Ruth](#) - 24 Hour Crisis Line (909) 988-5559
- Victorville - [Family Assistance Program](#) - 24 Hour Crisis Line (760) 949-4357

National Resources – click to follow link:

- [National Sexual Violence Resource Center](#)
- [Rape, Abuse and Incest National Network](#)
- [Office for Victims of Crime](#)
- [Crime Survivors](#)

12.6 Restraining Orders

Restraining orders can be filed online. The below link provides a tutorial on filling out court forms and what the variety of other available court orders. There is no charge for filing a Domestic Violence Restraining Order. Click on the link for additional information:

- San Bernardino County - [Domestic Violence & Restraining Orders](#)

The Superior Court of California, County of San Bernardino, is located at 247 West Third Street, in San Bernardino, CA 92415 - (909) 384-1888.

12.7 Accommodations

The SBCCD is committed to providing a safe learning or working environment. When a victim reports an incident of sexual assault, domestic violence, dating violence, or stalking, the report need not have been made to the SBCCD PD in order to receive available accommodations. Campus Title IX Coordinators, Campus Student Services Offices, the Human Resources Office, and/or SBCCD PD will help accommodate reasonable changes to a victim's academic, transportation, and/or employment situation.

If a victim reports the incident to law enforcement, that law enforcement agency may assist them in obtaining a restraining order from San Bernardino County Superior Court. The SBCCD PD is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. Victims should bring a copy of the restraining to the SBCCD PD. The SBCCD PD is committed to protecting victims from any further harm, therefore, SBCCD Human Resources or the Vice-President of Student Services (or their designee) may issue an institutional no-contact order for all SBCCD properties.

12.8 Victim Confidentiality

The SBCCD PD recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. To that end, the SBCCD PD is committed to protecting the privacy of any individual who makes a report. Different officials and personnel are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement may be made public, unless the victim requests confidentiality based on California Penal Code §293(a) and Government Code §6254(f). Victims may request their right to confidentiality for the below-listed crimes:

PC 236.1 Human Trafficking	PC 273a Child Endangerment
PC 243(e)(1) Spousal Battery	PC 273d Child Abuse
PC 261 Rape	PC 273.5 Domestic Violence
PC 261.5 Unlawful Sexual Intercourse with a minor	PC 285 Incest
PC 262 Spousal Rape	PC 286 Sodomy
PC 264.1 Rape in Concert with Another	PC 288 Lewd Acts on Child
PC 265 Abduction to Force Marriage	PC 288a Oral Copulation
PC 266 Forcing into Prostitution	PC 289 Anal or Genital Penetration by a Foreign Object
PC 267 Abduction for Prostitution	PC 422.6 Hate Crimes
PC 269 Aggravated Sexual Assault of a Child	PC 646.9 Stalking
	PC 647.6 Annoy or Molest a Child

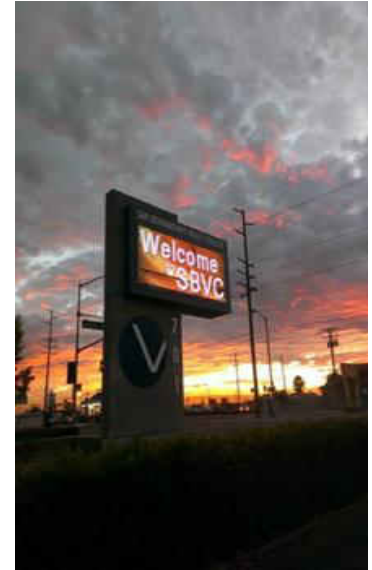
Reports made to any campus Title IX Coordinator will be kept confidential and identifying information about the victim shall not be made public. Information about reports will only be shared with institutional personnel as needed to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail and only when absolutely necessary. Reports made to medical professionals or licensed mental health counselors will not be shared with any third parties, except in cases of imminent danger to the victim or a third party.

13.0 Conduct Proceedings

The SBCCD PD, in conjunction with SBCCD Board policies, strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees and other affiliates may also face disciplinary action by the SBCCD for any violations of sexual assault, domestic violence(s), dating violence, and stalking laws. Individuals found responsible for having committed such a violation may face permanent expulsion, suspension, probation, termination of employment, or mandatory counseling, and/or become the subject of a ‘no contact’ order.

Incidents involving accused students will be handled by:
SBVC Title IX Coordinator - (909) 384-8992
SBVC Vice President of Student Services or designee - (909) 384-8282
CHC Title IX Coordinator - (909) 389-3355
CHC Vice President of Student Services or designee - (909) 389-3368
SBCCD Human Resources Office - (909) 382-4040

Incidents involving accused employees/affiliates will be handled by:
SBCCD Human Resources Office - (909) 382-4040



All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall receive a prompt, fair and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who have received appropriate training regarding the nature of the types of cases they are handling, how to conduct an unbiased and thorough investigation, and how to conduct a proceeding that protects the safety of victims and promotes accountability.

Investigations, including the results, shall be conducted within 60 days or less from the time reported, unless there are mitigating circumstances, in which case the accuser and accused shall be notified, and provided with an explanation and the amount of additional time required.

Determinations shall be made by the Vice President of Student Services, or their designee, within 60 days of when the report was made using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings or hearings, both the accused and accuser are entitled to the same opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome of the proceeding, of the procedures and the timeframe for appealing the results of the outcome, of any change to the results that occurs prior to the time that the results become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third party.

Disciplinary action for good cause may be imposed upon a student by an instructor, an administrator, or the Board of Trustees for misconduct or infractions while attending college classes or college-sponsored activities.

Disciplinary actions for students may include:

REPRIMAND: A verbal or written reprimand regarding the misconduct

PROBATION: Student conduct probation may include, but is not limited to, ineligibility to participate in extra-curricular activities and certain other student privileges.

SUSPENSION: Exclusion from the colleges and college-sponsored activities for a specified time

EXPULSION: Exclusion by the SBCCD Board of Trustees from the college and all college-sponsored activities.

SHORT-TERM SUSPENSION by a college instructor: Any college instructor, for good cause, may remove a student from the classroom for the day of the removal and the next regular class meeting. Before ordering the suspension of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed suspension. The respective college president or designee shall immediately, within 48 hours, hold a conference regarding the student's removal from class. The college president or designee shall determine if suspension from the class, or college, for a longer period of time is appropriate.

(1) The college president or designee may suspend a student for good cause as follows:

- (a) From one or more classes for a period of up to ten days of instruction.
- (b) From one or more classes for the remainder of the school term.
- (c) From all classes and activities of the college for one or more terms.

Before imposing discipline as authorized by this policy, the college president or designee shall first give, or make reasonable efforts to give the student an oral or written notice for the proposed disciplinary action. Disciplinary procedures may proceed or continue notwithstanding the failure or refusal of a student to respond, attend or otherwise participate after having been properly notified of the proceeding by oral or written communication.

(2) The SBCCD Board of Trustees may expel a student when other means of correction fail to bring about proper conduct, or it seems probable that the continued presence of the student causes a danger to the physical safety of the student or to others <http://sbccd.org/StandardsOfConductBP>. [Board Policy 5500]

Discipline of SBCCD employees may include, but is not limited to, oral warning, written warning, written reprimand, suspension without pay, and may lead to termination. For additional information about employee conduct proceedings, please consult the SBCCD Human Resources Office. Board Policy 7365 governs classified employee discipline, and Board Policy 7360 governs faculty discipline <http://sbccd.org/boardpolicies>.

14.0 Educational Programs

The SBCCD PD is committed to increasing the awareness of and preventing violence. All incoming students and new employees are provided with informational awareness and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. The SBCCD PD provides information on consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents.

Ongoing prevention and awareness campaigns are also offered throughout the year, and may vary by campus. These programs include:

Poster Campaigns:

Silent Witness Initiative
Bystander Intervention
Sexual Assault Awareness Month (SAAM)
National Campus Safety Awareness Month (NCSAM)



Live Campaigns:

Speak Out & Stand Up: Raising Awareness About Sexual Assault
Culture of Silence: Stalking Education and Awareness
Nonviolent Sexuality Training (Based on availability and funding)
Survivor of Violence (Based on availability and funding)
Dating Abuse

Video Campaigns (Web):

Sexual Assault Awareness, with SBCCD PD and San Bernardino Sexual Assault Services Advocate
Violence Against Women Act Presentation (Live training in addition)

Awareness Campaigns (Other):

Denim Day
Project Clothesline Campaign
Self-defense Training (as available)
Sexual Assault Awareness Athletics

15.0 Sexual Assault Policy

The SBCCD recognizes that sexual assault is a serious issue and will not tolerate actions of sexual assault/harassment on campus. The SBCCD is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. Sexual offenses are condemned, sexual offenders will not be tolerated, and victim/survivors will be supported.

Sexual assault includes: the attempt or act of rape (sexual intercourse without consent, by a stranger, an acquaintance or an intimate partner); forced sodomy (anal sex); forced oral copulation; or the forced penetration by a foreign object either animate, such as a finger, or inanimate. Non-penetration sexual assault includes the act of touching an unwilling person's intimate parts such as genitalia, anus, groin, breast, or buttocks, or the clothing covering these parts, or forcing an unwilling person to touch another's intimate parts.

If you have been sexually assaulted, you have the right to report the assault to the PD. As an encouragement to report, the SBCCD PD is committed to the following ten guarantees:

WE WILL meet with you privately and you may be accompanied by a personal advocate.

WE WILL provide a female officer to conduct the initial interview, if requested, and if one is available.

WE WILL fully investigate your case, regardless of the gender, race, ethnicity, sexual orientation, age, national origin, religion or disability of the parties involved.

WE WILL not pre-judge you or your actions. Assault victims are not responsible for the criminal actions of others.

WE WILL treat you and your case with courtesy, sensitivity, and understanding.

WE WILL assist you in arranging for your medical needs and/or hospital treatment.

WE WILL provide you with advocate and counseling referral information.

WE WILL not release your name to the public or to the press upon request.

WE WILL discuss and explain the criminal justice process. You will be kept informed as to the progress of the investigation.

WE WILL be available to answer your questions as the investigation and prosecution unfolds.

WE WILL assist you in the student conduct process and notify you of the outcome.

WE WILL assist you and work with the college, if a classroom change is needed.

The above acts constitute sexual assault when they are committed against a person's will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for the sexual assault.

