

**Meeting of the San Bernardino Community College District Board of Trustees  
SBCCD Boardroom, 114 S. Del Rosa Dr., San Bernardino, CA 92408  
November 8, 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  
*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*  
*(2 cases)*
- c. Public Employee Performance Evaluation  
*Government Code 54957(b)(1)*  
*Title: Chancellor*
- d. Conference with Legal Counsel – Anticipated Litigation  
*Government Code 54956.9(d)(2)*  
*(1 case)*
- e. Conference with Legal Counsel – Existing Litigation  
*Government Code 54956.9(e)(3)*  
*WCAB Case # ADJ11294077*
- f. Conference with Real Property Negotiator  
*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. REPORTS**

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

**8. APPROVAL OF MINUTES**

- a. September 6, 2018 (p8)
- b. September 13, 2018 (p9)
- c. October 11, 2018 (p14)

**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 (p19)

### **b. Human Resources**

- i. Consideration of Approval of Adjunct and Substitute Academic Employees (p32)
- ii. Consideration of Approval of Classified Job Description (p34)
- iii. Consideration of Approval of District Volunteers (p38)
- iv. Consideration of Approval of Employee Promotions (p40)
- v. Consideration of Approval of Employee Transfers (p42)
- vi. Consideration of Approval of Management Job Descriptions (p44)
- vii. Consideration of Approval of Non-Instructional Pay for Academic Employees (p51)
- viii. Consideration of Approval to Accept Employee Resignations (p58)
- ix. Consideration of Approval to Accept Employee Retirements (p60)
- x. Consideration of Approval to Appoint District Employees (p62)
- xi. Consideration of Approval to Pay Stipends (p64)
- xii. Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees (p66)

### **c. Business & Fiscal Services**

- i. Consideration of Approval of District & College Expenses (p69)
- ii. Consideration of Approval of Individual Memberships (p74)
- iii. Consideration to Approve Conference Attendance (p76)
- iv. Consideration of Approval of 2019-20 Budget Calendar (p86)
- v. Consideration of Approval of the 2019-20 Regional, State and Federal Advocacy Priorities (p90)
- vi. Consideration of Approval of Vacation Payout (p98)
- vii. Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p99)
- viii. Consideration of Approval to Establish Fiduciary Trust Fund 71 for the OPEB Investment Trust Account (p102)
- ix. Consideration of Approval to Establish Investment Trust Fund 77 for the PARS Investment Trust Account (p103)
- x. 3.2 Consideration of Approval to Ratify Interfund Borrowing Transactions (p104)
- xi. Consideration of Approval of Professional Services Contracts-Agreements (p105)
- xii. Consideration of Approval of Purchase Order Report (p108)
- xiii. Consideration of Approval of Routine Contracts-Agreements and Memorandums (p114)

- xiv. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p137)
- xv. Consideration of Approval to Award Request for Proposal 2019-01 and Contract to SynED of Thousand Oaks CA (p139)

**d. Facilities**

- i. Consideration of Approval of Amendment 007 to the Contract with Leighton Consulting Inc. of Rancho Cucamonga CA (p140)
- ii. Consideration of Approval of Contract with PMSM - 19six Architects of Santa Barbara CA (p142)
- iii. Consideration of Approval to Amend Professional Services Contracts for the Districtwide Non-Bond Construction Program (p143)
- iv. Consideration of Approval to Award Formal Bid #03-1617-01 and Contract to Los Angeles Air Conditioning, Inc. of La Verne, CA (p145)

**11. ACTION AGENDA**

- a. Consideration of Approval to Accept Board Policies for First Reading (p147)
- b. Consideration of Approval to Conduct a Public Hearing and Acknowledge an Initial Proposal to Reopen Negotiations with CSEA from the District (p242)

**12. INFORMATION ITEMS**

- a. Applause Cards (p243)
- b. Budget Report (p249)
- c. Clery Report (p267)
- d. General Fund Cash Flow Analysis (p269)
- e. Key Performance Indicator Dashboard Update (p271)
- f. Memorandums of Understanding between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA) (p274)
- g. Memorandums of Understanding between SBCCD and the SBCCD Teachers Association (p286)
- h. Quarterly Financial Status Report (p289)
- i. Quarterly Investment Report (p294)

**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: Special Study Session: Chancellor's Recommendation for Crafton Hills College President at 12pm, November 19, 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:** November 8, 2018

**SUBJECT:** Board Committee Reports

**RECOMMENDATION**

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

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

## **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

November 2018

## CHANCELLOR'S LEADERSHIP ACADEMY

**LEAD CHANGE. FOSTER INNOVATION. INSPIRE MOTIVATION.** Chancellor Baron is pleased to announce the completion of the 2nd class of the Chancellor's Leadership Academy (CLA). This group creates a broadened network of well-informed leaders whose strengthened commitment to SBCCD and community involvement will affect positive change in Inland Southern California. 23 faculty and staff join the graduated cohort of the CLA. Launched in 2017, CLA's goal is to develop the next generation of faculty and staff who will go on to shape the future of SBCCD and the community around us. This immersive three-day program allows selected individuals to gain first-hand insight on leadership, issues, and trends through discussions with statewide leaders at the forefront of community college student success.

Congratulations to the 2018 Chancellor's Leadership Academy cohort.



Name	Classification	Department	Site
Tiffany Aguilar, CLA 18-19	Confidential	Human Resources	District
Keith Birkfeld, CLA 18-19	Management	KVCR	KVCR
Paul Walker, CLA 18-19	Management	Police Department	Police
Paul Bratulin, CLA 18-19	Management	Marketing & Public Relations	SBVC
Yancie Carter, CLA 18-19	Faculty	Counseling	SBVC
Dr. Christopher Crew, CLA 18-19	Classified	Psychology	District
Cory Elmore, CLA 18-19	Management	Human Resources	District
Ashley Gaines, CLA 18-19	Management	EDCT	EDCT
Melanie Gonzales, CLA 18-19	Confidential	Human Resources	District
Jamie Herrera, CLA 18-19	Faculty	Calworks	SBVC
Celia Huston, CLA 18-19	Faculty	Library	SBVC
David James, CLA 18-19	Management	Business & Fiscal Services	District
Ernie Loera, CLA 18-19	Management	Facilities	District
Anna Mendez, CLA 18-19	Management	Print Shop	TESS
Van Muse, CLA 18-19	Management	Instruction	CHC
Šnezana Petrovic, CLA 18-19	Faculty	Art	CHC
Patricia Quach, CLA 18-19	Management	Academic Success & Learning Services	SBVC
Larry Strong, CLA 18-19	Management	Business & Fiscal Services	District
Dr. Keith Wurtz, CLA 18-19	Management	Office of Instruction	CHC
Sharaf Williams, CLA 18-19	Management	First Year Experience	SBVC

## YUCAIPA ROTARY SPONSORS TWO FIRE ACADEMY CADETS



Thanks to the Yucaipa Rotary Club who sponsored two of our Fire Academy cadets this semester. William Miller and Peter Bottenberg are both Navy veterans and Redlands East Valley High School alumni. Michelle Riggs, director of the CHC Foundation, accompanied them to the Rotary breakfast on Oct. 30 where they were presented with the donation from Ken Colby, president (far right). Pictured with them is David Avila, Rotarian and Yucaipa City Councilman, who arranged for Rotary to make the scholarship donation.

## ACCT LEADERSHIP CONGRESS IN NEW YORK OCT. 24 - 27



SBCCD executive leadership and board of trustees joined over 2,000 trustees, presidents, chancellors, government officials, foundation representatives, and experts in October as they exchanged critical information and ideas on successful new models, innovations, programs, and actively networked with community college leaders from across the country.

## EDCT FOUNDATION SPONSORS LEADERSHIP DEVELOPMENT



EDCT Foundation is sponsoring the first Next Steps Leadership Development

Program, through the Academy for Dynamic Leadership. This program will be offered to driven individuals within the Inland Empire who are looking to rise within a company, take over a business, or start an organization of their own. Beginning in January 2019 with a kick-off retreat at the UCLA Conference Center in Lake Arrowhead, CA, program participants will examine and evaluate personal leadership style, strengths and weaknesses, and focus on team building. Email Tayte Olma at [tolma@sbccd.org](mailto:tolma@sbccd.org) for more information.

## KVCR PARTNERED WITH U.S. RESILIENCE COUNCIL



The Management team of KVCR with Producer Erik Martinez-Westley partnered with the US Resiliency Council to tackle a subject that's important to San Bernardino and Riverside County and all California residents as well...EARTHQUAKES. The October 27th television premiere of THE WHISTLE, was ushered in Monday night, October 22 by inviting local residents, stakeholders, and SBCCD staff to gather at KVCR studios to watch the first episode, and to have answered pertinent questions about Disaster Preparedness,

Public Safety, the Government's role in preparation and how and why San Bernardino Valley College is a seismically safe campus.

**Meeting of the San Bernardino Community College District Board of Trustees  
September 6, 2018 - 12:00 p.m.  
Study Session (Scorecard) Minutes  
Location: SBCCD Board Room, 114 S. Del Rosa Dr., San Bernardino CA 92408**

**MEMBERS PRESENT**

Joseph Williams, President  
Gloria Macías Harrison, Vice President  
Dr. Anne L. Viricel, Clerk  
Donna Ferracone, Trustee  
John Longville, Trustee  
Frank Reyes, Trustee  
Dr. Donald L. Singer, Trustee  
Elijah Gerard, Student Trustee (CHC)

**ABSENT**

None

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

President Williams called the meeting to order at 12:00pm. Trustee Reyes led the pledge of allegiance.

**PUBLIC COMMENTS ON AGENDA ITEMS**

None

**PRESENTATION – SCORECARD**

Chancellor Baron gave an overview of the 2017-2018 SBCCD Scorecard Rate Comparison chart. The Board asked to have standing, quarterly progress reports that assesses progress in remedial instruction, job training programs, retention of students and graduation and completion rates.

Dr. Giovanni Sosa, Interim Dean, Institutional Effectiveness, Research & Planning presented the scorecard for CHC. Giovanni clarified the scorecard is a regional comparison (College of the Desert, Palo Verde, San Jacinto, Riverside). Crafton Hills College has exceeded its targets for the Math and English Remedial Rates. Crafton's Student Scorecard measures are higher than the entire State for CTE Completion Rate, First and second year English transfer course completion rates, and for math and English remedial rates. Student satisfaction survey showed 94 percent overall satisfaction.

Dr. James Smith, Dean, Institutional Effectiveness, Research & Planning presented the scorecard for SBVC. San Bernardino Valley College is above the state average for success in Remedial Math, exceeded IEPI annual goal for the Math & English basic skills success rate; large increase in math success for Hispanic students, and persistence has continued to increase for SBVC students over the last five cohorts.

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None

**ADJOURN**

The next meeting of the Board: Business Meeting, 4pm, September 13, 2018  
President Williams adjourned the meeting at 1:58pm.

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

**Meeting Minutes of the San Bernardino Community College District Board of Trustees  
SBCCD Boardroom, 114 S. Del Rosa Dr., San Bernardino, CA 92408  
September 13, 2018, 4:00 p.m.**

**MEMBERS PRESENT**

Joseph Williams, President  
Gloria Macías Harrison, Vice President  
Dr. Anne L. Viricel, Clerk  
Donna Ferracone, Trustee  
John Longville, Trustee (arrived at 4:05pm)  
Dr. Donald L. Singer, Trustee  
Autumn Blackburn, Student Trustee (SBVC) (arrived at 4:44pm, left at 5:35pm)  
Elijah Gerard, Student Trustee (CHC) (arrived at 4:57pm, left at 5:35pm)

**ABSENT**

Frank Reyes, Trustee

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

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

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- Conference with Labor Negotiators pursuant to Government Code 54957.6  
*Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees*
- Public Employee Discipline/Dismissal/Release/Non Re-Employment Government Code 54957 (2 cases)
- Public Employee Performance Evaluation pursuant to Government Code 54957(b)(1)  
*Title: Chancellor*
- Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code 54956.9(d)(2):  
*(2 cases)*
- Conference with Legal Counsel – Existing Litigation pursuant to Government Code 54956.9(e)(3): (2 cases)  
*Superior Court of San Bernardino Case #CIVDS1724519  
Workers Compensation Claim #482243*
- 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.*

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None

**CONVENE CLOSED SESSION**

The Board of Trustees convened to closed session at 4:02pm.

**RECONVENE PUBLIC MEETING**

Public meeting reconvened at 5:05pm.

**REPORT OF ACTION IN CLOSED SESSION**

- The Board unanimously voted to dismiss regular academic employee number 25080 from employment, that the Board finds the employee was evaluated as required by the Education Code, and to authorize the issuance of a Statement of Decision pursuant to Education Code section 87672 to that effect and that adopts the grounds set out in the President's Recommendation as the reasons for decision.
- In closed session the Board unanimously took action to approve settlement of Workers Comp Claim No. 482243.
- In closed session the Board unanimously took action to approve settlement of Case CIVDS1724519 in the amount of \$12,938.67.

**REPORTS**

- Trustee Longville reported on the CTE Committee and Media Academy.
- Trustee Ferracone gave a report on the BOT Policy Committee. No BOT Foundation Committee report.
- Trustee Harrison reported the BOT Budget Committee was cancelled. Moment of silence for Don Nyland.
- Mark McConnell gave a report for the CHC Academic Senate.
- Cassandra Thomas gave a report on behalf of CSEA.
- Meridyth McLaren gave a report for CTA.

**PUBLIC COMMENTS ON AGENDA ITEMS**

Chief Al Jackson

**CONSENT AGENDA**

**Human Resources**

Consideration of Approval of Adjunct and Substitute Academic Employees

Consideration of Approval to Appoint Temporary Academic Employees

Consideration of Approval to Pay Stipends

Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees

Consideration of Approval of District Volunteers

Consideration of Approval of Employee Promotions

Consideration of Approval of Employee Transfers

Consideration of Approval of Management Job Descriptions **(addendum: replaced "media" with "broadcast" in the job description for Manager, Programming-KVCR TV/FM)**

Consideration of Approval to Accept Employee Resignations

Consideration of Approval to Appoint District Employees **(addendum: add Byron Isaac to the Appointment of District Employees, effective 9/17/18 pending live scan clearance)**

**Business & Fiscal Services**

Consideration of Approval of Professional Services Contracts-Agreements

Consideration of Approval of Routine Contracts-Agreements and Memorandums **(addendum: edited the information description for the County of San Bernardino contract (17107))**



(17107) In partnership with the San Bernardino County Economic Development Agency and the SBUSD, the colleges will provide enough sections of work-readiness classes and work experience to accommodate youth students; support programs student with concurrent enrollment in college classes; matriculation agreements; support an integrated approach to program for real world applications; data to monitor, manage and ensure the success of program; coordinate with partner for career pathways strategies; no charge to supplier  
Term: 9/13/2018 - 6/30/2023

Funding Source: N/A

Consideration of Approval of Purchase Order Report

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

Consideration of Approval of Surplus Property and Authorize Donation to Inland Leaders Charter School

Consideration of Approval of Vacation Payout

Consideration of Approval to Appoint a Member to the Citizens Bond Oversight Committee

Consideration to Adopt Resolution to Grant Excused Absence

Consideration of Approval of District & College Expenses

Consideration of Approval of Individual Memberships

Consideration to Approve Conference Attendance

### **Facilities**

Consideration of Approval of Amendment 001 to the Contract with Snipes-Dye Associates of La Mesa, CA

Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments

Trustee Harrison moved approval of the consent agenda with the changes noted in the addendum. Trustee Viricel seconded the motion.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

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

Consideration of Approval of Non-Instructional Pay for Academic Employees (**addendum: revised board item to remove the project for the rewriting of the faculty handbook with an emphasis on enrollment management**)

Trustee Singer moved approval of non-instructional pay for academic employees with the change noted on the addendum. Trustee Harrison seconded the motion.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

### **ACTION AGENDA**

Consideration of Approval to Conduct a Public Hearing on the Final Budget for Fiscal Year 2018-19

Trustee Viricel moved approval to open the public hearing on the final budget. Trustee Gerard seconded the motion.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

Hearing no comments, Trustee Harrison moved approval to close the hearing. Trustee Ferracone seconded the motion.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

Consideration of Approval to Adopt Final Budget for Fiscal Year 2018-19

Trustee Harrison moved approval to adopt the final budget for fiscal year 2018-2019. Trustee Ferracone seconded the motion.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

Consideration of Approval to Conduct a Public Hearing and Acknowledge Initial Proposals to Reopen Negotiations from the CSEA Chapter 291 and the District

Trustee Harrison moved approval to conduct a public hearing and acknowledge initial proposals to reopen negotiations from the CSEA Chapter 291 and the district. Trustee Ferracone seconded the motion.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

Hearing no comments, Trustee Harrison moved approval to close the hearing. Trustee Ferracone seconded the motion.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

Consideration of Approval to Conduct a Public Hearing and Acknowledge Initial Proposals to Reopen Negotiations from the SBCCDCTA and the District

Trustee Longville moved approval to conduct a public hearing and acknowledge initial proposals to reopen negotiations from the SBCCDCTA and the district. Trustee Harrison seconded the motion.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

Hearing no comments, Trustee Harrison moved approval to close the public hearing. Trustee Viricel seconded the motion.

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

NOES: None

ABSENT: Reyes, Blackburn, Gerard

ABSTENTIONS: None

Consideration of Approval to Accept Changes to Board Policies and Administrative Procedures Related to Federal Programs

Trustee Ferracone moved approval to accept changes to board policies and administrative procedures related to federal programs. Trustee Harrison seconded the motion.

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

NOES: None

ABSENT: Reyes, Blackburn, Gerard

ABSTENTIONS: None

Consideration of Final Approval of Board Policies and Administrative Procedures

Trustee Viricel moved approval of board policies and administrative procedures. Trustee Longville seconded the motion.

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

NOES: None

ABSENT: Reyes, Blackburn, Gerard

ABSTENTIONS: None



**INFORMATION ITEMS**

Applause Cards

Budget Report

Clery Report

General Fund Cash Flow Analysis

Key Performance Indicator Dashboard Update

Memorandums of Understanding between SBCCD and the California School Employees Association and its

SBCCD Chapter 291 (CSEA)

Quarterly Investment Report

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

None

**CONVENE CLOSED SESSION**

The Board of Trustees convened to closed session at 5:40pm.

**RECONVENE PUBLIC MEETING**

Public meeting reconvened at 6:23pm.

**REPORT OF ACTION IN CLOSED SESSION**

None

**ADJOURN**

The next meeting of the Board: Study Session (District Program Review and Progress on District Support Services Strategic Plan) 12pm, September 27, 2018.

President Williams adjourned the meeting at 6:25pm.

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

**Meeting Minutes 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.**

**MEMBERS PRESENT**

Joseph Williams, President  
Gloria Macías Harrison, Vice President  
Dr. Anne L. Viricel, Clerk  
Donna Ferracone, Trustee  
John Longville, Trustee  
Frank Reyes, Trustee  
Dr. Donald L. Singer, Trustee  
Elijah Gerard, CHC Student Trustee

**ABSENT**

Autumn Blackburn, SBVC Student Trustee

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

President Williams called the meeting to order at 4:02pm. Trustee Harrison led the pledge of allegiance.

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- Conference with Labor Negotiators pursuant to Government Code 54957.6  
Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- Public Employee Discipline/Dismissal/Release/Non Re-Employment Government Code 54957  
(3 cases)
- Public Employee Performance Evaluation pursuant to Government Code 54957(b)(1)  
Title: Chancellor
- Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code 54956.9(d)(2):  
(2 cases)
- Conference with Legal Counsel – Existing Litigation pursuant to Government Code 54956.9(e)(3):  
(none)
- Conference with Real Property Negotiator pursuant to Government Code section 54956.8  
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**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.

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

Cassandra Thomas

### **CONVENE CLOSED SESSION**

Closed session convened at 4:06pm

### **RECONVENE PUBLIC MEETING**

Public meeting reconvened at 5:13pm

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

- The Board met with its legal counsel and real property negotiators in closed session pursuant to Government Code Section 54956.8. Direction was provided to finalize a purchase and sale agreement for the acquisition by the District of the One Parkside, Two Parkside, and North River Place improved properties (collectively, the "properties"). The Board voted unanimously to approve a delegation of authority to the District's executive vice chancellor, or his designee, to (1) execute and deliver any and all documents and otherwise do any and all things that he and legal counsel deem necessary or advisable in order to finalize a purchase and sale agreement for the properties, (2) pay deposits, open escrow, and otherwise perform pursuant to the terms of such final purchase and sale agreement, and (3) bring the final purchase and sale agreement to the board for ratification.
- In closed session, the Board unanimously took action to approve the release of probationary employee #28601 from the position of custodian.
- In closed session, the Board unanimously took action to approve the release of probationary employee #29299 from the position of human resources generalist.
- In closed session, the Board unanimously took action to approve the release of probationary employee #28760 from the position of account clerk II.

### **PRESENTATION – Sustainable and Energy Efficient Buildings**

Chair of the Select Committee on Environmental Quality and the Green Economy in the Inland Empire, Asm. Eloise Gomez Reyes commemorated some of the recent awards SBCCD received for sustainable and energy efficient buildings.

### **REPORTS**

- Trustee Longville gave a committee report for CTE.
- Trustee Reyes reported on the HACU Conference and the need to advocate in April for additional funds.
- Trustee Ferracone reported on the Policy Committee. No Foundation Committee report.
- Trustee Harrison reported on the BOT Budget Committee.
- President Williams reported on attending the Carpenters Union tour.
- Chancellor Baron highlighted the good news.
- Mark McConnell provided an update for CHC Academic Senate.
- Kevin Palkki gave an update for CSEA.
- Meridyth McLaren reported updates for CTA.

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

Felicia Jones, College Promise

### **CONSENT AGENDA**

#### **Instruction/Student Services**

Consideration of Approval of Curriculum – CHC

Consideration of Approval of Donation – SBVC

Consideration to Approve Advisory Committees – CHC

Consideration to Approve Advisory Committees – SBVC

#### **Human Resources**

Consideration of Approval of Adjunct and Substitute Academic Employees

Consideration of Approval of Non-Instructional Pay for Academic Employees

Consideration of Approval of District Volunteers

Consideration of Approval of Employee Promotions

Consideration of Approval to Pay Stipends

Consideration of Approval to Appoint District Employees (addendum on page 66 to correct classification and salary for Joanne Hinojosa)

Consideration of Approval of Management Job Descriptions

Consideration of Approval of Management Tuition Reimbursement

### **Business & Fiscal Services**

Consideration of Approval of Professional Services Contracts-Agreements (addendum on page 73 to add the contract for 25<sup>th</sup> Hour Communications)

Consideration of Approval of Purchase Order Report

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

Consideration of Approval of Vacation Payout

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

Consideration of Approval of District & College Expenses

Consideration of Approval of Individual Memberships

Consideration to Approve Conference Attendance (addendum on page 139 to add the Design-Build conference)

Trustee Singer moved approval of the consent agenda with the changes included in the addendum. Trustee Longville seconded the motion.

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

NOES: None

ABSENT: Blackburn

ABSTENTIONS: None

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

Consideration of Approval of Classified Job Description

No action was taken.

Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees

Trustee Singer moved approval of the list of professional experts, short-term, and substitute employees except for Russ Keenan. Approval to hire Russ Keenan is pending legal consultation and final notification from the Chancellor. Trustee Harrison seconded the motion.

AYES: Williams, Harrison, Singer, Longville, Reyes

NOES: Ferracone, Gerard

ABSENT: Blackburn

ABSTENTIONS: Viricel

Consideration of Approval of Routine Contracts-Agreements and Memorandums

Trustee Longville moved approval of routine contracts-agreement and memorandums with Addendum on page 76 to add the contract for San Manuel Band of Mission Indians. Trustee Singer seconded the motion.

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

NOES: None

ABSENT: Blackburn

ABSTENTIONS: Viricel

Consideration of Approval to Appoint Temporary Academic Employees

Trustee Viricel recused herself from the room and vote on item B3, Consideration of Approval to Appoint Temporary Academic Employees as her husband is included on the list for approval. She also recused herself from the vote on item C2, Consideration of Approval of Routine Contracts-Agreements and Memorandums, where she is the Executive Director of the San Bernardino Symphony and the contract for sponsorship is on the agenda for approval.

Trustee Ferracone raised concerns legally about conflict of interest where no relative of a board member shall be hired from the district. Kristina Hannon responded to the board to explain the nepotism policy and conflict of interest policy. The nepotism policy does not prohibit the hiring of a relative because it is a

position of power and the chancellor is the hiring authority. The item in question and intended for discussion was B4, not B3.

Trustee Longville moved to rescind the original motion, table B3 and reconsider the vote for B4. Trustee Harrison seconded the motion.

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

### **ACTION AGENDA**

#### **Consideration of Approval to Accept BP and AP 2410 for Final Approval**

Trustee Ferracone moved to approve BP and AP for final approval. Trustee Longville seconded the motion. Discussion: Trustee Ferracone reported on the new version 2410, which is different than what the Board passed at the last meeting. The revisions came back to the Chancellor from the District Assembly. After lengthy discussion, the BOT Policy Committee recommends we defer to the recommendation of the Chancellor and pass the changes.

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

#### **Consideration of Approval to Accept BP and AP 7250 for Final Approval Viricel/Harrison**

Trustee Harrison moved approval to accept BP and AP 7250 for final approval. Trustee Viricel seconded the motion.

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

#### **Consideration to Approve Board Standing Committees and Their Charge**

Trustee Ferracone moved approval of the board standing committees and their charge. Trustee Singer seconded the motion.

Discussion: Trustee Ferracone reminded the board of the discussion at the Board Retreat that the board committees should have a charge. The BOT Policy Committee reviewed the policy on committees and proposed the charges listed.

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

#### **Consideration of Approval to Grant Sabbatical Leaves for 2019-2020**

Trustee Viricel moved approval to grant sabbatical leaves for 2019-2020. Trustee Singer seconded the motion.

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

#### **Consideration of Approval to Earmark \$10 million to Support the Implementation of a Promise Program**

Trustee Harrison moved approval to earmark \$10 million to support the implementation of a promise program. Trustee Ferracone seconded the motion.

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

Consideration of Approval to Award RFQ/RFP 03-1718-10B for Equipment Purchase Contracts for KVCR TV & Radio

Trustee Longville moved approval to award RFQ/RFP 03-1718-10B for equipment purchase contracts for KVCR TV & Radio. Trustee Singer seconded the motion.

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

NOES: None

ABSENT: Blackburn

ABSTENTIONS: None

**INFORMATION ITEMS**

2018 Annual Security Report

Applause Cards

Budget Report

Clery Report

General Fund Cash Flow Analysis

Key Performance Indicator Dashboard Update

Memorandums of Understanding between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**ADJOURN**

The next meeting of the Board: Business Meeting at 4pm, November 8, 2018

President Williams adjourned the meeting at 6:45pm

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

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Audre Levy, Interim President, CHC  
**PREPARED BY:** Dr. Keith Wurtz, Interim Vice President, Instruction, CHC  
**DATE:** November 8, 2018  
**SUBJECT:** Consideration of Approval of Curriculum - CHC

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the CHC curriculum modifications.

**OVERVIEW**

The courses, certificates, and degrees at CHC are continually being revised and updated to reflect and meet student needs.

**ANALYSIS**

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 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**  
**November 8, 2018**

**NEW COURSE**

*Addition to the 2019-2020 College Catalog*

<b>Course ID:</b>	ENGL 256
<b>Course Title:</b>	Analysis of Poetry
<b>Units:</b>	3
<b>Lecture:</b>	3 contact hours per week 48-54 contact hours per semester
<b>Prerequisite:</b>	ENGL 101 or ENGL 101H
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	Study of poetry as a literary genre through readings, in-class discussions, and analytical assignments. Emphasis will be on a particular type of poetry. (See the current course schedule for the specific sub-genre).
<b>Schedule Description:</b>	Study of poetry as a literary genre through readings, in-class discussions, and analytical assignments. Emphasis will be on a particular type of poetry. (See the current course schedule for the specific sub-genre).
<b>Rationale:</b>	English 256 is a genre course that can be subtitled in a variety of ways. This gives the English Department a flexible course that takes advantage of our faculty members' special areas of expertise while also meeting our students' need for an enlightening, transferable literature class.
<b>Equate:</b>	Course not offered at SBVC
<b>Effective:</b>	Fall 2019

**NEW COURSE**

*Addition to the 2019-2020 College Catalog*

<b>Course ID:</b>	ENGL 917
<b>Course Title:</b>	English Support Lab
<b>Units:</b>	.5 – 1
<b>Lab:</b>	1.5–3 contact hours per week 24-54 contact hours per semester
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	ENGL 101
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	Support materials, workshops, assistance or materials related to the linked English course. Students will be taught English specific study skills. These skills will be practiced in linked English lecture course. Graded on a Pass or No Pass basis only. Not degree applicable.
<b>Schedule Description:</b>	Application of study skills and specific skills and/or topics, individual assistance to supplement the linked co-requisite course. Graded on a Pass or No Pass basis only. Not degree applicable.
<b>Rationale:</b>	To comply with AB-705.
<b>Equate:</b>	Course not offered at SBVC
<b>Effective:</b>	Fall 2019



**NEW COURSE***Addition to the 2019-2020 College Catalog*

<b>Course ID:</b>	FIRET/N 600A
<b>Course Title:</b>	Basic Wildland Firefighter Training I
<b>Units:</b>	0
<b>Lecture:</b>	5
<b>Lab:</b>	27
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	FIRET/N 600A, is an introduction to basic wildland firefighting theory and skills, study of the characteristics and behavior of wildland fires, equipment use, basic wildland tactics and incident command principles.
<b>Schedule Description:</b>	FIRET/N 600A, is an introduction to basic wildland firefighting theory and skills, study of the characteristics and behavior of wildland fires.
<b>Rationale:</b>	The course fulfills the College's mission in that it supports fire service education in the community and assists in meeting the ends of the workforce. It fully satisfies the National certification standard for National Wildland Coordinating Group (NWCG) Wildland Firefighter for Federal Wildland Agencies. It partially fulfills the skills necessary to become a State of California Certified Firefighter I.
<b>Equate:</b>	Course not offered at SBVC
<b>Effective:</b>	Fall 2019

**NEW COURSE***Addition to the 2019-2020 College Catalog*

<b>Course ID:</b>	FIRET/N 600B
<b>Course Title:</b>	Basic Wildland Firefighter Training II
<b>Units:</b>	0
<b>Lecture:</b>	5
<b>Lab:</b>	27
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	FIRET/N 600B, is an introduction to basic wildland firefighting theory and skills, study of the characteristics and behavior of wildland fires, equipment use, basic wildland tactics and incident command principles.
<b>Schedule Description:</b>	FIRET/N 600B, is an introduction to basic wildland firefighting theory and skills, study of the characteristics and behavior of wildland fires.
<b>Rationale:</b>	The course fulfills the College's mission in that it supports fire service education in the community and assists in meeting the ends of the workforce. It fully satisfies the National certification standard for National Wildland Coordinating Group (NWCG) Wildland Firefighter for Federal Wildland Agencies. It partially fulfills the skills necessary to become a State of California Certified Firefighter I.
<b>Equate:</b>	Course not offered at SBVC
<b>Effective:</b>	Fall 2019

**NEW COURSE***Addition to the 2019-2020 College Catalog*

<b>Course ID:</b>	FIRET/N 600C
<b>Course Title:</b>	Basic Wildland Firefighter Training III
<b>Units:</b>	0
<b>Lecture:</b>	5
<b>Lab:</b>	27
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	FIRET/N 600C, is an introduction to basic wildland firefighting theory and skills, study of the characteristics and behavior of wildland fires, equipment use, basic wildland tactics and incident command principles.
<b>Schedule Description:</b>	FIRET/N 600C, is an introduction to basic wildland firefighting theory and skills, study of the characteristics and behavior of wildland fires.
<b>Rationale:</b>	The course fulfills the College's mission in that it supports fire service education in the community and assists in meeting the ends of the workforce. It fully satisfies the National certification standard for National Wildland Coordinating Group (NWCG) Wildland Firefighter for Federal Wildland Agencies. It partially fulfills the skills necessary to become a State of California Certified Firefighter I.
<b>Equate:</b>	Course not offered at SBVC
<b>Effective:</b>	Fall 2019

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

COURSE ID	COURSE TITLE
ASL 101	AMERICAN SIGN LANGUAGE I

<b>Catalog Description:</b>	Introduction to American Sign Language as used by the Deaf community in the United States. Study of a basic vocabulary of approximately 400 signs, typical ASL sentence structures and social conventions involved in ASL. Discussion of the history of d/Deaf education and the Deaf community up to the end of the nineteenth century. NOTE: This course corresponds to the first year of high school American Sign Language.
<b>Rationale:</b>	Six-year revision
<b>Equate:</b>	ASL 109
<b>Effective:</b>	Fall 2019

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

COURSE ID	COURSE TITLE
ASL 102	AMERICAN SIGN LANGUAGE II

<b>Departmental Recommendation:</b>	Eligibility for ENGL 101. Previous or concurrent enrollment in ASL 115
<b>Catalog Description:</b>	Continuing introduction to American Sign Language as used by the Deaf community in the United States. Study of a more advanced vocabulary of approximately 400 additional signs, ASL sentence structures and social conventions involved in ASL. Discussion of Deaf Culture, norms, and values.

NOTE: This course corresponds to the second year of high school American Sign Language.

**Rationale:** Six-year revision  
**Equate:** ASL 110  
**Effective:** Fall 2019

### MODIFY COURSE

#### *Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
ASL 103	AMERICAN SIGN LANGUAGE III

**Departmental Recommendation:** Eligibility for ENGL 101. Previous or concurrent enrollment in ASL 115  
**Rationale:** Six-year revision  
**Equate:** ASL 111  
**Effective:** Fall 2019

### MODIFY COURSE

#### *Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
ASL 104	AMERICAN SIGN LANGUAGE IV

**Departmental Recommendation:** Eligibility for ENGL 101. Previous or concurrent enrollment in ASL 200 or ASL 205  
**Catalog Description:** Continued intermediate study of American Sign Language as used by the Deaf community in the United States. Study of increasingly more advanced vocabulary and grammar structures and application of skills in both formal and informal contexts.  
**Schedule Description:** Continued intermediate study of American Sign Language as used by the Deaf community in the United States.  
**Rationale:** Six-year revision  
**Equate:** ASL 112  
**Effective:** Fall 2019

### MODIFY COURSE

#### *Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
CIS 211	CASCADING STYLE SHEET (CSS) WEB DESIGN

**Course Title:** Web Design and Development II  
**Catalog Description:** In-depth study of design and development of web sites. Topics include enhanced usages of the latest versions of HTML and CSS, enhanced layout designs, responsive web design, content management systems, web site management, basics of search engine optimization, and introduction to e-commerce. Provides hands-on experience with building complex web sites.

**Schedule Description:** In-depth study of design and development of web sites. Topics include enhanced usages of the latest versions of HTML and CSS, enhanced layout designs, responsive web design, content management systems, web site

management, basics of search engine optimization, and introduction to e-commerce. Provides hands-on experience with building complex web sites.

**Rationale:** To meet industry standards.  
**Equate:** Course not offered at SBVC  
**Effective:** Fall 2019

## MODIFY COURSE

### *Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
ENGL 010	PREPARATION FOR COLLEGE ENGLISH

**Course Title:** Accelerated Preparation for College English  
**Prerequisite:** None  
**Catalog Description:** Preparation for college reading and effective expository writing with extra support. Replaces ENGL 976.  
**Schedule Description:** Preparation for college reading and effective expository writing with extra support. Replaces ENGL 976.  
**Rationale:** To comply with AB-705.  
**Equate:** ENGL 015  
**Effective:** Fall 2019

## COURSE DELETIONS

### *Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
ASL 901	BEGINNING AMERICAN SIGN LANGUAGE REFRESHER I
ASL 902	BEGINNING AMERICAN SIGN LANGUAGE REFRESHER II
FIRET 060A-Z	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 224CX3	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 225A	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 230B	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 233A	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 235A	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 235B	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 235D	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 236C	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 236D	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 237C	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 237D	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 238B	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 241A	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 242D	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 243B	SELECTED TOPICS IN FIRE TECHNOLOGY
FIRET 244A	SELECTED TOPICS IN FIRE TECHNOLOGY

<b>FIRET 245C</b>	SELECTED TOPICS IN FIRE TECHNOLOGY
<b>FIRET 245D</b>	SELECTED TOPICS IN FIRE TECHNOLOGY
<b>FIRET 254A</b>	SELECTED TOPICS IN FIRE TECHNOLOGY
<b>FIRET 254B</b>	SELECTED TOPICS IN FIRE TECHNOLOGY
<b>FIRET 527</b>	MEDICAL FIRST RESPONDER UPDATE/RECERTIFICATION

**Rationale:** Courses not offered.  
**Effective:** Fall 2019

## DISTRIBUTED EDUCATION

**Course ID:** ENGL 175 Hybrid and 100% Online  
**Course Title** Literature and Religion of the Bible  
**Rationale:** Increase DE offerings.  
**Effective:** Spring 2019

**Course ID:** RELIG 175 Hybrid and 100% Online  
**Course Title** Literature and Religion of the Bible  
**Rationale:** Increase DE offerings.  
**Effective:** Spring 2019

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

*Changes to the 2019-2020 College Catalog*

### ASSOCIATE IN ARTS IN POLITICAL SCIENCE FOR TRANSFER

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

<b>REQUIRED CORE COURSE</b>	<b>Units</b>
POLIT 100 American Politics	3
<b>or</b>	
POLIT 100H American Politics-Honors	3

<b>REQUIRED LIST A COURSES</b>	<b>Units</b>
<b>Students must complete at least ten units from the following courses:</b>	
POLIT 104 Introduction to Comparative Politics	3
<b>or</b>	
POLIT 106 Introduction to World Politics	3
POLIT 110 Introduction to Political Theory	3
MATH 110 Introduction to Probability and Statistics	4
<b>or</b>	
MATH 110H Introduction to Probability and Statistics-Honors	4
<b>or</b>	
PSYCH 120 Statistics for the Social and Behavioral Sciences	4

<b>REQUIRED LIST B COURSES</b>	<b>Units</b>
<b>Students must complete at least six additional units from the following courses:</b>	
POLIT 102 California Politics and Culture	3

POLIT 104 *	Introduction to Comparative Politics	3
POLIT 106 *	Introduction to World Politics	3
ECON 100	Introduction to Economics	3
ECON 200	Principles of Macroeconomics	3
<b>or</b>		
ECON 200H	Principles of Macroeconomics-Honors	3
ECON 201	Principles of Microeconomics	3
<b>or</b>		
ECON 201H	Principles of Microeconomics-Honors	3
HIST 100	History of the United States to 1877	3
<b>or</b>		
HIST 100H	History of the United States to 1877-Honors	3
HIST 101	History of the United States 1865 to Present	3
<b>or</b>		
HIST 101H	History of the United States 1865 to Present-Honors	3
HIST 170	World Civilizations (3500 BCE-1500CE)	3
<b>or</b>		
HIST 170H	World Civilizations (3500 BCE-1500CE) - Honors	3
HIST 171	World Civilizations (1500 CE to the Present)	3
<b>or</b>		
HIST 171H	World Civilizations (1500 CE to the Present) - Honors	3
<b>Total Units</b>		<b>19</b>

\*If not already used for List A

**Rationale:** Courses most relevant to political science majors are included in the degree (Statistics, Economics and History).  
**Effective:** Fall 2019

## MODIFY DEGREE (AA)

*Changes to the 2019-2020 College Catalog*

### ASSOCIATE OF ARTS DEGREE POLITICAL SCIENCE

REQUIRED COURSES		Units
POLIT 100	American Politics	3
<b>or</b>		
POLIT 100H	American Politics-Honors	3
POLIT 110	Introduction to Political Theory	3
MATH 110	Introduction to Probability and Statistics	4
<b>or</b>		
MATH 110H	Introduction to Probability and Statistics-Honors	4
<b>or</b>		
PSYCH 120	Statistics for the Social and Behavioral Sciences	4
<b>Students must complete at least three units from the following list:</b>		<b>Units</b>
POLIT 102	California Politics and Culture	3
POLIT 104	Introduction to Comparative Politics	3
POLIT 106	Introduction to World Politics	3
<b>Students must complete at least six additional units from the following list:</b>		<b>Units</b>
HIST 100	History of the United States to 1877	3

<b>or</b>		
HIST 100H	History of the United States to 1877-Honors	3
HIST 101	History of the United States 1865 to Present	3
<b>or</b>		
HIST 101H	History of the United States 1865 to Present-Honors	3
HIST 170	World Civilizations (3500 BCE-1500CE)	3
<b>or</b>		
HIST 170H	World Civilizations (3500 BCE-1500CE)-Honors	3
HIST 171	World Civilizations (1500 CE to the Present)	3
<b>or</b>		
HIST 171H	World Civilizations (1500 CE to the Present)-Honors	3
<b>Students must complete at least three additional units from the following list:</b>		<b>Units</b>
ECON 100	Introduction to Economics	3
ECON 200	Principles of Macroeconomics	3
<b>or</b>		
ECON 200H	Principles of Macroeconomics-Honors	3
ECON 201	Principles of Microeconomics	3
<b>or</b>		
ECON 201H	Principles of Microeconomics-Honors	3

**RECOMMENDED COURSES****Units**

**It is recommended that students complete their general education requirements in physical and biological sciences and mathematics by taking the following courses:**

GEOG 110	Physical Geography	3
<b>or</b>		
GEOG 110H	Physical Geography-Honors	3
GEOG 111	Physical Geography Laboratory	1
<b>or</b>		
GEOG 111H	Physical Geography Laboratory-Honors	1
ANTHRO 106	Biological Anthropology	3
<b>or</b>		
ANTHRO 106H	Biological Anthropology-Honors	3
ANTHRO 116	Biological Anthropology Laboratory	1

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<b>Total Units</b>		<b>22</b>
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Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at [www.assist.org](http://www.assist.org).

**Rationale:** Curriculum update

**Effective:** Fall 2019

<b>MODIFY DEGREE (AS)</b>
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<i>Changes to the 2019-2020 College Catalog</i>
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**ASSOCIATE OF SCIENCE DEGREE COMPUTER INFORMATION SYSTEMS**

<b>REQUIRED COURSES</b>		<b>Units</b>
CIS 095	Employability Skills for Technical Careers	2
CIS 101	Introduction to Computer and Information Technology	3
CIS 130	Hardware and Information Technology	3

CIS 140	Introduction to Networks (Cisco CCNA 1)	4
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**One of the following courses:**

		<b>Units</b>
CIS 104	Object Oriented Programming with Visual Basic	3
CIS 111	Web Page Programming and Design	3
CIS 113	Java Programming	3
CSCI 110	Introduction to Computer Science I (C++)	3

**Students must select one area of emphasis from the following four options:****EMPHASIS IN PROGRAMMING****Students must complete at least twelve additional units from the following:**

		<b>Units</b>
CIS 104	Object Oriented Programming with Visual Basic	3
CIS 105	Database Concepts and Design	3
CIS 113	Java Programming	3
CSCI 110	Introduction to Computer Science I (C++)	3
CSCI 120	Introduction to Computer Science II (C++)	3
CIS 117	Scripting	3
CIS 121	Android Application Development	3
CIS 125	Introduction to C#.NET Programming	3
CIS 190D	Software Development Work Experience	1-3
MATH 102	College Algebra	5

**or****EMPHASIS IN WEB DESIGN****Students must complete at least twelve additional units from the following:**

		<b>Units</b>
CIS 111	Web Page Programming and Design	3
CIS 117	Scripting	3
CIS 161	Website Design and Programming Using Dreamweaver	3
CIS 162	Adobe Animate	3
CIS 163	Adobe Photoshop	3

**or**

CIS 180	Computer Graphics with Adobe Illustrator	1-3
CIS 190A	Web Design Work Experience	1-3
CIS 211	Web Design and Development II	3

**or****EMPHASIS IN COMPUTER ASSISTED GRAPHIC DESIGN****Students must complete at least twelve additional units from the following:**

		<b>Units</b>
CIS 162	Adobe Animate	3
CIS 163	Adobe Photoshop	3
CIS 165	Introduction to 3D Modeling and Animation	3
CIS 166	Advanced 3D Modeling and Animation	3
CIS 180	Computer Graphics with Adobe Illustrator	1-3
CIS 182	Desktop Publishing with Adobe InDesign	1-3
CIS 184	Photoshop and Digital Photography	3
CIS 190E	Digital Media Design Work Experience	1-3
ART 120	Foundations of Two-Dimensional Design	3

**or****EMPHASIS IN SYSTEMS AND NETWORK ADMINISTRATION****Students must complete at least twelve additional units from the following:**

		<b>Units</b>
CIS 109	Operating Systems and Environments	3



CIS 132	Systems and Network Administration	3
CIS 134	Introduction to Information Systems Security	3
CIS 141	Basic Routing and Switching (Cisco CCNA 2)	4
CIS 142	Advanced Routing and Switching (Cisco CCNA 3)	4
<b>Total Units</b>		<b>27-29</b>

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

**Rationale:** Course modification of CIS 162 and CIS 211 and course deletions of CIS 114 and CIS 116.

**Effective:** Fall 2019

## MODIFY CERTIFICATE

*Changes to the 2019-2020 College Catalog*

### COMPUTER INFORMATION SYSTEMS CERTIFICATE Certificate of Achievement

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for employment in entry-level positions in the field of Computer Information Systems. The certificate indicates that the student has acquired knowledge of the different aspects of information technology including programming, hardware, networking, databases, and web design.

<b>REQUIRED COURSES</b>		<b>Units</b>
CIS 095	Employability Skills for Technical Careers	2
CIS 101	Introduction to Computer and Information Technology	3
CIS 104	Object Oriented Programming with Visual Basic	3
<b>or</b>		
CIS 113	Java Programming	3
<b>or</b>		
CSCI 110	Introduction to Computer Science I (C++)	3
CIS 111	Web Page Programming and Design	3
CIS 130	Hardware and Information Technology	3
CIS 140	Introduction to Networks (Cisco CCNA 1)	4

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

		<b>Units</b>
CIS 104	Object Oriented Programming with Visual Basic	3
CIS 105	Database Concepts and Design	3
CIS 113	Java Programming	3
CIS 117	Scripting	3
CSCI 110	Introduction to Computer Science I (C++)	3
CSCI 120	Introduction to Computer Science II (C++)	3
CIS 109	Operating Systems and Environments	3
CIS 132	Systems and Network Administration	3
CIS 141	Basic Routing and Switching (Cisco CCNA 2)	4
CIS 161	Website Design and Programming Using Dreamweaver	3
CIS 163	Adobe Photoshop	3
CIS 211	Web Design and Development II	3

<b>Total Units</b>		<b>30-31</b>
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**Rationale:** Course modification of CIS 211 and course deletions of CIS 114 and CIS 116.  
**Effective:** Fall 2019

<b>MODIFY CERTIFICATE</b>
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<i>Changes to the 2019-2020 College Catalog</i>
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**FIREFIGHTER I BASIC TRAINING ACADEMY CERTIFICATE**  
**Certificate of Achievement**

The objective of this certificate is to develop the skills required for Firefighter I Certification and to develop the teamwork skills, attitudes and public service commitment necessary for employment in the fire service. Completion of this certificate may lead to entry-level employment as a firefighter in the public or private sectors. The Firefighter I Basic Training Academy is approved by the California State Fire Marshal's Office as an Accredited Regional Training Program (ARTP).

Admission: Open to all students who have completed the prerequisite courses. Registration is limited to class size restrictions. Contact the Fire Technology program for application materials.

**PREREQUISITES**

	<b>Units</b>
FIRET 100            Fire Protection Organization	3
FIRET 101            Fire Prevention Technology	3
EMT-I Emergency Medical Technician I certification. (Applicants must provide current National Registry card or local EMSA card.)	

Completion of either a "CPAT" (Candidate Physical Ability Test) or the Biddle Physical Agility Test that is valid through the last day of the Fire Academy. Completed Medical Clearance for Firefighters.

**RECOMMENDED COURSES**

	<b>Units</b>
ENGL101            Freshman Composition	4

Candidates must successfully complete a minimum of 16 units of prescribed coursework. A minimum grade of "C" must be maintained in all required coursework to remain in the Fire Academy and to receive the Firefighter I Basic Training Academy Certificate. NOTE: A "C" or better in these courses is considered to be 80% or higher.

**REQUIRED COURSES**

	<b>Units</b>
KIN/F 049            Basic Firefighter Physical Fitness	2
FIRET 115            Firefighter I Basic Training Academy	16
<b>Total Units</b>	<b>18</b>

**Rationale:** To reflect unit change in FIRET 115.  
**Effective:** Fall 2019

<b>MODIFY CERTIFICATE</b>
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<i>Changes to the 2019-2020 College Catalog</i>
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**WEB DESIGN CERTIFICATE**  
**Certificate of Achievement**

The objective of this certificate is to provide students the knowledge and skill necessary for employment in entry-level positions in the field of web design. The certificate indicates that the student has acquired knowledge of web design and development with an emphasis on graphic and visual elements and the web-specific Adobe Creative applications.

