

**Meeting of the San Bernardino Community College District Board of Trustees**  
**SBCCD Boardroom, 114 S. Del Rosa Dr., San Bernardino, CA 92408**  
**Business Meeting Agenda**  
**February 21, 2019**  
**Closed Session @ 4:00 p.m.**  
**Public Meeting @ 5:00 p.m.**

**1. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

**2. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- 2.1. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Representative: Bruce Baron – CSEA, CTA,  
Management/Supervisors, and Confidential Employees
- 2.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957  
(7 cases)
- 2.3. Public Employee Performance Evaluation  
Government Code 54957(b)(1)  
Title: Chancellor
- 2.4. Conference with Legal Counsel – Anticipated Litigation  
Government Code 54956.9(d)(2)  
(1 case)
- 2.5. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3)  
Workers Comp Claim #521840  
Liability Claim #547699
- 2.6. Consideration of Action on Student Expulsion  
Education Code section 72122  
Student #0531055

**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. PUBLIC COMMENTS ON AGENDA ITEMS**

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

**8. PRESENTATIONS**

- 8.1 Sabbatical Report – Mary Copeland (p5)
- 8.2 Sabbatical Report – Gwen Diponio (p6)
- 8.3 Sabbatical Report – James Urbanovich (p8)
- 8.4 Chancellor's Leadership Academy – Dr. Christopher Crew, Snezana Petrovic, Paul Walker

**9. REPORTS**

- 9.1. Board Committee Reports
- 9.2. Good News (p9)
- 9.3. San Bernardino Valley College Academic Senate
- 9.4. San Bernardino Valley College Classified Senate
- 9.5. San Bernardino Valley College Associated Students
- 9.6. Crafton Hills College Academic Senate
- 9.7. Crafton Hills College Classified Senate
- 9.8. Crafton Hills College Associated Students
- 9.9. CSEA
- 9.10. CTA

**10. APPROVAL OF MINUTES**

- 10.1. December 13, 2018 (p10)
- 10.2. January 10, 2019 (p21)

**11. CONSENT AGENDA**

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

**Instruction/Student Services**

- 11.1 Approval of Curriculum – CHC (p28)
- 11.2 Approval to Serve Alcoholic Beverages – Donor Appreciation Mixer (p52)

**Human Resources**

- 11.3 Approval of Adjunct and Substitute Academic Employees (p53)
- 11.4 Approval of Non-Instructional Pay for Academic Employees (p55)
- 11.5 Approval to Pay Stipends (p62)
- 11.6 Approval of District Volunteers (p65)
- 11.7 Approval of Employee Promotions (p67)
- 11.8 Ratification of Professional Expert, Short-Term, and Substitute Employees (p69)
- 11.9 Approval of Classified Job Description (p77)
- 11.10 Approval of Reclassification of Employees (p84)
- 11.11 Approval to Accept Employee Resignations (p86)
- 11.12 Approval to Accept Employee Retirements (p88)
- 11.13 Approval to Appoint District Employees (p90)
- 11.14 Approval to Appoint Interim Managers (p93)
- 11.15 Final Action on Student Expulsion Pursuant to Education Code Section 72122 (p95)
- 11.16 Approval to Place Classified Employees on the 39- Month Reemployment List (p96)

**Business & Fiscal Services**

- 11.17 Approval of Professional Services Contracts Agreements (p98)
- 11.18 Approval of Purchase Order Report (p101)
- 11.19 Approval of Routine Contracts-Agreements and Memorandums (p106)
- 11.20 Approval of Surplus Property and Authorization for Private Sale or Disposal (p132)
- 11.21 Approval of Vacation Payout (p134)
- 11.22 Approval of Nonresident Tuition and Capital Outlay Fees (p135)
- 11.23 Approval to Adopt Resolution #2019-02-21-FS Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p139)

## **Facilities**

- 11.24 Approval of Amendment 01 to the Contract with PMSM- 19six Architects (p142)
- 11.25 Approval of Non-Bond Construction Change Orders and Contract Amendments (p145)
- 11.26 Approval to Award Bid 03-1718-10 and Contract to Viper Cabling Inc. (p152)
- 11.27 Approval to Award Bid 03-1718-10A and Contract to Monet Construction Inc. (p154)
- 11.28 Approval to Award Bid 03-1617-06A and Ratify Contract with Allen Holdings Inc. (p156)

## **Other**

- 11.29 Approval to Adopt Resolutions to Grant Excused Absence and Pay Trustees (p158)
- 11.30 Approval of District & College Expenses (p161)
- 11.31 Approval of Individual Memberships (p174)
- 11.32 Approval to Accept Board Policies for First Reading (p176)
- 11.33 Approval to Endorse Nomination of 2019 Classified Employee of the Year (p207)
- 11.34 Approval of Board Committee Charges (p215)
- 11.35 Approval of Conference Attendance (p218)

## **12. ACTION AGENDA**

- 12.1 Approval to Accept the Inland Future Foundation's Master Agreement, Articles of Incorporation, and Bylaws for First Reading (p233)
- 12.2 Approval to Accept the Prioritized Board Directives for the 2019-20 General Fund Budget for First Reading (p261)
- 12.3 Approval of San Bernardino Community College District Promise (p263)

## **13. INFORMATION ITEMS**

- 13.1 Applause Cards (p265)
- 13.2 Budget Report (p271)
- 13.3 Clery Report (p289)
- 13.4 General Fund Cash Flow Analysis (p291)
- 13.5 Key Performance Indicators (p293)
- 13.6 CCFS-320 Apportionment Attendance Report for FY 2019 Period 1 (p297)
- 13.7 Quarterly Financial Status Report (p298)
- 13.8 Memorandums of Understanding between SBCCD and CSEA (p303)
- 13.9 Quarterly Investment Report (p319)

## **14. PUBLIC COMMENT ON NON-AGENDA ITEMS**

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

## **15. ADJOURN (in the name of CHC Student, Colin James Dailey)**

The next meeting of the Board: Study Session – Budget Directives & Development on February 28, 2019 at 12pm.

TO: The Board of Trustees  
FROM: Mary Copeland, Associate Professor, English, San Bernardino Valley College  
DATE: January 14, 2019  
SUBJECT: Sabbatical Report

My sabbatical began by attending the Port Townsend Writer’s Conference in Washington State in July of 2018. The week-long conference included morning and afternoon workshops that I was able to attend and work on my project, my book of poetry. I worked with published poets and attended lectures and readings by writers Emily Kendall Frey, Susan Landgraf and Jourdan Keith. The workshops allowed me to get valuable input on the poems for my book as well as work on new pieces.

Following the workshop, I continued to revise and edit my work by attending the weekly writers group in Riverside. The group meets every Wednesday. There, I continued to workshop my poems, revise and edit my work. I also networked with authors in this group who provided suggestions and advice about publication. Many of the poets in the group have published either books or individual poems in literary journals. One of the major decisions I made, through continued discussions with the writer’s group, was to change the name of my book from, “In Our Ordinary Voices, to “The Archeologist’s Daughter.” I felt like the title change more reflected some of the themes in the book, such as social justice, memory, and ideas that are important to women.

As I continued to hone my work, I was also submitting my manuscript to several presses for publication. I chose a variety of presses, from the small, independent presses to the more mainstream and “high-end” journals, like *The American Poetry Review*, *Rattle*, *The New England Review* and *Inlandia*. Submitting manuscripts is a tedious process. This involves researching the press, understanding the managing editor’s requirements, following their submission guidelines (which vary by publication) and writing query and submission letters. In addition to submitting my full manuscript to at least 40 different presses, I also submitted individual poems to several literary journals. Many journals have strict submission guidelines and specific reading periods, and submitting individual poems also requires researching the press and understanding editorial requirements.

After receiving numerous rejections, I am pleased to report that my full manuscript, *The Archeologist’s Daughter*, has been accepted for publication from *Main Street Rag Press*. This press is based out of North Carolina, has been publishing for more than 20 years, and is well-known and respected in the genre of poetry publication. I am also happy to report that I asked Jeremiah Gilbert, a colleague at Valley, to use one of his photographs for the cover. The book’s publication date will be in about 6 months and I plan to have a book signing and reading at Valley College when the book is released. Additionally, the waiting period can be quite lengthy. In fact, I still have several individual poems that have been submitted to a variety of literary journals, and I am still waiting to see if they are accepted for publication. Sometimes this can take several months.

I would like to thank the Board for giving me the time I needed to finish this work. I was able to fully immerse myself in the creative process by solely focusing on my writing. I would not have been able to finish my book and have it accepted for publication without the sabbatical.

Hello Board Members:

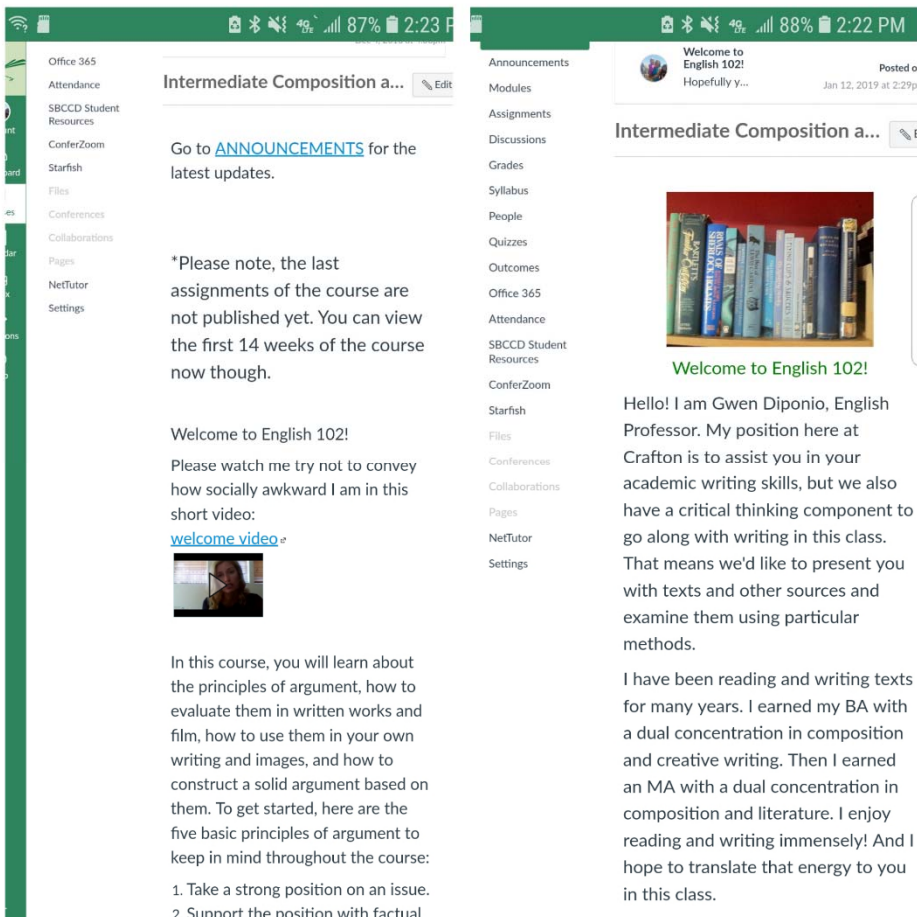
This report is regarding my sabbatical leave experience.

My goal to study online teaching and learning during my sabbatical has been met, but as with all areas of teaching, I will continue to update and renew my skills throughout my career.

During my sabbatical, first, I earned my certificate for completing the intense Online Education Standards and Practices (OESP) course (see certificate on the following page). I amassed a plethora of resources and information to share with the campus that I compiled in various forms, such as links and printouts. Then I also created video modules for our campus to use for training new and continuing online instructors, and I will continue to create them in the future. In addition, I have found improvements in student feedback on my online courses. Comments used to be practical: Just do the work assigned and email the professor and you should be okay. Now the comments are much more robust: The professor goes out of her way to ensure we can follow the course well in a professional and friendly way.

The look of the course has also improved. This area is one I will continue to improve over the next few semesters and update regularly. There are many ways to learn HTML functions that can improve the look and organization of the online courses.

The improvement to my online classes has been immense in many ways. Here, I have included an image of what the homepage of my course looked like before (on the left) and now (right).



But the changes don't begin and end with the look of the course. It has become much more effective in how students learn. I learned how to embed content into the slides that support effective student learning. Using images, links, and videos to create an easily navigated route from formative to summative assessments is fundamental to student success and an integral part of what the OESP course imparts.

In addition, I enrolled in a Capstone course to solidify my experience in the OESP intensive training course and have completed 90 percent of the course; the @One team was in the middle of making substantial changes to its process, which began with the new OESP course I was fortunate enough to take. The changes though created a delay in securing a mentor to finish my capstone experience. I am awaiting the final step in having my portfolio reviewed for approval.

Sincerely,

Gwen Diponio, English Professor

I first want to thank the board for allowing me the opportunity to complete the rough draft of my textbook, “Critical Thinking in the Age of Social Media” through the granting of a sabbatical in the Fall of 2018. As an overview of the project, I would like to first offer the titles of each chapter, some remarks of the current status of it and conclude with several observations concerning my personal experience with the sabbatical itself. The 308-page rough draft is available upon request.

Chapter 1: Critical Thinking Basics, Chapter 2: Critical Thinking in the Age of Social Media, Chapter 3: Critical Thinking and Creating Reasonable Arguments, Chapter 4: Critical Thinking and Language, Chapter 5: Critical Thinking and Debate, Chapter 6: Critical Thinking and The Mind, Chapter 7: Critical Thinking Contexts and Environments, Chapter 8: Critical Thinking Theories and Concepts, Chapter 9: Blogs

Each chapter concludes with the subject matter at hand examined through the lens of social media, with the exception of the second chapter -which is entirely devoted to the role of social media in our lives. The rough draft is complete and the text is set to be used by students (who will serve as a “beta class” for the book) of the Communication Studies 125 course for the Spring of 19.

The following is my personal journey with the entire sabbatical experience. To begin, the writing of a text is a much more difficult task than I would have ever imagined. It is now no surprise to me why many textbooks are penned by multiple authors. I believe the use of multiple authors not only decreases the burden of writing the entire text, it would lend itself to an overall superior product, as multiple authors mean multiple beta readers and vested parties of genuine motivation and interest. In addition, I learned that the actual writing of the text is arguably the easiest part of the process: Finding quality beta readers, editors, publishers (either self or not), graphic designers, etc...is extremely challenging and can be quite expensive.

Secondly, I realized I am an instructor first and a writer second. Though I do love writing and have authored a blog -among other writing- for many years and will continue to do so, writing has always played an ancillary role in my academic life and is done so for the purpose of enhancing my teaching. I realize the classroom is by far my first love. I found the experience as a full-time writer a very lonely existence, particularly in terms of being the sole author.

Thirdly, and related to the observation stated above, I am inspired first and foremost by being in the classroom. I find I am a more inspired and stimulated writer when I am concurrently teaching and putting concepts, theories and ideas into the challenging environment of the classroom. Writing and teaching are two sides of the same coin and I have found one inspires and ignites the other. Instruction offers me the opportunity to be challenged and questioned, while having to be accountable to my personal thoughts and theories.

Lastly, I doubt I will ever request a sabbatical again, at least under the same conditions, that being the sole author of a textbook. Perhaps I would do so with a team of authors. I am very thankful for the experience of the sabbatical and believe this project will benefit the district greatly. I look forward to using this text in my courses and developing the e-book after concluding with the traditional text .





# Good News

February 2019

## ELEVATING EXCELLENCE: MAKING COMMUNITY AND CAMPUS CONNECTIONS



Crafton Hills College welcomed ninth president, Dr. Kevin Horan, at the honorable investiture themed “Elevating Excellence: Making Community and Campus Connections”.

“The work of educators at Crafton Hills College is transformative,” President Kevin Horan declared during the ceremony. President Horan told those gathered that education is the “great equalizer” that transforms the lives of students. As Crafton Hills College’s president, he will mobilize the campus community to achieve its long-range educational and facilities master plan.

Educational leaders from across Inland Southern California welcomed Dr. Horan, including Dr. Tomás D. Morales, President, California State University, San Bernardino; Dr. Kim A. Wilcox, Chancellor, University of California, Riverside; and Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District.

## CRAFTON HILLS, VALLEY COLLEGE ALUMNUS APPOINTED CTO

CHC and SBVC alumnus, Luke Bixler joined the San Bernardino Community College District on January 14, 2019 as the Chief Technology Officer. In this role, Luke will collaborate with the faculty, staff, students and leadership to set the direction for district-wide technology, strategic planning, and implementing new technologies.



Luke brings 30 years of experience in the field of information technology, including 14 years in leadership positions within higher education. Previously, Luke served as the Associate Vice Chancellor and Deputy Chief Information Officer at Brandman University, part of the Chapman University System, in Irvine, CA. Prior to Brandman, Luke served as the Deputy Chief Information Officer for the University of Redlands. In this role, Luke was responsible for the Student Information System, Data Warehouse, Reporting, Customer Relationship Management, Web Development, Networking, Systems, and Media Services.

## SBCCD SHOWCASES OPPORTUNITIES WITH MEASURE CC



San Bernardino Community College District was well represented at The Construction Management Association of America Owners Night on January 31. Ferrah Farzaneh, Sustainability and Energy Manager, and Hussain Agah, Director of Facilities Planning and Construction, of San Bernardino Community College District, discussed opportunities for the CM industry with up coming measure CC.

## IE ACCELERATOR HOSTS FIRST STEM CAMP OF THE YEAR



From January 7th - 11th, EDCT Foundation and the IE Accelerator hosted their very first week long STEM camp! Local high school students participated in the makerspace’s 3D Printing and STEM Technology Camp where they received introductory lessons with 3D pens, 3D printers, Cricut cutting machines, Arduinos and Raspberry Pi’s for programming and circuitry, as well as 3D modeling with software like Autodesk Fusion 360. Students also learned about robotics using Spheros and Tello drones.

Students designed and brought home their own buttons, vinyl t-shirt designs, and objects with the 3D pens and Cricut makers. They also gained experience in coding and lock picking, understanding it as the tangible equivalent to online and electronic security.

For some students who had previous experience with the tools, they excelled with the presented material and expressed a higher interest in learning more from resources within the makerspace that help them identify skills they want to strengthen, leading them to educational pathways available at San Bernardino Valley College. This successful introductory camp served as the first of many K-12 camps that the IE Accelerator will be offering throughout the year.

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

**MEMBERS PRESENT**

Joseph Williams, President  
Gloria Macías Harrison, Vice President (arrived at 3:55pm)  
Dr. Anne L. Viricel, Clerk  
Dr. Stephanie Houston, Trustee  
John Longville, Trustee  
Frank Reyes, Trustee (joined conference call at 5:05pm, ended conference call at 5:39pm)  
Dr. Donald L. Singer, Trustee  
Elijah Gerard, CHC Student Trustee  
Autumn Blackburn, SBVC Student Trustee

**ADMINISTRATORS PRESENT**

Bruce Baron, Chancellor  
Jose Torres, Executive Vice Chancellor  
Diana Rodriguez, SBVC President

**ABSENT**

None

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

President Williams called the meeting to order at 3:42pm. He introduced the representatives from elected offices. Trustee Longville led the pledge of allegiance.

**OATH OF OFFICE**

- Dr. Stephanie Houston – administered by Larry Houston
- Dr. Donald Singer – administered by Joseph Williams
- Joseph Williams – administered by Jazmine Hernandez and Dr. Cuauhtemoc Avila

The newly elected trustees gave special thanks and recognition to their guests, friends, and family.

- Peter Ali – Administered by Chief Al Jackson

Certificates were presented to the newly elected trustees from Congressman Pete Aguilar, Senator Connie Leyva, and Assemblymember Eloise Gomez Reyes.

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- Conference with Labor Negotiators  
*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  
*Government Code 54957(b)(1)*  
*Title: Chancellor*
- Conference with Legal Counsel – Anticipated Litigation  
*Government Code 54956.9(d)(2)*  
*(1 case)*
- Conference with Legal Counsel – Existing Litigation  
*Government Code 54956.9(e)(3)*  
*(3 cases)*  
*WC Claim #486187, WC Claim #552869, WC Claim #542638*
- 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.*

#### **PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None

#### **CONVENE CLOSED SESSION**

Closed session convened at 4:22pm.

#### **RECONVENE PUBLIC MEETING**

Public meeting reconvened at 5:00pm.

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

The Board unanimously took action to certify the matter of the dismissal of employee #25080 to the Office of Administrative Hearings and to request the appointment of an administrative law judge pursuant to Education Code Section 87678.

The Board unanimously took action not to re-employ the Director, Marketing and Public Relations, Crafton Hills College, for the 2019-2020 academic year and to send notice to management employee #3949.

The Board unanimously took action to approve settlement of Workers Comp Claim #486187 with employee #5530.

The Board unanimously took action to approve settlement of Workers Comp Claim #552869 with employee #27603.

The Board unanimously took action to approve settlement of Workers Comp Claim #542638 with employee #5829.

President Williams read the teleconference notice.

The Board unanimously took action not to re-employ the Associate Dean, Nursing, San Bernardino Valley College, for the 2019-2020 academic year and to send notice to management employee #26404.

NOTICE: In accordance to Government Code Section 54953(b), Trustee Reyes will attend the December 13, 2018 Board meeting via teleconference from the Taj Mahal Tower (Main Lobby), Apollo Bunder, Colaba, Mumbai, Maharashtra - 400001, India (909) 855-1966. The agenda has been posted to the teleconference site.

At 5:05pm, Trustee Williams acknowledged Trustee Reyes on the teleconference and made the announcement to the board: Brown Act requires that all votes taken during a teleconference must be taken by roll call.

### **ORGANIZATIONAL MEETING OF THE BOARD**

Consideration of Approval to Nominate and Elect Members of the SBCCD Executive Board: President, Vice President, and Clerk of the Board of Trustees

Trustee Reyes nominated John Longville, President; Anne Viricel, Vice President; and Joseph Williams, Clerk.

Trustee Singer moved approval to elect the 2018-2019 Officers: John Longville, President; Anne Viricel, Vice President; and Joseph Williams, Clerk. Trustee seconded the motion.

#### **Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Consideration of Approval of Board Member Assignment to the San Bernardino Regional Emergency Training Center Joint Powers Authority

Trustee Longville moved to close nomination with the nomination of Trustee Houston. Trustee Harrison seconded the motion.

#### **Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Trustee Harrison moved to approve the assignment of Trustee Houston to the San Bernardino Regional Emergency Training Center Joint Powers Authority. Trustee Longville seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Consideration of Approval to Elect Board Representative and Alternate to the Nominating Committee for the County Committee on School District Organization

Trustee Longville moved approval of Trustee Viricel (as primary) and Trustee Williams (as alternate) to the nominating committee for the County Committee on School District Organization. Trustee Viricel seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Consideration of Approval of Board Member Assignments to Board Committees Board & Chancellor Evaluations Ad Hoc Committee

Trustee Longville moved approval to keep members of the BOT Evaluations Committee as is with Trustees Viricel, Harrison, and Longville as committee members. Trustee Singer seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Budget Standing Committee

Student Trustee Gerard nominated himself, Trustee Harrison nominated Trustee Viricel, Trustee Longville nominated Trustee Harrison, and Trustee Singer nominated himself.

Trustee Longville moved approval for Trustees Viricel, Harrison, and Singer to serve as the BOT Budget Committee members. Trustee Singer seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer**

**NOES: Blackburn, Gerard**

**ABSENT: None**

**ABSTENTIONS: None**

Trustee Longville moved approval for Student Trustee Gerard to be added to the committee. Trustees Viricel seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Career Technical Education (CTE) Standing Committee

Trustee Longville moved approval to make CTE a standing committee. Trustee Harrison seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Trustee Longville nominated Trustees Longville, Houston, and Williams to serve as members of the CTE standing committee. Trustee Viricel seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Foundations Ad Hoc Committee

Student Trustee Gerard moved approval to nominate Student Trustee Blackburn to serve on the CTE Committee. Trustee Longville seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Trustee Harrison moved approval to nominate Trustee Viricel to serve on the Foundations Committee. Trustee Singer seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Trustee Harrison moved approval to nominate Trustee Singer to serve on the Foundations committee. Trustees Longville seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn**

**NOES: Gerard**

**ABSENT: None**

**ABSTENTIONS: None**

Trustee Harrison moved approval for Trustees Harrison, Viricel, Singer, and Student Trustee Blackburn (student trustees are not included in quorum) to serve as members on the Foundations Committee. Trustee Longville seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Trustee Longville moved approval to make the Legislative Committee a standing committee. Trustee Harrison seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Trustee Longville moved approval to keep committee members as is with Trustees Reyes, Longville, and Viricel to serve as members of the Legislative standing committee. Trustee Harrison seconded the motion.

**Action by Roll Call**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: None**

**ABSTENTIONS: None**

Trustee Reyes concluded the conference call and ended his participation at 5:39pm.

**PRESENTATIONS**

Citizen's Bond Oversight Annual Report was given by Betsy Starbuck.

**REPORTS**

- Trustee Longville reported on the CTE Committee and Media Academy.
- Trustee Harrison reported on the Budget Committee.
- Chancellor reported on Good News included in the board book.
- Celia Houston gave a brief report for the SBVC Academic Senate.
- The Academic Senate report for CHC was given by Mark McConnell.
- Claris Ybarra gave a report for CHC Associated Students.
- The CSEA report was given by Kevin Palkki.
- Meridyth McLaren reported for CTA.

**APPROVAL OF MINUTES**

September 27, 2018  
November 8, 2018  
November 19, 2018

Trustee Longville moved approval of the 9/27/18, 11/8/18, and 11/19/18 minutes. Trustee Harrison seconded the motion.

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

**NOES: None**

**ABSENT: Reyes**

**ABSTENTIONS: Houston**

**PUBLIC COMMENTS ON AGENDA ITEMS**

None.

**CONSENT AGENDA**

Trustee Longville moved approval of the consent agenda as amended. Trustee Viricel seconded the motion.

**AYES: Williams, Harrison, Viricel, Houston, Longville, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: Reyes**

**ABSTENTIONS: None**

**Instruction/Student Services**

- Consideration of Approval of Curriculum – CHC
- Consideration of Approval of Curriculum – SBVC
- Consideration of Approval of Donation – SBVC
- Consideration of Approval to Serve Alcoholic Beverages - Gala 2019

**Human Resources**

- Consideration of Approval of Adjunct and Substitute Academic Employees
- Consideration of Approval of Non-Instructional Pay for Academic Employees
- Consideration of Approval to Appoint Temporary Academic Employees
- Consideration of Approval to Pay Stipends
- Consideration of Approval of District Volunteers
- Consideration of Approval to Revise Professional Expert and Short-Term Hourly Rates of Pay Schedules
- Consideration of Ratification of Professional Expert, Short-Term, and Substitute Employees
- Consideration of Approval of Employee Promotions
- Consideration of Approval to Accept Employee Resignations
- Consideration of Approval to Accept Employee Retirements
- **Amend to change the last date of employment for Maria Sanchez to 4/30/19.**
- Consideration of Approval to Appoint District Employees
- **Amend to add employee:**

Michael Luke Bixler Chief Technology Officer DIST TESS	01/14/19	Management 23G	\$170,964.05 (per year)	New	Technology Services General Fund	TBD*
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- Consideration of Approval to Appoint Interim Managers  
Amend to add employee:

Chang, Andrew Interim Executive Director, Technology & Educational Support Services DIST TESS	12/15/2018 to 1/13/2019	23C	\$151,353.24	Glen Kuck	KVCR	01/20/09
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### **Business & Fiscal Services**

- Consideration of Approval of Professional Services Contracts-Agreements
- Consideration of Approval of Purchase Order Report
- Consideration of Approval of Routine Contracts-Agreements and Memorandums
- Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal
- Consideration of Approval of Surplus Property and Authorize Donation to Family Service Association of Redlands
- Consideration of Approval to Adopt Resolutions to Grant Excused Absence
- Consideration of Approval of Vacation Payout
- Consideration of Approval to Adopt Resolution #2018-12-13-FPC Approving Amended and Restated Bylaws for the Independent Citizens Bond Oversight Committee
- Consideration of Approval to Adopt Resolution #2018-12-13-FS Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications
- Consideration of Approval to Ratify Interfund Borrowing Transactions
- Consideration of Approval of District & College Expenses
- Consideration to Approve Conference Attendance

Amend to remove conference attendance for District Support Services/Human Resources Department:

Attendee: Byron Isaac  
Conference Name: SHRM19  
Travel Dates: 6/23/2019 - 6/26/2019

Attendee: Kristina Hannon  
Conference Name: Employment Law & Legislative Conference  
Travel Dates: 3/17/2019 - 3/20/2019

### **Facilities**

- Consideration of Approval to Award a Small-Scale Construction Contract to Awesome Blinds of Eastvale, CA
- Consideration of Approval to Award a Small-Scale Construction Contract to LeMay Construction of Redlands, CA
- Consideration of Approval to Ratify a Small-Scale Construction Contract with Allen Communications of Whitter, CA
- Consideration of Approval to Ratify a Small-Scale Construction Contract with Three Peaks Corp. of Calimesa, CA

**Items Pulled from Consent for Separate Action**

Consideration of Approval to Dissolve the Board of Trustees Student Success and Policy Committees

With unanimous consent to include in consent, Trustee Longville moved approval to include the item pulled for discussion to be approved as part of the consent agenda as amended. Trustee Harrison seconded the motion.

**AYES: Williams, Harrison, Viricel, Houston, Longville, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: Reyes**

**ABSTENTIONS: None**

**ACTION AGENDA**

Consideration of Approval to Accept Independent Audit Report of KVCR TV and FM for June 30, 2018 and 2017

Trustee Longville moved approval to accept Independent Audit Report of KVCR TV and FM for June 30, 2018 and 2017. Trustee Viricel seconded the motion.

**AYES: Williams, Harrison, Viricel, Houston, Longville, Singer, Blackburn**

**NOES: None**

**ABSENT: Reyes**

**ABSTENTIONS: Gerard**

Consideration of Approval to Accept Independent Audit Report of the District's Measure M General Obligation Bonds for 2017-18

Trustee Singer moved approval to accept Independent Audit Report of the District's Measure M General Obligation Bonds for 2017-18. Trustee Viricel seconded the motion.

**AYES: Williams, Harrison, Viricel, Houston, Longville, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: Reyes**

**ABSTENTIONS: None**

Consideration of Approval to Accept Independent Audit Report of the San Bernardino Community College District for 2017-18

Trustee Longville moved approval to accept Independent Audit Report of the San Bernardino Community College District for 2017-18. Trustee Houston seconded the motion.

**AYES: Williams, Harrison, Viricel, Houston, Longville, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: Reyes**

**ABSTENTIONS: None**

Consideration of Approval to Adopt Resolution #2018-12-13-FPC2 Approving and Ratifying Agreements for the Acquisition of Real Property

Trustee Harrison moved approval to Adopt Resolution #2018-12-13-FPC2 Approving and Ratifying Agreements for the Acquisition of Real Property. Trustee Singer seconded the motion.

**AYES: Williams, Harrison, Viricel, Houston, Longville, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: Reyes**

**ABSTENTIONS: None**

Consideration of Approval to Review and Reaffirm Guiding Principles for FCC Auction Proceeds

Trustee Harrison moved approval to accept and Reaffirm Guiding Principles for FCC Auction Proceeds as amended to change the range from 12-15% to a range within 10-15%. Trustee Viricel seconded the motion.

6. The district unrestricted general fund balance shall be restored to a range of ~~12-15%~~. **within 10-15%**

**AYES: Williams, Harrison, Viricel, Houston, Longville, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: Reyes**

**ABSTENTIONS: None**

Consideration of Approval to Accept Board Policies for First Reading

Trustee Singer moved approval to accept Board Policies for First Reading. Trustee Harrison seconded the motion.

BP 1100 The San Bernardino Community College District (no AP)

BP 1200 District Mission Statement (no AP)

BP & AP 3720 Computer and Network Use

BP & AP 6751 Parking Citation Payment Plan

**AYES: Williams, Harrison, Viricel, Houston, Longville, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: Reyes**

**ABSTENTIONS: None**

Consideration of Final Approval of Board Policies and Administrative Procedures

Trustee Harrison moved approval of Board Policies and Administrative Procedures for final approval. Trustee Longville seconded the motion.

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

**AYES: Williams, Harrison, Viricel, Houston, Longville, Singer, Blackburn, Gerard**

**NOES: None**

**ABSENT: Reyes**

**ABSTENTIONS: None**

**INFORMATION ITEMS**

Applause

Budget Report

Clery Report

General Fund Cash Flow Analysis

Key Performance Indicators

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None.

**ADJOURN**

The next meeting of the Board: Business Meeting on January 10, 2019 at 3pm. President Williams adjourned the meeting at 6:55pm.

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

**Meeting of the San Bernardino Community College District Board of Trustees**  
**SBCCD Boardroom, 114 S. Del Rosa Dr., San Bernardino, CA 92408**  
**Business Meeting Minutes**  
**January 10, 2019**  
**Closed Session @ 3:00 p.m.**  
**Public Meeting @ 5:00 p.m.**

**MEMBERS PRESENT**

John Longville, President  
Dr. Anne L. Viricel, Vice President  
Gloria Macías Harrison, Trustee  
Dr. Stephanie Houston, Trustee  
Frank Reyes, Trustee (arrived at 4:17pm)  
Dr. Donald L. Singer, Trustee  
Elijah Gerard, CHC Student Trustee (arrived at 4:50pm)

**ABSENT**

Joseph Williams, Clerk  
Autumn Blackburn, SBVC Student Trustee

**ADMINISTRATORS PRESENT**

Bruce Baron, Chancellor  
Jose Torres, Executive Vice Chancellor  
Diana Rodriguez, SBVC President  
Dr. Kevin Horan, CHC President

**1. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

President Longville called the meeting to order at 3:04pm. Trustee Houston led the pledge of allegiance.