The SBCCD PD will investigate all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action. As soon as possible, the victim survivor of a sexual assault should report the incident to the SBCCD PD, or any Campus Security Authority. Employees of the SBCCD will assist the student in notifying authorities if the student requests assistance.

SBCCD Standards of Student Conduct Policy 5500 states disciplinary action may be imposed on recognized individual students, student organizations and/or any SBCCD faculty or staff responsible for a sexual assault. SBCCD procedures depend on the outcome of the disciplinary hearing and may range from suspension to expulsion. The institution will, upon written request, disclose to the alleged victim survivor of a crime of violence, or a non-forcible sex offense, the results of any discipline proceeding by such institution against a student or staff member who is the alleged perpetrator of such a crime or offense. Violators are subject to SBCCD disciplinary actions, criminal prosecution, fine and imprisonment. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome. Student sexual assault victims also have the option of changing their academic schedule after an alleged sexual assault, if such changes are reasonably available.



SBCCD has established a 24-Hour Sexual Assault Advocate Program. For almost four decades, SBSAS advocacy team has offered SBVC, CHC and SBCCD/EDCT students and staff guidance and support through the legal, medical and psychologically challenging maze that a survivor must navigate after reporting an assault. They also work with the high schools and middle schools in the area. SBSAS has entered into an official MOU with the SBCCD working with faculty and staff and the SBCCD PD to assist victims of sexual abuse, sexual violence or domestic violence. Victims may contact the SBCCD PD on either campus or contact the SBSAS directly for assistance. The sexual assault policy for the SBCCD is outlined in SBCCD Board Policy AP 3540

<http://www.sbccd.org/boardpolicies>.

15.1 Sexual Assault Prevention Programs

There are courses in understanding violent offenders in the Administration of Justice Program at SBVC. These courses are studies of the violent crimes of felony assault, robbery, rape, the various types of homicide, and the characteristics of both the offender and the victim. Students should check the Schedule of Classes each semester to determine when these classes are offered. SBCCD PD also offers the following sexual assault presentations each spring and fall semester and upon request.

Video Presentations

- Sexual Assault and Campus Safety Awareness

Workshop Presentations

- Violence Against Women Act: topics include sexual assault, domestic violence, dating violence and stalking.
- Speak Out and Stand Up: Raising Awareness About Sexual Assault

Literature on sexual assault education and risk reduction is available at the SBCCD PD and at <http://sbccd.org/SexualAssault>.

SBVC and CHC will change a victim's academic situation after an alleged sex offense and offer options for those changes, if those changes are requested by the victim and are reasonably available. Victims of sexual assault may report the crime to any SBCCD faculty, staff, or administrator, but the SBCCD PD should be notified as soon as possible. Victims, survivors and witnesses to crimes should follow the basic policy for reporting crimes.

15.2 Title IX Notice of Non-Discrimination

The SBCCD does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the SBCCD (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sexual discrimination, which includes sexual harassment and violence:

- **Sexual Discrimination:** an adverse act of sexual discrimination (including sexual harassment and sexual violence) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq. and/or California Government Code §11135.
- **Sexual Harassment:** unwelcome conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, nonverbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual, as limiting the individual's ability to participate in or benefit from the services, activities or opportunities offered by the SBCCD. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- **Sexual Violence:** physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against an individual without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, or disability.

15.3 Who to Contact with Complaints, Questions or Concerns

Title IX requires the SBCCD to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Campus Title IX Coordinators are available to explain and discuss your right to file a criminal complaint (sexual assault and violence); the SBCCD complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

If you are in the middle of an emergency, please call the police immediately by dialing 9-1-1.

Campus Title IX Coordinators

- ❖ **CHC:** Vice President, Student Services - (909) 389-3355
- ❖ **SBVC:** Vice President, Student Services - (909) 384-8992
- ❖ **SBCCD/EDCT:** Director, Human Resources - (909) 382-4040

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

- ❖ To contact the OCR, call (800) 421-3481 or visit their website as listed below.
- ❖ To file a complaint online with the OCR, visit:
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

Title IX requires that the SBCCD adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence. Below are links to the SBCCD Board Policies on discrimination and diversity.

Administrative Procedure <http://sbccd.org/ap/3430>
Formal Complaint Form <http://sbccd.org/hr/3430Formal>
Informal Complaint Form <http://sbccd.org/hr/3430Informal>

Diversity Board Policy <http://sbccd.org/DiversityBP>
Non Discrimination Board Policy <http://sbccd.org/nondiscriminationBP>



Except in the case of a privilege recognized under California law (e.g. Evidence Code §§1014, psychotherapist-patient; 1035.8, sexual assault counselor-victim; and 1037.5, domestic violence counselor-victim), any member of the SBCCD campus community who knows of, or has reason to know of sexual discrimination allegations shall promptly inform the campus Title IX Coordinator.

Regardless of whether an alleged victim of sexual discrimination ultimately files a complaint, if the SBCCD or campus knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. The SBCCD or campus must then take appropriate steps to eliminate any sexual discrimination/harassment, prevent its recurrence and remedy its effects.

15.4 Registered Sex Offender Information

More than 50 years ago California began requiring dangerous sex offenders to register with their local law enforcement agency, allowing local law enforcement the ability to keep track of convicted sex offenders in their community.

The California Legislature increased the public's access to sex offender information with the passage of Megan's Law in 1996. In the wake of Megan's murder, California increased the public's access to sex offender information with the enactment of (then) §290.4 of the California Penal Code.

The Federal Campus Sex Crimes Prevention Act 20 U.S.C. §1092(f) (1) (I) requires sex offenders who are required to register under state law to also provide notice of their enrollment or employment at any institution of higher learning in the state where he/she resides, as of October 2002. Institutions of higher learning were thereafter required to provide a statement in their ASR detailing where members of their campus community can obtain information concerning registered sex offenders.

California's registered sex offender laws comply with the federal law requirement. As of 2002, sex offenders who reside on campus are required to register with campus law enforcement. This law also expanded the registration requirements for all campus-affiliated sex offenders to register with the campus PD. [290.01(a) (1) PC]

The following persons shall register their sex offender status with the SBCCD PD:

- Enrolled students
- Full/part time employees with the SBCCD (with/out compensation)
- Persons who carry on a vocation at any SBCCD property for more than 14 days, or for an aggregated period exceeding 30 (total) days in a calendar year.

Penal Code Section 290.01(d)(1)(A), as amended, provides that the SBCCD PD is authorized to, in certain instances, release registered sex offender information (all categories) to members of the campus community.

As of 2005, the California Department of Justice must make available to the public, via the Internet, specific information about certain sex offenders.

15.5 Sex Offender Informational Data (Public access)

The California Department of Justice's website provides certain registered sex offender locator information: www.ag.ca.gov. [290.46(a) (2) (A) PC]

Note: The Department of Justice does not make available sex offender registration information specific to any College.

15.6 Sex Offender Information (Campus community access)

Campus-affiliated registered sex offender information is available for inspection by members of the campus community at the SBCCD PD offices during normal business hours. Please call (909) 384-4491 for more information.

The SBCCD PD may also release sex offender information relating to campus-affiliated sex offenders to members of the campus community who:

- are member(s) of the campus community
- are not themselves registered sex offenders
- understand that the release of registered sex offender information is for the purpose of allowing members of the campus community to protect themselves and their children from sex offenders
- understand that it is illegal to use the sex offender registration information to harass, discriminate, or commit a crime against any person who has been identified as a sex offender
- are willing to sign a "Registered Sex Offender View Form." [290.01(d) (4) (A) PC]

The following registered sex offender information is available for public viewing:

- name and known aliases
- age, DOB, gender, race
- physical description (including scars, marks, tattoos)
- photograph (if available)
- crimes that were the basis for the registration requirement
- date of registration or re-registration

15.7 Campus Law Enforcement Disclosure

The SBCCD may proactively release any portion of the following information to the campus community concerning the presence of a high-risk sex offender who is in the campus community. The SBCCD PD may reactively release any portion of the following information when necessary to ensure the public safety based upon information available to the entity concerning a registered sex offender. [290.45(a) PC]

The SBCCD Police may release sex offender information to persons and campus entities for the purpose of disclosing the information to additional persons if the SBCCD PD can determine that the scope of any further disclosure meets the conditions set forth in Penal Code §290.45(c)(1).

- name and known aliases
- date of birth, gender and race
- physical description, including scars, marks and tattoos
- photograph (if available)
- crimes that were the basis for the registration requirement
- residence address (must be verified by law enforcement prior to release)
- type of victim targeted by the offender
- relevant parole or probation conditions
- dates of crimes resulting in classification
- date of release from confinement
- offender's employment, vocation or student status with college

15.8 SBCCD Sex Offender Registration Requirements

Every person who is required to register in California as a sex offender and who:

- is enrolled as a SBCCD student (including extension classes) or
- is a full/part time employee at SBCCD whether compensated or not, including volunteers, or
- carries on a vocation at SBCCD for more than 14 days, or for an aggregated period exceeding 30 (total) days in a calendar year, shall register with the campus police department.

A campus-affiliated sex offender shall notify the SBCCD PD within five working days of ceasing to be enrolled or employed, ceasing to carry on a vocation at SBCCD or if the offender has a change of address. [290.01(a) (1) PC]

Registration of sex offenders shall be conducted at the SBCCD PD. Persons required to register shall do so in person Monday - Friday (excluding holidays) during normal business hours.

15.9 Hate Violence

The SBCCD campus community places a great emphasis on the value of diversity, assessing one's culture and the celebration of difference. However, the reality is that anyone at any time can be the target of a hate crime or a bias-motivated incident. Unlike other crimes that target individuals, hate crimes and bias-motivated incidents negatively impact the entire SBCCD campus community. While the college campuses are not immune to such opportunistic acts, the low number of reported occurrences provides an antidotal glimpse that we have made great strides toward the creation of a campus environment that is more tolerant of individuals, groups, cultures, values and ideas.

15.10 Reporting Hate Violence

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or hate or bias-motivated incident, you are encouraged to report the occurrence to the SBCCD PD or to any designated CSA.

15.11 Workplace Violence

The SBCCD is committed to creating and maintaining an environment that is free from workplace violence. The SBCCD has zero tolerance for violent acts, or threats of violence, against any member of the campus community or SBCCD property. The SBCCD has zero tolerance for and prohibits violence or threats of violence occurring off the SBCCD premises by an employee or person acting in the capacity of a representative or agent of the SBCCD, if such violence or threat of violence affects the legitimate interests of the SBCCD. [Board Policy 3510]

16.0 Crime Definitions

Per the Clery Act, the SBCCD PD must classify crimes based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR). Definitions of sex offenses are from the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. Although the law states that institutions must use the UCR for defining and classifying crimes, it doesn't require Clery Act crime reporting to meet all UCR standards.