**REQUIRED COURSES**

		<b>Units</b>
CIS 111	Web Page Programming and Design	3
CIS 161	Website Design and Programming Using Dreamweaver	3
CIS 162	Adobe Animate	3
CIS 163	Adobe Photoshop	3
CIS 211	Web Design and Development II	3

**RECOMMENDED COURSES**

CIS 117	Web Page Scripting	3
CIS 180	Computer Graphics with Adobe illustrator	1-3

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<b>Total Units</b>		<b>15</b>
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**Rationale:** Course modifications of CIS 162 and CIS 211.  
**Effective:** Fall 2019

**NEW CERTIFICATE (NONCREDIT)***Changes to the 2019-2020 College Catalog***BASIC WILDLAND FIREFIGHTER TRAINING CERTIFICATE  
CERTIFICATE OF COMPLETION**

The Basic Wildland Firefighter Training certificate of completion includes instruction in basic wildland firefighting theory and skills, study of the characteristics and behavior of wildland fires, equipment use, basic wildland tactics and incident command principles.

		<b>Hours</b>
FIRET/N 600A	Basic Wildland Firefighter Training I	32
FIRET/N 600B	Basic Wildland Firefighter Training II	32
FIRET/N 600C	Basic Wildland Firefighter Training III	32

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<b>Total Hours</b>		<b>96</b>
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**Rationale:** The program includes three sequential courses that provide firefighters with the knowledge and skills necessary to acquire or maintain a State of California Firefighter I certification.

**Effective:** Fall 2019

**CERTIFICATE DELETION***Changes to the 2019-2020 College Catalog*

**Fire Inspection Academy Certificate  
Certificate of Achievement**

**Rationale:** FIRET 078 was deleted. This course was the only requirement.

**Effective:** Fall 2019

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

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

**DATE:** November 8, 2018

**SUBJECT:** Consideration of Approval of Adjunct and Substitute Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as needed for the 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 November 8, 2018

[v.10.21.2018,p.1|1]

## Crafton Hills College

	Subject	Discipline per Minimum Qualifications
Davila, Rosa	Mathematics	Mathematics

## San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Carr, Judith	Nursing	Nursing

## **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:** November 8, 2018  
**SUBJECT:** Consideration of Approval of Classified Job Descriptions

### **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. The 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.



## Planetarium Production & Presentation Specialist Coordinator

Classified Salary Range: **44**

Board Approved: xx/xx/xxxx P. 1|3

*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**

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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**

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*The following duties are typical for this classification.*

1. Manages and conducts planetarium ~~lecture series~~ **presentations**, 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.

## Planetarium Production & Presentation Specialist Coordinator

Classified Salary Range: **44**

Board Approved: xx/xx/xxxx P. 2|3

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.





## Planetarium Production & Presentation Specialist

### Coordinator

Classified Salary Range: **44**

Board Approved: xx/xx/xxxx P. 3|3

#### **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**

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*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.

**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:** November 8, 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 November 8, 2018

[v.10.24.2018.p.1|1]

	<b>Site</b>	<b>Assignment</b>	<b>From</b>	<b>To</b>
Cooper, Eric	SBVC	Athletics	11/09/18	12/31/18
Rodriguez, Jacqueline	SBVC	First Year Experience	11/09/18	12/31/18
Winters, Antonio	SBVC	Athletics	11/09/18	12/31/18
Bryn, Kameron	CHC	Theater Arts	11/09/18	12/31/18
Maybrier, Sam	CHC	Theater Arts	11/09/18	12/31/18
Pollard, Leanna	CHC	DSPS	11/09/18	12/31/18
Raymond, Ashley	CHC	Research and Planning	11/09/18	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:** November 8, 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 November 8, 2018

[v.10.21.2018.p.1|1]

	<b>From</b>	<b>To</b>	<b>Salary</b>	<b>Schedule Range Step</b>	<b>New/ Replacing</b>	<b>Fund</b>	<b>Effective Date</b>
<b>Limoges, Kevin</b>	CHC Technology Support Specialist I	DIST Telecommunication Specialist	\$38.65/hr	Classified 52C	F. Carranza	TESS General Fund	11/9/18
<b>Word, Daniel</b>	CHC Instructor, Emergency Medical Services	CHC Division Dean, Career & Technical Education	\$153,694.84/yr	Management 19J	J. Yamamoto	Office of Instruction General Fund	11/9/18

## **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:** November 8, 2018  
**SUBJECT:** Consideration of Approval of Employee Transfers

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of these transfers is included in the appropriate budgets.



## Employee Transfers

Submitted for Board Approval November 8, 2018

[v.10.23.2018.p.1|1]

	<b>From</b>	<b>To</b>	<b>Salary</b>	<b>Schedule Range Step</b>	<b>New/ Replacing</b>	<b>Fund</b>	<b>Effective Date</b>
Stevenson, David	SBVC Laboratory Technician, Chemistry	CHC Laboratory Technician, Chemistry	\$28.70/hr	Classified 38D	F. Farrell	Chemistry General Fund	10/8/18

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Executive Vice Chancellor  
**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** November 8, 2018  
**SUBJECT:** Consideration of Approval of Management Job Descriptions

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve new management job descriptions as attached:

- › Project Administrator, Career Education (Salary Range 11) and
- › Director, Grants Development and Administration (Salary Range 16).

### **OVERVIEW**

The attached job descriptions reflect the representative duties and responsibilities, and the appropriate minimum qualifications for the positions involved.

### **ANALYSIS**

- › Project Administrator, Career Education: The Strong Workforce Program Workgroup recommended the hiring of a Project Administrator, Career Education to assist the CTE Dean in fulfilling requirements and tracking projects to ensure projected outcomes and desired metrics are met. This position will assist SBVC in administering the Strong Workforce Program and other grants by providing guidance and support to fulfill funding terms.
- › Director, Grants Development and Administration: Human Resources staff has reviewed the three existing Grant Director positions for the purpose of assessing duties, efficiencies and consistencies among the positions. The result of that study is this recommendation to approve the attached job description, replacing the three existing positions listed below.
  - ♦ Director Grant Development and Management (Salary Range 14)
  - ♦ Director Grants and Resource Development EDCT Foundation (Salary Range 16)
  - ♦ Director, Resource Development & Grants (Salary Range 16)

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



*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**

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Under the general direction of the Dean of Applied Technology Transportation and Culinary Arts Division, provides college-wide leadership in strengthening community partnerships and coordination of career education and workforce preparation efforts including the development and delivery of grants, programs, and services to students; manages the Strong Workforce Program (SWP) initiatives; acts as a liaison to the community and other organizations involved with career education, workforce development and related programs. This position is categorically funding and contingent on funding.

## **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Builds and maintains active partnerships with the community, employers, business and industry groups, educational partners, chambers of commerce, professional organizations and other groups.
2. Provides overall administration of both the Local and Regional Shares Strong Workforce Program (SWP) and other categorically-funded projects related to career education and workforce development.
3. Develops, monitors, and manages detailed budgets, maintains and reconciles accounts, reviews purchase requisitions, submits budget changes, tracks and monitors state, federal and district grant-funded accounts to ensure regulatory and District compliance.
4. Evaluates and manages budget transactions for compliance with the terms and conditions of the grants and, in consultation with the Division Dean or his designee, seeks approvals for the necessary modifications to the work plan and grant objectives as deemed necessary.
5. Develops, prepares and submits monthly, quarterly, annual and final reports including the required supporting documentation.
6. Plans, coordinates, schedules and manages workshops, seminars, conferences meetings and other grant-related activities.
7. Serves as the program liaison for the Strong Workforce Program and other assigned grant-funded projects.
8. Represents the College to the district, community, county, regional and state organizations and makes presentations, as necessary, to promote related programs and projects.
9. Provides technical assistance to faculty, students, industry partners, employers, school districts, the community and others regarding career education and workforce preparations' strategies and resources.
10. Attends all the required meetings and conferences locally, regionally and/or nationally; Presents reports and findings of the project as necessary.
11. Develops and implements systems for data collection, external evaluation, participant tracking and reporting for all grant projects and initiatives.
12. Provides leadership to marketing, recruitment, and outreach activities including open houses, special events, direct mail and printed pieces, social media, and cooperative/regional marketing efforts.

13. Coordinates all marketing and outreach efforts of all career education related courses and programs offered at the College to the community, high schools, Regional Occupational Centers (ROPs), adult education, industries, employers and other stakeholders.
14. Represents the College to district, community, county, employer, regional, and state organizations.
15. Maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position through professional development activities and other means.
16. May supervise and coordinate the activities of other staff members, outside contractors, and/or agencies associated with the activities of the Strong Workforce Program and grant-related projects.
17. Performs other related duties as assigned to carry out the goals and objectives of the Division, the Strong Workforce Program and other grants.

## **QUALIFICATIONS**

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*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:**

- Secondary and post-secondary school systems and related governance.
- Applicable federal, state, regional, county, and local regulations.
- Vocational education programs.
- Various software programs, and commonly used office equipment.
- Management skills in budget formation and administration.
- Familiarity with offering career education and workforce training programs in a public college environment.

### **Ability to:**

- Build and maintain intra and interagency relationships which are essential to build the collaboration that serves all learners across institutions.
- Plan, organize, and implement major events relative to specific college programs.
- Accurately maintain statistical information for reporting purposes.
- Interpret Write clearly, persuasively, and concisely.
- Deal effectively with employees and members of the public.
- Effectively use a personal computer and a variety of job-related software applications.
- Read, interpret, apply, and explain laws, guidelines, and regulations.
- Communicate effectively, in English, with a diverse population both orally and in writing.

### **Education and Experience Guidelines:**

#### **Education/Training:**

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

#### **Experience:**

Three years of full-time work experience in career education, economic and workforce development, and/or project management.

Additional work experience may be substituted for up to two (2) years of education on a two for one basis.

Demonstrated sensitivity to and understanding of the diverse academic, cultural, disability, and ethnic backgrounds of community college students, faculty, and staff.



## **Project Administrator, Career Education**

**Management Salary Range: I I**

Board Approved: xx/xx/xxxx P. 3|3

### **Substitutions:**

Completion of sixty (60) units from an accredited college in a related field and seven (7) years of full-time work experience in career education, economic and workforce development, and/or project management OR A Master's degree from an accredited college in a related field and one (1) year of full-time work experience in career education, economic and workforce development, and/or project management.

### **Certificate, License or Registration:**

Possession of or ability to obtaining a valid California Driver's License and proof of good driving record

### **Desirable Qualifications:**

- Familiarity with fiscal and budgetary management.
- Experience in grant management.

## **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. Travel within the region and both in and outside of the state may be required. Evening and weekend work may be required.

### **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.

*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**

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Under the direction of the appropriate administrator, develop, plan, direct and supervise grant projects. This position is responsible for writing major grant applications, pre-award coordination of all grant applications for the college (or District), post-award budget development and support for faculty/staff in charge of grant-funded projects, search and notification of opportunities for external sources of funding including grants and foundations, grant-writing training, grant template development, and general oversight of grant development. The Director serves as a liaison with community members, elected officials, funding source program and contract officers, resource developers nationally, and community organizations. The Director provides leadership in the research and identification of external college priorities, and search requests.

## **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Research, identify and recognize external opportunities that present viable funding opportunities and match district goals, college priorities, and search requests.
2. Support, enhance, and supervise the efforts of Resource Development and Grants personnel.
3. Provide leadership in the identification and solicitation of grants, donations, annual giving campaigns planned giving, capital campaigns, endowments, planned annuities, scholarships corporate giving, academic and campus program donations, foundation leadership and training, alumni development, and community involvement as it relates to generating external sources of income to support the campus.
4. Coordinate grant writing on behalf of the colleges and district entities through alignment of grant development processes and priorities established with contracted grant consulting firms and independent contractors.
5. Provide assistance in the planning, writing, program design, budget development, and evaluation of grant funded project.
6. Assists faculty and staff in grant implementation and management, including instruction of internal procedures and funding agency compliance, grant documentation, and assistance with all issues of financial, personnel, payroll, purchasing, reporting and administration of funded awards.
7. Create, design and implement processes and procedures related to grant management and proposal development.
8. Conduct and coordinate research related to needs assessment and background information for proposal development efforts.
9. Advise project directors and principal investigators regarding negotiation of new grants, effective startups and grant management issues.
10. Work with faculty and staff to identify and resolve budget and compliance issues.
11. Serve as a liaison with funding source program and contract officers and with community organizations.
12. Provide guidance for internal and external program audits and reviews.
13. Ensure that grant expenditures are reasonable, allocable and allowable according to agency guidelines.
14. Maintain official records and documents of the District Office of Grants Development and Administration.

15. Use appropriate technology and data systems to manage and monitor grants.
16. Attend and participate in professional development opportunities.
17. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
18. Performs related duties as required.

## **QUALIFICATIONS**

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*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:**

- Principles of grant writing, grant management, and partnership development.
- Practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations.
- Budget planning and development, proposal development, assembly and submission.
- Principles and practices of financial management.
- Principles of public and non-profit administration.
- Principles and practices of personnel supervision, training, and performance evaluation.
- Correct and accurate English usage, spelling, grammar, and punctuation
- Applicable uses of work processing, spreadsheet and database software packages.
- Pertinent federal, state, and local laws, codes, and regulations relating to grant writing, administration and management.

### **Ability to:**

- Oversee and participate in the management of a comprehensive resource development and grant management program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Establish and maintain cooperative working relationships with funding agencies, auditors and community.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to resource development and grant functions and operations.
- 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:****Education/Training:**

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

**Reuired Experience:**

1. Five (5) years of recent grant development and monitoring experience, preferably in an educational setting; OR
2. Five (5) years of recent experience in marketing, finance, community relations, and/or fundraising and development, preferably in an educational setting; OR
3. Any combination of experience in the areas of grant development, grant monitoring, marketing, finance, community relations, fundraising or development equivalent to five (5) years.

**Preferred Experience:**

1. Experience in a higher educational setting.
2. Experience in non-profit organizations.
3. A Master's degree from an accredited college or university.

**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 with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**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.

## **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:** November 8, 2018

**SUBJECT:** Consideration of Approval of Non-Instructional Pay for Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve non-instructional pay for academic employees 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 November 8, 2018

[v.10.24.2018.p.1]6]

## Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Baccari, Angelica</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Baldwin, Spencer</b> CHC Honors Program General Fund	8/13/18	12/14/18	10	\$520	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Instructor was left off the board item by mistake.
<b>Begley, David</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Brown, Robert</b> CHC Guided Pathways	10/2/18	5/23/19	18	\$936	Corequisite English Training RATIFICATION: Instructor was added to the workshop after last board meeting.
<b>Bullock, Scott</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Burke, Jeff</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Cervantez, Jeff</b> CHC Honors Program General Fund	8/13/18	12/14/18	10	\$520	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Instructor was left off the board item by mistake.
<b>Chairez, Octavio</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Davila, Rosa</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics





# Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 8, 2018

[v.10.24.2018.p.2]6

## Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Dinu, Razvan</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>DiPonio, Gwendolyn</b> CHC Guided Pathways	10/2/18	5/23/19	18	\$936	Corequisite English Training RATIFICATION: Instructor was added to the workshop after last board meeting.
<b>Enciso-Villasenor, Jairo</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Friday, Brian</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Gibson, Kathleen</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Grigsby, Michael</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Gutierrez, Juan</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Hidalgo, Joshua</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Juan, Shirley</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 8, 2018

[v.10.24.2018.p.3]6

## Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Khalaj-Le Coore, Monica</b> CHC Honors Program General Fund	9/4/18	12/14/18	10	\$520	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Instructor was left off the board item by mistake.
<b>Khalaj-Le Coore, Monica</b> CHC Guided Pathways	9/7/18	5/23/19	18	\$936	Corequisite English Training RATIFICATION: Instructor was added to the workshop after last board meeting.
<b>Lastra, Ulises</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Leon, Ralph</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>McKee, Julie</b> CHC Guided Pathways	11/9/18	1/31/19	60	\$3,120	Update Department Chair Handbook
<b>Meekins, Jack</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Moreno, Omar</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Nguyen, Keim</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Piamonte, Rennard</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Pierce, Leah</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 8, 2018

[v.10.24.2018.p.4]6]

## Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Punsalan, Kevin</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Ramirez, Robert</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Reid, Shirley</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Robertson, Jillian</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Robinson, Jesse</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Roche, Joshua</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Sadiq, Fahima</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Seagar, Elena</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Simonson, Scott</b> CHC Honors Program General Fund	8/13/18	12/14/18	10	\$520	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Instructor was left off the board item by mistake.
<b>Smith, Debra</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 8, 2018

[v.10.24.2018.p.5]6]

## Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Smith, Jeff</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Wilson, Sherri</b> CHC Guided Pathways	11/9/18	1/31/19	60	\$3,120	Update Department Chair Handbook
<b>Verschell, Jeff</b> CHC Student Equity	11/16/18	11/16/18	6	\$312	AVID Training for Mathematics
<b>Zepeda, Isidro</b> CHC Honors Program General Fund	8/13/18	12/14/18	10	\$520	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. RATIFICATION: Instructor was left off the board item by mistake.

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Byars, Christopher</b> SBVC Strong Workforce Grant Fund	11/9/18	12/22/18	20	\$1,040	Outreach activities, developing employee, industry partners; high schools and ROP articulation meetings/agreements. Strong Workforce Grant Fund
<b>Corrales, Athena</b> SBVC Nursing Program Grant Fund	1/2/19	5/24/19	500	\$26,000	To present nursing workshops for students, develop remediation strategies for nursing students, and provide general counseling for pre and current nursing students. Nursing Program Grant Fund



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval November 8, 2018

[v.10.24.2018.p.6]6]

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Guzman, Edmond</b> SBVC Strong Workforce Grant Fund	11/9/18	12/22/18	20	\$1,040	Outreach activities, developing employee, industry partners; high schools and ROP articulation meetings/agreements. Strong Workforce Grant Fund
<b>Rice, Larry</b> SBVC Strong Workforce Grant	11/9/18	12/22/18	20	\$1,040	Outreach activities, developing employee, industry partners; high schools and ROP articulation meetings/agreements. Strong Workforce Grant

## District Office

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Maloney-Hinds, Colleen</b> CHC Human Resources EEO Fund	10/13/18	10/14/18	20	\$1,040	President Hiring Committee work on non-contract days. RATIFICATION: Work was performed after the October board deadline.
<b>Green, Laurie</b> CHC Human Resources EEO Fund	10/13/18	10/14/18	20	\$1,040	President Hiring Committee work on non-contract days. RATIFICATION: Work was performed after the October board deadline.

**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:** November 8, 2018  
**SUBJECT:** Consideration of Approval to Accept Employee Resignations

**RECOMMENDATION**

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

**OVERVIEW**

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

**ANALYSIS**

The resignation correspondence has been received by Human Resources.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## Resignations

Submitted for Board Approval November 8, 2018

[v.10.21.2018.p.1|1]

	Years of Service	Last Date of Employment
<b>Tamayo, Matty</b> Child Development Assistant SBVC CDC	1.5	7/6/2018

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** November 8, 2018  
**SUBJECT:** Consideration of Approval to Accept Employee Retirements

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

The retirement correspondence has been received by Human Resources.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.





## Retirements

Submitted for Board Approval November 8, 2018

	Years of Service	Last Date of Employment
<b>Wilson, Sherri</b> Mathematics Instructor CHC Mathematics	19	06/30/19
<b>Kevari, John</b> Library Media Clerk SBVC Library	30	12/08/18

**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:** November 8, 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 November 8, 2018

[v.10.22.2018.p.1|1]

	Start Date	Salary Schedule, Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
<b>Hightower, Vern</b> Custodian I CHC Facilities, Maintenance & Operations	11/9/2018	Classified 27A	18.90/hr	new	Facilities	6/28/2018
<b>Hanna, Samuel</b> Grounds Caretaker CHC Facilities, Maintenance & Operations	11/9/2018	Classified 27A	18.90/hr	R. Kirkhart	Maintenance & Operations	10/15/2018
<b>Aguilar, Lupita</b> Secretary II SBVC Office of Instruction	11/13/2018	Classified 33A	21.92/hr	M. Ryan	Office of Instruction	Pending <sup>†</sup>

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Diana Rodriguez, President, SBVC  
Kristina Hannon, Executive Director, Human Resources  
**DATE:** November 8, 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 November 8, 2018

[v.10.22.2018.p.1|1]

### Faculty Coordinators – Fall 2018\*

	Site & Department	Stipend
<b>Burns-Peters, Davena</b>	SBVC Modern Languages-Distance Education Coordinator	\$11,648.00
<b>El-Sherif, Tahirah</b>	SBVC Counseling-Guided Pathways Coordinator	\$14,976.00
<b>Metu, Reginald</b>	SBVC Computer Information Technology-Guided Pathways Coordinator	\$7,488.00
<b>Robles, Matthew</b>	SBVC Geography/Geology/GIS-Guided Pathways Coordinator	\$7,488.00
<b>Worsley, Margaret</b>	SBVC Music-Distance Education Coordinator	\$11,648.00

\* Ratifications due to faculty members being chosen for these positions after the start of the Fall 2018 semester.

### Assistant Coach – Fall 2018

	Site & Department	Stipend
<b>Catt, Kyle</b>	SBVC Athletics/Football	\$3,000.00
<b>Crone, Aaron</b>	SBVC Athletics/Football	\$2,000.00

## **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:** November 8, 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 November 8, 2018

[v.10.24.2018.p.1|2]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Groff, Nathan</b> CHC Fire Technology Department	Fire Academy Instructor	11/09/18	12/31/18	\$45.00
<b>Rehman, Ibtehaj</b> CHC Health and Wellness Center	Counseling Trainee	9/01/18	12/31/18	\$15.00
<b>Fry, Stanley</b> CHC Marketing & Public Relations	Staff Writer/ Photographer	7/01/18	12/30/18	\$20.00
<b>Nair, Avikaash</b> DIST Economic Development & Corporate Training	Program Assistant	11/13/18	12/31/18	\$35.00
<b>Hawkins, Shoshana</b> DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	11/09/18	12/31/18	\$55.00
<b>Fox, Danielle</b> DIST KVCR	Content Specialist	10/05/18	12/31/18	\$25.00
<b>Caravella, Andrew</b> DIST KVCR	Content Specialist	9/28/18	12/31/18	\$25.00
<b>Ward, Rebecca</b> DIST KVCR – FM	Content Specialist	9/28/18	12/31/18	\$16.00
<b>Nahuat, Wendy</b> SBVC CalWorks & Workforce Development	Program Assistant	11/01/18	12/31/18	\$20.00
<b>Luna, Oscar</b> SBVC SBVC Marketing	Social Media Specialist	10/12/18	12/31/18	\$25.00
<b>Haddad, Timothaus</b> SBVC STAR Program	Tutor III	10/15/18	12/31/18	\$14.50
<b>Vasquez, Abel</b> SBVC Student Success Center/Academic Success & Learning	Tutor I	11/09/18	12/31/18	\$11.00
<b>Cobb, Karissa</b> SBVC Student Success Center/Academic Success & Learning	Tutor II	11/09/18	12/31/18	\$12.50
<b>Sendejo, Sandy</b> SBVC Veterans Resource Center	Tutor III	11/09/18	12/31/18	\$14.50

## Short-Term

	Duties	From	To	Hourly Rate
<b>Corona, Eric</b> CHC Aquatics	Project Assistant II	10/12/18	12/21/18	\$12.50



# Professional Expert, Short-Term & Substitute Employees

## Submitted for Board Approval November 8, 2018

[v.10.24.2018,p.2|2]

### Substitute

	Duties	From	To	Hourly Rate
<b>Cardenas, Gilda</b> CHC CDC <i>EXT: On call sick/vacation coverage.</i>	Child Development Assistant	10/05/18	12/04/18	\$15.89
<b>Scott, Mary</b> CHC CDC <i>EXT: Vacancy in active recruitment.</i>	Child Development Assistant	10/05/18	12/04/18	\$15.89
<b>Scott, Mary</b> CHC CDC <i>EXT: On call sick/vacation coverage.</i>	Child Development Teacher	10/05/18	12/04/18	\$22.87
<b>Hightower, Vern</b> CHC Maintenance & Operations <i>EXT: On call sick/vacation coverage.</i>	Custodian	10/14/18	11/08/18	\$18.90
<b>Ramirez, Irene</b> SBVC Child Development Center <i>EXT: On call sick/vac coverage.</i>	Child Development Assistant	11/10/18	1/09/18	\$15.89
<b>Clarke, Christopher</b> SBVC Science <i>EXT: Vacancy in active recruitment.</i>	Planetarium & Presentation Specialist	8/30/18	10/29/18	\$33.28



## **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:** November 8, 2018

**SUBJECT:** Consideration to Approve District/College Expenses

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **INSTITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.

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

**Site:** SBVC

**Event:** Family Affair & Historical Murder  
Mystery, San Bernardino, CA

**Date of Event:** 11/14/18

**Item Being Purchased:** Meals and refreshments Sponsored by the Tumaini Program. Anticipated attendance is estimated at 70 students and staff. Sandra Blackman, Kathy Kafela and Daniele Smith will serve as advisors.

**Total Estimated Cost:** \$ 1350

**Funding Source:** Tumaini General Fund

AMENDMENT: This item was previously approved at the September 13, 2018 board meeting. Item is being amended due to a change of date of the event from October 24, 2018 to November 14, 2018.

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**Site:** SBVC

**Event:** Grand Reopening of Valley 360  
Resource Center, San Bernardino, CA

**Date of Event:** 11/16/18

**Item Being Purchased:** Supplies and decorations

Sponsored by Student Equity, Valley 360 will reopen in a new location on campus for students and staff to view. Anticipated attendance is estimated at 102 students, faculty, community members and staff.

**Total Estimated Cost:** \$ 300

**Funding Source:** Student Equity & Success Categorical Fund

---

**Site:** SBVC

**Event:** A2mend SoCal Regional Student Drive-  
In, Riverside, CA

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

**Item Being Purchased:** Transportation, parking and meals

Sponsored by the Transfer/Umoja-Tumaini Program. This event will focus on community college transfer students seeking careers within Allied Health. The University of California, Riverside (UCR) in partnership with Umoja and the African American Male Educational Network and Development (A2MEND) will host this Summit. Anticipated attendance is estimated at 23 students and staff. Sandra Blackman, Kathy Kafela and Daniele Smith will serve as chaperones.

**Total Estimated Cost:** \$ 2250

**Funding Source:** Tumaini General Fund and Student Success and Support Program Categorical Fund

---

**Site:** SBVC

**Event:** SBVC Managers Retreat

**Date of Event:** 01/08/19

**Item Being Purchased:** Refreshments/Rental

SBVC will host the all-day SBVC Managers Retreat off campus at the SBCUSD PDC building. Anticipated attendance is approximately (40) forty managers and (2) two guests.

**Total Estimated Cost:** \$ 1000

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

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

**Site:** SBVC

**Event:** Spring In-Service Day, All Campus Meeting

**Date of Event:** 01/11/19

**Item Being Purchased:** Refreshments

Sponsored by the President's Office, this event is SBVC's annual all campus meeting to kick off the spring semester. Anticipated attendance is approximately 360 staff, faculty, administrators and trustees.

**Total Estimated Cost:** \$ 3500

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

---

**Site:** SBVC

**Event:** Region 9 EOPS/CARE Director's Meeting, San Bernardino, CA

**Date of Event:** 02/11/19

**Item Being Purchased:** Meals and supplies

Sponsored by Student Equity and EOPS/CARE, the Region 9 Director's Meeting is an annual event and hosted by area colleges, where policies and regulations are discussed. Anticipated attendance is estimated at 27 area Directors and staff.

Kathy Fonseca and Carmen Rodriguez will serve as advisors.

**Total Estimated Cost:** \$ 700

**Funding Source:** Student Equity & Success Categorical Fund

---

**Site:** SBVC

**Event:** A2mend 12th Annual African American Male Conference, Los Angeles, CA

**Date of Event:** 03/06/19-03/08/19

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

Sponsored by First Year Experience, students will gain knowledge and techniques given through keynote speaker presentations and several small workshops on how to improve their outcomes and succeed in college and beyond. Anticipated attendance is estimated at 22 students and staff. Keenan Giles and Heather Johnson will serve as chaperones.

**Total Estimated Cost:** \$ 30800

**Funding Source:** Student Equity & Success Categorical Fund

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

**Site:** CHC  
**Event:** Cal Poly Pomona and University of La Verne field Trip  
**Date of Event:** 10/19/18

**Item Being Purchased:** Transportation and lunch for 25 students and staff during a campus visit to Cal Poly Pomona and the University of La Verne. Event includes a tour of the universities, admission presentations and a student panel. Sponsored by the University Transfer Center to provide access to these universities and encourage transfer to a 4-year institution.  
**Total Estimated Cost:** \$ 700  
**Funding Source:** Transfer Center General Fund  
Originally board approved on 09-13-18 for 20 students. Added 5 more students.

---

**Site:** CHC  
**Event:** EMT Advisory Committee Meeting  
**Date of Event:** 11/9/18

**Item Being Purchased:** Meals for EMT Advisory Committee members and staff meeting held Friday, 11-9-18. Purpose of meeting is for program review, compliance with accreditation standards and recommendations for program improvement.  
**Total Estimated Cost:** \$ 300  
**Funding Source:** Perkins Grant Categorical Funding

---

**Site:** CHC  
**Event:** CHC Advocacy Breakfast  
**Date of Event:** 11/14/18

**Item Being Purchased:** Meal for CHC Advocacy Breakfast to connect community advocates for undocumented students to campus professionals working with this student population. Attendees will include faculty, staff and community members.  
**Total Estimated Cost:** \$ 300  
**Funding Source:** Student Equity Categorical Funding

---

**Site:** CHC  
**Event:** American Association for Respiratory Care Congress 2018  
**Date of Event:** 12/3/18-12/07/18

**Item Being Purchased:** Registration fees for twenty-five respiratory care students to attend this conference.  
**Total Estimated Cost:** \$ 1125  
**Funding Source:** Perkins Grant Categorical Funding

---

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

**Site:** CHC  
**Event:** UC Irvine Field Trip  
**Date of Event:** 12/7/18

**Item Being Purchased:** Transportation and lunch for 18 students and staff during a campus visit to UC Irvine. Event includes a tour of the universities, admission presentations and a student panel. Sponsored by the University Transfer Center to provide access to this university and encourage transfer to a 4-year institution.  
**Total Estimated Cost:** \$ 750  
**Funding Source:** Student Equity Categorical Funding

---

**Site:** CHC  
**Event:** CHC 2nd Level Presidential Interviews  
**Date of Event:** 11/13/18

**Item Being Purchased:** Lunch for Candidates  
**Total Estimated Cost:** \$ 125  
**Funding Source:** Human Resources General Fund

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

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

**DATE:** November 8, 2018

**SUBJECT:** Consideration of Approval of Individual Memberships

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

Included in the budget.

**San Bernardino Community College District  
Individual Memberships**

**Site:** CHC  
**Name:** Michelle Riggs  
**Total Cost:** \$285  
**Funding Source:** Resource Development  
General Fund

**Membership & Purpose:** Association of Fundraising Professionals, Individual membership for Director of Development, CHC. Helps the director to stay updated on the latest developments in fundraising as well as any tax law updates. The Association of Fundraising Professionals offers webinars, seminars, online resources, tools for professional development and a local chapter for networking and seminars.

---

**Site:** KVCR  
**Name:** Ralph Cooper  
**Total Cost:** \$100.00  
**Funding Source:** KVCR

---

**Membership & Purpose:** Academy for Grassroots Organizations, This is a local Inland Empire organization to help non-profits to stronger customer base

## **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:** November 8, 2018

**SUBJECT:** Consideration to Approve Conference Attendance

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **INSITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.



**San Bernardino Community College District  
Conference Attendance**

**Site:** District  
**Department:** Institutional Effectiveness  
**Conference Name:** SCUP 2018 Annual Conference  
**Travel Dates:** 7/15/2018 - 7/19/2018  
**City, State:** Nashville, TN  
**Estimated Cost Per Person:** \$3,600.00  
**Funding Source:** Institutional Effectiveness Funds

**Name:** Jeremiah Gilbert

**Purpose:** To meet a cross-section of higher education planning professionals who are eager to share ideas, explore trends, build networks, and think beyond the traditional ways of planning.

Ratification: The item was board approved on 6/21/18 but the total cost exceeded the original estimate.

---

**Site:** District  
**Department:** District Support Services  
**Conference Name:** CTI Co-Active Leadership Experience  
**Travel Dates:** 12/13/2018 - 12/17/2018  
**City, State:** San Rafael, CA  
**Estimated Cost Per Person:** \$2,700.00  
**Funding Source:** Controller General Fund

**Name:** Jose Torres

**Purpose:** To discover new principles and techniques for responding to leadership situations and achieving collaborative solutions.

**Site:** District  
**Department:** Police  
**Conference Name:** POST 80 Hour Supervisory Course  
**Travel Dates:** 12/3/2018 - 12/14/2018  
**City, State:** Temecula, CA  
**Estimated Cost Per Person:** \$3,200.00  
**Funding Source:** General Funds

**Name:** Blake Bonnet

**Purpose:** POST standardized curriculum introduces new law enforcement supervisors to the role, responsibilities and resources available for their new position.

---

**Site:** CHC  
**Department:** Fire Technology  
**Conference Name:** California Fire Technology Director's Association Meeting  
**Travel Dates:** 11/14/2018 - 11/16/2018  
**City, State:** Fresno, CA  
**Estimated Cost Per Person:** \$1,500.00  
**Funding Source:** Strong Workforce categorical funding

---

**Name:** Michael Alder, Andrew Gebara, Rick Groff

**Purpose:** Gain a better understanding of the Firefighter 1 curriculum and certification testing process. Will also review standing State Fire Training reports.

**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:** \$45.00  
**Funding Source:** Perkins Grant Categorical Funding

---

**Name:** 25 Students (TBD)

**Purpose:** In order to increase the knowledge for the students on further upcoming respiratory care equipment and education requirements.

**Site:** CHC  
**Department:** Office of Instruction  
**Conference Name:** OMEA Professional Development Conference  
**Travel Dates:** 1/30/2019 - 2/4/2019  
**City, State:** Cleveland, OH  
**Estimated Cost Per Person:** \$-  
**Funding Source:** time only

---

**Name:** Kellori Dower

**Purpose:** Workshops and seminars on arts leadership, music education, arts global education, program growth and college in-service development for the arts.

**Site:** CHC  
**Department:** Career Education and Human Development  
**Conference Name:** 44th Annual ACERT Conference  
**Travel Dates:** 2/6/2019 - 2/9/2019  
**City, State:** Las Vegas, NV  
**Estimated Cost Per Person:** \$-  
**Funding Source:** time only

---

**Name:** Debra Anderson, Melissa Huynh and 15 students

**Purpose:** Students and two chaperones to attend and compete in the Academic Student Challenge bowl. It is good PR for the college. The conference also has educational tracks for students and staff.

**Site:** CHC  
**Department:** Division of Social, Information, and Natural Sciences  
**Conference Name:** 2019 ASLTA National Conference  
**Travel Dates:** 6/30/2019 - 7/3/2019  
**City, State:** San Diego, CA  
**Estimated Cost Per Person:** \$1,350.00  
**Funding Source:** CHC Professional Development and Student Equity Categorical Funding

---

**Name:** Breanna Andrews

**Purpose:** Opportunity to collaborate, learn new skills, refresh "best practice" approaches, learn about latest applications of technology, innovative programs and research based on pedagogical practices.

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**Site:** SBVC  
**Department:** Mathematics, Business and Computer Information Technology (CIT) Division  
**Conference Name:** 2018 Annual Conference - The Big Picture  
**Travel Dates:** 2/20/2018 - 2/23/2018  
**City, State:** Santa Rosa, CA  
**Estimated Cost Per Person:** \$1,731.38  
**Funding Source:** Math and Science General Fund

**Name:** Dr. Stephanie Lewis-Briggs

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

**RATIFICATION/AMENDMENT:** This item was previously approved on February 8, 2018 board meeting. Item is being amended to reflect the travel dates from 2/21/18 - 2/23/18 to ratified dates of 2/20/2018 - 2/23/2018; name from Stephanie Briggs to Dr. Stephanie Lewis-Briggs; funding source from Math, Business & CIT Divisions General Fund to Math and Science General Fund.

---

**Site:** SBVC  
**Department:** Tumaini-Umoja Program  
**Conference Name:** 2018 Summer Learning Institute  
**Travel Dates:** 6/10/2018 - 6/15/2018  
**City, State:** San Diego, CA  
**Estimated Cost Per Person:** \$1,668.05  
**Funding Source:** Tumaini General Fund

**Name:** Sandra Blackman, Kathy Kafela and Daniele Smith.

**Purpose:** The Summer Learning Institute will enhance educational and cultural curriculum, as well as training that focuses on immersing philosophy, pedagogy, theoretical foundations, and best practices based on the Umoja Community model. Attendees will engage in best practices and learn how to integrate core Umoja practices with particular college mission goals, strategic plan and student equity efforts.

**RATIFICATION/AMENDMENT:** This item was previously approved on May 10, 2018 board meeting. Item is being amended to reflect the change in travel dates from 06/11/18-06/15/18 to 06/10/18-06/15/18 and correct name to reflect Daniele Smith instead of Daniele Ramsey-Smith.

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**Site:** SBVC  
**Department:** Library Technology, Counseling, and Mathematics, Business, and Computer Information Technology (CIT)  
**Conference Name:** Navigating New Frontiers: Faculty Leadership on Guided Pathways  
**Travel Dates:** 9/13/2018 - 9/15/2018  
**City, State:** San Francisco, CA  
**Estimated Cost Per Person:** \$1,500.00  
**Funding Source:** Guided Pathways General Funds

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**Name:** Celia Huston, Tahirah El-Sherif and Reginald Metu

**Purpose:** This conference will assist in understanding the new Guided Pathways framework, which will benefit the district as participating faculty will learn how to "move from designing and planning to [the] implementation" phase for the Guided Pathways project.

**RATIFICATION:** Faculty did not receive the discounted rate at the hotel for the first night of the conference, thus expenses exceeded \$1,000.00 requiring board approval.

**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:** \$1,397.87  
**Funding Source:** Nursing Program Support Grant Funds

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**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.

**AMENDMENT:** This item was previously approved on October 11, 2018 board meeting. Item being amended to reflect higher total cost from \$1,166.00 to \$1,397.87 and to reflect funding source from general funds to grant funds.

**Site:** SBVC  
**Department:** Extended Opportunities Program and Services (EOPS)  
**Conference Name:** California Community College Extended Opportunities Program and Services Association 49th Annual Fall Conference  
**Travel Dates:** 10/28/2018 - 10/31/2018  
**City, State:** Monterey, CA  
**Estimated Cost Per Person:** \$2,500.00  
**Funding Source:** EOPS Categorical Fund

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

**Purpose:** The 49th Annual California Community College Extended Opportunities Program and Services Association (CCCEOPSA) fall conference will inform staff about new bills and updates from the California Community College Chancellors Office. Workshops and presentations will target how to improve, enhance, and create new ideas for San Bernardino Valley College students.

AMENDMENT: This item was previously approved on August 9, 2018 board meeting. The Item is being amended to reflect the newly hired Director, Joanne Hinojosa, who is being added to attend the conference.

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**Site:** SBVC  
**Department:** English  
**Conference Name:** Pacific Ancient and Modern Language Association Conference - Paper Presentation  
**Travel Dates:** 11/8/2018 - 11/12/2018  
**City, State:** Bellingham, Washington  
**Estimated Cost Per Person:** \$430.00  
**Funding Source:** Professional Development General Fund

**Name:** Lauren Bond & Matthew Bond

**Purpose:** The Pacific Ancient and Modern Language Association is a scholarly association designed for those teaching or conducting research in a diverse range of literary, linguistic, and cultural interests, both ancient and modern, in the United States and abroad. PAMLA members include faculty and students in language and literature departments in colleges and universities, as well as interdisciplinary scholars from other disciplines and independent scholars.

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**Site:** SBVC  
**Department:** English  
**Conference Name:** American Council on the Teaching of Foreign Languages Conference  
**Travel Dates:** 11/15/2018 - 11/18/2018  
**City, State:** New Orleans, LA  
**Estimated Cost Per Person:** \$250.00  
**Funding Source:** Professional Development General Fund

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**Name:** Samira Murtada

**Purpose:** To enhance foreign language skills and learn new practices that are critical to the growth of educators at all levels.

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**Site:** SBVC  
**Department:** First Year Experience  
**Conference Name:** 38th Annual First Year Experience Conference  
**Travel Dates:** 2/16/2019 - 2/19/2019  
**City, State:** Las Vegas, NV  
**Estimated Cost Per Person:** \$1,965.00  
**Funding Source:** Student Equity & Success Categorical Fund

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**Name:** Mary Bradley, Cindy Huerta, Dominique Johnson, Heather Johnson, Craig Luke, Evelyn Luna, Nicole Mendoza, Rosemary Rivera-Reza, Oscar Rodriguez, and Sharaf Williams

**Purpose:** To learn the latest trends, best practices and strategies focused on supporting student success in the First Year of college and beyond. The aim is to promote a community open to a diversity of ideas in which everyone is given the opportunity and resources to grow personally and professionally by sharing programs and tools that will enable them to help First Year students be successful.

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**Site:** SBVC  
**Department:** Philosophy  
**Conference Name:** American Philosophical Association Conference  
**Travel Dates:** 2/19/2019 - 2/24/2019  
**City, State:** Denver, CO  
**Estimated Cost Per Person:** \$750.00  
**Funding Source:** Professional Development General Fund

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**Name:** Leonard Lopez

**Purpose:** This conference is a comprehensive overview of the state of the discipline with an emphasis on teaching. Expects to learn recent development, new publications and best teaching practices.

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**Site:** SBVC  
**Department:** First Year Experience  
**Conference Name:** A2MEND 12th Annual African American Male Conference  
**Travel Dates:** 3/6/2019 - 3/8/2019  
**City, State:** Los Angeles, CA  
**Estimated Cost Per Person:** \$1,400.00  
**Funding Source:** Student Equity & Success Categorical Fund

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**Name:** Keenan Giles, Heather Johnson and 20 students

**Purpose:** To gain knowledge and techniques given through keynote speaker presentations and several small workshops. Opportunity to learn how to improve student outcomes and succeed in college and beyond.

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**Site:** SBVC  
**Department:** Middle College High School  
**Conference Name:** 2019 On Course National Conference  
**Travel Dates:** 4/10/2019 - 4/13/2019  
**City, State:** Anaheim, CA  
**Estimated Cost Per Person:** \$1,918.33  
**Funding Source:** Middle College High School Chancellors Grant Fund

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**Name:** Charnel Ellis and Kimberly Wingson

**Purpose:** 2019 On Course National Conference to gain knowledge to increase retention and student academic success and to empower the students to become active, responsible learners.

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**Site:** KVCR  
**Department:** Empire Network  
**Conference Name:** American Public Media BBC World Service Meeting and Tour  
**Travel Dates:** 11/10/2018 - 11/16/2018  
**City, State:** London, England  
**Estimated Cost Per Person:** \$1,113.00  
**Funding Source:** Empire Network General Fund

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**Name:** Rick Dulock

**Purpose:** This trip is partially being funded by American Public Media and is giving this opportunity to interact with the BBC World Service Organization and to observe and learn more about the BBC programming and services available to KVCR.



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**Site:** DIST

**Department:** EDCT

**Conference Name:** Chancellor's Office All  
Hands Key Talent Meeting

**Travel Dates:** 12/2/2018 - 12/4/2018

**City, State:** Sacramento, CA

**Estimated Cost Per Person:** \$1,027.00

**Funding Source:** EDCT Categorical funds

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**Name:** Susan Mata

**Purpose:** This is a required meeting for all key talent including DSN's and  
Regional Consortia Chairs. Discussion will include Strong Workforce, new  
Deputy Sector grants and K14 Strong Workforce program funding.

## **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:** November 8, 2018  
**SUBJECT:** Consideration of Approval of 2019-20 Budget Calendar

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt the attached Budget Calendar.

### **OVERVIEW**

District Administrative Procedure 6200 requires that the Board adopt a budget calendar prior to February 1 that identifies activities and sets dates for each step in the budget development process. The purpose of a Budget Calendar is to provide the timelines necessary for discussion and adoption of the District budget. This year the Budget Calendar is being presented in November in order to allow more time in the budgeting process.

### **ANALYSIS**

The Fiscal Year 2019-20 budget calendar is presented to the Board of Trustees for approval.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



# Fiscal Year 2019-20 Budget Calendar

Submitted for Board Approval November 8, 2018

[v.10.30.2018.p.1|3]

Date	Item	Responsible
November 2018	Budget calendar to Board of Trustees for adoption. <i>(Prior to February 1, the Board will adopt a budget calendar that identifies activities and sets dates for each step in the budget development process.)</i>	Business & Fiscal Services Board of Trustees
December 2018 to January 2019	District office development budget processes continue.	Business & Fiscal Services District Budget Committee
January 2019	Receive budget directives from Board of Trustees. <i>(AP 6200: Prior to March 1, the Board will give direction for budget development to include: 1. Reaffirmation or change in mission; 2. Resource allocation (set level of Reserve for Contingency, Workers' Compensation Reserve, any special project reserve, etc.); 3. Determination of the amount of resources estimated to be available for General Fund expenditure with potential increases or decreases during the budget preparation period; 4. Preliminary establishment of budget allocations for the colleges, district office, and other sites.)</i>	Business & Fiscal Services Board of Trustees
January - February 2019	Recommendations for projected funds and tentative distribution to campuses are developed by District Budget Committee for Chancellor's Cabinet.	Business & Fiscal Services District Budget Committee
February 2019	Projected funds and assessments for fiscal year, and tentative distribution to campuses determined at Chancellor's Cabinet. <i>(AP 6200: Prior to March 1 information will be provided to Responsibility Center Managers that will include the status of current expenditures, state and county estimates of revenues, site "base budget" allocations, and targets for increases or decreases.)</i>	Business & Fiscal Services Chancellor's Cabinet
February 2019	Prior and current year line budgets, instructions, and due dates are forwarded to Campus Presidents and Chancellor for distribution to responsibility centers.	Business & Fiscal Services



# Fiscal Year 2019-20 Budget Calendar

Submitted for Board Approval November 8, 2018

[v.10.30.2018.p.2]3

Date	Item	Responsible
February - March 2019	Campus budget processes determine priorities and reallocation of funds; responsibility center managers prepare budget forms for submittal to District.	College Presidents & VPs Business & Fiscal Services Responsibility Managers
March 2019	Development Budget reports to establish Preliminary Budget due at District.	College Presidents
April 2019	District Budget Committee reviews Preliminary Budget and develops recommended adjustments, if any, for Chancellor's Cabinet.	Business & Fiscal Services District Budget Committee
April 2019	Chancellor's Cabinet is updated on status of Preliminary Budget. Reviews recommended adjustments as necessary.	Business & Fiscal Services Chancellor's Cabinet
May 2019	Board is updated on status of budget process and receives Preliminary Budget (no formal action required). <i>(AP 6200: Preliminary Budget – a. No later than May of each year the Vice Chancellor of Business &amp; Fiscal Services will present the preliminary budget to the Board. No formal action is required by the Board on the preliminary budget.)</i>	Business & Fiscal Services Board of Trustees
June 2019	Tentative Budget is presented to the District Budget Committee and the Board of Trustees. <i>(AP 6200: Tentative Budget – No later than July 1 the Board will adopt a Tentative Budget. This budget will reflect changes made to the Preliminary Budget.)</i>	Business & Fiscal Services District Budget Committee Board of Trustees
July 2019	Draft of Final Budget discussed at District Budget Committee meeting. Final recommendations, if any, are made from District Budget Committee to Chancellor's Cabinet. <i>(AP 6200: Final Budget – Prior to the state-prescribed date, the Board will adopt a final budget for SBCCD that reflects changes made to the Tentative Budget and provides the operational budget base for the District for the fiscal year.)</i>	Business & Fiscal Services



# Fiscal Year 2019-20 Budget Calendar

Submitted for Board Approval November 8, 2018

[v.10.30.2018.p.3|3]

Date	Item	Responsible
August 2018	Review of Tentative Budget and development of Final Budget. Changes made based on internal discussion, Budget Committee recommendations, and changes in State financial picture.	Business & Fiscal Services Chancellor's Cabinet
August 2019	Draft of Final Budget discussed at Chancellor's Cabinet.	Business & Fiscal Services Chancellor's Cabinet
August 2019	Board Study session to review Final Budget.	Business & Fiscal Services Board of Trustees
September 2019	Public Hearing and adoption of Final Budget by Board of Trustees. <i>(Budget and Accounting Manual (BAM): Public Hearing and Final Budget Adoption must be completed on or before September 15.)</i>	Business & Fiscal Services Board of Trustees

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Angel Rodriguez, District Director of Marketing, Public Affairs and Government Relations

**DATE:** November 8, 2018

**SUBJECT:** Consider approval of the of 2019-20 regional, state and federal advocacy priorities for the San Bernardino Community College District

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2019-20 regional, state and federal advocacy priorities, and authorize staff to make technical, non-substantive changes to this document if needed.