**2. ANNOUNCEMENT OF CLOSED SESSION ITEMS****2.1. Conference with Labor Negotiators**

*Government Code 54957.6*

*Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees*

**2.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment**

*Government Code 54957*

*(2 cases)*

**2.3. Public Employee Performance Evaluation**

*Government Code 54957(b)(1)*

*Title: Chancellor*

**2.4. Conference with Legal Counsel – Anticipated Litigation**

*Government Code 54956.9(d)(2)*

*(1 case)*

2.5. Conference with Legal Counsel – Existing Litigation  
*Government Code 54956.9(e)(3)*  
*(1 case)*

2.6. 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**

None.

**4. CONVENE CLOSED SESSION**

Closed session convened at 3:06pm.

**5. RECONVENE PUBLIC MEETING**

Public meeting reconvened at 5:02pm.

**6. REPORT OF ACTION IN CLOSED SESSION**

The Board unanimously took action not to re-employ the assistant manager, workforce development, PDC/District, for the 2019-2020 academic year and to send notice to management employee #28814.

**7. PRESENTATIONS**

None

**8. REPORTS**

8.1. Board Committee Reports (p6)

**The committee reports chart was amended to reflect the 2019 Board of Trustees Committees and members as approved on December 13, 2018.**

BOT COMMITTEES	2019 BOARD MEMBERS
Board & Chancellor Evaluations Ad Hoc Committee	1. Anne Viricel 2. Gloria Harrison 3. John Longville
Budget Standing Committee	1. Gloria Harrison 2. Donald Singer 3. Anne Viricel
Career Technical Education Standing Committee	1. John Longville 2. Stephanie Houston 3. Joseph Williams
Foundations Ad Hoc Committee	1. Gloria Harrison 2. Anne Viricel 3. Donald Singer 4. Autumn Blackburn (Student Trustee is not included in quorum)
Legislative Standing Committee	1. Frank Reyes 2. Anne Viricel 3. John Longville

- President Longville gave a report on the BOT CTE Committee. Trustee Houston was elected chair of the committee.
- Trustee Harrison gave a report on the BOT Budget Committee and was elected chair of the committee.
- Trustee Viricel gave a report on the BOT Ad Hoc Foundations Committee and was elected chair of the committee.
- Trustee Reyes attended a meeting in Sacramento to meet with the State Chancellor and legislators
- Chancellor Baron introduced and welcomed Dr. Kevin Horan, president of CHC.
- President Rodriguez introduced and welcomed Dina Humble, VPI at SBVC.

8.2. Good News (p8)

8.3. San Bernardino Valley College Academic Senate

Celia Houston gave a report for SBVC Academic Senate and shared upcoming work of the senate and accreditation committee.

8.4. San Bernardino Valley College Classified Senate

Judy Rodriguez gave a report for the SBVC Classified Senate.

8.5. San Bernardino Valley College Associated Students

None

8.6. Crafton Hills College Academic Senate

None

8.7. Crafton Hills College Classified Senate

None

8.8. Crafton Hills College Associated Students

None

8.9. CSEA

Kevin Palkki gave a report for CSEA.

8.10. CTA

Meridyth McLaren gave a report for CTA. CTA desires the board support to complete negotiations.

## **9. APPROVAL OF MINUTES**

None

## **10. PUBLIC COMMENTS ON AGENDA ITEMS**

None

## 11. CONSENT AGENDA

Trustee Singer moved approval of the consent agenda as amended. Trustee Harrison seconded the motion.

**AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Gerard**

**NOES: None**

**ABSENT: Williams, Blackburn**

**ABSTENTIONS: None**

### 11.1. Instruction/Student Services

- 11.1.1. Consideration of Approval of Curriculum – CHC (p9)
- 11.1.2. Consideration of Approval of Curriculum – SBVC (p27)

### 11.2. Human Resources

- 11.2.1. Consideration of Approval of Adjunct and Substitute Academic Employees (p67)
- 11.2.2. Consideration of Approval of Non-Instructional Pay for Academic Employees (p70)
- 11.2.3. Consideration of Approval to Appoint Temporary Academic Employees (p79)
- 11.2.4. Consideration of Approval of Sabbatical Leave for the 2019-20 Academic Year (p81)
- 11.2.5. Consideration of Approval to Pay Stipends (p84)
- 11.2.6. Consideration of Approval of District Volunteers (p87)
- 11.2.7. Consideration of Approval of Employee Promotions (p90)
- 11.2.8. Consideration of Approval to Revise Professional Expert and Short-Term Hourly Rates of Pay Schedules (p92)
- 11.2.9. Consideration of Approval of Tuition Reimbursement (p104)
- 11.2.10. Consideration of Approval to Accept Employee Resignations (p105)
- 11.2.11. Consideration of Approval to Accept Employee Retirements (p107)
- 11.2.12. Consideration of Approval to Appoint District Employees (p109)
- 11.2.13. Consideration of Approval to Appoint Interim Managers (p111)
- 11.2.14. Consideration of Approval to Place Classified Employees on the 39-Month Reemployment List (p113)

### 11.3. Business & Fiscal Services

- 11.3.1. Consideration of Approval of Professional Services Contracts-Agreements (p115)
- 11.3.2. Consideration of Approval of Purchase Order Report (p117)
- 11.3.3. Consideration of Approval of Routine Contracts-Agreements and Memorandums (p123)

**Amended to include additional description for contracts.**

Frontier Communications	(17532) Installation of Ethernet service at East 3rd Street location: <b>this is an upgrade of current services and term dates are not binding</b> Term: 11/1/2018 - 10/31/2021 Funding Source: EDCT - Foundation	EDCT/SBCCD	\$3,000.00
Greenwood Enterprises, LLC	(17601) Purchase and sale of mobile source emission reduction credits for SCAQMD Rule 2022 for CHC <b>as part of mandatory/regulatory fees</b> Term: 12/1/2018 - 11/30/2021 Funding Source: General Funds	Administrative Services/CHC	\$27,000.00

- 11.3.4. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p145)



- 11.3.5. Consideration of Approval of Vacation Payout (p147)
- ~~11.3.6. Consideration of Approval of Nonresident Tuition and Capital Outlay Fees (to be included in addendum) item removed from consideration~~
- 11.3.7. Consideration of Approval to Adopt Resolution #2019-01-10-FS Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p148)
- 11.3.8. Consideration of Approval of District & College Expenses (p151)
- 11.3.9. Consideration to Approve Conference Attendance (p154)  
Amended to correct the name of attendee.

<p>Site: CHC          Department: LAM          Conference Name: 2019 Acceleration Across America - 3rd Annual Statewide Conference          Travel Dates: 2/20/2019 - 2/23/2019          City, State: Sacramento, CA          Estimated Cost Per Person: \$1911          Funding Source: Basic Skills categorical funding</p>	<p>Name: Kellori Dower, Jonathan Anderson          Purpose: This conference will explore new approaches to placement in English, Math and ESL, replacing remedial courses with transfer level co-requisites/concurrent support models.</p>
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11.4. **Facilities**

- 11.4.1. Consideration of Approval of Amendment 001 to the Contract with DKC Architects, Inc. of Yucaipa, CA (p161)
- 11.4.2. Consideration of Approval of Amendment 005 to the Contract with HMC Architects, Inc. of Ontario, CA (p164)
- 11.4.3. Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments (p167)

**12. ACTION AGENDA**

- ~~12.1. Consideration of Approval of IFF Master Agreement, Articles of Incorporation, and Bylaws (p170) item removed from consideration~~
- 12.2. Consideration of Approval of the Ratification of SBCCDTA CTA-NEA Articles and Appendices (p197)

Trustee Harrison moved approval of the ratification of SBCCDTA CTA-NEA Articles and Appendices

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

- 12.3. Consideration of Approval of the Use of Annual Income from the Allocated Investments of FCC Auction Proceeds (p199)

Trustee Harrison moved approval of the use of annual income from the allocated investments of FCC auction proceeds. Trustee Viricel seconded the motion.

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

- 12.4. Consideration of Approval to Conduct a Public Hearing and Acknowledge Initial Proposals to Reopen Negotiations from CSEA Chapter #291 (p202)

President Longville opened the hearing for public comments. Hearing no comments, Trustee Harrison moved to close the public hearing. Trustee Singer seconded the motion.

**AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Gerard**

**NOES: None**

**ABSENT: Williams, Blackburn**

**ABSTENTIONS: None**

Trustee Harrison moved approval to reopen negotiations from CSEA Chapter #291. Trustee Singer seconded the motion.

**AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Gerard**

**NOES: None**

**ABSENT: Williams, Blackburn**

**ABSTENTIONS: None**

- 12.5. Consideration of Final Approval of Board Policies and Administrative Procedures (p204)

Harrison moved approval of board policies and administrative procedures. Trustee Houston seconded the motion.

BP 1100 The San Bernardino CCD (no AP)  
BP 1200 District Mission Statement (no AP)  
BP & AP 3720 Computer and Network Use  
BP & AP 6751 Parking Citation Payment Plan

**AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Gerard**

**NOES: None**

**ABSENT: Williams, Blackburn**

**ABSTENTIONS: None**

### **13. INFORMATION ITEMS**

- 13.1. Applause (p218)
- 13.2. Budget Report (p224)
- 13.3. Clery Report (p242)
- 13.4. General Fund Cash Flow Analysis (p244)
- 13.5. Key Performance Indicators (p246)
- 13.6. MOU between SBCCD and CSEA Chapter #291 (p251)
- 13.7. MOU between SBCCD and the SBCCDTA CTA-NEA (p256)
- 13.8. New Trustee Orientation (p258)

### **14. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Newman Sneed

**15.ADJOURN**

The next meeting of the Board: Study Session – January 17, 2019 at 12pm, Topic #1: Alignment of State Vision and SBCCD Strategic Plan - Topic #2: SBCCD Promise. President Longville adjourned the meeting at 5:50pm.

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Joseph Williams, Clerk  
SBCCD Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Kevin Horan, President, CHC  
PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC  
DATE: February 21, 2019  
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**  
**February 21, 2019**

**NEW COURSE**

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

<b>Discipline:</b>	Computer Information Systems
<b>Department:</b>	Multimedia, Information Technology, and Noncredit
<b>Course ID:</b>	CIS 133
<b>Course Title:</b>	Cloud Technology Essentials
<b>Units:</b>	4
<b>Minimum Semester Hours:</b>	
<b>Lecture:</b>	4 contact hours per week 64 contact hours per semester
<b>Prerequisite:</b>	CIS 132
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	Focuses on cloud concepts, utilization, implementation, security and management of cloud technologies. Topics include virtualization, cloud computing resources, provisioning, data center hosting, and cloud applications. Includes cloud services for different type of organizations, Software as a Service (SaaS), Platform as a Service (PaaS) and Infrastructure as a Service (IaaS). Prepares for the CompTIA Cloud+ Exam.
<b>Schedule Description:</b>	Focuses on cloud concepts, utilization, implementation, and security, including management and utilization of the latest cloud technologies to extend current data centers into a full or a hybrid cloud environment. Topics include virtualization, cloud compute resources, provisioning, data center hosting, and cloud applications. Provides hands-on experience using cloud services such as Amazon Web Services (AWS); learning which cloud resources are best used for different type of organizations; and choosing between Software as a Service (SaaS), Platform as a Service (PaaS) and Infrastructure as a Service (IaaS). Prepares students for the CompTIA Cloud+ Exam.
<b>Rationale:</b>	This course builds upon the skills and knowledge learned in the "CIS 132 Systems and Network Administration" course and is designed to create opportunities for students in current and future technologies. With many business in the early stages of migrating traditional data centers to the cloud, qualified Cloud Engineers are in high demand. Using the knowledge learned in this class, students can lay the foundation of a cloud-engineering career with a solid understanding of storage fabric, traditional server architectures, enterprise systems services and cloud based authentication. Students can take what they learn in this class and apply those skills to extend a current private cloud into a hybrid or fully cloud environment.
<b>Equate:</b>	Course not offered at SBVC
<b>Effective:</b>	Fall 2019

**NEW COURSE**

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

<b>Discipline:</b>	Computer Information Systems
<b>Department:</b>	Multimedia, Information Technology, and Noncredit
<b>Course ID:</b>	CIS 138
<b>Course Title:</b>	CCNA Cybersecurity Operations
<b>Units:</b>	4
<b>Minimum Semester Hours:</b>	
<b>Lecture:</b>	4 contact hours per week 64 contact hours per semester
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	CIS 130 with a minimum grade of C or better. CIS 137 with a minimum grade of C or better. CIS 140 with a minimum grade of C or better
<b>Catalog Description:</b>	Cisco Networking Academy hosted CCNA Cybersecurity Operations focuses on the knowledge and skills needed to work with a SOC team. Includes network protection, security monitoring, cryptography, and incident handling. Prepares for Cisco Cybersecurity Fundamentals exam and Implementing Cisco Cybersecurity Operations exam.
<b>Schedule Description:</b>	Cisco Networking Academy hosted CCNA Cybersecurity Operations focuses on the knowledge and skills needed to work with a SOC team. Includes network protection, security monitoring, cryptography, and incident handling. Prepares for Cisco Cybersecurity Fundamentals exam and Implementing Cisco Cybersecurity Operations exam.
<b>Rationale:</b>	Today, emboldened cybercriminals are tapping into legitimate online resources. They leach server capacity, steal data, and demand ransoms from online victims whose information they hold hostage. The explosive growth in Internet traffic-driven largely by faster mobile speeds and the proliferation of online devices- works in their favor by helping to expand the attack surface. Facing mounting challenges from cybercrime, cyberespionage, insider threats, and advanced persistent threats, organizations are establishing SOC teams of security professionals who can monitor, detect, and respond rapidly to security incidents before they cause damage.
<b>Equate:</b>	Course not offered at SBVC
<b>Effective:</b>	Fall 2019

**NEW COURSE**

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

<b>Discipline:</b>	English
<b>Department:</b>	English, Reading and Study Skills
<b>Course ID:</b>	ENGL 918
<b>Course Title:</b>	English 010 Support Lab
<b>Units:</b>	.5 – 1
<b>Minimum Semester Hours:</b>	
<b>Lab:</b>	1.5 – 3 contact hours per week 24 – 48 contact hours per semester
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	ENGL 010
<b>Departmental Recommendation:</b>	None

**Catalog Description:** Students will be taught English specific study skills using support materials, workshops, assistance or materials related to the linked English course. These skills will be practiced in linked English lecture course. Graded on a Pass or No Pass basis only. Not degree applicable.

**Schedule Description:** 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.

**Rationale:** To comply with AB-705.

**Equate:** Course not offered at SBVC.

**Effective:** Fall 2019

**NEW COURSE**

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

**Discipline:** Kinesiology – Fitness Activities  
**Department:** Kinesiology and Health Education  
**Course ID:** KIN/F 107B  
**Course Title:** Zumba Fitness II  
**Units:** .5 – 1  
**Minimum Semester Hours:**  
**Lab:** 1.5 – 3 contact hours per week  
24 – 48 contact hours per semester

**Prerequisite:** None  
**Corequisite:** None  
**Departmental Recommendation:** None

**Catalog Description:** Uses international musical rhythms with low and high-intensity dance moves to improve your fitness level while having fun. Intermediate level Zumba.

**Schedule Description:** Uses international musical rhythms with low and high-intensity dance moves to improve your fitness level while having fun. Intermediate level Zumba.

**Rationale:** Zumba is still a huge part of the fitness industry. This course allows students to further improve their fitness levels with Zumba.

**Equate:** Course not offered at SBVC.

**Effective:** Fall 2020

**NEW COURSE**

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

**Discipline:** Kinesiology – Fitness Activities  
**Department:** Kinesiology and Health Education  
**Course ID:** KIN/F 109B  
**Course Title:** Aerial Fitness II  
**Units:** .5 – 1  
**Minimum Semester Hours:**  
**Lab:** 1.5 – 3 contact hours per week  
24 – 48 contact hours per semester

**Prerequisite:** None  
**Corequisite:** None  
**Departmental Recommendation:** None

<b>Catalog Description:</b>	Exercise with aerial fabrics to improve muscular endurance, strength, power, cardiovascular fitness, balance and coordination in this intermediate level course.
<b>Schedule Description:</b>	Exercise with aerial fabrics to improve muscular endurance, strength, power, cardiovascular fitness, balance and coordination in this intermediate level course.
<b>Rationale:</b>	<p>Aerial fitness is a unique class that focuses on building strength, power, balance, cardiovascular fitness and coordination through the use of one's own body weight and aerial fabrics. Unlike aerial yoga which focuses on meditation, breathing and yoga postures in a slow paced fashion, this course is much more geared towards muscular strength, power, coordination, balance and heart rate elevation. Unlike traditional ground based fitness classes, aerial fitness utilizes moves which put a huge emphasis on the core and stabilizing muscles and uniquely train muscles like no other exercise equipment can. The fabrics can be utilized similar to a TRX suspension trainer but also used for more acrobatic powerful moves while being much more comfortable to use for all fitness levels.</p> <p>This type of course will attract our students looking for a fun new way to exercise. It keeps our college up to date in the fitness industry as well as relevant and interesting to the community. Our community is very interested and involved in aerial arts of all forms. Many local gyms and studios are already offering courses like this and the community is loving it. Throughout the US, colleges and Universities are already starting to add classes like this to their curriculum. Our students have been asking for this course for a number of years now and we now have the equipment to offer it.</p>
<b>Equate:</b>	Course not offered at SBVC.
<b>Effective:</b>	Fall 2020

**NEW COURSE**

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

<b>Discipline:</b>	Kinesiology – Fitness Activities
<b>Department:</b>	Kinesiology and Health Education
<b>Course ID:</b>	KIN/F 109C
<b>Course Title:</b>	Aerial Fitness III
<b>Units:</b>	.5 – 1
<b>Minimum Semester Hours:</b>	
<b>Lab:</b>	1.5 – 3 contact hours per week 24 – 48 contact hours per semester
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	Exercise with aerial fabrics to improve muscular endurance, strength, power, cardiovascular fitness, balance and coordination at the intermediate/advanced level.



**Schedule Description:** Exercise with aerial fabrics to improve muscular endurance, strength, power, cardiovascular fitness, balance and coordination at the intermediate/advanced level.

**Rationale:** Aerial fitness is a unique class that focuses on building strength, power, balance, cardiovascular fitness and coordination through the use of one's own body weight and aerial fabrics. Unlike aerial yoga which focuses on meditation, breathing and yoga postures in a slow paced fashion, this course is much more geared towards muscular strength, power, coordination, balance and heart rate elevation. Unlike traditional ground based fitness classes, aerial fitness utilizes moves, which put a huge emphasis on the core and stabilizing muscles, and uniquely train muscles like no other exercise equipment can. The fabrics can be utilized similar to a TRX suspension trainer but also used for more acrobatic powerful moves while being much more comfortable to use for all fitness levels.

This type of course will attract our students looking for a fun new way to exercise. It keeps our college up to date in the fitness industry as well as relevant and interesting to the community. Our community is very interested and involved in aerial arts of all forms. Many local gyms and studios are already offering courses like this and the community is loving it. Throughout the US, colleges and Universities are already starting to add classes like this to their curriculum. Our students have been asking for this course for a number of years now and we now have the equipment to offer it.

This course allows students to continue to improve and work on new techniques at the intermediate/advanced level.

**Equate:** Course not offered at SBVC.  
**Effective:** Fall 2020

### NEW COURSE

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

**Discipline:** Kinesiology – Fitness Activities  
**Department:** Kinesiology and Health Education  
**Course ID:** KIN/F 109D  
**Course Title:** Aerial Fitness IV  
**Units:** .5 – 1  
**Minimum Semester Hours:**  
**Lab:** 1.5 – 3 contact hours per week  
24 – 48 contact hours per semester  
**Prerequisite:** None  
**Corequisite:** None  
**Departmental Recommendation:** None  
**Catalog Description:** Exercise with aerial fabrics to improve muscular endurance, strength, power, cardiovascular fitness, balance and coordination in this advanced fitness level course.  
**Schedule Description:** Exercise with aerial fabrics to improve muscular endurance, strength, power, cardiovascular fitness, balance and coordination in this advanced fitness level course.

**Rationale:** Aerial fitness is a unique class that focuses on building strength, power, balance, cardiovascular fitness and coordination through the use of one's own body weight and aerial fabrics. Unlike aerial yoga which focuses on meditation, breathing and yoga postures in a slow paced fashion, this course is much more geared towards muscular strength, power, coordination, balance and heart rate elevation. Unlike traditional ground based fitness classes, aerial fitness utilizes moves, which put a huge emphasis on the core and stabilizing muscles, and uniquely train muscles like no other exercise equipment can. The fabrics can be utilized similar to a TRX suspension trainer but also used for more acrobatic powerful moves while being much more comfortable to use for all fitness levels.

This type of course will attract our students looking for a fun new way to exercise. It keeps our college up to date in the fitness industry as well as relevant and interesting to the community. Our community is very interested and involved in aerial arts of all forms. Many local gyms and studios are already offering courses like this and the community is loving it. Throughout the US, colleges and Universities are already starting to add classes like this to their curriculum. Our students have been asking for this course for a number of years now and we now have the equipment to offer it.

**Equate:** This course allows students to participate in more advanced fitness techniques.  
**Effective:** Course not offered at SBVC.  
Fall 2020

### NEW COURSE

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

**Discipline:** Kinesiology – Fitness Activities  
**Department:** Kinesiology and Health Education  
**Course ID:** KIN/F 121B  
**Course Title:** Mind Body Fusion II  
**Units:** .5 – 1  
**Minimum Semester Hours:**  
**Lab:** 1.5 – 3 contact hours per week  
24 – 48 contact hours per semester  
**Prerequisite:** None  
**Corequisite:** None  
**Departmental Recommendation:** None  
**Catalog Description:** Blends stretching, functional movement, balance, meditation and stress reduction to align the mind and body at the intermediate level. Appropriate for all ages, fitness levels and those with disabilities.  
**Schedule Description:** Blends stretching, functional movement, balance, meditation and stress reduction to align the mind and body at the intermediate level. Appropriate for all ages, fitness levels and those with disabilities.  
**Rationale:** We do not offer many courses that cater to the needs of those with lower fitness levels, advanced age or with disabilities. This class would offer opportunities for both those populations. In addition, there is a big push to increase the awareness of movement through mind body exercises. This class will also offer meditation, which helps to reduce stress and ease other physical and mental health issues.

**Equate:** Course not offered at SBVC.  
**Effective:** Fall 2020

**NEW COURSE**

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

**Discipline:** Kinesiology – Fitness Activities  
**Department:** Kinesiology and Health Education  
**Course ID:** KIN/F 166A  
**Course Title:** Barre Fitness I  
**Units:** .5 – 1  
**Minimum Semester Hours:**  
**Lab:** 1.5 – 3 contact hours per week  
24 – 48 contact hours per semester  
**Prerequisite:** None  
**Corequisite:** None  
**Departmental Recommendation:** None  
**Catalog Description:** Barre Fitness is an upbeat fitness class that uses ballet-inspired movements and barres to build lean muscle mass, increase endurance and strength, improve flexibility and balance. No dance experience required. All ages and fitness levels welcome.  
**Schedule Description:** Barre Fitness is an upbeat fitness class that uses ballet-inspired movements and barres to build lean muscle mass, increase endurance and strength, improve flexibility and balance. No dance experience required. All ages and fitness levels welcome.  
**Rationale:** In ballet training, the barre is the horizontal handrail dancers grip while perfecting their technique. Barre-style workouts take those classic ballet warmup exercises and reimagine them for a much wider audience. While it may seem like a recent phenomenon, barre strength and flexibility training have been used in France since the time of Louis XVI. The modern-day fitness version uses isometric toning to strengthen everything from your ankles and calves up through your knees, hips and glutes. Barre movements are all about improving range of motion, strength and flexibility in your lower half by forcing one of your legs to perform graceful and precise movements while the standing leg performed weight-bearing activity and stabilizes the body. Barre is also effective at targeting the “support and steady” muscles that run close to your bones and tie into your core and spine—these particular muscles become weak in those who sit for prolonged periods of time. Barre is also low impact and has a built-in handhold, making it a safe form of exercise. For older adults at risk for falls, barre may be a good way to improve stability and avoid accidents.  
  
This course is wonderful for those who are out of shape, overweight, have joint issues, have balance issues or are just looking to get more fit.  
**Equate:** Course not offered at SBVC.  
**Effective:** Fall 2020

**NEW COURSE**

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

<b>Discipline:</b>	Kinesiology – Sport and Skill Base Activities
<b>Department:</b>	Kinesiology and Health Education
<b>Course ID:</b>	KIN/S 111B
<b>Course Title:</b>	Circus Acts II
<b>Units:</b>	.5 – 1
<b>Minimum Semester Hours:</b>	
<b>Lab:</b>	1.5 – 3 contact hours per week 24 – 48 contact hours per semester
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	This course will include intermediate level aerial arts (such as silks, hammocks and lyra), individual balancing, acrobatic/partner and group balancing, juggling, hooping and other circus skills. It will also include conditioning for improved strength, flexibility, cardiovascular system and balance.
<b>Schedule Description:</b>	This course will include intermediate level aerial arts (such as silks, hammocks and lyra), individual balancing, acrobatic/partner and group balancing, juggling, hooping and other circus skills. It will also include conditioning for improved strength, flexibility, cardiovascular system and balance.
<b>Rationale:</b>	The communities surrounding Crafton Hills College have heavy roots in the circus arts. The local Y Circus has been performing since 1929. Quite a few circus centers have popped up in the near-by Redlands community and are heavily attended. However, they are very expensive and many are performance based only. Circus is not only a skill set but is a great way to improve fitness. Currently there are no community colleges in the area that offer classes, which cater to those interested in learning these skills either for the first time or using these skills as a transition into fitness.  This class will help bring the community onto campus and encourage those interested or curious about the circus arts to use it as a form of fitness improvement along with acquiring new skill sets.
<b>Equate:</b>	Course not offered at SBVC.
<b>Effective:</b>	Fall 2020

**NEW COURSE**

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

<b>Discipline:</b>	Kinesiology – Sport and Skill Base Activities
<b>Department:</b>	Kinesiology and Health Education
<b>Course ID:</b>	KIN/S 111C
<b>Course Title:</b>	Circus Acts III
<b>Units:</b>	.5 – 1
<b>Minimum Semester Hours:</b>	
<b>Lab:</b>	1.5 – 3 contact hours per week 24 – 48 contact hours per semester
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	None

<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	This course will include intermediate/advanced level aerial arts (such as silks, hammocks and lyra), individual balancing, acrobatic/ partner and group balancing, juggling, hooping and other circus skills. It will also include conditioning for improved strength, flexibility, cardiovascular system and balance.
<b>Schedule Description:</b>	This course will include intermediate/advanced level aerial arts (such as silks, hammocks and lyra), individual balancing, acrobatic/ partner and group balancing, juggling, hooping and other circus skills. It will also include conditioning for improved strength, flexibility, cardiovascular system and balance.
<b>Rationale:</b>	<p>The communities surrounding Crafton Hills College have heavy roots in the circus arts. The local Y Circus has been performing since 1929. Quite a few circus centers have popped up in the near-by Redlands community and are heavily attended. However, they are very expensive and many are performance based only. Circus is not only a skill set but is a great way to improve fitness. Currently there are no community colleges in the area that offer classes, which cater to those, interested in learning these skills either for the first time or using this skills as a transition into fitness.</p> <p>This class will help bring the community onto campus and encourage those interested or curious about the circus arts to use it as a form of fitness improvement along with acquiring new skill sets.</p> <p>This course allows students to continue to learn new and more advanced skills in the circus arts.</p>
<b>Equate:</b>	Course not offered at SBVC.
<b>Effective:</b>	Fall 2020

**NEW COURSE**

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

<b>Discipline:</b>	Kinesiology – Sport and Skill Base Activities
<b>Department:</b>	Kinesiology and Health Education
<b>Course ID:</b>	KIN/S 111D
<b>Course Title:</b>	Circus Acts IV
<b>Units:</b>	.5 – 1
<b>Minimum Semester Hours:</b>	
<b>Lab:</b>	1.5 – 3 contact hours per week 24 – 48 contact hours per semester
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	This course will include advanced level aerial arts (such as silks, hammocks and lyra), individual balancing, acrobatic/ partner and group balancing, juggling, hooping and other circus skills. It will also include conditioning for improved strength, flexibility, cardiovascular system and balance.

**Schedule Description:** This course will include advanced level aerial arts (such as silks, hammocks and lyra), individual balancing, acrobatic/ partner and group balancing, juggling, hooping and other circus skills. It will also include conditioning for improved strength, flexibility, cardiovascular system and balance.

**Rationale:** The communities surrounding Crafton Hills College have heavy roots in the circus arts. The local Y Circus has been performing since 1929. Quite a few circus centers have popped up in the near-by Redlands community and are heavily attended. However, they are very expensive and many are performance based only. Circus is not only a skill set but is a great way to improve fitness. Currently there are no community colleges in the area that offer classes, which cater to those, interested in learning these skills either for the first time or using this skills as a transition into fitness.

This class will help bring the community onto campus and encourage those interested or curious about the circus arts to use it as a form of fitness improvement along with acquiring new skill sets.

This course allows students to continue to learn new and more advanced skills in the circus arts.

**Equate:** Course not offered at SBVC.  
**Effective:** Fall 2020

**NEW COURSE**

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

**Discipline:** Mathematics (Noncredit)  
**Department:** Mathematics  
**Course ID:** MATH/N 606  
**Course Title:** Multi-Step Algebraic Expressions  
**Units:** 0  
**Minimum Semester Hours:**  
**Lecture:** 25  
**Prerequisite:** None  
**Corequisite:** None  
**Departmental Recommendation:** None  
**Catalog Description:** Working with multi-step algebraic expressions emphasizing adding/subtracting/multiplying/dividing variable expressions, combining like terms, use of positive exponents, and solving more complex variable linear equations.

**Schedule Description:** This course is a continuation to algebraic expressions emphasizing adding/subtracting/multiplying/dividing variable expressions, combining like terms, use of positive exponents, and solving more complex variable linear equations.

**Rationale:** With the changes in the math curriculum resulting from the new state law AB-705, there will be a need for some students to have access to a course in high school algebra techniques and understanding the mechanics of algebra. This course is intended to fill that void.