UCR crime definitions appear in italics. The text provided classifies criminal incidents taken directly from FBI materials; some has been condensed or paraphrased. Some definitions are from the VAWA Amendments. Some crime examples are taken or adapted from FBI materials, and others were created for this document based on questions educational communities have asked of law enforcement over the years.

- **Murder:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Forcible /Non Forcible Sex Offenses:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent. Non-Forcible sex offenses include incest or statutory rape.
- **Sodomy:** Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Robbery:** The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Hate Crime:** A crime, usually violent, motivated by prejudice or intolerance made by the perpetrator toward a member of any race, gender, gender identity, religion, sexual orientation, ethnicity/national origin, and/or disability.
- **Aggravated Assault (ADW):** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.
- **Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and

entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

- **Motor Vehicle Theft:** Any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.
- **Arson:** Any willful or malicious burning, or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Domestic Violence:** Assault and/or battery committed on a current or former spouse, an intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to be in fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- **Unfounded Crimes:** According to UCR guidelines, a reported offense can be cleared as “unfounded” if the investigation shows that no offense occurred or was attempted. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not “unfound” a legitimate offense, nor do the findings of a coroner, court, jury, or prosecutor. According to UCR guidelines, the statistics on “unfounded cases” should include crime reports that are either false or baseless.

Hate Crime Categories

Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (GI) Gender Identity

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a group of person’s based on their actual or perceived gender-related characteristics.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- **Ethnicity/National origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

17.0 Crime Statistics Data

The following crime statistical data has been reported using the Uniform Crime Reporting procedures as set forth by the Federal Bureau of Investigation and the California Department of Justice. Crime statistics disclosed are those that occurred on property owned and controlled by the SBCCD and public property contiguous/adjacent to the SBCCD campuses or sites. SBCCD PD staff reviews the UCR annually for updates in reporting.

17.1 CHC CRIME STATISTICS FOR 2015, 2016, AND 2017

Violation	On Campus 2015	Public Property 2015	Non-Campus Property 2015	2015 Totals	On Campus 2016	Public Property 2016	Non-Campus Property 2016	2016 Totals	On Campus 2107	Public Property 2017	Non-Campus Property 2017	2017 Totals
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault												
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault With an object	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	1	0	0	1	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	1	0	0	1
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	1	0	0	1
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	1	0	0	1	0	0	0	0
Motor Vehicle Theft	3	0	4	7	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	1	0	0	1
Hate Crimes*	0	0	0	0	0	0	0	0	0	0	0	0
Arrest												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	5	0	0	5	2	0	0	2	5	0	0	5
Liquor Law Violations	1	0	0	1	2	0	0	2	0	0	0	0
Disciplinary Actions												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

*Hate Crimes include the following categories: Disability, Ethnicity, Race, Religion, Sexual Orientation, Gender, National Origin and Gender Identity.

17.2 EDCT CRIME STATISTICS FOR 2015, 2016, AND 2017

Violation	On Campus 2015	Public Property 2015	Non-Campus Property 2015	2015 Totals	On Campus 2016	Public Property 2016	Non-Campus Property 2016	2016 Totals	On Campus 2017	Public Property 2017	Non-Campus Property 2017	2017 Totals
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault												
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault With an object	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes*	0	0	0	0	0	0	0	0	0	0	0	0
Arrest												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

***Hate Crimes include the following categories: Disability, Ethnicity, Race, Religion, Sexual Orientation, Gender, National Origin and Gender Identity.**

17.3 SBVC CRIME STATISTICS FOR 2015, 2016, AND 2017

Violation	On Campus 2015	Public Property 2015	Non-Campus Property 2015	2015 Totals	On Campus 2016	Public Property 2016	Non-Campus Property 2016	2016 Totals	On Campus 2017	Public Property 2017	Non-Campus Property 2017	2017 Totals
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault												
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault With an object	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	2	0	0	2	2	0	0	2	1	1	0	2
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	0	1	5	0	0	5	0	0	0	0
Domestic Violence	1	0	0	1	0	0	0	0	6	0	0	6
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	1	1	0	2	3	0	0	3
Aggravated Assault	0	0	0	0	2	0	0	2	1	0	0	1
Burglary	2	0	0	2	1	0	0	1	0	0	0	0
Motor Vehicle Theft **	11	4	0	15	15	3	0	18	21	7	0	28
Arson	0	0	0	0	1	0	0	1	0	0	0	0
Hate Crimes*	0	0	0	0	0	0	0	0	0	0	0	0
Arrest												
Illegal Weapons Possession	4	0	0	4	3	0	0	3	0	2	0	2
Drug Abuse Violations	16	2	0	18	21	5	0	26	8	10	0	18
Liquor Law Violations	3	3	0	6	4	2	0	6	3	8	0	11
Disciplinary Actions												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

*Hate Crimes include the following categories: Disability, Ethnicity, Race, Religion, Sexual Orientation, Gender, National Origin and Gender Identity.

**The numbers reported for Motor Vehicle Thefts include the swap meet parking lot located at 632 S. Mt. Vernon Ave., San Bernardino, CA.

Crafton Hills College


11711 Sand Canyon Road Yucaipa, CA 92399



Map not to scale
Updated: 6-8-15

-  **ATM**
-  **Bus Stop**
-  **Nurse's Station**
-  **Police/Security**
-  **Visitor Parking**

 **Parking Permits (Daily)**
 Parking permits/decals are required to park in all parking lots and on all college streets.
 Daily parking permits available in all lots.
 Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

 **Smoking Areas**
 This is a smoke-free campus smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

District Police (909) 389-3275

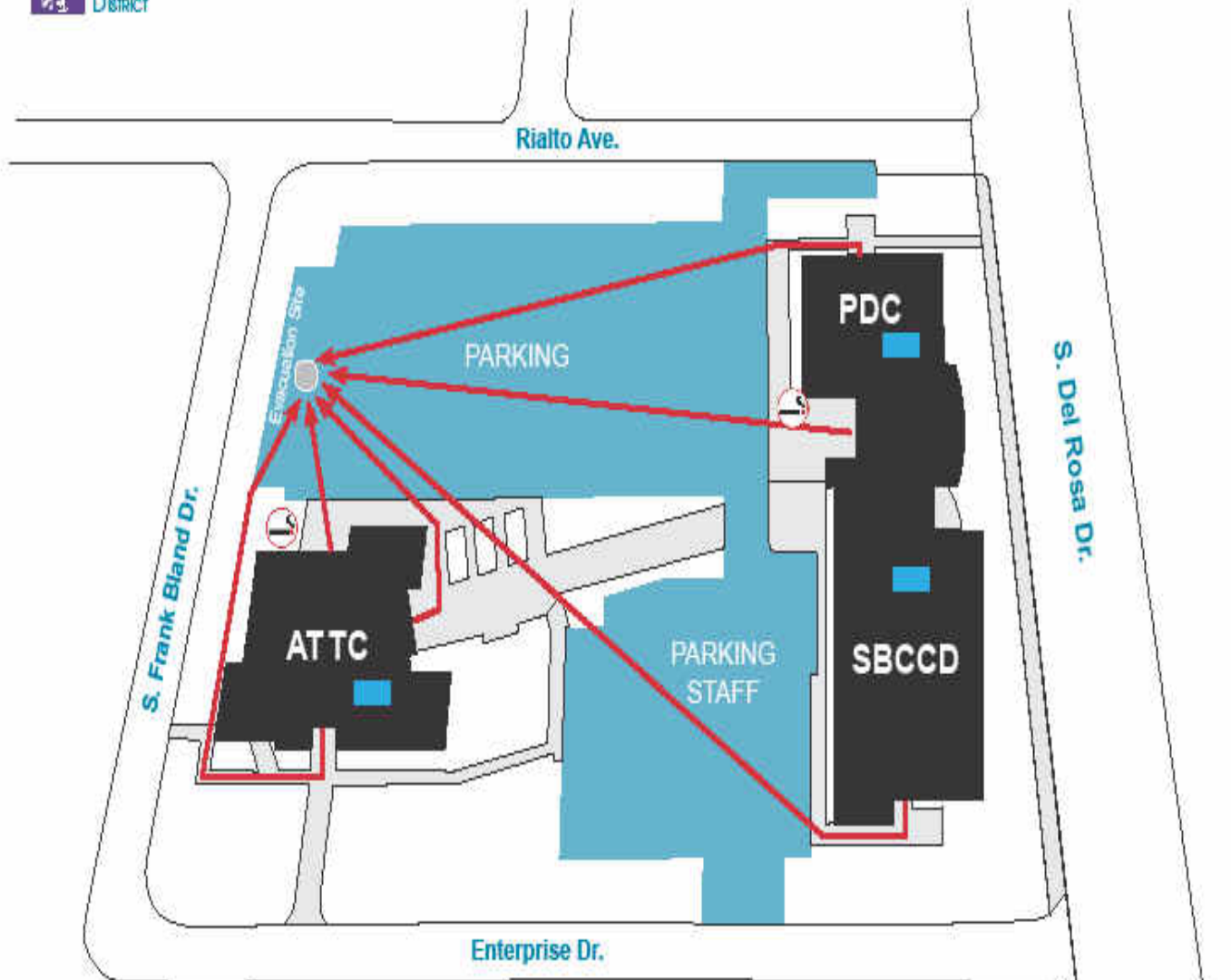
1	MAINTENANCE & OPERATIONS/ SHIPPING & RECEIVING	M&O
2	CHILD DEVELOPMENT CENTER	CDC
3	CRAFTON HALL	CHL
4	CLOCK TOWER BUILDING	CTB
5	WEST COMPLEX	WEST
6	CRAFTON CENTER	CCR
	Admissions & Records	
	Counseling	
	Disabled Student Services	
	EOPS	
	Financial Aid	
7	STUDENT SUPPORT BUILDING	SSB
	Health & Wellness Center	
8	LEARNING RESOURCE CENTER	LRC
9	PERFORMING ARTS CENTER	PAC