### **OVERVIEW**

Approval of the 2019-20 advocacy priorities will guide the Board Legislative Ad-Hoc Committee and SBCCD Chancellor's Office in engaging with government officials and diverse stakeholders to promote public policy solutions that support student achievement and economic mobility in Inland Southern California. If adopted by the board, this public policy platform will be presented to local, state and federal policymakers over the coming months.

### **ANALYSIS**

The 2019-20 advocacy priorities seek to advance SBCCD's educational and workforce development mission at the regional, state and federal levels. Essentially, SBCCD leadership intends to encourage policymakers to consider the following:

- Increase the state funding rates specified for the Student Centered Funding Formula.
- Approve state matching funds to repair and update community college facilities as approved by California voters under Proposition 51 (2016).
- Expand the community college bachelor's degree program.
- Maximize the benefits of dual enrollment and remove the sunset on the College and Career Access Pathways Act (AB 288).
- Reform Cal Grants and Pell Grants to provide greater assistance to community college students.
- Protect KVCR TV/FM through continued federal investment in the Corporation for Public Broadcasting.

### **BOARD IMPERATIVE**

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

### **FINANCIAL IMPLICATIONS**

None.



# **STRONGER WORKFORCE FOR A STRONGER ECONOMY**

## **2019 Advocacy Priorities**

DRAFT FOR CONSIDERATION



## **INTRODUCTION**

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San Bernardino Community College District serves 24,000 students through Crafton Hills College and San Bernardino Valley College. For nearly 100 years, our colleges have provided access to affordable, award-winning education and career training programs for the residents of Big Bear, Bloomington, Calimesa, Colton, Fontana, Grand Terrace, Highland, Lake Arrowhead, Loma Linda, Redlands, Rialto, San Bernardino, Yucaipa and beyond. We educate the health care professionals that serve our medical needs, veterans who have served our country, police and firefighters who keep us safe, and skilled workers who fuel our economy. Our public mission goes beyond our campuses through Empire Network KVCR (TV 24 and 91.9 FM)—the primary PBS television and NPR radio affiliate station for Inland Southern California.

To promote the educational and workforce development mission of SBCCD, the Board of Trustees established the Legislative Ad-Hoc Committee which works with the SBCCD Chancellor's Office to provide government officials with SBCCD's perspective on local, state and federal legislative and policy matters.

SBCCD encourages alumni, community partners and policymakers at the local, state and federal levels to consider the policy priorities outlined here to support student achievement at San Bernardino Valley College and Crafton Hills College, and more broadly, to build a better future for Inland Southern California.

### **BOARD OF TRUSTEES**

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

### **CHANCELLOR**

Bruce R. Baron

### **PRESIDENTS**

Diana Z. Rodriguez, San Bernardino Valley College  
Dr. Audre Levy, Interim, Crafton Hills College

### **LEARN MORE**

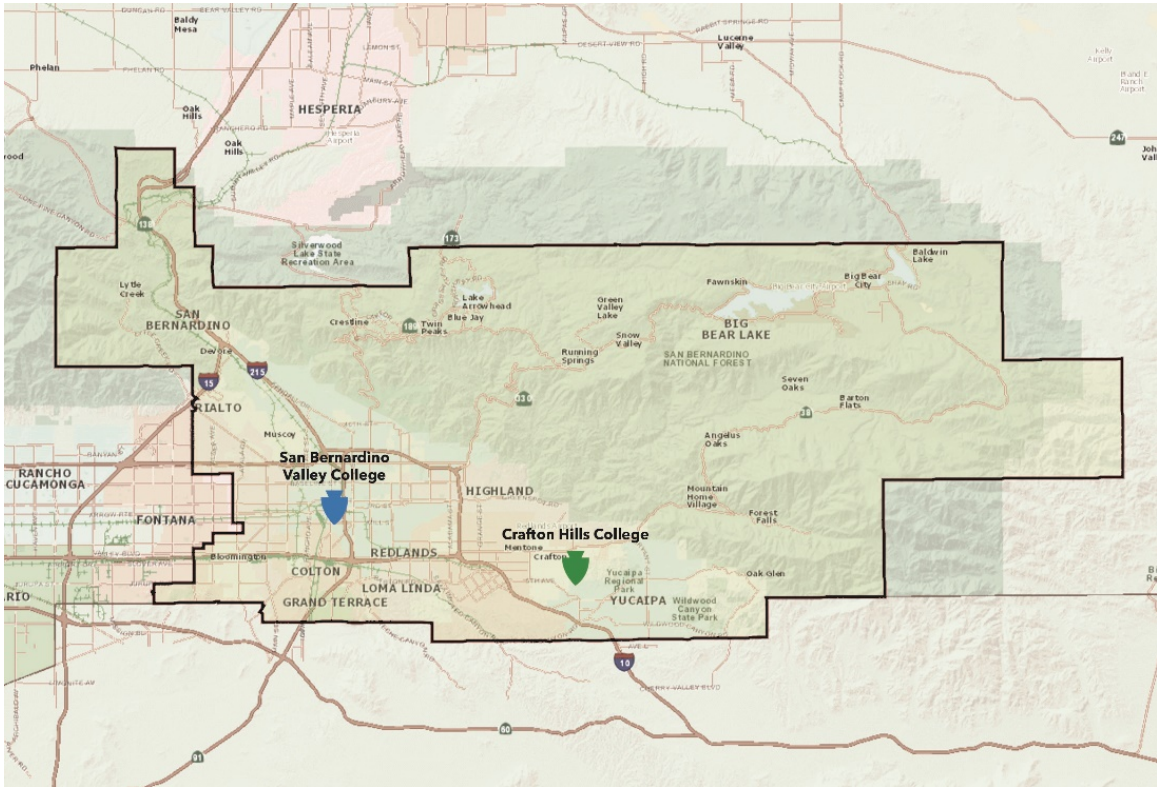
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Angel Rodriguez, Director of Marketing, Public Affairs and Government Relations  
[arodriguez@sbccd.edu](mailto:arodriguez@sbccd.edu) (909) 382-4012.



## FAST FACTS

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**Campuses:** Crafton Hills College in Yucaipa and San Bernardino Valley College

**Feeder Districts:** Colton-Joint USD, Redlands USD, Rialto USD, Rim of the World USD, and Yucaipa-Calimesa USD.

**Founded:** 1926

**Annual economic impact:** \$621 million

**Student population:** 24,000

**Full-time students:** 33%

**Part-time students:** 67%

**Faculty and staff:** 1,200

**Awards:** Earned 22 “Strong Workforce Stars” from California Community Colleges Chancellor’s Office for boosting the income of graduates by 50% or more in 22 different career training programs.

## **REGIONAL POLICY PRIORITIES**

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### **Promote a college-going culture with K-12 and work-based learning partnerships**

To encourage a college-going culture in Inland Southern California, the SBCCD Board of Trustees on October 13 unanimously voted to make a historic investment of \$10 million in non-general district funds to explore the creation of a two-year tuition-free program for eligible high school graduates attending San Bernardino Valley College and Crafton Hills College. The initiative is not only intended to promote college affordability, but also, college success. Towards that goal, SBCCD will explore a cradle-to-career approach and identify partnership opportunities with K-12 districts to expand dual and concurrent enrollment, as well partner with regional workforce development agencies, labor and business to provide students with work-based learning and internship opportunities.

## **STATE POLICY PRIORITIES**

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### **Increase funding rates specified for the Student Centered Funding Formula**

The 2018-19 budget began a transition to the Student Centered Funding Formula (SCFF). The new formula calculates general apportionments—discretionary funds available to community college districts to use pursuant to local priorities—using three calculations: (1) a base allocation, which largely reflects full-time equivalent enrollment at the district; (2) a supplemental allocation, which allocates funds based on the numbers of students who received a

College Promise Grant, students who received a Pell Grant, and AB 540 students; and (3) a student success allocation, which allocates funds on the basis of outcomes related to student success. Under this new model, noncredit enrollment and some other types of enrollment would be funded at current rates. SBCCD requests an increase in funding for the Student Centered Funding Formula to increase the rates provided through each of the allocations.

### **Honor the will of the voters and fund the backlog of capital outlay projects**

In 2016, California voters approved a facilities bond providing a \$2 billion infrastructure investment in California's community colleges. The failure to fund all Board of Governors' approved and vetted facilities projects in the last two state budget cycles has resulted in an extensive backlog of projects, dismissing strong voter support for Proposition 51 and a massive facilities need of \$42 billion over the next 10 years. Specifically, SBCCD is requesting matching funds under Prop. 51 to address life and safety facility issues and rebuild the San Bernardino Valley College Applied Technology Building, built in 1964. SBCCD believes that funding these capital projects represents an opportunity to keep students safe in updated facilities, create jobs, preempt substantial development cost increases, and enhance workforce development regionally and throughout the state.

## **Expand the community college bachelor's degree program**

The Bachelor's Degree Program from the California Community Colleges was created to make it easier and more affordable for students to get their bachelor's degree and to create more employment opportunities for students. Currently, there are 15 participating community colleges, 10 different counties across California and 11 unique degrees serving diverse industry demands. SBCCD strongly supports expanding the bachelor's degree program so that Crafton Hills College and San Bernardino Valley College can do their part to close California's skills gap.

## **Remove the sunset on College and Career Access Pathways (AB 288)**

All students deserve exposure to and the opportunity to pursue higher education. For at-risk students, participation in dual enrollment courses results in increased college-going rates and greater persistence in higher education. In developing seamless pathways to college and degree completion, college leaders have employed dual enrollment partnerships to facilitate student success. Key among the benefits of dual enrollment courses are: reduction of time-to-degree completion, increase in college attainment, and reducing achievement gaps for underrepresented students. Dual enrollment also lays the foundation to strengthen connections between high schools and colleges. SBCCD supports efforts to maximize the benefits of dual enrollment and to remove the sunset on the College and Career Access Pathways (CCAP) Act.

## **Assist community colleges in helping students meet their basic needs**

Help colleges reduce food insecurity on campus by removing legal barriers and the red tape colleges face in qualifying as CalFresh-approved vendors. SBCCD supports providing districts and colleges with greater flexibility to create effective partnerships to address students' food and housing access challenges.

## **Equitably fund Cal Grants for community college students**

The 2018-19 budget continues to distribute less than 10% of Cal Grant resources to California community college students despite that our students comprise two-thirds of the higher education population. The lack of adequate financial aid leads students to take fewer classes, extends their time to graduation, and makes college unaffordable and a degree substantially more difficult to obtain. Specifically, SBCCD supports the following reforms:

- Redesign the Cal Grant program to link the maximum awards to the total cost of attendance (rather than tuition).
- Entitle students to awards based on the student's financial needs as defined by the expected family contribution (rather than how old they are, how recently they graduated from high school, or what their grade point average was).
- Extend the Cal Grant to all certificate and associate degree programs offered at community colleges, regardless of whether the programs are oriented to transfer to four-year universities or to careers.

## **Remove the sunset for college modernization through design-build**

The Legislature has enabled community college districts to use safe and cost-effective options for building and modernizing community college facilities through design-build procurement process. Design-build is a procurement process in which both the design and construction of a project are procured from a single entity. The benefits of a design-build contract project delivery system include accelerated completion of the projects, cost containment, reduction of construction complexity, and reduced exposure to risk for the community college district. The community college design-build statute, California Education Code 81700 –81708, is sunseting January 1, 2020 and SBCCD supports legislation that extends the college’s ability to use design-build for projects.

## **FEDERAL POLICY PRIORITIES**

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### **Expand Pell Grant eligibility for short-term workforce training**

Short-term workforce development programs allow students to quickly and cost-efficiently increase their skill levels and earning potentials. Current law requires a program to be longer than 600 clock hours or 15 weeks in order to be eligible for financial aid. SBCCD supports policy change to provide Pell Grants to students enrolled in short-term workforce-oriented programs that are less than 600 clock hours or 15 weeks long.

## **Ensure Pell Grant funds benefit students**

SBCCD encourages Congress to use the Pell Grant reserve funds in a fiscally responsible manner and solely to support students in the Pell program.

## **Invest in student and institutional aid**

SBCCD encourages Congress to provide additional funding for the Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study, TRIO, and GEAR UP programs. Additionally, Congress should increase current funding for institutional aid programs, including: Title III-A Strengthening Institutions Program; the Developing Hispanic-Serving Institutions programs; and other programs serving traditionally underrepresented populations.

## **Invest in adult basic education, Perkins CTE and WIOA**

SBCCD encourages to increase funding for Perkins Career and Technical Education (CTE) programs, Adult Basic and Literacy Education state grants, and state grants under the Workforce Innovation and Opportunity Act (WIOA) to support needs in these areas.

## **Protect California Dreamers**

The bipartisan Development, Relief, and Education for Alien Minors (DREAM) Act first introduced during the 108<sup>th</sup> Congress, has been reintroduced in each subsequent Congress. This legislation would give states the flexibility to offer in-state tuition to undocumented students who meet certain conditions and provide a pathway to regularize their immigration status. This measure aims to benefit

those deserving students who have met the same rigorous academic requirements as their college-bound peers and graduated from U.S. high schools. The nation as a whole would benefit from the education of these young people, who will then be able to make their fullest contribution as future tax-payers, entrepreneurs, professionals and workers in areas of critical importance to the nation's economy and security. While the DREAM Act has not yet passed Congress, SBCCD strongly supports the Deferred Action for Childhood Arrivals (DACA) and similar policies that provide Dreamers with permanent legal status and eventual path to citizenship.

### **Support Second Chance Pell Grant**

An analysis conducted by the RAND Corporation and funded by the U.S. Department of Justice found that inmates who received an education while incarcerated were 43 percent less likely to be arrested for another crime than those who did not participate in any education programs. SBCCD supports reversing the 1994 ban on Pell Grant eligibility for incarcerated individuals and expanding the U.S. Department of Education pilot which allows Pell Grant eligibility for postsecondary education in prison. The goal would be to reduce recidivism and provide an entry to further education or employment for incarcerated individuals after prison.

### **Protect KVCR TV/FM by investing in the Corporation for Public Broadcasting**

San Bernardino Community College District's educational mission goes beyond the walls of its campuses through KVCR 91.9 FM TV 24 – the primary PBS and NPR affiliate station for Inland Southern California. As a public noncommercial media enterprise, KVCR is supported by the Corporation for Public Broadcasting (CPB), a private nonprofit corporation created and funded by the federal government through the Public Broadcasting Act of 1967. CPB's appropriation originates with the Labor, Health and Human Services, and Education Subcommittees of the Appropriations Committees in Congress. Federal funds, distributed through CPB grants to local stations like KVCR, provide critical seed money and basic operating support. On average, stations leverage each \$1 of federal funding to raise over \$6 from other sources – including philanthropic foundations and private businesses. SBCCD encourages Congress to support federal funding for the CPB to protect KVCR TV/FM's high-quality educational and cultural enrichment programming for Inland Southern California.

**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:** November 8, 2018  
**SUBJECT:** Consideration of Approval of Vacation Payout

**RECOMMENDATION**

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

	<b># of Days</b>	<b>Rate</b>	<b>Total</b>
<b>Lorrie Burnham</b> SBVC Interim Dean of Science	11	508.24	\$5,590.64

**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:** November 8, 2018

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

### **RECOMMENDATION**

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

### **OVERVIEW**

The 2018-19 Final Budget adopted by the Board of Trustees on September 13, 2018 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  
November 8, 2018

[v.10.24.2018.p.1|2]

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

WHEREAS, on the 13<sup>th</sup> day of September, 2018, the San Bernardino Community College District (the District) adopted the 2018-19 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 November 8, 2018, by the following majority vote:

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

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        )

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

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

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



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

[v.10.24.2018.p.2|2]

EXHIBIT A

Fund 410 Capital Outlay			8,574,149	2018-19 Initial Fund Balance*	
			-	Net Change from Previously Approved Transfers	
			8,574,149	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
11/8/2018	10/18/2018	190070	(200,000)	5000 Other Expenses	To fund consultant contract for development of student information system Request for Proposal process
			(200,000)	Total Approved at this Board Meeting	
			8,374,149	Fund Balance After Transfer(s)	

Fund 435 Bond Construction			38,316,175	2018-19 Initial Fund Balance*	
			-	Net Change from Previously Approved Transfers	
			38,316,175	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
11/8/2018	10/18/2018	190077	(122,778)	6000 Capital Outlay	To fund payment of construction services contract from 2014 which had been placed on hold due to a Department of Labor issue which was resolved August 2018
			(122,778)	Total Approved at this Board Meeting	
			38,193,397	Fund Balance After Transfer(s)	

Fund 590 FCC Auction Proceeds			134,015,378	2018-19 Initial Fund Balance*	
			-	Net Change from Previously Approved Transfers	
			134,015,378	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
9/13/2018	10/18/2018	190078	(5,000,000)	6000 Capital Outlay	To increase approval of funds for purchase of commercial property(ies)
			(5,000,000)	Total Approved at this Board Meeting	
			129,015,378	Fund Balance After Transfer(s)	

\*Initial fund balances based on unaudited 2017-18 estimated actuals.

## **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:** November 8, 2018  
**SUBJECT:** Consideration of Approval to Establish Fiduciary Trust Fund 71 for the OPEB Investment Trust Account

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the creation of Fiduciary Trust Fund 71 for the Other Post-Employment Benefits or OPEB Investment Trust Account.

### **OVERVIEW**

According to page 2-28 of the California Community Colleges Budget & Accounting Manual,<sup>1</sup> "Trust funds are used to account for assets held on behalf of another party in which the district has some discretionary authority for decision making or responsibility for approving expenditures."

### **ANALYSIS**

It has been determined by our independent auditor, Vavrinek, Trine, Day & Company, that the establishment of a separate fund for the OPEB Investment Trust Account is in line with California Community Colleges budgeting and accounting procedures.

### **INSTITUTIONAL VALUES**

III. Resource Management For Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

<sup>1</sup>[http://extranet.cccco.edu/Portals/1/CFFP/Fiscal\\_Services/Standards/BAM/bam2012ed/CompleteBAM/Budget%20and%20Accounting%20Manual%202012%20Edition.pdf](http://extranet.cccco.edu/Portals/1/CFFP/Fiscal_Services/Standards/BAM/bam2012ed/CompleteBAM/Budget%20and%20Accounting%20Manual%202012%20Edition.pdf)

## **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:** November 8, 2018  
**SUBJECT:** Consideration of Approval to Establish Investment Trust Fund 77 for the PARS Investment Trust Account

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the creation of Investment Trust Fund 77 for the Public Agency Retirement System or PARS Investment Trust Account.

### **OVERVIEW**

According to page 2-28 of the California Community Colleges Budget & Accounting Manual,<sup>1</sup> "Trust funds are used to account for assets held on behalf of another party in which the district has some discretionary authority for decision making or responsibility for approving expenditures."

### **ANALYSIS**

It has been determined by our independent auditor, Vavrinek, Trine, Day & Company, that the establishment of a separate fund for the PARS Investment Trust Account is in line with California Community Colleges budgeting and accounting procedures.

### **INSTITUTIONAL VALUES**

III. Resource Management For Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

<sup>1</sup>[http://extranet.cccco.edu/Portals/1/CFFP/Fiscal\\_Services/Standards/BAM/bam2012ed/CompleteBAM/Budget%20and%20Accounting%20Manual%202012%20Edition.pdf](http://extranet.cccco.edu/Portals/1/CFFP/Fiscal_Services/Standards/BAM/bam2012ed/CompleteBAM/Budget%20and%20Accounting%20Manual%202012%20Edition.pdf)

## 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:** November 8, 2018  
**SUBJECT:** Consideration of Approval to Ratify Interfund Borrowing Transactions

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the following interfund borrowing transaction(s) in accordance with the resolution it adopted on April 12, 2018:

Date	Amount	From Fund (Oracle #)	To Fund (Oracle #)	Status
7/1/2018	\$350,000	74 KVCR Fund (390)	82 FNX (825)	To be repaid by 06/30/2019
7/1/2018	\$300,000	01 General Fund (110)	72 Child Development (335)	To be repaid by 11/30/2018
	\$300,000		82 FNX (825)	To be repaid by 06/30/2019

### **OVERVIEW**

According to California Education Code E.C. 42603, the Board of Trustees may direct that money be temporarily transferred from one fund to another for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds, and shall not be available for appropriation or considered income. Amounts transferred shall be repaid in the same fiscal year or in the following fiscal year, if the transfer takes place within the final 120 calendar days of fiscal year.

On April 12, 2018 the Board of Trustees adopted a resolution authorizing the chancellor or his designee to approve interfund transfers during fiscal year 2018-19 which would later be ratified by the Board.

### **ANALYSIS**

Historically, some funds receive revenue later in the fiscal year than others. Therefore, the use of temporary borrowing from the general fund has been employed to offset the temporary shortage of cash flow. This standard business practice is approved by the Board of Trustees via the resolution adopted on April 12, 2018. It is anticipated that all the borrowed funds will be repaid by the 2017-18 fiscal year, as required by E.C. 42603.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

This item will not have a financial impact on the budget.

## **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:** November 8, 2018  
**SUBJECT:** Consideration of Approval of Professional Services Contracts/Agreements

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

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

## ***Contracts for Approval***

*Scheduled Board Date 11/8/2018*

### ***Contract Type***

<b><i>Firm</i></b>	<b><i>Purpose and Information</i></b>	<b><i>Department / Location</i></b>	<b><i>Amount</i></b>
<b><i>Consultants</i></b>			
Fieldman, Rolap & Associates Inc.	(15780) Consulting for continuing disclosure services for bond program; this is to approve company name change to Fieldman, Rolap & Associates Inc. from Applied Best Practices Term: 10/13/2017 - 10/12/2022 Funding Source: Bond Construction	Fiscal Services/SBCCD	\$30,000.00

### ***SubTotal for Consultants: 1***

### ***Professional Services***

Strata Information Group (SIG)	(17378) Professional Consulting Services for business process analysis and RFP coordination for new Student Information System Term: 9/19/2018 - 9/18/2021 Funding Source: Capital Outlay	TESS/SBCCD	\$187,400.00
Vavrinek, Trine, Day and Co, LLP	(17385) Auditing services for Bond funds Term: 1/1/2019 - 12/31/2023 Funding Source: General Funds	Fiscal Services/SBCCD	\$55,000.00
Vavrinek, Trine, Day and Co, LLP	(17384) Auditing services for EDCT Foundation as needed Term: 1/1/2019 - 12/31/2023 Funding Source: EDCT - Foundation	Fiscal Services/SBCCD	\$34,500.00

<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	(17386) Auditing services for KVCR Term: 1/1/2019 - 12/31/2023 Funding Source: KVCR	Fiscal Services/SBCCD	\$66,000.00
Vavrinek, Trine, Day and Co, LLP	(17383) Auditing services for KVCR Foundation as needed Term: 1/1/2019 - 12/31/2023 Funding Source: KVCR - Foundation	Fiscal Services/SBCCD	\$31,000.00
Vavrinek, Trine, Day and Co, LLP	(17382) Auditing services for SBCCD general audit Term: 1/1/2019 - 12/31/2023 Funding Source: General Funds	Fiscal Services/SBCCD	\$620,500.00

***SubTotal for Professional Services: 6***

***Grand Total Contracts for Board Date 11/8/2018: 7***

## **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:** November 8, 2018  
**SUBJECT:** Consideration of Approval of Purchase Order Report

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached list of purchase orders.

### **OVERVIEW**

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days. All Purchase Orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

### **ANALYSIS**

Purchase Orders issued between the dates of 9/19/18 – 10/14/18 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  
November 8, 2018

PO#	Vendor Name	Amount
1901880	US BANK CORPORATE PMT SYSTEMS	\$ 710.00
1901885	JAMES, DAVID	\$ 500.00
1901886	US BANK CORPORATE PMT SYSTEMS	\$ 217.53
1901887	VERIZON FEDERAL INC	\$ 12.00
1901906	DELL COMPUTER COMPANY	\$ 37,489.73
1901908	US BANK CORPORATE PMT SYSTEMS	\$ 591.00
1901909	VALLEY POWER SYSTEMS INC	\$ 61,417.50
1901919	AIRGAS USA LLC	\$ 700.00
1901920	US BANK CORPORATE PMT SYSTEMS	\$ 40.95
1901921	GENUINE AUTO PARTS	\$ 1,200.00
1901924	RANCHO JANITORIAL SUPPLIES/CENTRAL SANITARY SUPPLY	\$ 5,000.00
1901930	CONFERENCE	\$ 501.00
1901931	CONFERENCE	\$ 333.00
1901934	US BANK CORPORATE PMT SYSTEMS	\$ 1,078.00
1901935	FEDERAL EXPRESS	\$ 100.00
1901938	POMONA COLLEGE	\$ 198.00
1901941	US BANK CORPORATE PMT SYSTEMS	\$ 1,005.44
1901947	US BANK CORPORATE PMT SYSTEMS	\$ 155.00
1901948	CONFERENCE	\$ 200.00
1901949	CONFERENCE	\$ 104.35
1901950	DURAN, MARIA ELENA	\$ 750.00
1901951	DIAZ, EMMA	\$ 750.00
1901952	US BANK CORPORATE PMT SYSTEMS	\$ 50.00
1901954	CHITTENDEN, HEATHER	\$ 400.00
1901976	US BANK CORPORATE PMT SYSTEMS	\$ 280.15
1901981	MCLAREN, MERIDYTH	\$ 208.00
1901983	US BANK CORPORATE PMT SYSTEMS	\$ 412.86
1901986	SBVC FOOD SERVICES	\$ 869.92
1901987	STAPLES BUSINESS ADVANTAGE	\$ 186.32
1901989	STAPLES BUSINESS ADVANTAGE	\$ 458.29
1901990	PANERA BREAD LLC	\$ 323.25
1901991	CONFERENCE	\$ 1,239.13
1901993	MONCADA, ROSITA	\$ 200.00
1901994	MITCHELL, PHYLIS	\$ 200.00
1901995	CONFERENCE	\$ 112.96
1901996	CONFERENCE	\$ 356.96
1901997	PITNEY BOWES	\$ 1,263.83
1901999	SBVC FOOD SERVICES	\$ 291.79
1902001	MUSSON THEATRICAL	\$ 515.08
1902003	QUEEN BEAN CAFFE	\$ 269.38
1902004	CONFERENCE	\$ 462.23
1902007	US BANK CORPORATE PMT SYSTEMS	\$ 296.85
1902008	US BANK CORPORATE PMT SYSTEMS	\$ 74.00
1902010	BMI SUPPLY	\$ 322.29
1902013	CM SCHOOL SUPPLY CO	\$ 969.63

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PO#	Vendor Name	Amount
1902014	LAKESHORE LEARNING MATERIALS	\$ 257.52
1902018	US BANK CORPORATE PMT SYSTEMS	\$ 2,200.00
1902025	STAPLES BUSINESS ADVANTAGE	\$ 170.21
1902026	STAPLES BUSINESS ADVANTAGE	\$ 136.12
1902027	STAPLES BUSINESS ADVANTAGE	\$ 354.37
1902028	CI SOLUTIONS	\$ 5,000.00
1902030	HEALTH SERVICES ASSOCIATION CALIFORNIA COMMUNITY COLLEGES	\$ 175.00
1902031	CONFERENCE	\$ 1,439.40
1902038	CONFERENCE	\$ 845.00
1902039	CONFERENCE	\$ 845.00
1902043	LOERA, ERNIE	\$ 150.00
1902049	CONFERENCE	\$ 64.96
1902050	US BANK CORPORATE PMT SYSTEMS	\$ 292.00
1902051	US BANK CORPORATE PMT SYSTEMS	\$ 292.00
1902052	CONFERENCE	\$ 112.96
1902053	CONFERENCE	\$ 356.96
1902054	CONFERENCE	\$ 112.96
1902055	CONFERENCE	\$ 536.96
1902056	CONFERENCE	\$ 356.96
1902058	CONFERENCE	\$ 356.96
1902060	GAUMARD SCIENTIFIC COMPANY	\$ 448.24
1902062	CONFERENCE	\$ 978.33
1902066	CONFERENCE	\$ 288.00
1902068	AARDVARK CLAY & SUPPLIES	\$ 716.54
1902069	CONFERENCE	\$ 343.20
1902070	TRI-NET INC	\$ 1,580.06
1902077	CONFERENCE	\$ 479.82
1902078	STAPLES BUSINESS ADVANTAGE	\$ 1,199.37
1902079	US BANK CORPORATE PMT SYSTEMS	\$ 2,000.00
1902082	US BANK CORPORATE PMT SYSTEMS	\$ 1,619.00
1902083	US BANK CORPORATE PMT SYSTEMS	\$ 1,300.00
1902084	CONFERENCE	\$ 1,394.25
1902085	CONFERENCE	\$ 2,863.58
1902086	TRI-NET INC	\$ 4,800.03
1902088	COUNCIL OF CHIEF LIBRARIANS	\$ 150.00
1902091	CONFERENCE	\$ 1,335.00
1902092	CONFERENCE	\$ 39.00
1902095	US BANK CORPORATE PMT SYSTEMS	\$ 104.37
1902097	US BANK CORPORATE PMT SYSTEMS	\$ 50.00
1902098	US BANK CORPORATE PMT SYSTEMS	\$ 518.82
1902104	CONFERENCE	\$ 40.00
1902105	CONFERENCE	\$ 57.00
1902106	US BANK CORPORATE PMT SYSTEMS	\$ 60.00
1902109	CONFERENCE	\$ 150.00
1902110	CONFERENCE	\$ 250.00

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PO#	Vendor Name	Amount
1902116	PCNATION INC	\$ 3,047.13
1902117	CONFERENCE	\$ 750.00
1902118	CONFERENCE	\$ 679.50
1902119	US BANK CORPORATE PMT SYSTEMS	\$ 399.00
1902120	US BANK CORPORATE PMT SYSTEMS	\$ 100.00
1902123	US BANK CORPORATE PMT SYSTEMS	\$ 1,150.00
1902124	BIO QUIP PRODUCTS	\$ 579.04
1902126	FERRELLGAS LP	\$ 2,500.00
1902127	BOUND TREE MEDICAL LLC	\$ 983.52
1902128	BIO COMPANY INC	\$ 102.41
1902130	STAPLES BUSINESS ADVANTAGE	\$ 260.86
1902131	US BANK CORPORATE PMT SYSTEMS	\$ 13,000.00
1902141	US BANK CORPORATE PMT SYSTEMS	\$ 2,000.00
1902142	US BANK CORPORATE PMT SYSTEMS	\$ 76.00
1902148	CONFERENCE	\$ 250.00
1902149	CONFERENCE	\$ 250.00
1902150	CONFERENCE	\$ 250.00
1902151	CONFERENCE	\$ 750.00
1902152	CONFERENCE	\$ 250.00
1902153	CONFERENCE	\$ 750.00
1902154	CONFERENCE	\$ 450.00
1902155	CONFERENCE	\$ 450.00
1902156	CONFERENCE	\$ 250.00
1902157	CONFERENCE	\$ 250.00
1902158	NEOPOST USA INC	\$ 250.00
1902160	EARTHCHEM INDUSTRIAL SUPPLY INC	\$ 1,655.34
1902162	CHARGETECH ENTERPRISES LLC	\$ 7,162.06
1902165	SAN BERNARDINO COUNTY	\$ 50.00
1902166	SAN BERNARDINO COUNTY	\$ 50.00
1902167	US BANK CORPORATE PMT SYSTEMS	\$ 3,500.00
1902168	AMERICAN ASSOCIATION FOR RESPIRATORY CARE	\$ 1,125.00
1902169	CONFERENCE	\$ 176.42
1902170	CONFERENCE	\$ 71.24
1902171	CONFERENCE	\$ 322.40
1902172	CONFERENCE	\$ 322.34
1902174	UNIVERSITY OF SOUTH CAROLINA	\$ 5,600.00
1902175	STAPLES BUSINESS ADVANTAGE	\$ 78.16
1902176	STAPLES BUSINESS ADVANTAGE	\$ 63.26
1902177	CONFERENCE	\$ 177.91
1902179	US BANK CORPORATE PMT SYSTEMS	\$ 578.75
1902180	US BANK CORPORATE PMT SYSTEMS	\$ 16.16
1902181	US BANK CORPORATE PMT SYSTEMS	\$ 446.00
1902186	VARIDESK LLC	\$ 1,271.45
1902188	PEP BOYS-MANNY, MOE & JACK OF CALIFORNIA	\$ 910.52
1902189	CONFERENCE	\$ 207.20

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PO#	Vendor Name	Amount
1902191	US BANK CORPORATE PMT SYSTEMS	\$ 637.50
1902192	US BANK CORPORATE PMT SYSTEMS	\$ 399.00
1902193	STATER BROS MARKETS	\$ 54.00
1902197	STAPLES BUSINESS ADVANTAGE	\$ 180.91
1902198	STAPLES BUSINESS ADVANTAGE	\$ 1,069.66
1902199	CONFERENCE	\$ 450.00
1902201	CONFERENCE	\$ 25.00
1902202	CONFERENCE	\$ 25.00
1902204	UNITED PARCEL SERVICE	\$ 500.00
1902206	US BANK CORPORATE PMT SYSTEMS	\$ 350.19
1902207	CONFERENCE	\$ 450.00
1902208	CONFERENCE	\$ 25.00
1902209	CONFERENCE	\$ 25.00
1902210	GREYHOUSE PUBLISHING INC	\$ 375.51
1902212	STAPLES BUSINESS ADVANTAGE	\$ 614.33
1902213	CONFERENCE	\$ 450.00
1902214	CONFERENCE	\$ 500.00
1902215	CONFERENCE	\$ 500.00
1902217	COSTCO	\$ 511.75
1902218	CONFERENCE	\$ 500.00
1902220	US BANK CORPORATE PMT SYSTEMS	\$ 31.93
1902221	US BANK CORPORATE PMT SYSTEMS	\$ 18.36
1902222	US BANK CORPORATE PMT SYSTEMS	\$ 31.88
1902223	US BANK CORPORATE PMT SYSTEMS	\$ 38.77
1902224	DELL COMPUTER COMPANY	\$ 202.02
1902227	APPLE COMPUTER INC	\$ 368.51
1902228	BEST BUY	\$ 211.17
1902229	CONFERENCE	\$ 1,347.00
1902230	COSTCO	\$ 1,700.00
1902231	SCANTRON CORPORATION	\$ 1,802.23
1902233	STAPLES BUSINESS ADVANTAGE	\$ 159.23
1902234	STAPLES BUSINESS ADVANTAGE	\$ 85.00
1902236	CONFERENCE	\$ 2,300.00
1902240	WARE, MONIQUE	\$ 800.00
1902242	CONFERENCE	\$ 321.52
1902243	ACADEMIC SENATE OF CALIFORNIA COMMUNITY COLLEGES, THE	\$ 75.00
1902247	CONFERENCE	\$ 142.04
1902248	CONFERENCE	\$ 238.78
1902249	MOUNTAIN PACIFIC ASSOCIATION OF COLLEGES AND EMPLOYERS (MPACE)	\$ 799.00
1902252	CONFERENCE	\$ 108.00
1902254	CANNON, JUDY	\$ 700.00
1902255	CONFERENCE	\$ 60.00
1902256	CONFERENCE	\$ 585.99
1902257	US BANK CORPORATE PMT SYSTEMS	\$ 17.97
1902258	CONFERENCE	\$ 110.00

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PO#	Vendor Name	Amount
1902259	CONFERENCE	\$ 405.00
1902260	ADVANCED CHEMICAL SENSORS	\$ 1,190.30
1902262	CONFERENCE	\$ 450.00
1902264	CONFERENCE	\$ 8.00
1902265	CONFERENCE	\$ 12.00
1902266	U SAV-MOR STORES INC	\$ 859.78
1902267	AMERICAN STUDENT GOVERNMENT ASSOCIATION LLC	\$ 8,156.49
1902269	CONVERGEONE INC	\$ 18,681.70
1902270	STAPLES BUSINESS ADVANTAGE	\$ 99.40
1902271	STAPLES BUSINESS ADVANTAGE	\$ 403.97
1902272	THAI FOOD XPRESS	\$ 177.79
1902276	SAN BERNARDINO COUNTY	\$ 1,160.54
1902277	US BANK CORPORATE PMT SYSTEMS	\$ 1,036.80
1902280	STAPLES BUSINESS ADVANTAGE	\$ 389.09
1902281	US BANK CORPORATE PMT SYSTEMS	\$ 48.00
1902283	SOADY COMPANY LLC	\$ 3,806.00
1902284	STAPLES BUSINESS ADVANTAGE	\$ 1,354.30
1902285	STAPLES BUSINESS ADVANTAGE	\$ 80.88
1902288	G/M BUSINESS INTERIORS	\$ 5,769.32
1902289	CONFERENCE	\$ 3,195.00
1902290	CONFERENCE	\$ 178.00
1902291	CONFERENCE	\$ 178.00
1902292	CONFERENCE	\$ 3,200.00
1902296	SAN BERNARDINO COUNTY	\$ 375.00
1902304	COMMUNITY COLLEGE FACILITIES COALITION	\$ 1,267.08
1902306	BIRD-X INC	\$ 3,097.81
1902308	PHARMEDIX	\$ 5,000.00
1902309	GLOVE NATION	\$ 6,432.68
1902310	SAN BERNARDINO CCD	\$ 550.00
1902313	QUEEN BEAN CAFFE	\$ 282.54
1902316	US BANK CORPORATE PMT SYSTEMS	\$ 332.95
1902317	CONFERENCE	\$ 497.00
1902318	XEROX CORPORATION	\$ 1,346.88
1902319	STAPLES BUSINESS ADVANTAGE	\$ 340.49
1902320	CI SOLUTIONS	\$ 2,982.49
1902321	STAPLES BUSINESS ADVANTAGE	\$ 222.31
1902322	STAPLES BUSINESS ADVANTAGE	\$ 61.89

## **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:** November 8, 2018  
**SUBJECT:** Consideration of Approval of Routine Contracts/Agreements and Memorandums of Understanding

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the attached list of routine contracts/agreements and memorandums of understanding.

### **OVERVIEW**

In accordance with Board Policy 6340, the attached list is submitted for Board ratification and/or approval.

### **ANALYSIS**

The attached list of contracts, agreements and their associated purchase orders are routine, customary and necessary for the on-going operations of the District. Due the nature of these contracts and in the best interest of the District, these contracts are generally ratified by the Board of Trustees. Long term contracts, unless otherwise noted, the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these approved amounts will be submitted to board as amendments or not to exceed limit changes.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

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

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***Routine Contracts and Agreements******Scheduled Board Date 11/8/2018***

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***Contract Type***

<b><i>Firm</i></b>	<b><i>Purpose and Information</i></b>	<b><i>Department / Location</i></b>	<b><i>Amount</i></b>
<b><i>Broadcasting Rights</i></b>			
American Public Television (APT)	(17338) Broadcasting rights for the airing of syndicated programs Term: 9/1/2018 - 6/30/2019 Funding Source: KVCR	KVCR/KVCR	\$3,000.00
BBC Worldwide Americas, Inc.	(17309) Broadcasting rights for "Silent Witness, Broken, and Hold The Sunset" Term: 1/1/2019 - 12/31/2020 Funding Source: KVCR	KVCR/KVCR	\$15,000.00
CNN Collections dba Cable News Network Inc.	(17277) KVCR to have broadcasting rights for footage belonging to CNN Term: 9/18/2018 - 9/17/2023 Funding Source: KVCR	KVCR/KVCR	\$2,100.00
National Public Radio, Inc. (NPR)	(17360) Carriage fees for KVCR radio programs Term: 10/1/2018 - 6/30/2019 Funding Source: KVCR	KVCR/KVCR	\$246,221.00
NHK International, Inc.	(17344) Stock footage license agreement Term: 10/15/2018 - 10/14/2023 Funding Source: FNX Grant	FNX/KVCR	\$2,286.34

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<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Broadcasting Rights</u></b>			
Pipit & Finch	(17363) Carriage fees for season of "Says You!" Term: 10/1/2018 - 9/30/2019 Funding Source: KVCR	KVCR/KVCR	\$1,158.00
Tribune Company	(17315) Broadcasting rights to KTLA 1994 Northridge earthquake news footage Term: 10/25/2018 - 10/24/2023 Funding Source: FNX Grant	FNX/KVCR	\$3,075.00
Vartek, Samuel	(17307) Program acquisition rights to "Blue Gold: World Water Wars" Term: 12/1/2018 - 11/30/2021 Funding Source: FNX Grant	FNX/KVCR	\$500.00
<b><i>SubTotal for Broadcasting Rights: 8</i></b>			<b><i>\$273,340.34</i></b>
<b><u>General</u></b>			
Advance Refrigeration and Ice Systems Inc.	(17369) Repair of the purge valve in SBVC cafeteria Term: 10/1/2018 - 12/31/2018 Funding Source: General Funds	Maintenance/SBVC	\$752.50
Applied Measurement Professionals (AMP)	(17312) On demand Secure Comprehensive Therapist Multiple-Choice SAE (Form 2015) online exams for students in the Respiratory Care program Term: 10/1/2018 - 6/30/2019 Funding Source: State Grant	Respiratory Care/CHC	\$3,800.00



<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Awesome Blinds & Shutters, Inc.	(17295) Window shade replacement in Library Rooms 122 & 126 Term: 9/27/2018 - 11/30/2018 Funding Source: General Funds	Maintenance/SBVC	\$818.00
Bailey, Linnie	(17310) Provide assistance in the writing, design, and artwork for outreach materials Term: 10/1/2018 - 11/5/2018 Funding Source: Strong Workforce Program	EDCT/SBCCD	\$6,000.00
Belchatovski-Krauson, Mandy	(17298) Provide graphic artwork for various programs Term: 11/8/2018 - 6/30/2019 Funding Source: KVCR - Foundation	KVCR Foundation/KVCR	\$7,250.00
Boman Forklift	(17300) Repair of forklift at Printshop Term: 9/1/2018 - 12/31/2018 Funding Source: General Funds	TESS/SBCCD	\$370.39
Braille Institute Library Services	(17376) Access to the library for the blind; no cost to SBCCD Term: 11/1/2018 - 10/31/2019 Funding Source: N/A	DSP&S/SBVC	

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Butte-Glenn CCD	(17322) California Community Colleges Library subscription agreement; no cost to SBCCD Term: 1/1/2019 - 12/31/2020 Funding Source: N/A	Library/CHC	
Colorado Time Systems	(17287) Repair of CTS System 6 used for scorekeeping Term: 9/24/2018 - 12/31/2018 Funding Source: Aquatics Center Fee	Pool/CHC	\$1,798.35
Community College League of CA	(17326) Review and update of SBCCD Board Policies and Administrative Procedures Term: 9/1/2018 - 6/30/2019 Funding Source: General Funds	Chancellor/SBCCD	\$2,000.00
Constant Contact, Inc.	(17317) E-mail marketing services to find potential donors Term: 10/2/2018 - 10/1/2019 Funding Source: KVCR - Foundation	KVCR Foundation/KVCR	\$2,646.00
ConvergeOne, Inc.	(17302) On demand remote or on-site computer engineering repairs for network issues Term: 9/24/2018 - 6/30/2019 Funding Source: General Funds	TESS/SBCCD	\$5,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
ConvergeOne, Inc.	(17329) On demand remote or on-site computer engineering repairs for network issues Term: 10/1/2018 - 6/30/2019 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00
Couts Heating & Cooling, Inc.	(17285) Inspection of equipment and rooftop ducting Term: 9/12/2018 - 12/31/2018 Funding Source: General Funds	Maintenance/SBVC	\$3,300.00
CREATOMBuilder, Inc.	(17278) Facilitate workshops and webinars for the Art department faculty members Term: 11/9/2018 - 5/16/2019 Funding Source: Perkins	Art/SBVC	\$3,000.00
Dain, Claudette CPA	(17379) Speaker at 2018 Chancellor's Leadership Academy Term: 11/1/2018 - 11/1/2018 Funding Source: General Funds	Chancellor/SBCCD	\$500.00
Dawson Surveying Inc.	(17362) American Land Title Association (ALTA) survey services as part of acquisition of Tri-City Corporate Center Term: 10/15/2018 - 10/16/2018 Funding Source: FCC Proceeds	Facilities Planning/SBCCD	\$16,500.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Dominguez, Carina	(17286) Post production editing for various programs Term: 10/14/2018 - 12/31/2018 Funding Source: FNX Grant	FNX/KVCR	\$3,300.00
DoubleTree by Hilton - San Bernardino	(17324) Meeting room rentals and catering for CTE Advisory Project Meeting Term: 10/29/2018 - 10/29/2018 Funding Source: Strong Workforce Program	EDCT/SBCCD	\$950.52
DS Waters of America, Inc. dba Sparkletts	(17349) Lease of one hot and cold water cooler and water filter service Term: 9/20/2018 - 9/19/2019 Funding Source: General Funds	TESS/SBCCD	\$443.88
Emergency Power Controls, Inc.	(17368) Maintenance on automatic transfer switch Term: 7/1/2018 - 6/30/2019 Funding Source: General Funds	TESS/SBCCD	\$800.00
Envision Education, LLC.	(17293) To provide customized professional development training to PDC clients Term: 9/1/2018 - 6/30/2019 Funding Source: ETP Grant	EDCT/SBCCD	\$10,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Etzel, Linda	(17301) Provide assistance with MCHS projects and coordination of the "Inspire Luncheons" Term: 1/1/2019 - 6/30/2019 Funding Source: Middle College HS Grant	Middle College/SBVC	\$2,000.00
Funnelytics	(17289) Online advertising to promote EDCT Foundation Term: 9/9/2018 - 9/8/2019 Funding Source: EDCT - Foundation	EDCT Foundation/SBCCD	\$47.00
Hair Cafe, The	(17332) Hair stylist for KVCR Talent Term: 10/1/2018 - 6/30/2019 Funding Source: KVCR	KVCR/KVCR	\$2,500.00
Hall, Michael Louis	(17331) Post-production services for program "Hopefuls" Term: 8/1/2018 - 9/15/2018 Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$10,000.00
Highland Area Chamber of Commerce	(17380) Booth rental at the "2018 Discover Highland Night" to promote CHC CTE Programs Term: 10/27/2018 - 10/27/2018 Funding Source: Strong Workforce Program	Program Development/CHC	\$35.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Highland Area Chamber of Commerce	(17366) Booth rental at the 2018 Discover Highland event to promote CHC programs Term: 10/27/2018 - 10/27/2018 Funding Source: General Funds	Marketing/CHC	\$70.00
Institute of Heating & Air Conditioning Industries, Inc.	(17372) Booth rental at the "39th Annual HVAC Trade Show"; no cost to SBCCD Term: 11/14/2018 - 11/14/2018 Funding Source: N/A	Technical Training/SBVC	
Lamar Advertising Company	(17357) Billboard advertising for FNX Term: 10/11/2018 - 11/4/2018 Funding Source: FNX Grant	FNX/KVCR	\$10,000.00
Ledezma, Jose	(17297) Musician for "El Dia De Los Muertos" event Term: 11/1/2018 - 11/1/2018 Funding Source: General Funds	Art/SBVC	\$500.00
Letterhead Factory Inc.	(17375) Production of Polo t-shirts for ASG students Term: 10/10/2018 - 12/31/2018 Funding Source: General Funds	Student Life/SBVC	\$750.00
Libreria Del Pueblo	(17325) Program advertisement in program at the Legacy of Exemplary Services Recognition Dinner Term: 10/19/2018 - 10/19/2018 Funding Source: General Funds	Marketing/SBCCD	\$500.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Loma Linda University Bodies for Science	(17319) Use of two cadavers for CHC anatomy and physiology programs Term: 9/11/2018 - 9/10/2019 Funding Source: Lottery Fund	Anatomy/Physiology/CHC	\$4,310.00
Martinez-Westley, Erik	(17305) Provide assistance in pre-production of "Indian Wells", "Smart Money", and "Johan Wedner Documentary" Term: 10/14/2018 - 6/30/2019 Funding Source: KVCR	KVCR/KVCR	\$20,000.00
Maven	(17345) Channel Partner Agreement; no cost to SBCCD Term: 10/1/2018 - 9/30/2023 Funding Source: N/A	FNX/KVCR	
MDI Worldwide	(17314) Production of novelty items with CHC logo for giveaways Term: 10/1/2018 - 12/31/2018 Funding Source: State Grant	Health Services/CHC	\$509.89
Meetup, Inc.	(17288) Online advertising to promote EDCT Foundation Term: 9/11/2018 - 9/10/2019 Funding Source: EDCT - Foundation	EDCT Foundation/SBCCD	\$193.92