**Equate:** Course not offered at SBVC.  
**Effective:** Fall 2019

**NEW COURSE**

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

<b>Discipline:</b>	Multimedia
<b>Department:</b>	Multimedia, Information Technology, and Noncredit
<b>Course ID:</b>	MULTI 212
<b>Course Title:</b>	Digital Media Careers
<b>Units:</b>	3
<b>Minimum Semester Hours:</b>	
<b>Lecture:</b>	3 contact hours per week 48 contact hours per semester
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	Introduction to the digital media job market and employment niches. The class describes digital media and the varied work environments including full time and contract opportunities, as well as job search techniques, resume and cover letter writing skills.
<b>Schedule Description:</b>	Introduction to the digital media job market and employment niches. The class describes digital media and the varied work environments including full time and contract opportunities, as well as job search techniques, resume and cover letter writing skills.
<b>Rationale:</b>	This course gives students an overview of the varied work environments in Digital Media including full-time and contract opportunities, as well as job search techniques, resume and cover letter writing skills. This is an essential class to prepare students for successful jobs search as well as providing students with skills required to navigate through the evolving gig economy.
<b>Equate:</b>	Course not offered at SBVC.
<b>Effective:</b>	Fall 2019

**NEW COURSE**

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

<b>Discipline:</b>	Multimedia
<b>Department:</b>	Multimedia, Information Technology, and Noncredit
<b>Course ID:</b>	MULTI 214
<b>Course Title:</b>	Digital Media Portfolio
<b>Units:</b>	1 – 3
<b>Minimum Semester Hours:</b>	
<b>Lecture:</b>	1 – 3 contact hours per week 16 – 48 contact hours per semester
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None

<b>Catalog Description:</b>	Provides students the opportunity to create and refine projects to meet the professional standards. Integrates projects into a portfolio which will meet the needs of entry level positions and transfer institutions. Students should have a minimum of five digital media projects from previous classes ready to be refined for portfolio.
<b>Schedule Description:</b>	Provides students the opportunity to create and refine projects to meet the professional standards. Integrates projects into a portfolio which will meet the needs of entry level positions and transfer institutions. Students should have a minimum of five digital media projects from previous classes.
<b>Rationale:</b>	Entry-level positions and transfer institutions in Digital media fields usually require applicants to present/submit a digital portfolio of their work examples to showcase the practical application of their skills. This course will be an integrated part of the AAS degree, as well as certificates in areas that usually require portfolios.
<b>Equate:</b>	Course not offered at SBVC.
<b>Effective:</b>	Fall 2019

**NEW COURSE**

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

<b>Discipline:</b>	Multimedia
<b>Department:</b>	Multimedia, Information Technology, and Noncredit
<b>Course ID:</b>	MULTI 230
<b>Course Title:</b>	Digital Illustration with Adobe Illustrator II
<b>Units:</b>	3
<b>Minimum Semester Hours:</b>	
<b>Lecture:</b>	3 contact hours per week 48 contact hours per semester
<b>Prerequisite:</b>	MULTI 130
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	This course focuses on intermediate usage of Adobe Illustrator and the inclusion of raster based images created in other software for complex illustration assignments and info graphics. Creation of illustrations for print, screen and interactivity.
<b>Schedule Description:</b>	This course focuses on intermediate usage of Adobe Illustrator and the inclusion of raster based images created in other software for complex illustration assignments. Creation of illustrations for print, screen and interactivity.
<b>Rationale:</b>	
<b>Equate:</b>	Course not offered at SBVC.
<b>Effective:</b>	Fall 2019

**NEW COURSE**

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

<b>Discipline:</b>	Short-term Vocational (Noncredit)
<b>Department:</b>	Business and Economics
<b>Course ID:</b>	VOC/N 010
<b>Course Title:</b>	Heartsaver CPR/AED/FIRST AID
<b>Units:</b>	0



**Minimum Semester Hours:**  
**Lecture:** 8  
**Prerequisite:** None  
**Corequisite:** None  
**Departmental Recommendation:** None  
**Catalog Description:** Basis Level Certification for the treatment and recognition of sudden cardiac arrest and common illness and injuries.  
**Schedule Description:** Basis Level Certification for the treatment and recognition of sudden cardiac arrest and common illness and injuries.  
**Rationale:** This course provides basic level certification for the use of an AED, which has become a public use device and found in many facilities and businesses. Acute Coronary disease is the leading cause of death in the United States. This course is geared toward providing information and treatment options for public intervention in sudden cardiac arrest and common illnesses and injuries experienced in communities. This course is needed for Community Emergency Response Teams (CERT), Local Businesses who have AED's, Government agencies, Schools, and anyone seeking lifesaving information.  
**Equate:** Course not offered at SBVC.  
**Effective:** Fall 2020

**NEW COURSE**

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

**Discipline:** Short-term Vocational (Noncredit)  
**Department:** Business and Economics  
**Course ID:** VOC/N 016  
**Course Title:** Emergency Medical Responder Refresher  
**Units:** 0  
**Minimum Semester Hours:**  
**Lecture:** 16  
**Lab:** 24  
**Prerequisite:** None  
**Corequisite:** None  
**Departmental Recommendation:** None  
**Catalog Description:** The EMR course provides basic life support and skills. This is an EMR refresher course, required for all rectifying EMR's per DOT T22CCR, NREMT, and AHA guidelines.  
**Schedule Description:** The EMR course provides basic life support and skills. This is an EMR refresher course, required for all rectifying EMR's per DOT T22CCR, NREMT, and AHA guidelines.  
**Rationale:** This course is designed to provide continuing education credit to professionals currently working or certified as an EMR. Per county and National Registry guidelines, an EMR must recertify every two years. The EMR re-certification process is necessary to keep this level of health care professional gainfully employed.  
**Equate:** Course not offered at SBVC.  
**Effective:** Fall 2020

**MODIFY COURSE**

*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
GEOL 100	PHYSICAL GEOLOGY

**Rationale:** Six-year revision  
**Equate:** Course no longer offered at SBVC.  
**Effective:** Fall 2019

**MODIFY COURSE**

*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
GEOL 100H	PHYSICAL GEOLOGY – HONORS

**Rationale:** Six-year revision  
**Equate:** Course not offered at SBVC.  
**Effective:** Fall 2019

**MODIFY COURSE**

*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
GEOL 101	INTRODUCTION TO GEOLOGY

**Rationale:** Six-year revision  
**Equate:** GEOL 101  
**Effective:** Fall 2019

**MODIFY COURSE**

*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
GEOL 101H	INTRODUCTION TO GEOLOGY – HONORS

**Rationale:** Six-year revision  
**Equate:** Course not offered at SBVC.  
**Effective:** Fall 2019

**MODIFY COURSE**

*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
GEOL 112	HISTORICAL GEOLOGY

**Departmental Recommendation:** Successful completion of GEOL 100 or GEOL 100H or GEOL 101 and GEOL 160 or GEOL 101H and GEOL 160. Eligibility for MATH 095. Eligibility for ENGL 101  
**Rationale:** Six-year revision  
**Equate:** GEOL 112  
**Effective:** Fall 2020

**MODIFY COURSE**

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

COURSE ID	COURSE TITLE
GEOL 113	EARTH AND LIFE HISTORY

**Departmental Recommendation:** Successful completion of GEOL 100 or GEOL 100H or GEOL 101 and GEOL 160 or GEOL 101H and GEOL 160. Eligibility for MATH 095. Eligibility for ENGL 101

**Rationale:** Six-year revision

**Equate:** Course not offered at SBVC.

**Effective:** Fall 2020

**MODIFY COURSE**

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

COURSE ID	COURSE TITLE
GEOL 250	GEOLOGY OF CALIFORNIA

**Departmental Recommendation:** Successful completion of GEOL 100 or GEOL 100H or GEOL 101 and GEOL 160 or GEOL 101H and GEOL 160. Eligibility for MATH 095. Eligibility for ENGL 101

**Rationale:** Six-year revision

**Equate:** GEOL 250

**Effective:** Fall 2020

**MODIFY COURSE**

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

COURSE ID	COURSE TITLE
ENGL 976	FUNDAMENTALS OF WRITING

**Discipline:** Writing (Noncredit)

**Course ID:** WRIT/N 976

**Units:** 0

**Minimum Semester Hours:**

**Lecture:** 18

**Catalog Description:** Academic writing skills including critical thinking and associated reading skills expected in transfer and associate degree classes. Instruction focusing on writing effective paragraphs and short compositions, including framing topic sentences and developing and supporting thesis statements. Emphasis on English grammar and critical reading and critical thinking skills as a foundation for effective writing. Replaces ENGL 976.

**Schedule Description:** Development of academic writing, critical thinking, and corresponding reading skills expected in associate degree and transfer-level courses. Instruction focusing on skills required for vocabulary development, critical writing, fluency, and understanding the relationship between writing and reading. Replaces ENGL 976.

**Rationale:** To comply with AB-705.

**Equate:** Course not offered at SBVC.

**Effective:** Fall 2019

**MODIFY COURSE**

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

COURSE ID	COURSE TITLE
READ 980	FUNDAMENTALS OF READING

**Discipline:** Reading (Noncredit)  
**Course ID:** READ/N 980  
**Units:** 0  
**Minimum Semester Hours:**  
**Lecture:** 18  
**Catalog Description:** Development of academic reading, critical thinking, and corresponding writing skills expected in associate degree and transfer-level courses. Instruction focusing on skills required for vocabulary development, critical reading comprehension, fluency, and understanding the relationship between reading and writing. Replaces READ 980.  
**Schedule Description:** Development of academic reading, critical thinking, and corresponding writing skills expected in associate degree and transfer-level courses. Instruction focusing on skills required for vocabulary development, critical reading comprehension, fluency, and understanding the relationship between reading and writing. Replaces READ 980.  
**Rationale:** To comply with AB-705.  
**Equate:** Course not offered at SBVC.  
**Effective:** Fall 2019

**MODIFY COURSE**

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

COURSE ID	COURSE TITLE
SPAN 101	COLLEGE SPANISH I

**Rationale:** Six-year revision  
**Equate:** SPAN 101  
**Effective:** Fall 2019

**MODIFY COURSE**

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

COURSE ID	COURSE TITLE
SPAN 102	COLLEGE SPANISH II

**Rationale:** Six-year revision  
**Equate:** SPAN 102  
**Effective:** Fall 2019

**DISTRIBUTED EDUCATION**

**Course ID:** CIS 138 Hybrid and 100% Online  
**Course Title:** CCNA Cybersecurity Operations  
**Rationale:** Increase DE offerings  
**Effective:** Fall 2019

**DISTRIBUTED EDUCATION**

**Course ID:** VOC/N 016 Hybrid  
**Course Title** Emergency Medical Responder Refresher  
**Rationale:** Increase DE offerings  
**Effective:** Fall 2020

**NEW PROGRAM – AS DEGREE**

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

**Associates of Science Multimedia with an Emphasis in Digital Animation**

This Associates of Science Multimedia with an emphasis in Digital Animation focuses on the 2D and 3D animation process used in the entertainment industry and in multimedia production. Students learn to develop and animate 2D and 3D characters and other objects used in animations and in games. This degree prepares students to transfer to a four-year program in digital animation and/or to secure an entry-level position as a Character Designer, a 2D/3D Animator, or a Visual Development Artist.

<b>Required Courses:</b>	<b>Units</b>
MULTI 100      Multimedia Foundations	3
MULTI 111      Adobe Photoshop I	3
MULTI 171      Adobe Animate	3
<b>or</b>	
CIS 162          Adobe Animate 3	
MULTI 130      Digital Illustration with Adobe Illustrator I	3
MULTI 150      3D Modeling and Animation with Maya I	3
MULTI 152      Motion Graphics with Adobe After Effects	3
MULTI 211      Adobe Photoshop II	3
MULTI 250      3D Modeling and Animation with Maya II	3
MULTI 214      Digital Media Portfolio	1 – 3
<b>TOTAL UNITS:</b>	<b>25 – 27</b>

<b>Recommended Courses:</b>	<b>Units</b>
MULTI 230      Digital Illustration with Adobe Illustrator II	3
MULTI 212      Digital Media Careers	3

**Rationale:** With technology becoming more advanced across all mediums and the demand for content growing, work abounds for those in the animation job market. The video game and the entertainment industries need animators to help render concepts both inside and outside of games and productions. There are even jobs in scientific and technical industries.

**Effective:** Fall 2019

<b>NEW PROGRAM – AS DEGREE</b>
<i>Changes to the 2019-2020 College Catalog</i>

**Associates of Science Multimedia with an Emphasis in Graphic and Media Design**

The Associate of Science in Multimedia with an Emphasis in Graphic and Media Design degree will prepare students to either transfer to a four-year degree program in graphic arts or to secure an entry-level position in the field of graphic design. Students will learn how to use industry relevant computer software to develop designs that communicate ideas, inspire, inform, and captivate consumers.

<b>Required Courses:</b>	<b>Units</b>
MULTI 100      Multimedia Foundations	3
MULTI 111      Adobe Photoshop I	3
ART 120        Foundations of Two-Dimensional Design	3
MULTI 130      Digital Illustration with Adobe Illustrator I	3
MULTI 131      Publication Design with Adobe InDesign	3
MULTI 211      Adobe Photoshop II	3
MULTI 230      Digital Illustration with Adobe Illustrator II	3
MULTI 214      Digital Media Portfolio	1 – 3
<b>TOTAL UNITS:</b>	<b>22 – 24</b>

<b>Recommended Courses:</b>	<b>Units</b>
MULTI 150      3D Modeling and Animation with Maya I	3
MULTI 212      Digital Media Careers	3
CIS 111        Website Design and Development I	3

**Rationale:**                      Some forms of graphic design such as mobile advertising and video editing and design, were very limited as recently as ten years ago. According to industry experts these types of design jobs are expected to grow up to 21 percent between 2018 and 2024. New and emerging types of design are also found in areas like user experience, instructional design, mobile advertising, and social media. Social media platforms, from traditional sites like Facebook and Twitter to more visually-oriented media like Instagram, Pinterest and Snapchat, all use design and graphic skills.

**Effective:**                         Fall 2019

<b>NEW PROGRAM – AS DEGREE</b>
<i>Changes to the 2019-2020 College Catalog</i>

**Associate of Science Multimedia with an Emphasis in Web Development and Interface Design**

The Associate of Science in Multimedia with an Emphasis in Web Development and Interface Design degree combines two areas of specialty to provide a comprehensive web design and web development education. Focusing on the conceptual, visual and technical aspects of web design and production. Students will learn how to design and create commercial-quality websites and mobile apps. This degree prepares students for entry-level positions such as Junior User Interface Designer, Web Designer, Web Developer, User Experience Designer or Full Stack Developer. Furthermore, it provides students currently working in similar professions with additional skills and qualifications.

<b>Required Courses:</b>		<b>Units</b>
MULTI 100	Multimedia Foundations	3
CIS 111	Website Design & Development I	3
MULTI 111	Adobe Photoshop I	3
CIS 117	Web Page Scripting	3
MULTI 170	Website Design with Adobe Dreamweaver	3
<b>or</b>		
CIS 161	Website Design with Adobe Dreamweaver	3
MULTI 171	Adobe Animate	3
<b>or</b>		
CIS 162	Adobe Animate	3
MULTI 173	User Experience Design (UXD)	3
CIS 211	Web Design and Development II	3
MULTI 214	Digital Media Portfolio	1 – 3
<b>TOTAL UNITS:</b>		<b>25 – 27</b>

<b>Recommended Courses:</b>		<b>Units</b>
MULTI 130	Digital Illustration with Adobe Illustrator I	3
MULTI 212	Digital Media Careers	3
CIS 140	Introduction to Networks (Cisco CCNA 1)	4

**Rationale:** The Bureau of Labor Statistics predicts that job opportunities in the web development field (Web programmers, Web designers, and Webmasters) are expected to increase 13% through 2020. AA degrees are the typical entry-level degree in the web design and web development fields. The program is also appropriate to the college mission in that it is part of transfer preparation to four-year institutions offering BS degrees in web technologies and related CIS majors.

**Effective:** Fall 2019

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

**Digital Animation  
 Certificate of Achievement**

This certificate focuses on the 2D and 3D animation process used in the entertainment industry and multimedia production. Students learn to develop and animate 2D and 3D characters and other objects used in animations and in games. This certificate prepares students for entry-level positions such as Character Designer, 2D/3D Animator, Visual Development Artist and provides students working in similar professions with additional skills and qualifications.

<b>Required Courses:</b>		<b>Units</b>
MULTI 100	Multimedia Foundations	3
MULTI 111	Adobe Photoshop I	3
MULTI 130	Digital Illustration with Adobe Illustrator I	3
MULTI 150	3D Modeling and Animation with Maya I	3
MULTI 152	Motion Graphics with Adobe After Effects	3
MULTI 171	Adobe Animate	3
<b>or</b>		
CIS 162	Adobe Animate	3
MULTI 250	3D Modeling and Animation with Maya II	3

MULTI 214	Digital Media Portfolio	1 – 3
<b>TOTAL UNITS:</b>		<b>22 – 24</b>

<b>Recommended Course:</b>	<b>Units</b>
MULTI 212      Digital Media Careers	3

**Rationale:** With technology, becoming more advanced across all mediums and the demand for content growing, work abounds for those in the animation job market. The video game and the entertainment industries need animators to help render concepts both inside and outside of their games and productions. There are even jobs in scientific and technical industries. This certificate will prepare students accordingly.

**Effective:** Fall 2019

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

**TECHNICAL THEATER ENTERTAINMENT TECHNOLOGY LEVEL 1 SKILLS**  
**Certificate of Achievement**

The Technical Theatre Training program graduates highly trained and specialized scenic technicians who have learned a sound working knowledge of their craft and a respect for the skills and technologies associated with their chosen profession. Program Student Learning Outcomes: Demonstrate basic competency using technical theater systems for scenery, lights and sound in the production and realization of scenery, lighting plans and/or audio plans for live events. Serve as technical crew, designer's assistant, designers and or crew heads in the realization of a fully produced theater event. Identify theater literature and visual styles practices, systems, and historical context used within the realization of theater events.

<b>Required Courses:</b>	<b>Units</b>
THART 100      Introduction to Theatre	3
THART 134X4*      Technical Theatre Workshop	2
THART 145      Advanced Theatre Practicum I	3
THART 176      Fundamentals of Stagecraft I	3
THART 179      Fundamentals of Stagecraft II	3
THART 245      Advanced Theatre Practicum II	3
MULTI 212      Digital Media Careers	3
<b>TOTAL UNITS:</b>	<b>20</b>

\*Must be taken twice

**Rationale:** The Technical Theatre Training program graduates highly trained and specialized scenic technicians who have learned a sound working knowledge of their craft and a respect for the skills and technologies associated with their chosen profession.

**Effective:** Fall 2019



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

**User Interface Design  
 Certificate of Achievement**

The User Interface Design Certificate provides an in depth study of the design and front-end production of websites and digital media applications. Focusing on design process, user experience, and visual design, students will learn how to design commercial-quality websites and mobile apps. This certificate prepare the students for entry-level positions such as User Interface Designer, Web Designer, User Experience Designer, and Interaction Designer and provides students working in similar professions with additional skills and qualifications.

<b>Required Courses:</b>	<b>Units</b>
MULTI 100      Multimedia Foundations	3
CIS 111        Website Design & Development I	3
MULTI 111     Adobe Photoshop I	3
MULTI 170     Website Design with Adobe Dreamweaver	3
<b>or</b>	
CIS 161        Website Design and Programming Using Dreamweaver	3
MULTI 171     Adobe Animate	3
<b>or</b>	
CIS 162        Adobe Animate	3
MULTI 173     User Experience Design (UXD)	3
MULTI 214     Digital Media Portfolio	1 – 3
<b>TOTAL UNITS:</b>	<b>19 – 21</b>

<b>Recommended Courses:</b>	<b>Units</b>
MULTI 130     Digital Illustration with Adobe Illustrator I	3
MULTI 212     Digital Media Careers	3

**Rationale:**                      The Bureau of Labor Statistics predicts that job opportunities in the web development field (Web programmers, Web designers, and Webmasters) are expected to increase 13 percent through 2020. “Because design and planning play such an essential role in our lives, it’s no surprise employers are looking to hire in this innovative industries.” This is good news for any beginner in UX Design-companies want and need specialized individuals; someone with specific skills to take their companies to the next level.

**Effective:**                         Fall 2019

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

**Web Development  
 Certificate of Achievement**

This certificate focuses on skills required to develop and manage commercial quality websites, including content management systems and e-commerce applications. Courses include instruction on web engineering, web content development, client liaison, client-side/server-side scripting, database concepts and design. This certificate prepare the students for entry-level positions in web development and provides students working in similar professions with additional skills and qualifications.

<b>Required Courses:</b>	<b>Units</b>
MULTI 100      Multimedia Foundations	3
CIS 105        Database Concepts and Design	3
CIS 111        Website Design & Development I	3
CIS 117        Web Page Scripting	3
CIS 161        Website Design with Adobe Dreamweaver	3
<b>or</b>	
MULTI 170      Website Design with Adobe Dreamweaver	3
MULTI 173      User Experience Design (UXD)	3
CIS 211        Web Design and Development II	3
MULTI 214      Digital Media Portfolio	1 – 3
<b>TOTAL UNITS:</b>	<b>22 – 24</b>

<b>Recommended Courses:</b>	<b>Units</b>
CIS 140        Introduction to Networks (Cisco CCNA 1)	4
MULTI 212      Digital Media Careers	3

**Rationale:**                      The Bureau of Labor Statistics projects about 13 percent employment growth for web developers by 2026. During that period, about 21,300 new jobs will need to be filled in the industry. The expansion of e-commerce is expected to be the main driver of web developer job growth in the next decade. As more companies offer or expand their online retail presence, more web developers will be needed to build the websites that consumers visit to purchase their favorite products.

**Effective:**                         Fall 2019

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

**Graphic and Media Design  
 Certificate of Achievement**

The objective of this certificate is to provide students the knowledge and skills necessary to enter or advance in the field of Graphic Design and related professions. The certificate indicates student knowledge of the software, theory, and abilities required to pursue a career in Graphic Design.

<b>Required Courses:</b>	<b>Units</b>
ART 120            Foundations of Two-Dimensional Design	3
MULTI 100        Multimedia Foundations	3
MULTI 111        Adobe Photoshop I	3
MULTI 130        Digital Illustration with Adobe Illustrator I	3
MULTI 131        Publication Design with Adobe InDesign	3
MULTI 211        Adobe Photoshop II	3
MULTI 230        Digital Illustration with Adobe Illustrator II	3
MULTI 214        Digital Media Portfolio	1 – 3
<b>TOTAL UNITS:</b>	<b>22 – 24</b>

<b>Recommended Course:</b>	<b>Units</b>
MULTI 212        Digital Media Careers	3

**Rationale:**                    The title of the certificate is changing from Computer Assisted Graphic Design to Graphic and Media Design. The course IDs are changing from CIS to MULTI.

**Effective:**                      Fall 2019

# **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Dr. Kevin Horan, President, CHC

**PREPARED BY:** Michelle Riggs, Director, Community Relations and Resource Development, CHC

**DATE:** February 21, 2019

**SUBJECT:** Consideration of Approval to Serve Wine/Champagne at Campus Event – Scholarship Donor Appreciation Mixer at Crafton Hills College

## **RECOMMENDATION**

It is recommended that the Board of Trustees approve wine/champagne to be served at a campus event, for our scholarship donors at an appreciation mixer to take place before the Scholars Convocation at Crafton Hills College on Friday, May 17<sup>th</sup> 2019, from 5:00pm – 6:00pm.

## **OVERVIEW**

In the planning of this donor appreciation event, it has been decided that wine/champagne will be served on campus at this event.

## **ANALYSIS**

Per Board Policy 3560 and in accordance with California law, the Scholarship Donor mixer is a private, by invitation only event that is not open to the public and where alcohol will not be sold.

According to the California Department of Alcoholic Beverage Control, a license is not required if alcohol is not sold and is held for private (invitation only) events.

## **FINANCIAL IMPLICATIONS**

None. Funding will be provided by the CHC Foundation.

**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:** February 21, 2019  
**SUBJECT:** Consideration of Approval to Appoint Temporary Academic Employees

**RECOMMENDATION**

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

**OVERVIEW**

The employees on the attached list are submitted for approval.

**ANALYSIS**

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

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

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



## Appointment of Temporary Academic Employees Submitted for Board Approval February 21, 2019

[v.2.3.2019.p.1|1]

	From	To	Range & Step	Daily Rate	Fund	Live Scan Clearance
<b>Rice, Larry</b> Aeronautics Instructor SBVC Applied Technology	1/16/19	6/30/19	TBD*	TBD*	Applied Technology	12/12/17
<b>Regner, Don</b> Electricity/Electronics SBVC Applied Technology	1/16/19	6/30/19	TBD*	TBD*	Applied Technology	10/17/16
<b>Kehrier, Christopher</b> Instructor, Microbiology SBVC Science	1/14/19	6/30/19	TBD*	TBD*	Science	TBD <sup>†</sup>

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

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

**PREPARED BY:** Dr. Kevin Horan, President, CHC  
Diana Rodriguez, President, SBVC  
Kristina Hannon, Executive Director, Human Resources

**DATE:** February 21, 2019

**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 February 21, 2019

[v.2.1.2019.p.1|6]

## Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Bailes, Brandi</b> Guided Pathways	01/14/19	05/23/19	36	\$1,872.00	Corequisite Math Training <i>Ratification: Identified as being needed for training after the deadline for Board items.</i>
<b>Barger, Heather</b> Strong Workforce	01/14/19	06/30/19	661	\$34,372.00	Develop curriculum to support activities for the Business Incubator for CTE programs. <i>Ratification: The project needed more time than what was previously allotted. More time is allotted this year for completion.</i>
<b>Castillo, Andrew</b> Guided Pathways	01/14/19	05/23/19	21	\$1,092.00	AB-705 Accelerated English Training <i>Ratification: Hired after original board item was submitted.</i>
<b>Hawkins, Damaris J.</b> Guided Pathways	08/13/18	12/14/18	40	\$2,080.00	Provide support as a part-time liaison for the English and Reading Department for the implementation of AB-705 Accelerated English Training <i>Ratification: Provided training on transition to accelerated English to adjunct faculty.</i>
<b>Hawkins, Damaris J.</b> Guided Pathways	01/14/19	05/23/19	50	\$2,600.00	Provide support as a part-time liaison for the English and Reading Department for the implementation of AB-705 Accelerated English Training <i>Ratification: Identified need for training accelerated English to continue with adjunct faculty in Spring 2019.</i>





# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval February 21, 2019

[v.2.1.2019.p.2]6]

### Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Hidalgo, Joshua</b> Tutoring General Fund	01/10/19	05/23/19	340	\$17,680.00	Math Tutoring Curriculum <i>Ratification: Math courses were cancelled at the beginning of the year and instructor was asked to fill vacancy in the Tutoring Center for an adjunct Math position at the last minute.</i>
<b>Homier, Sarah</b> Guided Pathways	01/14/19	05/23/19	36	\$1,872.00	Corequisite Math Training <i>Ratification: Hired after original board item was submitted.</i>
<b>Jimenez, Sabrina</b> Student Equity	03/14/18	03/14/18	8	\$416.00	Equity focused workshop for San Bernardino City Unified School District Restorative Justice
<b>Lehar, Jade</b> Tutoring General Fund	01/14/19	05/23/19	342	\$17,784.00	Reading Tutoring Curriculum <i>Ratification: This was slated for December board approval; however, I was asked to pull this request and I failed to make the date for the January board.</i>
<b>Manning, Lucas</b> Dual Enrollment	03/08/19	03/08/19	8	\$416.00	CHC ARTs Day Workshop
<b>McCoy, Danielle</b> Guided Pathways	08/13/18	05/23/19	36	\$1,872.00	Corequisite Math Training <i>Ratification: The instructor was left off the original Board item for accelerated Math training.</i>
<b>McNaughton, Anna</b> Dual Enrollment	03/08/19	03/08/19	8	\$416.00	CHC ARTs Day Workshop



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval February 21, 2019

[v.2.1.2019.p.3]6]

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Ariza, Ernest</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	40	\$2,080.00	Water Supply Technology
<b>Batalo, Madi</b> Perkins Grant Fund	02/22/19	05/24/19	13	\$676.00	Art Department
<b>Brandon, Preston</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	40	\$2,080.00	Water Supply Technology
<b>Brazelton, Carl</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	40	\$2,080.00	Aeronautics
<b>Butterfiled, John</b> Perkins Grant Fund	02/22/19	05/24/19	13	\$676.00	Art Department
<b>Byars, Christopher</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	40	\$2,080.00	Aeronautics
<b>Caldwell-Betties, Melita</b> Perkins/ CTE Transitions Grant Fund	02/22/19	06/30/19	10	\$520.00	Water Supply Technology
<b>Corrales, Athena</b> Nursing Program Support Grant Funds	05/28/19	06/30/19	120	\$6,240.00	Nursing Program Counselor
<b>Ellis, Charnell</b> Middle College Chancellor's Grant Fund	01/02/19	06/28/19	527	\$27,404.00	Counselor for Middle College High School <i>Ratification: Due to various staff changes, there was an oversight in submitting this memo on time. Permanent employee was hired to help with the work load.</i>
<b>Evan-Perry, Virginia</b> Instruction Office General Fund	01/10/19	01/10/19	2	\$104.00	Adjunct Faculty Orientation <i>Ratification: Due to change in staffing there was oversight and memo was never submitted. Employee was hired to ensure items are submitted in a timely manner.</i>



# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval February 21, 2019

[v.2.1.2019.p.4|6]

### San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Gablin, Theodore</b> Perkins Grant Fund	02/22/19	04/30/19	20	\$1,040.00	Aeronautics
<b>Gasca, Susan</b> Middle College Chancellor's Grant Fund	02/22/19	06/28/19	200	\$10,400.00	Counselor for Middle College High School
<b>Gergis, Nader</b> Strong Workforce Program Grant Fund	02/22/19	05/24/19	8	\$416.00	Art Department
<b>Guzman, Edmond</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	40	\$2,080.00	Aeronautics
<b>Halabi, Tarif (Terry)</b> Instruction Office General Fund	12/17/18	01/11/19	2	\$104.00	Department Chair <i>Ratification: Division missed the deadline to submit request for January board meeting.</i>
<b>Halabi, Tarif (Terry)</b> Perkins/ CTE Transitions Grant Fund	02/22/19	06/30/19	10	\$520.00	Electricity/Electronics
<b>Holliman, Thomas</b> Strong Workforce Program Grant	02/22/19	06/30/19	40	\$2,080.00	Water Supply Technology
<b>Kawa, Jon</b> Perkins Grant Fund	02/22/19	05/24/19	13	\$676.00	Art Department
<b>Kawa, Karlie</b> Perkins Grant Fund	02/22/19	05/24/19	13	\$676.00	Art Department
<b>Lillard, Sheri</b> Instruction Office General Fund	02/22/19	05/23/19	25	\$1,300.00	Architecture Curriculum
<b>Loukeh, Alison</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	50	\$2,600.00	Water Supply Technology
<b>Lozano, Damian</b> Academic Success General Fund	02/22/19	03/22/19	4	\$208.00	Generation GO!



# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval February 21, 2019

[v.2.1.2019.p.5]6]

### San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Maurizi, Tamara</b> Regional Strong Workforce Nursing Program Grant Funds	02/22/19	05/24/19	60	\$3,120.00	Clinical Placement Coordinator
<b>Meyer, Stacey</b> Instruction Office General Fund	12/17/18	01/11/19	2	\$104.00	Department Chair <i>Ratification: Division missed the deadline to submit request for January board meeting.</i>
<b>Meyer, Stacey</b> Perkins/ CTE Transitions Grant Fund	02/22/19	06/30/19	10	\$520.00	Culinary Arts
<b>Milligan, Joshua</b> Instruction Office General Fund	12/17/18	01/11/19	2	\$104.00	Department Chair <i>Ratification: Division missed the deadline to submit request for January board meeting.</i>
<b>Milligan, Joshua</b> Perkins/ CTE Transitions Grant Fund	02/22/19	06/30/19	10	\$520.00	Welding
<b>Parker, Garry</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	40	\$2,080.00	Water Supply Technology
<b>Raine, Scott</b> Academic Success General Fund	02/22/19	03/22/19	4	\$208.00	Generation GO!
<b>Rice, Larry</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	40	\$2,080.00	Aeronautics
<b>Romero, Markazan</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	80	\$4,160.00	Electricity/Electronics
<b>Runas, Arnulfo</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	50	\$2,600.00	Electricity/Electronics
<b>Valle, Samuel</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	80	\$4,160.00	Electricity/Electronics



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval February 21, 2019

[v.2.1.2019.p.6]6]

## San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Verholtz, Gary</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	50	\$2,600.00	Water Supply Technology
<b>Wells, Nisha</b> Strong Workforce Program Grant Fund	02/22/19	06/30/19	40	\$2,080.00	Water Supply Technology
<b>Williams, Mark</b> Perkins/ CTE Transitions Grant Funds	02/22/19	06/30/19	10	\$520.00	Automotive

## District Support Services

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Allen, Denise</b> Human Resources General Fund	1/12/19	1/12/19	5	\$260.00	Hiring Committee for Executive Director, Research, Planning, and Institutional Effectiveness <i>Ratification: Work was performed after board item due date.</i>

## **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. Kevin Horan, President, CHC  
Kristina Hannon, Executive Director, Human Resources  
**DATE:** February 21, 2019  
**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**

Stipends are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA.

### **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 February 21, 2019

[v.2.6.2019.p.1|2]

### Faculty Chair – 2018-19 Academic Year

	Site & Department	Stipend
<b>Crow, Kathryn</b> (Co-Chair)	CHC Public Safety and Services	\$1,750 <del>\$3,500</del>
<b>Green, Laurie</b> (Co-Chair)	CHC Public Safety and Services	\$5,250 <del>\$3,500</del>

*Kathryn Crow and Laurie Green were approved as Faculty Co-Chairs during the 2018-2019 academic year at the September 13, 2018 Board meeting. Kathryn Crow is resigning as Faculty Co-Chair effective January 8, 2019. Laurie Green will continue as Faculty Chair. During the Fall 2018 semester Kathryn Crow and Laurie Green received \$1,750 each. The balance of \$3,500 will be paid to Laurie Green in the Spring 2019 semester.*

<b>Aguilar-Kitibutr, Dr. Ailsa</b>	SBVC Counseling	\$1,040
<b>Avelar, Amy</b>	SBVC Chemistry	\$4,500 <del>\$8,000</del>

*This item was previously approved at the January 10, 2019 Board meeting. Amy Avelar was appointed as chair and an incorrect stipend was submitted for \$8,000. Correct stipend should be \$4,500 plus 20% reassigned time.*

<b>Murillo, Joan</b>	SBVC Biology	\$4,500
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*Ratification: Submitted after the start of semester. Faculty was assigned Chair to cover Lorrie Burnham.*

### Faculty Coordinators – 2018-19 Academic Year

	Site & Department	Stipend
<b>Worsley, Margaret</b>	SBVC Distance Education	\$6,552

*Ratification: Ms. Worsley decided to split the compensation between reassign time and stipend when it became difficult to staff one of the sections in her discipline.*



## Payment of Stipends

Submitted for Board Approval February 21, 2019

[v.2.6.2019.p.2]2]

### Assistant Coach – Spring 2019

	Site & Department	Stipend
<b>Leal, Rene</b> <b>Edwards, Willie</b>	SBVC Baseball	\$5,000
<i>Amendment: Stipend was previously approved at the December 13, 2018 board meeting for Willie Edwards. Mr. Rene Leal decided to stay after all and Mr. Edwards will no longer serve as assistant coach.</i>		
<b>Stewart, Shanice</b>	SBVC Track & Field	\$5,000

### Other Stipends – Spring 2019

	Site & Department	Stipend
<b>Caldwell-Betties, Melita</b>	SBVC Academic Success - Generation GO!	\$1,000



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Diana Rodriguez, President, SBVC  
Kristina Hannon, Executive Director, Human Resources  
**DATE:** February 21, 2019  
**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 acknowledged 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 February 21, 2019

[v.2.6.2019.p.1|1]

	Site	Assignment	From	To
Albert, Calen	SBVC	Criminal Justice	03/01/19	06/30/19
Bazo, Rachel	SBVC	Criminal Justice	03/01/19	06/30/19
Brown, Madelynn	SBVC	Student Services/DSPS	02/22/19	06/30/19
Burquez, Edgardo	SBVC	Criminal Justice	03/01/19	06/30/19
Carranza, Araceli	SBVC	Criminal Justice	03/01/19	06/30/19
Cervantes, Raylynn	SBVC	Criminal Justice	03/01/19	06/30/19
Delceppo, Mario	SBVC	Criminal Justice	03/01/19	06/30/19
Espinosa, Alex	SBVC	Athletics	02/22/19	06/30/19
Hughes, Brianna	SBVC	Student Services/DSPS	02/22/19	06/30/19
Kennedy, Shawn	SBVC	Criminal Justice	03/01/19	06/30/19
Leal, Rene	SBVC	Athletics	02/22/19	06/30/19
Matta, Carole	SBVC	Child Development	03/01/19	06/30/19
Mendez, Israel	SBVC	Criminal Justice	03/01/19	06/30/19
Nahon, Joanna	SBVC	Student Success/First Year Experience	02/22/19	06/30/19
Perez, Edward	SBVC	Athletics	02/22/19	06/30/19
Powell, Kevin	SBVC	Athletics	02/22/19	06/30/19
Robinson, Eric	SBVC	Criminal Justice	03/01/19	06/30/19
Sauceda, Crystal	SBVC	Criminal Justice	03/01/19	06/30/19
Sortori, Matthew	SBVC	Athletics	02/22/19	06/30/19
Stewart, Shanice	SBVC	Athletics	02/22/19	06/30/19
Stoops, Heather	SBVC	Criminal Justice	03/01/19	06/30/19
Vasquez, Arthur	SBVC	Criminal Justice	03/01/19	06/30/19
Worsley, Barbara	SBVC	Music	02/22/19	06/30/19
Wright, Michael	SBVC	Student Services/DSPS	02/22/19	06/30/19
Rogers, Emmanuel	KVCR	Volunteer	2/15/19	6/30/19
Trojano, Katie	KVCR	Volunteer	2/15/19	6/30/19
Linden, Jonathan	KVCR	Volunteer	2/15/19	6/30/19

## **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:** February 21, 2019  
**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 is included in the appropriate budget.