10	CENTRAL COMPLEX 1 POLICE (LADM 153)	CNTL 1
11	CENTRAL COMPLEX 2	CNTL 2
12	CANYON HALL	CYN
13	VISUAL ARTS	ARTS
14	EAST COMPLEX 1	EAST 1
15	EAST COMPLEX 2	EAST 2
16	PUBLIC SAFETY & ALLIED HEALTH	P5AH
17	GYMNASIUM	GYM
18	NORTH COMPLEX	NRTH
19	KINESIOLOGY, HEALTH EDUCATION & AQUATICS COMPLEX	KHA
20	ATHLETIC FIELD	AF
21	TENNIS COURTS	TC-CRTS



San Bernardino Community College District

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



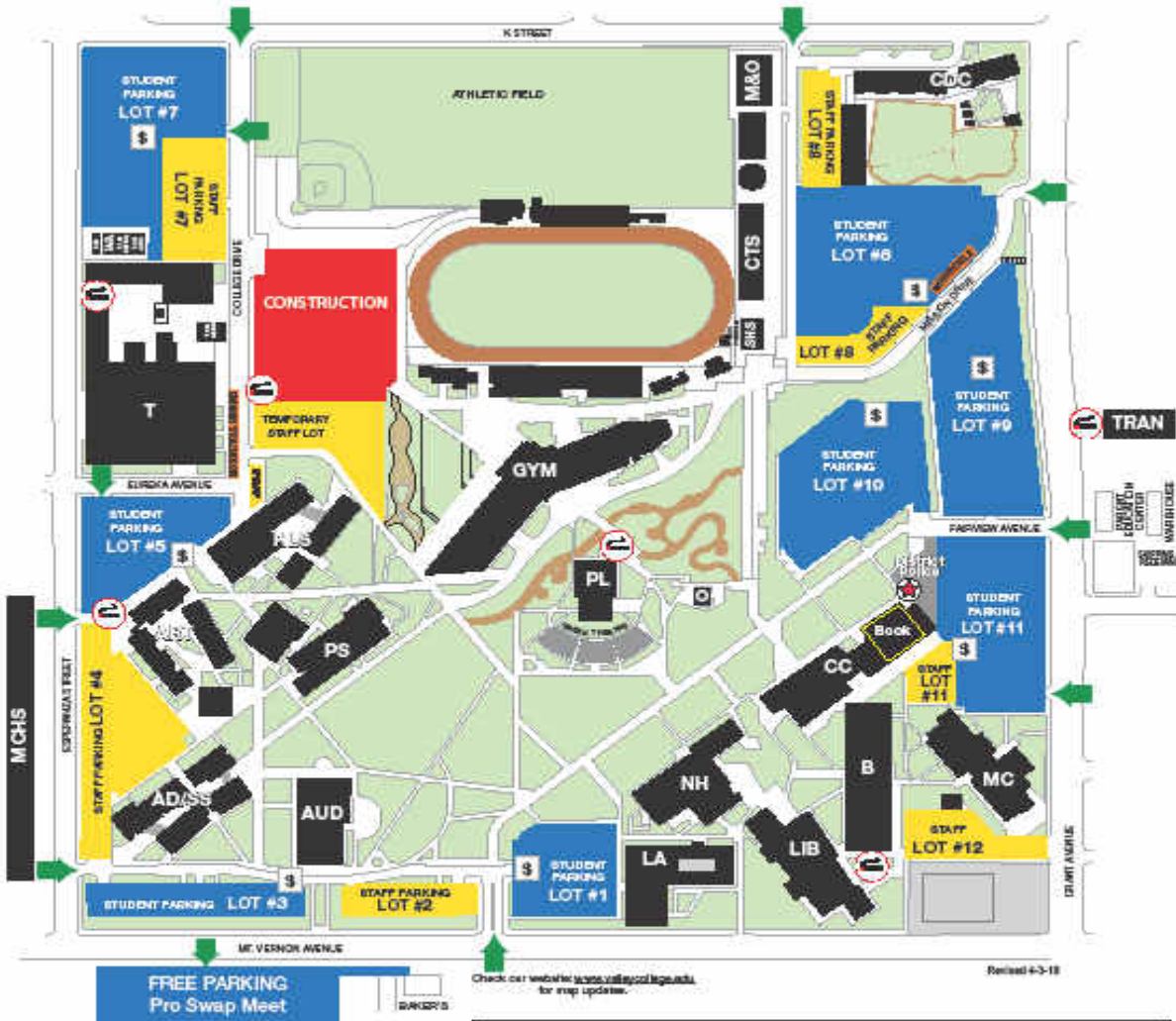
Building Symbols

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

- AUTOMATED EXTERNAL DEFRILLATOR
- SMOKING
- Evacuation Sites

San Bernardino Valley College

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



Check our website www.valcolleg.edu for map updates.

Revised 4-3-18

- INDICATES CONSTRUCTION AREAS
- ← ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- \$ INDICATES PARKING PERMIT DISPENSER
- P INDICATES APPROVED SMOKING AREAS (S)
This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Student Policy #2570; Government Code #7592)

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

Building Symbols

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

Parking permits/decals are required to park in all parking lots and on all college streets.
Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

Revised 4-3-18

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: October 11, 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 - October 2018

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
DISTRICT				
Aguilar	Tiffany	Human Resources	Tiffany, Thank you so much for being so welcoming and helpful when I needed assistance.	Brittany Sysawang
Aguirre	Margarita	Accounts Payable	Margarita has demonstrated excellent service with providing assistance in navigating the Oracle system.	Rejoice C Chavira
Benson	Lori	EDCT	Lori, Thank you for always being so kind and helpful whenever I need assistance.	Brittany Sysawang
Booker	Inez	Accounts Payable	Inez has been a great help with helping me learn the Oracle system. Inez has been tremendously patient and has gone "over and above" in providing excellent service	Rejoice C Chavira
Booker	Inez	Accounts Payable	Thank you for answering your phone every time you see my name because when I call there's always a problem!	Alyssa Taylor
Brooks	Colin	EDCT	Colin, Thank you for your awesome advice and guidance most importantly thank you for being so proactive and helpful.	Brittany Sysawang
Davis	Angela	Purchasing	Thank you for answering our Oracle questions. Your patience, reassuring answers, and encouragement was fantastic. We are truly fortunate to have you at SBCCD.	Cyndie St. Jean
Davis	Angela	Purchasing	Angela, Thank for always going above and beyond. You are extremely helpful and resourceful.	Heather Ford
Diggle	Virginia	Business Services	Thank you for your professionalism, hard work and all you do for our campus! You are appreciated!	Debby Gallagher

Caring Hands Applause Cards - October 2018

Elmore	Cory	Human Resources	Thank you for coming to CHC All Secretaries meeting to discuss substitutes, part time faculty and student workers and keeping us informed and up-to-date.	Cyndie St. Jean
Elmore	Cory	Human Resources	Thank you for the HR training at the All Secretaries meeting on 9/21/18. You are appreciated!	Debby Gallagher
Flores	Briana	EDCT	Briana, Thank you so much for being so kind and helpful at all times.	Brittany Sysawang
Ford	Heather	Office of the Chancellor	Thank you for your professionalism, hard work and all you do! You are appreciated!	Debby Gallagher
Gamboa	Colleen	Payroll	Thank you for your professionalism, hard work and all you do! You are appreciated!	Debby Gallagher
Gonzales	Melanie	Human Resources	Thank you for the HR training at the All Secretaries meeting on 9/21/18. You are appreciated!	Debby Gallagher
Goodrich	Kelly	District Support Services	Thank you for your professionalism, hard work and all you do! You are appreciated!	Debby Gallagher
Green	Nancy	Payroll	Thank you for your professionalism, hard work and all you do! You are appreciated!	Debby Gallagher
Hannon	Kristina	Human Resources	Thank you for your professionalism, hard work and all you do! You are appreciated!	Debby Gallagher
Holliman	Roanne	EDCT	Mrs. Roanne, Thank you for being so kind and helpful at all times. Your guidance is always appreciated.	Brittany Sysawang
Joyce	Roxane	EDCT	Roxane, Thank you so much for providing great training and being kind.	Brittany Sysawang

Caring Hands Applause Cards - October 2018

Kelly	Martha	Purchasing	Thank you for answering our Oracle questions. Your patience, reassuring answers, and encouragement was fantastic. We are truly fortunate to have you at SBCCD.	Cyndie St. Jean
Lester	Wendy	EDCT	Wendy, Thank you so much for being proactive and helpful.	Brittany Sysawang
Malone	Arliss	Payroll	Thank you for your professionalism, hard work and all you do! You are appreciated!	Debby Gallagher
Mata	Susanne	EDCT	Susanne, thank you so very much for being kind and helpful.	Brittany Sysawang
Menge	Erika	District Support Services	Thank you for your professionalism, hard work and all you do! You are appreciated!	Debby Gallagher
Myler	Kaitlyn	EDCT	Katie, thank you so much for being so welcoming and helpful when needed	Brittany Sysawang
Nikac	Stacey	Office of the Chancellor	Thank you for your professionalism, hard work and all you do! You are appreciated!	Debby Gallagher
Perez	Brandy	Human Resources	Thank you for the HR training at the All Secretaries meeting on 9/21/18. You are appreciated!	Debby Gallagher
Perez	Janet	Human Resources	Thank you for your professionalism, hard work and all you do for our campus! You are appreciated!	Debby Gallagher
Phaymonie	Judy	EDCT Foundation	Judy, thank you so for being so kind and helpful.	Brittany Sysawang

Caring Hands Applause Cards - October 2018

Piggott	Gloria	Printing Services	Gloria is an amazing coworker and a pleasure to work with. She is kind-hearted and always willing to go the extra mile. Her dedication to our students is appreciated. Thank you Gloria for helping the Respiratory Care Department!	Paige Dulay-Vega
Piggott	Gloria	Printing Services	Thank with your help getting the ASR printed. You are appreciate!	Michele Jeannotte
Rodriguez	Angel	Office of the Chancellor	Thank you for your professionalism, hard work and all you do! You are appreciated!	Debby Gallagher
Smith	Latasha	Human Resources	Thank you for coming to CHC All Secretaries meeting to discuss substitutes, part time faculty and student workers and keeping us informed and up-to-date.	Cyndie St. Jean
Smith	Latasha	Human Resources	Latasha, thank you so much for your assistance. You were very helpful. Your time and efforts are very much appreciated.	Brittany Sysawang
Torres	Maria	Office of the Chancellor	Thank you for your professionalism, hard work and all you do! You are appreciated!	Debby Gallagher
Tram	Yvette	TESS	Thank you for answering our Oracle questions. Your patience, reassuring answers, and encouragement were fantastic. We are truly fortunate to have you at SBCCD.	Cyndie St. Jean
Zaragoza	Karla	Human Resources	Thank you for your professionalism, hard work and all you do! You are appreciated!	Debby Gallagher