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Mellin, Linda Marie dba American Printing & Promotions	(17313) Production of novelty items with CHC logo for giveaways Term: 10/1/2018 - 12/31/2018 Funding Source: State Grant	Health Services/CHC	\$1,610.86
Mellin, Linda Marie dba American Printing & Promotions	(17296) Production of novelty items with SBVC logo for giveaways Term: 9/17/2018 - 12/31/2018 Funding Source: EOP&S	EOP&S/SBVC	\$2,183.97
Mint Print Media	(17282) Production of commencement banners Term: 9/19/2018 - 11/30/2018 Funding Source: General Funds	Marketing/SBVC	\$646.50
National Public Radio, Inc. (NPR)	(17361) Digital news information service to air on KVCR-FM Term: 10/1/2018 - 6/30/2019 Funding Source: KVCR	KVCR/KVCR	\$11,551.00
Oracle America, Inc.	(17346) Unlimited Cloud Learning Subscription Term: 10/1/2018 - 9/30/2019 Funding Source: Capital Outlay	TESS/SBCCD	\$9,000.00
Party Plus Rental	(17303) Rental of canopies, tables and chairs for the "Stemapalooza" event Term: 11/1/2018 - 11/2/2018 Funding Source: General Funds	Middle College/SBVC	\$2,748.60



<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
PBS - Public Broadcasting Service	(17306) PBS membership certification for KVCR programming Term: 9/1/2018 - 6/30/2019 Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$767,527.08
Ramboll US Corporation	(17358) Environmental site assessment as part of the acquisition of Tri-City Corporate Center Term: 10/15/2018 - 11/19/2018 Funding Source: FCC Proceeds	Facilities Planning/SBCCD	\$15,000.00
Rodriguez Beaugrand, Diana	(17299) Provide production for program "Native Vote" Term: 10/14/2018 - 12/31/2018 Funding Source: FNX Grant	FNX/KVCR	\$3,700.00
RPW Services, Inc.	(17284) Rodent control on twelve oak trees Term: 9/11/2018 - 12/31/2018 Funding Source: General Funds	Maintenance/SBVC	\$575.00
San Bernardino City USD	(17292) Advertising sponsorship at the "2018 Community Gathering For Excellence" Term: 11/8/2018 - 11/8/2018 Funding Source: General Funds	Marketing/SBCCD	\$1,000.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>General</u>				
	San Bernardino, County of	(17387) District to be a workstudy site and provide work placement training to participants; no cost to SBCCD Term: 10/1/2018 - 9/30/2021 Funding Source: N/A	Chancellor/SBCCD	
	SmartSign	(17311) Production of custom pool signs Term: 10/2/2018 - 12/31/2018 Funding Source: General Funds	Pool/CHC	\$193.41
	STA Travel	(17328) Group booking contract for air travel for 16 ASG students and 1 chaperone for field trip to Washington, DC Term: 10/18/2018 - 10/22/2018 Funding Source: Student Rep Fee	Student Life/SBVC	\$13,000.00
	Talahongva, Patricia	(17318) Provide pre and post editing for program "Native Vote" Term: 10/5/2018 - 12/31/2018 Funding Source: FNX Grant	FNX/KVCR	\$6,465.00
	Tri-State Accommodations	(17316) Transportation of two cadavers to and from Loma Linda University Term: 10/1/2018 - 6/30/2019 Funding Source: General Funds	Anatomy/Physiology/CHC	\$269.38

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Trulycreative Network Solutions Inc.	(17371) Install new firewall configurations on KVCR equipment Term: 10/18/2018 - 10/31/2018 Funding Source: KVCR	KVCR/KVCR	\$3,000.00
Wage Works, Inc.	(17353) Provide COBRA administration for Human Resources Term: 12/1/2018 - 11/30/2020 Funding Source: General Funds	Human Resources/SBCCD	\$2,500.00
Walgreen Co.	(17367) On-site location at SBVC for flu shots; no cost to SBCCD Term: 10/25/2018 - 10/25/2018 Funding Source: N/A	Health Services/SBVC	
Walker Brothers Machinery Moving, Inc.	(17291) Storage space rental for equipment Term: 7/1/2018 - 6/30/2023 Funding Source: EDCT - Foundation	EDCT Foundation/SBCCD	\$14,328.00
Water Source Solutions, Inc.	(17356) Service Agreement for water purification systems Term: 10/1/2018 - 9/30/2023 Funding Source: General Funds	District Police/SBCCD	\$1,250.00
WGBH Educational Foundation	(17211) Stock footage license agreement; Amendment 01 - this is to approve extended stock footage and increase of \$625 Term: 10/12/2018 - 10/11/2023 Funding Source: KVCR	KVCR/KVCR	\$2,200.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Woo Commerce Deposits	(17290) Software used to allow participants to make payment plans for classes Term: 9/11/2018 - 9/10/2019 Funding Source: EDCT - Foundation	EDCT Foundation/SBCCD	\$229.00
Xclusive Printing	(17341) Production of t-shirt with logo for KVCR mascot Term: 8/9/2018 - 12/31/2018 Funding Source: KVCR	KVCR/KVCR	\$43.10
<b><i>SubTotal for General: 62</i></b>			<b><i>\$999,666.35</i></b>
<b><u>Income - Broadcast Licensing</u></b>			
Nacelle Company dba Comedy Dynamics	(17323) Long Form Distribution Agreement for the program "First Nations Comedy Experience"; this company to distribute the program on behalf of KVCR and proceeds to be split 70% to KVCR and 30% to contractor Term: 9/13/2018 - 9/12/2023 Funding Source: N/A	FNX/KVCR	
<b><i>SubTotal for Income - Broadcast Licensing: 1</i></b>			
<b><u>Income - Contract Ed</u></b>			
Employment Training Panel	(17348) Agreement for reimbursement for the cost of training incumbent workers Term: 10/8/2018 - 10/7/2020 Funding Source: N/A	EDCT/SBCCD	\$1,799,868.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Income - Contract Ed</u></b>			
Soren McAdam LLP	(17343) EDCT to provide on-site training to participants Term: 10/15/2018 - 6/30/2019 Funding Source: N/A	EDCT/SBCCD	\$25,000.00
<b><i>SubTotal for Income - Contract Ed: 2</i></b>			<b><i>\$1,824,868.00</i></b>
<b><u>Income - Facilities Use</u></b>			
Governor & Office of Business & Economic Development	(17279) Use of SBVC campus Term: 10/19/2018 - 10/19/2018 Funding Source: N/A	Administrative Services/SBVC	
San Bernardino City USD	(17280) Use of Auditorium Term: 9/19/2018 - 9/19/2018 Funding Source: N/A	Administrative Services/SBVC	\$641.58
<b><i>SubTotal for Income - Facilities Use: 2</i></b>			<b><i>\$641.58</i></b>
<b><u>Income - Grant</u></b>			
San Bernardino County Superintendent of Schools	(17283) State preschool grant delegated agency agreement Term: 7/1/2018 - 6/30/2019 Funding Source: N/A	Child Care Center/CHC	\$219,629.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Income - Grant</u></b>				
	Sierra CCD	(17333) San Bernardino Valley College to conduct activities and give technical assistance as part of an integrated plan focusing on Makerspace, Planning and Development, communities of practices, curriculum innovation; Under the CCC Maker 3 Grant Term: 7/1/2018 - 6/30/2019 Funding Source: N/A	EDCT Foundation/SBCCD	\$250,000.00
<b><i>SubTotal for Income - Grant: 2</i></b>				<b><i>\$469,629.00</i></b>
<b><u>Income - Underwriter</u></b>				
	DLR Group	(17308) Underwriting Agreement for programs "Are We Ready for the Big One" and "The Whistle" Term: 9/17/2018 - 6/30/2019 Funding Source: N/A	KVCR/KVCR	\$5,000.00
	SidePlate Systems, Inc.	(17304) Underwriting Agreement for programs "Are We Ready for the Big One" and "The Whistle" Term: 9/13/2018 - 6/30/2019 Funding Source: N/A	KVCR/KVCR	\$10,000.00
	Taylor Devices, Inc.	(17335) Underwriter Agreement for programs "Are We Ready for the Big One" and "The Whistle" Term: 9/12/2018 - 6/30/2019 Funding Source: N/A	KVCR/KVCR	\$10,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Income - Underwriter</u></b>			
<b><i>SubTotal for Income - Underwriter: 3</i></b>			<b><i>\$25,000.00</i></b>
<b><u>Leases</u></b>			
Neopost - Mail Finance	(17381) Postage Meter Lease Agreement for both CHC and District site Term: 1/1/2019 - 12/31/2024 Funding Source: General Funds	District Support Svcs/SBCCD/	\$29,748.00
Xerox Corporation	(17160) Lease of Xerox production systems to include Xerox Nuvera DPS 144 and Versant 180P, Xerox D95CP printing equipment Term: 9/1/2018 - 8/31/2023 Funding Source: General Funds	Print Shop/TESS	\$89,053.17
<b><i>SubTotal for Leases: 2</i></b>			<b><i>\$118,801.17</i></b>
<b><u>Maintenance Agreement</u></b>			
Triveni Digital Inc.	(17339) Maintenance agreement for "StreamScope Enhanced System" Term: 9/20/2018 - 9/19/2019 Funding Source: KVCR	KVCR/KVCR	\$2,322.01
Trulycreative Network Solutions Inc.	(17374) Software and hardware managed service agreement Term: 11/1/2018 - 10/31/2019 Funding Source: KVCR	KVCR/KVCR	\$2,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Maintenance Agreement</u></b>			
<b><i>SubTotal for Maintenance Agreement: 2</i></b>			<b><i>\$4,322.01</i></b>
<b><u>PO as Contract</u></b>			
Crest Chevrolet/Geo	(17321) Smog test on Nissan Xterra Term: 10/9/2018 - 10/31/2018 Funding Source: KVCR	KVCR/KVCR	\$150.00
<b><i>SubTotal for PO as Contract: 1</i></b>			<b><i>\$150.00</i></b>
<b><u>Program Acquisition</u></b>			
Jamae, Albert dba Red Wall Films	(17342) Program rights to "The Butterfish Mob Documentary" Term: 11/9/2018 - 11/8/2023 Funding Source: FNX Grant	FNX/KVCR	\$1,025.00
Monterey Media, Inc.	(17340) Program rights to "The Sun at Midnight" Term: 1/1/2019 - 12/31/2024 Funding Source: FNX Grant	FNX/KVCR	\$13,000.00
Visland Media, Inc.	(17336) Program rights to "The Medicane Line and Lost Bones" Term: 11/9/2018 - 11/8/2023 Funding Source: FNX Grant	FNX/KVCR	\$19,285.00
<b><i>SubTotal for Program Acquisition: 3</i></b>			<b><i>\$33,310.00</i></b>



<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Software/Online Services</u></b>			
Agile Sports Technologies	(17266) Video software for basketball and volleyball games Term: 10/1/2018 - 9/30/2019 Funding Source: General Funds	Athletics/SBVC	\$1,495.00
Allegiance Software, Inc.	(17294) Software License for "Address Automation (SATORI)" donor marketing software Term: 8/1/2018 - 7/31/2019 Funding Source: KVCR - Foundation	KVCR/KVCR	\$3,450.84
Allegiance Software, Inc.	(17359) Software License for "Allegiance Main Fund-Raising System" Term: 10/15/2018 - 6/30/2019 Funding Source: KVCR - Foundation	KVCR/KVCR	\$5,373.00
Barracuda Networks	(17347) Software license for "Barracuda Email Security Gateway" Term: 10/1/2018 - 9/30/2019 Funding Source: Block Grant	TESS/SBCCD	\$1,403.61
Card Integrators Corporation	(17365) Extended Id Card & System Operations License Agreement Term: 7/1/2018 - 6/30/2019 Funding Source: Transportation	Student Life/CHC	\$1,995.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u><i>Software/Online Services</i></u>			
Clubessentials dba PrestoSports	(17364) Provide access to software and application servers for hosting website for athletic organizations Term: 8/1/2018 - 7/31/2021 Funding Source: Trust Account	Athletics/SBVC	\$3,371.63
Creative Market	(17334) Template designs for EDCT Foundation marketing Term: 10/4/2018 - 10/3/2019 Funding Source: EDCT - Foundation	EDCT Foundation/SBCCD	\$200.00
Dell Computer Company	(17337) Software support for Symantec Endpoint Protection used for technical support Term: 9/1/2018 - 6/30/2019 Funding Source: Block Grant	TESS/SBCCD	\$1,929.68
Hearken, Inc.	(17281) Software licensing for access to training, consultation, or websites for engaging and managing end user audiences Term: 7/25/2018 - 7/24/2019 Funding Source: FNX Grant	KVCR/KVCR	\$8,725.00
LindseyJones, LLC	(17223) Online subscription for "TMC & Clin Sims" practice exams for Respiratory Care students to prepare for the state licensing exam Term: 9/1/2018 - 8/30/2021 Funding Source: Lottery Fund	Respiratory Care/CHC	\$7,875.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><i>Software/Online Services</i></b>			
Shutterstock	(17320) Purchase of downloadable film clips and footage for productions Term: 9/1/2018 - 8/31/2019 Funding Source: FNX Grant	FNX/KVCR	\$2,250.00
Snap Surveys NH INC.	(17370) Software maintenance for "Education Enterprise SnapPlus" used to run surveys Term: 5/18/2019 - 5/17/2020 Funding Source: Block Grant	TESS/SBCCD	\$5,000.00
TeamViewer GMBH	(17377) Software for remote access into the proگرامing equipment that runs the current on-air FM play list and TV programs Term: 7/1/2018 - 6/30/2019 Funding Source: KVCR	KVCR/KVCR	\$2,375.10
<b><i>SubTotal for Software/Online Services: 13</i></b>			<b><i>\$45,443.86</i></b>
<b><i>Grand Total Contracts for Board Date 11/8/2018: 101</i></b>			

## **Routine Contracts - Summary**

Scheduled Board Meeting 11-08-2018

### **EXPENSES**

<b>Category</b>	<b>Number of Contracts</b>	<b>Contract Value</b>
<i><u>Broadcast Rights</u></i>	8	\$273,340.34
<i><u>General</u></i>	62	\$999,666.35
<i><u>Leases</u></i>	2	\$118,801.17
<i><u>Maintenance Agreement</u></i>	2	\$4,322.01
<i><u>PO as Contract</u></i>	1	\$150.00
<i><u>Program Acquisition</u></i>	3	\$33,310.00
<i><u>Software/Online Services</u></i>	13	\$45,443.86
	91	
		<b>Total Expenses</b>
		<b><u><u>\$1,475,033.73</u></u></b>

### **INCOME**

<b>Category</b>	<b>Number of Contracts</b>	<b>Contract Value</b>
<i><u>Income - Broadcast Rights</u></i>	1	\$0.00
<i><u>Income - Contract Ed</u></i>	2	\$1,824,868.00
<i><u>Income - Facilities Use</u></i>	2	\$641.58
<i><u>Income - Grant</u></i>	2	\$469,629.00
<i><u>Income - Underwriter</u></i>	3	\$25,000.00
	10	
		<b>Total Income</b>
		<b><u><u>\$2,320,138.58</u></u></b>
<b>Total Number of Contracts</b>	<b><u><u>101</u></u></b>	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

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

Asset #	Date Retired	Description	Initial Value	Current Value
30483	9/20/2018	CPU	\$1,664.52	\$0.00
30484	9/20/2018	CPU	\$1,664.52	\$0.00
30496	9/20/2018	CPU	\$1,290.74	\$0.00
30583	9/20/2018	CPU	\$1,052.88	\$0.00
30584	9/20/2018	CPU	\$1,052.88	\$0.00
30591	9/20/2018	CPU	\$1,052.88	\$0.00
30592	9/20/2018	CPU	\$1,052.88	\$0.00
30593	9/20/2018	CPU	\$1,052.88	\$0.00
30594	9/20/2018	CPU	\$1,052.88	\$0.00
30595	9/20/2018	CPU	\$1,052.88	\$0.00
30596	9/20/2018	CPU	\$1,052.88	\$0.00
30598	9/20/2018	CPU	\$1,052.88	\$0.00
30600	9/20/2018	CPU	\$1,052.88	\$0.00
30601	9/20/2018	CPU	\$1,052.88	\$0.00
30602	9/20/2018	CPU	\$1,052.88	\$0.00
30603	9/20/2018	CPU	\$1,052.88	\$0.00
30604	9/20/2018	CPU	\$1,052.88	\$0.00
30605	9/20/2018	CPU	\$1,052.88	\$0.00
30606	9/20/2018	CPU	\$1,052.88	\$0.00
30607	9/20/2018	CPU	\$1,052.88	\$0.00
30608	9/20/2018	CPU	\$1,052.88	\$0.00
30609	9/20/2018	CPU	\$1,052.88	\$0.00
30610	9/20/2018	CPU	\$1,052.88	\$0.00
30612	9/20/2018	CPU	\$1,052.88	\$0.00
30616	9/20/2018	CPU	\$1,052.88	\$0.00
30618	9/20/2018	CPU	\$1,052.88	\$0.00
30619	9/20/2018	CPU	\$1,052.88	\$0.00
30620	9/20/2018	CPU	\$1,052.88	\$0.00
30621	9/20/2018	CPU	\$1,052.88	\$0.00
30706	9/20/2018	CPU	\$1,052.88	\$0.00
30716	9/20/2018	CPU	\$1,052.88	\$0.00
30736	9/20/2018	CPU	\$1,290.74	\$0.00
30740	9/20/2018	CPU	\$1,290.74	\$0.00
30748	9/20/2018	CPU	\$1,290.74	\$0.00
30751	9/20/2018	CPU	\$1,290.74	\$0.00
32766	9/20/2018	Dell Latitude	\$1,459.55	\$0.00
32795	9/20/2018	OPTIPLEX 9010	\$864.36	\$0.00

Non-Fixed Assets Surplus Report

Dell Monitors	32 ea
Boxes of Monitor Stands	3 ea
Box Misc Cables	2 ea
Optiplex 755	1 ea
Box Mice and Keyboards	2 ea

## **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:** November 8, 2018  
**SUBJECT:** Consideration of Approval to Award Request for Proposal 2019-01 and Contract to SynED of Thousand Oaks CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Request for Proposal (RFP) and contract for RFP 2019-01 Regional Information & Communication Technologies & Digital Media Support to SynED of Thousand Oaks, CA. The total amount of the contract is not to exceed \$350,000 over a two year period.

### **OVERVIEW**

EDCT is seeking a supplier who can provide services to assist the District in the completion of work plan activities and outcomes for two Strong Workforce projects. SBCCD was awarded these grant projects via the Information & Communication Technologies & Digital Media Sector. Each sector has a Statewide Sector Navigator and a regional Deputy Sector Navigator that work to provide opportunities to connect business, industry and education for their sector, essentially working with the region's colleges and employers to create alignment around and deliver on workforce training and career pathways.

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this board item is included in fiscal year 2019 and 2020 budgets.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Hussain Agah, Director, Facilities Planning & Construction  
**DATE:** November 8, 2018  
**SUBJECT:** Consideration of Approval of Amendment 007 to the Contract with Leighton Consulting, Inc. of Rancho Cucamonga, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 007 to the contract with Leighton Consulting, Inc. of Rancho Cucamonga, CA for Crafton Hills College projects in the amount of Not to Exceed of \$38,900.00.

### **OVERVIEW**

On February 11, 2015, the Board of Trustees approved a contract with Leighton Consulting, Inc. of Rancho Cucamonga, CA for geotechnical observation and special testing materials, laboratory testing, data review and analysis for Measure M Division of the State Architect projects at Crafton Hills College. This amendment is for additional services for the 03-1819-01 Print Shop Relocation to CHC Building 14 Bookstore to certify the building and renovate it to a usable space for Print Shop operation.

### **ANALYSIS**

The effect of this amendment will be an addition of \$38,900.00 to the Leighton Consulting, Inc. contract, resulting in a revised not to exceed contract amount of \$923,283.00 and a term ending date of February 10, 2020. The not to exceed authorization will be expended on an as-needed basis per Division of the State Architect requirements to certify and renovate the building.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**






The cost of this project is included in the Fund 435 Revenue Bond Construction budget.





# CAMPUS DIRECTORY



Map not to scale  
Updated: 6-8-15

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

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

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

**District Police (909) 389-3275**

1 MAINTENANCE & OPERATIONS/ SHIPPING & RECEIVING ..... M&O	10 CENTRAL COMPLEX 1 ..... CNTL 1 POLICE (LADM 153)
2 CHILD DEVELOPMENT CENTER ..... CDC	11 CENTRAL COMPLEX 2 ..... CNTL 2
3 CRAFTON HALL ..... CHL	12 CANYON HALL ..... CYN
4 CLOCK TOWER BUILDING ..... CTB	13 VISUAL ARTS ..... ARTS
5 WEST COMPLEX ..... WEST	14 EAST COMPLEX 1 ..... EAST 1
6 CRAFTON CENTER ..... CCR	15 EAST COMPLEX 2 ..... EAST 2
Admissions & Records	16 PUBLIC SAFETY & ALLIED HEALTH ..... PSAH
Counseling	17 GYMNASIUM ..... GYM
Disabled Student Services	18 NORTH COMPLEX ..... NRTH
EOPS	19 KINESIOLOGY, HEALTH EDUCATION & ..... KHA
Financial Aid	AQUATICS COMPLEX
7 STUDENT SUPPORT BUILDING ..... SSB	20 ATHLETIC FIELD ..... AF
Health & Wellness Center	21 TENNIS COURTS ..... TC-CRTS
8 LEARNING RESOURCE CENTER ..... LRC	
9 PERFORMING ARTS CENTER ..... PAC	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Hussain Agah, Director, Facilities Planning & Construction  
**DATE:** November 8, 2018  
**SUBJECT:** Consideration of Approval of Professional Architectural Contract with PMSM / 19six Architects, of Santa Barbara, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve a contract with PMSM / 19six Architects of Santa Barbara, CA for Architectural and Engineering services on the Print Shop Relocation to CHC Building 14 (03-1819-01) in the amount of \$120,550.00.

### **OVERVIEW**

In October 11, 2018, the board of trustees provided a delegation of authority to the District's Executive Vice Chancellor to finalize a Purchase and Sale Agreement for the acquisition by the District of the One Parkside (560 E Hospitality Lane, San Bernardino), Two Parkside (550 E Hospitality Lane, San Bernardino), and North River Place (658 E. Brier, San Bernardino) improved properties (collectively, the "Properties").

The District Support Services (DSS) and Technology & Educational Support Services (TESS) will be relocated to the second floor of Two Parkside property. As a result, the Print Shop Relocation to CHC Building 14 (Old Bookstore) is necessary in order to avoid entering into an extended 3-5 year lease agreement at the 1289 Bryn Mawr at Redlands Annex (expires in March 2019). The project will renovate the existing CHC Old Bookstore Building 14 to a usable Print Shop Building as well as certify the building with the Division of State Architect (DSA).

### **ANALYSIS**

SBCCD staff reached out to architects who were familiar with the CHC campus logistics, staff and standards. PMSM / 19six Architects provided architectural & engineering design services for multiple projects at CHC. They have recently assisted with the programming documents for the Print Shop Relocation and they are committed to meet the schedule and DSA requirements to certify the project.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in the Fund 435 Revenue Bond Construction budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

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

**DATE:** November 8, 2018

**SUBJECT:** Consideration of Approval to Amend Professional Services Contracts for the Districtwide Non-Bond Construction Program

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the following amendments for professional service contracts in conjunction with the District’s non-bond construction program.

<i>PMSM Architects of Santa Barbara, CA (original board approval March 9, 2018)</i>					
Amendment	Original Contract	Previous Changes	Proposed Change	New Not to Exceed Value	Contract Term Ending
01	\$150,000.00	\$0.00	\$150,000.00	\$300,000.00	March 8, 2021 (no change)
<i>ARUP North America, Ltd. of Los Angeles, CA (original board approval October 20, 2016)</i>					
Amendment	Original Contract	Previous Changes	Proposed Change	New Not to Exceed Value	Contract Term Ending
01	\$50,000.00	\$0.00	\$100,000.00	\$150,000.00	October 19, 2019 (no change)
<i>DLR Group of Riverside, CA (original board approval April 14, 2017; amended May 10, 2018)</i>					
Amendment	Original Contract	Previous Changes	Proposed Changes	New Not to Exceed Value	Contract Term Ending
02	\$100,000.00	\$100,000.00	\$150,000.00	\$350,000.00	April 13, 2020 (no change)

**OVERVIEW**

In alignment with its Districtwide Support Services Strategic Plan, SBCCD has instituted a non-bond construction program to support San Bernardino Valley College, Crafton Hills College, KVCRC and District Support Services on districtwide capital improvement/outlay projects. Part of this program is establishing a pool of professional consultants under master contracts to be used on a project-by-project basis. These contract amendments are necessary for the planning of upcoming fiscal year projects.

## **ANALYSIS**

The Facilities Planning & Construction department will utilize the professional services contracts to provide technical consultation, design services, and engineering analysis for the districtwide non-bond construction projects. When a project comes up that requires professional services support, staff will invite multiple vendors within the pool to provide their competitive pricing, professional services, and specific program deliverables. Staff will review vendors' proposals, negotiate them and select the most qualified vendor to deliver the project that meets the schedule constraints and provides comprehensive deliverables that satisfy the stakeholders' needs. Staff will then issue a task order and a purchase order under the professional services agreement.

## **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

## **FINANCIAL IMPLICATIONS**

The cost of these contracts will be paid on a project-by-project basis, as necessary, using a variety of construction funds, including block grant and capital outlay.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

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

**DATE:** November 08, 2018

**SUBJECT:** Consideration of Approval to Award Formal Bid #03-1617-01 and Contract to Los Angeles Air Conditioning, Inc. of La Verne, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award formal bid #03-1617-01 and contract to Los Angeles Air Conditioning, Inc. of La Verne, CA for the HVAC Replacement Project at the District Office in the amount of \$367,522.39.

### **OVERVIEW**

On June 8, 2017, the Board of Trustees approved a Southern California Edison (SCE) agreement for Proposition 39 Zero Net Energy (ZNE) Pilot Program to find solutions to reduce energy usage and costs at the District Office, aiming to achieve the zero net energy site status. The HVAC Replacement Project involves installation of ultra-high efficiency units, CO2 sensors, upgrading the energy management system, comfort zone thermostats, and other associated systems.

### **ANALYSIS**

A public bid opening was conducted on October 16, 2018 and the District received three bids.

<b>Vendor</b>	<b>Base Bid</b>	<b>Bid Award With Additional Alternates (1-4)</b>
Los Angeles Air Conditioning, Inc. of La Verne, CA	\$295, 506.90	\$367,522.39
Mesa Energy Systems of Irvine, CA	\$305,777.00	\$373,240.00
ABM Building Solutions of Tustin, CA	\$342, 978.00	\$420,624.00

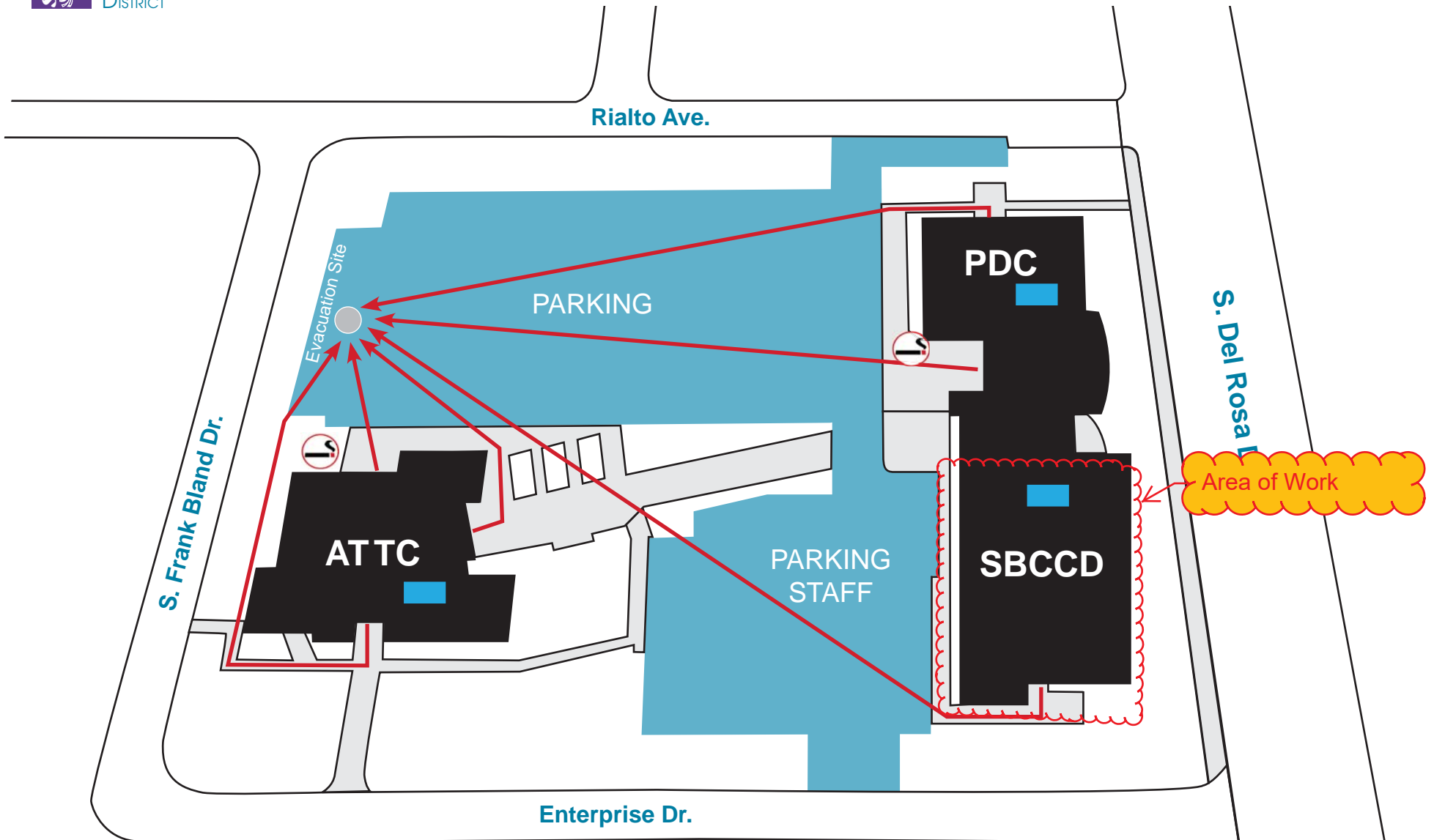
An analysis of the bids received indicates Los Angeles Air Conditioning, Inc. is the lowest, most responsive and responsible bidder. The final bid award includes Alternates 1 through 4, which cover installation and procurement.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

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



### Building Symbols

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

 **AUTOMATED EXTERNAL  
DEFIBRILLATOR**

 **SMOKING**

 **Evacuation Sites**

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey Nikac, Senior Executive Assistant  
**DATE:** November 8, 2018  
**SUBJECT:** Consideration of Approval to Accept Board Policies for First Reading

**RECOMMENDATION**

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

BP 2100 Board Elections (no AP)  
BP 2220 Committees of the Board (no AP)  
BP & AP 2305 Annual Organizational Meeting  
BP 2350 Speakers (no AP)  
BP 2360 Minutes (AP is new suggested. Do not need new AP)  
BP 2430 Delegation of Authority to the Chancellor (AP is new suggested. Do not need new AP)  
BP 2745 Board Self-Evaluation (no AP)  
AP 3435 Discrimination and Harassment Resolution (no BP)  
BP & AP 3505 Emergency Response Plan  
BP 3710 Securing of Copyright  
BP & AP 3715 Intellectual Properties  
BP & AP 4060 Delineation of Functions Agreements  
BP & AP 4226 Multiple and Overlapping Enrollments  
BP & AP 4232 Pass/No Pass  
BP & AP 4235 Credit by Examination  
BP & AP 5010 Admissions  
BP & AP 5050 Student Success and Support Program  
BP & AP 5110 Counseling  
BP & AP 6100 Delegation of Authority, Business and Fiscal Affairs  
BP & AP 6150 Designation of Authorized Signatures  
BP & AP 7140 Collective Bargaining  
AP 7365 Discipline and Dismissal - Classified Employees

**OVERVIEW**

The changes to these policies include requirements of the Education Code and current law.

The SBCCD has a process of continuous review of its Board Policies and Administrative Procedures to ensure compliance with Title 5, California Education Code and current district/college needs.

**ANALYSIS**

The Board may adopt policies authorized by law or determined to be necessary for the efficient operation of the district per Board Policy 2410.

The attached Administrative Procedures have been modified and or reviewed and have gone through the collegial consultation process per Board Policy 2410.

**INSTITUTIONAL VALUES**

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

**FINANCIAL IMPLICATIONS**

None.





**Origination:** 04/2004  
**Last Approved:** N/A  
**Last Revised:** 09/2018  
**Next Review:** 6 years after approval  
**Owner:** BOT Board of Trustees:  
**Policy Area:** Chapter 2 Board of Trustees  
**References:**

## BP 2100 Board Elections

*(Replaces current SBCCD BP 2090)*

Elections shall be held every two years, in even numbered years, for four-year overlapping terms. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election. Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the ~~first~~second Friday in December next succeeding his/her election.

The Board of Trustees has provided for the election of trustees by trustee areas. Effective January 16, 2014, the trustee areas include:

- Areas 1, 3, 5, and 7 from which governing board members will be elected in November 2016 and every four years thereafter.
- Areas 2, 4, and 6 from which governing board members will be elected in November 2014 and every four years thereafter.

The election of a Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be only by the registered voters of the same trustee area(s).

The Chancellor shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each federal census. The Chancellor shall submit the recommendation in time for the Board to act as required by law.

### References:

Education Code Sections 5000 et seq. and 72036

### Attachments:

- [BP 2100 Board Elections - Comments](#)
- [BP 2100 Board Elections - Legal Citations](#)

### Approval Signatures

Step Description	Approver	Date



**Origination:** 01/2001  
**Last Approved:** 01/2016  
**Last Revised:** 01/2016  
**Next Review:** 01/2022  
**Owner:** *BOT Board of Trustees:*  
**Policy Area:** *Chapter 2 Board of Trustees*  
**References:**

## BP 2220 Committees of the Board

*(Replaces current SBCCD BP 2220)*

The Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

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, or with these policies regarding open meetings, 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 can be found on the Board of Trustees page of the District Website [http://www.sbccd.org/Board\\_of\\_Trustees](http://www.sbccd.org/Board_of_Trustees)

### Reference:

Government Code Section 54952

### Attachments:

- [BP 2220 Committees of the Board - Comments](#)
- [BP 2220 Committees of the Board - Legal Citations](#)

### Applicability

San Bernardino Community College District



**Origination:** 11/2016  
**Last Approved:** N/A  
**Last Revised:** 10/2018  
**Next Review:** 6 years after approval  
**Owner:** BOT Board of Trustees:  
**Policy Area:** Chapter 2 Board of Trustees  
**References:** Brand New - optional

## AP 2305 Annual Organizational Meeting

### *New Administrative Procedure*

- A. Election of officers takes place at the Board's Annual Meeting
  - a. The offices of president, vice president, and clerk will be elected by the board of trustees. The executive board is comprised of these officers.
  - b. New officers will begin their term of service at the first meeting of the board in January of the next year
- B. Prior to the first board meeting in January, the outgoing board president and the newly elected board president will meet together to discuss:
  - a. Duties of the board officers, especially the president
  - b. Board policy dates pertinent to the function of the board
    - i. Evaluation of the Chancellor
    - ii. Board self-evaluation
    - iii. Any current ongoing discussions with the Chancellor

### **Attachments:**

No Attachments

### **Approval Signatures**

Step Description	Approver	Date
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018

### **Applicability**

San Bernardino Community College District



**Origination:** 06/2009  
**Last Approved:** 01/2016  
**Last Revised:** 04/2015  
**Next Review:** 01/2021  
**Owner:** *BOT Board of Trustees:*  
**Policy Area:** *Chapter 2 Board of Trustees*  
**References:**

## BP 2305 Annual Organizational Meeting

*(Replaces current SBCCD BP 2100)*

The Board shall hold an annual organizational meeting on a day within fifteen calendar days of the last Friday in November

The purpose of the annual organizational meeting is to elect a president, vice president, and a clerk, and conduct any other business as required by law or determined by the Board.

### Reference:

Education Code Section 72000(c)(2)(A)

### Attachments:

- [BP 2305 Annual Organizational Meeting - Comments](#)
- [BP 2305 Annual Organizational Meeting - Legal Citations](#)

### Applicability

San Bernardino Community College District



Origination:	08/2013
Last Approved:	04/2015
Last Revised:	04/2015
Next Review:	08/2020
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	

## BP 2350 Speakers

*(Replaces current SBCCD BP 2140)*

Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

Any member of the public who wishes to address the Board on any matter on the agenda of a regular Board meeting or on the notice for a special Board meeting is limited to five minutes per person and 20 minutes per agenda topic unless the time limit is extended by a majority vote of the Board.

The Board acknowledges that the Brown Act, Government Code Section 54954.3, requires that every agenda for regular meetings, but not every notice for special meetings, shall provide an opportunity for members of the public to directly address the Board on items of interest to the public that are not on the agenda.

A member of the public who wishes to address the Board on an item not on the agenda, but related to the business of the District, is limited to five minutes unless a majority of the Board votes to extend the time limit. The total time for members of the public to speak on the same or a substantially similar subject shall be limited to twenty minutes unless a majority of the Board votes to extend the time limit. Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters.

Members of the public desiring to address the Board shall complete and submit a Public Comment card.

As a matter of law, members of the Board may not discuss or respond to public comments unless the matters are properly noticed for discussion or action in Open Session.

## References:

Education Code Section 72121.5; Government Code Sections 54950 et seq.

## Attachments:

[BP 2350 Speakers - Comments](#)

[BP 2350 Speakers - Legal Citations](#)

## Applicability

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San Bernardino Community College District



**Origination:** 04/2004  
**Last Approved:** 04/2015  
**Last Revised:** 04/2015  
**Next Review:** 08/2019  
**Owner:** *BOT Board of Trustees:*  
**Policy Area:** *Chapter 2 Board of Trustees*  
**References:**

## BP 2360 Minutes

*(Replaces current SBCCD BP 2150)*

The Chancellor shall cause minutes to be taken of all meetings of the Board of Trustees in accordance with the Brown Act and Education Code. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes of the Board meeting shall also record those present, who presided, all motions, show the names of persons making and seconding motions, and the vote on motions unless the vote is unanimous. The minutes shall indicate the time of arrival of members who arrive after the meeting begins and the time of departure of members who leave before the meeting concludes. In addition, the minutes shall record all resolutions and recommendations of the administration and the pertinent information upon which the Board has taken action.

### References:

Education Code Section 72121(a);  
 Government Code Section 54957.5

### Attachments:

[BP 2360 Minutes - Comments](#)  
[BP 2360 Minutes - Legal Citations](#)

### Applicability

San Bernardino Community College District



Origination:	01/2001
Last Approved:	N/A
Last Revised:	10/2018
Next Review:	6 years after approval
Owner:	BOT Board of Trustees:
Policy Area:	Chapter 2 Board of Trustees
References:	

## BP 2430 Delegation of Authority to the Chancellor

*(Replaces current SBCCD BP 2170)*

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to him/ or her by the Board (including the administration of colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is empowered to develop administrative procedures for submittal to the board.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The Board, in consultation with the Chancellor, shall develop the job description and goals and objectives for performance.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be provided to all trustees.

The Chancellor is delegated the authority to act on behalf of the Board in an emergency for the protection of life, health, and safety of individuals and the protection of property.

The Chancellor is delegated the authority to confer with District Counsel in addressing legal matters of the District with the exception of legal matters directly affecting the Board relationship with the Chancellor.

The Chancellor is delegated the authority to accept written resignations.

The Chancellor shall act as the professional advisor to the Board in policy formation.





**Origination:** 01/2001  
**Last Approved:** N/A  
**Last Revised:** 10/2018  
**Next Review:** 6 years after approval  
**Owner:** BOT Board of Trustees:  
**Policy Area:** Chapter 2 Board of Trustees  
**References:**

## BP 2745 Board Self-Evaluation

(Replaces current SBCCD BP 2020)

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its ~~functioning~~effectiveness.

To this end the Board has established the following processes for evaluation:

An ad hoc committee of the Board shall be appointed in April to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to ~~Board President~~the Office of the Chancellor.

A summary of the evaluations will be presented and discussed at an annual Board retreat scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

1. The Board and the Chancellor shall establish Goals and Objectives to be accomplished each fiscal year.
2. A report will be completed by the Chancellor to report on the accomplishments of the Board Goals and Objectives at the end of the fiscal year.
3. The Board shall develop an evaluation instrument jointly with the assistance of the Chancellor and/or designee that will address functions and responsibilities of the Board.
4. Each Board member will complete the self-evaluation instrument and submit it to the Chancellor.
5. The Chancellor shall synthesize the annual report and the self-evaluation and the information shall be shared with the Board.
6. The Board shall meet in open session to complete a final review and assessment of the Board.

### Reference:

ACCJC Accreditation Standard IV.C.10 (formerly IV.B.1.e & g)

### Attachments:

[BP 2745 Board Self-Evaluation - Comments](#)  
[BP 2745 Board Self-Evaluation - Legal Citations](#)



Origination:	02/2010
Last Approved:	N/A
Last Revised:	09/2018
Next Review:	6 years after approval
Owner:	Chancellor's Cabinet
	Chancellor's Cabinet:
Policy Area:	Chapter 3 General Institution
References:	Legally Required

## AP 3435 Discrimination and Harassment Resolution Procedures

(Replaces current SBCCD AP 3430)

Board Policy 3430 : *Prohibition of Harassment* prohibits District students, student organizations and employees from engaging in discrimination and harassment on the basis of age, color, creed, religion, disability, marital status, veteran or military status, national origin, race, sex including pregnancy, sexual orientation, gender identity, gender expression, ancestry, ethnic group identification, ethnicity or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. This prohibition includes sexual misconduct. Allegations that a student, student organization or employee has violated the *Prohibition of Harassment Policy* or has engaged in related retaliation will be resolved consistent with this procedure.

The Title IX Officer is the Vice Chancellor of Human Resources and Employee Relations and is the responsible District officer charged with coordinating the investigation of complaints of non-employment related discrimination or harassment. Title IX Coordinators (the Vice President of Student Services at each college and the Employee Relations Officer at the District) shall assist the Title IX Officer, ensuring support and assistance to reporting parties and responders is available locally at each District site.

In this process, the person who is the alleged victim of the misconduct is referred to as the reporting party, and the person who is alleged to have violated District policy is referred to as the responding party. See the **Complaint Procedure Checklist** section at the end of this procedure.

When the Title IX Officer (VCHR) or Title IX Coordinator receives information about a possible incident of sex or gender-based discrimination or harassment, he/she will provide the reporting party, if known, with a resource guide and copies of BP 3430: *Prohibition of Harassment* and AP 3435: *Discrimination and Harassment Investigations*. The resource guide contains information about available resources, such as counseling and health services.

When the District does not have control over the alleged harasser because they are not affiliated with the District, the District may offer supportive remedies to the reporting party.

As necessary, the District reserves the right to initiate resolution proceedings without a formal report or participation by the alleged victim of discrimination or harassment.

## ***Intake and Processing of the Complaint or Report***

When the Title IX Officer or Coordinator receives information about a possible policy violation, he/she will determine the most appropriate means for addressing the report or complaint. Options include but are not limited to: (1) with the agreement of the parties, attempting to resolve the report or complaint informally through a form of alternative dispute resolution (e.g., mediation); (2) investigating the report or complaint to determine whether District policy was violated, as described below; or (3) determining that the facts of the complaint or report, even if true, would not constitute a violation of the policy. A full investigation will necessarily be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members, including the presence of predatory behavior, weapons, or violence. Title IX Coordinators will notify the Title IX Officer of each complaint or report and seek consensus on which avenue to pursue in the resolution process.

### ***Timeline***

The District aims to bring all allegations of discrimination or harassment to a resolution within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Officer with notice to the parties. The Title IX Officer or designated Title IX Coordinator then engages in a preliminary inquiry that is typically 1-3 days in duration. From there, the allegation can lead to a formal investigation, which usually starts within days of the preliminary inquiry's conclusion. Investigations range from days to weeks, depending on the nature and complexity of allegations, with the District commonly aiming for a 10-14 window to completion. The parties are regularly apprised of the status of the investigation as it unfolds.

Appeals may be requested following the findings of a formal investigation, with a three-day window to file appeal requests once a formal determination is reached, a three-day window to grant or deny the appeal request, and another 7-10 days for a final resolution to be reached.

The District's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the District may undertake a short delay (several days to weeks) in its investigation or resolution process to comply with a law enforcement request for cooperation (e.g.: to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The District will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

### ***Interim Remedies/Actions***

The Title IX Coordinator/Institutional Equity Officer may provide interim remedies and actions while the case is being resolved, intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations.

Interim remedies may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community
- Altering work arrangements for employees
- Providing campus escorts

- Providing transportation accommodations
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

When taking steps to separate the reporting party and the responding party, the District shall minimize the burden on the reporting party. Requests for interim remedies should be made to the Title IX Coordinator/ Institutional Equity Officer, although the Title IX Coordinator/Institutional Equity Officer may also initiate interim remedies outside of a request.

The District may interim suspend <sup>2</sup> a responding party student, employee or student organization pending the resolution of the case, particularly when, in the judgment of the Title IX Coordinator/ Institutional Equity Officer, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the opportunity to meet with the Title IX Coordinator/Institutional Equity Officer prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator/Institutional Equity Officer has sole discretion to implement or stay an interim suspension under the *Discrimination and Harassment Policy* and *Discrimination and Harassment Resolution Procedures*, and to determine its conditions and duration. Violation of the conditions of an interim suspension under this policy is grounds for expulsion or termination.

During an interim suspension, a student or employee may be denied access to the campus/facilities/events. As determined by the Title IX Coordinator/Institutional Equity Officer, this restriction can include classes and/or all other District activities or privileges for which the individual might otherwise be eligible. At the discretion of the Title IX Coordinator/Institutional Equity Officer, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

The District will maintain as confidential any interim remedies or actions, provided confidentiality does not impair the District's ability to provide the remedies or actions.

## ***Voluntary Informal Resolution***

In some cases, the Title IX Coordinator/Institutional Equity Officer may recommend that the parties attempt to constructively resolve conflicts with supervision. Various conflict resolution mechanisms are available, including mediation. Mediation is not used when violent behavior is involved, when the Title IX Coordinator/ Institutional Equity Officer determines a situation is not eligible, or when the parties are reluctant to participate in good faith. If informal efforts to resolve conflict are not appropriate or are unsuccessful, the formal investigative process may be initiated. Either party has the right to end the informal process and begin the formal investigative process at any time prior to resolution. Sanctions are not possible as the result of an informal resolution procedure, though the parties may agree to appropriate remedies. The Title IX Coordinator/ Institutional Equity Officer will keep records of any resolution that is reached, and failure to abide by the resolution can result in appropriate responsive actions.

## ***Formal Investigation Process***

When the Title IX Coordinator/Institutional Equity Officer determines, through a preliminary inquiry, that there is reasonable cause to believe that the discrimination and harassment policy has been violated, and determines that voluntary informal resolution is not appropriate or has been unsuccessful, they will initiate an investigation that is thorough, reliable, impartial, prompt and fair. This investigation determines whether the District's policy has been violated based on a preponderance of the evidence standard of proof, e.g. whether the conduct is

more likely than not to have occurred.

The Title IX Officer/Coordinator will appoint a trained investigator to conduct the investigation. Employees designated to serve as investigators under this policy shall have received annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on the District's complaint procedures. The Title IX Officer/Coordinator may also appoint an external subject matter expert to conduct the investigation and provide a report.

The investigation will entail interviewing all relevant parties and witnesses<sup>3</sup>, obtaining available evidence, reviewing personnel or academic/disciplinary files of involved parties, and identifying sources of expert information, if necessary. All parties will be given the opportunity to provide information and names of possible witnesses relevant to the investigation within a reasonable timeframe prescribed by investigators. The investigators will provide regular updates to both the reporting and responding parties, as appropriate, throughout the investigation.

At the time of the complaint/report, the responding party will be given written notice of the nature of the allegations, the District policies at issue, and the possible sanctions that could result from a determination that policy was violated. The responding party will be provided with copies of BP 3430: *Prohibition of Harassment Policy* and AP 3435: *Discrimination and Harassment Investigations*.

The past sexual history of the parties is not admissible, except as it pertains to sexual interactions between the parties, or as evidence deemed highly relevant by the investigators. While previous conduct violations by the responding party generally have no bearing on the present allegation, District officials may supply information about previous good faith allegations and/or similar findings to the investigators and appeals officers to consider as evidence of pattern and/or predatory conduct.

At any point during the investigation, if it is determined there is no reasonable cause to believe that District policy has been violated, the Title IX Coordinator/Institutional Equity Officer has authority to terminate the investigation and end resolution proceedings.

The investigators will prepare an investigative report detailing the results of the investigation. Each party will be given an opportunity to review the investigative report and submit a written response within a reasonable timeframe specified by investigators. Investigators will then submit the report and any received written responses to the Title IX Coordinator/Institutional Equity Officer along with a recommended finding. The Title IX Coordinator/Institutional Equity Officer will review the factual information gathered through the investigation and will make a finding based on the preponderance of the evidence standard.