## Employee Promotions

Submitted for Board Approval February 21, 2019

[v.2.3.2019.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>Tram, Yvette</b>	Systems Analyst DIST	Business Systems Administrator DIST	\$98,754.13/yr	Management 13E	New	Internal Audit	2/22/19
<b>Sierra, Jamie</b>	Student Services Technician II CHC	Senior Student Services Technician CHC	\$26.04/hr	Classified 38B	M. Marrujo	Student Services	2/22/19

## **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:** February 21, 2019

**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 budgets.



# Professional Expert, Short-Term & Substitute Employees

## Submitted for Board Ratification February 21, 2019

[v.2.7.2019.p.1|7]

### Professional Expert

	Duties	From	To	Hourly Rate
<b>Sysawang, Brittany</b> CHC Career Education & Human Development	Program Assistant	1/2/19	6/30/19	\$45.00
<b>Crabtree, Kailey</b> CHC Health & Wellness Center	Counseling Trainee	1/1/19	6/30/19	\$15.00
<b>Bradford, Christy</b> CHC Public Safety & Emergency Services	EMT-1 Skills Laboratory Assistant	2/22/19	6/30/19	\$12.00
<b>Ramirez, Monique</b> CHC Public Safety & Emergency Services	EMT-1 Skills Laboratory Assistant	2/22/19	6/30/19	\$12.00
<b>Grindle, Gail</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	2/22/19	6/30/19	\$20.00/ \$25.00/ \$30.00
<b>Long, Brandie</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	2/22/19	6/30/19	\$20.00/ \$25.00/ \$30.00
<b>Orosco, Jennifer</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	2/22/19	6/30/19	\$20.00/ \$25.00/ \$30.00
<b>Valenti, Richard</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	2/22/19	6/30/19	\$20.00/ \$25.00/ \$30.00
<b>Juarez, Sylvia</b> CHC Student Services	Guardian Scholars & Dreamers Liaison	1/14/19	5/23/19	\$45.00
<b>Mata, Susanne</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	1/21/19	1/24/19	\$60.00
<b>Peck, Eric</b> DIST KVCR	3D Animator	1/1/19	6/30/19	\$25.00
<b>Gonzalez, Santana</b> DIST KVCR	Content Specialist	1/1/19	6/30/19	\$25.00
<b>Ward, Rebecca</b> DIST KVCR	Content Specialist	1/2/19	6/30/19	\$16.00
<b>Adame, Daniel</b> DIST KVCR	Editor	1/1/19	6/30/19	\$30.00
<b>Awad, Shareen</b> DIST KVCR	Editor	1/1/19	6/30/19	\$18.00
<b>Baron, Ethan</b> DIST KVCR	Editor	1/1/19	6/30/19	\$20.00
<b>Hill, Taylor</b> DIST KVCR	Editor	1/1/19	6/30/19	\$25.00
<b>Ornelas, Matt</b> DIST KVCR	Editor	1/1/19	6/30/19	\$25.00
<b>Houlihan, Sean</b> DIST KVCR	Program Assistant	1/1/19	6/30/19	\$30.00



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Ratification February 21, 2019

[v.2.7.2019.p.2|7]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Mellard, Amanda</b> DIST KVCR	Program Assistant	1/1/19	6/30/19	\$25.00
<b>Putcha, Aditya</b> DIST KVCR	Program Assistant	1/1/19	6/30/19	\$30.00
<b>Caravella, Andrew</b> DIST KVCR	Social Media Specialist	1/1/19	6/30/19	\$25.00
<b>Lanier, Alyssa</b> DIST KVCR	Special Events Planner	1/1/19	6/30/19	\$25.00
<b>Fox, Danielle</b> DIST KVCR-FM	Content Specialist	1/1/19	6/30/19	\$25.00
<b>Purper, Benjamin</b> DIST KVCR-FM	Content Specialist	1/1/19	6/30/19	\$20.00
<b>Cuapio, Isel</b> DIST KVCR-FM	Editor	1/1/19	6/30/19	\$20.00
<b>Bolita, Anthony</b> DIST KVCR-FNX	Closed Caption Editor III	1/1/19	6/30/19	\$22.00
<b>An, David</b> DIST KVCR-FNX	Editor	1/1/19	6/30/19	\$30.00
<b>Grover, Welden</b> DIST KVCR-FNX	Editor	1/1/19	6/30/19	\$25.00
<b>Bennetts, Joseph</b> DIST KVCR-FNX	Program Assistant	1/1/19	6/30/19	\$35.00
<b>Keith, David</b> DIST KVCR-FNX	Program Assistant	1/1/19	6/30/19	\$40.00
<b>Salvago Escalera, Javier</b> DIST KVCR-FNX	Program Assistant	1/1/19	6/30/19	\$40.00
<b>Sanchez, Michael</b> DIST KVCR-FNX	Program Assistant	1/1/19	6/30/19	\$40.00
<b>Cruz, Pedro</b> DIST Technology & Educational Support Services	Program Assistant	1/1/19	6/30/19	\$49.00
<b>Fratti, Andrew</b> SBVC Admissions & Records	Program Assistant	1/2/19	6/30/19	\$25.00
<b>Hernandez, Jasmine</b> SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	2/22/19	6/28/19	\$20.00
<b>Mills, Lawrence</b> SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	1/2/19	6/28/19	\$20.00
<b>Arias, Lucas</b> SBVC Arts & Humanities: Supplemental Instruction	Tutor II	1/14/19	5/23/19	\$13.50



# Professional Expert, Short-Term & Substitute Employees

## Submitted for Board Ratification February 21, 2019

[v.2.7.2019.p.3|7]

### Professional Expert

	Duties	From	To	Hourly Rate
<b>Cook, Monica</b> SBVC Arts & Humanities: Supplemental Instruction	Tutor II	1/14/19	5/23/19	\$13.50
<b>Dailo, Ginny</b> SBVC Arts & Humanities: Supplemental Instruction	Tutor II	1/14/19	5/23/19	\$13.50
<b>Dempsey, Victoria</b> SBVC Arts & Humanities: Supplemental Instruction	Tutor II	1/14/19	5/23/19	\$13.50
<b>Medina, Cynthia</b> SBVC Arts & Humanities: Supplemental Instruction	Tutor II	1/14/19	5/23/19	\$13.50
<b>Ruvalcaba-Perez, Itzel</b> SBVC Arts & Humanities: Supplemental Instruction	Tutor II	1/14/19	5/23/19	\$13.50
<b>Baca, Audrey</b> SBVC Development & Community Relations	Program Assistant	2/22/19	6/30/19	\$25.00
<b>Valencia, Samantha</b> SBVC Development & Community Relations	Staff Writer/ Photographer	1/2/19	1/22/19	\$25.00
<b>Valencia, Samantha</b> SBVC Development & Community Relations	Staff Writer/ Photographer	1/23/19	6/30/19	\$20.00
<b>Raby, Joshua</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	1/11/19	6/30/19	\$18.00
<b>Shumate, Allison</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	1/11/19	6/30/19	\$18.00
<b>Torrez, Janielle</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	2/22/19	6/30/19	\$18.00
<b>O'Donnell, Shannon</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level II	1/11/19	6/30/19	\$21.00
<b>Cochran, Dylan</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level III	1/11/19	6/30/19	\$24.00
<b>Thornton, Eric</b> SBVC Foster and Kinship Care Education	Foster Parenting Education	1/19/19	6/30/19	\$45.00
<b>Braccioldieta, Paul</b> SBVC Police Academics/Criminal Justice	Police Science/ Facilitator-Evaluator	2/22/19	6/30/19	\$50.00
<b>Guerra, Lisa</b> SBVC Police Academics/Criminal Justice	Police Tactical Officer- RTO/ Police Science/ Facilitator-Evaluator	1/1/19	6/30/19	\$35.00/ \$50.00
<b>Higgins, MaryJean</b> SBVC Police Academics/Criminal Justice	Police Tactical Officer- RTO/ Police Science/ Facilitator-Evaluator	1/1/19	6/30/19	\$35.00/ \$50.00





# Professional Expert, Short-Term & Substitute Employees

## Submitted for Board Ratification February 21, 2019

[v.2.7.2019.p.4|7]

### Short-Term

	Duties	From	To	Hourly Rate
<b>Cruz, Kenia</b> SBVC Art Department	Model, Undraped	2/22/19	5/15/19	\$16.00
<b>Neuharth, Rose</b> SBVC Art Department	Model, Undraped	2/22/19	5/15/19	\$16.00

### Substitute

	Duties	From	To	Hourly Rate
<b>Eastlake, Michael</b> CHC Campus Technology Services <i>Extension: Vacancy in active recruitment and on-call sick/vacation coverage.</i>	Technology Support Specialist I	1/1/19	2/28/19	\$30.22
<b>Cardenas, Gilda</b> CHC Child Development Center <i>Extension: On-call sick/vacation coverage.</i>	Child Development Assistant	12/5/18	2/1/19	\$15.89
<b>Scott, Mary</b> CHC Child Development Center <i>Extension: Vacancy in active recruitment and on-call sick/vacation coverage.</i>	Child Development Assistant	12/4/18	2/1/19	\$15.89
<b>Shalhoub, Irene</b> CHC Child Development Center <i>New: On-call sick/vacation coverage.</i>	Child Development Assistant	1/14/18	2/13/19	\$15.89
<b>Scott, Mary</b> CHC Child Development Center <i>Extension: On-call sick/vacation coverage.</i>	Child Development Teacher	12/5/18	2/1/19	\$22.87
<b>Byrnes, Kenneth</b> CHC Physics Department <i>New: Coverage for employee on leave.</i>	Laboratory Technician - Physics	1/22/19	3/22/19	\$24.79
<b>Mesa, Krystal</b> DIST Economic Development & Corporate Training <i>Extension: Vacancy; in recruitment</i>	Secretary II	1/16/19	3/15/19	\$21.92
<b>Rendon, Marlies</b> DIST Facilities Planning & Construction <i>Extension: On-call sick/vacation coverage.</i>	Custodian I	1/1/19	2/28/19	\$18.90
<b>Shaff, Joseph</b> DIST KVCR <i>Extension: Vacancy.</i>	Broadcast Operator	1/1/19	1/31/19	\$24.79



# Professional Expert, Short-Term & Substitute Employees Submitted for Board Ratification February 21, 2019

[v.2.7.2019.p.5|7]

## Substitute

	Duties	From	To	Hourly Rate
<b>Porter, Janine</b> DIST KVCR <i>Extension: Vacancy; in recruitment.</i>	Broadcast Technician	1/1/19	1/31/19	\$24.79
<b>Arechavaleta, Angelica</b> DIST Police Department <i>Extension: Vacancy; in recruitment.</i>	College Police Officer	1/2/19	3/1/19	\$33.35
<b>Arciniega, Antoinette</b> SBVC Admissions & Records <i>New: Vacancy; in recruitment.</i>	Secretary I	1/14/19	2/27/19	\$19.88
<b>Chow, Michelle</b> SBVC Campus Business Office <i>Extension: On-call sick/vacation coverage.</i>	Account Clerk I	3/1/19	4/10/19	\$18.44
<b>Robles, Sandra</b> SBVC Chemistry Department <i>Extension: Vacancy; in recruitment.</i>	Laboratory Technician - Chemistry	12/7/18	2/4/19	\$24.79
<b>Gilbert, Darlene</b> SBVC Child Development Center <i>Extension: Vacancy; in recruitment.</i>	Child Development Assistant	1/1/19	3/1/19	\$15.89
<b>Neveen, Shehata</b> SBVC Child Development Center <i>Extension: Vacancy; in recruitment.</i>	Child Development Assistant	1/1/19	3/1/19	\$15.89
<b>Ramirez, Irene</b> SBVC Child Development Center <i>Extension: On-call sick/vacation coverage/LOA.</i>	Child Development Assistant	1/1/19	3/1/19	\$22.87
<b>Gilbert, Darlene</b> SBVC Child Development Center <i>Extension: On-call sick/vacation coverage/LOA.</i>	Child Development Teacher	1/1/19	3/1/19	\$22.87
<b>Mora, Jennifer</b> SBVC Child Development Center <i>Extension: On-call sick/vacation coverage/LOA.</i>	Child Development Teacher	1/1/19	3/1/19	\$22.87
<b>Ramirez, Irene</b> SBVC Child Development Center <i>Extension: On-call sick/vacation coverage/LOA.</i>	Child Development Teacher	1/1/19	3/1/19	\$22.87
<b>Reynolds, Rebecca</b> SBVC Child Development Center <i>Extension: On-call sick/vacation coverage/LOA..</i>	Child Development Teacher	1/1/19	3/1/19	\$22.87
<b>Molina, Melinda A</b> SBVC Child Development Center <i>Extension: On-call sick/vacation coverage.</i>	Food Service Worker	1/1/19	3/1/19	\$15.89
<b>Bowens-McLeod, Nia</b> SBVC Counseling <i>Extension: Vacancy; in recruitment.</i>	Secretary II	1/3/19	3/3/19	\$21.92



# Professional Expert, Short-Term & Substitute Employees Submitted for Board Ratification February 21, 2019

[v.2.7.2019.p.6|7]

## Substitute

	Duties	From	To	Hourly Rate
<b>Rendon, Marlies</b> SBVC Custodial <i>Extension: On-call sick/vacation coverage.</i>	Custodian	3/1/19	4/30/19	\$18.90
<b>Bravo, Donna</b> SBVC Custodial <i>Extension: Vacancy; in recruitment and on-call sick/vacation coverage.</i>	Custodian I	3/1/19	4/29/19	\$18.90
<b>Huerta, Maria</b> SBVC Custodial <i>Extension: Vacancy in active recruitment and on-call sick/vacation coverage.</i>	Custodian I	3/1/19	4/29/19	\$18.90
<b>Menendez, Dinora</b> SBVC Custodial <i>Extension: Vacancy in active recruitment and on-call sick/vacation coverage.</i>	Custodian I	3/1/19	4/29/19	\$18.90
<b>Rocha Garcia, Cindi</b> SBVC Custodial <i>Extension: Vacancy in active recruitment and on-call sick/vacation coverage.</i>	Custodian I	3/1/19	4/29/19	\$18.90
<b>Serrato, Michelle</b> SBVC Custodial <i>Extension: Vacancy in active recruitment and on-call sick/vacation coverage.</i>	Custodian I	1/2/19	2/28/19	\$18.90
<b>Serrato, Michelle</b> SBVC Custodial <i>Extension: Vacancy in active recruitment and on-call sick/vacation coverage.</i>	Custodian I	3/1/19	4/29/19	\$18.90
<b>Gonzalez, Natalie</b> SBVC Custodial <i>Extension: Vacancy in active recruitment and on-call sick/vacation coverage.</i>	Custodian I	3/1/19	4/29/19	\$18.90
<b>Gutierrez, Luis</b> SBVC Custodial <i>Extension: Vacancy in active recruitment and on-call sick/vacation coverage.</i>	Custodian I	3/1/19	4/29/19	\$18.90
<b>Hasson, Eugene</b> SBVC Custodial <i>Extension: Vacancy in active recruitment and on-call sick/vacation coverage.</i>	Custodian I	3/1/19	4/29/19	\$18.90
<b>Zapien, Lorena</b> SBVC Food Services <i>Extension: On-call sick/vacation coverage.</i>	Food Service Worker	10/28/18	12/28/18	\$15.14



# Professional Expert, Short-Term & Substitute Employees Submitted for Board Ratification February 21, 2019

[v.2.7.2019.p.7|7]

## Substitute

	Duties	From	To	Hourly Rate
<b>Zapien, Lorena</b> SBVC Food Services <i>Extension: On-call sick/vacation coverage.</i>	Food Service Worker	12/28/18	1/17/19	\$15.14
<b>Hautreux, Luis</b> SBVC Grounds <i>Extension: On-call sick/vacation coverage.</i>	Grounds Caretaker	3/1/19	4/29/19	\$18.90
<b>Jeffery Bateman</b> SBVC Maintenance <i>Extension: Vacancy; in recruitment.</i>	Maintenance Technician	1/15/19	3/15/19	\$24.19
<b>Clarke, Christopher</b> SBVC Science Division <i>Extension: Vacancy; in recruitment.</i>	Planetarium Production & Presentation Specialist	1/3/19	3/3/19	\$33.28
<b>Hall, Suzan</b> SBVC Student Services <i>Extension: Vacancy; in recruitment.</i>	Administrative Assistant I	1/7/19	3/7/19	\$26.70
<b>Gil, Aida</b> SBVC Student Services <i>Extension: To fill position during out of class assignment.</i>	Student Services Technician I	1/8/19	3/8/19	\$20.35
<b>Chavez, Nicholas</b> SBVC Veterans Resource Center <i>New: Vacancy; in recruitment.</i>	Clerical Assistant II	12/13/18	2/11/19	\$17.98

## **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:** February 21, 2019  
**SUBJECT:** Consideration of Approval of Classified Job Descriptions

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the revised classified job descriptions for the positions of Development Coordinator and Senior Theatre Arts Technical Specialist.

### **OVERVIEW**

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

### **ANALYSIS**

The changes to these job descriptions have been negotiated with, and agreed upon by, the CSEA.

- The position of Alumni Development Coordinator (Salary Range 36) is being revised and retitled to Development Coordinator (Salary Range 45).
- The position of Theatre Technician (Salary Range 42) is being revised and retitled to Senior Theatre Arts Technical Specialist (Salary Range 50).

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

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

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**ALUMNI-DEVELOPMENT 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, the Alumni Development Coordinator plans, coordinates, and implements alumni-fundraising-development activities including coordination of alumni membership drives, contributions, publications, special events, and computer data input. This position prepares a variety of reports and correspondence and also responds to a variety of inquiries from alumni, faculty, ~~and staff,~~ managers, members Foundation Board Directors, donors, and the general public.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification.

1. ~~Assists with the design, implementation, and c~~oordinatesion of all ~~alumni~~-fundraising activities from inception to completion.
2. Responds to inquiries from alumni, faculty, staff, and the general public.
- 2-3. Assists with department campaigns to increase annual financial contributions ~~from alumni and organizations~~ through direct mail, and special events.
- 3-4. Composes and edits a variety of correspondence including fundraising letters, event letters, welcome and thank you acknowledgements, event and program information, mailing inserts and tax donation letters.
- 4-5. ~~Assists in c~~oordinatesing and ~~schedules~~sing production of marketing communications materials for fundraising including ordering, printing, and delivery of materials, tracking inventory, and mailing production.
- 5-6. ~~Assists in the c~~oordinatesion of volunteer activities and volunteer involvement ~~with college alumni and others.~~
- 6-7. ~~Assists in p~~lansning and ~~organizes~~sing special-development-related events on and off campus ~~as necessary.~~
7. ~~Responds to alumni, faculty, staff members and general public in a courteous manner; provides appropriate information; and resolves complaints in an efficient and timely manner.~~
8. Maintains ~~database of donors and culls records to use for fundraising activities.~~ donor data including gift processing, tracking activities in donor files, donor research, developing prospect and invitation lists, and provides reports as requested.
9. ~~Attends and p~~articipates in professional group meetings; provides appropriate information within area of responsibility.;
10. ~~maintains awareness of new trends and developments in the field of fundraising; and i~~ncorporates new developments as ~~appropriate~~assigned in the field of advancement, development, and fundraising.
11. Assists with donor identification, cultivation and stewardship in scholarship review and award process; ensures that awards match donor's intent.
12. Assists with proposals, maintains records, and oversees reporting as needed.
13. Assists with the administration of Foundation funded programs in accordance with Foundation bylaws, policies, and procedures, District and College policies and procedures, and state and federal requirements.

- 9.14. Monitors expenditures for Foundation funding, including grants, endowments, scholarships, department, program, and other funds. Reviews documentation and funding requests for accuracy.
- 10.15. Performs ~~related other~~ duties as ~~assigned~~required, related to the primary job duties 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:**

Methods, procedures, and techniques used to successfully solicit funds from various sources.  
Principles and practices of marketing and public relations.  
Principles of ~~graphic design and website maintenance~~advancement, development, and fundraising, including customer service and donor confidentiality.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, graphic design, and databases.  
Principles of business letter writing and basic report preparation.  
Fundraising practices using direct mail, telemarketing, e-marketing, and ~~special~~events.  
Principles and procedures of record keeping and filing.  
English usage, spelling, grammar, and punctuation.  
Pertinent federal, state, and local codes, laws, and regulations including philanthropic, commercial, governmental, and individual laws, regulations, and tax benefits applicable to fund-raising.

#### **Ability to:**

Assist in the development, planning, and implementation of a comprehensive fund-raising program geared to specific goals and objectives.  
Organize, coordinate and complete special events, including theme ideas, marketing, outreach, budgeting and tracking.  
Assist in evaluating the effectiveness of fundraising.  
Interpret and apply applicable federal, state, and local laws, codes, and regulations.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Plan and organize work to meet changing priorities and deadlines.  
Meet critical deadlines while working with frequent interruptions.  
Organize data, maintain records, and prepare reports.  
Work independently in the absence of supervision.  
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.  
Work with and exhibit 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.  
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** - A typical way to obtain the knowledge & abilities would be:

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

~~Completion of the twelfth grade supplemented by college course work which includes~~An Associate's degree or the equivalent of 60 semester units with major coursework in business administration, ~~marketing, advertising~~ or a ~~closely~~ related field from an accredited college or university.

#### **Required Experience:**

~~Two years~~Four (4) years of experience in a customer service focused environment involving a high level of interpersonal contact ~~development, marketing, fundraising, or sales.~~

**Preferred:**

1. ~~1. Bachelor's degree from an accredited college or university with major course work preferably in business administration, marketing, advertising, or a closely-related field.~~
2. ~~2. Fundraising or development Experience in development, marketing with a Foundation, nonprofit, or grant-based program. or fundraising in a community college environment.~~
3. Experience in the California Community College environment.

**License or Certificate:**

Possession of a valid California driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting; occasionally travel from site to site; and extended periods of time viewing computer monitor.

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

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

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

Board Approved: ~~January 14, 2012~~February 21, 2019

Range: ~~364~~5



**SENIOR THEATRE TECHNICIAN/ARTS TECHNICAL SPECIALIST**

*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 direction of the Dean, working with minimal supervision, in consultation with department faculty, plan, organize, design, direct, all technical aspects of a variety of theatrical, dance, music, and related live events, including, stage set-up, lighting, sound, rigging, and related production functions; coordinate, schedule, and monitor events held at the campus theatre. Under general supervision, performs a variety of skilled and semi-skilled activities related to production and technical aspects of performances and events scheduled in the theatre, auditorium, and other related facilities.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Oversees and coordinates the set up and execution of technical requirements of productions at the auditorium, theatre, and related facilities including lighting, sound, and scenery requirements; prepares lights and sounds for outside venues.
2. Learns and applies emerging technologies, including networking, digital media, and cinematography, to perform duties in an efficient, organized, and timely manner.
- ~~1.3.~~ Communicates with users to establish, discuss, or clarify technical requirements of productions.
- ~~2.4.~~ Designs, builds, and repairs sets and scenery for various shows for the Theatre Department.
- ~~3.5.~~ Designs, hangs, focuses, and cues lighting for all productions in the auditorium.
- ~~4.6.~~ Creates sound effects and operates the various mixers and sound equipment.
- ~~5.7.~~ Executes all rigging and flying of curtains, backdrops, and other flown scenery; rigs special scenery used with hang systems.
- ~~6.8.~~ Prepares flyers, posters, and programs for shows; delivers materials to be copied.
- ~~7.9.~~ Procures and maintains inventory of equipment and supplies related to production activities; picks-up materials as needed; monitors assigned budgets.
- ~~8.10.~~ Coordinates with appropriate departments to assure that necessary equipment and personnel are scheduled.
- ~~9.11.~~ Trains and provides work direction to part-time or student workers as assigned; provides advice and guidance on the safe operation and use of tools and equipment; oversees students working in shop and on designated areas required for shows.
- ~~10.12.~~ Oversees personnel in the box office during show nights.
- ~~11.13.~~ Maintains and enforces fire, safety, and health regulations for the protection and safety of facility users and audiences.
- ~~12.14.~~ Performs other related duties as required related to the primary job duties.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Theatre Technician (Continued)**

**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:**

Methods, equipment, and materials used in the technical operations of theatre productions.  
Technical requirements of theatre productions including lighting, sound, and scenery/set design.  
Methods and techniques of maintaining, installing, and repairing electrical systems and equipment.  
Operational characteristics of maintenance and construction equipment and tools used in the area of assignment including specialized theatre production equipment.  
Office procedures, methods, and equipment including computers and applicable technology and software applications ~~including basic media software.~~  
Computer networking including WAN LAN systems.  
Pertinent federal, state, and local codes, laws, and regulations including safety regulations.  
Occupational hazards and standard safety practices.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Principles and practices of training and providing work direction.

**Ability to:**

Read blueprint drawings of stage scenery.  
Operate and maintain a variety of specialized theatre production and stage equipment including lighting, sound, and rigging equipment as well as carpentry and electrical tools.  
Work flexible schedule inherent to productions of theatre, music, and dance events.  
Provide technical advice and assistance for theatre productions including lighting, sound, and scenery.  
Interpret and apply applicable federal, state, and local laws, codes, and regulations.  
Perform assigned work in accordance with appropriate safety practices and regulations.  
Operate and maintain a variety of specialized theatre production equipment, including lighting, sound, and rigging equipment.  
Train and provide work direction to others.  
Plan and organize work to meet changing priorities and deadlines.  
Work independently in the absence of supervision.  
Understand and follow oral and written directions.  
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 theatre arts or a related field. A combination of related college level course work and extensive~~Additional experience may substitute for ~~a Bachelor's degree~~formal education on a year-for-year basis.

**Experience:**

~~Two-Three~~ years of experience in providing technical theatre support including set construction, lighting, and sound.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Theatre Technician (*Continued*)

**Experience:**

~~Two~~ Three years of experience in providing technical theatre support including set construction, lighting, and sound.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a theatre, stage, and shop setting; exposure to noise, dust, grease, smoke, fumes, noxious odors, and gases; work at heights on scaffolding and ladders; work around or operate power tools and equipment. Positions may be required to work evenings and weekends. May interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Physical:** Primary functions require sufficient physical ability and mobility to operate a motor vehicle, work in a theatre, stage, and shop 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 perform medium to heavy physical work; to work in confined spaces and around machines for prolonged periods of time; to climb and descend ladders; to operate assigned equipment and hand and power tools requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information. Must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds or heavier weights with assistance or the use of proper equipment.

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

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

Board Approved: ~~November 9, 2000~~ February 21, 2019  
*Johnson & Associates* Revised: January 2007  
Salary Range 4250

## **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:** February 21, 2019  
**SUBJECT:** Consideration of Approval of Reclassification of Employees

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

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



## Reclassifications

Submitted for Board Approval February 21, 2019

[v.2.6.2019.p.1|1]

	Effective Date	Current	Proposed Reclassification
<b>Ryan Bethke</b> CSEA Bargaining Unit Member SBVC Theatre Arts Department	7/1/18	Theatre Technician Range 42, Step E, 3.8 hours/260 days	Senior Theatre Arts Technical Specialist Range 50, Step B, 3.8 hours/260 days
<b>Michael Gonzalez</b> CSEA Bargaining Unit Member SBVC Theatre Arts Department	7/1/18	Theatre Technician Range 42, Step E, 8 hours/260 days	Senior Theatre Arts Technical Specialist Range 50, Step B, 8 hours/260 days
<b>Kevin Palkki</b> CSEA Bargaining Unit Member CHC Fine Arts Department	7/1/18	Theatre Technician Range 42, Step E, 8 hours/260 days	Senior Theatre Arts Technical Specialist Range 50, Step B, 8 hours/260 days

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** February 21, 2019  
**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 February 21, 2019

[v.2.3.2019.p.1|1]

	Length of Service	Last Date of Employment
<b>Saadeh, Miriam</b> Schedule/Catalog Data Specialist CHC Instruction	2 years	5/2/19
<b>Sosa, Giovanni</b> Interim Division Dean for Research, Planning, and Institutional Effectiveness CHC Research and Planning	1 year	12/31/18
<b>Holtegaard, Alisa</b> Child Development Teacher CHC Child Development Center	11 years	2/25/19

**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:** February 21, 2019  
**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 February 21, 2019

[v.2.3.2019.p.1|1]

	<b>Years of Service</b>	<b>Last Date of Employment</b>
<b>Williams, Nicole</b> Administrative Secretary SBVC President's Office	18	1/14/19

**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:** February 21, 2019  
**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 February 21, 2019

[v.2.3.2019.p.1|2]

	Start Date	Salary Schedule, Range & Step	Hourly Rate	New or Replacing	Fund	Live Scan Clearance
<b>Williams, Erin</b> Secretary I SBVC Admissions & Records	2/25/19	Classified 29B	\$20.86	A. Taylor	Admissions & Records	1/9/19
<b>Curry, Breanna</b> Schedule/Catalog Data Specialist SBVC Instruction	2/25/19	Classified 42A	\$27.39	C. Baber	Instruction	1/10/19
<b>Lepe, Dallana</b> Child Development Assistant SBVC Child Development Center	2/25/19	Classified 20A	\$15.89	M. Tamayo	Child Development Center	5/5/17
<b>Cortez-Roman, Blanca</b> Child Development Assistant SBVC Child Development Center	2/25/19	Classified 20A	\$15.89	New	Child Development Center	4/13/17
<b>Menendez, Dinora Del Milagro</b> Custodian I SBVC Custodial	2/25/19	Classified 27A	\$18.90	R.Bass	Maintenance	TBD <sup>†</sup>
<b>Chavarria, Jimmy</b> Custodian I SBVC Custodial	2/25/19	Classified 27A	\$18.90	L. Guzman-Martinez	Maintenance	TBD <sup>†</sup>
<b>Gutierrez, Raul</b> Custodian I SBVC Custodial	2/25/19	Classified 27A	\$18.90	R. Aguayo	Maintenance	1/22/19
<b>Bock, Timothy</b> Custodian I SBVC Custodial	2/25/19	Classified 27A	\$18.90	L. Brewer	Maintenance	1/22/19

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



# Appointment of District Employees

Submitted for Board Approval February 21, 2019

[v.2.3.2019.p.2]2]

	Start Date	Salary Schedule, Range & Step	Hourly Rate	New or Replacing	Fund	Live Scan Clearance
<b>Burdick, Susan</b> Child Development Assistant CHC Child Development Center	2/25/19	Classified 20A	\$15.89	B. Ibarra	Child Development Center	1/9/19

†Live Scan clearance pending; employee will not start without clearance.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** February 21, 2019  
**SUBJECT:** Consideration of Approval to Appoint Interim Managers

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of, and ratify the employment contracts for, the employees on the attached list.

**OVERVIEW**

The employees on the attached list are submitted for approval.

**ANALYSIS**

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

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost of employment for these employees is included in the appropriate budget.



# Appointment of Interim Managers

Submitted for Board Approval February 21, 2019

[v.2.3.2019.p.1|1]

	Effective Dates	Range & Step	Annual Salary	New or Replacing	Fund	Live Scan Clearance
<b>Oxendine, Joanna</b> Interim Director, Grants Development & Administration SBVC Grant Development & Management	3/8/2019 to 6/30/2019	16A	\$101,206.90	Alfonso Hernandez	Grant Development & Management	1/22/2019

## **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  
Kristina Hannon, Executive Director, Human Resources

**DATE:** February 21, 2019

**SUBJECT:** Consideration of Final Action on Student Expulsion Pursuant to Education Code Section 72122

### **RECOMMENDATION**

It is recommended that the Board of Trustees take final action to confirm expulsion of student #0531055 pursuant to Education Code Section 72122.

### **OVERVIEW**

SBCCD Board Policy 5500 Standards of Student Conduct, requires that the Board of Trustees consider any recommendation of student expulsion in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

### **ANALYSIS**

This recommendation is in accordance with Education Code 72122, and, pursuant to Administrative Procedure 5500(B)(2), the Chancellor has reviewed all documents submitted and steps taken by a Disciplinary Hearing Committee to confirm that due process has been afforded in accordance with Administrative Procedure 5500.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** February 21, 2019  
**SUBJECT:** Consideration of Approval to Place Classified Employees on the 39-Month Reemployment List

**RECOMMENDATION**

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

**ANALYSIS**

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

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.