Caring Hands Applause Cards - October 2018

CRAFTON HILLS COLLEGE				
Aslanian	Artour	Institutional Effectiveness, Research and Planning	Thank you Artour for all the help you have given me on the various projects I have worked on. It's a pleasure to work along side of you. Keep up the great work!	Ruby Zuniga
Barrie	Trinette	Transfer Center	Thank you for all your help at the Transfer Fair this semester. You are truly appreciated for volunteering your time to ensure that the students have a wonderful experience at the event.	Brandice Mello
Bryant	Tom	Theater	Thank you for bringing your class to the university transfer fair to inspire and support student's academic future.	Mariana Moreno
Chavez	Ed	Facilities	Thank you for all that you do. You are much appreciated.	Ruby Zuniga
Colvey	Kirsten	Student Services	Thank you for always encouraging us to grow as individuals and as a department. We are truly fortunate to have you as our manager. Thank you for all you do.	Brandice Mello
Downard	Megan	University Transfer and Career Center	You are such an asset in the UTCC! We are so lucky to have you with us. Your strong work ethic and dedication are such a blessing to us as well as the students we serve.	Brandice Mello
Grabow	Jimmy	Counseling	Thank you for volunteering your own personal time to the success of the University Transfer Fair. I appreciate you standing in the heat of the sun to welcome our university guests and for your assistance with parking and escorting.	Mariana Moreno

Caring Hands Applause Cards - October 2018

Grabow	Jimmy	Counseling	Thank you for everything you do to help out the students and the multiple departments on campus. We are truly fortunate to have you here. Your encouragement and humor inspire all others to succeed. Do not lose that!	Brandice Mello
Hogrefe	Richard	Communications	Thank you for bringing your class to the university transfer fair to inspire and support student's academic future.	Mariana Moreno
Jimenez	Sabrina	History	Thank you for bringing your class to the university transfer fair to inspire and support student's academic future.	Mariana Moreno
Linfield	Leon	English	Thank you for bringing your class to the university transfer fair to inspire and support student's academic future.	Mariana Moreno
Lopez	Richard	Custodial	Thank you for all the hard work you do in the LRC and for always being helpful when needed. This place would not be as beautiful and clean without you!	Ruby Zuniga
Moreno	Mariana	University Transfer and Career Center	Thank you for being such a compassionate and driven leader. The encouragement and inspiration that you provide to students is felt throughout the campus. I am truly fortunate to have the privilege of working with you.	Brandice Mello
Pinedo	Vanessa	Custodial	Thank you for keeping the library so clean!	CHC Library
Rivera	Ernesto	Counseling	I truly appreciate all that you do for our students and the campus in general. Your drive and respect toward others are an inspiration to us all. As a leader, you support others in their success and encourage them to go beyond!	Brandice Mello

Caring Hands Applause Cards - October 2018

Scott	Shella	Counseling	Thank you for bringing your class to the university transfer fair to inspire and support student's academic future.	Mariana Moreno
Sullivan	Dan	Fire Technology	Thank you for bringing your class to the university transfer fair to inspire and support student's academic future.	Mariana Moreno
Ware	Monique	University Transfer and Career Center	Thank you for volunteering with the University Transfer Fair. I appreciate your willingness to help out where you see a need, even if it's not directly related to your assignment. You are an example of teamwork.	Mariana Moreno
Ware	Monique	University Transfer and Career Center	Thank you for all your help with every event we hold. We are truly fortunate to have you with use here in the center as well as the campus as a whole. You are a bright soul that has so much to give.	Brandice Mello
Warren-Marlatt	Rebeccah	Student Services	Thank you for being such a fantastic leader for Student Services and for the campus as a whole. We truly appreciate all that you do for us and the encouragement you provide to see us all succeed. Thank you for all you do.	Brandice Mello
Wilson	Debbie	Counseling	Thank you for being an advocate for students in their transfer journey. You create opportunities for them not only on our campus but beyond our walls in the community and at four year institutions. We are lucky to have you.	Mariana Moreno

Caring Hands Applause Cards - October 2018

SAN BERNARDINO VALLEY COLLEGE				
Camacho	Albert	Custodial	Albert responded very quickly when I needed access to a locked area to store a campus cart. He even helped put on the cover. I really appreciate it!	Karen Childers
Grishow	Kevin	Maintenance	Kevin took the time to come to my office and replace a key that wasn't working. We even went and tried it to make sure it would work. Thank you for going the extra mile!	Karen Childers
Hamdy	Rania	Professional Development	Thank you for providing Professional Development Talk at the All Secretaries meeting on 9/21/18. You are appreciated!	Debby Gallagher
Hernandez	Robert	Custodial	Robert responded very quickly when I needed access to a locked area to store a campus cart. He even helped put on the cover. I really appreciate it!	Karen Childers
Hrdlicka	Rick	Campus Technology Services	Thank you for providing Office 365/OneDrive training at the All Secretaries meeting on 9/21/18. You are appreciated!	Debby Gallagher
Luke	Dr. Craig	Counseling	He is always for the students before anything else.	Anonymous, Student
Ramirez	Jesse	Student Services	Jesse came in early on August 10 to help with the parking space opportunity drawing on Opening Day. He really helped us out. Thank you Jesse!	Karen Childers
Rivera	Rosemary	First Year Experience (FYE)	Rosemary has done so much to support our faculty, staff, and student body. Rosemary is a shadow worker - one who does so much behind the scenes but is rarely ever noticed. Rosemary you are a true inspiration to our (FYE) team.	Craig S. Luke, Sr., Ph.D., CRC

Caring Hands Applause Cards - October 2018

Sifuentes	Uvaldo	Campus Technology Services	Thanks for your Teamwork!	Rosita Moncada
Smith	Mary	First Year Experience (FYI)	Mary is a veteran secretary that has the pulse of the FYE department. She serves with distinction and honor. The care and concern that she shares for our student body is second to none. Thank you Mary for all your do!	Craig S. Luke, Sr., Ph.D., CRC
Wrenn	Cedrick	Campus Technology Services	Thanks for your Teamwork!	Rosita Moncada
Yearyean	Nathanial	Campus Technology Services	Thanks for your Teamwork!	Rosita Moncada

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: October 11, 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 September 13, 2018. As of that date, SBCCD was 20.8% through the fiscal year and had spent and/or encumbered approximately 21.7% of its budgeted general fund.

ANALYSIS

While year to date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 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.



Budget Revenue & Expenditure Summary

Year to Date 09/14/2018

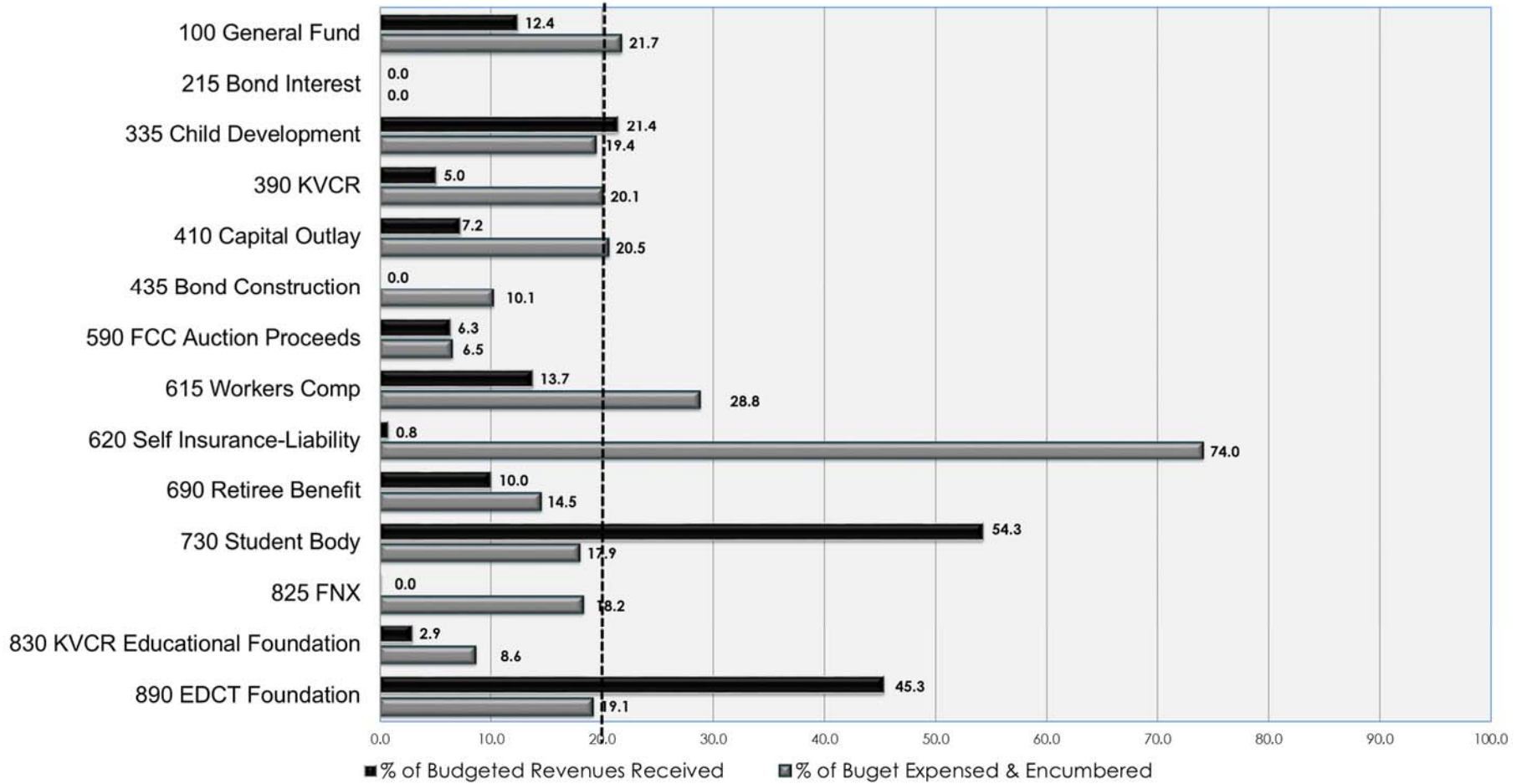
	20.8% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	\$160,876,664	\$ 19,870,921	12.4%	\$163,789,417	\$ 35,580,546	21.7%	
215 Bond Interest & Redemption	\$ 25,703,480	\$ -	0.0%	\$ 29,169,261	\$ -	0.0%	<i>Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.</i>
335 Child Development	\$ 3,199,174	\$ 684,193	21.4%	\$ 3,199,174	\$ 621,554	19.4%	
390 KVCR	\$ 4,903,772	\$ 246,677	5.0%	\$ 4,903,331	\$ 983,514	20.1%	
410 Capital Outlay Projects	\$ 1,636,671	\$ 117,452	7.2%	\$ 6,057,694	\$ 1,243,595	20.5%	
435 Bond Construction	\$ -	\$ 15,220	n/a	\$ 5,950,000	\$ 603,761	10.1%	
590 FCC Auction Proceeds	\$ 8,400,000	\$ 529,899	6.3%	\$ 60,227,904	\$ 3,893,245	6.5%	
615 Workers Compensation	\$ 1,257,000	\$ 172,353	13.7%	\$ 1,257,000	\$ 361,814	28.8%	
620 Self Insurance-Liability	\$ 550,000	\$ 4,142	0.8%	\$ 785,000	\$ 580,991	74.0%	<i>FY2019 Insurance payment of \$516,488</i>
690 Retiree Benefit	\$ 405,000	\$ 40,390	10.0%	\$ 305,700	\$ 44,281	14.5%	
730 Student Body Center Fee	\$ 294,700	\$ 159,925	54.3%	\$ 294,700	\$ 52,836	17.9%	
825 FNX	\$ 3,018,000	\$ 1,234	0.0%	\$ 3,188,711	\$ 581,840	18.2%	
830 KVCR Educational Foundation	\$ 3,442,291	\$ 99,522	2.9%	\$ 3,442,253	\$ 295,285	8.6%	
890 EDCT Foundation	\$ 497,619	\$ 225,634	45.3%	\$ 497,619	\$ 95,116	19.1%	