When the investigation results in a determination that the policy has been violated, the Title IX Coordinator/Institutional Equity Officer will consult with the hiring authority (for employees) or the disciplinary authority (for students), who must impose discipline in a timely manner.

In those cases that involve potential termination of employment or dismissal of a faculty member for cause, the Director of Human Resources shall be consulted in the sanctioning process.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement to the extent those agreements do not conflict with federal or state compliance obligations.

In addition to taking disciplinary action against the responding party, the District shall institute any remedial action it determines to be appropriate for the reporting party or the community. Remedies for the reporting party might include, but are not limited to:

- ensuring that the reporting party and respondent do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services, medical services, or academic support services, such as tutoring;
- arranging for a student reporting party to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the reporting party's academic record; and
- reviewing any disciplinary actions taken against the reporting party to see if there is a causal connection between the harassment and the misconduct that may have resulted in the reporting party being disciplined.

All parties will receive written notification of the outcome, to the extent permitted by or mandated by law. In cases involving sex or gender-based discrimination or harassment, the written notification includes the findings and rationale for the findings, information on any sanctions imposed by the District, the rationale for the sanctions, and any procedures for appeal. In cases involving sex or gender-based discrimination or harassment, the parties will also receive written notification of any changes to the results that could occur before the decision is finalized, and when it is finalized, such as when subject to grievance procedures, appeal, tenure revocation proceedings, mandatory arbitration, or union proceedings. Written notification letters will be delivered either:

- In person, or
- Mailed to the local address of the respective party as indicated in official District records. If there is no local address on file, mail will be sent to the party's permanent address.

Once received in person, mailed or emailed, a notice will be deemed presumptively delivered.

## ***Appeals***

A reporting party or responding party may appeal the decision under the grounds described below. Any party who files a request for appeal must do so in writing to the Title IX Officer, within 3 business days of receiving the written decision.

The ONLY grounds for appeal are as follows:

- A procedural or substantive error occurred that significantly impacted the outcome of the investigation (e.g. substantiated bias, material deviation from established procedures, etc.);
- To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included;
- The sanctions imposed fall outside the range of sanctions designated for this offense and the cumulative conduct history of the responding party.

The Title IX Officer will share the request for appeal with the other party (e.g., if the responding party files an appeal, the appeal is shared with the reporting party, who may also wish to file a response and/or bring their own appeal on separate grounds; this response or appeal will be shared with the initial appealing party). Based on the written requests/responses or on interviews as necessary, the Title IX Officer will send a letter of outcome for the appeal to all parties. The Title IX Officer can take one of two possible actions: he/she may dismiss an appeal request as untimely or ineligible, or may grant an appeal and remand the finding for further investigation or reconsideration.



The original finding will stand if the appeal request is not timely or substantively eligible, and that decision is final.

If the appeal remands to the investigator/s for review, the reconsideration of the investigator/s is not appealable. In rare cases where a procedural or substantive error cannot be cured by the original investigator/s (as in cases of bias), the Title IX Officer may order a new investigation with a new investigator or team of investigators. The results of the second investigation cannot be appealed.

The procedures governing the hearing of appeals include the following:

- All parties will be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original investigators for reconsideration (remand) will be pursued;
- Appeals are not intended to be full re-investigations of the allegations. In most cases, appeals are confined to a review of the written documentation or record of the original investigation and pertinent documentation regarding the grounds for appeal;
- Appeal decisions are deferential to the original investigative body, making changes to the finding only where there is clear error;
- An appeal is not an opportunity for the Title IX Officer to substitute his/her judgment for that of the original investigators merely because they disagree with the finding;
- Sanctions imposed are implemented immediately unless the hiring or disciplinary authority, in consultation with the Title IX Officer stays their implementation in extraordinary circumstances, pending the outcome of the appeal;
- The Title IX Officer will typically render a written decision on the appeal to all parties within 5 business days from hearing of the appeal. The Title IX Officer's decision to deny an appeal request is final;
- The parties will receive written notification of any changes made to the original finding and disciplinary action (if any) in a timely, simultaneous fashion.

## ***Advisors***

The parties are entitled to an advisor of their choosing to guide and accompany them throughout the District's resolution process (in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals). The advisor may be anyone who is both eligible and available. An individual who is a witness in a case may not serve as an advisor due to the inherent conflict. A party may also choose to participate in the resolution process without an advisor. Please see additional information about advisors below.

### ***The Role of An Advisor***

Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. All advisors are subject to the same rules, whether they are attorneys or not. Advisors may not present on behalf of their advisee in a meeting, interview or hearing and should request or wait for a break in the proceeding if they wish to interact with District officials. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private

conversation.

Advisors are expected to refrain from interference with the District investigation and resolution. An advisor who steps out of their role in a meeting under the District resolution process will be warned only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The District expects that the parties will share documentation related to the allegations with their advisors. The parties are not otherwise restricted from discussing and sharing information relating to the allegations with others who may support them or assist them in preparing and presenting. Advisors are expected to maintain the privacy of the records shared with them by the District. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the District. The District may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the District's privacy expectations.

The District expects an advisor to adjust their schedule to allow them to attend District meetings when scheduled. The District does not typically change scheduled meetings to accommodate an advisor's inability to attend. The District will, however make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available. A party may elect to change advisors during the process.

Where an employee is a member of a union and entitled to a union representative in the process, that employee may be accompanied by the union representative as their advisor or may choose an advisor in addition to their union representative. In such cases, the other party may have two advisors as well. The union representative will be bound by the same role expectations as an advisor.

The parties must advise the investigators of the identity of their advisor at least 2 business days before the date of their first meeting with investigators. The parties must provide subsequent timely notice to the investigators if they change advisors at any time. No audio or video recording of any kind is permitted during meetings with District officials.

## ***Conflicts of Interest***

The District is committed to ensuring that its resolution processes are free from actual or perceived bias or conflicts of interest that would materially impact the outcome. Any party who feels that there is bias or conflict of interest that would materially impact the outcome may submit a written petition for the person's removal from the process. The petition should include specifics as to the actual or perceived bias or conflict of interest, as why the petitioner believes the bias or conflict could materially impact the outcome. Such petitions should be submitted promptly to the Title IX Officer Title IX Coordinator, or to the District Chancellor in the event that the potential conflict or bias involves the Title IX Officer/Coordinator.

## **Retaliation**

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination or harassment complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advisor/union representative for a reporting party or responding party, or who otherwise furthers the principles of the District's unlawful discrimination and harassment policy.



The District shall take reasonable steps to protect the reporting party from further harassment and/or discrimination, and to protect the reporting party and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. Any retaliation should be reported to the Title IX Officer, or in their absence, to the Chancellor.

## ***Privacy and Confidentiality***

The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to respond effectively to the report or complaint. Only District officials with a legitimate need to know will be informed of the results of the investigation. The District shall make a good faith effort to inform the parties, in advance when possible, of any public release of information regarding the case.

All employees and students are expected to cooperate with a District investigation into allegations of discrimination or harassment. An individual who participates as a reporting party or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's policy at or near the time of the incident, unless the District determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Only District officials with a legitimate need to know will be informed of the results of the investigation, appeals procedure, or sanctioning/disciplinary procedure.

The parties should be aware that District administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The District will make every effort to ensure that a reporting party's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

In implementing this policy, records of all reports, resolutions, and hearings will be kept by the Title IX Officer. Access to reports, resolutions and hearings will be controlled by the Title IX Officer.

## **File Retention**

The District will retain on file for a period of at least three years after closing the case copies of:

- the original complaint;
- the investigatory report;
- the summary of the report if one is prepared;
- the notice provided to the complainant, of the District's administrative determination and his or her right to appeal;
- any appeal; and
- the District's final decision.

The District will make such documents available to the State Chancellor upon request.

## ***Rights of the Reporting Party***

- To be treated with respect by District officials.

- To take advantage of campus support resources (such as Counseling and Health Services for students, or EAP services for employees).
- To experience a safe educational and work environment.
- To have an advisor during this procedure.
- To decline to have an allegation resolved through informal conflict resolution procedures.
- To receive amnesty for minor misconduct (such as alcohol or drug violations) ancillary to the incident.
- To be free from retaliation.
- To have reported misconduct resolved in substantial accordance with these procedures.
- To be informed in writing of the outcome/resolution, sanctions where permissible and the rationale for the outcome where permissible.
- Referral to law enforcement and assistance in reporting to law enforcement if desired.
- No contacts orders or restrictions.

## ***Rights of the Responding Party***

- To be treated with respect by District officials.
- To take advantage of campus support resources (such as Counseling and Health Services for students, or EAP services for employees).
- To have an advisor during this procedure.
- To decline to have an allegation resolved through informal conflict resolution procedures.
- To have reported misconduct resolved in substantial accordance with these procedures.
- To be informed of the outcome/resolution and the rationale for the outcome, in writing.

## ***Revisions to this Policy***

The District reserves the right to make changes to this document as necessary and once those changes are posted online, ( [http://www.sbccd.org/Board\\_of\\_Trustees/Policies\\_-\\_a\\_-\\_Procedures](http://www.sbccd.org/Board_of_Trustees/Policies_-_a_-_Procedures) ) they are in effect. Students and employees are encouraged to check online insert URL for the updated versions of all policies and procedures. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form. Reports of misconduct made after the fact may raise issues of policy and procedure application, if policies and procedures have changed. Procedures applicable are those that are in place at the time of resolution. This document does not create legally enforceable protections beyond the protection of the background state and federal laws.

## **Complaint Procedure Checklist**

- Complaint or report received by Title IX Officer or Title IX Coordinator.
  - Provide complainant with a copy of Board Policy 3430 and Administrative Procedure 3435.
  - Provide complainant with the current resource guide with available resources (counseling, health services, etc.).
  - Acknowledge receipt of complaint/report with copy to State Chancellor's Office
- Conduct preliminary inquiry (within three days) to determine:
  - Acceptability by parties to alternative dispute resolution.
  - Determine whether District policy had been violated.
  - Determine whether facts violated District policy.

- Determine interim remedies or actions to be taken.
- Decide to start a formal investigation or
- Close out complaint with letter of explanation to complainant and State Chancellor's Office
- Determine investigator and timeline (within 60 days of complaint/report)
  - Request extension up to 90 days, from State Chancellor's Office within 50 days of complaint/report
    - Reason why extension is necessary
    - Date expected to complete determination
    - Notice of copy sent to complainant
    - Notice to complainant of right to send written objection to extension with five days of receipt
- Complete investigation
  - Forward investigative report and administrative determination to the complainant and to the State Chancellor's Office
    - Ultimate determination on probable cause
    - Description of actions taken to prevent similar future allegations
    - Proposed resolution
    - The complainant's right to appeal to the District governing board (within 15 days from the date of the determination)
      - Governing board reviews and renders final decision (within 45 days of receiving the appeal)
      - Board decision is forwarded to complainant and the State Chancellor's Office
      - Notice to complainant of right to appeal to the State Chancellor's Office (within 30 days of the Board decision)
      - Complainant provides copy of governing board's determination or evidence that the governing board did not respond within 45 days
- State Chancellor's Office may launch its own investigation if there is evidence of a violation.

## References:

[20 U.S.C. Section 1681 et seq.](#); Education Code ~~Section~~[Sections 212.5, 231.5, 66281.5, and 67386](#); Government Code Section 12950.1; Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.; [Title 2 Sections 11023 and 11024](#); 34 Code of Federal Regulations Section 106.8(b)

## Attachments:

[AP 3435 Discrimination and Harassment Investigation - Comments](#)  
[AP 3435 Discrimination and Harassment Investigation - Legal Citations](#)  
[AP3435-OLD.pdf](#)  
[SBCCD - Overview for Legal Update 31 Final](#)



Origination: 05/2012  
 Last Approved: N/A  
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 Next Review: 6 years after approval  
 Owner: Chancellor's Cabinet  
 Chancellor's Cabinet:  
 Policy Area: Chapter 3 General Institution  
 References:

## AP 3505 Emergency Response Plan

(Replaces current SBCCD AP 3740)

### ~~EMERGENCY RESPONSE AND EVACUATION PROCEDURES~~ EMERGENCY RESPONSE AND EVACUATION PROCEDURES

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available [http://www.sbccd.org/District\\_Police](http://www.sbccd.org/District_Police) [www.sbccd.org/District\\_Police/Clery\\_Act](http://www.sbccd.org/District_Police/Clery_Act).

All members of the campus community are notified on an annual basis that they are required to notify the ~~District Police Department~~ San Bernardino Community College District Police Department (SBCCD PD) of any ~~situation or~~ incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. ~~District Police Department~~ The SBCCD PD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the ~~District Police Department has a~~ SBCCD PD personnel have responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If ~~that is the case~~ so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the ~~District Police Department~~ SBCCD PD that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the ~~District Police Department~~ District will, without delay, take into account the safety of the community and determine the content of ~~the message and~~ notifications and initiate the District Emergency Notification System (ENS) unless issuing a notification will, in the judgment of the first responders (including, but not limited to SBCCD PD persnnel), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. District, SBCCD PD and Campus Personnel will determine the content of messaging and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. ~~The District Police Department will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: District Police Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.~~

In the event of a serious incident that poses an immediate threat to members of the campus community, the District ENS has various systems in place for communicating information quickly. Some or all of these

methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network ~~emails~~e-mails, emergency text messages that can be sent to a mobile phone or ~~Personal Digital Assistant~~other digital device (individuals can sign up for this service on the District ~~web site~~website), the public address system, phone calling trees, ~~District~~the district website and scrolling emergency messages ~~that scroll across computer screens when logged into~~on District connected computers. The SBCCD PD will post updates during a critical incident on the District website at www.sbccd.org. Individuals can call the District's ~~computer system—insert all that apply, overlapping methods are recommended. The District Police Department will post~~recorded information telephone line at (909) 382-4002 for updates ~~during a critical incident on the District web site at sbccd.org~~. Individuals can call the ~~District's recorded information telephone line at (909) 382-4002~~ for updates.

The District's ENS has the ability to send text messages to the personal mobile phones of faculty, staff and students who opt in to the system via our website.

The District's ~~Director of Marketing, Public Affairs & Government Relations~~Director of Marketing, Public Affairs & Governmental Relations will be responsible for the dissemination of emergency information to the larger community through ~~media~~cell phone alerts, website announcements, radio, and TV alerts.

### ~~TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES~~TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

An evacuation drill is coordinated by the ~~District and College Lead Safety Officers~~College Lead Safety Officers and the SBCCD PD two (2) times per year for all ~~district and college~~facilities on campus. ~~Students~~During exercises, students, faculty and staff learn the locations of the emergency exits in ~~the buildings~~campus building and are provided guidance about the direction they should travel when exiting each facility for a short-~~term~~tem building evacuation. ~~Drill evacuation locations are not established in advance because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the District Police Department staff on the scene will communicate information to students, faculty and staff regarding the developing situation or any evacuation status changes.~~

Evacuation drills are monitored by the ~~District Police Department and District administration~~College Lead Safety Officers and the SBCCD PD to evaluate egress and behavioral patterns. ~~Evacuation drill reports~~Reports are prepared by ~~District and College Lead Safety Officers~~participating departments which provide recommendations for improvement as well as identify deficient equipment so that repairs can be made immediately. ~~Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.~~

The District conducts ~~numerous~~ announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The ~~District Police Department with District and College Lead Safety Officers~~SBCCD PD and College Lead Safety Officers coordinate announced ~~and~~evacuation drills two times per year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, SBCCD PD will document a description of the exercise, the date, time, and whether it was announced or unannounced ~~evacuation drills (2) times per~~. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year, ~~as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, District and College Lead Safety Officers will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency~~

~~response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.~~

### **Overview**

~~The District Emergency Operations Plan provides direction in the event of an emergency. It is the goal and purpose of this plan to protect the safety and security of those associated with the District should an emergency occur. The effective use of this plan will help:~~

- ~~• Protect life and safety,~~
- ~~• Reduce property and environmental damage,~~
- ~~• Minimize disruption and economic losses, and~~
- ~~• Shorten the recovery period.~~

~~To ensure effective implementation of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this document and other associated supporting documents.~~

~~The District's response to a major crisis will be conducted within the framework of this plan except when directed otherwise by Chancellor or the Chancellor's appointed representative. The plan includes a chain of command that establishes decision-making authority during an emergency.~~

### **Scope and Definitions**

~~An emergency is defined as a sudden state of danger that occurs unexpectedly and that demands immediate action to protect the health and safety of individuals within the institution. The following are examples of emergency situations:~~

- ~~• Bomb threat~~
- ~~• Earthquake~~
- ~~• Explosion~~
- ~~• Fire~~
- ~~• Hazardous materials spill/release~~
- ~~• Hostage situation~~
- ~~• Campus shooting~~
- ~~• Terrorist incident~~

~~Specific emergency procedures can be found here: [http://www.sbccd.org/Human\\_Resources\\_Jobs/safetyrisk/Emergency\\_Preparedness\\_Program](http://www.sbccd.org/Human_Resources_Jobs/safetyrisk/Emergency_Preparedness_Program)~~

### **Crisis Management Response Structure**

~~In the event of an emergency, the **District Chief of Police, or designee**, will contact the **Chancellor, Emergency Preparedness Manager, College Presidents and College Lead Safety Officers** to report the emergency.~~

~~The above managers will convene (via conference call if necessary) and decide whether to declare a state of emergency, start the process of notifying the community and media if necessary, and review and discharge responsibilities as detailed in the plan (below). The **Chancellor** will convene the Incident Management Team (IMT) and activate the Emergency Operations Center (EOC) if necessary to participate in the execution of the plan. The IMT consists of key leadership representatives from the District and Colleges.~~

### **Update and Drill**

~~The IMT and designees will review and update this plan each year or more frequently, as needed. IMT~~

members will practice emergency procedures on a regular basis and will obtain training or re-training as needed.

### **Emergency Response Team Responsibilities**

The manner in which district and college personnel and equipment are utilized during an emergency will be determined by the IMT under the direction of the Chancellor. The Emergency Operations Plan will remain in effect until the Chancellor or his/her designee deems the district and/or colleges ready to return to normal operation.

### **Emergency Level Definitions and Responses**

In all types of emergencies, once outside agencies arrive on the scene (i.e., Police Department, Fire Bureau, Emergency Management Agency personnel, etc.) these agencies will assume control of the operations. The IMT and EOC will act as resources to these responders.

The following definitions of emergency levels determine the type of response:

#### **Level 1 Emergency (least serious)**

##### Characteristics

- may involve threat of incident rather than actual incident
- may be addressed with district/college personnel and resources
- outside assistance may be called upon
- may be limited to small area of district or colleges
- potential impact on health, safety, or property
- may interrupt classes and college operations for limited time (up to half a day)

##### Examples

- unplanned power outage
- approaching blizzard, storm, or other natural event
- water pipe break
- unidentified odor
- injured, missing, or deceased individual
- mild pandemic outbreak

##### Response Profile

- Dispatcher notifies District Chief of Police
- Chief of Police notifies Chancellor
- Chancellor, Chief of Police and Emergency Preparedness Manager decide whether or not to activate IMT and EOC
- Assess extent of incident impact on health, safety, property
- Decide whether evacuation is required; initiate as needed
- Decide whether medical or other outside assistance is required; contact as needed
- Decide on notification to community; send message(s); update web site as needed
- Account for students, faculty, staff and visitors involved in incident
- Decide on continuity of classes and college/district operations; notify community
- Update community on progress and final resolution of incident
- Determine incident follow-up plan



## **Level 2 Emergency**

### Characteristics

- requires outside assistance, primarily from local services
- may involve large portions or all of campus
- potential loss of life
- potential serious impact on health, safety, or property
- will interrupt classes and college/district operations for more than half a day
- pandemic outbreak

### Examples

- weather event
- earthquake (minimal structural damage)
- bomb threat
- hazardous materials release/spill
- widespread/prolonged power outage
- violence or civil disturbance

### Response Profile

- Dispatcher notifies District Chief of Police
- Chief of Police notifies Chancellor
- Chancellor activates Policy Group, IMT and EOC
- Assess extent of incident impact on life, health, safety, property
- Decide whether evacuation is required; initiate as needed
- Decide whether medical or other outside assistance is required; contact as needed
- Notification to community; send message(s); update web site
- Account for all students, faculty, staff and visitors
- If no evacuation needed, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus population
- Decide on continuity of classes and college/district operations; notify community
- Establish media center; establish communication channels with relatives, government agencies, vendors, the public, etc.
- Update community on progress and final resolution of incident
- Determine incident follow-up plan

## **Level 3 Emergency (most serious)**

### Characteristics

- requires outside assistance from local, possibly state and federal services
- involves all of campus
- potential loss of life
- severe impact on health, safety, or property
- classes and college operations suspended for an extended period
- long-term effects on the college

### Examples

- shooting



- ~~uncontained fire~~
- ~~severe weather event~~
- ~~major earthquake (serious structural damage)~~
- ~~explosion~~
- ~~uncontained bio, chemical, or nuclear hazard~~
- ~~terrorist incident~~
- ~~pandemic outbreak~~

#### ~~Response Profile~~

- ~~Dispatcher notifies District Chief of Police~~
- ~~Chief of Police notifies Chancellor~~
- ~~Chancellor activates Policy Group, IMT and EOC~~
- ~~Assess extent of incident impact on life, health, safety, property~~
- ~~Decide whether evacuation is required; initiate as needed~~
- ~~Decide whether medical or other outside assistance is required; contact as needed~~
- ~~Notify the community by sending message(s) to media outlets and updating the District's web site~~
- ~~Activate emergency web site and other emergency communications channels as needed~~
- ~~Account for all students, faculty, staff, and visitors~~
- ~~If no evacuation needed or possible, ensure adequate food, water, heat, medical supplies, waste disposal, etc. for campus residents~~
- ~~Decide on resumption of classes and college/district operations; notify community~~
- ~~Establish media center; establish communication channels with relatives, government agencies, vendors, the public, etc.~~
- ~~Update community on progress and final resolution of incident~~
- ~~Determine incident follow-up plan~~

#### PURPOSE

The Emergency Procedures are the District's planned responses to all hazards on or affecting the campus or surrounding community. The Emergency Procedures will be activated by the Chancellor (or their designated representative) or the SBCCD PD. The Emergency Procedures detail actions and responsibilities for all employees of the District.

#### RESPONSIBILITY

Government Code Sections 3100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations further state that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

#### EMERGENCY COMMAND POSTS (CIVILIAN AND LAW ENFORCEMENT)

The Emergency Command Posts will be activated during emergency situations. The Chancellor (or their designated representative) and the SBCCD PD Chief of Police (or their designated representative) will activate their respective Emergency Command Posts and maintain effective communications between the two Command Posts. The Emergency Command Post staffs will direct the District's response to the emergency situation, coordination with each other, coordination with outside agencies, and requests for outside support. The Emergency Command Post staffs will be aided in their duties by District, college and SBCCD PD personnel.

- Declare a major emergency in the event of earthquake, explosion, flood, etc.
- Assess the overall disaster based on reports from area managers.
- Initiate the emergency notification chain (call back of employees) if necessary.
- Mobilize any additional staff to heavily damaged areas.
- Determine the —"All-Clear" when the disaster is over.

All press releases will be prepared by the Director of Public and Governmental Relations. In absence of this person, the key administrator will designate an individual responsible for this function.

### PREPAREDNESS

The District's preparedness is based on pre-staged supplies, training and awareness, and emergency drills. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

Please see the Confidential Administrative Staff Directory (i.e. confidential telephone list) with administrative personnel (including Executive and Senior Administrative Assistants) home phone numbers, cell phone numbers, and office phone numbers. This list is in the possession of all Administrative Staff personnel and is not published in a public document.

### ~~EMERGENCY TELEPHONE NUMBERS~~ EMERGENCY NUMBERS

~~AMERICAN RED CROSS (909) 888-1481~~

~~EMERGENCY MANAGEMENT OFFICE (909) 382-4005~~

~~FIRE/POLICE/MEDICAL EMERGENCY 911~~

~~THE GAS COMPANY (800) 427-2200~~

~~POISON CONTROL CENTER (800) 222-1222~~

~~THE ELECTRIC COMPANY (800) 611-1911~~

~~SBCCD POLICE (909) 384-4491~~

~~SAN BERNARDINO POLICE DEPARTMENT (909) 383-5311~~

~~COMMUNITY HOSPITAL OF SAN BERNARDINO (909) 887-6333~~

~~TRAUMA CENTER (LOMA LINDA) (909) 558-4000~~

### ~~Additional Resources/Information~~

- POLICE/FIRE/MEDICAL EMERGENCY:----- 911
- SBCCD POLICE:----- (909) 384-4491
- EMERGENCY MANAGEMENT OFFICE: ----- (909) 382-4005
- FACILITIES / MAINTENANCE - SBVC: ----- (909) 384-8906
- FACILITIES / MAINTENANCE - CHC: ----- (909) 389-3384
- SAN BERNARDINO POLICE DEPARTMENT: ----- (909) 383-5311
- SAN BERNARDINO CO. SHERIFF'S DEPT. ----- (909) 918-2305
- AMERICAN RED CROSS: ----- (909) 888-1481
- THE GAS COMPANY: ----- (800) 427-2200

- POISON CONTROL CENTER: ----- (800) 222-1222
- THE ELECTRIC COMPANY: ----- (800) 611-1911

### EMERGENCY ASSEMBLY AREAS

Emergency Designated Assembly areas are shown on the Area Evacuation Map. Assembly areas will be subject to change during the construction period.

### LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

Legal responsibilities and duty assignments are listed in the District's Emergency Operations Plan (EOP).

### ADDITIONAL RESOURCES

There are a number of additional resources that are available regarding crisis response. These include, but are not limited to, the following:

#### **Federal Emergency Management Agency**

[www.dhs.gov](http://www.dhs.gov) Department of Homeland Security

[www.fema.gov](http://www.fema.gov) Federal Emergency Management Agency

**Red Cross** [www.redcross.org](http://www.redcross.org) American Red Cross

[www.redcross.org](http://www.redcross.org)

#### **The Office of Homeland Security**

[www.whitehouse.gov/homeland/](http://www.whitehouse.gov/homeland/)

#### **A Guide to Citizen Preparedness**

~~Are You Ready: A Guide to Citizen Preparedness brings together facts on disaster survival techniques, disaster specific information, and how to prepare for and respond to both natural and human disasters.~~

~~[www.fema.gov/areyouready/](http://www.fema.gov/areyouready/)~~

#### **DisasterHelp**

~~The DisasterHelp website is an initiative of the federal government is aimed at greatly enhancing disaster management on an inter-agency and inter-governmental basis.~~

~~[www.disasterhelp.gov](http://www.disasterhelp.gov)~~

[KVCR 91.9 FM San Bernardino, CA](#)

[KFRG 95.1 FM San Bernardino, CA](#)

[KOLA 99.9 FM San Bernardino, CA](#)

[KEZY 1240 AM San Bernardino, CA](#)

[KKDD 1290 AM San Bernardino, CA](#)

[KCAL 96.7 FM Redlands, CA](#)

[KLRD 90.1 FM Yucaipa, CA](#)

[KLYY 97.5 FM Riverside, CA](#)

[KGGI 99.1 FM Riverside, CA](#)

KSPA 1510 AM Ontario, CA

KVFG 103.1 FM Victorville, CA

### EMERGENCY PROCEDURES

#### AIRPLANE or VEHICLE CRASH

- : Call or have someone else call 911 immediately.
- : Move staff, faculty, students and visitors away from immediate vicinity of the crash.
- : If necessary, evacuate staff, faculty, students and visitors to a safe evacuation area away from the crash scene.
- : Check to ensure that all staff, faculty, students and visitors have evacuated.
- : Maintain control of staff, faculty, students and visitors to ensure a safe distance from the crash site.
- : Document and report the names of individuals who are unaccounted for or absent.
- : If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- : Remain in the evacuation area until further instructions are provided by SBCCD administration, district police, or other official emergency responders.

#### ASSAULT/FIGHTING

- : Call or have someone else call 911 immediately.
- : Approach in a calm manner and direct combatants to stop fighting.
- : DO NOT attempt to separate combatants during a physical altercation.
- : Try to keep combatants isolated from others, if possible, until Police arrive.
- : If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

#### CHEMICAL OR HAZ MAT SPILL

In the event of ANY spillage of a dangerous chemical or hazardous material:

- : Call or have someone call 911 immediately.
- : Evacuate the affected area at once, and if it is safe to do so, seal it off to prevent further contamination of other areas; stay upwind of any contamination.

Anyone who may become contaminated as a result of being in the immediate area affected by the spill should:

- : Avoid physical contact with others as much as possible.
- : Remain in the vicinity, and provide their names to first responders.
- : To the best of your ability and without re-entering the affected area, assist first responders in determining that everyone has been evacuated safely.
- : DO NOT return to any affected area unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

- Required first aid and clean-up by specialized authorities should begin as soon as possible.

## FIRE

Upon discovery of an actual fire:

- Pull a fire alarm if one is nearby.
- Call or have someone else call 911 immediately and describe the location and size of the fire.

Evacuate the area if you are unable to put the fire out.

- Close all doors and windows to confine the fire and reduce oxygen—but DO NOT LOCK THEM.
- EVACUATE when the sound of the fire alarm is heard.
- DO NOT attempt to save possessions or collections at the risk of personal injury.
- DO NOT USE ELEVATORS to evacuate a building.
- Never allow the fire to come between you and the exit.
- Report to an evacuation site away from the fire.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

## BOMB THREAT

If you receive a direct bomb threat via phone:

- Ask someone else to call 911 immediately and discreetly relay any information you obtain from the caller to the 911 operator.
- Keep the caller on the phone as long as possible and ask the following questions:
  - When and where is the bomb right now?
  - When is the bomb going to explode?
  - What kind of bomb is it?
  - What does it look like?
  - Why did you place the bomb?

If a bomb threat alert is issued:

- Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place.
- Limit usage of cell phones, radios or fire alarm system due to risk of activating a device.
- If a suspicious device or package is found ... DO NOT TOUCH.
- Clear the immediate area and call 911 immediately from a safe distance.

- If directed by SBCCD administration, district police, or other official emergency responders, evacuate a safe distance away from buildings.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

#### EXPLOSION

- Take cover under tables, desk, and similar places that will give protection against flying glass and debris.
- Call or have someone else call 911 immediately.
- If directed to do so by SBCCD administration, district police, or other official emergency responders, activate the fire alarm system and Evacuate from the building to a safe evacuation area.
- Beware of falling debris and electrical wires as you evacuate.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

#### ACTIVE SHOOTER / ARMED INTRUDER

##### IF AN ACTIVE SHOOTER, ARMED INTRUDER, OR WEAPONS ARE OBSERVED:

- Immediately call or direct someone to call 911
- Take note of the assailant(s) description/behavior/weapons and report the details to the 911 operator
- To increase everyone's safety obey the verbal commands of any law enforcement personnel (i.e., freeze, halt, stop, raise your hands, etc.)

There are three basic actions one should take in such a violent situation: Run, Hide, or Fight.

- Run** – Escape the area whenever possible and then notify authorities *only when it's safe to do so.*
- Hide** – Get to a securable location where you can hide away from the assailants(s). Turn off any lights, stay quiet, and notify authorities *only if it's safe to do so.*

Note: If possible, you should remain in the secured location until law enforcement personnel have cleared the area and the police or SBCCD administration have given an all clear command to EVACUATE to a designated evacuation zone.

- Fight** – This is the option of last resort. If you're unable to secure your hiding location, prepare to fight or use force against the shooter.

To report a crime, suspicious person, suspicious situation, or for non-emergency inquiries call the SBCCD Police Department at (909) 382-4491.

#### LOCKDOWN

LOCKDOWN is a security measure used to prevent violent intruders from entering occupied areas of buildings

and facilities, or to isolate staff, faculty, students and visitors from danger while on campus or at any district facility.

The order to LOCKDOWN will be communicated via the SBCCD emergency notification system, announcements made by instructors or workplace supervisors, or announcements made by Building Captains.

Building Captains are designated individuals who are tasked with helping to respond appropriately to emergency situations. In the event of an emergency, Building Captains will assist building occupants to respond correctly to LOCKDOWN procedures.

If a LOCKDOWN order is given, you should:

- : Immediately close and lock doors (if possible).
- : Close window shades or blinds if it appears safe to do so.
- : Turn off the lights.
- : Block any hallway windows (in doors) if it appears safe to do so.
- : Move away from doors and windows, and get down on the floor to avoid discovery.
- : Assist those needing any special assistance.
- : Document and report the names of individuals who are unaccounted for or absent.
- : If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- : Remain in the classroom, or secured area, and wait for further instructions from SBCCD administration, district police, or other official emergency responders.

#### SHELTER-IN-PLACE

SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate staff, faculty, students and visitors from the outdoor environment to prevent exposure to airborne contaminants or temporary hazards.

This procedure includes closing all doors, windows and vents to outside air.

The order to SHELTER-IN-PLACE will be communicated via the SBCCD emergency notification system, announcements made by instructors or workplace supervisors, or announcements made by Building Captains.

Building Captains are designated individuals who are tasked with helping to respond appropriately to emergency situations. In the event of an emergency, Building Captains will assist building occupants to respond correctly to SHELTER-IN-PLACE procedures.

If a SHELTER-IN-PLACE order is given, you should:

- : Help to clear everyone from hallways.
- : Keep everyone in classrooms or offices until further instructions are received.
- : Assist those needing any special assistance.
- : Secure classrooms and offices by closing and locking doors and windows.
- : Remain in the classroom, or secured area, and wait for further instructions from SBCCD administration.

district police, or other official emergency responders.

## MEDICAL EMERGENCY & FIRST AID

Is it an Emergency?

- Respirations – difficulty or no breathing?
- Pulse – weak or no heart rate?
- Responsive – not awake /not alert?

EMERGENCIES INCLUDE: Uncontrolled bleeding, head injury, broken bones, poisoning, overdose, seizure, allergic reaction, persistent chest pain or pressure, numbness or paralysis of arms or legs, sudden slurred speech, major burns, intense pain.

Calmly communicate the following information to the 911 operator:

- What is the emergency situation?
- What is the background of the emergency?
- What's your assessment?
- What response do you expect?
- Where is the location of the emergency? – SBVC or CHC, Building Name, Room Number, Phone Number

Before help arrives, if you are trained and the scene is safe:

- Bleeding – apply pressure.
- Fracture – don't move the person unless they must be moved to avoid further injury.
- No Breathing or Pulse – begin CPR and send someone for AED.
- Seizure – help to the floor, protect head; do not try to restrain.
- Choking – Back blows and abdominal thrusts.
- Emotional Upsets/Suicidal – stay with person until help arrives.
- Impaled Object – don't remove the object, just support the object with bandages.
- Vomiting – move person onto their side.
- Stay with the victim providing reassurance that help is on the way and keep them comfortable.
- Stay at the scene until help arrives and clear "on-lookers" from the scene

FOR MINOR INJURY OR ILLNESS:

- Provide first aid using available campus medical supplies.
- After initial treatment, students should be referred to the Student Health Center.
- Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).

## EMERGENCY EVACUATION PROCEDURES

Building Captains will be called upon to be leaders in any evacuation scenario. Building Captain's will be used



not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed.

- Each Building Captain is responsible for the direct supervision of ANY individual located in their assigned building and will do the following:
  - Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see Evacuation Site Map).
  - Immediately shut down all hazardous operations (equipment in use, etc.).
  - Take personal items you can safely carry with you (Building Captain Response Kit, phone, purse, briefcase).
  - Shut all doors behind you as you go to slow the spread of fire, smoke, and water.
  - Proceed as quickly as possible, but in an orderly manner.
  - Accompany and assist handicapped personnel, students and visitors who appear in need of direction or assistance.
  - Once outside, move away from the structures and go to the designated Evacuation Site. Keep roadways free for emergency vehicles.
  - Document and report the names of individuals who are unaccounted for or absent.
  - If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

#### Evacuation of Persons with Disabilities

- Building Captains help individuals with disabilities evacuate by quickly assigning a “buddy” to lead them to the closest safe evacuation area.
- Building Captains should be familiar with emergency alarms and signs showing the emergency exit routes. If an elevator is not available, or if it is unsafe to use, direct wheelchair-users to the top of the nearest staircase where an Evac-Chair is located or the nearest designated area of rescue assistance.
- Only individuals trained in the use of an Evac-Chair should attempt to transport someone using the chair.
- If an individual is unable to be transported via an Evac-Chair, or if an Evac-Chair is not available, immediately notify a member of the Emergency Response Team of the individual's location.

#### EARTHQUAKE

##### If indoors:

- When the earth begins shaking DROP, COVER and HOLD.
- DO NOT evacuate immediately during the earthquake.
- Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- If the classroom, building or facility is heavily damaged, initiate immediate evacuation.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

If outdoors:

- When the earth begins shaking DROP, COVER and HOLD.
- Move quickly away from buildings, utility poles, and other structures.
- Be alert for gas leaks, live wires, flooding, etc.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

DISASTER MANAGEMENT

Should an emergency or other major disaster strike a SBCCD campus, the need for a coordinated response will be necessary. The SBCCD's emergency response plan for a major disaster is contained in the Emergency Operations Plan that is aligned with the State of California "Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

In an emergency, designated managers and supervisors will gather to implement the appropriate response.

These individuals will provide leadership, policy guidance, gather intelligence on the emergency and development specific plans of action to best address the emergency. Our Campus Emergency Response Team (CERT) will act on the behalf of the College, providing necessary resources and support, timely situation analysis and needs assessments. The CERT will report to a pre-determined Emergency Operations Center (EOC), which is properly equipped with communication capabilities to support emergency response operations and provide coordination with outside agencies.

SBCCD administration will provide for the staff and students in an emergency. Through the coordination of the EOC, the members of the college community will provide a skilled pool of professionals to deal with the myriad

of technical, medical, logistical and human relations challenges that are certain to arise in a major disaster. It is to this end that these general emergency instructions are targeted.

## FLOODING

### If indoors:

- If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. SBCCD administrators will identify temporary shelters to house materials.
- Be prepared to move your vehicle if certain parking areas are at risk of being flooded.
- Be prepared to evacuate your location at a moment's notice if your building or facility lies in a known flood zone. If there is any possible danger or if given the order to do so, EVACUATE the building.
- If evacuation is directed, if safe, unplug all electrical equipment. If there are electrical appliances or electrical outlets in any flooded area do not proceed; there is an extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and take personal belongings with you.
- Report to an evacuation site away from the flooding. Document and report the names of individuals who are unaccounted for or absent.
- DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

### If outdoors:

- Do not try to walk or drive through flooded areas; stay away from moving water. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water.
- Stay away from flooded areas unless authorities ask for volunteers.
- Stay away from downed power lines.
- Be aware of areas where flood waters may have receded and may have weakened road surfaces.
- Wash your hands frequently with soap and water if you come in contact with flood waters.

### After the flood:

- Only authorized district or campus personnel are allowed access to flood-damaged buildings and areas. Avoid flooded areas. Flood waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse, and roads can crumble.
- Report broken utility lines to the appropriate authorities.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.

- Do not throw away any flood-damaged items until an official inventory has been taken.

## LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

### Legal Responsibilities of Public Employees During an Emergency

The Government Code of the State of California (Title 1, Division 4, Chapter 8, Section 3101) has defined the term “public employees” to include all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. It also defines the term “disaster service worker” to include all public employees.

State of California, Government Code Title 1, Division 4, Chapter 8, Section 3100:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.

### CIVILIAN EMERGENCY COMMAND POST

The Civilian Emergency Command Post, from which the Chancellor (or their designated representative) will direct operations, will be dictated by the Chancellor, safety considerations, and necessitated by the emergency situation.

### LAW ENFORCEMENT COMMAND POST

The Law Enforcement Command Post, from which the SBCCD PD Chief of Police (or their designated representative) will direct public safety operations, will be dictated by SBCCD PD Chief of Police, safety considerations, and necessitated by the emergency situation.

### ASSIGNMENT OF DUTIES

Every staff member has a responsibility for performing certain duties in times of emergency. Specific assignments are outlined and additional assignments may be given via the chain of command.

The Chancellor is responsible for the control and welfare of its students. The Chancellor (or their designated representative) directs the college staff in the implementation of EMERGENCY PROCEDURES and the assignment of duties as outlined. The Chancellor (or their designated representative) is the overall commander of any and all operations on the campus during normal and emergency operations. After the people present on campus have been evacuated to an appropriate evacuation assembly area and their safety is secured, the Chancellor may instruct College Presidents, Chief of Police, and Director of Marketing, Public Affairs & Governmental Relations (Public Information Officer) to meet at the Civilian Command Post where they will be briefed by them on their findings from their personnel after which they will give them direction for further activities. They Chancellor will brief the Board of Trustees as necessary and to the extent possible on the state of affairs as the situation permits.

The administrator on duty will direct the college staff in the implementation of Emergency Procedures and the assignment of duties as outlined until their respective president (or their designated representative) assumes control of the emergency situation. The administrator on duty will be contacted immediately and apprised of the emergency situation by SBCCD PD and will, in turn, report this information directly to the President (or

their designated representative) and to the Director of Marketing, Public Affairs & Governmental Relations (Public Information Officer).

Presidents and Campus Lead Safety Officers will proceed to the evacuation assembly areas designated for their personnel and confer with them to determine who may need rescue and the last known location(s) of the missing. The Presidents and Campus Lead Safety Officers will assign their personnel further activities which may include providing assistance to the injured, relocating groups of people, or responding to the Civilian Emergency Command Post to assist as necessary.

Faculty members, managers, and supervisors will escort their students, personnel, and visitors to their designated evacuation assembly areas and determine who did not arrive as well as seek medical attention for the injured and note any additional people who may be present in their evacuation assembly area. They will report this information and the last known location of the missing to their Presidents and Campus Lead Safety Officers. They will also report to their Presidents and Campus Lead Safety Officers other information they deem important such as hazards noted in their areas during their egress.

Facilities Department personnel will be responsible for the use of emergency equipment, the handling of emergency supplies, and the safe use of available utilities. They will:

- A. Survey the campus and report damage through their chain of command.
- B. Assist in rescue operations as directed (i.e., operate lifting equipment, cutting torches to free victims, etc.).
- C. Assist in disaster fire suppression activities if trained and directed to do so.
- D. Assist in controlling main shut-off valves for gas, water, and electricity.
- E. Disburse emergency equipment as needed.

Clerical staff will help provide for the safety of essential school records and documents, operate telephones, and act as messengers and couriers when directed.

Cafeteria staff will make food stock and water available to campus emergency service providers whenever feeding becomes necessary during a disaster.

#### REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:

- The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone SBCCD PD for assistance. Dial extension 4491 from on-campus phones or dial (909) 384-4491 from a mobile phone or when off campus.
- When calling stay calm, and carefully explain the problem and location to the Dispatcher.
- Quickly notify your instructor or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.

## **Attachments:**

[AP 3505 Emergency Response Plan - Comments](#)  
[AP 3505 Emergency Response Plan - Legal Citations](#)



Origination: 06/2012  
 Last Approved: N/A  
 Last Revised: 10/2018  
 Next Review: 6 years after approval  
 Owner: Chancellor's Cabinet  
 Chancellor's Cabinet:  
 Policy Area: Chapter 3 General Institution  
 References:

## BP 3505 Emergency Response Plan

**NOTE:** ~~The language in red ink is-~~

(Replaces current SBCCD BP 3740)

~~The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.~~ The District shall have emergency response and evacuation and notifications procedures for communicating to the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff and visitors occurring at District Facilities and/or College Campuses.

~~The Chancellor shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.~~ The Chancellor shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and shall incorporate the functions and principles of the Incident Management System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among various responding and assisting agencies in the event of an emergency or natural disaster. Additionally, the District must be compliant with NIMS and SEMS standards in order to receive federal or state funding.

~~Compliance with NIMS and SEMS mandates include but are not limited to:~~ Compliance with NIMS and SEMS mandates include but are not limited to:

- ~~Establishing disaster preparedness procedures or a plan; and~~  
Establishing disaster preparedness procedures and an Emergency Operations Plan (EOP); And
- ~~Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines~~
  - ~~Training requirements vary based on job titles or assigned roles within the emergency plan~~

The completion of training by college personnel in compliance with NIMS and SEMS guidelines

- Training requirements vary based on job titles or assigned roles within the emergency plan

~~All employees must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.~~ District and College personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

~~The Chancellor should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.~~ The Chancellor should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and State.

~~The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.~~ The EOP shall contain information regarding response protocols, emergency operations activation procedures and chain of command responsibilities. Compliance with NIMS mandates requires addressing all phases of emergency management: Mitigation, Planning, Preparedness, Response, and Recovery. The District must ensure that its plan is updated regularly.

- ~~From current SBCCD BP 3740 titled Emergency Notification System~~

~~In a manner that is timely and will aid in the prevention of similar crimes, SBCCD will issue warnings to the campus community on violent crimes against a person, a substantial crime against property or an emergency situation on or near the campus that represents a serious or ongoing threat to the campus community.~~

~~In order to provide notification of an emergency to students, faculty and staff, the Chancellor is responsible for establishing standards for an emergency notification system. A notification system (s) will be used in cases of emergency at any District entity.~~

## References:

~~Education Code Sections 32280 et seq. and 71095;~~

~~Government Code Sections 3100 and 8607(a);~~

~~Homeland Security Act of 2002;~~

~~National Fire Protection Association 1600;~~

~~Homeland Security Presidential Directive 5;~~

~~Executive Order S-2-05;~~

~~19 California Code of Regulations Sections 2400-2450;~~

~~34 Code of Federal Regulations 668.46(g)~~ Education Code Sections 32280 et seq. and 71095;

Government Code Sections 3100 and 8607(a);

Homeland Security Act of 2002;

National Fire Protection Association 1600;

Homeland Security Presidential Directive-5;





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

## BP 3710 Securing of Copyright

*(Replaces current SBCCD BP 3710)*

The Chancellor shall develop appropriate administrative procedures to implement the provisions of the Education Code that authorize the securing of copyrights protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District in the name of the District to all copyrightable works developed by the District.

The procedures developed by the Chancellor shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Chancellor shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision-making.

### References:

Education Code Sections 72207, and 81459;  
17 U.S. Code Section 201

### Attachments:

[BP 3710 Security of Copyright - Comments](#)  
[BP 3710 Security of Copyright - Legal Citations](#)  
[BP3710 -OLD.pdf](#)

### Applicability

San Bernardino Community College District





Origination: 12/2007  
 Last Approved: N/A  
 Last Revised: 07/2018  
 Next Review: 6 years after approval  
 Owner: Chancellor's Cabinet  
 Chancellor's Cabinet:  
 Policy Area: Chapter 3 General Institution  
 References:

## AP 3715 Intellectual Property

- ~~NOTE: The language in red ink is legally advised.~~
- 
- ~~From current SBCCD AP 3710 titled Intellectual Property and Copyright~~
- 

*(Replaces current SBCCD AP 3710)*

The following intellectual property procedure shall be interpreted consistent with other District policies, including, but not limited to, the District's policy on academic freedom and federal and state statutes and regulations. This procedure shall also be interpreted consistent with all collective bargaining agreements.

### Definitions

For the purposes of this procedure, the following definitions apply to the following words or phrases:

"Administrative Activity" means the execution of the District's management or administrative functions such as preparing budgets, policies, contracts, personnel management, printing course materials and ~~catalogues~~ catalogs, maintenance of computer data, long range planning, and keeping inventories of equipment. Teaching and academic endeavors are not administrative activities.

"Author" or "Creator" means an individual who alone or as part of a group of other creators, invent, author, discover, or otherwise create intellectual property.

"District Resources" means all tangible resources including buildings, equipment, facilities, computers, software, personnel, and funding.

"Course Materials" Materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, ~~and~~ materials, ~~syllabi~~ syllabus, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software.

"Course Syllabus" means a document that includes information about the outline, standards for student evaluation, and additional information which reflects the academic work of the faculty member.

"Digital Encoded Work" means a work (on a bit-sequence) that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks.

"District facilities" include buildings, equipment, and other facilities under the control of the District, that are designated by the appropriate administrative officer as requiring an advance agreement, from non-District

personnel and District personnel acting outside the scope of their employment, concerning the disposition of any copyrighted works that are originated with the use of these facilities. Such facilities normally include campus computer centers and normally do not include District libraries.

"District funds," regardless of source, are administered under the control, and responsibility, or authority of the District.

"Employee" means an individual employed by the District, and shall include full-time and part-time faculty, classified staff, student employees, appointed personnel, persons with "no salary" appointments, and academic professionals, who develop intellectual property using District resources, unless there is an agreement providing otherwise.

"Intellectual Property" means works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know how, inventions and other creations the ownership which are recognized and protected from unauthorized exploitation by law. Examples of intellectual property include scholarly, artistic, and instructional materials.

"Student" means an individual who was or is enrolled in a class or program at the District at the time the intellectual property was created.

"Student Employee" means a student who is paid by the District, and may include students participating in a work study program or who receive stipends while they are acting within the scope of their employment at the District at the time the intellectual property was created.