# Placement of Classified Employees on the 39-Month Reemployment List

Submitted for Board Approval February 21, 2019

[v.2.6.2019.p.1|1]

	Effective Date
<b>Parra, Rosemarie</b> Secretary II DIST Computing Services	01/01/19

## **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:** February 21, 2019  
**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, 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 2/21/2019

## Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b>Consultants</b>			
Cambridge West Partnership LLC	(17730) Consultant to provide training and consultation on the new funding formula Student-Centered Funding Formula (SCFF) Term: 2/2/2019 - 6/30/2019 Funding Source: General Funds	Fiscal Services/SBCCD	\$24,000.00
Castillo, Salvador	(17256) Provide technical consulting services for the KVCR Broadcast Tower; this is to approve Amendment 01- extend term date and increase contract amount by \$20,000 Term: 8/13/2018 - 1/31/2019 Funding Source: FCC Proceeds	Facilities Planning/SBCCD	\$100,000.00
<b>SubTotal for Consultants: 2</b>			
<b>Professional Services</b>			
AppleOne Employment Services dba Act 1 Group	(16980) Temporary employment services for a Data Entry Clerk, Billing Clerk, Staff Accountant and Senior Accounting to help with backlog; temporary employment will end once backlog is cleared prior to the 6/30/19 contract end date; This is to approve an increase in the contract value by \$100,000 Term: 7/1/2018 - 6/30/2019 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$200,000.00

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<i>Firm</i>			
Greenwood/Asher and Associates, Inc.	(16894) Professional HR search services for interim CHC President; this is to approve Amendment 01 - increase contract amount by \$3,500 Term: 8/13/2018 - 12/31/2018  Funding Source: General Funds	Human Resources/SBCCD	\$103,500.00

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*SubTotal for Professional Services: 2*

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*Grand Total Contracts for Board Date 2/21/2019: 4*

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** February 21, 2019  
**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 12/13/18 – 1/24/19 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  
February 21, 2019

PO#	Vendor Name	Amount
1903246	SAN BERNARDINO COUNTY	75.00
1903250	FEDERAL EXPRESS	248.90
1903251	US BANK CORPORATE PMT SYSTEMS	51.10
1903252	US BANK CORPORATE PMT SYSTEMS	399.00
1903253	US BANK CORPORATE PMT SYSTEMS	100.00
1903254	US BANK CORPORATE PMT SYSTEMS	88.23
1903262	US BANK CORPORATE PMT SYSTEMS	2,225.00
1903285	FOLLETT HIGHER EDUCATION GROUP INC	482.18
1903286	US BANK CORPORATE PMT SYSTEMS	248.76
1903297	US BANK CORPORATE PMT SYSTEMS	26.94
1903298	SMITH, VERONICA	46.30
1903302	US BANK CORPORATE PMT SYSTEMS	43.64
1903308	OFFICE & ERGONOMICS SOLUTIONS INC	680.85
1903309	US BANK CORPORATE PMT SYSTEMS	122.64
1903311	CONVERGEONE INC	2,072.05
1903322	US BANK CORPORATE PMT SYSTEMS	539.72
1903323	US BANK CORPORATE PMT SYSTEMS	101.44
1903325	US BANK CORPORATE PMT SYSTEMS	70.51
1903327	US BANK CORPORATE PMT SYSTEMS	21.17
1903328	US BANK CORPORATE PMT SYSTEMS	16.17
1903329	US BANK CORPORATE PMT SYSTEMS	38.09
1903330	US BANK CORPORATE PMT SYSTEMS	23.61
1903331	US BANK CORPORATE PMT SYSTEMS	106.53
1903349	FISHER SCIENTIFIC LLC	963.96
1903350	VERIZON WIRELESS	750.00
1903352	SHAMROCK FOODS COMPANY	3,000.00
1903354	CDW LLC	1,001.39
1903357	XEROX CORPORATION	849.07
1903363	SAN BERNARDINO CCD	351.50
1903365	CDW LLC	30,072.14
1903369	DELL COMPUTER COMPANY	34,487.80
1903370	STAPLES BUSINESS ADVANTAGE	3,614.81
1903372	CONNECTED AUTOMOTIVE SYSTEMS	12,412.80
1903380	CONVERGEONE INC	47,009.35
1903438	STAPLES BUSINESS ADVANTAGE	3,235.98
1903441	US BANK CORPORATE PMT SYSTEMS	50.00
1903442	US BANK CORPORATE PMT SYSTEMS	5.20
1903443	RENEGADE JUGGLING PORPS	100.00
1903444	US BANK CORPORATE PMT SYSTEMS	47.65
1903445	US BANK CORPORATE PMT SYSTEMS	49.19
1903447	US BANK CORPORATE PMT SYSTEMS	250.00
1903450	US BANK CORPORATE PMT SYSTEMS	200.00
1903451	US BANK CORPORATE PMT SYSTEMS	350.19
1903452	US BANK CORPORATE PMT SYSTEMS	60.34
1903453	US BANK CORPORATE PMT SYSTEMS	1,000.00

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PO#	Vendor Name	Amount
1903455	US BANK CORPORATE PMT SYSTEMS	104.37
1903462	US BANK CORPORATE PMT SYSTEMS	723.60
1903463	MOORE MEDICAL CORPORATION	1,172.91
1903468	AERIAL ESSENTIALS	3,135.63
1903487	STATER BROS MARKETS	215.50
1903490	US BANK CORPORATE PMT SYSTEMS	100.00
1903493	US BANK CORPORATE PMT SYSTEMS	166.75
1903495	SBVC FOOD SERVICES	496.00
1903498	GRAINGER INC	770.89
1903499	BIO-RAD LABORATORIES INC	500.00
1903502	SBVC FOOD SERVICES	160.28
1903504	STAPLES BUSINESS ADVANTAGE	616.81
1903505	US BANK CORPORATE PMT SYSTEMS	4,000.00
1903513	SAN BERNARDINO CCD	78.00
1903521	MERIT OIL CO	2,693.75
1903524	BIO-RAD LABORATORIES INC	226.53
1903526	SAN BERNARDINO CCD	171.72
1903529	AARDVARK CLAY & SUPPLIES	1,178.79
1903534	VERIZON WIRELESS	540.00
1903535	WEBER, PEGGY	500.00
1903544	HACKNEY LLC	538.75
1903548	US BANK CORPORATE PMT SYSTEMS	820.00
1903550	SHEPARD BROS INC	8,957.53
1903555	STAPLES BUSINESS ADVANTAGE	81.33
1903556	STAPLES BUSINESS ADVANTAGE	3,820.11
1903557	AARDVARK CLAY & SUPPLIES	222.04
1903558	US BANK CORPORATE PMT SYSTEMS	3,005.05
1903560	CALIFORNIA PLACEMENT ASSOCIATION	286.22
1903561	CALIFORNIA PLACEMENT ASSOCIATION	286.22
1903566	US BANK CORPORATE PMT SYSTEMS	3,000.00
1903569	US BANK CORPORATE PMT SYSTEMS	8.62
1903574	US BANK CORPORATE PMT SYSTEMS	1,225.34
1903592	US BANK CORPORATE PMT SYSTEMS	2,607.15
1903593	US BANK CORPORATE PMT SYSTEMS	2,136.55
1903596	US BANK CORPORATE PMT SYSTEMS	122.55
1903610	STAPLES BUSINESS ADVANTAGE	416.74
1903612	HOLLOWAY, STACY	500.00
1903616	DELL COMPUTER COMPANY	60,258.81
1903617	MOORE MEDICAL CORPORATION	2,000.00
1903620	CALIFORNIA COMM COLLEGE ATHLETIC ASSOC	266.00
1903622	STATER BROS MARKETS	560.00
1903623	ELECTRONICS WAREHOUSE	750.00
1903631	SBCCD FUND 84	10,000.00
1903634	US BANK CORPORATE PMT SYSTEMS	600.00
1903640	PACIFIC PARKING SYSTEMS INC	543.58

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PO#	Vendor Name	Amount
1903643	FOLLETT HIGHER EDUCATION GROUP INC	10,000.00
1903644	FOLLETT HIGHER EDUCATION GROUP INC	15,000.00
1903645	FOLLETT HIGHER EDUCATION GROUP INC	15,000.00
1903650	US BANK CORPORATE PMT SYSTEMS	2,413.50
1903654	NAVARRO, MARCELA	500.00
1903656	US BANK CORPORATE PMT SYSTEMS	8,339.09
1903659	HARDY DIAGNOSTICS	97.29
1903660	BORN TO FLY PRODUCTIONS LLC	420.97
1903661	FISHER SCIENTIFIC LLC	4,076.01
1903662	SAN BERNARDINO COUNTY	1,000.00
1903665	MEDLINE INDUSTRIES INC	988.28
1903667	FLINN SCIENTIFIC INC	480.28
1903671	SBVC FOOD SERVICES	562.68
1903672	HALDEMAN INC	5,603.00
1903681	US BANK CORPORATE PMT SYSTEMS	52.71
1903682	STAPLES BUSINESS ADVANTAGE	183.07
1903683	STATER BROS MARKETS	215.50
1903686	DAWN FOOD PRODUCTS INC	3,000.00
1903691	GALUSZKA, SHANNON	198.59
1903692	SYPHENGPETH, KAMPHOUNE	78.39
1903693	SBVC FOOD SERVICES	3,727.30
1903695	SBVC FOOD SERVICES	499.99
1903696	ORANGE COUNTY SHERIFF DEPT	70.04
1903697	PEARSON ASSESSMENT	2,225.66
1903699	SAN BERNARDINO CCD	700.00
1903702	BROADCAST MUSIC INC	1,333.67
1903709	STAPLES BUSINESS ADVANTAGE	190.42
1903713	ACTF MANAGEMENT LTD	950.00
1903714	BENSON, LORI	750.00
1903715	MATA, SUSANNE	500.00
1903717	HILTON CHECKERS LOS ANGELES	10,107.24
1903718	US BANK CORPORATE PMT SYSTEMS	2,898.85
1903720	US BANK CORPORATE PMT SYSTEMS	671.46
1903722	JOINT LICENSEE GROUP	150.00
1903726	US BANK CORPORATE PMT SYSTEMS	192.01
1903727	US BANK CORPORATE PMT SYSTEMS	545.16
1903728	US BANK CORPORATE PMT SYSTEMS	67.42
1903730	FIREFIGHTER'S BOOKSTORE	660.90
1903734	QUADMED INC	1,045.30
1903735	QUADMED INC	1,684.08
1903738	POCKET NURSE ENTERPRISES INC	4,734.90
1903740	DELL COMPUTER COMPANY	32,971.15
1903741	STAPLES BUSINESS ADVANTAGE	1,608.72
1903754	FOLLETT HIGHER EDUCATION GROUP INC	45,000.00
1903756	STAPLES BUSINESS ADVANTAGE	273.83



Purchase Order Report  
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<b>PO#</b>	<b>Vendor Name</b>	<b>Amount</b>
1903757	ALLIED REFRIGERATION INC	1,500.00
1903759	US BANK CORPORATE PMT SYSTEMS	330.00
1903760	STAPLES BUSINESS ADVANTAGE	58.80
1903761	US BANK CORPORATE PMT SYSTEMS	100.00
1903762	US BANK CORPORATE PMT SYSTEMS	1,100.00
1903764	US BANK CORPORATE PMT SYSTEMS	35.00
1903765	STAPLES BUSINESS ADVANTAGE	518.69
1903766	NATIONAL LEAGUE FOR NURSING ACCREDITING	1,470.00
1903767	DELL COMPUTER COMPANY	2,554.00
1903768	QUACH, PATTY	500.00
1903769	SBVC FOOD SERVICES	495.65
1903771	CDW LLC	1,962.22
1903772	DIVISION OF STATE ARCHITECT	925.00
1903773	STAPLES BUSINESS ADVANTAGE	497.49
1903775	STAPLES BUSINESS ADVANTAGE	490.23

## **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:** February 21, 2019  
**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 to the nature of these contracts and in the best interest of the District, these contracts are generally ratified by the Board of Trustees. 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 2/21/2019******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>			
Associated Press	(17662) Provide Associated Press News services with digital delivery Term: 1/6/2019 - 1/5/2020 Funding Source: KVCR	KVCR/KVCR	\$8,911.86
Benally, Razelle	(17683) Broadcast rights for the airing of "I Am Thy Weapon" Term: 3/15/2019 - 3/14/2024 Funding Source: FNX Grant	FNX/KVCR	\$3,500.00
Hopinka, Sky	(17715) Broadcasting rights for "Visions of an Island and Jaaji" Term: 3/15/2019 - 3/14/2024 Funding Source: FNX Grant	FNX/KVCR	\$7,000.00
<b><i>SubTotal for Broadcasting Rights: 3</i></b>			<b><i>\$19,411.86</i></b>
<b><i>CalWorks Off-Campus Work Study</i></b>			
Law Offices of A Sam Akintimoye	(17619) Off-Campus workstudy - Student Ruelas, April; reimbursed at up to 100% of per hourly rate Term: 1/2/2019 - 6/30/2019 Funding Source: CalWorks	Calworks/SBVC	\$8,500.00
<b><i>SubTotal for CalWorks Off-Campus Work Study: 1</i></b>			<b><i>\$8,500.00</i></b>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Clinicals</u></b>			
California Department of Corrections & Rehabilitation	(17702) Clinical site for Psych Tech Program participants; no cost to SBCCD Term: 1/1/2019 - 12/31/2021 Funding Source: N/A	Psychiatric Technology/SBVC	
California Department of Forestry & Fire Protection	(17626) EMS clinical site for program participants; no cost to SBCCD Term: 1/1/2019 - 6/30/2024 Funding Source: N/A	Emergency Medical Svcs/CHC	
Safeway Electric Company	(17623) Clinical/Work Experience site for Electrical program; no cost to SBCCD Term: 12/10/2018 - 12/9/2023 Funding Source: N/A	Electrical Program/SBVC	
San Bernardino, County of	(17707) Clinical site for students participating in the Pharmacy Tech Program; no cost to SBCCD Term: 2/12/2019 - 2/11/2024 Funding Source: N/A	Pharmacy Technology/SBVC	
<b><i>SubTotal for Clinicals: 4</i></b>			
<b><u>General</u></b>			
Advance Refrigeration and Ice Systems Inc.	(17689) Repairing of ice machine at SBVC cafeteria Term: 1/15/2019 - 3/31/2019 Funding Source: General Funds	Maintenance/SBVC	\$1,246.03

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Assistance League of San Bernardino	(17685) Full page advertisement at the "58th Annual Signature Headdress Ball" Term: 4/27/2019 - 4/27/2019 Funding Source: General Funds	Marketing/CHC	\$1,500.00
Assistance League of San Bernardino	(17713) Sponsorship at the "58th Annual Signature Headdress Ball" Term: 4/27/2018 - 4/27/2018 Funding Source: KVCR - Autism Fund 0142	KVCR/KVCR	\$275.00
Azusa Pacific University	(17664) Articulation Agreement for students in the SBVC Social Work Program to attend Azusa Pacific University; no cost to SBCCD Term: 1/1/2019 - 12/31/2022 Funding Source: N/A	Health Services/SBVC	
Big Top Rentals	(17724) Rental of 15 canopies for the "Transfer Fair" Term: 4/9/2019 - 4/10/2019 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$3,659.00
Caribbean Pacific Bus, LLC	(17669) Bus rental to Pali Mountain Retreat Term: 10/26/2018 - 10/28/2018 Funding Source: Student Equity	Student Services/SBVC	\$1,300.00
Carl's Jr Restaurant	(17722) Catering for the "Black Excellence" event Term: 2/22/2019 - 2/22/2019 Funding Source: Student Equity	Student Services/SBVC	\$3,375.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Castaway Restaurant & Banquet Center	(17691) Catering for the "First Year Experience Student Spotlight Banquet" Term: 5/3/2019 - 5/3/2019 Funding Source: Student Equity	First Year/SBVC	\$9,473.54
CCC Chancellor's Office	(17612) Letter of Agreement for the Foster and Kinship Care Education program for San Bernardino Region 8 to illustrate how the area colleges and San Bernardino County, Children and Family Services work together on determining training priorities; no cost to SBCCD Term: 1/2/2019 - 6/30/2019 Funding Source: N/A	Student Services/SBVC	
Charter Communications Holdings, LLC dba Spectrum	(17659) Spectrum enterprise ethernet service agreement Term: 1/2/2019 - 1/1/2020 Funding Source: FNX Grant	FNX/KVCR	\$15,278.95
Colton, City of	(17719) Rental of City of Colton's Chavez Field for softball practices Term: 1/22/2019 - 4/23/2019 Funding Source: General Funds	Administrative Services/SBVC	\$2,869.00
Computer Comforts, Inc.	(17718) Purchase and installation "Universal Hide-Away" computers Term: 2/1/2019 - 6/30/2019 Funding Source: Basic Skills	Technology Services/SBVC	\$64,200.94

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Computerized Embroidery Company, The	(17618) Production of athletics team uniforms - men's sweatshirts with logo Term: 12/15/2018 - 1/31/2019 Funding Source: General Funds	Athletics/SBVC	\$369.75
Computerized Embroidery Company, The	(17617) Production of athletics team uniforms - men's tees with logo Term: 12/15/2018 - 1/31/2019 Funding Source: Trust Account	Athletics/SBVC	\$258.95
Computerized Embroidery Company, The	(17653) Production of athletics team uniforms - women's polos with logo Term: 12/1/2018 - 3/31/2019 Funding Source: General Funds	Athletics/SBVC	\$110.16
Computerized Embroidery Company, The	(17652) Production of athletics team uniforms - women's tees with logo Term: 12/1/2018 - 3/31/2019 Funding Source: General Funds	Athletics/SBVC	\$673.92
Computerized Embroidery Company, The	(17654) Production of athletics team uniforms - women's tees with logo Term: 12/1/2018 - 3/31/2019 Funding Source: General Funds	Athletics/SBVC	\$673.92
Crest Chevrolet/Geo	(17611) Repairs to District Police Chevy Cruze window Term: 10/2/2018 - 10/31/2018 Funding Source: General Funds	District Police/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>				
	CSUSB Philanthropic Foundation	(17706) Silver sponsorship at the "10th Annual Latino Education & Advocacy Days Summit" to promote districtwide programs Term: 3/28/2019 - 3/28/2019 Funding Source: General Funds	Marketing/SBCCD	\$1,500.00
	DoubleTree Hotel - Ontario	(17657) Meeting room rental for Chancellor's Cabinet Retreat Term: 2/6/2019 - 2/6/2019 Funding Source: General Funds	Chancellor/SBCCD	\$348.80
	Dramatic Publishing	(17658) Performance rights for "James and the Giant Peach" Term: 5/5/2019 - 5/5/2019 Funding Source: General Funds	Theater Arts/SBVC	\$580.00
	Drivestream, Inc.	(17276) Creation and modification of custom reports for use with Oracle system; this is to approve Amendment 01- to revise term dates of the agreement no additional cost Term: 10/18/2018 - 3/31/2019 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$50,000.00
	EcoVox Inc.	(17712) Software license and cloud storage for Energy Information System Term: 2/22/2019 - 2/22/2022 Funding Source: General Funds	Facilities Planning/SBCCD	\$41,717.35



<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Embassy Suites by Hilton Ontario Airport	(17705) Meeting room rental for the "Board of Trustees Mid Year Retreat" Term: 2/7/2019 - 2/7/2019 Funding Source: General Funds	Chancellor/SBCCD	\$512.51
Facebook, Inc.	(17644) Advertising to promote SBVC "Winterfest" and "The Heights" Term: 11/29/2018 - 12/6/2018 Funding Source: General Funds	Marketing/SBVC	\$500.00
Facebook, Inc.	(17650) Online advertising to promote SBVC Spring enrollment campaign Term: 12/1/2018 - 1/15/2019 Funding Source: General Funds	Marketing/SBVC	\$7,000.00
Four (4) Imprint	(17665) Production of novelty items with SBVC logo for giveaways Term: 12/1/2018 - 2/28/2019 Funding Source: General Funds	Science/SBVC	\$1,496.81
Four (4) Imprint	(17708) Production of novelty items with SBVC logo for giveaways Term: 1/25/2019 - 4/30/2019 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$8,162.31
FX Signs, Inc.	(17639) Production of banners and posters to promote SBVC Winterfest; order 7745 Term: 11/16/2018 - 12/31/2018 Funding Source: General Funds	Marketing/SBVC	\$935.25

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
FX Signs, Inc.	(17637) Production of banners to promote SBVC Spring semester; order 7761 Term: 11/27/2018 - 12/31/2018 Funding Source: General Funds	Marketing/SBVC	\$652.50
FX Signs, Inc.	(17636) Production of flag pole banners to promote SBVC programs; order 7777 Term: 12/5/2018 - 1/31/2019 Funding Source: General Funds	Marketing/SBVC	\$1,570.08
FX Signs, Inc.	(17635) Production of flyers to promote SBVC programs; order 7757 Term: 12/5/2018 - 1/31/2019 Funding Source: General Funds	Marketing/SBVC	\$1,353.94
FX Signs, Inc.	(17634) Production of flyers to promote SBVC programs; order 7788 Term: 12/5/2018 - 1/31/2019 Funding Source: General Funds	Marketing/SBVC	\$342.56
FX Signs, Inc.	(17633) Production of posters to promote SBVC programs; order 7789 Term: 12/5/2018 - 12/31/2018 Funding Source: General Funds	Marketing/SBVC	\$614.44
FX Signs, Inc.	(17638) Production of posters to promote SBVC Spring semester; order 7771 Term: 11/30/2018 - 12/31/2018 Funding Source: General Funds	Marketing/SBVC	\$130.50

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Google, LLC	(17649) Online advertising to promote SBVC Spring enrollment campaign Term: 12/1/2018 - 1/15/2019 Funding Source: General Funds	Marketing/SBVC	\$11,000.00
H & L Charter Co, Inc.	(17670) Bus rental for softball team away game to Chula Vista, CA Term: 4/17/2019 - 4/17/2019 Funding Source: General Funds	Athletics/SBVC	\$1,396.81
H & L Charter Co, Inc.	(17709) Bus rental to Los Angeles for students and staff to attend the African American Male Education Network & Development (A2MEND) Conference Term: 3/6/2019 - 3/6/2019 Funding Source: Student Equity	First Year/SBVC	\$798.11
H & L Charter Co, Inc.	(17677) Bus rental to softball team away game to Costa Mesa, CA Term: 2/6/2019 - 2/6/2019 Funding Source: General Funds	Athletics/SBVC	\$989.25
H & L Charter Co, Inc.	(17673) Bus rental to softball team away game to El Cajon, CA Term: 3/22/2019 - 3/22/2019 Funding Source: General Funds	Athletics/SBVC	\$1,299.91
H & L Charter Co, Inc.	(17672) Bus rental to softball team away game to Imperial, CA Term: 3/27/2019 - 3/27/2019 Funding Source: General Funds	Athletics/SBVC	\$1,840.51

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
H & L Charter Co, Inc.	(17675) Bus rental to softball team away game to Oxnard, CA Term: 2/23/2019 - 2/23/2019 Funding Source: General Funds	Athletics/SBVC	\$1,422.31
H & L Charter Co, Inc.	(17674) Bus rental to softball team away game to San Diego, CA Term: 2/27/2019 - 2/27/2019 Funding Source: General Funds	Athletics/SBVC	\$1,447.81
H & L Charter Co, Inc.	(17678) Bus rental to softball team away game to San Diego, CA Term: 2/20/2019 - 2/20/2019 Funding Source: General Funds	Athletics/SBVC	\$1,310.11
H & L Charter Co, Inc.	(17671) Bus rental to softball team away game to San Marcos, CA Term: 4/5/2019 - 4/5/2019 Funding Source: General Funds	Athletics/SBVC	\$1,168.00
HSV Consulting, Inc.	(17703) Speaker for the designation of CHC 9th President event Term: 2/1/2019 - 2/1/2019 Funding Source: General Funds	Resource Development/CHC	\$800.00
IE Gourmet Food Trucks	(17721) Catering for the "Spring Club Rush" event Term: 2/20/2019 - 2/20/2019 Funding Source: General Funds	Student Life/CHC	\$850.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>				
	J & M Trophies	(17622) Production of novelty items with SBVC logo for the 2019 graduation ceremony Term: 1/2/2019 - 5/25/2019 Funding Source: General Funds	Foundation/SBVC	\$1,293.00
	Karenga, Maulana	(17666) Speaker at the "Black History Month" event Term: 2/27/2019 - 2/27/2019 Funding Source: Student Equity	Student Services/SBVC	\$10,000.00
	Magic Jump Rentals	(17723) Rental of 3 carnival games for the "Resource Fair" event Term: 1/30/2019 - 1/30/2019 Funding Source: General Funds	Student Life/SBVC	\$389.00
	Manufacturers' Council of the Inland Empire	(17681) Gold sponsorship at the 2019 Manufacturing Summit to promote districtwide programs Term: 2/14/2019 - 2/14/2019 Funding Source: Employment Training Panel	EDCT/SBCCD	\$5,000.00
	Mellin, Linda Marie dba American Printing & Promotions	(17684) Production of novelty items with CHC logo for giveaways Term: 12/3/2018 - 2/28/2019 Funding Source: General Funds	Marketing/CHC	\$314.63

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><i>General</i></b>			
Mellin, Linda Marie dba American Printing & Promotions	(17621) Production of novelty items with SBVC logo for giveaways Term: 11/1/2018 - 12/31/2018 Funding Source: General Funds	Foundation/SBVC	\$953.47
Mellin, Linda Marie dba American Printing & Promotions	(17680) Production of novelty items with SBVC logo for giveaways Term: 1/15/2019 - 3/31/2019 Funding Source: General Funds	Student Services/SBVC	\$7,287.40
Mellin, Linda Marie dba American Printing & Promotions	(17728) Production of novelty items with SBVC logo for giveaways Term: 1/15/2019 - 6/30/2019 Funding Source: Student Equity	Student Services/SBVC	\$4,671.92
Michael Sanders Enterprises, Inc.	(17686) Keynote speaker at the "Guardian Scholar Conference" Term: 5/9/2019 - 5/9/2019 Funding Source: Student Equity	First Year/SBVC	\$4,000.00
Mike's Custom Flooring	(17720) Replacement of carpet in Library 121-126 Term: 1/25/2019 - 6/30/2019 Funding Source: General Funds	Maintenance/SBVC	\$4,721.02
New Seed Landscape Service, Inc.	(17701) Softball field prep services at City of Colton park used by SBVC's Softball Team for games Term: 1/15/2019 - 6/30/2019 Funding Source: General Funds	Maintenance/SBVC	\$1,000.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>				
	PBS - Public Broadcasting Service	(17661) 2018 PBS Annual Meeting sponsorship/exhibit agreement Term: 5/29/2019 - 5/31/2019 Funding Source: FNX Grant	FNX/KVCR	\$8,000.00
	Printshop SB	(17614) Production of novelty items with logo for giveaways Term: 11/1/2018 - 12/31/2018 Funding Source: Trust Account	Student Life/SBVC	\$175.84
	Rayne Water Conditioning-Covina	(17727) Water treatment services and tank rental for the Science labs Term: 1/20/2019 - 6/30/2019 Funding Source: General Funds	Science/SBVC	\$814.28
	Silva, Simon	(17717) Speaker at workshop on the topic of "21st Century Skill" Term: 3/28/2019 - 3/28/2019 Funding Source: EOP&S	EOP&S/SBVC	\$3,500.00
	Spotify	(17643) Digital advertising to promote SBVC Spring semester Term: 12/1/2018 - 1/15/2019 Funding Source: General Funds	Marketing/SBVC	\$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>			
Three Peaks Corp.	(17704) Removal and installation of HVAC duct at CHC dance studio Term: 1/2/2019 - 6/30/2019 Funding Source: PRT Grant	Instruction/CHC	\$4,410.00
Three Peaks Corp.	(17609) Repair of rappel station platform Term: 12/20/2018 - 6/30/2019 Funding Source: Strong Workforce Program	Program Development/CHC	\$4,396.20
Twenty-Fifth (25th) Hour Communications Inc.	(17640) Media advertising to promote SBVC Spring semester Term: 12/1/2018 - 1/20/2019 Funding Source: General Funds	Marketing/SBVC	\$3,500.00
Twenty-Fifth (25th) Hour Communications Inc.	(17641) Media advertising to promote SBVC Spring semester Term: 12/1/2018 - 1/20/2019 Funding Source: General Funds	Marketing/SBVC	\$7,500.00
Westpy Marketing Service	(17648) Production of novelty items with FNX Native imprint for giveaways Term: 1/7/2019 - 3/31/2019 Funding Source: FNX Grant	FNX/KVCR	\$1,896.40
Wheco Corporation	(17668) Repair of hydraulic tank on lift Term: 1/2/2019 - 3/31/2019 Funding Source: General Funds	Maintenance/SBVC	\$1,148.23



<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Wilkins Media, LLC.	(17642) Digital display advertising at various locations to promote SBVC Spring semester Term: 12/10/2018 - 1/20/2019 Funding Source: General Funds	Marketing/SBVC	\$24,580.00
Yosemite CCD	(17729) CCC Registry Job Fair booth rental Term: 1/26/2019 - 1/26/2019 Funding Source: Equal Employment	Human Resources/SBCCD	\$1,800.00
<b><i>SubTotal for General: 71</i></b>			<b><i>\$353,855.42</i></b>
<b><u>Income - Contract Ed</u></b>			
Metropolitan Water District of Southern California, The	(17688) Metropolitan's Mechanical Apprenticeship Program Agreement Term: 6/1/2019 - 12/31/2019 Funding Source: N/A	EDCT/SBCCD	\$16,950.00
Yucaipa-Calimesa Joint USD	(17632) CHC to offer college level courses at Yucaipa-Calimesa District High Schools Term: 1/7/2019 - 6/30/2021 Funding Source: N/A	Instruction/CHC	\$75,000.00
<b><i>SubTotal for Income - Contract Ed: 2</i></b>			<b><i>\$91,950.00</i></b>
<b><u>Income - Facilities Use</u></b>			
Hope Christian School	(17679) Use of CHC pool Term: 1/7/2019 - 1/11/2019 Funding Source: N/A	Facilities/CHC	\$106.99

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Income - Facilities Use</u></b>				
	Piranha Swim Team dba Victory Aquatics	(17656) Use of CHC pool Term: 1/1/2019 - 6/30/2019 Funding Source: N/A	Facilities/CHC	\$146.99
	Volunteers of America	(17624) Use of Auditorium Term: 12/19/2018 - 12/19/2018 Funding Source: N/A	Administrative Services/SBVC	\$446.03
<b><i>SubTotal for Income - Facilities Use: 3</i></b>				<b><i>\$700.01</i></b>
<b><u>Income - General</u></b>				
	Jesus 101	(17647) KVCR to provide in studio production of recorded television shows Term: 8/19/2019 - 8/28/2019 Funding Source: N/A	KVCR/KVCR	\$21,000.00
<b><i>SubTotal for Income - General: 1</i></b>				<b><i>\$21,000.00</i></b>
<b><u>Income - Grant</u></b>				
	Chabot-Las Positas CCD	(17660) California Early Childhood Mentor Program participation agreement; Direct reimbursement to coordinator for operation of a local mentor program Term: 8/1/2018 - 6/30/2019 Funding Source: N/A	Child Development/SBVC	\$1,000.00

<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>			
Child Care Resource Center	(17625) Quality Start San Bernardino participation agreement Term: 1/2/2019 - 9/30/2020 Funding Source: N/A	Child Development/CHC	\$10,000.00
San Bernardino, County of	(17628) Transitional Assistance Department (TAD) to provide fiscal support for Community College Work Study Program for CalWorks participants as part of the Temporary Assistance to Needy Families (TANF) program Term: 2/18/2019 - 6/30/2019 Funding Source: N/A	Calworks/SBVC	\$75,000.00
University Enterprise Corp at Cal State San Bernardino	(16306) Subaward agreement for "S-STEM Scholar Mentoring" program; this is to approve Amendment 01- to extend term date an increase award amount by \$135,969 Term: 1/1/2017 - 12/31/2019 Funding Source: N/A	Science/SBVC	\$407,907.00
<b><i>SubTotal for Income - Grant: 4</i></b>			<b><i>\$493,907.00</i></b>
<b><u>Income - Underwriter</u></b>			
Simpson Strong-Tie Company, Inc.	(17646) Underwriting agreement for KVCR's production of a four episode program "Are We Ready for the Big One" Term: 1/1/2019 - 12/31/2019 Funding Source: N/A	KVCR/KVCR	\$2,500.00

<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: 1</i></b>			<b>\$2,500.00</b>
<b><u>Leases</u></b>			
Stockbridge Redlands Corporate Center, LLC	(9643) Lease for 1289 Bryn Mawr Drive, Redlands, CA; Amendment 02 - Acceptance of hold over clause of the contract to extend lease for six months at a cost of \$112,900 Term: 3/25/2014 - 9/24/2019 Funding Source: Capital Outlay	TESS/SBCCD	\$936,654.00
<b><i>SubTotal for Leases: 1</i></b>			<b>\$936,654.00</b>
<b><u>PO as Contract</u></b>			
BeaconMedaes, LLC	(17631) PO as Contract; for emergency repair for chemical vacuum at Canyon Hall Building at Crafton Hills College Term: 12/24/2018 - 1/31/2019 Funding Source: General Funds	Maintenance/CHC	\$20,000.00
Connor JR, Jay	(17698) Guest official for Volleyball Tournament fund-raiser for both Women's Volleyball and Women's Soccer Teams Fall 2018 event Term: 10/6/2018 - 10/6/2018 Funding Source: Women's Soccer Trust	Athletics/SBVC	\$278.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>PO as Contract</u></b>			
Connor SR, Francis	(17694) Guest official for Volleyball Tournament fund-raiser for both Women's Volleyball and Women's Soccer Teams Fall 2018 event Term: 10/6/2018 - 10/6/2018 Funding Source: Women's Soccer Trust	Athletics/SBVC	\$274.00
Enz, Peter	(17697) Guest official for Volleyball Tournament fund-raiser for both Women's Volleyball and Women's Soccer Teams Fall 2018 event Term: 10/6/2018 - 10/6/2018 Funding Source: Women's Soccer Trust	Athletics/SBVC	\$246.00
Evans, Anthony W	(17696) Guest official for Volleyball Tournament fund-raiser for both Women's Volleyball and Women's Soccer Teams Fall 2018 event Term: 10/6/2018 - 10/6/2018 Funding Source: Women's Soccer Trust	Athletics/SBVC	\$260.00
King, Michael	(17692) Guest official for Volleyball Tournament fund-raiser for both Women's Volleyball and Women's Soccer Teams Fall 2018 event Term: 10/6/2018 - 10/6/2018 Funding Source: Women's Soccer Trust	Athletics/SBVC	\$196.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>PO as Contract</u></b>				
	Roberson, Larry A	(17693) Guest official for Volleyball Tournament fund-raiser for both Women's Volleyball and Women's Soccer Teams Fall 2018 event Term: 10/6/2018 - 10/6/2018 Funding Source: Women's Soccer Trust	Athletics/SBVC	\$228.00
	Rodriguez, Hector	(17695) Guest official for Volleyball Tournament fund-raiser for both Women's Volleyball and Women's Soccer Teams Fall 2018 event Term: 10/6/2018 - 10/6/2018 Funding Source: Women's Soccer Trust	Athletics/SBVC	\$260.00
<b><i>SubTotal for PO as Contract: 8</i></b>				<b>\$21,742.00</b>
<b><u>Program Acquisition</u></b>				
	Lakeland Public Television aka LPTV	(17629) Program acquisition rights for "Let's Speak Ojibwe"; no cost to SBCCD Term: 12/13/2018 - 12/12/2023 Funding Source: N/A	FNX/KVCR	
<b><i>SubTotal for Program Acquisition: 1</i></b>				
<b><u>Rescinded/Cancelled</u></b>				
	H & L Charter Co, Inc.	(17676) Bus rental to softball team away game to Ridgecrest, CA Term: 2/2/2019 - 2/2/2019 Funding Source: General Funds	Athletics/SBVC	\$1,447.81