Budget Revenue & Expenditure Summary

Year to Date 09/14/2018

Fiscal Year Elapsed - 20.8%





Oracle Summary Balance Report

Year to Date 09/14/2018

Fund	Title	Type	Budget	Encumbered	YTD	Total
100	General Fund	Expense	163,789,417.39	19,881,408.05	15,699,137.82	35,580,545.87
		Revenue	160,876,663.72	4,094,643.05	15,776,277.52	19,870,920.57
215	Bond Interest	Expense	29,169,261.00	-	-	-
		Revenue	25,703,480.00	-	-	-
335	Child Development	Expense	3,199,173.98	193,028.26	428,525.34	621,553.60
		Revenue	3,199,174.00	-	684,193.04	684,193.04
390	KVCR	Expense	4,903,331.04	553,278.60	430,235.62	983,514.22
		Revenue	4,903,771.63	241,579.84	5,097.02	246,676.86
410	Capital Outlay	Expense	6,057,694.28	1,191,679.69	51,915.02	1,243,594.71
		Revenue	1,636,670.99	-	117,452.39	117,452.39
435	Bond Construction	Expense	5,950,000.00	607,093.99	(3,332.62)	603,761.37
		Revenue	-	-	15,220.22	15,220.22
590	FCC Auction Proceeds	Expense	60,227,904.00	3,886,482.39	6,763.06	3,893,245.45
		Revenue	8,400,000.00	-	529,898.53	529,898.53
615	Worker's Comp.	Expense	1,257,000.00	112,397.00	249,417.09	361,814.09
		Revenue	1,257,000.00	90,625.00	81,728.33	172,353.33
620	Self Insurance - Liability	Expense	785,000.00	64,502.90	516,488.00	580,990.90
		Revenue	550,000.00	-	4,142.27	4,142.27
690	Retiree Benefit	Expense	305,700.00	-	44,281.26	44,281.26
		Revenue	405,000.00	10,404.80	29,984.61	40,389.41
730	Student Body Center Fee	Expense	294,699.97	10,844.18	41,991.71	52,835.89
		Revenue	294,700.00	-	159,924.89	159,924.89
825	FNX	Expense	3,188,710.95	382,837.76	199,002.27	581,840.03
		Revenue	3,018,000.00	100.00	1,133.89	1,233.89
830	KVCR Educational Foundation	Expense	3,442,253.21	228,048.96	67,236.00	295,284.96
		Revenue	3,442,290.62	97,561.21	1,960.85	99,522.06
890	EDCT Foundation	Expense	497,619.22	47,810.20	47,306.10	95,116.30
		Revenue	497,619.22	220,104.00	5,530.05	225,634.05

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: October 11, 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 August 2018 (See attached).

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
August 2018**

ON CAMPUS:

CRAFTON

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
18-0132	8/06/2018	BP 25608(a)	Possession of Liquor on School Property	Campus	Citation Issued

DISTRICT
NO INCIDENTS TO REPORT

VALLEY

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
18-0176	8/20/2018	PC 11357	Possession of Marijuana	Admin	Subject Arrested
18-0182	8/20/2018	PC 11357	Possession of Marijuana	Lot 5	Subject Arrested

PUBLIC PROPERTY:

CRAFTON
NO INCIDENTS TO REPORT

DISTRICT
NO INCIDENTS TO REPORT

VALLEY
NO INCIDENTS TO REPORT

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: October 11, 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 \$22,169,539.

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 September 21, 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	34,887	36,356	33,851	33,212	23,360	22,061	45,903	40,580	33,098	30,914	30,267	30,417		
Receipts														
Federal		-1	179		13	108	22	4	569	191	-218	1,712		2,579
State	6,908	6,209	15,526	7,925	8,957	23,151	6,906	4,364	11,236	7,095	10,073	-1,586		106,766
State Deferrals														
Local	1,664	889	-242	1,283	3,835	16,258	2,254	2,063	1,531	7,981	5,647	-4,472		38,691
Temporary Borrowings														
Inc Transfer & Sale of Assets				164		10,983					16	429		11,591
Accounts Receivable/Accruals	711	275	667	585	75	-757	-144	305	274	102	-1,041	59		1,109
Total Receipts	9,284	7,371	16,130	9,958	12,880	49,744	9,037	6,736	13,610	15,369	14,476	-3,858		160,736
Disbursements														
Academic Salaries	-2	2,021	4,001	4,391	4,465	4,395	4,416	3,952	4,482	4,460	4,448	7,653		48,683
Classified Salaries	2,203	2,483	2,988	2,942	3,006	3,269	2,898	2,833	2,991	2,952	3,013	3,129		34,708
Benefits	1,050	1,771	2,309	2,346	2,219	2,406	2,371	2,325	2,403	2,409	2,433	3,307		27,348
Supplies & Materials	-3	11	154	182	141	60	163	253	150	235	285	1,788		3,419
Other Operating Exp	4	277	4,599	8,772	3,398	3,379	3,476	3,943	4,339	4,621	4,141	-6,716		34,232
Capital Outlay	-1	4	95	158	112	109	47	383	173	137	267	2,751		4,233
Other Outgo			1,762	741	842	596	115	507	1,211	1,201	118	4,229		11,321
Longterm Post-Employment Benefits	-6	-1	-7	-2	-1	-1	-3	-1	9	-1	-2	-4		-21
Accounts Payable/Accruals	4,570	3,309	868	280	-2	11,689	878	25	36	2	-379	-11,747		9,528
Total Disbursements	7,814	9,876	16,769	19,810	14,179	25,902	14,360	14,219	15,794	16,015	14,326	4,389		173,453
Increase / (Decrease) in Cash Balance	1,469	-2,504	-639	-9,852	-1,299	23,842	-5,323	-7,482	-2,184	-647	150	-8,247		
Estimated Ending Cash Balance	36,356	33,851	33,212	23,360	22,061	45,903	40,580	33,098	30,914	30,267	30,417	22,170		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Jeremiah Gilbert, Interim Executive Director, Research & Planning

DATE: October 11, 2018

SUBJECT: Key Performance Indicator (KPI) Dashboard Updates

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The attached data sheets provide updates to the KPIs that have been revised with 2017-18 data.

ANALYSIS

2017-18 data is now available for KPI 3.1 (Higher Education Relationships), KPI 3.2 (PK-12 Relationships), and KPI 3.3 (Business/Workforce Development Relationships). Along with including 2017-18 data, these data sheets have been reformatted and now include campus data, when available. Once all KPIs have been updated with 2017-18 data, the full dashboard will be revised and updated online.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Goal 3: Partnerships of Strategic Importance

KPI 3.1: Higher Education Relationships

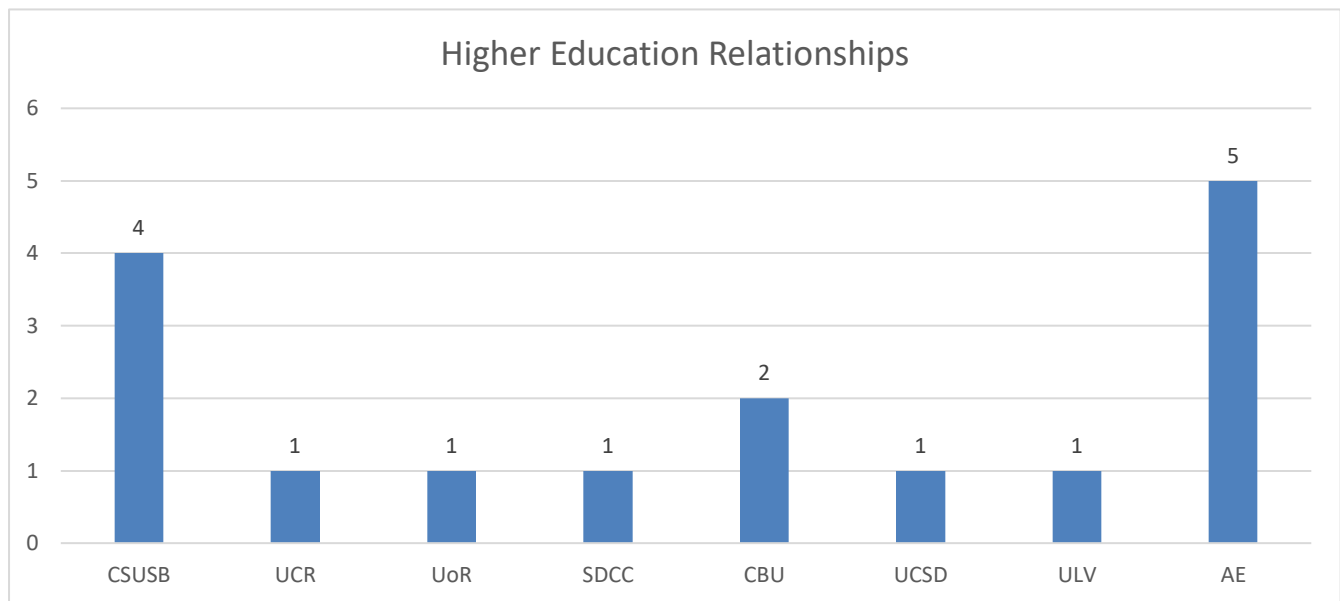
Objective: Invest in strategic relationships and collaborative relationships in higher education, PK-12 education, business and workforce development, government, and other community organizations.