"Substantial Use of District Resources" means use of District resources ~~beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project, or program. The use of District resources must be important and instrumental to the creation of the intellectual property. The following do not constitute substantial use of the District's resources: (1) incidental use of District resources and/or (2) extensive use of District resources commonly available to District employees. A substantial use of the District's resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator's teaching activity.~~ beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project, or program. The use of District resources must be important and instrumental to the creation of the intellectual property. The following do not constitute substantial use of the District's resources: (1) incidental use of District resources and/or (2) extensive use of District resources commonly available to District employees. A substantial use of the District's resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator's teaching activity.

"Work" means an "original work of authorship fixed in a tangible medium" as used in the Copyright Act.

## Ownership of Intellectual Property

The ownership rights to a creation at the District shall be determined generally as set forth below, unless ownership is modified by an agreement.

## Employee Intellectual Property Rights

A District employee who is the creator of ~~an academic~~ work ~~in his or her field of expertise~~ owns the copyright ~~in~~ that work. ~~Academic works include~~ Work includes textbooks, lecture notes and other course materials,

literary ~~works~~work, artistic ~~works~~work, musical ~~works~~work, architectural ~~works~~work and software produced with no more than nominal or incidental use of the District's resources. ~~Academic works~~Work described in this paragraph ~~are~~is owned by the employee even though such ~~works~~work may have been developed within the employee's scope of employment.

Intellectual property unrelated to an individual's employment responsibilities at the District, and that is developed on an individual's own time and without the District's support or use of District facilities is the exclusive property of the creator and the District has no interest in any such property and holds no claim to any profits resulting from such intellectual property.

## District Intellectual Property Rights

~~The~~Except for work done during a sabbatical, the District owns all other intellectual property, including but not limited to patentable inventions, such as computer software, created by its employees under the following circumstances:

1. If intellectual property is created through the District's administrative activities by an employee working within his or her scope of employment; or

~~If intellectual property is created by an employee executing a duty or specific assignment designated by the District; or~~

2. If intellectual property is created through the substantial use of District resources; or
3. If intellectual property is commissioned by the District pursuant to a signed contract; or
4. If intellectual property is produced within one of the nine categories of works considered works for hire under copyright law pursuant to a written contract, or
5. If intellectual property is produced from research specifically supported by state or federal funds or third party sponsorship. Grant funds obtained by faculty members for the creation of works shall be considered substantial support provided by the District only if the District is involved in the fiscal administration of the grant.

Where circumstances give rise to District intellectual property rights, as described above, the creator of the potential intellectual property will promptly disclose the intellectual property to the District. The District and the creator may enter into a written agreement whereby the creator executes documents assigning intellectual property rights to the District.

The Chancellor may waive the District's interests in its intellectual property by executing a written waiver.

## Student Intellectual Property Rights.

District students who created a work are owners of and have intellectual property rights in that work. District students own the intellectual property rights in the following works created while they are students at the District: (1) intellectual property created to meet course requirements using college or District resources, and (2) intellectual property created using resources available to the public. Intellectual property works created by students while acting as District employees shall be governed under provisions for employees.

## Modification of Ownership Rights

The general provisions for ownership of intellectual property rights set forth in Section II may be modified by the parties as follows:

## **Sabbatical Works**

Generally, intellectual property created by District employees during a sabbatical is defined as an academic work. However, where a work to be created as part of an approved sabbatical plan requires resources beyond those normally provided to other employees during a sabbatical (substantial use District resources), the parties may enter into a written agreement to define the District and employee's intellectual property rights in the sabbatical work.

## **Assignment of Rights**

When the conditions outlined in the sections on employee intellectual property rights or student intellectual property are met, ownership will reside with the employee or student responsible for creating the intellectual property. In these circumstances, the creator may pursue intellectual property protection, marketing, and licensing activities without involving the District. If such a decision is made, the creator is entitled to all revenues received.

Any person may agree to assign some or all of his or her intellectual property rights to the District.

In the event the creator offers to share or assign intellectual property rights in the creation to the District, the District may support and finance application for intellectual property protection (trademark, patent, or copyright) or it may enter into an agreement for other exploitation of the work, including management, development and commercialization of the property under terms and conditions as may be agreeable to the parties. After evaluating the creator's offer, the District may or may not decide to become involved in a joint investment agreement. A negative response from the District will be communicated in writing to the creator. An affirmative response from the District will be summarized as an offer to enter into a written contract. If the creator accepts the District's proposed contract, any revenues received from commercialization of the intellectual property will be distributed as defined in the contract.

## **Sponsorship Agreements**

A sponsored work is a work first produced by or through the District in the performance of a written agreement between the District and a sponsor. Sponsored works generally include interim and final technical reports, software, and other works first created in the performance of a sponsored agreement. Sponsored works do not include journal articles, lectures, books or other copyrighted works created through independent academic effort and based on the findings of the sponsored project, unless the sponsored agreement states otherwise. Ownership of copyrights to sponsored works shall be with the District unless the sponsored agreement states otherwise. Where a sponsorship agreement does not define ownership of the intellectual property, ownership shall be determined under applicable law. Any sponsorship agreement that provides for ownership of the work by one other than the District generally shall provide the District with a nonexclusive, world-wide license to use and reproduce the copyrighted work for education and research purposes.

## **Collaboration/Partnership Agreements**

The District may participate in projects with persons/organizations that result in the creation of intellectual property. Ownership rights of such intellectual property will be defined by the collaboration/partnership agreement, or shall be determined under applicable law.

## **Special Commissions**

Intellectual property rights to a work specially ordered or commissioned by the District from a faculty member, professional staff member, other District employee, or other individual or entity, and identified by the District, as a specially commissioned work at the time the work was commissioned, shall belong to the District. The District, and the employee shall enter into a written agreement for creation of the specially commissioned work.

## **Use of Substantial District Resources**

In the event the District provides substantial resources to an employee for creation of a work and the work was not created under an agreement (such as a sponsorship agreement, individual agreement, or special commission) the District and the creator shall own the intellectual property rights jointly in proportion to the respective contributions made.

## **Encoded Works/Software for Administrative Activities**

The District may hire an individual or entity to develop software or other encoded works, to be used in the District's administrative activities. The District shall maintain ownership of the intellectual property rights in such encoded works. Similarly, the District shall have ownership of the intellectual property rights in encoded works created by an employee, even where the work was created out of the employee's own initiative, if the work is related to the employee's job responsibilities. For example, if an employee in the student records office creates a software program, on his own initiative, which will organize student records, such work is related to the employee's job duties and will belong to the District. Where an employee creates a program that does not relate to his or her job duties, and that program was created on the employee's own time, the work belongs to the employee.

## **Collective Bargaining Agreement**

In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall take precedence.

## **Jointly Created Works**

Ownership of jointly created works shall be determined by separately assessing which of the above categories applies to each creator, respectively. Rights between joint owners of a copyright shall be determined pursuant to copyright law.

## **Work Acquired by Assignment or Will**

The District may acquire copyrights by assignment or will pursuant to the terms of a written agreement or testament. The terms of such agreements should be consistent with District policies and these procedures.

## **Materials Implicating Third Party Rights**

District employees and students must comply with District policies and state and federal laws, including copyright and privacy laws, in creating works. District employees and students must obtain all required licenses, consents, and releases necessary to avoid infringing the rights of third parties. **District employees and students with questions or concerns regarding third party rights should direct all inquiries to ~~[Insert office or position]~~ District employees and students with questions or concerns regarding third party**

rights should direct all inquiries to the Chancellor or his/her designee .

## Intellectual Property Coordinator

~~The [insert designated position] shall be the District's Intellectual Property Coordinator. The coordinator shall administer this procedure and will implement the District's Intellectual Property Policy. The Intellectual Property Coordinator will also monitor the development and use of the District's intellectual property. Any questions relating to the applicability of the District Intellectual Property or this procedure may be directed and answered by the Intellectual Property Coordinator.~~ The Chancellor or his/her designee shall be the District's Intellectual Property Coordinator. The coordinator shall administer this procedure and will implement the District's Intellectual Property Policy. The Intellectual Property Coordinator will also monitor the development and use of the District's intellectual property. Any questions relating to the applicability of the District Intellectual Property or this procedure may be directed and answered by the Intellectual Property Coordinator.

## Preservation of Intellectual Property Right

### Protection of Rights

The District shall undertake such efforts, as it deems necessary to preserve its rights in original works for which the District is the sole or joint owner of intellectual property rights. The District may apply for a patent, for trademark registration, for copyright registration, or for other protection available by law on any new work in which it maintains intellectual property rights.

### Payment of Costs

The District may pay some or all costs required for obtaining a patent, trademark, copyright, or other classification on original works for which it exclusively owns intellectual property rights. If the District has intellectual property rights in a jointly owned work, the District may enter into an agreement with the joint owners concerning payment of such costs.

## Commercialization of Intellectual Property

### Right of Commercialization

The District may commercialize its Intellectual Property using its resources or it may enter into agreements with others to commercialize the work as authorized by law.

### Distribution of Proceeds

An employee who creates a work and retains an intellectual property interest in such work in which the District maintains intellectual property rights is entitled to share in royalties, licenses, and any other payments from commercialization of the work in accordance with applicable agreements and applicable laws. All expenses incurred by the District in protecting and promoting the work including costs incurred in seeking patent or copyright protection and reasonable costs of marketing the work, shall be deducted and reimbursed to the District before the creator is entitled to share in the proceeds.

# Intellectual Property Account

~~The District shall deposit all net proceeds from commercialization of intellectual property in its own general intellectual property account. The [insert authorized position] may use the account to reimburse expenses related to creating or preserving the District's intellectual property rights or for any other purpose authorized by law and District policy including the development of intellectual property.~~ The District shall deposit all net proceeds from commercialization of intellectual property in its own general intellectual property account. The Chancellor or his/her designee may use the account to reimburse expenses related to creating or preserving the District's intellectual property rights or for any other purpose authorized by law and District policy including the development of intellectual property.

## Notification

~~The Intellectual Property Coordinator shall provide a copy of these Intellectual Property Procedures to persons upon request. The District shall arrange training on a periodic basis for faculty, staff and/or other persons who are covered by this Intellectual Property Procedure.~~ The Intellectual Property Coordinator shall provide a copy of these Intellectual Property Procedures to persons upon request. The District shall arrange training on a periodic basis for faculty, staff and/or other persons who are covered by this Intellectual Property Procedure.

## References:

- ~~17 U.S.C. Code Sections~~ Code Sections 101 et seq.;
- ~~35 U.S.C. Code Sections~~ Code Sections 101 et seq.; and
- ~~37 CFR Code of Federal Regulations Sections~~ Code of Federal Regulations Sections 1.1 et seq.

~~**NOTE:** The attached forms are provided as resource samples; local practice may be used instead. Including these forms in the Administrative Procedure manual is optional. Local District legal counsel should be consulted for final approval or review of the agreement.~~

## Attachments:

- AP 3715 Intellectual Property - Comments
- AP 3715 Intellectual Property - Form A
- AP 3715 Intellectual Property - Form B
- AP 3715 Intellectual Property - Legal Citations

## 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





**Origination:** 11/2016  
**Last Approved:** N/A  
**Last Revised:** 11/2016  
**Next Review:** *6 years after approval*  
**Owner:** *Chancellor's Cabinet*  
*Chancellor's Cabinet:*  
**Policy Area:** *Chapter 3 General Institution*  
**References:**

## BP 3715 Intellectual Property

The Chancellor shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students.

### References:

- 17 U.S. Code Sections 101 et seq.;
- 35 U.S. Code Sections 101 et seq.;
- 37 Code of Federal Regulations Sections 1.1 et seq.

### Attachments:

- [BP 3715 Intellectual Property - Comments](#)
- [BP 3715 Intellectual Property - Legal Citations](#)

### Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	08/2017
	Chancellor's Cabinet Chancellor's Cabinet: [SN]	08/2017

### Applicability

San Bernardino Community College District





**Origination:** 11/2016  
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**Next Review:** 6 years after approval  
**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:** Brand New - advised

## AP 4060 Delineation of Functions Agreements

***NOTE:** This procedure is but is if districts are engaged in adult noncredit instruction. Insert local practice here, if any, regarding memoranda of understanding related to noncredit continuing education programs.*

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

#### Delineation of Functions Agreement Development Process

In order to be in compliance with Education Code Sections 8535 and 8536, whenever either college within the District is approached by another educational agency (public school district or community college district) to assume responsibility for any or all of that agency's adult education apportionment, the following procedure will be implemented.

The ~~Provost of the School of Continuing Education (SCE)~~College's Vice President of Instruction will receive the proposal from the requesting school district, containing a list of the courses which they wish to transfer to the College, which they wish to transfer to NOCCCD, as well as an enrollment history for these courses for the last two years.

The ~~Provost~~Vice President of Instruction will forward the proposal to the ~~SCE curriculum~~College Curriculum Committee for review with respect to whether the proposed classes fit within the ~~SCE~~College's mission and curriculum. Such review would consist of, but not be limited to, information on course titles, course content, projected enrollment, ~~location of~~ and faculty ~~credential~~ requirements. The Curriculum Committee will present the proposal to the ~~Provost's Cabinet~~Vice President of Instruction for review with a recommendation as to whether or not the proposed transfer should be accepted.

If approved by the ~~Provost's Cabinet~~Vice President of Instruction, a memorandum of understanding specifying a Delineation of Functions Agreement will be developed jointly with the requesting school district. The agreement shall contain all legal and contractual obligations of either or both districts under the program with appropriate time requirements. Furthermore, the written transfer agreement shall specify 1) that only courses that qualify as community college noncredit education under California Education Code, Section 84711 shall be transferred and 2) the number of FTES proposed to be transferred from the district with the existing program.

The memorandum of understanding specifying the Delineation of Functions Agreement will be submitted to the ~~NOCCCD~~SBCCD Board of Trustees for approval.

If approved by the Board, appropriate paperwork and reports required by the State Chancellor's Office will be completed in a timely fashion and submitted for implementation.

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

~~Whenever the District is approached by another educational agency (public school district or community college district) to assume responsibility for any or all of that agency's adult education apportionment, the following procedure will be implemented.~~

~~The Vice President of Academic Affairs will receive the proposal from the requesting school district, containing a list of the courses that it wishes to transfer to the District, as well as an enrollment history for these courses for the last two years.~~

~~The Vice President will forward the proposal to the Curriculum Committee for review to determine whether the proposed classes fit within the District's mission and curriculum. Such review would consist of, but not be limited to, information on course titles, course content, projected enrollment, and faculty credential requirements. The Curriculum Committee will present the proposal to the Vice President for review with a recommendation about whether or not the proposed transfer should be accepted.~~

~~If approved by the Vice President, a memorandum of understanding specifying a Delineation of Functions Agreement will be developed jointly with the requesting school district. The agreement shall contain all legal and contractual obligations of either or both districts under the program with appropriate time requirements. Furthermore, the written transfer agreement shall specify 1) that only courses that Qualify as community college noncredit education under Education Code, Section 84711 shall be transferred and 2) the number of FTES proposed to be transferred from the district with the existing program.~~

~~The memorandum of understanding specifying the Delineation of Functions Agreement will be submitted to the Board of Trustees for approval.~~

~~If approved by the Board, appropriate paperwork and reports required by the State Chancellor's Office will be completed and submitted for implementation.~~

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

~~Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate Memorandum of Understanding to the Board of Trustees for approval.~~

## References:

Education Code Sections 8535 and 8536

## Attachments:

No Attachments

### Approval Signatures

Step Description	Approver	Date
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018



**Origination:** 11/2016  
**Last Approved:** N/A  
**Last Revised:** 10/2018  
**Next Review:** 6 years after approval  
**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:** Brand New - advised

## BP 4060 Delineation of Functions Agreements

**NOTE:** This policy is ~~suggested as good practice~~ but is **legally advised** if the District engages in adult noncredit instruction.

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for ~~noncredit~~adult continuing education programs is required by state law, the Chancellor shall present an appropriate memorandum of understanding to the Board of Trustees for approval. All courses being considered for transfer will be submitted, reviewed, and considered for approval through the college's adopted curriculum approval process prior to being adopted.

### References:

Education Code Sections 8535 and 8536

### Attachments:

No Attachments

### Approval Signatures

Step Description	Approver	Date
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018

### Applicability

San Bernardino Community College District



**Origination:** 02/2009  
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**Next Review:** 6 years after approval  
**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## AP 4226 Multiple and Overlapping Enrollments

(Replaces current SBCCD AP 4226)

~~**NOTE:** The language in current SBCCD AP 4226 reflects the information.~~

• ~~**From current SBCCD AP 4226 titled Multiple and Overlapping Enrollments**~~

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting time for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The Vice President for Instruction and the instructor of record approve the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.
- The colleges maintain a record of the make-up time completed by the student.

### Reference:

Title 5, Section 55007

### Attachments:

- [AP 4226 Multiple and Overlapping Enrollments - Comments](#)
- [AP 4226 Multiple and Overlapping Enrollments - Legal Citations](#)
- [AP4226 -OLD.pdf](#)

### Approval Signatures

Step Description	Approver	Date
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	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018



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**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## BP 4226 Multiple and Overlapping Enrollments

(Replaces current SBCCD BP 4226)

~~**NOTE:** The language in current SBCCD BP 4226 reflects the information.~~

- ~~**From current SBCCD BP 4226 titled Multiple and Overlapping Enrollments**~~

The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5, 55007.

### Reference:

Title 5, Section 55007

### Attachments:

- [BP 4226 Multiple and Overlapping Enrollments - Comments](#)
- [BP 4226 Multiple and Overlapping Enrollments - Legal Citations](#)
- [BP4226 -OLD.pdf](#)

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 Owner: Academic Senates Academic Senates:  
 Policy Area: Chapter 4 Academic Affairs  
 References:

## AP 4232 Pass/No Pass

(Replaces current SBCCD AP 4231)

**NOTE:** ~~This procedure is legally advised if the District offers courses for pass/no pass basis. Local practice may be inserted, but should comply with the following.~~

### Application

~~Courses may be offered in either or both of the following categories:~~ Courses may be offered in either or both of the following categories

- ~~• Courses in which all students are evaluated on a "pass/no pass" basis.~~
- ~~• Courses in which each student may elect on registration, or within [time limit established by District], to take the course on a "pass/no pass" basis.~~

A. Courses in which all students are evaluated on a "pass/no pass" basis.

B. A student may elect to be graded on a Pass/No Pass basis in any class by filing the appropriate form in the college Records Office by the end of the fifth week of instruction for regular term length classes or no later than thirty percent of the term length for short-term classes.

### Grade

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

~~A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.~~ A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.

~~A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.~~ A pass grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

After the deadline, the only justification for a change from Pass/No Pass to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.

~~The student is held responsible for all assignments and examinations required in the course. The~~

~~standards of evaluation are identical for all students in the course.~~

~~*NOTE: The District may insert its local practice on how pass/no pass classes are identified and how students select the pass/no pass option. The District must replace "credit/no credit" with "pass/no pass" by Fall 2009.*~~

- ~~• From current SBCCD AP 4231 titled Pass/No Pass~~

~~A. Application~~

~~A student may elect to be graded on a Pass/No Pass basis in any class by filing the appropriate form in the college Records Office by the end of the fifth week of instruction for regular term length classes or no later than thirty percent of the term length for short term classes.~~

~~The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.~~

~~B. Grade~~

~~A pass grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.~~

~~After the deadline, the only justification for a change from Pass/No Pass to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.~~

~~C. Unit Limits~~

~~No more than fifteen units in courses taken for P may apply toward meeting graduation requirements.~~

~~D. GPA~~

~~Units earned as P shall not be included in the determination of a student's grade point average.~~

~~E. Credit Units Applied to Major~~

~~Units earned as P shall not apply toward fulfilling the requirements of a student's major except under the following circumstances:~~

- ~~1. A student has earned P units and subsequently declares a major in which those units are required.~~
- ~~2. A student earns P units for a major that is offered only on a Pass/No Pass basis at another college.~~

**Unit Limits**

No more than fifteen units in courses taken for P may apply toward meeting graduation requirements.

**GPA**

Units earned as P shall not be included in the determination of a student's grade point average.

**Credit Units Applied to Major**

Units earned as P shall not apply toward fulfilling the requirements of a student's major except under the following circumstances:

- A. A student has earned P units and subsequently declares a major in which those units are required.

B. A student earns P units for a major that is offered only on a Pass/No Pass basis at another college.

## Reference:

Title 5, Section 55022

## Attachments:

[AP 4232 Pass/No Pass - Comments](#)  
[AP 4232 Pass/No Pass - Legal Citations](#)  
[AP4232-OLD.pdf](#)

## Approval Signatures

Step Description	Approver	Date
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018

## Applicability

San Bernardino Community College District





**Origination:** 04/2009  
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**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## BP 4232 Pass/No Pass

(Replaces current SBCCD BP 4231)

- ~~From current SBCCD BP 4231 titled Pass/No Pass~~

Students may elect to be graded on a Pass/No Pass basis in order to explore a variety of disciplines by following appropriate administrative regulations.

### Reference:

Title 5, Section 55022

### Attachments:

- [BP 4232 Pass/No Pass - Comments](#)
- [BP 4232 Pass/No Pass - Legal Citations](#)
- [BP4232 -OLD.pdf](#)

### Approval Signatures

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### Applicability

San Bernardino Community College District



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Last Approved:	N/A
Last Revised:	07/2018
Next Review:	6 years after approval
Owner:	Academic Senates Academic Senates:
Policy Area:	Chapter 4 Academic Affairs
References:	Good Practice/Optional

## AP 4235 Credit by Examination

(Replaces current SBCCD AP 4235)

**NOTE:** This procedure is ~~optional~~ but it ~~legally advised~~ if the Board of Trustees has approved a policy to allow credit by examination.

Credit by Examination may be obtained by one of the following methods: ~~(Colleges must determine appropriate methods. The following are common.)~~

- Achievement of a score of ~~{3 or higher}~~ 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP).
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.

~~Determination of Eligibility to Take the Examination:~~ Determination of Eligibility to Take the Examination:

- The student must be currently registered in the college and in good standing.
- The student must ~~be currently registered in~~ have completed 12 units at the college ~~and in good standing.~~
- The course is listed in the college catalog.
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

~~Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.~~ Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

**NOTE:** ~~Additional local procedures may be inserted, which must include:~~

- ~~The student's academic record clearly indicates that the credit was earned by examination.~~
- ~~Limits on the number of units that may be applied to the Associate degree.~~
- ~~Other limits on student and course eligibility for credit by examination.~~
- **From current SBCCD AP 4235 titled Credit by Examination**

### Eligibility

The Credit by Examination option is available to students who are currently enrolled and have completed 12

units or more at the college where the credit is to be earned. This requirement may be waived for permanent employees of the District. Eligibility for credit by examination is determined by faculty in the appropriate discipline and the appropriate administrator(s).

### **Eligibility**

~~The Credit by Examination option is available to students who are currently enrolled and have completed 12 units or more at the college where the credit is to be earned. This requirement may be waived for permanent employees of the District. Eligibility for credit by examination is determined by faculty in the appropriate discipline and the appropriate administrator(s).~~

#### A. **Administration**

##### Administration

Upon filing of the application, the student will be directed to the appropriate instructor who will determine and administer the examination(s). The grade(s) earned on the examination(s) will be the final grade reported for the course. Such grade will be consistent with the grading system of the college.

#### B. **Notation to Record**

##### Notation to Record

The student's permanent record shall be clearly annotated to reflect that credit was earned by examination.

#### C. **Financial Aid**

##### Financial Aid

Credits earned through credit by examination are not eligible for financial aid.

#### D. **Waivers**

##### Waivers

The 12-unit residency rule may be waived by the Vice-President of Instruction for special circumstances on a case-by-case basis. A specific request and review of the circumstances must be presented in writing by the person(s) requesting the waiver.

In the case of Tech Prep students who are requesting credit for an approved, articulated high school course, the 12-unit residency rule is waived.

## Reference:

~~Title 5 Section 55050~~

Education Code Section 79500; Title 5 Sections 55050 and 55052

## Attachments:

AP 4235 Credit By Examination - Comments  
AP 4235 Credit By Examination - Legal  
Citations  
AP4235 -OLD.pdf  
SBCCD - Overview for Legal Update 31 Final  
Version.docx



**Origination:** 04/2004  
**Last Approved:** N/A  
**Last Revised:** 04/2017  
**Next Review:** 6 years after approval  
**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## BP 4235 Credit by Examination

*(Replaces current SBCCD BP 4235)*

Credit may be earned by students who satisfactorily pass authorized examinations. The Chancellor is responsible for establishing administrative regulations to implement this policy.

### Reference:

Title 5 Section 55050

### Attachments:

- [BP 4235 Credit by Examination - Comments](#)
- [BP 4235 Credit by Examination - Legal Citations](#)
- [BP4235 -OLD.pdf](#)

### 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

### Applicability

San Bernardino Community College District



Origination: 08/1991  
 Last Approved: N/A  
 Last Revised: 07/2018  
 Next Review: 6 years after approval  
 Owner: Academic Senates Academic Senates:  
 Policy Area: Chapter 5 Student Services  
 References:

## AP 5010 Admissions

(Replaces current SBCCD AP 5010)

~~**NOTE:** The language in red ink is **legally required**. Local practice can be inserted here, as long as it does not conflict with the general admissions requirements of Education Code Section 76000. The District should address:~~

- ~~• Designated authority and responsibility for the admissions process~~
- ~~• Admission procedures for students over 18 with a high school diploma~~
- ~~• Admission criteria and procedures for students over 18 without a high school diploma~~
- ~~• Admission procedures for non-resident students that include a determination of residency status (AP 5015 titled Residence Determination)~~
- ~~• Publication of admissions policies and procedures~~

The Chief Instructional Officer shall establish procedures for evaluating the validity of a student's high school completion if the District or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.

- ~~• From current SBCCD AP 5010 titled Admissions~~

~~**NOTE:** The current SBCCD AP 5010 is dated August 8, 1991. Please confirm the details contained therein are still accurate.~~

## REGULAR ADMISSION

- A. The colleges of the District shall admit any California resident, and may admit any nonresident, ~~who possesses~~possessing a high school diploma or the equivalent thereof. (See AP 5012 titled International Students as well as BP/AP 5020 titled Nonresident Tuition)
- B. The colleges may admit any other person who is over 18 years of age and who, in the judgment of the Board or the college president, is capable of profiting from the instruction offered. Any such person who enrolls as a full-time student shall be admitted as a provisional student and there-after shall be required to comply with the rules and regulations prescribed by the Board of Governors of the California Community Colleges or the Chancellor's Office pertaining to the scholastic achievement and other standards to be met by provisional or probationary students, as a condition to being readmitted in any succeeding semester.
- C. Capability to "profit from instruction" shall be determined through the regular college assessment process.
- D. The colleges may admit special full-time and part-time students as allowed by the California Education

Code.

- E. Each person who applies for admittance shall complete the college admissions application form and all related forms required by state or federal government agencies.

~~Approved: August 8, 1991~~

## **SPECIAL ADMISSION OF K-12 STUDENTS**

(See AP 5011 titled Admission of High School and Other Young Students)

Any pupil enrolled in grades K-12 from a public school district may apply for admission to a District college upon submitting evidence that the Board of Trustees of the public school district has granted such approval. A parent or guardian of a pupil who is not enrolled in a public school district may petition the college president for such admission. The college president or designee shall review and act upon all applications.

K-12 Students who enroll in a college of the District shall be exempt from payment of the enrollment fee. All other appropriate fees shall be assessed.

## ~~**NURSING PROGRAM ADMISSIONS**~~

~~(See BP/AP 4106 titled Nursing Programs)~~

- ~~A. Students shall be admitted to the San Bernardino Valley College Nursing Program in the fall and spring semesters of each year. In addition to the general requirements for admission to the college, nursing applicants shall be admitted to the Nursing Program subject to the provisions of this policy.~~

~~**B. Information Meeting**~~

~~An information meeting open to all pre-nursing students will be offered by the Nursing Department on a regular basis.~~

~~**C. Pre-program Admission Requirements**~~

- ~~1. Graduation from high school or its equivalent (G.E.D., or the California State High School Proficiency Exam)~~
- ~~2. Admission to San Bernardino Valley College~~
- ~~3. **Placement Testing/Evaluation**~~

~~The student may qualify by attaining the placement test scores listed or by presenting evidence of previous course work or the equivalent in the following areas:~~

~~**a. Math**~~

~~SCAT 30th percentile; ACT 24th percentile; SAT score of 400; CGP standard score of 68 (test C, 52 test D), or 43 (test E); Asset Elementary Algebra score of 35. If the math placement test score is below the score listed, the student will be required to complete Math 090 or the equivalent with a "C" grade or better prior to admission to Nursing courses.~~

~~**b. Reading**~~

~~Nelson-Denny 12th grade reading; CGP standard score of 52; Asset score below 50. If the reading score is below the scores listed, the student will be advised to complete a course in developmental reading with a grade of "C" or better prior to admission to nursing courses.~~

e. **English**

~~CGP—standard score of 52 or higher on the sentence portions; Asset—score 42 or higher on the English portion; or a grade of "C" or better in English 045.~~

d. **Chemistry**

~~Introductory college chemistry (Chemistry 101) is a prerequisite for Physiology and Microbiology.~~

**D. Admission to the Program**

**1. Records**

~~The student must submit all of the following to the Nursing Department by March 1 for Fall admission and by October 1 for Spring admission.~~

- ~~a. Nursing Department application~~
- ~~b. Placement test scores or equivalent course work~~
- ~~c. High school transcript(s) or diploma, or G.E.D. scores, or California State High School Proficiency exam score.~~

**2. Grade Point Average**

~~The student must earn a grade of "C" or better in each of the required core courses listed in the college catalog under "Associate of Science Nursing Program." In addition, a minimum grade point average (GPA) of 2.5 must be earned overall in the required core courses and maintained throughout the program in order to remain eligible.~~

**3. Minimum Requirements to Qualify for Entry**

- ~~a. Eligibility for English 101~~
  - ~~b. Completion or current enrollment in Math 090 or equivalent~~
  - ~~c. Completion or current enrollment in Biology 250, 251, 260, 261, 270~~
  - ~~d. Completion or current enrollment in Psychology 100.~~
- ~~4. Physiology and Microbiology requirements taken more than five years prior to admission to the Nursing Program will not be counted.~~
- ~~5. Courses in progress must be completed by the end of the semester.~~
- ~~6. When the number of applicants who have completed all admission requirements exceeds the number of available spaces, selection of students shall be based on the Nursing Admissions Point System.~~

**7. Point System**

a. **Point Summary**

Core Required Courses	25 points
Humanities	6 points
SBCCD Units	40 points
Three or More Applications	40 points

	_____
Total Maximum Points	51 points

**b. Selection Process**

All students who meet minimum requirements will be ranked according to the number of accumulated points. Students will be admitted by point ranking until the available space in the class is filled. Class size is limited by funding, clinical site space, and classroom space. An additional 20 students will be placed on a waiting list by point ranking to be admitted to the program if space becomes available prior to the second day of class. Up to ten students from the waiting list will be admitted in the following semester. All other students must submit a request in writing by the application deadline to be considered for entry in the following semester. Applications must be updated by providing evidence of additional course work completed or in progress.

- e. Points earned for units completed or in progress in (1) Core Required Courses, (2) Humanities Courses which meet SBVC graduation requirements, (3) units completed in other courses within the District, and (4) the number of times a qualified application has been submitted by an individual.**

**d. Core Required Courses**

Points are earned for completion of the following courses or the equivalent in the semester or summer preceding the deadline for application:

Biology 250 or 260	4 points
Biology 251 or 261	4 points
Biology 270	5 points
English	3 points
Speech 100 or 111	3 points
Sociology 100 or Anthropology 102	3 points
Psychology 100	3 points

**e. Core Courses in Progress**

Students who are enrolled in Core Required Courses at the time of application will also be considered for admission to the Nursing Program. The number of points awarded for classes in progress at the time of selection will be determined by multiplying the course units by 50%.

**f. Humanities Courses**

Six units of Humanities are required for graduation with an Associate of Science Degree in Nursing. It is not mandatory that these courses be completed prior to admission to the Nursing Program; however, additional points can be earned for Humanities courses completed with a grade of "C" or better prior to application. Upon submission of official grades with the Nursing application, one point will be awarded for each unit of Humanities completed. Courses must meet San Bernardino Valley College graduation requirements.

**g. Units Completed**



Points may be awarded for the number of units completed in the San Bernardino Community College District as follows:

Units	Points
12	4
14	2
16	3
18	4
20	5
22	6
24	7
26	8
28	9
30	10

**h. Applications Meeting Minimum Requirements**

Second qualified application	5 points
Three or more qualified applications	10 points

**8. Procedure of Acceptance**

- a. Applicants will be admitted by using total points in descending order until the class is filled.

Approved March 9, 1995

## INTERNATIONAL STUDENTS

(See AP 5012 titled International Students)

The District is authorized under Federal law to enroll F-1 non-immigrant students. The District shall admit students who meet the following requirements:

### Applicants Overseas

- Complete an International Student Application.
- TOEFL score of 500 on the paper-based test or 173 on the computer-based test or 61 on the internet-based test. The TOEFL requirement may be waived, if an applicant whose native language is English and who have attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction. The reporting code for CHC is 4126.
- Official transcripts from high school and/or college or university. If the transcript is not in English, an official translation in English is needed.
- Financial statement showing that students have the sufficient funds for tuition and estimated living expenses for one year. There is no financial aid available for international students.
- \$25 non-refundable application processing fee.
- Essay (describing the reasons for applying to Crafton Hills College usually one to two pages).

## Applicants within USA must submit all of the above including:

- Transfer Eligibility Form
- Copy of passport
- Copy of visa
- Copy of I-94
- Copy of previous school's I-20

## References:

Education Code Sections 76000, 76141; 76142;

34 FR Section 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard II.C.6

## Attachments:

[AP 5010 Admissions - Comments](#)

[AP 5010 Admissions - Legal Citations](#)

## 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

## Applicability

San Bernardino Community College District



Origination: 06/2004  
 Last Approved: N/A  
 Last Revised: 07/2018  
 Next Review: 6 years after approval  
 Owner: Academic Senates Academic Senates:  
 Policy Area: Chapter 5 Student Services  
 References:

## BP 5010 Admissions

(Replaces current SBCCD BP 5010)

• ~~From current SBCCD BP 5010 titled Admissions~~

The District shall admit students who meet one of the following requirements ~~and who are capable of profiting from the instruction offered~~ and who are capable of profiting from the instruction offered:

- ~~Any person over the age of 18 and possessing a high school diploma or its equivalent. Any individual who has graduated from high school or who has been awarded a California Certificate of Proficiency or who has successfully completed the GED.~~ Any person possessing a high school diploma or its equivalent.
- ~~Other persons~~ Other persons who are ~~over the age of 18 years 18 years of age or above~~ over the age of 18 years and who, in the judgment of the Chancellor or his ~~or~~ or her designee, are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in ~~Labor Code~~ Labor Code Section 3077 ~~of the Labor Code.~~ Any pupil enrolled in grades K-12 from a public school district in accordance with state laws governing concurrent enrollment and BP6020.

~~The District may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.~~ The District may deny or place conditions on a student's enrollment upon a finding by the Board of Trustees or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

~~NOTE: The following policy language is legally required in an effort to show good faith compliance with the applicable federal regulations.~~

~~The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for evaluating the validity of a student's high school completion.~~ The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for

evaluating the validity of a student's high school completion.

~~**NOTE:** Admission of high school and younger students is not mandated by law. However, if the District wishes to do so and there is agreement with the school district(s), this board policy should identify students who may be admitted (generally by age or grade level) and the status (special part-time [Education Code Section 48800], or special full-time [Education Code Section 48800.5]).~~

~~Districts may also make a statement regarding summer school attendance. Examples of such policies are listed below.~~

~~Boards that admit special part-time or full-time students must comply with the requirements of Education Code Section 76001(b) regarding findings and reasons for denying any such request by pupils who are identified as highly gifted. Language is included below. Apportionment for the concurrent enrollment of high school students can only be claimed if the enrollment meets the criteria of Education Code Section 76002. Language is included below.~~

~~**Admission**—Any student whose age or class level is equal to grades [insert grade levels] is eligible to attend as a special part-time student for advanced scholastic or career/technical education (vocational) courses.~~Admission – Any student under the age of 18 and who has not yet earned a high school diploma or its equivalent is eligible to attend as a special part-time student for advanced scholastic or career/technical education (vocational) courses.

~~**Any student whose age or class level is equal to grades [insert grade levels] is eligible to attend as a special full-time student.**~~Any student under the age of 18 and who has not yet earned a high school diploma or its equivalent is eligible to attend as a special full-time student.

~~**Any student enrolled in [insert grade level] may attend summer session.**~~

~~**Denial of Requests for Admission**—If the Board of Trustees denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.~~Denial of Requests for Admission – If the Board of Trustees denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.

~~**The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.**~~The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

~~**Claims for State Apportionment for Concurrent Enrollment**—Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.~~Claims for State Apportionment for Dual Enrollment – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

~~**NOTE:** Nonresident students, including international students, are addressed in BP 5020 titled Nonresident Tuition. The District is not required to admit nonresident students, and thus is not required to admit international students. However, if the District admits nonresident students, it should not exclude international students as a matter of policy based on that status alone, because the district has no authority to discriminate on the basis of national origin.~~

# References:

[Education Code Sections 76000, 76001, 76002, and 76038;](#)

[Labor Code Section 3077;](#)

~~34 Code of Federal Regulations Section 668.16(p) (U.S. Department of Education [Code Sections 76000, 76001, 76002, and 76038](#) Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); [Labor Code Section 3077;](#)  
~~(U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
ACCJC Accreditation Standard II.C.6~~~~

~~34 Code of Federal Regulations Section 668.16(p) (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended); ACCJC Accreditation Standard II.C.6~~

[ACCJC Accreditation Standard II.C.6](#)

# Attachments:

[BP 5010 Admissions - Comments](#)  
[BP 5010 Admissions - Legal Citations](#)  
[BP5010 -OLD.pdf](#)

## 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

## Applicability

San Bernardino Community College District



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 Owner: Academic Senates Academic Senates:  
 Policy Area: Chapter 5 Student Services  
 References:

## AP 5050 Student Success and Support Program

*(Replaces current SBCCD AP 5050)*

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements. The agreement is implemented by means of the student educational plan.

Each student, in entering into an educational plan, will do all of the following:

- identify an education and career goal;
- identify a course of study;
- be assessed to determine appropriate course placement;
- complete orientation;
- participate in the development of the student educational plan;
- complete a student educational plan no later than the term after which the student completes 15 semester units of degree applicable credit coursework;
- diligently attend class and complete assigned coursework; and
- complete courses and maintain progress toward an educational goal.

Student Success and Support Program services include, but are not limited to, all of the following:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters.
- Assessment and counseling upon enrollment, which shall include, but not be limited to, all of the following:
  - Administration of assessment instruments to determine student competency in computational and language skills.
  - Assistance to students in the identification of aptitudes, interests, and educational objectives, including, but not limited to, associate of arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses.
  - Evaluation of student study and learning skills.
  - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus child care services programs that teach English as a second language; and disabled student services.
  - Advisement concerning course selection.
  - Follow-up services, and required advisement or counseling for students who are enrolled in

basic skills courses, who have not declared an educational objective as required, or who are on academic probation.

- an ongoing institutional research program to determine the effectiveness of ~~student success and support programs~~ Student Success and Support Programs, services, and processes.
- faculty and staff training to assist with implementation of ~~student success and support program~~ Student Success and Support Program requirements.

The District shall not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.

- From current SBCCD AP 5050 titled Matriculation

*Matriculation is a process that brings a district college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational goal through the college's established programs, policies, and requirements.*

A. *The student's responsibilities under this agreement include:*

1. *the expression of at least a broad educational intent upon enrollment;*
2. *the declaration of a specific educational objective after completion of 15 semester units of degree applicable credit coursework;*
3. *diligence in class attendance and completion of assigned coursework;*
4. *the completion of courses and maintenance of progress toward an educational goal, according to standards established by the college, the district, and the state.*

B. *The responsibilities of a district college under this agreement will entail providing appropriate matriculation services that shall include:*

1. *the processing of applications for admission in a timely manner;*
2. *orientation and pre-orientation services designed to provide, on a timely basis, needed information about instructional programs, course prerequisites, student services, college regulations, and student rights and responsibilities;*
3. *assessment of students to determine student competency in computational and language skills; to identify aptitudes, interests, and educational objectives and to evaluate study and learning skills. Multiple assessment measures may include State approved tests, prior academic history, work experience, personal responsibilities/circumstances, maturation, desire and determination.*
4. *counseling and advising to assist students in interpreting test results, and in developing and updating their educational plans; referral of students to:*
  - a. *support services which may be available including, but not limited to, counseling/advising, transfer services, financial aid, campus employment placement services, ~~Extended Opportunity Programs~~ extended opportunity programs & ~~Services~~ services; campus child care services, tutorial services and disabled student programs and services; and*
  - b. *specialized curriculum offerings including, but not limited to, pre-collegiate basic skills courses and programs in English as a second language;*
5. *a follow-up system to detect and correct early signs of academic difficulty, and to ensure the academic progress of each student;*
6. *an ongoing institutional research program to determine the effectiveness of matriculation programs, services, and procedures;*

7. *faculty and staff training to help them implement matriculation requirements.*

**NOTE:** Please confirm that the following language SBCCD AP 5050 reflects current practice and is still legally accurate.

### C. EXEMPTIONS

Although all students are given the opportunity to participate, each college has elected to exempt certain students from orientation, assessment and counseling/advisement (**Title 5** Section 55532(a)). Exempted students are identified and informed through the matriculation process. Exemption criteria are outlined in the Matriculation Plan for each college.

### D. PREREQUISITES AND ENROLLMENT LIMITATIONS

1. All courses shall be open for enrollment to any student who has been admitted to a district college except that students may be required to meet necessary and valid prerequisites. Additionally, a college may also limit enrollment in a course based on health and safety considerations, facility limitations, faculty workload, availability of qualified instructors, funding limitations, constraints of regional planning or legal requirements imposed by status, regulations or contracts (**Title 5** Section 58106(a)).
2. Prerequisites for a course shall be clearly related to course content and must be valid as being necessary for success in such course. Prerequisites shall be developed and established in full compliance with **Title V 5 Regulations**, Section 58106. Violations, waivers and appeals will be addressed and resolved through the established District Grievance Policy.
3. Each college will have a matriculation plan which clearly addresses each of the matriculation mandates. Compliance with these requirements will be monitored by the State Chancellor's Office as stipulated by the Seymour-Campbell Matriculation Act.
4. By this statement, the Board acknowledges the intent of the Seymour-Campbell Matriculation Act and agrees to implement its regulations to the extent possible and as appropriate.

## References:

Education Code Sections 78210 et seq.;  
Title 5, Sections 55500 et seq.  
ACCJC Accreditation Standard II.C.2

## Attachments:

[AP 5050 Student Success & Support Program - Comments](#)  
[AP 5050 Student Success and Support Program - Legal Citations](#)  
[AP5050 -OLD.pdf](#)

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Step Description	Approver	Date
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**Owner:** *Academic Senates Academic Senates:*  
**Policy Area:** *Chapter 5 Student Services*  
**References:**

## BP 5050 Student Success and Support Program

(Replaces current SBCCD BP 5050)

Student Success for San Bernardino Community College District students means more than just obtaining degrees, transfer, certificate, or career advancement. It also means the achievement of the individual student's self-established educational goals including completing a specific course, program, career and/or technical education to maximize the skills necessary to become a better person, worker, and/or citizen. Student Success is not merely an outcome, but also a process. It's a journey that encompasses multiple levels of achievement and milestones such as the abilities to: analyze, synthesize, and evaluate information; effectively communicate with others; achieve proficiency in various disciplines; collaboratively work in culturally diverse settings; be leaders who see projects through to completion; be responsible decision makers who are self-motivated; be active civic participants; and be ethical individuals who are committed to their families, communities, and others.

The Board's commitment to Student Success is to ensure the availability of resources for the colleges to achieve the goals and objectives as stated in their college planning documents.

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Chancellor is responsible for establishing procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

### References:

Education Code Sections 78210 et seq.;  
 Title 5 Sections 55500 et seq.  
 ACCJC Accreditation Standard II.C.2

### Attachments:

[BP 5050 Student Success and Support Program - Comments](#)  
[BP 5050 Student Success and Support Program - Legal Citations](#)  
[BP5050 -OLD.pdf](#)



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**Owner:** Academic Senates Academic Senates:  
**Policy Area:** Chapter 5 Student Services  
**References:**

## AP 5110 Counseling

**~~NOTE: This procedure is legally advised, since all counseling programs must meet the following legal minimums. Local practice may be inserted, but must meet the following requirements.~~**

The counseling services available in the District's counseling program include at least the following:

- Academic counseling, in which the student is assisted in assessing, planning, and implementing his/her immediate and long-range academic goals;
- Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends;
- Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
- Coordination with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.

Confidentiality of Counseling Information: Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Chancellor or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Chancellor or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

**~~NOTE: Insert other local procedures here related to counseling, such as who is required to seek assistance from a counselor.~~**

## References:

Education Code Sections 72620 and 72621;

Title 5 Section 51018

ACCJC Accreditation Standard II.C.5

## Attachments:

No Attachments



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**Policy Area:** Chapter 5 Student Services  
**References:**

## BP 5110 Counseling

(Replaces current SBCCD BP 5110)

~~**NOTE:** The language in current SBCCD Policy 5110 parallels the recommended language from the Policy and Procedure Service.~~

- ~~From current SBCCD BP 5110 titled Counseling~~

Counseling services are an essential part of the educational mission of the District. The Chancellor shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units, ~~and~~ and students ~~enrolled provisionally, and students~~ enrolled on academic or progress probation.

### References:

Education Code Section 72620;  
 Title 5, Section 51018  
 ACCJC Accreditation Standard II.C.5

### Attachments:

[BP 5110 Counseling - Comments](#)  
[BP 5110 Counseling - Legal Citations](#)  
[BP5110 -OLD.pdf](#)

### Approval Signatures

Step Description	Approver	Date
	Policy Stat	10/2018
	Policy Stat	10/2018
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	Policy Stat	10/2018



Origination: 05/2015  
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 Owner: Business & Fiscal Services  
 Business & Fiscal Services  
 Policy Area: Chapter 6 General Institution  
 References:

## AP 6100 Delegation of Authority, Business and Fiscal Affairs

The Executive Vice Chancellor, ~~Business & Fiscal Services~~ is delegated authority from the Chancellor to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Executive Vice ~~Chancellor, Business & Fiscal Services~~. ~~This delegated authority is subject to the condition that certain of these transactions be submitted to the Chancellor for review and approval from time to time as determined by the~~ Chancellor. This delegated authority is subject to the condition that certain of these transactions be submitted to the Chancellor for review and approval from time to time as determined by the Chancellor.

The named agents on the authorized signature list may approve purchase requests, award, sign and execute contracts, and authorize payments that are under the formal bid limits set by Public Contract Code so long as the transactions comply with law and any limitations or requirements set forth therein. Purchases and or contracts under the formal bid limit shall not require Board approval, but shall be sent to the Board as an information item every 60 days. (See BP 6330 titled Purchasing and BP 6340 titled Bids and Contracts)

~~When transactions do not exceed the dollar limits established in the Public Contract Code, the Education Code, or other laws pertaining to the taking of competitive bids, the Business Manager may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein.~~ Furthermore, the ~~Business Manager~~ named agents on the authorized signature list may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

### References:

Education Code Sections 70902(d), 81644, 81655, and 81656;  
Public Contract Code Sections 17605, 20651, 20658, ~~and~~ 20659, and 22034(c)

### Attachments:

[AP 6100 Delegation of Authority, Business and Fiscal Affairs- Comments](#)  
[AP 6100 Delegation of Authority, Business and Fiscal Affairs- Legal Citations](#)



**Origination:** 09/2004  
**Last Approved:** N/A  
**Last Revised:** 10/2018  
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**Owner:** Business & Fiscal Services  
 Business & Fiscal Services  
**Policy Area:** Chapter 6 General Institution  
**References:**

## BP 6100 Delegation of Authority, Business and Fiscal Affairs

*(Replaces current SBCCD BP 6100)*

The Board of Trustees delegates to the Chancellor the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

~~No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See BP 6340 titled Bids and Contracts)~~

The Chancellor shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

Purchase and or contract requests which meet or exceed the formal bid limits set by Public Contract Code shall require approval by the Board to constitute an enforceable agreement. Such purchase and or contract requests must be approved by the Board before any payment to the vendor or on the contract can be issued.

In accordance with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers shall have authority to approve purchase requests, award, sign, and execute contracts, and authorized payment that are under the formal bid limits set by Public Contract Code. Such purchase and or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days. (See BP 6330 titled Purchasing and BP 6340 titled Bids and Contracts.)

### References:

Education Code Sections 70902(d), 81655, and 81656

Public Contract Code Sections 17605, 20651, 20658, 20659, and 22034(c)

### Attachments:

[BP 6100 Delegation of Authority, Business and Fiscal Affairs - Comments](#)  
[BP 6100 Delegation of Authority, Business and Fiscal Affairs - Legal Citations](#)



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

## AP 6150 Designation of Authorized Signatures

*(Replaces current SBCCD AP 2180)*

The Board President and Clerk of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees.