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Rescinded/Cancelled</u></b>				
<b><i>SubTotal for Rescinded/Cancelled: 1</i></b>				<b><i>\$1,447.81</i></b>
<b><u>Software/Online Services</u></b>				
	CampusLogic, Inc.	(17627) Educational software used for automated communication to students Term: 1/1/2019 - 12/31/2021 Funding Source: Financial Aid	Financial Aid/SBVC	\$150,360.00
	CDW Government Inc.	(17716) Software license for TechSmith Camtasia 18 used to develop instructional materials Term: 12/1/2018 - 6/30/2019 Funding Source: General Funds	Technology Services/SBVC	\$491.31
	DataWatch Corporation	(17682) Software maintenance & renewals for DataWatch Modeler Term: 2/25/2019 - 2/24/2020 Funding Source: General Funds	Payroll/SBCCD	\$1,561.68
	Envato	(17651) Software subscription for downloadable graphics used for KVCR productions Term: 11/1/2018 - 6/30/2019 Funding Source: FNX Grant	KVCR/KVCR	\$177.00
	Kurzweil Education Systems	(17700) Software subscription for "Kurzweil 3000" used to enhance students reading skills Term: 11/22/2018 - 6/21/2020 Funding Source: DSP&S	DSP&S/CHC	\$4,750.00

<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>			
Labster, Inc.	(17687) Software licensing for "Labster Virtual Reality" used for lab experiments Term: 1/1/2019 - 6/30/2019 Funding Source: Strong Workforce Program	Technical Training/SBVC	\$3,000.00
Masstech Americas, Inc.	(17667) Provide software updates and technical support for KVCR archive transfer system Term: 3/1/2019 - 2/28/2020 Funding Source: FNX Grant	FNX/KVCR	\$28,537.43
NetFile Inc.	(17711) Online Services - Electronic Filing services for Fair Political Practices Commission form 700 as part of compliance with the Political Reform Act Term: 2/1/2019 - 1/31/2024 Funding Source: General Funds	Human Resources/SBCCD	\$14,500.00
OptimalResume, Inc.	(17615) Software module to maintain and record student progress Term: 11/10/2018 - 11/9/2019 Funding Source: Strong Workforce Program	Program Development/CHC	\$6,790.00
Sage Software, Inc.	(17655) Software license for SAGE 50 2018 Accounting Software Term: 1/15/2019 - 1/14/2020 Funding Source: General Funds	Accounting/SBCCD	\$2,772.95



<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u>Software/Online Services</u>				
	Siteimprove, Inc.	(17616) Site check subscription used to identify broken links, misspellings and accessibility issues on District web sites Term: 1/15/2019 - 1/14/2020 Funding Source: General Funds	TESS/SBCCD	\$7,440.00
	Sky Blue Technologies, Inc.	(17645) Software licensing for KVCR internet applications Term: 1/18/2019 - 1/17/2020 Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$7,100.00
	Smartsheet, Inc.	(17620) Software subscription used to track student intern information for Workforce Readiness Term: 1/2/2019 - 1/1/2020 Funding Source: General Funds	Academic Success/SBVC	\$747.00
	Spectra Logic Corporation	(17663) Software license for "SpectraGuard" on site support for the archive data tapes and storage center for television programs on KVCR and FNX Term: 1/22/2019 - 1/21/2020 Funding Source: KVCR - CPB Grant - TV	KVCR/KVCR	\$21,040.80
	Volt Athletics, Inc.	(17610) Online access for "Volt Football Performance" an intelligent training app for use by SBVC Football players and staff Term: 12/4/2018 - 12/3/2019 Funding Source: Trust Account	Athletics/SBVC	\$2,500.00

<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>			
Watermark Insights LLC	(17630) Software license for "EvaluationKIT" Term: 1/1/2019 - 12/31/2020 Funding Source: General Funds	Humanities/SBVC	\$10,000.00
WIN-OMT Technologies	(17714) Software support renewal for "iMedia Logger" Term: 2/1/2019 - 1/31/2020 Funding Source: KVCR	KVCR/KVCR	\$200.00
<b><i>SubTotal for Software/Online Services: 17</i></b>			<b><i>\$261,968.17</i></b>
<b><i>Grand Total Contracts for Board Date 2/21/2019: 118</i></b>			

## **Routine Contracts - Summary**

Scheduled Board Meeting 02-21-2019

### **EXPENSES**

<b>Category</b>	<b>Number of Contracts</b>	<b>Contract Value</b>
<u>Broadcast Rights</u>	3	\$19,411.86
<u>CalWorks Child Care</u>	1	\$8,500.00
<u>Clinicals</u>	4	\$0.00
<u>General</u>	73	\$358,303.23
<u>Leases</u>	1	\$936,654.00
<u>PO as Contract</u>	8	\$21,742.00
<u>Program Acquisition</u>	1	\$0.00
<u>Software/Online Services</u>	17	\$261,968.17
	108	
		<b>Total Expenses</b>
		<b><u><u>\$1,606,579.26</u></u></b>

### **INCOME**

<b>Category</b>	<b>Number of Contracts</b>	<b>Contract Value</b>
<u>Income - Contract Ed</u>	2	\$91,950.00
<u>Income - Facilities Use</u>	3	\$700.01
<u>Income - General</u>	1	\$21,000.00
<u>Income - Grant</u>	4	\$493,907.00
<u>Income - Underwriter</u>	1	\$2,500.00
	11	
		<b>Total Income</b>
		<b><u><u>\$610,057.01</u></u></b>
<b>Total Number of Contracts</b>	<b><u><u>119</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:** February 21, 2019  
**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  
February 21, 2019

Asset #	Date Retired	Description	Initial Value	Current Value
30287	12/20/2018	CPU	\$1,300.47	\$0.00
30510	12/20/2018	IMAC	\$1,072.57	\$0.00
30714	12/20/2018	CPU	\$1,052.88	\$0.00
30720	12/18/2018	CPU	\$1,052.88	\$0.00
30731	12/20/2018	CPU	\$1,290.74	\$0.00
32797	12/20/2018	OPTIPLEX 9010	\$864.36	\$0.00
32861	12/20/2018	OPTIPLEX 9010	\$1,142.86	\$0.00
32863	12/20/2018	OPTIPLEX 9010	\$1,142.86	\$0.00
32868	12/20/2018	OPTIPLEX 9010	\$1,142.86	\$0.00
32879	12/20/2018	OPTIPLEX 9010	\$1,142.86	\$0.00
32884	12/20/2018	OPTIPLEX 9010	\$1,142.86	\$0.00
32885	12/20/2018	OPTIPLEX 9010	\$1,142.86	\$0.00
32886	12/20/2018	OPTIPLEX 9010	\$1,142.86	\$0.00
32887	12/20/2018	OPTIPLEX 9010	\$1,142.86	\$0.00
32929	12/20/2018	Opti-Plex 9020	\$1,226.08	\$0.00
32930	12/20/2018	Opti-Plex 9020	\$1,226.08	\$0.00
32931	12/20/2018	Opti-Plex 9020	\$1,226.08	\$0.00
32932	12/20/2018	Opti-Plex 9020	\$1,226.08	\$0.00
37342	12/20/2018	Opti-Plex 9020	\$975.44	\$0.00
37343	12/20/2018	Opti-Plex 9020	\$975.44	\$0.00
37358	12/20/2018	Opti-Plex 9020	\$975.44	\$0.00
38018	12/20/2018	SWITCH, NETWORK	\$2,759.29	\$0.00
38020	12/20/2018	SWITCH, NETWORK	\$2,759.29	\$0.00
38022	12/20/2018	SWITCH, NETWORK	\$2,759.29	\$0.00
38221	12/20/2018	SWITCH, NETWORK	\$1,026.91	\$0.00
38393	12/20/2018	SWITCH, NETWORK	\$1,026.91	\$0.00
38591	12/20/2018	SWITCH, NETWORK	\$1,026.91	\$0.00

Non-Fixed Assets Surplus Report

Dell Monitors	16 ea
Battery Backup	1 ea
Mice	6 ea
Keyboards	5 ea
Power Outlet	1 ea
Hard Drives	8 ea
VCR	2 ea
Video Cards	3 ea
Miscellaneous Box of Cables	1 ea
Phones	2 ea
Data Recorder	1 ea
Calculator	2 ea
Extreme Summit Switch	13 ea

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Executive Vice Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** February 21, 2019  
**SUBJECT:** Consideration of Approval of Vacation Payout

**RECOMMENDATION**

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

	<b># Days</b>	<b>Rate</b>	<b>Total</b>
<b>Albert Maniaol</b> Dean, Applied Technology, Transportation & Culinary Arts, SBVC	16	\$523.95	\$8,383.33
<b>Wayne Bogh</b> Director, Technology Services, CHC	20	\$481.04	\$9,620.80
<b>Michelle Riggs</b> Development Director, CHC	30	\$484.04	\$14,521.20
<b>Ashley Gaines</b> Development Director, DIST	30	\$499.01	\$14,970.30

**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 authorizes the payout of vacation to SBCCD administrative personnel.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

Payment will be made from the appropriate funds.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Lawrence Strong, Director of Fiscal Services  
**DATE:** February 21, 2019  
**SUBJECT:** Consideration of Approval of Nonresident Tuition and Capital Outlay Fees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2019-20 nonresident tuition fee of \$265 and the election of a nonresident capital outlay fee in the amount of \$21.

### **OVERVIEW**

Education Code 76140 requires that the Board of Trustees adopt a nonresident tuition fee for the following fiscal year no later than March 1. In addition, Education Code 76141, allows districts to elect a nonresident capital outlay fee, based on approved state calculations.

### **ANALYSIS**

Per the attached worksheets, SBCCD has selected Option B.1, statewide average cost, in the amount of \$265 as its nonresident tuition fee for 2019-20. In addition, the District has elected to charge the nonresident capital outlay fee of \$21 per the approved state computation.

### **INSTITUTIONAL VALUES**

III. Resource Management For Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The approval of this board item will positively impact the colleges' budgets in the approximate amount of \$50,000.

<b>2019-20 Nonresident Tuition and Capital Outlay Fee Worksheet</b>		
<b>District:</b>	San Bernardino Community College District	
<b>Term:</b>	Semester	
<b>Nonresident Tuition Fee Options</b>		
<b>A.1</b>	<b>District Average Cost</b>	
A.	District Expense of Education for Base Year	\$ 110,858,933
B.	District Annual Total FTES	15,483
C.	Average Expense of Education per FTES (A/B)	\$ 7,160
D.	U.S. Consumer Price Index Compound Factor	1.0470
E.	Average Cost per FTES for Tuition Year (C x D)	7,496
F.	Nonresident Tuition Fee per Semester Unit (E/30)	250
<b>A.2</b>	<b>District Average Cost with 10 Percent or More Noncredit FTES</b>	
	Noncredit FTES percent of Total	1.6%
A.	District CREDIT ONLY Expense of Education for Base Year	
B.	Annual Attendance FTES	N/A
C.	Average Expense of Education per FTES (A/B)	N/A
D.	U.S. Consumer Price Index Compound Factor	1.0470
E.	Average Cost per FTES for Tuition Year (C x D)	N/A
F.	Nonresident Tuition Fee per Semester Unit (E/30)	N/A
<b>B.1</b>	<b>Statewide Average Cost</b>	
A.	Statewide Expense of Education for Base Year	9,001,861,299
B.	Statewide Annual Total FTES	1,183,931
C.	Average Expense of Education per FTES (A/B)	\$ 7,603
D.	U.S. Consumer Price Index Compound Factor	1.0470
E.	Average Cost per FTES for Tuition Year (C x D)	7,961
F.	Nonresident Tuition Fee per Semester Unit (E/30)	\$ 265
<b>B.2</b>	<b>Highest Statewide Average Cost</b>	
	Highest year of the succeeding, current, and 4 prior years.	2019-20
	Nonresident Tuition Fee per Semester Unit	\$ 265
<b>C</b>	<b>Contiguous District</b>	
	Contiguous District	
	Maximum Fee (Contiguous District Nonresident Tuition Fee)	
	Nonresident Tuition Fee per Semester Unit	
<b>D</b>	<b>Between Statewide Average Expense of Education and District Expense of Education</b>	
	Minimum (Option B.1 - Statewide Average Cost) per Semester Unit	\$ 265
	Maximum (District Total Expense of Education)	\$ 110,858,933
	Nonresident Tuition Fee per Semester Unit	
<b>E</b>	<b>Comparable States Average</b>	
	Nonresident Tuition Fee per Semester Unit	\$ 414



<b>Nonresident Capital Outlay Fee</b>		
A.	Capital Outlay expense for 2017-18	\$ 9,836,235
B.	FTES for 2017-18	15,483
C.	Capital outlay expense per FTES (A/B)	\$ 635
D.	Capital Outlay Fee per Semester Unit (C/30)	\$ 21.18
E.	Adopted 2019-20 Nonresident Tuition Fee	\$ 265
F.	50% of Adopted 2019-20 Nonresident Tuition Fee	\$ 133
G.	Maximum 2019-20 Nonresident Capital Outlay Fee (lesser of D or F)	\$ 21

**California Community Colleges  
2019-20 Nonresident Tuition and Capital Outlay Fee  
San Bernardino Community College District**

The district governing board has established Nonresident Fees as shown below.

Adoption Date: 21-Feb-19

**Nonresident Tuition Fee**

	Basis for Adoption (Select one)	Fee
<input type="checkbox"/>	A.1 - District Average Cost	
<input type="checkbox"/>	A.2 - District Average Cost with 10 Percent or More Noncredit FTES	
<input checked="" type="checkbox"/>	B.1 - Statewide Average Cost	\$ 265
<input type="checkbox"/>	B.2 - Highest Statewide Average Cost	
<input type="checkbox"/>	C - Contiguous District	
<input type="checkbox"/>	D - Between Statewide Average Expense of Education & District Expense of Education	
<input type="checkbox"/>	E - Comparable States Average	

**Nonresident Capital Outlay**

Maximum Nonresident Capital Outlay Fee is \$ 21

<input checked="" type="checkbox"/>	Nonresident Capital Outlay Fee	\$ 21
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**Contact Information**

Signature: \_\_\_\_\_

Name: Lawrence Strong

Title: Director of Fiscal Services

Phone: 909-382-4028

Email: [lstrong@sbccd.cc.ca.us](mailto:lstrong@sbccd.cc.ca.us)

## **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:** February 21, 2019

**SUBJECT:** Consideration of Approval to Adopt Resolution #2019-02-21-FS  
Approving Transfers from the Reserve for Contingencies to Various  
Expenditure Classifications

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution #2019-02-21-FS 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.

RESOLUTION #2019-02-21-FS OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
VARIOUS EXPENDITURE CLASSIFICATIONS

[v.2.6.2019.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 February 21, 2019, 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

RESOLUTION #2019-02-21-FS OF THE BOARD OF TRUSTEES OF THE  
 SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
 TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
 VARIOUS EXPENDITURE CLASSIFICATIONS

[v.2.6.2019.p.2|2]

EXHIBIT A

<b>Fund 110</b> General Fund, Unrestricted		24,649,958	2018-19 Initial Fund Balance		
		(470,412)	Net Change from Previously Approved Transfers		
		24,179,546	Current Fund Balance		
		23.3%			
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
2/21/2019	1/28/2019	190423	(254,963)	5000 Other Expenses	To restore current year budget for FY 2018 invoices which were paid on FY 2019 during transition to new financial system.
2/21/2019	1/28/2019	190428	(4,160)	6000 Capital Outlay	To restore current year budget for FY 2018 invoices which were paid on FY 2019 during transition to new financial system.
			(259,123)	Total Approved at this Board Meeting	
			23,920,423	Fund Balance After Transfer(s)	
			22.6%		

## **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:** February 21, 2019  
**SUBJECT:** Consideration of Approval of Amendment 01 to the Contract with PMSM/19six Architects of Santa Barbara CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 01 to the contract with PMSM/19six Architects of Santa Barbara CA in the amount of \$29,900.00.

### **OVERVIEW**

On November 8, 2018, the Board of Trustees approved a contract with PMSM/19six Architects for architectural services for the Measure M Print Shop Relocation to CHC Building 14 project (03-1819 01).

This amendment is necessary to address Division of the State Architect comments related to the Americans with Disabilities Act and additional structural upgrades above and beyond the initial design services agreement.

### **ANALYSIS**

The effect of this amendment will be an addition of \$29,900.00 to the PMSM/19six Architects contract, resulting in a revised contract amount of \$150,450.00. There is no increase in length of contract.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

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

**ARCHITECTURAL CONTRACT AMENDMENT: 001**

PROJECT: Crafton Hills College –03-1819-01 Print Shop Relocation to CHC project  
11711 Sand Canyon Rd.  
Yucaipa, CA 92399

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

TO: PMSM Architects / 19six Architects  
802 East Cota Street, Suite A,  
Santa Barbara, CA 93103

Brief Description:

Contract Amendment No. 001 is for additional architectural design and construction services on the Measure M 03-1819-01 Print Shop Relocation project at Crafton Hills College (CHC). Additional services are needed to address Division of State Architect (DSA) comments related to American Disability Act (ADA) and additional structural upgrades above and beyond the initial design services agreement. This requires additional time for design and hence additional services from PMSM Architects / 19six Architects.

Attachments:

PMSM Architects / 19six Architects Contract Amendment No. 1 proposal dated 01/09/2019.

Costs:

**Fee (Not to Exceed) \$29,900.00 = Total of this requested Architectural Contract Amendment: 1**

The original <b>Contract Sum</b>	\$120,550.00
Net change by previous Amendments	\$0.00
The <b>Contract Sum</b> prior to this Amendment	\$120,550.00
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$29,900.00
The new <b>Contract Sum</b> including this Amendment	\$150,450.00

The Contract Schedule as of this Amendment will remain unchanged.

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes PMSM Architects / 19six Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to PMSM Architects / 19six Architects architectural services contract with SBCCD.

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

**Authorized:**

**CONSULTANT**  
PMSM Architects / 19six Architects

**OWNER**  
SBCCD

By: 

By: \_\_\_\_\_






DATE: 1/30/19


DATE:


# 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/decal.

 **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	<b>14 EAST COMPLEX 1 ..... EAST 1</b>
6 CRAFTON CENTER ..... CCR Admissions & Records Counseling Disabled Student Services EOPS Financial Aid	15 EAST COMPLEX 2 ..... EAST 2
7 STUDENT SUPPORT BUILDING ..... SSB Health & Wellness Center	16 PUBLIC SAFETY & ALLIED HEALTH ..... PSAH
8 LEARNING RESOURCE CENTER ..... LRC	17 GYMNASIUM ..... GYM
9 PERFORMING ARTS CENTER ..... PAC	18 NORTH COMPLEX ..... NRTH KINESIOLOGY, HEALTH EDUCATION & ..... KHA AQUATICS COMPLEX
	20 ATHLETIC FIELD ..... AF
	21 TENNIS COURTS ..... TC-CRTS



## 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:** February 21, 2019  
**SUBJECT:** Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments

### **RECOMMENDATION**

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

<b>SBCCD – HVAC Replacement Project (03-1617-01)</b>						
	<u>Change #</u>	<u>Base Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Los Angeles Air Conditioning, Inc.	CA-01	\$367,522.39	0	\$25,794.08	\$393,316.47	0.00%
	C0-01	\$393,316.47	\$25,794.08	\$34,381.00	\$427,697.47	8.74%

### **OVERVIEW**

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

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

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

### **ANALYSIS**

Construction contract amendments submitted with this board item total \$25,794.08 and Construction contract change orders submitted with this board item total \$34,381.00.

## **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

## **FINANCIAL IMPLICATIONS**

The cost of these changes is included in the Fund 415 Capital Outlay Budget and will be reimbursed through the Southern California Edison Zero Net Energy Pilot Program.

03-1617-01  
Project Number

Capital Facilities Program Management

HVAC Replacement  
Project  
CA-01

**CONTRACT AMENDMENT**

Original Contract Amount: **\$367,522.39**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Community College District</u>	Date:	<u>1/24/2019</u>
Project Description:	<u>SBCCD - HVAC Replacement Project</u>	Contract No.:	<u>03-1617-01</u>
To (Contractor):	<u>Kent D. Cooper, Los Angeles Air Conditioning, Inc.</u>	Attn:	<u>David Cerecerez</u>

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

Item No.: **Refer to attachments** Reference RFP No.: **RFQ/P 03-1617-06**  
**Package #2**

Description of Work:

This contract amendment for HVAC Replacement project at the District Office includes addressing a number of unforeseen conditions, which require modification or correction in order to provide a functioning system. Change estimate #002 is required in order to provide adequate power to several HVAC components which was not previously available. Change estimate #004 is required in order to modify existing components for proper operation of the HVAC system. Change estimate #005 is required in order to fix an existing building deficiency, a electrical code violation, and ultimately a safety issue. Change estimate #006 is required in order to fix an existing building deficiency, building code violation, and ultimately a safety issue.

Refer to attached LA Air CE #02, CE #04, CE #05, and CE#06

Contract Amendment No. SBCCD-03-1617-01 -CA1: Item(s) 1.1 through 1.4

TOTAL COST of CONTRACT AMENDMENT - CA1: \$25,794.08

Reason for Contract Amendment:

Refer to pg 2 for information.

Initiator of Contract Amendment:

Refer to pg 2 for information.

The original Base Contract Sum was:	<u>\$367,522.39</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.A. No. HVAC-CA1 will be increased by:	<u>\$25,794.08</u>
The revised BASE Contract Sum:	<u>\$393,316.47</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$393,316.47</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$393,316.47</u>
The contract TIME due to C.A. No. HVAC-CA1 will be changed by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Amendment is, therefore	<u>28-Feb-19</u>
SBCCD Contract Amendment No. <u>HVAC-CA1</u> includes Item Number(s):	<u>1.1 through 1.4</u>

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

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

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

	<u>Signature</u>	<u>Name (printed)</u>	<u>Date</u>
Principal Engineer		Gregory Coxson, Engle Services, U.S.	1/31/19
District		Ferah Farzaneh, SBCCD Sustainability and Energy Manager	1/31/19
District		Jose Torres, Executive Vice Chancellor	
Contractor:		David Cerecerez, Los Angeles Air Conditioning, Inc	1/31/19

## CHANGE AMENDMENT NO. HVAC Replacement Project -CA1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	VAV and Power Exhaust Electrical per RFI #001.PCO 2	F-4	100	\$0.00	\$6,437.48	\$6,437.48
Item 1.2	Bypass Damper Control.PCO 4	F-4	100	\$0.00	\$2,152.86	\$2,152.86
Item 1.3	Electrical Modifications per RFI 005.PCO 5	F-4	100	\$0.00	\$10,964.73	\$10,964.73
Item 1.4	Fire Alarm Corrections and Unit Shut Down per RFI #006.PCO 6	F-4	100	\$0.00	\$6,239.01	\$6,239.01
<b>Subtotal</b>						<b>\$25,794.08</b>
<b>TOTAL CONTRACT AMENDMENT #1 HVAC-CA1</b>						<b>\$25,794.08</b>

CODE LEGEND

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

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

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

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

03-1617-01  
Project Number

Capital Facilities Program Management

CO - 01

**CHANGE ORDER**

Original Contract Amount: **\$367,522.39**  
 Amount of Previous Contract Amendments: **\$25,794.08**  
 Amount of Previous Change Orders: **\$0.00**

School Name:	<b>San Bernardino Community College District</b>	Date:	<b>01/15/2019</b>
Project Description:	<b>HVAC Replacement at the District Office (DO)</b>	Contract No.:	<b>General Contractor</b>
To (Contractor):	<b>Los Angeles Air Conditioning, Inc.</b>	Attn:	<b>David Cercerez</b>

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

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

**Description of Work:**

This change order includes additional scopes of work for the general contractor generated from District Directed request and identified during construction operations. Change estimate #001 is required in order to provide separation of the HVAC controls server between SB Valley College, and the District Office/ATTC campus. Change estimate #003 is required in order to maximize energy savings on three existing units. This cost will be reimbursed by Southern California Edison as part of the Zero Net Energy component of the project. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract.

**Contract Change Order No. 01: Item 1.1- 1.4**

**TOTAL COST of CONTRACT CHANGE ORDER CO1: \$34,381.00**

Reason for Change:

**1 F-4: BUILDING COST, UNFORESEEN FIELD CONDITION, DISTRICT ADDED OR DELETED/REDUCED SCOPE - District Generated**

Initiator of Change:

**1 Project Coordination**

The original Base Contract Sum was:	<b>\$367,522.39</b>
Net change by previous authorized Contract Amendment(s):	<b>\$25,794.08</b>
The contract AMOUNT due to <b>C.O. 01</b> will be <b>increased by</b> :	<b>\$34,381.00</b>
The revised BASE Contract Sum:	<b>\$427,697.47</b>
Net change by previous authorized Change Order(s):	<b>\$0.00</b>
The Contract Sum including previous authorized Change Orders:	<b>\$427,697.47</b>
The revised Contract Amount, including this Contract Change Order is, therefore:	<b>\$427,697.47</b>
The contract TIME due to <b>C.O. 01</b> will be <b>increased by</b> :	<b>0</b> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<b>28-Feb-19</b>
SBCCD Change Order No. <u>01</u> includes Item Number(s):	<b>1.1 - 1.2</b>

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

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

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

	Signature	Name (printed)	Date
Architect		Gregory Coxson, P.E - ENGIE Services Inc	1/31/19
Project Mgr		Farrah Farzaneh- SBCCD Sustainability and Energy Manager	1/31/19
District		Jose F. Torres, Executive Vice Chancellor	
Contractor		David Cercerez, Los Angeles Air Conditioning, Inc	1/31/19

State of California - Division of the State Architect      DSA Application No. NA      File No. \_\_\_\_\_  
 Approved \_\_\_\_\_ per Principal Structural Engineer: N/A

**CHANGE ORDER NO. 01**

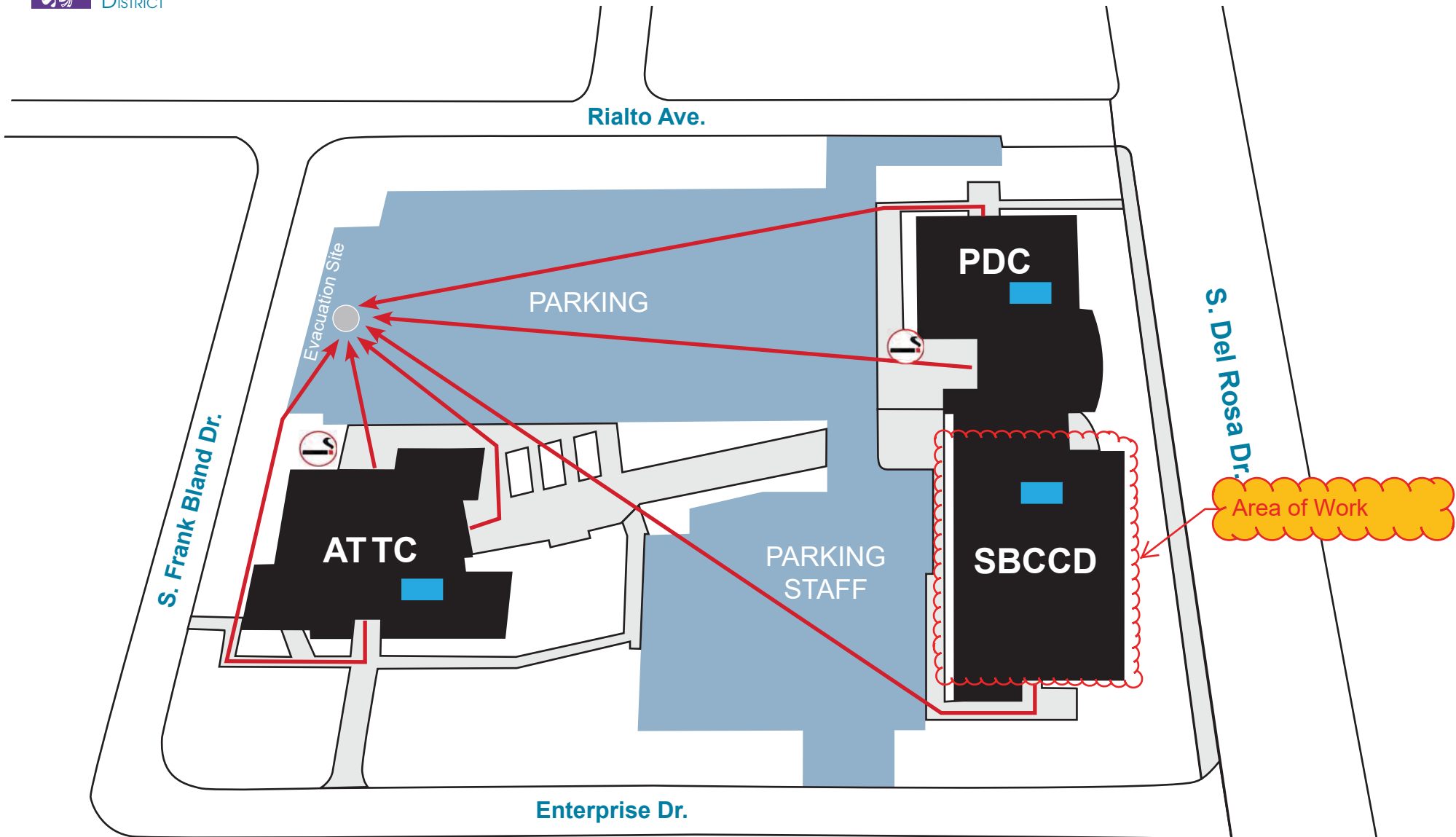
REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
1.1	SBCCD Constols Server Split. PCO 1	H-4	100		\$10,008.69	\$ 10,008.69
1.2	Condenser Pre-Coolers at AC-1 though 3.PCO 3	H-4	100		\$24,371.92	\$ 24,371.92
<b>Subtotal</b>						<b>\$ 34,380.61</b>
<b>TOTAL CONTRACT CHANGE ORDER # 01</b>						<b>\$ 34,380.61</b>

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
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- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

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

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



### Building Symbols

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


**AUTOMATED EXTERNAL  
DEFIBRILLATOR**


**SMOKING**


**Evacuation Sites**

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

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

**DATE:** February 21, 2019

**SUBJECT:** Consideration of Approval to Award Bid 03-1718-10 and Contract to Viper Cabling, Inc. of Buena Park CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Bid 03-1718-10 and contract to Viper Cabling, Inc. of Buena Park CA for the KVCR Technology Core Modernization project in the amount of \$7,389,705.18. This includes the contract amount of \$6,717,913.80, as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor, as set forth in the original contract.

### **OVERVIEW**

In 2016, SBCCD successfully participated in the Federal Communications Commission Broadcast Incentive Auction to free up bandwidth for mobile and wireless providers. The FCC-mandated Post-Auction Transition phase requires the conversion of KVCR-TV's current ultra-high frequency (UHF) channel to its new very-high frequency (VHF) channel.

The conversion will necessitate the significant upgrade of KVCR's outdated equipment and technology core.

### **ANALYSIS**

Due to the ultra-specialized scope of services required for this project, a request for qualification and proposal was completed to which four contractors responded. Based on qualifications, areas of expertise, and responses to the questionnaire, three firms received prequalification approval – Diversified, Viper Cabling, and Burst Communications. Subsequently, Burst Communications was disqualified due to a conflict of interest stemming from a merge with the KVCR design consultant, Key Code Media.