Definition: The amount of involvement SBCCD has with other Higher Education Institutions. It is a count of the number of relationships we have with regional institutions of Higher Education. A Higher Education Partnership is defined as one having a MOU on file.

Measurement Frequency: Annual

	2017-2018 Total
KPI 3.1: Higher Education Relationships	16

Note: This is a new metric, so 2017-2018 is our baseline year.



CSUSB = Cal State University San Bernardino; UCR = UC Riverside; UoR = University of Redlands;
SDCC = San Diego City College; CBU = Cal Baptist University; UCSD = UC San Diego;
ULV = University of La Verne; AE = Adult Education (combined)

Analysis: SBCCD had a total of 16 relationships with 12 Higher Education Institutions. Most relationships centered on Enrollment, Recruitment, Transfer Articulation, and Adult Education.

Goal 3: Partnerships of Strategic Importance

KPI 3.2: PK-12 Relationships

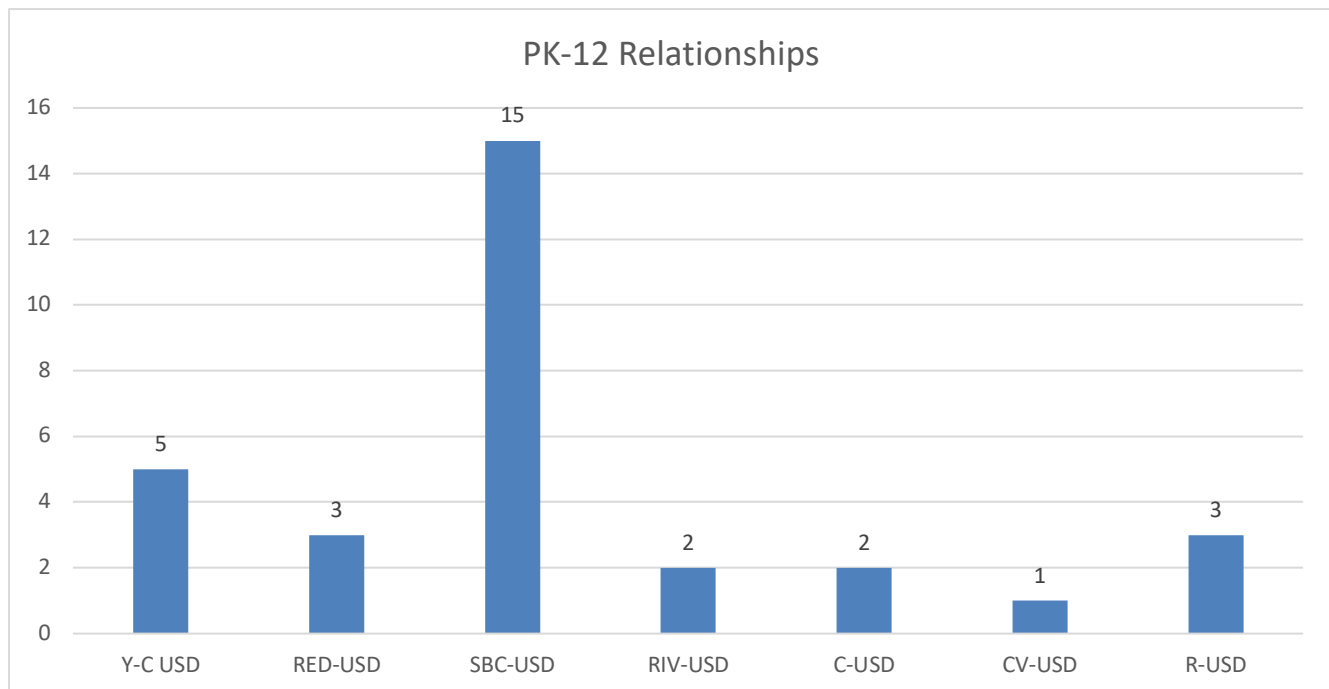
Objective: Invest in strategic relationships and collaborative relationships in higher education, PK-12 education, business and workforce development, government, and other community organizations.

Definition: The amount of involvement SBCCD has with the community. It is a count of the number of relationships we have with local PK-12 schools. A PK-12 Partnership is defined as having a MOU on file.

Measurement Frequency: Annual

	2017-2018 Total
KPI 3.2: PK-12 Relationships	31

Note: This is a new metric, so 2017-2018 is our baseline year.



Y-C USD = Yucaipa-Calimesa; RED-USD = Redlands; SBC-USD = San Bernardino City; RIV-USD = Riverside;
C-USD = Colton; CV-USD = Chino Valley; R-USD = Rialto

Analysis: SBCCD had 31 relationships with seven PK-12 school districts. The most frequent relationship centered on Adult Education Block Grant programs and services.

Goal 3: Partnerships of Strategic Importance

KPI 3.3: Business/Workforce Development Relationships

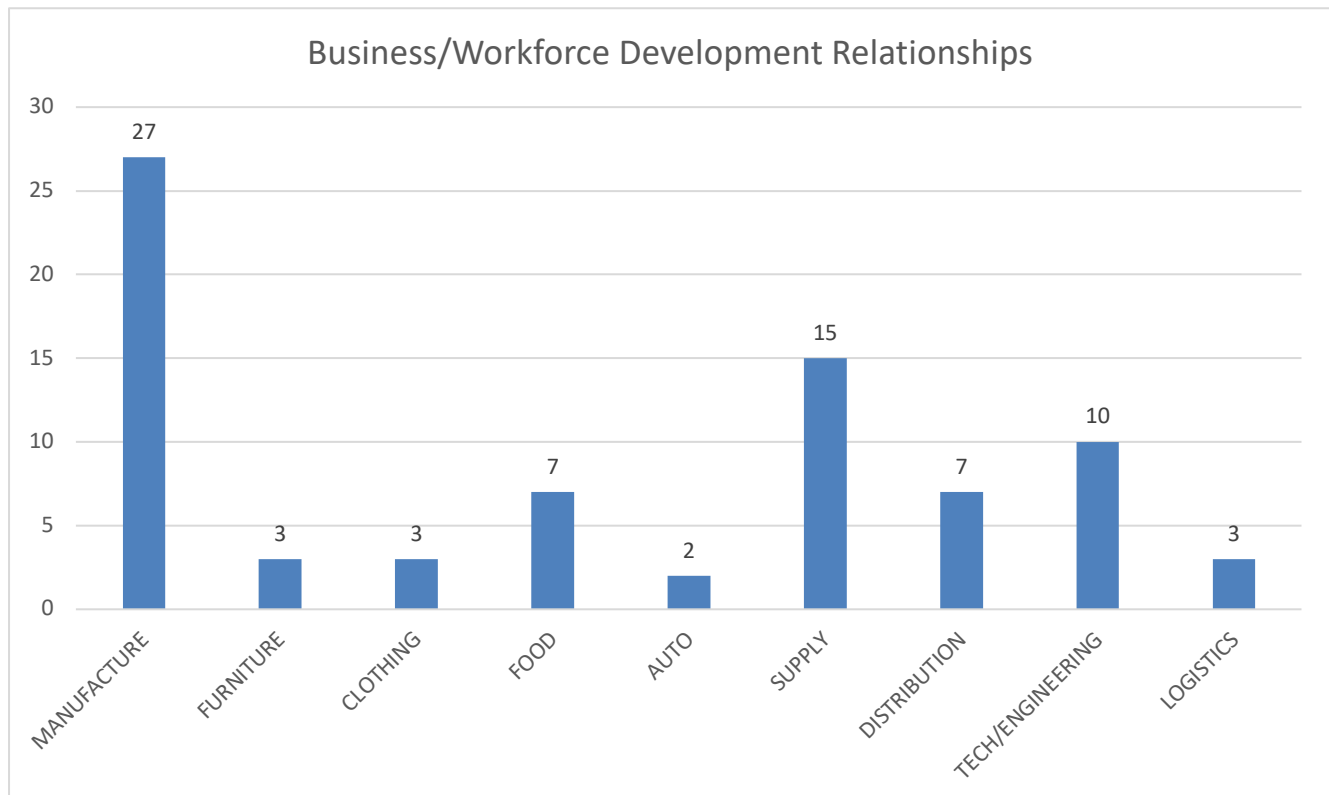
Objective: Invest in strategic relationships and collaborative relationships in higher education, PK-12 education, business and workforce development, government, and other community organizations.

Definition: The amount of involvement SBCCD has with the community. It is a count of the number of relationships we have with local and regional Business and Workforce entities. A Business/Workforce Development Partnership is defined as having a MOU on file.

Measurement Frequency: Annual

	2017-2018 Total
KPI 3.3: Business/Workforce Development Relationships	77

Note: This is a new metric, so 2017-2018 is our baseline year.



Analysis: SBCCD had 77 Business/Workforce relationships across 9 industries. The top 3 relationships were with manufacturing (27), supply (15), and technology/engineering companies (10).

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: October 11, 2018
SUBJECT: Memorandums of Understanding between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

RECOMMENDATION

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

OVERVIEW

The District and the CSEA met and entered into the attached Memorandums of Understanding (MOUs).

ANALYSIS

These MOUs constitute the full and complete Agreement between the District and the CSEA.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information item.

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

August 29, 2018

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

In Accordance with Article 6.2 the District and the Association have agreed to the following:

The College Police Officers will have a permanent rotating shift schedule commencing on September 3rd 2018. The shifts shall rotate every four (4) months and begin on the first workday of January, May, and September.