In accordance with the provisions of the legal codes of the State of California, the Board of Trustees may delegate its authority to named agents ~~prior to ratification~~. Those agents are designated annually by Board action. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year. Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools, if applicable.

~~Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools.~~

In accordance with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees shall annually delegate purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers shall have authority to approve purchase requests, award, sign, and execute contracts, and authorize payments that are under the formal bid limits set by Public Contract Code on behalf of the Board. Such purchase and or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

### References:

Education Code Sections 85232 and 85233  
Public Contract Code Sections 17605 and 22034(c)

### Attachments:

[AP 6150 Designation of Authorized Signatures-Comments](#)  
[AP 6150 Designation of Authorized Signatures-Legal Citations](#)





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

## BP 6150 Designation of Authorized Signatures

*(Replaces current SBCCD BP 2180)*

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In accordance with the provisions of the legal codes of the State of California, the Board of Trustees may delegate its authority to named agents ~~prior to ratification~~. Those agents are designated annually by Board action. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year. Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools, if applicable.

~~Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools.~~

In accordance with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees shall annually delegate purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers shall have authority to approve purchase requests, award, sign, and execute contracts, and authorized payments that are under the formal bid limits set by Public Contract Code on behalf of the Board. Such purchase and or contract requests shall be approved or ratified by the Board every 60 days.

### References:

Education Code Sections 70902(d), 72400, 85232, and 85233  
Public Contract Code Sections 17605 and 22034(c)

### Attachments:

[BP 6150 Designation of Authorized Signatures - Comments](#)  
[BP 6150 Designation of Authorized Signatures - Legal Citations](#)



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 Owner: Human Resources Human Resources  
 Policy Area: Chapter 7 Human Resources  
 References:

## AP 7140 Collective Bargaining

(Replaces current SBCCD AP 7140)

### A. Bargaining Unit Initial Proposals

All initial proposals of exclusive representatives that relate to matters within the scope of representation shall be presented at a public meeting of the Board and shall thereafter be public record.

1. Upon receipt of an initial proposal from an exclusive representative, the Board shall set a date for a public hearing regarding such initial proposal.
2. A copy of the initial proposal shall be available for public inspection and a notice of the public hearing shall be conspicuously posted at the District office for at least seven (7) days immediately prior to the date of the public hearing. The notice shall also be posted and distributed in the same manner as agendas for Board meetings.
3. The date and time of the public hearing shall appear on the agenda for the Board meeting at which the public hearing is to be held. The agenda shall be posted and distributed as required by law.

### B. District Initial Proposals

All tentative initial proposals of the District which relate to matters within the scope of representation, and which are to be recommended for adoption by the Board shall be presented at a public meeting of the Board and shall thereafter be public record.

1. Each such tentative initial proposal shall be prepared by the District negotiating team, in consultation with the Board.
2. Upon presentation of the tentative initial proposal to the Board, the Board shall follow the procedure set forth in Section A of this Policy regarding the public hearing and the availability of a copy of the tentative initial proposal for public inspection. E. A copy of this notice shall be available for public inspection at the District Office.
3. Following such public hearing, the Board shall adopt its initial proposal at a meeting that is open to the public.
4. Following adoption by the Board, all initial proposals of the District that relate to matters within the scope of representation shall be public record.

### C. Meeting/Negotiations

No meeting and negotiating between the District and the exclusive representatives regarding any such initial proposal may take place prior to completion of the procedure set forth in Section A and B of this Policy.



D. New Subjects

New subjects of meeting and negotiating arising after the presentation of initial proposal shall be made public within 24 hours. If the Board takes a vote on such subject, the vote thereon by each member voting shall also be made public within 24 hours.

E. A copy of this notice shall be available for public inspection at the District Office.

## References:

~~Government Code Sections 3540 et seq.~~ [Government Code Sections 3540 et seq.](#)

## Attachments:

[AP 7140 Collective Bargaining - Comments](#)  
[AP 7140 Collective Bargaining - Legal Citations](#)  
[AP7140 -OLD.pdf](#)

## Approval Signatures

Step Description	Approver	Date
	Policy Stat	10/2018
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	Policy Stat	10/2018

## Applicability

San Bernardino Community College District



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 Next Review: 12/2017  
 Owner: Human Resources Human Resources  
 Policy Area: Chapter 7 Human Resources  
 References:

## BP 7140 Collective Bargaining

~~(Replaces current SBCCD BP 2200 and BP 7140)~~ (Replaces current SBCCD BP 2200 and BP 7140)

~~Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.~~ Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Section 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

### References:

Government Code ~~§ 3547~~ Sections 3540, et seq.

### Attachments:

- [BP 7140 Collective Bargaining- Comments](#)
- [BP 7140 Collective Bargaining- Legal Citations](#)
- [BP7140 -OLD.pdf](#)

### Approval Signatures

Step Description	Approver	Date
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	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018

### Applicability

San Bernardino Community College District



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 Owner: Human Resources Human Resources  
 Policy Area: Chapter 7 Human Resources  
 References: Brand New - required

## AP 7365 Discipline and Dismissal - Classified Employees

~~NOTE: This procedure is legally required. Local practice may be inserted. The following is illustrative, and complies with minimum requirements.~~

### ~~Grounds for Discipline~~

~~If the grounds for dismissal were included in BP 7365 titled Discipline and Dismissal Classified Employees, it is not necessary to repeat them here.~~

### Discipline and Dismissal – Classified Employees

No disciplinary action shall be taken for any cause that arose prior to the employee's becoming permanent, or for any cause that arose more than two years preceding the date of the filing of the notice of cause, unless the cause was concealed or not disclosed by the employee when it could have be reasonably assumed that the employee should have disclosed the facts to the District. Ed Code 88013

~~A permanent member of the classified service unit shall be subject to disciplinary action, including but not limited to, oral/informal/verbal warning, written warning, letter of reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for and/or further action for any of the following grounds:~~

- ~~• Fraud in securing employment or making a false statement on an application for employment~~
- ~~• Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.~~
- ~~• Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee within his/her position.~~
- ~~• Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision or to conform to duly established orders or directions of persons in a supervisory position or insulting or demeaning the authority of a supervisor or manager.~~
- ~~• Dishonesty involving employment.~~
- ~~• Being under the influence of alcohol or illegal drugs or narcotics while on duty being impaired by alcohol or illegal drugs in your biological system while on duty which could impact your ability to do your job.~~
- ~~• Excessive absenteeism.~~
- ~~• Inexcusable absence without leave.~~
- ~~• Abuse of sick leave, i.e., taking sick leave without a doctor's certificate when one is required, or misuse of~~

~~sick leave.~~

- ~~• The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. The Office of Human Resources may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline, or the determination if such conviction is an offense involving moral turpitude. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.~~
- ~~• Discourteous treatment of the public or other employees.~~
- ~~• Improper or unauthorized use of District property.~~
- ~~• Refusal to subscribe to any oath or affirmation that is required by law in connection with District employment~~
- ~~• Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.~~
- ~~• Inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of District property.~~
- ~~• Violation of the rules and regulations published in any department.~~
- ~~• Mental or physical impairment that render the employee unable to perform the essential functions of the job with or without reasonable accommodation, or without presenting a direct threat to the health and safety of self or others.~~
- ~~• Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his/her official duties.~~
- ~~• The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.~~
- ~~• Willful violation of any of the provisions of the ordinances, resolutions or any rules, regulations or policies, which may be prescribed by the District.~~
- ~~• Improper political activity. Example: Those campaigning for or espousing the election or non-election of any candidate in national, state, county or municipal elections while on duty and/or during working hours or the dissemination of political material of any kind while on duty and/or during working hours.~~
- ~~• Working overtime without authorization~~

~~**NOTE:** Districts have the option to notify or not notify employees regarding background checks conducted as disciplinary or harassment investigations. The following procedural language is **legally advised.**~~

## ~~Background Checks~~

~~Background checks may be conducted as part of disciplinary or harassment investigations. (Civil Code Sections 1786 et seq. Fair Credit Reporting Act)~~

~~Advanced notice of discipline/harassment investigations *[shall/shall not]* be provided to those under investigation. If the investigation results in action that adversely affects the employee, the employee shall receive oral, written, or electronic notice of:~~

- ~~• the adverse action;~~
- ~~• the name, address, and telephone number of the third party agency that~~
- ~~• furnished the report;~~

- ~~the employee's right to obtain a free copy of the report, and~~
- ~~the employee's right to dispute the accuracy or completeness of any of the information in the report.~~

### Conduct Which is Subject to Disciplinary Action

#### 1. Work Performance

- A. Any classified employee who fails to maintain satisfactory work performance standards can constitute good cause for disciplinary action, up to and including termination. Work performance includes all aspects of a classified employee's work.
- B. Work performance is judged by the immediate supervisor's evaluation of the quality and quantity of work performed by each employee. When the work performance does not meet satisfy standards and/or does not comply with the immediate supervisor's instructions will be subject to disciplinary action, up to and including termination.
- C. The following are examples of work performance subject to disciplinary action. This list is not exhaustive.
  - I. Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
  - II. Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee within his/her position.

#### 1. Conduct

- A. All classified employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Disciplinary action, up to and including termination may be imposed for unacceptable conduct.
- B. The following are examples of conduct subject to disciplinary action. This list is not exhaustive.
  - I. Intentionally falsifying any information supplied to the District, including, but not limited to, information supplied on application forms, employment records, or any other District records
  - II. Insubordination including the refusal to perform assigned duties or the refusal to obey a lawful directive from a supervisor.
  - III. Dishonesty
  - IV. Drinking alcoholic beverages on the job, or reporting to work while intoxicated.
  - V. Use of narcotics on the job or reporting to work under the influence. The use of drugs under and consistent with the directions of a physician which does not impair the performance of a classified employee is not prohibited.
  - VI. Repeated unexcused absence or tardiness
  - VII. Unexcused absence without leave.
  - VIII. Abuse or misuse of leaves.
  - IX. The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. The Office of Human Resources may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline, or the determination if such conviction is an offense involving moral turpitude. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.

- X. Discourteous treatment of the public or other employees.
- XI. Improper or unauthorized use of District property. Carelessness or negligence in the care and/or use of District property
- XII. Refusal to subscribe to any oath or affirmation that is required by law in connection with District employment.
- XIII. Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.
- XIV. Violation of the rules and regulations published in any department.
- XV. Offering of anything of value or offering any service in exchange for special treatment in connection with the classified employee's assigned duties, or the accepting of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- XVI. The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- XVII. Negligent or intentional violation of any law concerning the District.
- XVIII. Engaging during required work time in political activity not authorized by law. Example: Those campaigning for or espousing the election or non election of any candidate in national, state, county or municipal elections while on duty and/or during working hours or the dissemination of political material of any kind while on duty and/or during working hours.
- XIX. Working overtime without authorization.
- XX. The refusal of any officer and or employee of the District to participate and/or fully cooperate in any investigation. Violation of this provision may constitute insubordination and may be grounds for discipline action, up to and including termination.
- XXI. Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the District by the board of governors or by the governing board of the District employing him or her.
- XXII. Discourteous offensive, or abusive conduct or language toward other employees, students, or the public.
- XXIII. Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.
- XXIV. Personal conduct of an unlawful nature or other conduct which a reasonable person would know may have adverse impact on the District.

## Disciplinary Actions

Disciplinary action taken by the District against a permanent member of the classified ~~service~~ unit may include, but not be limited to ~~oral~~ informal/verbal warning, written warning, letter of reprimand, written reprimand, and the following:

- ~~Reduction in pay or demotion~~—The District may reduce the pay or demote an employee whose performance of the required duties falls below standard, or for misconduct.
- ~~Suspension~~—An employee may be suspended for disciplinary purposes without pay.
- ~~Discharge~~—A permanent member of the classified ~~service~~ may be discharged for just cause at any time. Formal written notice of discharge may be made after considered action during a period of suspension.

- : Reduction in pay or demotion
- : Suspension
- : Reduction hours
- : Transfer/reassignment without the unit member's voluntary consent
- : Termination

Prior to imposing formal disciplinary action upon a classified unit member, the District shall follow the principles of progressive discipline. Exceptions to progressive discipline include serious cases of misconduct, or cause as defined in Article 17.11 or clauses as defined in this Board Policy. Discipline includes, but is not limited to, oral warning, written warning, written reprimand, suspension without pay, and may lead to termination.

**Step 1 – Informal Conference.** Prior to any formal discipline action, the member's immediate supervisor shall notify the classified employee of the deficiencies in his or her job performance that has been observed. The supervisor shall identify improvements needed and how the classified employee may improve his or her performance. The supervisor shall provide a written improvement plan including coaching and training, as needed, to address the identified deficiencies. The unit member's performance must be reviewed within sixty (6) days to document the unit member's progress, including any recommendations for continued success. Documentation of the coaching shall not be placed in the unit member's personnel file, but may be used as supporting documentation in later steps.

**Step 2 – Verbal Warning.** If the deficiencies identified in Step 1 have not been improved, the unit member may receive a verbal warning. The verbal warning shall consist of the unit member's specific deficient performance and further direction for improvement(s). The verbal warning shall not include incidents or deficiencies that were not discussed in the Step 1 level. Documentation of the verbal warning shall be acknowledged by the member and supervisor with copies to both and shall not be placed in the unit member's personnel file, but may be used as supporting documentation in later steps.

**Step 3 – Written Warning.** If deficiencies identified in Step 2 have not improved, the unit member may receive a written warning. The supervisor shall prepare and send a written warning letter to the bargaining unit member and the CSEA Chapter President or designee. The letter shall consist of the unit member's specific deficient performance and further direction for improvements. The written warning shall not include incidents or deficiencies that were not discussed in the Step 2 level. Documentation of the written warning shall be placed in the unit member's personnel file.

**Step 4 – Letter of Reprimand.** If deficiencies identified in Step 3 have not improved, the unit member's immediate supervisor may prepare a written letter of reprimand and send the letter to the unit member and the CSEA Chapter President or designee. The letter of reprimand shall outline those specific areas or incidents of the unit member's deficient performance and a written improvement plan where appropriate for deficiencies of job performances. The letter of reprimand shall not include any incidents or deficiencies that were not included in the Step 3 level. The Letter of Reprimand shall not be placed in the unit member's personnel file until he or she has been given thirty (30) working days to respond.

**Step 5 – Suspension.** If deficiencies identified in Step 4 have not improved, the immediate supervisor may make a recommendation to the Vice Chancellor of Human Resources or designee that the unit member's deficient performance may warrant a suspension without pay for a period not to exceed five (5) days, as deemed appropriate. Copies of the recommendation shall be sent to the unit member and the CSEA Chapter President and placed in the unit members' personnel file. A notice of the suspension shall be prepared and subject to the disciplinary procedures outlined below in Procedures for Disciplinary Action and Appeal.

**Step 6 – Further Action.** If deficiencies identified in Step 5 have not improved after the above procedures have been followed, the Vice Chancellor of Human Resources or designee may recommend further



disciplinary action be taken against the unit member. Additional discipline may include: demotion, suspension, reduction in hours, transfer or reassignment without the unit member's voluntary consent, written reprimand, or termination. Copies of the recommendation shall be sent to the unit member and the CSEA Chapter President. A notice of the recommendation for further action shall be prepared and subject to the disciplinary procedures outlined below in Procedures for Disciplinary Action and Appeal and placed in the unit members' personnel file.

Additional discipline may include: demotion, suspension, reduction in hours, transfer or reassignment without the unit member's voluntary consent, written reprimand, or termination.

## Procedure for Disciplinary Action and Appeal

The District may, for disciplinary purposes, may demote, suspend, demote ~~reduce hours, transfer or reassign without the unit member's voluntary consent,~~ or terminate ~~any~~ employee holding a position in the classified ~~service~~ unit. Demotion shall include reduction in pay from a step within the class to one or more lower steps.

For classified employees demoted, suspended, ~~demoted or discharged~~ reduction in hours, transfer or reassign, or terminated the District shall follow a pre-~~disciplinary~~ disciplinary procedure as follows:

### ~~Notice of Intent~~

### Due Process

Whenever disciplinary action is being proposed against a unit member, the District ~~intends to suspend an employee~~ must comply with the procedural due process requirements. A unit member shall be given a written notice of discipline, ~~demote the employee, or dismiss the employee,~~ the employee shall be given a written notice of discipline which sets forth the following:

- ~~• The disciplinary action intended:~~
- ~~• The specific charges upon which the action is based:~~
- ~~• A factual summary of the grounds upon which the charges are based:~~
- ~~• A copy of all written materials, reports, or documents upon which the discipline is based:~~
- ~~• Notice of the employee's right to respond to the charges either orally or in writing to the appropriate manager:~~
- ~~• The date, time and person before whom the employee may respond in no less than five working days:~~
- ~~• Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.~~

### ~~Response by Employee~~

~~The employee shall have the right to respond to the appropriate manager orally or in writing. The employee shall have a right to be represented at any meeting set to hear the employee's response. In cases of suspensions, demotions, or dismissal, the employee's response will be considered before final action is taken.~~

### ~~Final Notice~~

~~After the response or the expiration of the employee's time to respond to the notice of intent, the appropriate authority shall:~~

- ~~1. dismiss the notice of intent and take no disciplinary action against the employee; or~~



- ~~2. modify the intended disciplinary action; or~~
  - ~~3. prepare and serve upon the employee a final notice of disciplinary action. The final notice of disciplinary action shall include the following:~~
    - ~~a. The disciplinary action taken;~~
    - ~~a. The effective date of the disciplinary action taken;~~
    - ~~a. Specific charges upon which the action is based;~~
    - ~~a. A factual summary of the facts upon which the charges are based;~~
    - ~~a. The written materials reports and documents upon which the disciplinary action is based;~~
    - ~~a. The employee's right to appeal.~~
- Notice of the proposed action.
  - Cause for the action.
  - A statement of the charges signed by the Vice Chancellor of Human Resources or designee setting forth in clear and understandable language the specific act(s), error(s), or omission(s) giving rise to the charges.
  - A copy of all materials including statements on which the district relied upon preparing the notice of intent to discipline.
  - Copies of any sections of this contract, rules, regulations, or laws which are alleged to have been violated.
  - Notice of the right to respond to the charges either verbally or in writing prior to imposed discipline.
  - The right to representation at all phases of the disciplinary process, and
  - Statement of the employee's right to hearing(s).

## Appeal and Request for Hearing

~~If a classified employee, having been issued the final notice of disciplinary action, wants to appeal the action, he/she shall within ten calendar days from the date of receipt of the notice, appeal to the Board of Trustees by filing a written answer to the charges and a request for hearing with the **[designate position]**.~~

## ~~Time for Hearing~~

~~The Board of Trustees shall, within a reasonable time from the filing of the appeal, commence the hearing. The Board may conduct the hearing itself, or it may secure the services of an experienced hearing officer or Administrative Law Judge, mutually selected by the District and the employee, to conduct a hearing and render a proposed decision for consideration by the Board. However, in every case, the decision of the Board itself shall be final. The Board of Trustees may affirm, modify or revoke the discipline. Any employee, having filed an appeal with the Board and having been notified of the time and place of the hearing, who fails to make an appearance before the Board, may be deemed to have abandoned his/her appeal. In this event, the Board may dismiss the appeal.~~

## ~~Record of Proceedings and Costs~~

~~All disciplinary appeal hearings may, at the discretion of either party or the Board of Trustees, be recorded by a court reporter. Any hearing which does not utilize a court reporter shall be recorded by audio tapes. If a court reporter is requested by either party, that party shall pay the cost of the court reporter.~~

## ~~Conduct of the Hearing~~

- ~~• The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses but hearings shall be conducted in a manner most conducive to determination of the truth.~~
- ~~• Any relevant evidence may be admitted if it is the type of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper the admission of such evidence over objection in civil actions.~~
- ~~• Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence that shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions.~~
- ~~• The rules dealing with privileges shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.~~
- ~~• Irrelevant and unduly repetitious evidence may be excluded.~~
- ~~• The Board shall determine relevancy, weight and credibility of testimony and evidence. Decisions made by the Board shall not be invalidated by any informality in the proceedings.~~
- ~~• During examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing upon motion of either party.~~

## ~~Burden of Proof~~

~~In a disciplinary appeal the District has the burden of proof by preponderance of the evidence.~~

## ~~Proceed with Hearing or Request for Continuance~~

~~Each side should be asked if it is ready to proceed. If either side is not ready and wishes a continuance, good cause must be stated.~~

## ~~Testimony under Oath~~

~~All witnesses shall be sworn in for the record prior to offering testimony at the hearing. The chairperson will request the witnesses to raise their right hand and respond to the following:~~

~~"Do you swear that the testimony you are about to give at this hearing is the truth, the whole truth and nothing but the truth?"~~

## ~~Presentation of the Case~~

~~The hearing shall proceed in the following order unless the Board of Trustees, for special reason, directs otherwise:~~

- ~~• The party imposing discipline (District) shall be permitted to make an opening statement.~~
- ~~• The appealing party (employee) shall be permitted to make an opening statement.~~
- ~~• The District shall produce its evidence.~~
- ~~• The party appealing from such disciplinary action (employee) may then offer their evidence.~~
- ~~• The District followed by the appealing party (employee) may offer rebutting evidence.~~
- ~~• Closing arguments shall be permitted at the discretion of the Board of Trustees.~~

~~The party with the burden of proof shall have the right to go first and to close the hearing by making the last argument. The Board may place a time limit on closing arguments. The Board or the parties may request the~~

~~submission of written briefs. After the request for submittal of written briefs, the Board will determine whether to allow the parties to submit written briefs and determine the number of pages of briefs.~~

## ~~Procedure for the Parties~~

~~The District representative and the employee representative will address their remarks, including objections, to the President of the Board. Objections may be ruled upon summarily or argument may be permitted. The Board reserves the right to terminate argument at any time and issue a ruling regarding an objection or any other matter, and thereafter the representative shall continue with the presentation of their case.~~

## ~~Right to Control Proceedings~~

~~While the parties are generally free to present their case in the order that they prefer, the Board reserves the right to control the proceedings, including, but not limited to, altering the order of witnesses, limiting redundant or irrelevant testimony, or by the direct Questioning of witnesses.~~

## ~~Hearing Demeanor and Behavior~~

~~All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity, or personal behavior of their adversaries or members of the Board of Trustees.~~

## ~~Deliberation Upon the Case~~

~~The Board of Trustees should consider all oral and documentary evidence, the credibility of witnesses, and other appropriate factors in reaching their decision. The Board may deliberate at the close of the hearing or at a later fixed date and time. In those cases where the Board has received a proposed decision from a hearing officer or Administrative Law Judge, the proposed decision, the record of the hearing and all documentary evidence shall be available for review by the Board when it deliberates.~~

## ~~Written Findings, Conclusion, and Decision~~

Right to a Pre-Disciplinary Meeting (Skelly Conference). The "notice of proposed discipline" shall inform the unit member of his/her right to request a pre-disciplinary meeting (Skelly Conference) prior to the imposition of the discipline. In the event of the unit member's timely request of a pre-disciplinary meeting (Skelly Conference), such a meeting shall be held no sooner than (5) days but within a reasonable period of time of upon the unit member's request. At such a meeting the unit member shall be granted a reasonable opportunity, either in person or in writing, to make any representations the unit member believes are relevant to the case and put forth any information as to why the intended action should not proceed.

If a pre-disciplinary hearing is held, the District shall provide the CSEA President or designee and unit member with a written notification of the Skelly Officer's recommendation to either continue, amend, reduce, or dismiss the proposed discipline within ten (10) days.

Subject to the outcome of the pre-disciplinary hearing (Skelly) referenced above, the discipline will commence following the outcome of that pre-disciplinary hearing (Skelly) or, if no pre-disciplinary hearing (Skelly) is requested, on the sixth calendar day following receipt of this notice. If unit member timely request an evidentiary hearing, as addressed above, such a hearing would occur following the commencement of discipline.

**Right to an Evidentiary Hearing.** The "Notice of Proposed Discipline" shall inform the unit member of his/her right to

request an evidentiary hearing after a decision is provided resulting from the pre-disciplinary meeting (Skelly Conference). Unit members' have the right, upon request, to an evidentiary hearing before the disciplinary action is final.

Such request for an evidentiary hearing must be made in writing within five (5) days from receipt of the "Notice of

Proposed Discipline" and must be actually received by the Vice Chancellor of Human Resources or designee no later

than five (5) days after notice is delivered. If the unit member requests an evidentiary hearing within the five (5) day

period, at such hearing the unit member will be provided an opportunity to present oral and/or documentary evidence,

confront and cross examine witnesses and to be represented by a representative of his/her choice. No evidentiary hearing

shall be held unless written notice is delivered to the Vice Chancellor of Human Resources or designee within five (5)

days of the date this notice is served on the unit member.

Failure to file a timely request for an evidentiary hearing waives the unit members' right to an evidentiary hearing and

no hearing will be held.

**Member's Right During an Evidentiary Hearing.**

- Evidentiary Hearing: All evidentiary hearings shall be conducted by a neutral hearing officer who shall be mutually agreed upon within twenty (20) days by the District and CSEA Association. In the event the parties are unable to reach an agreement on the hearing officer within twenty (20) days from the date of the request for the hearing, a request for a list of five (5) qualified hearing officers will be submitted to the California Mediation and Conciliation Service by the District. The Hearing Officer will be selected from the aforementioned list by alternate strike off. The first strike off will be determined by chance then each party will strike one name from the list until only one name remains. The remaining hearing officer will conduct the hearing. The hearing shall be conducted under rules of procedure established by the hearing officer which are consistent with the law. Both the District and CSEA Association shall have the right to call witnesses, introduce evidence, cross examine any witness, and make motions or objections to the proceedings. All hearings shall be closed to the public unless the affected unit member specifically requests that the hearing be open to the public.
- Witnesses and Evidence: The hearing officer shall have the authority to compel the production of such witnesses and evidence as may be necessary to ensure that the bargaining unit member's due process rights are protected. The technical rules of evidence shall not apply. Hearsay evidence may be submitted to support direct evidence, but may not be sufficient standing alone to support a finding
- Following the Evidentiary Hearing, the Hearing Officer shall render his or her findings, and decision, which shall be served on both parties. The Hearing Officer's decision is a recommendation only and is not

binding.

- : Unit member have the right to an evidentiary hearing before a neutral hearing officer; however, the Governing Board's determination of the sufficiency of the cause of disciplinary action shall be conclusive.

## **Decision of the Board to be Final**

The ~~Board~~ decision of the Board of Trustees in all cases shall be final. The Board may sustain or reject any or all of the charges filed against the employee. The Board may sustain, reject or modify the disciplinary action invoked against the employee. In those cases where the Board has received a proposed decision from a hearing officer or Administrative Law Judge, the Board may adopt the proposed decision, modify the proposed decision or render ~~its findings, conclusions and decision as soon after the conclusion of the hearing as possible. A finding must be made by the Board on each material issue. The Board may sustain or reject any or all of the charges filed against the employee. The Board may sustain, reject or modify the disciplinary action invoked against the employee. In those cases where the Board~~ a new decision. If the Board recommends reinstatement of the terminated employee, the employee is only entitled to back pay minus the sum the employee has received a proposed decision from a hearing officer or Administrative Law Judge, the Board may adopt the proposed decision, modify the proposed decision or render a new decision. If the Board recommends reinstatement of the terminated employee, the employee is only entitled to back pay minus the sum the employee has earned during the period of absence.

## ~~**Decision of the Board to be Final**~~

~~The decision of the Board of Trustees in all cases shall be final.~~

## ~~**Emergency Suspension**~~

~~If an employee's conduct presents an immediate threat to the health and safety of the employee or others, the employee may be suspended without compliance with the provisions this procedure. However, as soon as possible after suspension, the employee shall be given notice as set forth herein.~~

## **Record Filed**

When final action is taken, the documents shall be placed in the employee's personnel file.

## **References:**

Education Code Section 88013;

Government Code Sections 3300 et seq.

## **Attachments:**

No Attachments

### **Approval Signatures**

<b>Step Description</b>	<b>Approver</b>	<b>Date</b>
Chapter owners are notified	Kristina Hannon	03/2018

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources

**DATE:** November 8, 2018

**SUBJECT:** Consideration of Approval to Conduct a Public Hearing and Acknowledge an Initial Proposal to Reopen Negotiations with CSEA from the District

### **RECOMMENDATION**

- 1) It is recommended that the President of the Board of Trustees open a hearing for public comment on the initial reopener proposal below and, following any comments from the public, the President of the Board of Trustees close the hearing:
  - As proposed by the District, Article 24 Classified Staff Teaching Part-Time.
- 2) It is further recommended that, having conducted the public hearing pursuant to Government Code 3547, the Board of Trustees acknowledge this proposal and the parties commence negotiations.

### **OVERVIEW**

Government Code 3547 requires that all initial proposals for collective bargaining be presented at a public meeting. This is commonly known as *sunshining*.

In February 2018 the District and CSEA Chapter 291 entered into an agreement for the period July 1, 2017 through June 30, 2020. Article 21 of that agreement, which regards Severability, states, "If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect." It is on the basis of this provision that the District has submitted this initial reopener proposal.

### **ANALYSIS**

This board item agendaizes and makes public the District's initial proposal to negotiate Article 24 Classified Staff Teaching Part-Time.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

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

**DATE:** November 8, 2018

**SUBJECT:** Applause Cards

**RECOMMENDATION**

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

**OVERVIEW**

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance.

**ANALYSIS**

The *Caring Hands* Applause Card was developed so that employees, students, visitors, and vendors have an opportunity to recognize someone at SBCCD who provides outstanding quality and service.

**INSTITUTIONAL VALUES**

I. Institutional Effectiveness

**FINANCIAL IMPLICATIONS**

None.

### Caring Hands Applause Cards -November 2018

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
<b>DISTRICT</b>				
Aguirre	Margarita	Accounts Payable	Thank you so much for being kind and helpful.	Brittany Sysawang
Alexander	Tenille	Business Services	Thank you for your assistance with Questica. We appreciate your support and professionalism. It is truly a pleasure working with you.	Shari Blackwell
Davis	Angela	Purchasing	Angela is an excellent team player and goes above and beyond on a daily basis. She assists me with purchasing issues and continues to share her knowledge with those around her. Thank you Angela!	Paige Dulay-Vega
Davis	Angela	Purchasing	For your continued support with Oracle and helping answer any questions we may have with complete professionalism.	Shari Blackwell
Diggle	Virginia	Business Services	Virginia Diggle has been a phenomenal resource for me as a new employee. I wanted to say thank you, I truly appreciate all her help and guidance.	Sharon Zerbel
Diggle	Virginia	Fiscal Services	For your continued support with contracts and always being so friendly and professional with any help we may need.	Shari Blackwell
Gonzales	Tina	EDCT	Tina, Thanks for always being positive and helpful at all times.	Brittany Sysawang
Mesa	Krystal	EDCT	Krystal, thanks for being so proactive and helpful when I am in need of assistance.	Brittany Sysawang
Nguyen	Michael	Environmental Health & Safety	Thank you for helping make the SBVC Taste and Tour a success! Michael worked on our behalf to make sure the event satisfied all requirements. We appreciate you!	Karen Childers
Parada	Osman	TESS	Osman, thank you for your help and guidance at all times when we are in need of assistance.	Brittany Sysawang
Perez	Brandy	Human Resources	Brandy worked to make sure our work-study student was processed and could start. We appreciate your extra effort to make it happen!	Karen Childers
Perez	Brandy	Human Resources	Brandy, Thank you so much for being so kind and helpful. Your assistance with providing information about HR has been very helpful.	Brittany Sysawang



**Caring Hands Applause Cards -November 2018**

Rico	Lilieth	EDCT	Lily, Thanks for being so kind and helpful.	Brittany Sysawang
Rubio	Eddy	EDCT	Eddie, thank you for all your help and support.	Brittany Sysawang
Sims	Jeremy	TESS	Jeremy, thank you so much for being very proactive and helpful at all times. Your assistance is very much appreciative.	Brittany Sysawang
Sysawang	Stacy	EDCT	Stacy, thank you so much for being so patient , kind and most importantly helpful when scheduling all of our trainings.	Roxane Joyce/Brittany Sysawng
Tram	Yvette	TESS	For your assistance and professionalism in working with Oracle. You are doing an amazing job and we appreciate you.	Shari Blackwell
<b>CRAFTON HILLS COLLEGE</b>				
Grabow	Jimmy	Counseling	Thank you Jimmy for your continued efforts to go beyond your assignment by volunteering as a chaperone and tour guide during the CSU Long Beach campus field trip.	Mariana Moreno
St. Jean	Cyndie	President's Office	Thank you for all the help you have given me and for creating an opportunity for all secretarial staff to get together to exchange ideas and processes. I couldn't do my job without you!!	Ruby Zuniga
St. Jean	Cyndie	President's Office	Thank you for all of your hard work and for going above and beyond to ensure that not only everything runs smoothly, but that everyone is taking care of specifically. You are valuable to all of us at Crafton!	Brandice Mello
St. Jean	Cyndie	President's Office	Thank you for your professionalism, hard work and all you do! You are appreciated!	Debby Gallagher
Zuniga	Ruby	Office of Institutional Effectiveness, Research and Planning	Ruby provides excellent service to all with a professional manner, courtesy and sincerity. She is an employee you would want on your team who works well with everyone. Thank you for your help and all you did. It was appreciated!	Debby Gallagher
<b>SAN BERNARDINO VALLEY COLLEGE</b>				
Candelaria	Bridget	Instruction Office	Bridget goes above and beyond to help answer all my questions that I have as a new employee. It is truly appreciated!	Sharon Zerbel

**Caring Hands Applause Cards -November 2018**

Feist	John	Technology Services	John went out of his way to help me and Melinda Fogle-Oliver as we prepared for the SBVC Taste & Tour. He just happened to be driving by, and he ended up helping us out. Thank you!	Karen Childers
Flaa	Jonathan	Technology Services	Thank you for taking care of the technology needs for the SBVC Taste & Tour. We really appreciate it!	Karen Childers
Gallagher	Debby	President's Office	Thank you for answering all my questions, providing input and historical knowledge so I can be successful in my job. We work together wonderfully and I appreciate your support and guidance.	Cyndie St. Jean
Guillen	Ernesto	Library	Thank you for your work with the SBVC Taste & Tour! From being on the planning committee, to helping out at the event, and being there for the debriefing after the event. You added a lot to the event, and we appreciate you!	Karen Childers
Hall	Suzan	Administrative Services	Suzan helped us put together our facilities request for the SBVC Taste & Tour, even taking the time to go to the site with us to make sure our request was complete. Thank you!	Karen Childers
Hrdlicka	Rick	Technology Services	Thank you for making sure the technology needs for the SBVC Taste & Tour were taken care of. We really appreciate it!	Karen Childers
Huerta	Cindy	Student Equity & Success-Outreach	Thank you for your support with the Taste & Tour event. The outreach materials you provided were very much appreciated!	Karen Childers
Hylton	Chris	Maintenance & Operations	Chris was instrumental in making sure the M&O needs were taken care of for the SBVC Taste & Tour. Thank you!	Karen Childers
Jenkins	Robert	Facilities, Maintenance & Operations	Robert was instrumental in making sure the facilities needs were taken care of for the SBVC Taste & Tour. Thank you!	Karen Childers
Maniaol	Albert	Applied Technology, Transportation & Culinary Arts Division	Mr. Maniaol, Thank you for being so kind, collaborative and helpful when assistance is in need.	Brittany Sysawang

**Caring Hands Applause Cards -November 2018**

Moody	Amanda	Student Equity & Success	Thank you for being so great at the SBVC Taste & Tour! Your help at the Valley 360 booth made a big difference. We appreciate it very much.	Karen Childers
Ortiz	Miguel	Applied Technology, Transportation & Culinary Arts Division	Miguel, Thank you for being so kind and helpful at all times. Very happy to be working with you.	Brittany Sysawang
Pang	Sonja	Development & Community Relations	You did an amazing job with the SBVC Taste and Tour! Once again, your event planning is above and beyond. Thank you for working so hard to make the event a success.	Karen Childers
Peters	Dena	Research, Planning & IE	Thanks to Dena for processing my travel expenses. You have been a great asset in learning Oracle and assisting all who are having troubles. Thanks again!	Corrina Baber
Plemons	Justine	Office of Student Life	Thank you for being so great at the SBVC Taste & Tour! Your help at the Valley 360 booth made a big difference. We appreciate it very much.	Karen Childers
Rodriguez	Judy	Administrative Services	Judy made sure our facilities needs were complete and ready for the Taste & Tour. Thank you for working with us!	Karen Childers
Rodriguez	Judy	Administrative Services	Judy, Thank you for being so informative and helpful.	Brittany Sysawang
Rodriguez	Oscar	Student Equity & Success	Thank you for all your help with the SBVC Taste & Tour! From coordinating the Valley-Bound volunteers, to helping at the event, to helping us put everything back after the event. You were a huge help, and we appreciate you!	Karen Childers
Sanchez	Phylcia	Development & Community Relations	Thank you for your work on the SBVC Taste & Tour! Registration went smoothly, and guests felt welcome and happy. You did a great job!	Karen Childers
Valencia	Samantha	Development & Community Relations	Thank you for your work on the SBVC Taste and Tour! The event was well marketed, and the publicity materials looked great.	Karen Childers
Williams	Sharaf	Student Equity & Success - First Year Experience	Thank you for being so great at the SBVC Taste & Tour! Your help at the Valley 360 booth made a big difference. We appreciate it very much.	Karen Childers

**Caring Hands Applause Cards -November 2018**

Wrenn	Cedrick	Technology Services	Thank you for taking care of the technology needs for the SBVC Taste & Tour. We really appreciate it!	Karen Childers
Yarbrough	Kay Dee	Instruction Office	Kay D, Thank you for always being so kind and helpful.	Brittany Sysawang

## **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:** November 8, 2018  
**SUBJECT:** Budget Report

### **RECOMMENDATION**

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

### **OVERVIEW**

The attached Revenue and Expenditure Summary reflects activity for the 2018-19 fiscal year through October 11, 2018. As of that date, SBCCD was 28% through the fiscal year and had spent and/or encumbered approximately 29% 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 10/11/2018

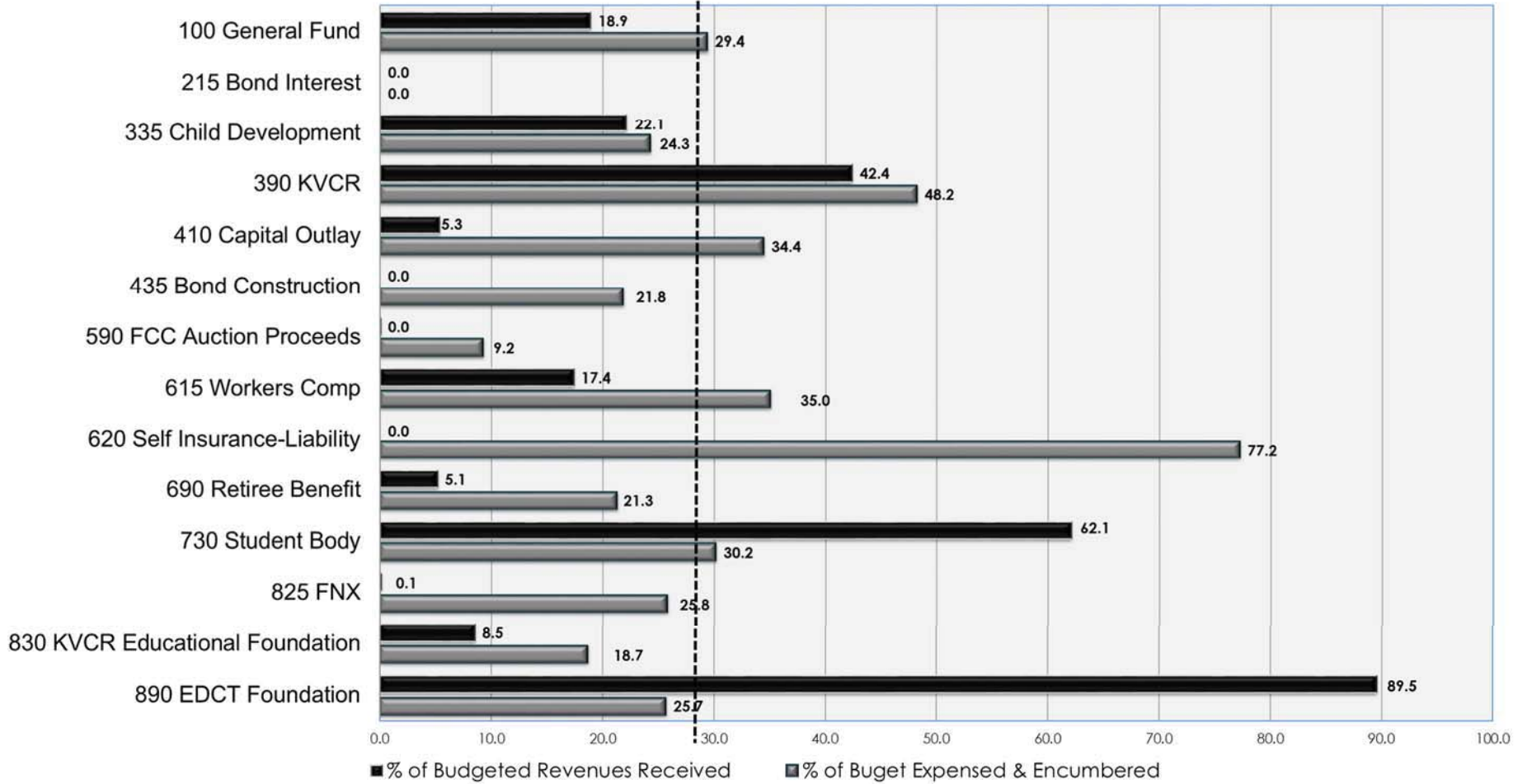
	28.2% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	\$159,626,664	\$ 30,154,014	18.9%	\$163,945,398	\$ 48,218,763	29.4%	
215 Bond Interest & Redemption	\$ 25,703,480	\$ -	0.0%	\$ 29,169,261	\$ -	0.0%	<i>Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.</i>
335 Child Development	\$ 3,199,174	\$ 705,556	22.1%	\$ 3,199,174	\$ 777,079	24.3%	
390 KVCR	\$ 4,903,772	\$ 2,077,910	42.4%	\$ 4,903,331	\$ 2,364,429	48.2%	<i>Operational support transfer received in October. Encumbrances total \$1.5million.</i>
410 Capital Outlay Projects	\$ 1,636,671	\$ 86,817	5.3%	\$ 6,057,694	\$ 2,086,225	34.4%	
435 Bond Construction	\$ -	\$ -	n/a	\$ 5,950,000	\$ 1,297,402	21.8%	
590 FCC Auction Proceeds	\$ 8,400,000	\$ 530	0.0%	\$ 60,227,904	\$ 5,565,106	9.2%	<i>Interest income posted quarterly by County. Expecting 1st quarter interest to post by the end of October.</i>
615 Workers Compensation	\$ 1,257,000	\$ 218,439	17.4%	\$ 1,257,000	\$ 440,294	35.0%	
620 Self Insurance-Liability	\$ 550,000	\$ -	0.0%	\$ 785,000	\$ 606,175	77.2%	<i>FY2019 Insurance payment of \$516,488.</i>
690 Retiree Benefit	\$ 405,000	\$ 20,788	5.1%	\$ 305,700	\$ 65,127	21.3%	
730 Student Body Center Fee	\$ 294,700	\$ 182,931	62.1%	\$ 294,700	\$ 88,880	30.2%	<i>Student fees collected at the start of the term.</i>
825 FNX	\$ 3,018,000	\$ 3,031	0.1%	\$ 3,188,711	\$ 822,247	25.8%	
830 KVCR Educational Foundation	\$ 3,442,291	\$ 292,901	8.5%	\$ 3,442,253	\$ 643,505	18.7%	
890 EDCT Foundation	\$ 497,619	\$ 445,416	89.5%	\$ 497,619	\$ 127,819	25.7%	<i>\$220,000 District support received in September.</i>



# Budget Revenue & Expenditure Summary

Year to Date 10/11/2018

Fiscal Year Elapsed - 28.2%





## Oracle Encumbrance Report

Year to Date 10/11/2018

Fund	Title	Type	Encumbered
100	General Fund	Expense	19,582,241.09
215	Bond Interest	Expense	-
335	Child Development	Expense	-
390	KVCR	Expense	1,571,451.89
410	Capital Outlay	Expense	1,389,877.16
435	Bond Construction	Expense	616,530.10
590	FCC Auction Proceeds	Expense	3,884,859.27
615	Worker's Comp.	Expense	112,397.00
620	Self-Insurance - Liability	Expense	60,666.00
690	Retiree Benefit	Expense	-
730	Student Body Center Fee	Expense	15,477.35
825	FNX	Expense	490,679.99
830	KVCR Educational Foundation	Expense	293,582.94
890	EDCT Foundation	Expense	52,106.21