At the bid opening on January 30, 2019, Viper Cabling, Inc. submitted its bid and was determined to be the only responsible and responsive bidder. The bid award includes add alternate number 1.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

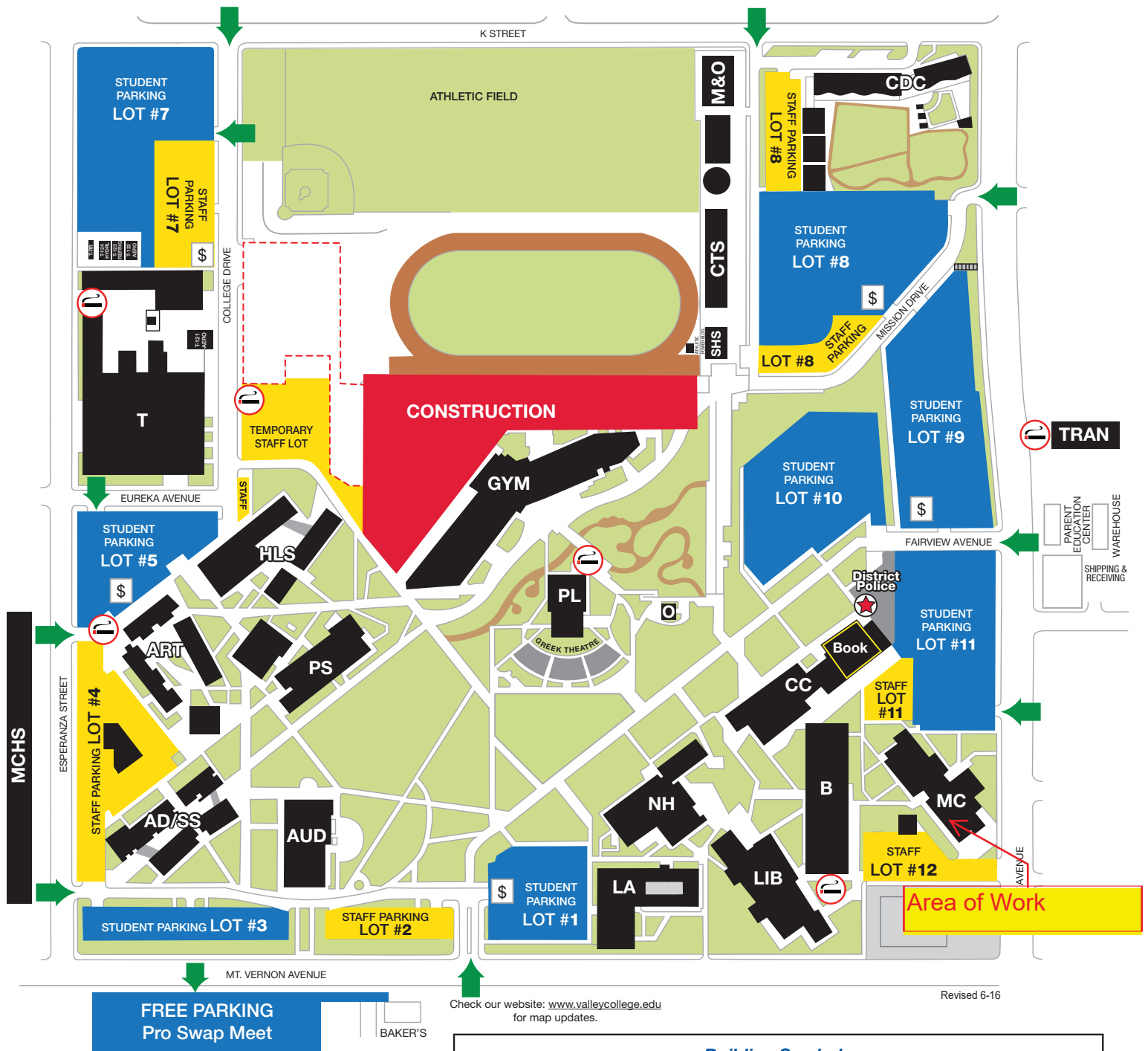
### **FINANCIAL IMPLICATIONS**

The cost of this project is included in the Fund 590 FCC Auction Proceeds budget.



# San Bernardino Valley College

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



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

Revised 6-16

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

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

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

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

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Hussain Agah, Director, Facilities Planning & Construction  
**DATE:** February 21, 2019  
**SUBJECT:** Consideration of Approval to Award Bid 03-1718-10A and Contract to Monet Construction, Inc. of Tujunga CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Bid #03-1718-10A and contract to Monet Construction, Inc. of Tujunga CA for the KVCR Building Repurpose Project in the amount of \$719,400.00. This includes the total contract amount of \$654,000.00 as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor, as set forth in the original contract.

### **OVERVIEW**

In 2016, SBCCD successfully participated in the Federal Communications Commission Broadcast Incentive Auction to free up bandwidth for mobile and wireless providers. The FCC-mandated Post-Auction Transition phase requires the conversion of KVCR-TV's current ultra-high frequency (UHF) channel to its new very-high frequency (VHF) channel.

This conversion will necessitate the significant upgrade of KVCR's outdated equipment and technology core. Project 03-1718-10A will repurpose KVCR's existing space to accommodate the new technologies and modernize the building's occupancy.

### **ANALYSIS**

A public bid opening was conducted on January 31, 2019 and the District received five bids. The lowest, most responsive bids are shown below. An analysis of the bids received indicates Monet Construction, Inc. of Tujunga, CA is the lowest, most responsive and responsible bidder. The final bid award includes Alternates 1- 6.

<b>Vendor</b>	<b>Base Bid + Allowances</b>	<b>Total Bid Award With Add Alternates 1-6</b>
Monet Construction, Inc. of Tujunga CA	\$575,000.00	\$654,000.00
Dalke & Sons of Riverside CA	\$644,280.00	\$721,910.00
Leonida Builders, Inc. of Fontana CA	\$725,650.00	\$816,855.00

### **INSTITUTIONAL VALUES**

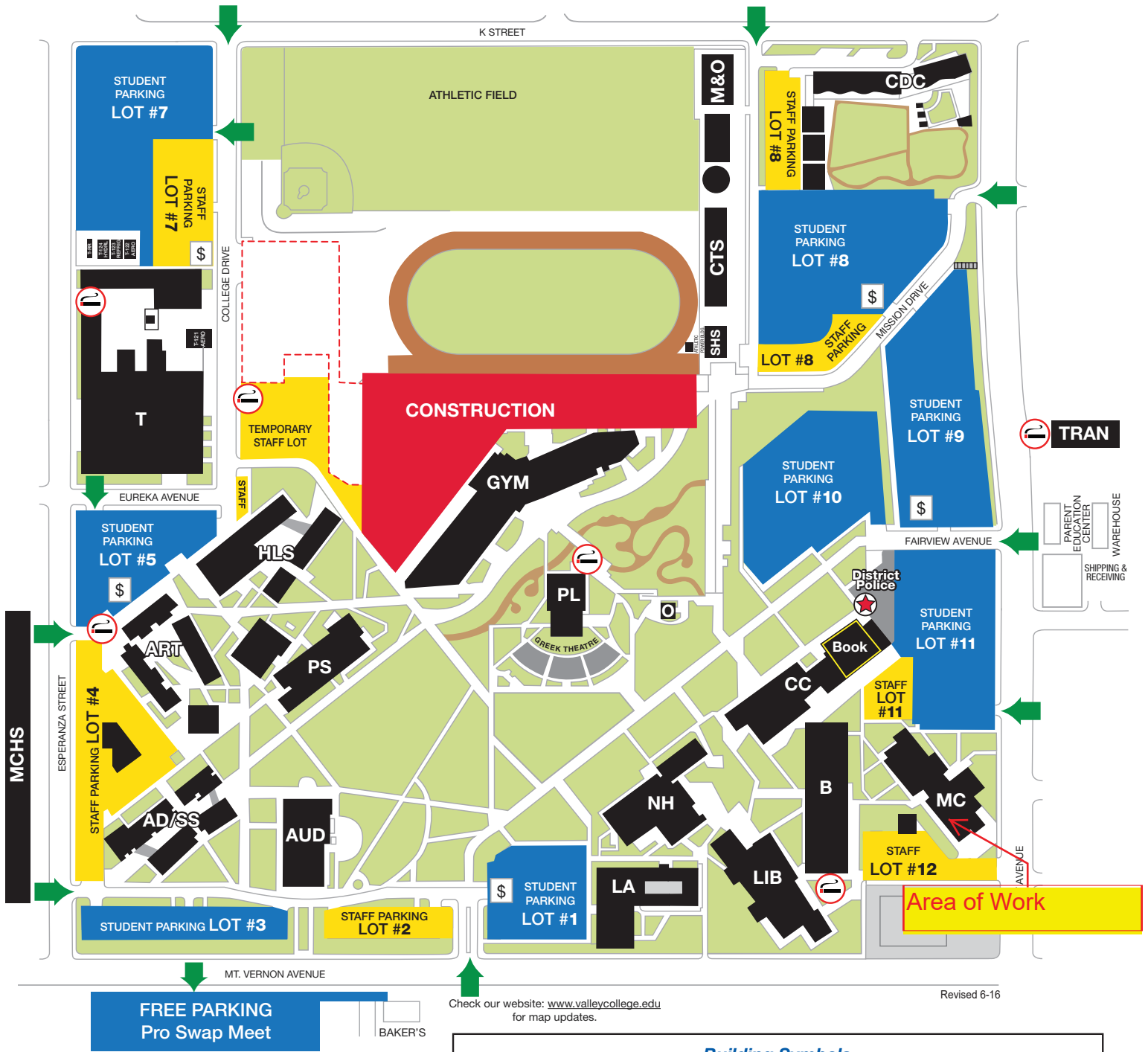
III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this project is included in the Fund 590 FCC Auction Proceeds budget.

# San Bernardino Valley College

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



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

Revised 6-16

### Building Symbols

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

INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

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

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

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

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

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

**DATE:** February 21, 2019

**SUBJECT:** Consideration of Approval to Award Informal Bid 03-1617-06A and Ratify Contract with Allen Holdings, Inc. dba Allen Communications of Whitter, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Informal Bid 03-1617-06A and ratify a contract with Allen Holdings, Inc. dba Allen Communications of Whitter, CA for the KVCR TV Transmitter installation at Box Springs and Studio FM Antenna installation at the Media Tower at SBVC in the amount of \$186,450.00. This includes the contract amount of \$169,500.00 as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor as set forth in the original contract.

### **OVERVIEW**

In accordance with the District's Uniform Construction Cost Accounting Procedures (UCCAP) program and California Public Contract Code §22034(e), authority to award a UCCAP contract can be delegated by the Board to the Executive Vice Chancellor, allowing work to begin. These contracts will then be taken to the Board for ratification. Notice to proceed was issued to the contractor on January 7, 2019 so that the contractor could complete the project by the end of February 2019 to allow for a full transition of the UHF-to-VHF TV Channel by April 12, 2019 as mandated by FCC.

### **ANALYSIS**

As part of its UCCAP program, SBCCD maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$60,000.00 and \$200,000.00. Informal bids were solicited from UCCAP qualified contractors, and due to the unique nature of this project, the District received only one successful bid. Allen Holdings, Inc. dba Allen Communications of Whitter, CA, is the most responsive and responsible bidder.

### **INSTITUTIONAL VALUES**

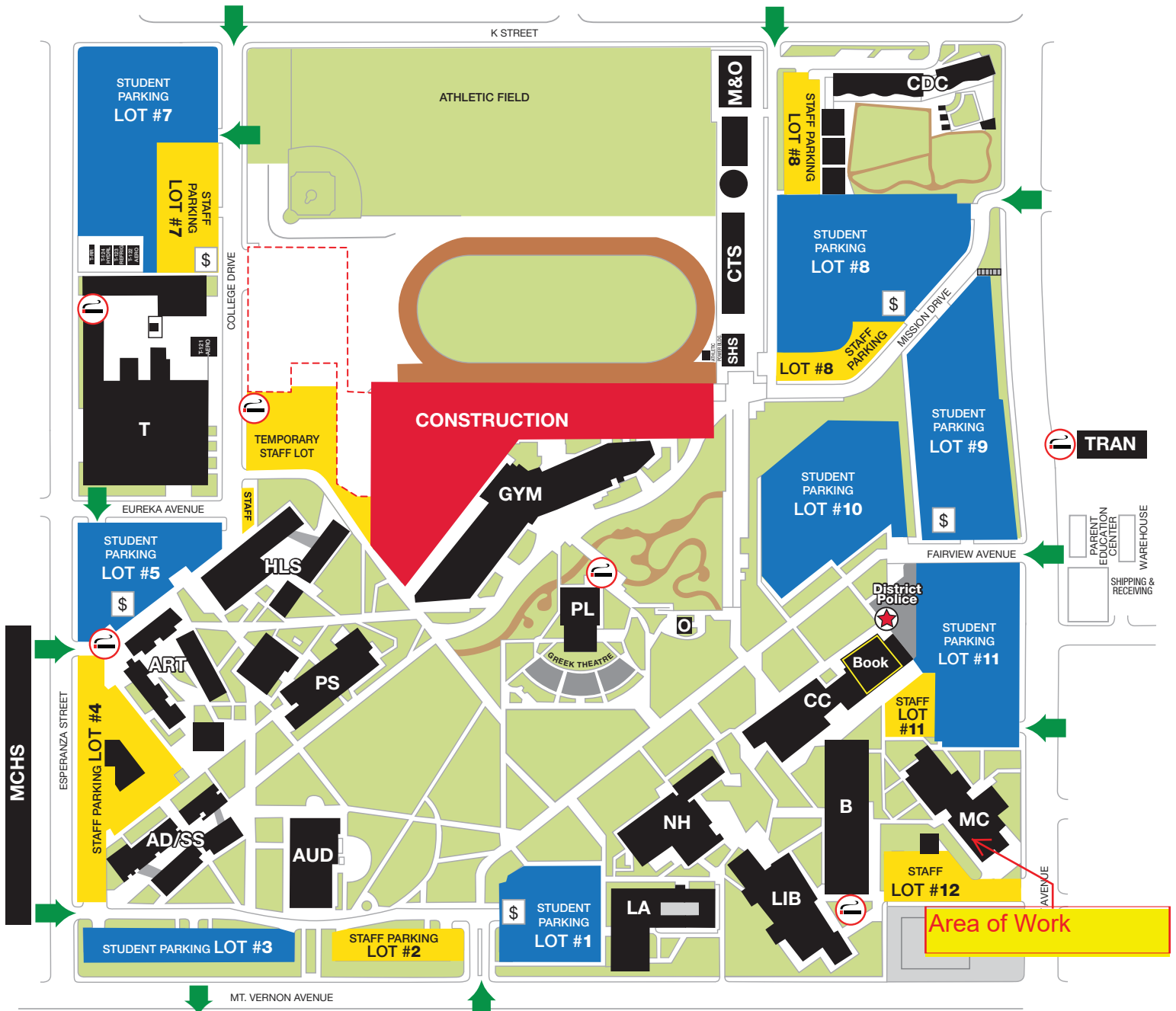
III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this contract is included in the Fund 590 FCC Auction Proceeds budget.

# San Bernardino Valley College

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



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for map updates.

Revised 6-16

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

**Building Symbols**

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

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

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

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

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey K. Nikac, Senior Executive Assistant  
**DATE:** February 21, 2019  
**SUBJECT:** Consideration to Adopt Resolutions to Grant Excused Absence and Pay Trustees

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt the resolutions to grant the excused absences and pay Trustees Reyes and Williams as if in attendance at said meeting.

<b>Trustee</b>	<b>Meeting</b>	<b>Amount</b>
Joseph Williams	1/10/19 Business Meeting	\$133.34
Frank Reyes	1/31/19 Study Session	\$133.34

**OVERVIEW**

Education Code 72024 provides that a member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board.

**INSTUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

**FINANCIAL IMPLICATIONS**

Included in the budget.

**RESOLUTION  
TO GRANT EXCUSED ABSENCE AND PAY TRUSTEE FOR MEETING  
ATTENDANCE**

WHEREAS, the members of the Board of Trustees of the San Bernardino Community College District receive compensation for attendance at meetings of the Board in accordance with provisions of Education Code Section 72024; and

WHEREAS, Education Code 72024 provides that a member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business; and

WHEREAS, the Board finds that the absence of Trustee Williams from the meeting on January 10, 2019 was due to performing services outside the meeting for the community college district; and

WHEREAS, this resolution will constitute action to grant an excused absence of Trustee Williams.

NOW, THEREFORE, BE IT RESOLVED that Trustee Williams shall be paid as if in attendance at said meeting.

ADOPTED this 21<sup>st</sup> day of February 2019.

---

Bruce Baron  
Chancellor and Secretary

**RESOLUTION  
TO GRANT EXCUSED ABSENCE AND PAY TRUSTEE FOR MEETING  
ATTENDANCE**

WHEREAS, the members of the Board of Trustees of the San Bernardino Community College District receive compensation for attendance at meetings of the Board in accordance with provisions of Education Code Section 72024; and

WHEREAS, Education Code 72024 provides that a member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business; and

WHEREAS, the Board finds that the absence of Trustee Reyes from the meeting on January 31, 2019 was due to performing services outside the meeting for the community college district; and

WHEREAS, this resolution will constitute action to grant an excused absence of Trustee Reyes.

NOW, THEREFORE, BE IT RESOLVED that Trustee Reyess shall be paid as if in attendance at said meeting.

ADOPTED this 21<sup>st</sup> day of February 2019.

---

Bruce Baron  
Chancellor and Secretary



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

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

**DATE:** February 21, 2019

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

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **INSTITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.

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

**Site:** District  
**Event:** State of the 47th  
**Date of Event:** 1/22/19

**Item Being Purchased:** Refreshments and regalia  
**Total Estimated Cost:** \$ 1,185.00  
**Funding Source:** District Marketing General Fund

---

**Site:** District  
**Event:** CHC Investiture - Dr. Kevin Horan  
**Date of Event:** 2/1/19

**Item Being Purchased:** Refreshments and regalia  
**Total Estimated Cost:** \$ 3,000.00  
**Funding Source:** District Marketing General Fund

---

**Site:** District  
**Event:** Chancellor's Sr. Cabinet Retreat  
**Date of Event:** 02/06/19

**Item Being Purchased:** Meeting Room, rentals, and refreshments  
**Total Estimated Cost:** \$1,000.00  
**Funding Source:** Chancellor's Office General Fund

---

**Site:** District  
**Event:** Board of Trustees Mid-Year  
Retreat  
**Date of Event:** 02/07/19

**Item Being Purchased:** Meeting Room, rentals, and refreshments  
**Total Estimated Cost:** \$1,500.00  
**Funding Source:** Board General Fund

---

**Site:** SBVC  
**Event:** Spring 2019 Week of Welcome,  
San Bernardino, CA  
**Date of Event:** 01/28/19-02/01/19

**Item Being Purchased:** Meals, supplies, contracts, giveaways, and printing  
Sponsored by the Office of Student Life and Associated Student Government to provide students opportunities for engagement and resources for the semester. Anticipated attendance is 400 students, faculty and staff. Raymond Carlos will serve as advisor.  
**Total Estimated Cost:** \$4,000.00  
**Funding Source:** Associated Students General Fund and Student Life Trust  
RATIFICATION: Item was intended for the January 10, 2019 board meeting date, but was inadvertently left off due to a clerical error and vacancy. **162**

---

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

**Site:** SBVC  
**Event:** Next Generation  
Leadership Conference, Riverside, CA  
**Date of Event:** 02/01/19

**Item Being Purchased:** Registration, mileage, and meals  
Sponsored by the Office of Student Life, students will develop  
leadership as well as personal and professional abilities. Anticipated  
attendance is 18 students and staff. Raymond Carlos will serve as  
chaperone.  
**Total Estimated Cost:** \$1,026.00  
**Funding Source:** Student Representation Fee Trust Account  
RATIFICATION: Item was intended for the January 10, 2019 board  
meeting date but was inadvertently left off due to a clerical error and  
vacancy.

---

**Site:** SBVC  
**Event:** Dual Enrollment Luncheon  
**Date of Event:** 02/22/19

**Item Being Purchased:** Lunch to be provided from SBVC Food  
Services  
This luncheon will serve as a recruitment opportunity and strategic  
planning for dual enrollment. Anticipated attendance will be  
approximately 45 administrators from four local charter schools and  
three school districts.  
**Total Estimated Cost:** \$500.00  
**Funding Source:** Academic Success & Learning Services General  
Fund

---

**Site:** SBVC  
**Event:** California Intersegmental  
Articulation Council (CIAC) Region 9  
Meeting, San Bernardino, CA  
**Date of Event:** 03/13/19

**Item Being Purchased:** Refreshments  
Sponsored by the Student Success and Support Program (SSSP) this  
Region 9 meeting is for local colleges and universities to network and  
share information. Anticipated attendance is 45 faculty, staff and  
community members. Janice Wilkins will serve as advisor.  
**Total Estimated Cost:** \$600.00  
**Funding Source:** Student Success and Support Program Categorical  
Fund

---

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

**Site:** SBVC

**Event:** San Bernardino Chamber of Commerce Leadership Program: Education Day Luncheon and Campus Tour

**Date of Event:** 03/15/19

**Item Being Purchased:** Refreshments and linens

Sponsored by the President's Office, the President is hosting the luncheon for the San Bernardino Chamber of Commerce Leadership Program, who will be touring the campus during their Education Day. Anticipated attendance is approximately 30 staff, faculty and community members.

**Total Estimated Cost:** \$450.00

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

---

**Site:** SBVC

**Event:** Umoja Regional Conference, Rancho Cucamonga, CA

**Date of Event:** 03/15/19

**Item Being Purchased:** Transportation and registration fee  
Sponsored by the Umoja-Tumaini Program the educational and cultural experiences of African American and other at-risk students will be enhanced with workshops on the power of networking and organizing to solve community problems together. Anticipated attendance is 25 students and 4 faculty.

Sandra Blackman, Keynasia Buffong, Kathy Kafela and Daniele Smith will serve as chaperones.

**Total Estimated Cost:** \$1,480.00

**Funding Source:** Tumaini General Fund

---

**Site:** SBVC

**Event:** Field Trip to the University of California Los Angeles (UCLA) Annual Stomp Conference, Los Angeles, CA

**Date of Event:** 03/15/19

**Item Being Purchased:** Bus rental

Sponsored by Transfer Center and Career Services, students will learn about transfer process to UCLA through workshops and presentations. Anticipated attendance is 35 students, 3 faculty and 1 staff. Keynasia Buffong, Cindy Huerta, Kathy Kafela and Botra Moeung will serve as chaperones.

**Total Estimated Cost:** \$1,500.00

**Funding Source:** Transfer Center General Fund

---

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

**Site:** SBVC

**Event:** CalWORKs Career Fair, San Bernardino, CA

**Date of Event:** 03/16/19

**Item Being Purchased:** Refreshments

Sponsored by CalWORKs and Workforce Development, this fair will provide an opportunity for students to network with recruiters from a variety of employers, obtain information and learn about career opportunities. Anticipated attendance is 250 employers, students, faculty, staff and community members. Shalita Tillman will serve as advisor.

**Total Estimated Cost:** \$1,000.00

**Funding Source:** CalWORKs Categorical Fund

---

**Site:** SBVC

**Event:** Clash of the Clubs, San Bernardino, CA

**Date of Event:** 03/20/19

**Item Being Purchased:** Refreshments, prizes, giveaways for winning club

Sponsored by the Office of Student Life and Inter Club Council (ICC) to provide SBVC clubs a fun and competitive environment. Anticipated attendance is 75 students and staff. Justine Plemons will serve as advisor.

**Total Estimated Cost:** \$1,500.00

**Funding Source:** Inter Club Council Trust (ICC) and Office of Student Life Trust

---

**Site:** SBVC

**Event:** San Bernardino Youth Day Girl Talk, San Bernardino, CA

**Date of Event:** 03/23/19

**Item Being Purchased:** Meals, contracts and supplies

Sponsored by the Student Equity Division, First Year Experience will provide local area youth with an opportunity to learn different skills in a culturally relevant environment and connect with programs and services. Anticipated attendance is 500 Middle and High School students; 75 faculty and staff. Carmen Rodriguez and Sharaf Williams will serve as advisors.

**Total Estimated Cost:** \$1,000.00

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

---

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

**Site:** SBVC  
**Event:** Art Club Receptions,  
San Bernardino, CA  
**Date of Event:** 03/26/19, 05/08/19

**Item Being Purchased:** Refreshments  
Sponsored by the Office of Student Life and Art Club these receptions are held for the art gallery exhibitions to provide the campus and community an opportunity to view student art. Anticipated attendance is 100 students, faculty, staff and community members. James Stewart will serve as advisor.  
**Total Estimated Cost:** \$2,000.00  
**Funding Source:** Art Club Trust and Student Life Trust

---

**Site:** SBVC  
**Event:** Field Trip, Murder Mystery Dinner  
Theatre,  
Riverside, CA  
**Date of Event:** 03/27/19

**Item Being Purchased:** Transportation and tickets  
Sponsored by the Umoja-Tumaini Program, students will participate in a murder mystery comedy dinner theatre, solve the case and enjoy dinner for a fun and social interactive evening. Anticipated attendance is 25 students and 4 faculty.  
Sandra Blackman, Keynasia Buffong, Kathy Kafela and Daniele Smith will serve as chaperones.  
**Total Estimated Cost:** \$3,008.00  
**Funding Source:** Student Success and Support Program Categorical Fund

---

**Site:** SBVC  
**Event:** Battle of the Brains,  
San Bernardino, CA  
**Date of Event:** 04/10/19

**Item Being Purchased:** Refreshments, prizes, giveaways for winning club  
Sponsored by the Office of Student Life and Inter Club Council (ICC) to provide SBVC clubs a fund raising opportunity. Anticipated attendance is 75 students and staff. Justine Plemons will serve as advisor.  
**Total Estimated Cost:** \$1,500.00  
**Funding Source:** Inter Club Council Trust (ICC) and Office of Student Life Trust

---

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

**Site:** SBVC  
**Event:** Annual 2019  
Spring Transfer  
Fair, San Bernardino, CA  
**Date of Event:** 04/10/19

**Item Being Purchased:** Meals, printing, rentals and advertising  
Sponsored by the Transfer Center and Student Success and Support Program to help students understand the transfer process. Anticipated attendance is 450 students, faculty, staff, University representatives and community members. Keynasia Buffong, Maria C. Gonzalez, Cindy Huerta, Kathy Kafela, Botra Moeung and Student Ambassadors will serve as advisors.  
**Total Estimated Cost:** \$5,000.00  
**Funding Source:** Transfer Center General Fund, Transfer Center Trust and Student Success and Support Program Categorical Fund

---

**Site:** SBVC  
**Event:** Youth Empowerment Strategies  
for Success and Independent Living  
(YESS/LP) Celebration, San Bernardino,  
CA  
**Date of Event:** 04/17/19

**Item Being Purchased:** Refreshments  
Sponsored by Foster and Kinship to celebrate the graduation of foster youth who have completed the Independent Living Program Life Skills classes which will help to prepare the youth to continue their educational or vocational goals and gain employment. Anticipated attendance is 22 faculty, staff and students. Sharaf Williams will serve as advisor.  
**Total Estimated Cost:** \$700.00  
**Funding Source:** First Year Experience Categorical Fund

---

**Site:** SBVC  
**Event:** Transfer 101  
Conference, San Bernardino, CA  
**Date of Event:** 04/17/19

**Item Being Purchased:** Meals, printing and advertising  
Sponsored by the Transfer Center to bring recruiters from University of California (UC), California State University (CSU) and private schools to present information about their schools for future transfer. Anticipated attendance is 100 students, faculty, staff, University representatives and family members. Keynasia Buffong, Maria C. Gonzalez, Cindy Huerta, Kathy Kafela, Botra Moeung and Student Ambassadors will serve as advisors.  
**Total Estimated Cost:** \$1,200.00  
**Funding Source:** Transfer Center General Fund and Transfer Center Trust

---

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

**Site:** SBVC

**Event:** Senior Day 2019,  
San Bernardino, CA

**Date of Event:** 04/19/19

**Item Being Purchased:** Meals, contracts and supplies.

Sponsored by the Student Equity and Success Division, First Year Experience will showcase our campus and programs to local area high school seniors. Anticipated attendance is 500 high school students, 75 faculty and staff. Carmen Rodriguez and Sharaf Williams will serve as advisors.

**Total Estimated Cost:** \$1,000.00

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

---

**Site:** SBVC

**Event:** Field Trip, California African  
American Museum and California Science  
Center, Los Angeles, CA

**Date of Event:** 04/19/19

**Item Being Purchased:** Transportation, admission tickets, and parking fee.

Sponsored by the Umoja-Tumaini Program a trip to the California African American Museum and California Science Center in Los Angeles, CA will enhance what students are learning in the Umoja-Tumaini African American History and Science classes. Anticipated attendance is 25 students and 3 faculty. Sandra Blackman, Kathy Kafela and Daniele Smith will serve as chaperones.

**Total Estimated Cost:** \$1,555.00

**Funding Source:** Tumaini General Fund

---

**Site:** SBVC

**Event:** Annual Transfer 2019  
Celebration and  
Reception,  
San Bernardino, CA

**Date of Event:** 05/10/19

**Item Being Purchased:** Meals, printing, rentals and advertising

Sponsored by the Transfer and Career Services Department for University of California (UC), California State University (CSU) and private university representatives to celebrate the achievement of students who will be transferring. Anticipated attendance is 200 students, university representatives, faculty and staff. Keynasia Buffong, Maria C. Gonzales, Cindy Huerta, Kathy Kafela, Botra Moeung and Student Ambassadors will serve as advisors.

**Total Estimated Cost:** \$1,500.00

**Funding Source:** Transfer Center General Fund and Transfer Center Trust

---



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

**Site:** CHC

**Event:** Spring Club Rush

**Date of Event:** 2/20/19

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

**Total Estimated Cost:** \$ 2,500.00

**Funding Source:** Associated Student Body General Fund 027  
Spring semester started after the January board deadline and Student Senate was unable to meet.

---

**Site:** CHC

**Event:** Conscious Life Expo

**Date of Event:** 02/22/19 to 02/25/19

**Item Being Purchased:** Travel Expenses including hotel, mileage and registration. One advisor and three students to attend the Conscious Life Expo in Los Angeles, California. This conference will provide our club and its members new topics to explore, debate and discuss. It will give us a chance to meet leaders in the industry as well.

**Total Estimated Cost:** \$ 1,689.00

**Funding Source:** Metaphysical Club Account

---

**Site:** CHC

**Event:** CSU Los Angeles Fieldtrip

**Date of Event:** 3/13/19

**Item Being Purchased:** Transportation and Lunch. Event is for 18 students and 2 staff to conduct a campus visit to Cal State Los Angeles campus. Event includes a tour of the university and admission presentation. Sponsored by the University Transfer Center to provide access to these universities and encourage transfer to a 4-year institution.

**Total Estimated Cost:** \$ 500.00

**Funding Source:** Student Equity Categorical Funding

---

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

**Site:** CHC  
**Event:** UCLA STOMP Student Conference  
Fieldtrip  
**Date of Event:** 3/15/19

**Item Being Purchased:** Transportation and Lunch. Event is for 18 students and 2 staff during a campus visit to UCLA to participate in their "STOMP Student Conference". Event includes a tour of the university, admission presentation, workshops with break-out sessions 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:** \$ 600.00  
**Funding Source:** Student Equity Categorical Funding

---

**Site:** CHC  
**Event:** San Diego State (Explore SDSU)  
**Date of Event:** 3/23/19

**Item Being Purchased:** Transportation and Lunch. Event is for 18 students and 2 staff to conduct a campus visit to San Diego State University during their "Explore SDSU" student event. Event includes a tour of the university, admission presentation, 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:** \$ 600.00  
**Funding Source:** Student Equity Categorical Funding

---

**Site:** CHC  
**Event:** 2019 Spring General Assembly  
**Date of Event:** 04-05-19 to 04-07-19

**Item Being Purchased:** Travel Expenses including hotel, registration, food, One advisor and four students to attend the 2019 Spring General Assembly in McClellan, CA. This conference will allow several members of the Student Senate to participate in leadership workshops, legislative updates and leadership development.  
**Total Estimated Cost:** \$ 6,500.00  
**Funding Source:** Student Rep Fee Account

---

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

**Site:** CHC  
**Event:** CSU San Bernardino "Coyotes Connect"  
**Date of Event:** 4/6/19

**Item Being Purchased:** Transportation and Lunch. Event is for 18 students and 2 staff to conduct a campus visit to Cal State San Bernardino during their "Coyotes Connect" event. Event includes a tour of the university and admission presentation. Sponsored by the University Transfer Center to provide access to these universities and encourage transfer to a 4-year institution.  
**Total Estimated Cost:** \$ 500.00  
**Funding Source:** Student Equity Categorical Funding

---

**Site:** CHC  
**Event:** 2019 Student Recognition Dinner  
**Date of Event:** 4/26/19

**Item Being Purchased:** Refreshments, Awards, Supplies. Event to celebrate and award students with achievement awards.  
**Total Estimated Cost:** \$ 3,000.00  
**Funding Source:** Student Senate Budget/CHC Foundation

---

**Site:** CHC  
**Event:** Visit UCR Day  
**Date of Event:** 4/27/19

**Item Being Purchased:** Transportation and Lunch. Event is for 18 students and 2 staff to conduct a campus visit to University of California at Riverside during their "Visit UCR Day" event. Event includes a tour of the university and admission presentation. Sponsored by the University Transfer Center to provide access to these universities and encourage transfer to a 4-year institution.  
**Total Estimated Cost:** \$ 500.00  
**Funding Source:** Student Equity Categorical Funding

---

**Site:** CHC  
**Event:** Herbivore Festival  
**Date of Event:** 4/28/19

**Item Being Purchased:** Herbivore Festival is a celebration of plant-based living sponsored by CHC Kinesiology and Health featuring lectures, cooking demos, fitness activities, music and art performances. Attendees include faculty, staff, students and community members.  
**Total Estimated Cost:** \$ 1,500.00  
**Funding Source:** CHC Foundation

---

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

**Site:** CHC  
**Event:** Retirement Reception/Employee  
Appreciation  
**Date of Event:** 5/9/19

**Item Being Purchased:** We are combining the Retirement  
Celebration with our Employee Appreciation event to celebrate our  
retirees and each other for everyone's hard work and dedication to  
CHC.

**Total Estimated Cost:** \$ 400.00

**Funding Source:** Campus President General Fund

---

**Site:** CHC  
**Event:** Commencement VIP Reception  
**Date of Event:** 5/24/19

**Item Being Purchased:** Refreshments. Sponsored by the CHC  
President's Office, refreshments for the platform party participating in  
commencement.