The scheduled shift shall be in accordance with Article 6.2 and shall not encompass workdays or site location.

The District will provide the Association with an updated shift schedule including names, location, and shift times worked at the beginning of each rotation.

All shift will be paid at the appropriate differential in accordance with Article 7.2.

The schedules will be offered on a rotational basis, based on seniority, determined by permanent hire date among those in the same classification and department who normally perform the work involved.

In this agreement, a rotational basis is defined as the most senior unit member shall have first pick of available shifts for the first rotation. During the second rotation, the second most seniority unit member shall be given the first pick. During the third rotation, the third most seniority unit member shall be given first pick of the schedules etc. until all unit members have been given first pick and then start the rotation over with the most senior unit member.

Police officers hired after September 3rd 2018, shall be excluded from the rotation procedure. New hire shifts will be assigned by the Police Chief, during the training period of twelve (12) weeks. At the end of the training period the officer will remain on that shift until the next rotation cycle. Thereafter, the officer will enter the rotation stated above.

The unit member can only choose the same scheduled shift for two (2) consecutive rotations and must pick a different scheduled shift during the third rotation before picking the previous two (2) scheduled shifts.

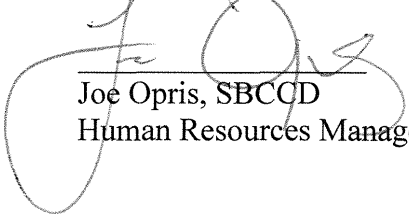
In the event that, two (2) or more unit members have equal seniority in the same classification, priority shall be given to the unit member with the greater overall District seniority; if that be equal, determination seniority shall be made by lot.

This MOU will sunset the 1st day of July 2019.

The District and the Association agree to meet and reevaluate this MOU in the month of July 2019.


This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

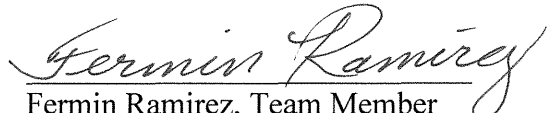


Joe Opris, SBCCD
Human Resources Manager

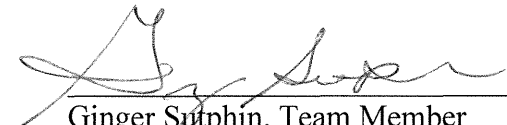
For CSEA



Kevin Palkki, President CSEA #291



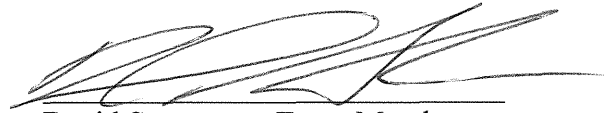
Fermin Ramirez, Team Member




Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

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

August 29, 2018

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

In Accordance with Article 6.2 the District and the Association have agreed to the following:

The College Security Officers will have a permanent rotating shift schedule commencing on September 3rd 2018. The shifts shall rotate every 4 months and begin on the first workday of January, May, and September.

The scheduled shift shall be in accordance with Article 6.2 and shall not encompass workdays or site location.

The District will provide the Association with an updated shift schedule including names, location, and shift times worked at the beginning of each rotation.

All shift will be paid at the appropriate differential in accordance with Article 7.2.

The schedules will be offered based on seniority, determined by permanent hire date among those in the same classification and department who normally perform the work involved.

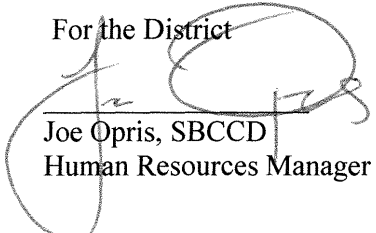
The unit member can only choose the same scheduled shift for two (2) consecutive rotations and must pick a different scheduled shift during the third rotation before picking the previous two (2) scheduled shifts.

This MOU will sunset the 1st day of July 2019.

The District and the Association agree to meet and reevaluate this MOU in the month of July 2019.

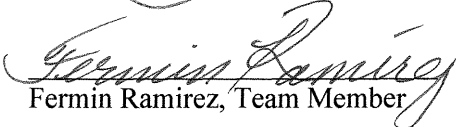
This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District

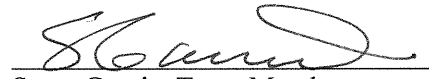

Joe Opris, SBCCD
Human Resources Manager


For CSEA


Kevin Paikki, President CSEA #291


Fermin Ramirez, Team Member


Ginger Sutphin, Team Member


Stacy Garcia, Team Member


David Stevenson, Team Member


Myesha Kennedy, CSEA LRR

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

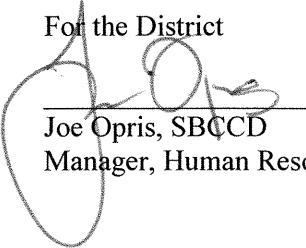
September 6, 2018

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").

1. The purpose of this MOU is to address the nature of the duties of the Planetarium Production & Presentation Specialist Job Description.
2. The parties have acknowledged that the duties and functions of the Planetarium Production & Presentation Specialist job description have been updated and increased.
3. The parties have acknowledged that the Job Description of Planetarium Production & Presentation Specialist will be retitled to Planetarium Production & Presentation Coordinator.
4. The parties agree that the Planetarium Production & Presentation Coordinator position shall be placed at Range 44 on the current CSEA salary schedule.
5. This MOU does not affect the rights provided through Article 6.

This agreement is subject to all approvals required by the CSEA Policy 610 and the District.

For the District




Joe Opris, SBCCD
Manager, Human Resources

For CSEA



Kevin Palkki, Chief Negotiator



Myesha Kennedy, CSEA LRR




Ginger Sutphin



Stacy Garcia



Fermin Ramirez



David Stevenson

PLANETARIUM PRODUCTION & PRESENTATION SPECIALIST ~~COORDINATOR~~

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

SUMMARY DESCRIPTION

Under general supervision, performs a variety of skilled activities relating to all aspects of planetarium show production and presentation; integrates planetarium presentations with observatory sky viewing; and provides support to the astronomy education program in the planetarium and observatory.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Manages and conducts planetarium lecture series, symposia and planetarium school shows, including program scheduling and publicity for planetarium and observatory events.
2. Assists in developing and updating educational materials for school planetarium shows including writing and preparing program scripts utilizing a wide range of multi-media effects.
3. Prepares **and designs** computer-generated slides and camera ready copy of a variety of graphics from draft materials. ~~or oral direction;~~ **designs graphic presentation materials** and draws original art work.
4. Mixes narrative and music sound tracks into a production master; reproduces, ~~mounts and masks slides~~ **computer/video graphics** from archived ~~copies,~~ **materials.**
5. Maintains contact with vendors and other planetariums to obtain resources for the preparation of planetarium productions; prepares orders for parts and supplies as necessary.
6. Participates in the design, installation, maintenance and operation of planetarium and observatory equipment, including the star projector, ~~slide and~~ video projectors, special effects, sound systems, control systems and telescopes **and new technology.**
7. Maintains security of the planetarium, observatory and related equipment and supplies; maintains records on all astronomy equipment.
8. Operates and monitors all telescopes and related equipment for public and classroom use; operates **video and** photographic ~~and darkroom~~ equipment.
9. Sets up and prepares class demonstrations working from knowledge of astronomy, reference materials, course outline and oral instructions. ~~under direction of the Works with astronomy faculty to reviews~~ **review** the literature in astronomy and related sciences to stay current with recent developments.
10. ~~Assists in laboratory coursework as needed (e.g., astronomical photography, photoshop techniques, darkroom techniques, planetarium show production techniques); provides tutorial assistance to astronomy students.~~
11. Supervises student workers.
12. Assists in the development of annual budgets and administrative reports.
13. Creates, updates, and maintains planetarium lobby displays.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Planetarium Production & Presentation Specialist-Coordinator (Continued)

14. Responds to **District PR media** requests for astronomical information and visuals for publication.
15. Performs related duties as required, **as related to the primary function of the position.**

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:

Fundamentals and applications of astronomy with skills in observational astronomy.
Patterns, locations, mythology and characteristics of the constellations, bright stars, solar system objects and notable objects such as a nebula, galaxies, variable stars and quasars, including their respective locations.
Operational characteristics and maintenance of planetarium, observatory and related equipment.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Principles and procedures of record keeping and filing.

Ability to:

Present live and prepared programs to audiences of all levels from kindergarten through college and to the general public.
Write and prepare program scripts.
Interface with audience as host and speaker.
Assemble or adapt programs utilizing a wide range of multi-media effects.
Set up, adjust and maintain all projection systems. ~~including slide and video~~ **audio-visual projectors, and special effects, and sound systems.**
Program skyskan automation system to operate projectors and special effects.
Operate a variety of telescopes and accessories and organize and present sky viewing activities.
Create custom, fine, technical and graphic art for ~~slides,~~ flyers, posters, exhibits and media publicity.
Create new ~~slides~~ **graphics, perform copy work** and maintain all visuals for quality **audio-visual presentations.** ~~projection utilizing mounting, masking, tinting, etc.~~
Organize, catalog and act as curator for all printed **(books, charts, and magazines)** and **digitally recorded astronomical materials, multi-media video, music, and audio-visual recordings, cassettes, tapes, records, discs, videos (tapes, discs, film) and computer software, and 35mm slide Library.**
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

Equivalent to the completion of a Bachelor's degree ~~in Physics,~~ **with course work in Astronomy or a related field.**

Experience:

Two years of increasingly responsible experience in the development and delivery of planetarium shows and observatory events that includes demonstrated skill and ability in the operation of a planetarium star projector and associated **audio-visual** projectors, sound system operation, script writing, graphic design, ~~darkroom techniques,~~ soundtrack production, telescope and observatory operation and equipment maintenance.

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 planetarium or observatory setting; work at heights on ladders and above an open instrument storage shaft; exposure to ~~standard darkroom chemicals~~, high voltages and solar radiation. Incumbents may work nights and weekends and holidays as part of regular assignment.

Physical: Primary functions require sufficient physical ability and mobility to work in a planetarium 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 and planetarium equipment requiring repetitive hand movement and fine coordination; to perform public speaking; 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 view the night sky through telescopes and miscellaneous observatory equipment; operate assigned equipment.

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

Board Approved:
Johnson & Associates Revised: January 2007
October 2018

Range: 44