**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 01 GENERAL FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	2,578,672.48	(1,462.03)	(1,462.03)	(0.06%)	23,849.00	2,556,285.51	99.13%
Other State Revenue (860000 to 869999)	106,765,559.01	24,332,244.79	24,332,244.79	22.79%	244,086.00	82,189,228.22	76.98%
Other Local Revenue (880000 to 889999)	38,691,378.23	3,196,381.20	3,196,381.20	8.26%	2,358,914.77	33,136,082.26	85.64%
All Other Financing Sources (890000 to 897999)	9,591,054.00	0.00	0.00	0.00%	-	9,591,054.00	100.00%
Interfund Transfers In (898000 to 898999)	2,000,000.00	0.00	0.00	0.00%	-	2,000,000.00	100.00%
<b>Total Revenue</b>	<b>159,626,663.72</b>	<b>27,527,163.96</b>	<b>27,527,163.96</b>		<b>2,626,849.77</b>	<b>129,472,649.99</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	48,683,468.98	10,273,835.90	10,273,835.90	21.10%	-	38,409,633.08	78.90%
Classified Salary (200000 to 299999)	34,707,813.84	9,021,539.04	9,021,539.04	25.99%	-	25,686,274.80	74.01%
Employee Benefit (300000 to 399999)	27,348,439.54	6,323,980.28	6,323,980.28	23.12%	-	21,024,459.26	76.88%
Books and Supplies (400000 to 499999)	3,419,178.87	138,502.06	138,502.06	4.05%	25,061.10	3,255,615.71	95.22%
Services and Operating Expenditures (500000 to 599999)	34,232,227.96	2,442,935.73	2,442,935.73	7.14%	584,828.59	31,204,463.64	91.16%
Capital Outlay (600000 to 699999)	4,233,132.58	171,539.23	171,539.23	4.05%	305,448.09	3,756,145.26	88.73%
Interfund Transfers Out (730000 to 739999)	770,000.00	220,000.00	220,000.00	28.57%	-	550,000.00	71.43%
Other Financing Uses (740000 to 769999)	10,551,136.00	44,189.70	44,189.70	0.42%	-	10,506,946.30	99.58%
<b>Total Expenditure</b>	<b>163,945,397.77</b>	<b>28,636,521.94</b>	<b>28,636,521.94</b>		<b>915,337.78</b>	<b>134,393,538.05</b>	
<b>Total Fund 01 GENERAL FUND</b>	<b>(4,318,734.05)</b>	<b>(1,109,357.98)</b>	<b>(1,109,357.98)</b>		<b>1,711,511.99</b>	<b>(4,920,888.06)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 21 BOND INTEREST AND REDEMPTIONF</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	225,744.00	0.00	0.00	0.00%	-	225,744.00	100.00%
Other Local Revenue (880000 to 889999)	25,477,736.00	0.00	0.00	0.00%	-	25,477,736.00	100.00%
<b>Total Revenue</b>	<b>25,703,480.00</b>	<b>0.00</b>	<b>0.00</b>		<b>-</b>	<b>25,703,480.00</b>	
<b>Expenditure</b>							
Other Financing Uses (700000 to 729999)	29,169,261.00	0.00	0.00	0.00%	-	29,169,261.00	100.00%
<b>Total Expenditure</b>	<b>29,169,261.00</b>	<b>0.00</b>	<b>0.00</b>		<b>-</b>	<b>29,169,261.00</b>	
<b>Total Fund 21 BOND INTEREST AND REDEMPTIONF</b>	<b>(3,465,781.00)</b>	<b>0.00</b>	<b>0.00</b>		<b>-</b>	<b>(3,465,781.00)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 41 CAPITAL OUTLAY PROJECTS FUND</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	336,670.99	0.00	0.00	0.00%	-	336,670.99	100.00%
Other Local Revenue (880000 to 889999)	1,300,000.00	86,817.22	86,817.22	6.68%	-	1,213,182.78	93.32%
<b>Total Revenue</b>	<b>1,636,670.99</b>	<b>86,817.22</b>	<b>86,817.22</b>		<b>-</b>	<b>1,549,853.77</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	210,085.69	52,521.42	52,521.42	25.00%	-	157,564.27	75.00%
Employee Benefit (300000 to 399999)	84,435.60	21,040.61	21,040.61	24.92%	-	63,394.99	75.08%
Services and Operating Expenditures (500000 to 599999)	808,036.99	23,479.42	23,479.42	2.91%	51,048.01	733,509.56	90.78%
Capital Outlay (600000 to 699999)	4,955,136.00	599,306.97	599,306.97	12.09%	-	4,355,829.03	87.91%
<b>Total Expenditure</b>	<b>6,057,694.28</b>	<b>696,348.42</b>	<b>696,348.42</b>		<b>51,048.01</b>	<b>5,310,297.85</b>	
<b>Total Fund 41 CAPITAL OUTLAY PROJECTS FUND</b>	<b>(4,421,023.29)</b>	<b>(609,531.20)</b>	<b>(609,531.20)</b>		<b>(51,048.01)</b>	<b>(3,760,444.08)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 42 REVENUE BOND CONSTRUCTION FUND</b>							
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	250,000.00	(1,736.50)	(1,736.50)	(0.69%)	-	251,736.50	100.69%
Capital Outlay (600000 to 699999)	5,700,000.00	682,608.14	682,608.14	11.98%	78,474.53	4,938,917.33	86.65%
<b>Total Expenditure</b>	<u>5,950,000.00</u>	<u>680,871.64</u>	<u>680,871.64</u>		<u>78,474.53</u>	<u>5,190,653.83</u>	
<b>Total Fund 42 REVENUE BOND CONSTRUCTION FUN</b>	<u>(5,950,000.00)</u>	<u>(680,871.64)</u>	<u>(680,871.64)</u>		<u>(78,474.53)</u>	<u>(5,190,653.83)</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 59 ENTERPRISE FUND-FCC AUCTION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	6,400,000.00	530.00	530.00	0.01%	-	6,399,470.00	99.99%
Interfund Transfers In (898000 to 898999)	2,000,000.00	0.00	0.00	0.00%	-	2,000,000.00	100.00%
<b>Total Revenue</b>	<b>8,400,000.00</b>	<b>530.00</b>	<b>530.00</b>		<b>-</b>	<b>8,399,470.00</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	2,852,210.00	23,319.74	23,319.74	0.82%	3,679.26	2,825,211.00	99.05%
Capital Outlay (600000 to 699999)	52,320,694.00	106,926.76	106,926.76	0.20%	108,450.00	52,105,317.24	99.59%
Other Financing Uses (700000 to 729999)	2,000,000.00	0.00	0.00	0.00%	-	2,000,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	3,055,000.00	1,550,000.00	1,550,000.00	50.74%	-	1,505,000.00	49.26%
<b>Total Expenditure</b>	<b>60,227,904.00</b>	<b>1,680,246.50</b>	<b>1,680,246.50</b>		<b>112,129.26</b>	<b>58,435,528.24</b>	
<b>Total Fund 59 ENTERPRISE FUND-FCC AUCTION</b>	<b>(51,827,904.00)</b>	<b>(1,679,716.50)</b>	<b>(1,679,716.50)</b>		<b>(112,129.26)</b>	<b>(50,036,058.24)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 68 RETIREE BENEFIT FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	405,000.00	10,383.41	10,383.41	2.56%	-	394,616.59	97.44%
<b>Total Revenue</b>	<b>405,000.00</b>	<b>10,383.41</b>	<b>10,383.41</b>		<b>-</b>	<b>394,616.59</b>	
<b>Expenditure</b>							
Employee Benefit (300000 to 399999)	305,700.00	65,126.90	65,126.90	21.30%	-	240,573.10	78.70%
<b>Total Expenditure</b>	<b>305,700.00</b>	<b>65,126.90</b>	<b>65,126.90</b>		<b>-</b>	<b>240,573.10</b>	
<b>Total Fund 68 RETIREE BENEFIT FUND</b>	<b>99,300.00</b>	<b>(54,743.49)</b>	<b>(54,743.49)</b>		<b>-</b>	<b>154,043.49</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumbered; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 72 CHILD DEVELOPMENT FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	545,440.00	16,492.88	16,492.88	3.02%	18,121.00	510,826.12	93.65%
Other State Revenue (860000 to 869999)	2,448,534.00	659,549.11	659,549.11	26.94%	1,017.12	1,787,967.77	73.02%
Other Local Revenue (880000 to 889999)	205,200.00	10,375.93	10,375.93	5.06%	-	194,824.07	94.94%
<b>Total Revenue</b>	<b>3,199,174.00</b>	<b>686,417.92</b>	<b>686,417.92</b>		<b>19,138.12</b>	<b>2,493,617.96</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,772,891.34	541,031.81	541,031.81	30.52%	-	1,231,859.53	69.48%
Employee Benefit (300000 to 399999)	798,209.97	202,971.74	202,971.74	25.43%	-	595,238.23	74.57%
Books and Supplies (400000 to 499999)	291,194.49	32,775.68	32,775.68	11.26%	2,532.36	255,886.45	87.87%
Services and Operating Expenditures (500000 to 599999)	129,408.72	300.00	300.00	0.23%	-	129,108.72	99.77%
Capital Outlay (600000 to 699999)	207,469.51	0.00	0.00	0.00%	3,495.96	203,973.55	98.31%
<b>Total Expenditure</b>	<b>3,199,174.03</b>	<b>777,079.23</b>	<b>777,079.23</b>		<b>6,028.32</b>	<b>2,416,066.48</b>	
<b>Total Fund 72 CHILD DEVELOPMENT FUND</b>	<b>(0.03)</b>	<b>(90,661.31)</b>	<b>(90,661.31)</b>		<b>13,109.80</b>	<b>77,551.48</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 73 STUDENT BODY CENTER FEE FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	294,700.00	182,931.00	182,931.00	62.07%	-	111,769.00	37.93%
<b>Total Revenue</b>	<b>294,700.00</b>	<b>182,931.00</b>	<b>182,931.00</b>		<b>-</b>	<b>111,769.00</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	173,291.82	54,296.38	54,296.38	31.33%	-	118,995.44	68.67%
Employee Benefit (300000 to 399999)	64,078.50	18,170.68	18,170.68	28.36%	-	45,907.82	71.64%
Books and Supplies (400000 to 499999)	12,500.00	935.61	935.61	7.48%	-	11,564.39	92.52%
Services and Operating Expenditures (500000 to 599999)	19,581.20	0.00	0.00	0.00%	-	19,581.20	100.00%
Capital Outlay (600000 to 699999)	25,248.50	0.00	0.00	0.00%	-	25,248.50	100.00%
<b>Total Expenditure</b>	<b>294,700.02</b>	<b>73,402.67</b>	<b>73,402.67</b>		<b>-</b>	<b>221,297.35</b>	
<b>Total Fund 73 STUDENT BODY CENTER FEE FUND</b>	<b>(0.02)</b>	<b>109,528.33</b>	<b>109,528.33</b>		<b>-</b>	<b>(109,528.35)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status



**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 74 KVCR FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,799,452.63	86,329.68	86,329.68	4.80%	-	1,713,122.95	95.20%
Interfund Transfers In (898000 to 898999)	3,104,319.00	1,750,000.00	1,750,000.00	56.37%	-	1,354,319.00	43.63%
<b>Total Revenue</b>	<b>4,903,771.63</b>	<b>1,836,329.68</b>	<b>1,836,329.68</b>		<b>-</b>	<b>3,067,441.95</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,895,760.34	567,267.08	567,267.08	29.92%	-	1,328,493.26	70.08%
Employee Benefit (300000 to 399999)	623,161.26	157,645.55	157,645.55	25.30%	-	465,515.71	74.70%
Books and Supplies (400000 to 499999)	33,250.00	382.96	382.96	1.15%	-	32,867.04	98.85%
Services and Operating Expenditures (500000 to 599999)	2,217,159.47	67,681.43	67,681.43	3.05%	4,000.00	2,145,478.04	96.77%
Capital Outlay (600000 to 699999)	134,000.00	0.00	0.00	0.00%	-	134,000.00	100.00%
<b>Total Expenditure</b>	<b>4,903,331.07</b>	<b>792,977.02</b>	<b>792,977.02</b>		<b>4,000.00</b>	<b>4,106,354.05</b>	
<b>Total Fund 74 KVCR FUND</b>	<b>440.56</b>	<b>1,043,352.66</b>	<b>1,043,352.66</b>		<b>(4,000.00)</b>	<b>(1,038,912.10)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
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**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 76 KVCR EDUCATIONAL FOUNDATION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,841,609.62	195,339.80	195,339.80	6.87%	-	2,646,269.82	93.13%
Interfund Transfers In (898000 to 898999)	600,681.00	0.00	0.00	0.00%	-	600,681.00	100.00%
<b>Total Revenue</b>	<b>3,442,290.62</b>	<b>195,339.80</b>	<b>195,339.80</b>		<b>-</b>	<b>3,246,950.82</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	545,177.74	68,860.93	68,860.93	12.63%	-	476,316.81	87.37%
Employee Benefit (300000 to 399999)	187,057.86	27,769.92	27,769.92	14.85%	-	159,287.94	85.15%
Books and Supplies (400000 to 499999)	31,500.00	216.79	216.79	0.69%	-	31,283.21	99.31%
Services and Operating Expenditures (500000 to 599999)	963,017.62	53,074.65	53,074.65	5.51%	1,998.70	907,944.27	94.28%
Capital Outlay (600000 to 699999)	15,500.00	0.00	0.00	0.00%	-	15,500.00	100.00%
Interfund Transfers Out (730000 to 739999)	1,700,000.00	200,000.00	200,000.00	11.76%	-	1,500,000.00	88.24%
<b>Total Expenditure</b>	<b>3,442,253.22</b>	<b>349,922.29</b>	<b>349,922.29</b>		<b>1,998.70</b>	<b>3,090,332.23</b>	
<b>Total Fund 76 KVCR EDUCATIONAL FOUNDATION</b>	<b>37.40</b>	<b>(154,582.49)</b>	<b>(154,582.49)</b>		<b>(1,998.70)</b>	<b>156,618.59</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
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**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 78 SELF INSURANCE-LIABILITY&amp;PROP</b>							
<b>Revenue</b>							
Interfund Transfers In (898000 to 898999)	550,000.00	0.00	0.00	0.00%	-	550,000.00	100.00%
<b>Total Revenue</b>	550,000.00	0.00	0.00		-	550,000.00	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	785,000.00	545,508.64	545,508.64	69.49%	-	239,491.36	30.51%
<b>Total Expenditure</b>	785,000.00	545,508.64	545,508.64		-	239,491.36	
<b>Total Fund 78 SELF INSURANCE-LIABILITY&amp;PROP</b>	<u>(235,000.00)</u>	<u>(545,508.64)</u>	<u>(545,508.64)</u>		-	<u>310,508.64</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
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**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 79 EDCT FOUNDATION</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	265,424.55	0.00	0.00	0.00%	-	265,424.55	100.00%
Other Local Revenue (880000 to 889999)	12,194.67	5,312.00	5,312.00	43.56%	-	6,882.67	56.44%
Interfund Transfers In (898000 to 898999)	220,000.00	220,000.00	220,000.00	100.00%	-	0.00	0.00%
<b>Total Revenue</b>	<b>497,619.22</b>	<b>225,312.00</b>	<b>225,312.00</b>		<b>-</b>	<b>272,307.22</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	3,000.00	0.00	0.00	0.00%	-	3,000.00	100.00%
Classified Salary (200000 to 299999)	196,306.66	60,815.06	60,815.06	30.98%	-	135,491.60	69.02%
Employee Benefit (300000 to 399999)	56,599.35	12,823.48	12,823.48	22.66%	-	43,775.87	77.34%
Books and Supplies (400000 to 499999)	40,744.67	322.45	322.45	0.79%	2,839.99	37,582.23	92.24%
Services and Operating Expenditures (500000 to 599999)	52,179.00	202.02	202.02	0.39%	16,441.77	35,535.21	68.10%
Capital Outlay (600000 to 699999)	148,789.55	1,550.02	1,550.02	1.04%	20,846.22	126,393.31	84.95%
<b>Total Expenditure</b>	<b>497,619.23</b>	<b>75,713.03</b>	<b>75,713.03</b>		<b>40,127.98</b>	<b>381,778.22</b>	
<b>Total Fund 79 EDCT FOUNDATION</b>	<b>(0.01)</b>	<b>149,598.97</b>	<b>149,598.97</b>		<b>(40,127.98)</b>	<b>(109,471.00)</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 82 SCHLRSH&amp;LOAN AGENCY KVCR-FNX</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	3,018,000.00	2,930.75	2,930.75	0.10%	-	3,015,069.25	99.90%
<b>Total Revenue</b>	<b>3,018,000.00</b>	<b>2,930.75</b>	<b>2,930.75</b>		<b>-</b>	<b>3,015,069.25</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,232,267.16	247,752.04	247,752.04	20.11%	-	984,515.12	79.89%
Employee Benefit (300000 to 399999)	412,208.78	77,370.35	77,370.35	18.77%	-	334,838.43	81.23%
Books and Supplies (400000 to 499999)	30,800.00	459.01	459.01	1.49%	1,028.66	29,312.33	95.17%
Services and Operating Expenditures (500000 to 599999)	1,448,435.00	5,985.88	5,985.88	0.41%	44,493.75	1,397,955.37	96.51%
Capital Outlay (600000 to 699999)	65,000.00	0.00	0.00	0.00%	2,357.83	62,642.17	96.37%
<b>Total Expenditure</b>	<b>3,188,710.94</b>	<b>331,567.28</b>	<b>331,567.28</b>		<b>47,880.24</b>	<b>2,809,263.42</b>	
<b>Total Fund 82 SCHLRSH&amp;LOAN AGENCY KVCR-FNX</b>	<b>(170,710.94)</b>	<b>(328,636.53)</b>	<b>(328,636.53)</b>		<b>(47,880.24)</b>	<b>205,805.83</b>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = 151,169; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 84 WORKERS COMPENSATION FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,257,000.00	127,813.96	127,813.96	10.17%	-	1,129,186.04	89.83%
<b>Total Revenue</b>	1,257,000.00	127,813.96	127,813.96		-	1,129,186.04	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	1,257,000.00	327,896.62	327,896.62	26.09%	5,275.80	923,827.58	73.49%
<b>Total Expenditure</b>	1,257,000.00	327,896.62	327,896.62		5,275.80	923,827.58	
<b>Total Fund 84 WORKERS COMPENSATION FUND</b>	<u>0.00</u>	<u>(200,082.66)</u>	<u>(200,082.66)</u>		<u>(5,275.80)</u>	<u>205,358.46</u>	

Criteria: Type = Summary; Budget Status = Revised; Financial Options = Revenue,Expenditure; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

## **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:** November 8, 2018  
**SUBJECT:** District Clery Act Compliance Report

### **RECOMMENDATION**

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

### **OVERVIEW**

Postsecondary educational institutions (institutions) that participate in student aid programs under Title IV of the federal Higher Education Act of 1965, as amended, are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to create an annual security report by October 1 of each year. This security report must contain required crime statistics of the institution as well as certain security policy disclosures. When institutions do not comply with the Clery Act, they inhibit the ability of students and others to make informed decisions about campus security. Further, the U.S. Department of Education can impose financial penalties of up to \$55,907 per violation against noncompliant institutions.

### **ANALYSIS**

Monthly Report of Clery Crimes for September 2018 (See attached).

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None

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

**ON CAMPUS:**

**CRAFTON**

<b>Case #</b>	<b>Reported</b>	<b>Offense</b>	<b>Reportable Clery Crime</b>	<b>Location</b>	<b>Disposition</b>
18-0290	9/10/2018	PC 11357 (c)	Possession of Marijuana	LRC	Citation Issued

**DISTRICT**  
NO INCIDENTS TO REPORT

**VALLEY**

<b>Case #</b>	<b>Reported</b>	<b>Offense</b>	<b>Reportable Clery Crime</b>	<b>Location</b>	<b>Disposition</b>
18-0272	9/03/2018	PC 11364	Possession of Paraphernalia	Admin	Subject Arrested
18-0305	9/12/2018	PC 11357 (c)	Possession of Marijuana	GYM	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:** November 8, 2018  
**SUBJECT:** General Fund Cash Flow Analysis

### **RECOMMENDATION**

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

### **OVERVIEW**

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. Monitoring the amount of cash available to meet the District's financial obligations is the core responsibility of the Fiscal Services Department. Attached is the restricted and unrestricted General Fund monthly cash flow analysis for the District.

### **ANALYSIS**

The General Fund cash balance as of June 30, 2019 is estimated to be \$23,561,455.

### **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 October 24, 2018, rounded to the nearest \$1,000)

	PROJECTED												ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
<b>Estimated Beginning Cash Balance</b>	35,917	37,386	34,882	36,454	26,112	24,612	47,855	42,363	34,572	32,406	31,018	30,801		
<b>Receipts</b>														
<b>Federal</b>		-1			13	108	22	4	569	191	-218	1,891		2,579
<b>State</b>	6,908	6,209	11,863	8,289	9,369	24,215	7,223	4,565	11,752	7,421	10,535	-1,586		106,766
<b>State Deferrals</b>														
<b>Local</b>	1,664	889	1,600	1,175	3,510	14,882	2,063	1,889	1,402	7,305	5,168	-2,855		38,691
<b>Temporary Borrowings</b>														
<b>Inc Transfer &amp; Sale of Assets</b>				164		10,983					16	429		11,591
<b>Accounts Receivable/Accruals</b>	711	275	645	585	75	-757	-144	305	274	102	-1,041	59		1,087
<b>Total Receipts</b>	9,284	7,371	14,108	10,213	12,967	49,432	9,163	6,762	13,997	15,019	14,461	-2,062		160,714
<b>Disbursements</b>														
<b>Academic Salaries</b>	-2	2,021	3,941	4,391	4,465	4,395	4,416	3,952	4,482	4,460	4,448	7,713		48,683
<b>Classified Salaries</b>	2,203	2,483	3,737	2,942	3,006	3,269	2,898	2,833	2,991	2,952	3,013	2,381		34,708
<b>Benefits</b>	1,050	1,771	2,366	2,346	2,219	2,406	2,371	2,325	2,403	2,409	2,433	3,249		27,348
<b>Supplies &amp; Materials</b>	-3	11	81	182	141	60	163	253	150	235	285	1,861		3,419
<b>Other Operating Exp</b>	4	277	1,536	9,517	3,686	3,665	3,772	4,278	4,707	5,014	4,492	-6,716		34,232
<b>Capital Outlay</b>	-1	4	134	158	112	109	47	383	173	137	267	2,712		4,233
<b>Other Outgo</b>			264	741	842	596	115	507	1,211	1,201	118	5,727		11,321
<b>Longterm Post-Employment Benefits</b>	-6	-1	-2	-2	-1	-1	-3	-1	9	-1	-2	-4		-15
<b>Accounts Payable/Accruals</b>	4,570	3,309	479	280	-2	11,689	878	25	36	2	-379	-11,747		9,139
<b>Total Disbursements</b>	7,814	9,876	12,536	20,555	14,467	26,189	14,655	14,553	16,162	16,408	14,677	5,177		173,070
<b>Increase / (Decrease) in Cash Balance</b>	1,469	-2,504	1,572	-10,342	-1,500	23,243	-5,492	-7,791	-2,165	-1,389	-217	-7,239		
<b>Estimated Ending Cash Balance</b>	37,386	34,882	36,454	26,112	24,612	47,855	42,363	34,572	32,406	31,018	30,801	23,561		

## **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:** November 8, 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 3.4 (Government and Community Relationships) and KPI 3.5 (Partnerships of Strategic Importance). 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 3.4: Government and Community Relationships**

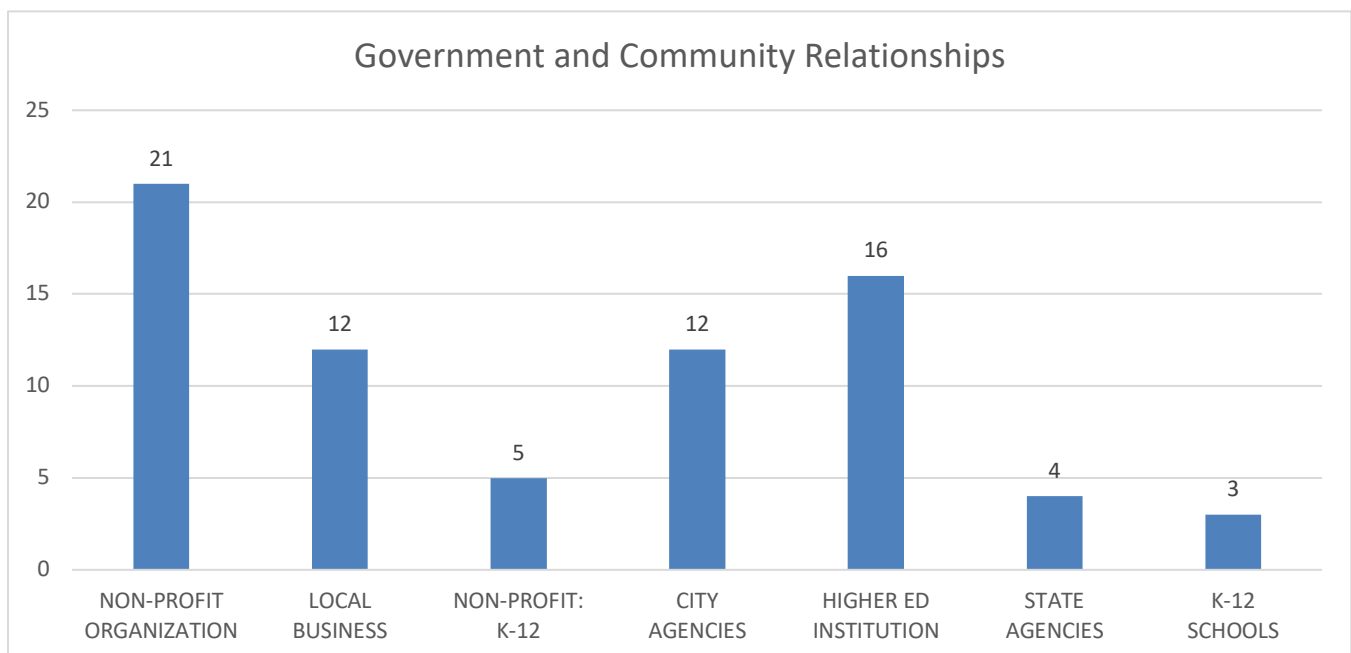
**Objective:** Invest in strategic relationships and collaborative relationships in higher education, PK-12 education, business and workforce development, government, and other community organizations.

**Definition:** The amount of involvement SBCCD has with the community. It is a count of the number of relationships we have with Government and community entities. A Government and Community Partnership is defined as having a MOU on file.

**Measurement Frequency:** Annual

	2017-2018 Total
<b>KPI 3.4: Government and Community Relationships</b>	73

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



**Analysis:** SBCCD had 73 Government and Community Relationships across 7 industries/agencies. The top 3 most frequent relationships were with Non-Profit Organizations (21), Higher Education Institutions (16), Local Business and City Agencies (tied with 12). Non-Profit relationships were with higher education, health, domestic violence, workforce training, and religious organizations. Relationships with local businesses were primarily manufacturing, logistics, and supply/distribution companies.

*Goal 3: Partnerships of Strategic Importance*  
**KPI 3.5: Partnerships of Strategic Importance**

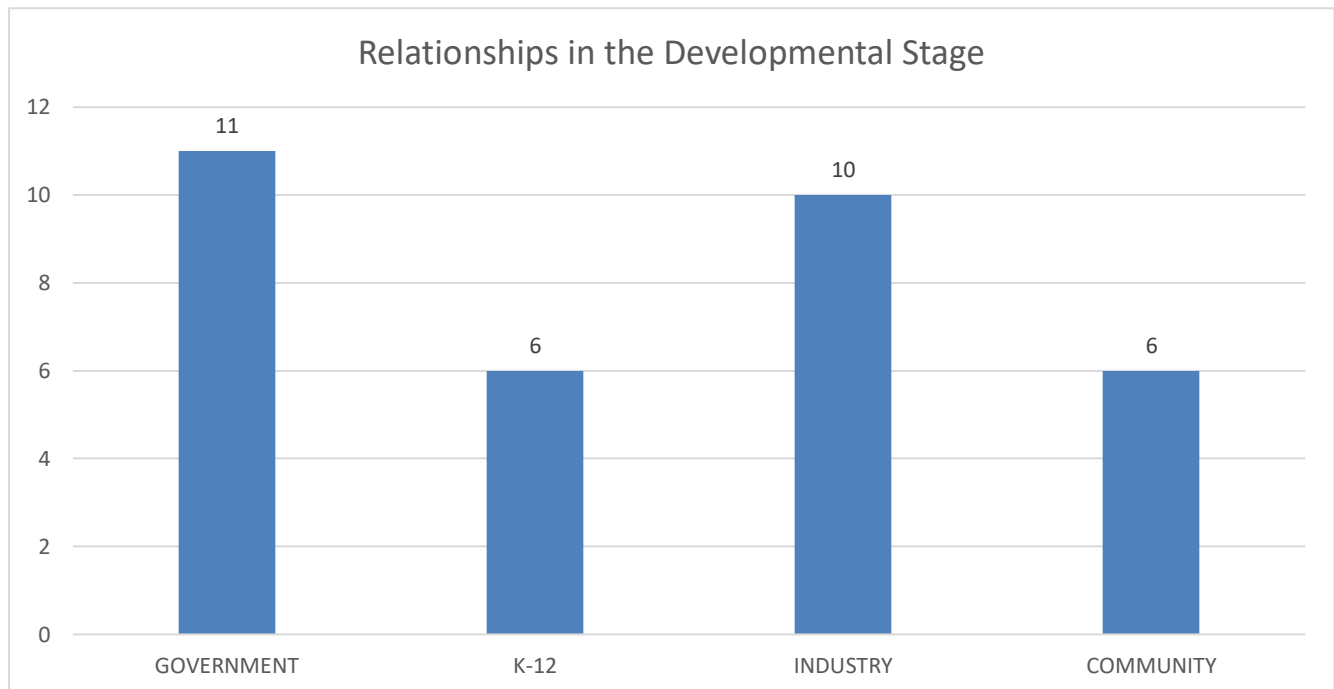
**Objective:** Invest in strategic relationships and collaborative relationships in higher education, PK-12 education, business and workforce development, government, and other community organizations.

**Definition:** Captures progress towards ultimately establishing a MOU with a partner (i.e., scheduled meetings, previous relationships, phone calls, joint venues etc.). A partnership is counted as developmental if any of the above activities have occurred.

**Measurement Frequency:** Annual

	2017-2018 Total
<b>KPI 3.5: Partnerships of Strategic Importance</b>	33

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



**Analysis:** SBCCD had 33 relationships across 4 industries/agencies. Within Government, SBCCD mostly partnered with local, city agencies. Within industry, SBCCD mostly partnered with manufacturing companies. The most frequent relationship was with Government agencies (e.g., city and state – 11 total) followed by Industry (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:** November 8, 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 Memorandum(s) of Understanding or MOU(s).

### **ANALYSIS**

The attached MOU(s) 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.

**SETTLEMENT AGREEMENT**

*By And Between*

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

*And*

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

October 4, 2018

**Terms and Conditions:** This Grievance Settlement Agreement is entered into by and between the San Bernardino Community College District, hereinafter, (District) and the California School Employees Association, and its Chapter #291, hereinafter (Association). The District and CSEA are referred to jointly in this agreement as the (parties.).

**RECITALS**

1. In Accordance with California Government Code 70901.2, shared governance organizations shall not receive time, rights, or representation on shared governance task forces, committees, or other governance groups exceeding that offered to the exclusive representative of classified employees.
2. CSEA is the exclusive representative of the bargaining unit workers employed by the District. It was brought to CSEA's attention through a discussion between former District Classified Senate President, Cassandra Thomas and previous CSEA #291 Chapter President, Grayling Eation (Eation), that the District Classified Senates had previously been provided funds from the District. Past CSEA #291 Chapter President Eation was informed again that funds were being provided to the District's Classified Senate without similar consideration provided to CSEA.
3. A dispute has arisen between Association and the District, and the Association has alleged that the District has violated California Education Code 70901.2. During the course of the 2014/2015 year \$9,715.00 was provided, 2015/2016 year \$7,371.88 was provided and 2016/2017 year \$9,647.67 was provided to the Crafton Hills College and San Bernardino Valley College Classified Senate, without similar consideration provided to CSEA.
4. The Parties have addressed the concerns raised by CSEA through the course of a collaborative problem solving meeting which occurred May 15, 2017, wherein the District agreed to provide CSEA with an expense account in the amount of \$26,734.55.

**TERMS**

In the interest of avoiding time and expense of further administrative or legal proceedings, the Parties agree to resolve the violations on the terms and conditions set forth herein:

1. The District and the Association agree that effective immediately, that CSEA's San Bernardino Community College Chapter #291 shall be provided an expense account with the total amount of \$26,734.55. The funds in this expense account shall be used to send


CSEA members to conferences or professional development trainings. This is a one-time expense account that once it is depleted will not be replenished with additional funds.

2. The District and Association agree that should additional funds be provided to Crafton Hills College Classified Senate or San Bernardino Valley College Classified Senate in the future, CSEA will automatically receive the same amount in funds received by the Classified Senate. These funds provided by the District through the aforementioned CSEA expense account.
3. The District and the Association will mutually agree on a process as to how the expense account is to be accessed and distributed.
4. This Memorandum of Understanding shall in no way set a precedent for any other settlement of disputes in the future.


This Settlement Agreement constitutes the full and express agreement between the Parties with respect to the subject matter hereof. There exists no other agreements, promises, inducements, or understandings other than those provided herein.

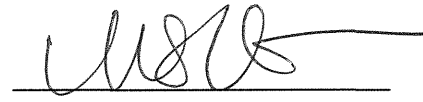
This settlement agreement is subject to the CSEA 610 policy ratification process.

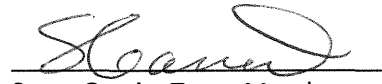
For the District:

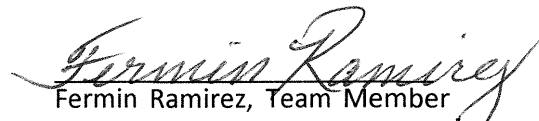
  
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Kristina Hannon, Executive Director, HR

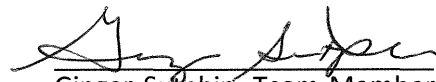
For CSEA Chapter 291:


  
\_\_\_\_\_  
Kevin Palkki, President

  
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Myesha Kennedy, CSEA LRR

  
\_\_\_\_\_  
Stacy Garcia, Team Member

  
\_\_\_\_\_  
Fermin Ramirez, Team Member

  
\_\_\_\_\_  
Ginger Sutphin, Team Member

  
\_\_\_\_\_  
David Stevenson, Team Member



**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**

**October 4, 2018**

This Memorandum of Understanding (MOU) is made and entered into June 19, 2018 between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively ("the parties").

The Association and the District agreed to conduct a Classification Study to review current job descriptions, and where necessary, update all current job descriptions and identify changes.

The Parties have agreed to mutually select a third-party vendor to perform the Classification Study.

The Classification study is in conjunction with the compensation study agreed between the District and the Association on June 1, 2017. The next Classification and Compensation studies will be conducted by a mutually agreed vendor commencing no later than January 1, 2022 in accordance with article 16.5 and will start negotiations no later than January 1, 2021.

The Parties agree the mutually agreed third party vendor will provide the deliverables required within this memorandum.

Deliverables shall include:

- Job Analysis Questionnaires (JAQ's)
- Recommended Job Descriptions

All deliverables shall be in accordance with article 16.5.1 of the CSEA 2017/2020 CBA.

CSEA and its San Bernardino CCD Chapter #291(the Association) propose the following:

The District will start the study within 30 days of agreeing upon the vendor and receiving board approval, as soon as the vendor is agreed upon but no later than January 1, 2019.

The Parties through an ad hoc committee shall develop a data collecting process for all classifications and review the deliverables provided by and send forth their recommendations to the CSEA Negotiations Committee for the negotiating of the completion and implementation of a Classification Study per Article 16.5 of the collective bargaining agreement. All data recommendations are negotiable by the negotiating teams. The committee makeup of the ad hoc committee shall be mutually agreed upon between the District and the Association.

The goal of the assessment is to place all CSEA classified positions in the median range of the comparable community college districts while providing a progressive career ladder(s).

All classified positions and job families will be reviewed in the classification study as well as for internal alignment.

The following California community college districts will be included in the Classification Study for comparison purposes.

1. Mt San Jacinto CCD^
2. Chaffey CCD^
3. Mt San Antonio CCD^
4. College of the Desert District^
5. Riverside CCD^\*
6. Victor Valley College^
7. Palomar CCD

\*Multiple college districts

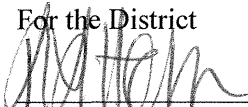
^Original comparative districts

Upon completion and recommendation of the third-party vendor findings the Parties will meet and negotiate the implementation of the findings (salary adjustments, job description changes, etc.) within 120 days of completion of the Classification Study.

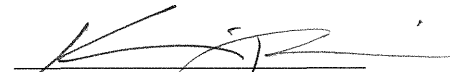
All effects to the scope of work that would allow an adjustment in salary will be retroactive August 1 2017.

All job description changes are subject to CSEA Policy 610.

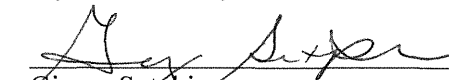
For the District

  
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Kristina Hannon, SBCCD  
Executive Director, HR

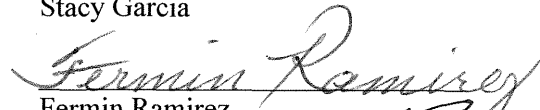
For CSEA


  
\_\_\_\_\_  
Kevin Palkki, Chief Negotiator

  
\_\_\_\_\_  
Myesha Kennedy, CSEA LRR

  
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Ginger Sutphin

  
\_\_\_\_\_  
Stacy Garcia

  
\_\_\_\_\_  
Fermin Ramirez

  
\_\_\_\_\_  
David Stevenson

**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**

**October 19, 2018**


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

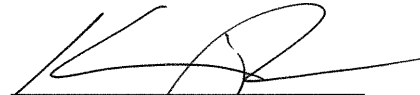
The parties agree that per CESA Agreement, Article 6.2 -Workweek/Workday, effective November 6, 2018 Shari Blackwell's, Administrative Assistant II, permanent work shift will change from Monday to Friday 8:00 AM – 5:00 PM to 7:00 AM – 4:00 PM. This is to provide better accommodation of services to from TESS before 8am.

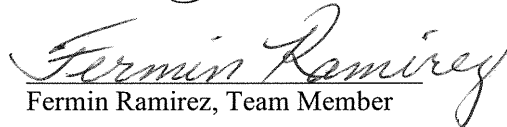
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

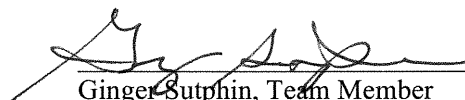
For the District

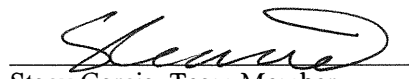
For CSEA


  
Byron K. Isaac, SBCCD  
Labor Relations &  
Compliance Director, Human Resources

  
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**

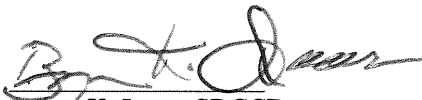
**October 19, 2018**

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

The parties agree that per CESA Agreement, Article 6.2 -Workweek/Workday, effective November 1, 2018 Jonathan Townsend's, Instructional Assessment Technician, permanent work shift will change from Monday to Friday 7:00 AM - 4:00 PM to 8:00 AM - 5:00 PM. This change is based on increased activity for the STEM Center operations during afternoon hours.

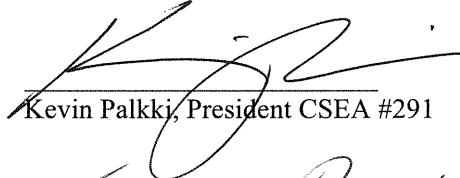
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

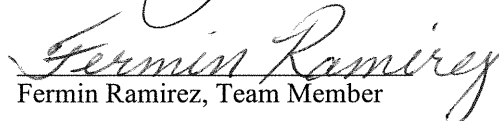


Byron K. Isaac, SBCCD  
Labor Relations &  
Compliance Director, Human Resources

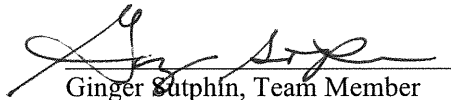
For CSEA



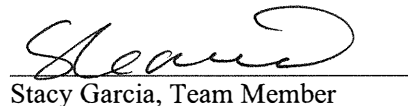
Kevin Palkki, President CSEA #291



Fermin Ramirez, Team Member



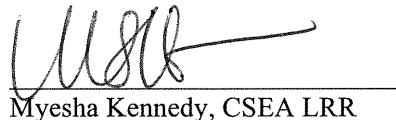
Ginger Sutphin, Team Member



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**


**October 19, 2018**

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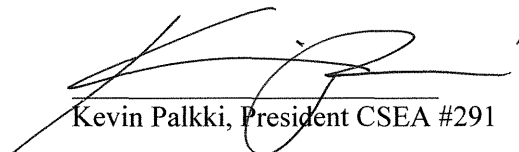
1. The purpose of this MOU is to address the nature of the duties of the Planetarium Production & Presentation Specialist Job Description.
2. The parties have acknowledged that the duties and functions of the Planetarium Production & Presentation Specialist job description have been updated and increased.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

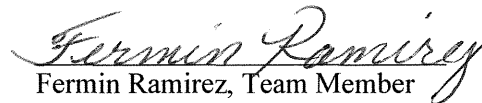
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

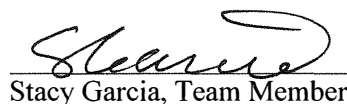
  
Byron K. Isaac, SBCCD  
Labor Relations &  
Compliance Director, Human Resources

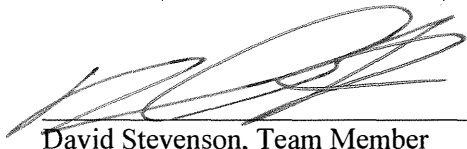
For CSEA

  
Kevin Palkki, President CSEA #291

  
Fermin Ramirez, Team Member

  
Ginger Sulphin, Team Member

  
Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

**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~~ **presentations**, 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

November 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:** November 8, 2018

**SUBJECT:** Memorandums of Understanding (MOUs) between SBCCD and the SBCCD Teachers Association

### **RECOMMENDATION**

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

### **OVERVIEW**

SBCCD staff and the San Bernardino Community College District Teachers Association met and entered into the attached MOU(s).

### **ANALYSIS**

The attached MOU(s) constitute(s) the full and complete Agreement between the District and the Association.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this information item.

MEMORANDUM OF UNDERSTANDING  
By and Between  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS  
ASSOCIATION  
And  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**Reporting of Service Credit and Compensation Earnable for Part-Time Faculty to the  
State Teacher Retirement System (STRS)**

This Memorandum of Understanding (MOU) is made and entered into this 8th day of October 2018, between the San Bernardino Community College District (hereinafter referred to as "District") and the San Bernardino Community College District Teachers Association (hereinafter referred to as "Association").

WHEREAS, The California State Teachers' Retirement System (CalSTRS) requires employers to report the annual compensation earnable and the compensation earned in order to calculate service credit;

WHEREAS, An employment agreement may specify how the compensation is earned and paid, such as hourly, daily, or equal monthly payments, but the earning must be reported to CalSTRS with an annual pay rate;

WHEREAS, Contribution data must be reported within 30 calendar days from when it was earned;

WHEREAS, The Education Code, specifically sections 23002 and 23005, provides for reporting that is accurate, timely, and results in a service credit based upon compensation earned;

WHEREAS, per Education Code 22138.5 "Full-time equivalent" means the days or hours of creditable service that a person who is employed on a part-time basis would be required to perform in a school year if he or she were employed full time in that part-time position;

WHEREAS, the Full-Time Equivalent (FTE) for part-time faculty employed by the District is 525 instructional hours for part-time faculty, 875 for community college adult education instructors, and 1,050 hours for librarians and counselors per Education Code 22138.5.c;

And,

WHEREAS, FTE is not reported based on teaching load or teaching units. It is the employer's responsibility to report FTE using the hours for each position which may require the District to convert load or units to hours. The full-time annual pay rate or compensation earnable is used in determining the member's annual service credit;


IT IS THEREFORE AGREED THAT:


1. The formula to determine the annual compensation earnable for a part-time unit member is:  
$$\text{FTE Hours} \times \text{hourly pay rate} = \text{annual compensation earnable}$$
2. The formula to determine the service credit earned by a part-time unit member is monthly is:  
$$\text{Monthly Earnings} / \text{Annual Compensation Earnable} = \text{Service Credit}$$

**This Memorandum of Understanding is effective July 1, 2018.**

For the Association:

For the District:

  
Meridyth S. McLaren, Association President  
SBCCDTA/ETA-NEA for SBCCDTA

  
Kristina Hannon, Executive Director  
Human Resources

## **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:** November 8, 2018  
**SUBJECT:** Quarterly Financial Status Report

### **RECOMMENDATION**

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

### **OVERVIEW**

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form.

### **ANALYSIS**

The attached report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow needs. Questions regarding this report may be addressed to the Fiscal Services Department.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

**Quarterly Financial Status Report, CCFS-311Q**  
**ENTER OR EDIT CURRENT DATA**

**2018-2019 Q1 Closed For Edits.**

**CHANGE THE PERIOD**

**Fiscal Year: 2018-2019**

**District: (980) SAN BERNARDINO**

**Quarter Ended: (Q1) Sep 30, 2018**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>Closed for edits after Nov 16, 2018</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	100,261,996	100,261,996	18,981,235	100,261,996
A.2	Other Financing Sources (Object 8900)	2,000,000	2,000,000	0	2,000,000
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	102,261,996	102,261,996	18,981,235	102,261,996
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	105,191,202	105,191,197	17,374,055	105,191,197
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	796,056	796,056	220,000	796,056
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	105,987,258	105,987,253	17,594,055	105,987,253
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-3,725,262	-3,725,257	1,387,180	-3,725,257
D.	<b>Fund Balance, Beginning</b>	22,881,969	22,881,969	22,881,969	22,881,969
D.1	Prior Year Adjustments + (-)	-4,641,282	-4,641,282	-4,641,282	-4,641,282
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	18,240,687	18,240,687	18,240,687	18,240,687
E.	<b>Fund Balance, Ending (C. + D.2)</b>	14,515,425	14,515,430	19,627,867	14,515,430
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.7%	13.7%	111.6%	13.7%

**SAVE EDITS >>>**

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)				15,228
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Amount as of the Specified Quarter Ended

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

H.1	Cash, excluding borrowed funds	36,453,988
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	36,453,988

**IV. Has the district settled any employee contracts during this quarter?**  Yes  No

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify)	Management		Academic		Classified	
			Permanent		Temporary	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
YYYY-YY						
<b>a. SALARIES:</b>						
Year 1:						
Year 2:						
Year 3:						
<b>b. BENEFITS:</b>						
Year 1:						
Year 2:						
Year 3:						

\* As specified in Collective Bargaining Agreement or other Employment Contract

**SAVE EDITS >>>**

**c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.**

2000 Characters Remaining

**V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?**

Yes  No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?  
Next year?

Yes  
 Yes

No  
 No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

« « EXIT WITHOUT SAVING

SAVE EDITS » »

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4550  
Sacramento, California 95811

Send questions to:  
Christine Atalg (916)327-5772 [catalg@cccco.edu](mailto:catalg@cccco.edu) or Tracy Britten (916)324-9794 [tbritten@cccco.edu](mailto:tbritten@cccco.edu)

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**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**  
**VIEW QUARTERLY DATA**

**CHANGE THE PERIOD** ▾

**Fiscal Year: 2018-2019**

**District: (980) SAN BERNARDINO**

**Quarter Ended: (Q1) Sep 30, 2018**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2015-16	Actual 2016-17	Actual 2017-18	Projected 2018-2019
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	98,085,704	96,715,398	95,130,564	100,261,996
A.2	Other Financing Sources (Object 8900)	4,846	16,241	43,023	2,000,000
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>98,090,550</b>	<b>96,731,639</b>	<b>95,173,587</b>	<b>102,261,996</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	83,535,522	89,347,559	93,886,226	105,191,197
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	12,705,000	1,231,356	1,009,397	796,056
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>96,240,522</b>	<b>90,578,915</b>	<b>94,895,623</b>	<b>105,987,253</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>1,850,028</b>	<b>6,152,724</b>	<b>277,964</b>	<b>-3,725,257</b>
D.	<b>Fund Balance, Beginning</b>	<b>14,446,622</b>	<b>16,665,949</b>	<b>22,604,005</b>	<b>22,881,969</b>
D.1	Prior Year Adjustments + (-)	369,299	-214,668	-4,641,282	-4,641,282
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>14,815,921</b>	<b>16,451,281</b>	<b>17,962,723</b>	<b>18,240,687</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>16,665,949</b>	<b>22,604,005</b>	<b>18,240,687</b>	<b>14,515,430</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17.3%	25%	19.2%	13.7%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	15,352	14,511	15,228	15,228
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2015-16	2016-17	2017-18	2018-2019
H.1	Cash, excluding borrowed funds		35,635,047	40,377,895	36,453,988
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>25,697,455</b>	<b>35,635,047</b>	<b>40,377,895</b>	<b>36,453,988</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	100,261,996	100,261,996	18,981,235	18.9%
I.2	Other Financing Sources (Object 8900)	2,000,000	2,000,000	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>102,261,996</b>	<b>102,261,996</b>	<b>18,981,235</b>	<b>18.6%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	105,191,202	105,191,197	17,374,055	16.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	796,056	796,056	220,000	27.6%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>105,987,258</b>	<b>105,987,253</b>	<b>17,594,055</b>	<b>16.6%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-3,725,262</b>	<b>-3,725,257</b>	<b>1,387,180</b>	
L.	Adjusted Fund Balance, Beginning	18,240,687	18,240,687	18,240,687	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>14,515,425</b>	<b>14,515,430</b>	<b>19,627,867</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	13.7%	13.7%		

**V. Has the district settled any employee contracts during this quarter?**

**NO**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify)	Management	Academic	Classified
		Permanent Temporary	



YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? NO**  
**Next year? NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** November 8, 2018  
**SUBJECT:** Quarterly Investment Report

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

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

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item



**Quarterly Investment and Deposit Report**

Quarter Ending Sept. 30, 2018

<b>Account</b>	<b>Amount</b>	<b>Interest</b>	<b>Type</b>	<b>Institution</b>
<b>General Fund</b>				
Clearing Account	\$ 246,773.49	0.00	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 551,952.67	0.00	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 798,726.16</u>			
<b>Bond Fund (#256245)</b>	\$ 35,337,981.18		Investment	Bank of New York Mellon, Los Angeles CA
<b>PERS/STRS Investment</b>	\$ 76,617,583.68		Investment	Public Agency Retirement Services, Newport Beach, CA
<b>OPEB Investment Trust</b>	\$ 8,598,126.89		Investment	Benefit Trust Company
	<u>\$ 120,553,691.75</u>			
<b>Enterprise Funds</b>				
Bookstore	\$ 1,654,576.84	0.00	Checking	Bank of America, Colton CA
Cafeteria	\$ 363,601.73	0.00	Checking	Citizens Business Bank, San Bernardino CA
Cafeteria	\$ 20,727.47	0.00	Checking	Bank of America, Colton CA
	<u>\$ 2,038,906.04</u>			
<b>Internal Service Funds</b>				
Workers Comp	\$ 120,000.00	0.05%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 25,000.00	0.00	Checking	Bank of America, Concord CA
	<u>\$ 145,000.00</u>			
<b>Trust Funds</b>				
Financial Aid	\$ 36,806.21	0.05%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 1,356,742.53	0.05%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 8,175.64	0.00	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 106,707.94	0.00%	Checking	Citizens Business Bank, San Bernardino CA
Emergency Loan	\$ 18,162.03	0.00	Checking	Citizens Business Bank, San Bernardino CA
ASB, Student Rep. Fee & Clubs/Trusts	\$ 751,375.80	0.00	Checking	Citizens Business Bank, San Bernardino CA
SBVC Clubs/Trusts	\$ 13,103.37	0.00	Checking	Wells Fargo/Citizens Business Bank, San Bernardino CA
SBVC ASB	\$ 11,236.80	0.00	Checking	Wells Fargo/Citizens Business Bank, San Bernardino CA
CHC Clubs/Trust & ASB	\$ 10,600.88	0.00	Checking	Bank of America/Citizens Business Bank
Scholarships - \$ transferred to acct above	\$ -	0.70%	Money Market	Inland Valley Bank/Citizens Business Bank
SBVC/CHC Student Rep Fee	\$ 7,184.47	0.00	Checking	Inland Valley Bank/Citizens Business Bank
	<u>\$ 2,320,095.67</u>			
<b>Total Checking, Savings &amp; Investments</b>	<b>\$ 125,856,419.62</b>			