**Total Estimated Cost:** \$ 300.00

**Funding Source:** Campus President General Fund

---

**Site:** CHC  
**Event:** 2019 CHC Commencement  
**Date of Event:** 5/24/19

**Item Being Purchased:** Music

**Total Estimated Cost:** \$ 800.00

**Funding Source:** Commencement General Fund

---

**Site:** CHC  
**Event:** 2019 CHC Commencement  
**Date of Event:** 5/24/19

**Item Being Purchased:** Commencement Speaker

**Total Estimated Cost:** \$ 500.00

**Funding Source:** Commencement General Fund

---

**Site:** CHC  
**Event:** 2019 CHC Commencement  
**Date of Event:** 5/24/19

**Item Being Purchased:** Rentals (Chairs, stanchions)

**Total Estimated Cost:** \$ 2,800.00

**Funding Source:** Commencement General Fund

---

San Bernardino Community College District  
District & College Expenses

**Site:** CHC  
**Event:** 2019 CHC Commencement  
**Date of Event:** 5/24/19

**Item Being Purchased:** Flowers/arch  
**Total Estimated Cost:** \$ 2,000.00  
**Funding Source:** Commencement General Fund

---

**Site:** CHC  
**Event:** 2019 CHC Commencement  
**Date of Event:** 5/24/19

**Item Being Purchased:** Cap and Gown Rental  
**Total Estimated Cost:** \$ 5,000.00  
**Funding Source:** Commencement General Fund

---

**Site:** CHC  
**Event:** 2019 CHC Commencement  
**Date of Event:** 5/24/19

**Item Being Purchased:** Supplies  
**Total Estimated Cost:** \$ 300.00  
**Funding Source:** Commencement General Fund

---

## **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:** February 21, 2019

**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:** District Office

**Name:** Agah, Hussain

**Total Cost:** \$120

**Funding Source:** Facilities Planning &  
Construction General Fund

**Membership & Purpose:** Construction Management Association of America, Individual Membership for Director of Facilities Planning & Construction. Provides 50% discount on construction industry workshops impacting SBCCD's capital improvement program including topics such as legal issues, program management, organizational development and more.

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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 K. Nikac, Senior Executive Assistant  
**DATE:** February 21, 2019  
**SUBJECT:** Consideration of Approval to Accept Board Policies for First Reading

**RECOMMENDATION**

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

BP & AP 3590 Energy Conservation  
BP & AP 4100 Graduation Requirements for Degrees and Certificates  
BP & AP 4226 Multiple & Overlapping Enrollment  
BP & AP 4232 Pass/No Pass  
BP & AP 6330 Purchasing  
BP & AP 7130 Compensation  
BP & AP 7160 Professional Development  
BP & AP 7385 Salary Deductions

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

**INSTITUTIONAL VALUES**

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

**FINANCIAL IMPLICATIONS**

None.





Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: N/A  
 Owner: *Farrah Farzaneh*  
 Policy Area: *Chapter 3 General Institution*  
 References:

## BP 3590 Energy Conservation

(Replaces current SBCCD BP 3590)

- ~~From current SBCCD BP 3590 titled Energy Conservation~~

The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

The Board recognizes the importance of adopting an energy conservation policy. The Board also affirms the implementation of this policy will be the joint responsibility of the Board, District administration, faculty, staff, students, and support personnel. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

- A designated campus/site administrator will be accountable for energy conservation on his/her campus/site along with the Energy Education Administrator, conducting energy audits and providing timely feedback.
- All personnel at each campus/site are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
- The District will implement its energy conservation program primarily through an energy management team led by the Energy Education Administrator ~~in accordance with Administrative Procedure 3590~~ in accordance with Administrative Procedure 3590.
- Accurate records of energy consumption and cost will be maintained by the Energy Education Administrator for each campus/site to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each campus/site shall review and adhere to the preventive maintenance and monitoring plan administered by the campus/site physical plant for its facilities and systems, including heating, ventilation and air conditioning, building envelope, and moisture management.

### Reference:

No references

### Attachments:

[BP 3590 Energy Conservation - Comments](#)  
[BP 3590 Energy Conservation - Legal Citations](#)



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** N/A  
**Owner:** *Farrah Farzaneh*  
**Policy Area:** *Chapter 3 General Institution*  
**References:**

## AP 3590 Energy Conservation

*(Replaces current SBCCD AP 3590)*

The District is committed to and responsible for a safe and healthy learning environment. Every person is encouraged to become an "energy saver" as well as an "energy consumer."

- Faculty and staff members are encouraged to implement these guidelines during the times that they are present in the instruction room/office.
- The custodial staff is responsible for control of common areas, i.e. lights in hallways, dining areas, etc.
- Security personnel are responsible for verification of the nighttime shutdown.
- The Energy Education Administrator provides regular (at least semiannually) program update reports to District and college administration.
- The Energy Education Administrator has the authority to enter all District facilities, without prior notice, in order to perform routine audits. Audit results will be communicated to the appropriate personnel.
- The Energy Education Administrator is responsible for either directly or indirectly making adjustments to the organization's energy management system (EMS), including temperature settings and run times for heating, ventilation, and air conditioning (HVAC), and other controlled equipment.
- The Energy Education Administrator provides monthly energy savings reports to facilities management detailing performance results.
- Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.
- To complement the organization's behavioral-based energy conservation program, the District shall strive to develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture control.

### General

1. Instruction room doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout campus buildings to ensure compliance with guidelines.
3. All exhaust fans should be turned off daily.
4. All office machines (printers, copy machines, laminating equipment, etc.) should be switched off each night and during unoccupied times. Fax machines may remain on.

5. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network (i.e. LAN) equipment is excluded.
6. All capable personal computers should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this, ensure the monitor "sleeps" after 10-minutes of inactivity.

## Air Conditioning Equipment

Cooling Season Set Points: Occupied–74-78°F, Unoccupied–85°F

1. Occupied temperature settings shall NOT be set below 74°F.
2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area. It is anticipated that the temperature of the instruction room will be maintained long enough to afford comfort for the period the faculty remains in the instruction room after the students have left.
3. Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when instruction begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. Relative humidity levels shall not exceed 60% for any 24 hour period.
7. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust the temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

## Heating Equipment

Heating Season Set Points: Occupied–68-72°F, Unoccupied–55°F

1. Occupied temperature settings shall NOT be above 72°F.
2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area.
4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
7. For heat pumps, ensure a 6°F dead-band between heating and cooling modes.

## Lighting

1. All unnecessary lighting in unoccupied areas will be turned off. Faculty and staff members should make certain that lights are turned off when leaving the instruction room or office when empty. Utilize natural lighting where appropriate.

2. All outside lighting shall be off during daylight hours.
3. Gymnasium lights should not be left on unless the gymnasium is being utilized.
4. All lights will be turned off when students and staff leave for the day. Custodial staff will turn on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

## Water

1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
2. Ground watering should only be done between 4am-10am. Do not water during the heat of the day, typically between 10am – 8pm.
3. When spray irrigating, ensure the water does not directly hit the facility.
4. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

The organization encourages the adoption, observation and implementation of these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or facility management.

## Reference:

No references

## Attachments:

[AP 3590 Energy Conservation - Comments](#)  
[AP 3590 Energy Conservation - Legal Citations](#)  
[AP3590 -OLD.pdf](#)

## Applicability

San Bernardino Community College District



Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: N/A  
 Owner: *Academic Senates Academic Senates*  
 Policy Area: *Chapter 4 Academic Affairs*  
 References:

## BP 4100 Graduation Requirements for Degrees and Certificates

(Replaces current SBCCD BP 4100)

**NOTE:** The information in current SBCCD BP 4100 parallels the **legally required**

- ~~From current SBCCD BP 4100 titled Graduation Requirements for Degrees and Certificates~~

The District grants the degrees of Associate in Arts ~~and~~, Associate in Arts-Transfer, Associate in Science and Associate in Science-Transfer to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.

Students may be awarded a Certificate of Achievement upon successful completion with a grade of C or higher of a minimum of ~~18~~16 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the college catalog(s) and included in other resources that are convenient for students.

### References:

Education Code Section 66746 (a) and (b), 70902(b)(3);  
 Title 5, Sections ~~55070, 55800, et seq. 55060 et seq.~~ 55002(b), 55070, 55800, et seq. 55060 et seq.

### Attachments:

- [BP 4100 Graduation Requirements for Degrees and Certificates - Comments](#)
- [BP 4100 Graduation Requirements for Degrees and Certificates - Legal Citations](#)
- [BP4100 -OLD.pdf](#)



Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: N/A  
 Owner: *Academic Senates Academic Senates*  
 Policy Area: *Chapter 4 Academic Affairs*  
 References:

## AP 4100 Graduation Requirements for Degrees and Certificates

*(Replaces current SBCCD AP 4100)*

Requirements for graduating with a degree or certificate are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.

For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

The student must satisfactorily complete at least 60 semester units of college work.

College work includes all courses acceptable toward the associate degree that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units in general education ~~and~~, (Note: SBVC requires at least 24 units) and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs".

The work must include at least 12 semester units ~~or 18 quarter units~~ of study in residence; exceptions to the residence requirement can be made by the Board Scholastic Standards Committee when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality. (note: ethnic studies must be offered in at least one of these four areas), communication and analytical thinking, and lifelong learning and self-development as applicable. Ethnic studies must be offered in at least one of these four areas In addition, the general education transfer requirements may apply.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of ~~48~~16 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs at either college are

consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which State Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

## References:

Education Code Section 70902(b)(3);

Title 5, Sections 55070, 55800, et seq. ~~55060 et seq.~~ [55060 et seq.](#)

## Attachments:

[AP 4100 Graduation Requirements for Degree and Certificates - Comments](#)

[AP 4100 Graduation Requirements for Degree and Certificates - Legal Citations](#)

[AP4100 -OLD.pdf](#)

## Applicability

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San Bernardino Community College District



Current Status: Pending

PolicyStat ID: 5404843



**Origination:** 04/2009  
**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:**

## 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](#)

### Approval Signatures

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





Current Status: Pending

PolicyStat ID: 5404845



**Origination:** 02/2009  
**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:**

## 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
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018



Current Status: Pending

PolicyStat ID: 5404846



Origination: 04/2009  
 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:

## 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

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  
 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:

## 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



Current Status: *Draft*

PolicyStat ID: 4728255



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	

## BP 6330 Purchasing

*(Replaces current SBCCD BP 6330)*

~~The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.~~

~~All such transactions shall be reviewed by the Board every 60 days.~~

The authority to purchase supplies, materials, apparatus, equipment, and services is vested in the Board of Trustees. This authority is delegated to the Chancellor.

The Chancellor shall establish administrative procedures for purchasing, subject to the following:

- The Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current year shall be published on the Business Service webpage. Any purchase request to procure goods and or services (excluding construction and public works) which meets or exceeds the formal bid limit shall require approval by the Board of Trustees to constitute an enforceable agreement.
- In accordance with Public Contract Code Section 17605, the Board of Trustees delegates authority to approve purchase requests under the formal bid limit to the named agents on the authorized signature list. Such purchase requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

### References:

Education Code Section 81656;  
Public Contract Code Sections 20650 and 20651

### Attachments:

[BP 6330 Purchasing - Comments](#)  
[BP 6330 Purchasing - Legal Citations](#)

### Applicability

San Bernardino Community College District



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	

## AP 6330 Purchasing

(Replaces current SBCCD AP 6330)

### GENERAL PURCHASING

#### A. Authority to Purchase

~~The authority to contract for~~ Authority to purchase goods and/or services ~~is vested in~~ under the formal bid limit has been delegated by the Board ~~of Trustees. Authority to purchase supplies~~ to the named agents on the authorized signature list. Only these district officers are authorized to execute purchase orders and contracts on behalf of the District. Purchase requests which meet or exceed the formal bid limit require pre-approval by the Board.

The purchase of goods and services shall be a centralized function performed by the Purchasing Department whereby all requests for purchase orders, materials contracts, apparatus, equipment and services is annually delegated by Board action to designated officers. The purchase of goods and services and procurement cards shall be routed. The Purchasing Department shall comply with all applicable laws and regulations and established policies and procedures in conducting purchasing and contracting activities on behalf of the District.

Any purchase made by an employee without proper authorization will be considered an obligation and liability of the employee and not the San Bernardino Community College District. Employees shall not commit the District to any purchase or service obligation except through the Purchasing Department following authorized procedures in accordance with established policies and laws. Any purchase made by an employee without proper authorization will be considered an obligation and liability of the employee and not the San Bernardino Community College District.

#### B. Conflict of Interest

~~See Administrative Procedure 2260.~~

#### Purchasing Ethics

Purchasing functions will be carried out with fairness, dignity, honesty, integrity and in the most efficient manner consistent with service to the District, legal requirements, and sound procurement practices. The District's purchasing philosophy is to maintain professional relationships with all vendors. While vendors are free to advertise, their promotional efforts should not include gifts, favors, or any form of personal

gratuities to any District employee.

#### Employee-Vendor Relationships

An employee-vendor relationship is any relationship between a District employee, officer, or agent and a proposed vendor that might create a conflict of interest. Employee-vendor relationships may cause the appearance of favoritism and have legal ramifications. District policy attempts to avoid preferential treatment in purchasing goods and services by separating employees' personal interests from the interests of the District.

#### Conflict of Interest

Employees, officers, or agents of the District must not be financially interested in any purchase for goods and services under the following conditions:

- The contract is between the District and the employee, or any member of his/her immediate family.
- The contract is between the District and a partnership, or unincorporated association of which the employee, or any member of his/her immediate family, is a partner or in which he/she is the owner or holder, directly or indirectly, of a proprietorship interest and/or shall benefit financially due to the contract or purchase.
- The contract is between the District and corporation in which any employee, or any members of his/her immediate family, is the owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding common stock.

Also, see the District Board Policy and Administrative Procedures 2710 titled Conflict of Interest.

### C. **General Purchasing Information**

1. ~~Except for small~~All purchases ~~from petty cash or on procurement cards, all purchases~~ or commitments to buy are made through the use of or commitments to buy require the issuance of a purchase order. Purchase orders will be issued by the Purchasing Department only upon receipt of a properly authorized purchase requisition. Departments shall not order or authorize the purchase of goods and/or services until a purchase order is issued by the Purchasing Department.
2. **Specifications**  
Departments may submit their own specifications for supplies and/or equipment; however, the Purchasing Department has the authority to question ~~need~~requests, such as necessity, quantity, quality, and materials requested and to make recommendations where the general health and welfare or economy is in question. The Purchasing Department will provide assistance in the development of specifications as requested.
3. **Selection of Vendor**  
The Purchasing Department will accept recommendations from the requesting department for potential vendors, ~~but~~. New vendors will only be considered upon submittal of a completed vendor application and supporting documents that have been approved by the Purchasing Department. The District will endeavor, where possible, to encourage the use of local and small business enterprises in its procurement activities. On all procurement activities that must be competitively bid, or for which the District must receive quotes, such will be evaluated with a ten (10%) percent preference for local vendors. The vendor must claim local vendor preference to be considered. Please note the following exceptions:
  - ~~Those contracts which~~Where State Law or, other law or regulation precludes this local preference.
  - Purchases made through cooperative purchasing and leveraged procurement agreements and piggy-back purchases.



- Public Works construction projects.-

A "local" vendor will be approved as such when, 1) it conducts business in a physical location within the County of San Bernardino; and 2) it holds a valid business license issued by an agency within the County of San Bernardino; and 3) business has been conducted in such a manner for not less than six months prior to being able to receive the preference. Proof of eligibility will be provided to the District as part of the vendor application process. Subject to the Local Vendor Preference, final vendor designation will be made by the Purchasing Department.

4. **Sole Source Purchasing**

Sole source products are one-of-a-kind and are not sold through distributors but are provided by a sole distributor. Sole source purchases will require documented, legitimate justification on the SBCCD Sole Source Justification Memo Form. The requesting department must address the unique performance features of the product that are not available in any other product or brand; why such features are required; and other products or brands evaluated and why they were rejected. Departments contemplating a sole source purchase should contact the Purchasing Department for further guidance. Requests for sole source purchases will be vetted by the Purchasing Department.

5. **Price Quotations & Bids**

For purchases of equipment, materials, or supplies to be furnished, sold, or leased to the District; purchases of services that are not construction services, not professional services, not insurance services nor any work done by day labor or by force account pursuant to Public Contract Code (PCC) Section 20655; and purchases of repairs, including maintenance as defined in PCC Section 20656, that are not public projects as defined in PCC Section 22002(c):

- If a purchase request is under a unit cost of \$20,000, only a verbal quote or vendor price list is required to determine cost.

- If a purchase request is a unit cost of \$20,000 or more, but under the formal bid limit set annually by the Board of Governors, at least three (3) written quotes on vendors' letterhead must be submitted with the purchase requisition.

- If a purchase request meets or exceeds the formal bid limit set annually by the Board of Governors, please refer to the bid procedures in AP 6340 titled Bids and Contracts.

**NOTE:** The formal bid limit is annually adjusted by the Board of Governors as required by PCC Section 20651(d);

For construction and public works projects under UCCAP:

- If a purchase request is under a unit cost of \$20,000, only a single written quote on vendor's letterhead is required with submission of the purchase requisition.

- If a purchase request is a unit cost of \$20,000 or more, but under \$45,000, at least three written quotes on vendors' letterhead are required with submission of the purchase requisition.

- If a purchase request is \$45,000 or more, please refer to bid thresholds and applicable bid procedures in AP 6350 titled Bids and Contracts – Construction.

The Purchasing Department may require price quotations for items regardless of the cost if it determines that such quotes would be in the best interest of the District.

6. **Bid & Contract Requirements**

See the following board policies and administrative procedures:

- BP and AP 6340 titled Bids and Contracts

- AP 6350 titled Bids and Contracts – Construction

- AP 6370 Contracts – Professional Services

7. **Date of Delivery**

Materials and services must be charged against and paid from appropriations within the fiscal year in which the material or service is actually received.

8. **Delivery Location**

Generally, all goods will be shipped to the District Warehouses. Each Warehouse shall receive and distribute purchased materials and equipment to the requesting department. Material and equipment subject to inventory shall be tagged and inventoried at the time of receipt.

9. **Procurement with Grant Funding**

Procurements made with grant funding will follow all applicable guidelines as outlined in the granting agency's letter of award as well as the District's policies and procedures. For federal awards this may include, but is not limited to, following the guidelines as detailed in the Code of Federal Regulations Title II, Part 200. State funded grants may require special processing as noted in the grant. Grant awardees and grant administrators are ultimately responsible for complying with any grant-related purchasing restrictions or requirements.

**D. Procurement by Competitive Proposals for Federal Awards**

The District conducts all procurement transactions in a manner providing full and open competition. The District does not place unreasonable requirements on firms, have noncompetitive pricing practices between firms, or specify only a brand name product instead of allowing an equal product and describing the performance or requirements of the procurement.

If competitive proposals are used, the District publicizes the requests for proposals and identifies all evaluation factors and their relative importance, solicits proposals from an adequate number of qualified sources available, and has a written method for conducting technical evaluations of the proposals received and for selecting recipients. The District considers any response to publicized requests for proposals to the extent practical, and awards contracts to the firm whose proposal is most advantageous to the program, with price and other factors considered.

For federal awards, the District conducts procurements in a manner that prohibits geographical preferences, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering services, geographic location may be a selection criterion if it leaves an appropriate number of qualified firms to compete for the contract.

**E. Purchase Requisitions**

A purchase requisition is prepared by an individual or department to request the Purchasing Department to buy specific items. The requisition will be routed to obtain all required approvals based on established approval paths. Required approvals will depend on the amount of the contemplated purchase, the type of items requested for purchase, and approving limits. Major purchases may require additional approvals. The requested information on the requisition provides guidance to the Purchasing Department as to the requester's preferences regarding vendor, specifications, etc. The Purchasing Department will review each purchase requisition to determine if the request meets established for legality; availability of funds; proper use of expense account code based on the description of the requested purchase; and compliance with applicable laws, standards, funding restrictions and the District's policies and procedures, standards,

~~and laws and will test the object, location, and program codes to determine the availability of funds.~~

F. **Purchase Order**

~~After a purchase requisition has been reviewed and approved, a purchase order is prepared which authorizes the vendor to deliver the supplies/equipment or provide the service requested. No vendor has authority to provide materials or services until a purchase order has been issued, and signed.~~

**Authorization of Purchase Orders**

After a purchase requisition has been reviewed by the Purchasing staff, a purchase order is prepared and routed to an authorized district officer for approval. The named agents on the authorized signature list have been delegated authority to approve purchase orders under the formal bid limit. A purchase order under the formal bid limit only requires approval by one of the authorized district officers, and does not require approval by the Board to be legally enforceable. Purchase orders for contracted ERP catalog vendors are considered approved at the time of purchase order creation, with no additional authorization required.

Any purchase request which meets or exceeds the formal bid limit set annually by the Board of Governors requires approval by the Board of Trustees to constitute an enforceable agreement.

Only an approved purchase order authorizes the vendor to deliver the supplies/equipment or provide the service requested. No vendor has authority to provide materials or services until an approved purchase order has been issued, signed and received by the vendor.

G. **Change Orders**

A change order may be required if there are material changes to the purchase order. The requisitioning department must ~~contact~~ submit a purchase order change notice form to the Purchasing Department to request a change order. A proper request will include the purchase order number, vendor name, the cause of the change order, a detailed description of the changes to be made on the purchase order, and the budget codes affected, if applicable.

H. **Emergencies**

In the event of ~~an~~ a health and safety emergency, authority to purchase may be obtained from the Purchasing Department and a purchase order can be issued without a fully authorized purchase requisition. Such approval must be obtained from the Purchasing Department in advance of the purchase.

I. **Procurement Card Program**

The District administers a Procurement Card Program, which provides a simplified method for end-users to procure low-value purchases of authorized commodities and services using a specialized credit card. Refer to the Procurement Card Document Library located on the Business Services webpage, for information on eligibility, rules and restrictions.

J. **Fuel Card Program**

The District also administers a Fuel Card Program, which provides a simplified method for end-users to procure fuel for District-owned vehicles using a specialized credit card.

K. **Policy and Procedural Violations**

Any violation of purchasing policies and or procedures, whether contained in this or other administrative procedures, board policies, or document libraries, will require the submittal of an audit exception memo to Business Services. Violations deemed serious enough may result in disciplinary action up to and including termination of employment.

## **BID PROCEDURES**

### **A. Approval**

All purchases requiring bid procedures require an "award of bid" by the Board. All vendors involved in a bid process shall be notified that Board action is required before materials are delivered or a project can begin.

### **B. Purchase and Contract Specifications**

Bid documents or requests for price quotations must contain specifications and/or drawings, if appropriate, which standardize the purchase and provide a basis for selection of a vendor. The Purchasing Department can advise on the level of specificity required based on the nature of the purchase. In general, specifications should be generic in nature and not specify a particular brand, manufacturer or vendor. It may be necessary to involve a consultant in the development and/or review of specifications. Some specifications may require legal review. Development of specifications may require several weeks or months.

### **C. Energy Efficiency Specifications**

Vendors must provide equipment and appliances that earn the ENERGY STAR and meet ENERGY STAR specifications for energy efficiency where ratings exist. Complete product specifications and updated lists of qualifying products may be found at [www.energystar.gov](http://www.energystar.gov).

### **D. Bid Documents**

Bid documents are prepared by the Purchasing Department in consultation with the individual initiating the request. Bid documents contain a variety of standard provisions required by law and are supplemented by specifications and special requirements. Bid documents are made available on District website at [www.sbccd.org/bids](http://www.sbccd.org/bids).

### **E. Advertisement for Bids**

Advertisements for bids are prepared by the Purchasing Department to meet the legal bidding requirements. Ads are placed in newspapers and through other sources that are designed to reach the appropriate vendors. Ads must appear twice, once a week for two consecutive weeks, in a newspaper with general circulation in the District. Vendors will be provided at least two weeks from the date of the first advertisement to prepare their bids.

### **F. Bid Opening**

A time and place of bid opening is stated in the bid document and the bid advertisement. Bids are accepted via physical delivery in the Purchasing Department up to the exact time of the bid opening. Bids received before the opening are kept unopened until the designated time, in the Purchasing Department. Late bids will not be accepted and will be returned to the bidder unopened. The District has the sole right to determine the time a bid is received. A public bid opening is held during which all bids are opened and read aloud. Bids are a matter of public record and the results are available in the Purchasing Department after the bid opening. Bids are considered to be "responsive" if they meet the specifications as published. The services of an outside consultant may be required to evaluate responsiveness. Reference checks may be applied to any and all bids that are responsive and competitive. A summary of the prices quoted is prepared for the Board.

**G. Bid Bonds/Guarantees**

~~Bid bonds or other bid guarantees may be required of all bidders and are kept on file until the Board awards a contract. Bonds/guarantees are returned to all bidders after the award of bid.~~

**H. Award of Bid**

~~A summary of the bids received is prepared for the Board. The bids are evaluated per the criteria established in the bid, to include local vendor preference procedures, and a recommendation is made to the Board for the award of bid. Contracts are not signed until after the bid award and no bidder should move to deliver supplies or equipment or start of project until after the Board takes action and the contract is executed. The Board has the right to reject all bids or waive any irregularities. If that occurs, bidders will be notified in writing.~~

**I. Bid Protest**

~~The bid documents will contain procedures allowing a bidder to protest an impending award of bid. Bid protests must be made in writing to the designated agent of the district. The decision of the Board shall be final.~~

**J. Amendments and Addenda**

- ~~1. Any changes to the bid document prior to the award of bid will be published prior to the bid opening. It is the sole responsibility of the bidder to acknowledge any amendment or addendum in its bid. If the change will require substantial time for bidders to reconfigure their quotes, the bid opening may have to be extended.~~
- ~~2. Any change to specifications or terms and conditions of the bid after the opening will require a change notice approved by the Board.~~

**PROCUREMENT CARD PROGRAM OVERVIEW**

~~The Procurement Card Program simplifies the purchasing/disbursement process by facilitating point-of-sale procurement. Purchasing responsibility is delegated to an authorized cardholder who may place an order directly with a vendor/supplier. When a purchase authorization is requested by a vendor/supplier at the point-of-sale, VISA validates the transaction against pre-set limits established by the District in conjunction with department administrators. All transactions are approved or declined instantaneously based on the following Procurement Card authorization criteria:~~

- ~~1. Number of transactions allowed per day.~~
- ~~2. Number of transactions allowed per month.~~
- ~~3. Single purchase limit.~~
- ~~4. Spending limit per month.~~
- ~~5. Approved commodity codes.~~

~~The authorization process occurs through an electronic system that supports the Procurement Card Program. The Program Administrator for the Procurement Card Program shall be the Business Manager. In the absence of the Business Manager, Cardholders may contact the Purchasing Department for guidance and information. All forms listed herein and all Cal Card procedures shall be made available on the District website.~~

**Authorized/Prohibited Purchases and Practices**

~~Procurement cards are District property issued in the employee's name. Use is restricted exclusively for qualified business-related purchases. Applicable purchase categories are summarized as:~~

#### 1. Authorized Purchases

- ~~• Purchases of supplies, goods, and materials up to \$1,000.00 per transaction~~
- ~~• Equipment purchases under \$1,000.00 (a cardholder shall verify with their site technology manager technology equipment is compatible with District systems)~~
- ~~• Software purchases less than \$200 classified under object code 4430 (a cardholder shall verify with their site technology manager the software is compatible with District systems)~~
- ~~• Web site domain name purchases~~
- ~~• Travel Expenses, such as Airfare, Ground Transportation, Lodging, Conference Registration Fees, and /or meals, excluding alcohol. Itemized receipt is required for meals. A maximum acceptable meal gratuity is 20% of allowable meal expenses and taxes.~~
- ~~• Refreshments and other goods for official business meetings~~
- ~~• Postage and shipping expenses~~

#### 2. Prohibited Purchases

- ~~• Purchases for supplies, goods, material and equipment over \$1,000.00 per transaction~~
- ~~• Services, such as consultants, instructors, speakers, repairs, maintenance, personnel, labor, rentals, leases, lease to purchases, and public works~~
- ~~• Computers~~
- ~~• Software over \$200.00~~
- ~~• Software licenses and other copyright use licenses~~
- ~~• Alcohol~~
- ~~• Other purchases where the vendor requires a signed contract, agreement, MOU or other similar document~~

#### 3. Prohibited Practices

- ~~• Cash Refunds~~
- ~~• Cash Advances~~
- ~~• Split Orders/Purchases to exceed established limits~~
- ~~• Transferring cards between individuals~~
- ~~• Wire transfers — money orders~~

#### 4. Exceptions

~~The Program Administrator has the authority to grant exceptions to prohibited purchases on a case by case basis. Requests for exceptions shall be made in writing from the Cardholder to the Program Administrator.~~

## References:

Education Code Section 81656;  
Public Contract Code Sections 20650 and 20651  
Code of Federal Regulations, Title 2, 200.318, 200.319, 200.320



Current Status: *Draft*

PolicyStat ID: 5543947



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	

## BP 7130 Compensation

*(Replaces current SBCCD BP 7130)*

~~Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code section 72411, shall be established by the Board of Trustees.~~ Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code section 72411, shall be established by the Board of Trustees.

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

### Prohibition of Incentive Compensation

~~Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.~~ Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

### References:

Education Code Sections 70902(b)(4);, 72411, 87801; ~~and~~, and 88160;

~~Government Code Section 53200;~~

~~34 Code of Federal Regulations 668 (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)~~ Government Code Section 53200; 34 Code of Federal Regulations 668 (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)

### Attachments:

[BP 7130 Compensation - Comments](#)



Origination: 06/1994  
 Last Approved: N/A  
 Last Revised: 10/2018  
 Next Review: 3 years after approval  
 Owner: Kristina Hannon  
 Policy Area: Chapter 7 Human Resources  
 References:

## AP 7130 Compensation

(Replaces current SBCCD AP 7130)

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit. ~~Managers and Confidential Employees shall refer to their handbooks for information specific to their group.~~

### ~~Prohibit of Incentive Compensation~~

~~Senior managers and executive level employees who are only involved in the development of policy and do not engage in individual student contact or the other covered activities will not generally be subject to the incentive compensation ban.~~

~~The Superintendent/President/Chancellor shall identify any covered employees of the District and determine whether the District's compensation arrangements comport with the prohibition on incentive compensation, and to the extent that they do not, make necessary modifications to comply. Similarly, the Superintendent/President shall identify any covered service providers, evaluate whether the contract pricing structure is consistent with the prohibition on incentive compensation, and if not, determine what modifications the District can make to any applicable contract.~~

~~Also see BP/AP 6540 titled Insurance and AP 7342 titled Holidays.~~

The following general benefits are provided for all employees employed 50% or More in a Full-Time Position.

- Dental Insurance
- Leaves of Absence as specified in collective bargaining contracts and/or Board policy
- Life Insurance
- Medical Insurance
- Retirement (PERS or STRS)
- Social Security for those who belong to the PERS retirement system
- Unemployment Insurance
- Vacation
- Workers' Compensation Insurance

The District, as a receiver of federal awards, follows its Board Policies and Administrative Procedures to ensure compliance with the Code of Federal Regulations, Title 2, Part 200. The District compensates employees engaged in work on federal awards in a manner that is consistent with that paid for similar work in other activities of the District.



The District pays fringe benefits to employees engaged in work on federal awards, including costs of leave, employee insurance, pensions, unemployment benefit plans, and other benefits. The District ensures that the costs of fringe benefits are reasonable and are as required by law, District-employee agreements, or District policies.

## References:

Education Code Sections 87801 and 88160;

Government Code Section 53200;

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.

Code of Federal Regulations, Title 2, 200.430, 200.431

## Attachments:

[AP 7130 Compensation - Comments](#)

[AP 7130 Compensation - Legal Citations](#)

[AP7130 -OLD.pdf](#)

[Changes Prior to Federal Language Revision](#)

## Approval Signatures

Step Description	Approver	Date
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## Applicability

San Bernardino Community College District



Current Status: *Pending*

PolicyStat ID: 4298573



**Origination:** 01/2015  
**Last Approved:** N/A  
**Last Revised:** 06/2015  
**Next Review:** 6 years after approval  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:**

## BP 7160 Professional Development

The Chancellor shall provide professional development opportunities, consistent with the institutional mission and based on identified needs for all employees.

### Reference:

ACCJC Accreditation Standard III.A.14

### Attachments:

- [BP 7160 Professional Development-Comments](#)
- [BP 7160 Professional Development- Legal Citations](#)

### Applicability

San Bernardino Community College District



Origination: N/A  
Last Approved: N/A  
Last Revised: N/A  
Next Review: 02/2018  
Owner: *Human Resources Human Resources*  
Policy Area: *Chapter 7 Human Resources*  
References:

## AP 7160 Professional Development

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit. Managers and Confidential shall refer to their handbooks for information specific to their group.

~~The [ CEO ] shall annually submit to the chancellor of the California Community Colleges an affidavit that contains all of the following:~~

- ~~• A statement that [ the college ] [ each campus within the community college district ] has an advisory committee, composed of administrators, faculty, and staff representatives, which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs;~~
- ~~• The [ college ] [ district ] has completed a campus human development resources plan for the current and subsequent fiscal years; and~~
- ~~• A report of the actual expenditures for faculty and staff development for the preceding year.~~
  - ~~A. Classified Supervisors and Confidential Employees on the classified supervisory and confidential salary schedules shall be eligible for tuition cost reimbursement from an accredited institution.~~
  - ~~B. Reimbursement will only be given for courses completed with a grade of "C" or better, "credit", or equivalent grade, which pertain to their position.~~
  - ~~C. Such reimbursement shall not exceed costs of 18 semester units of course work per year for year-round training may require more units.~~
  - ~~D. Reimbursement shall not be allowed for courses carrying zero units.~~
  - ~~E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.~~
  - ~~F. Only Classified Supervisors and Confidential Employees who have completed their probation period as a Classified Supervisor or Confidential Employee shall be eligible for this benefit.~~
  - ~~G. All courses for which a Classified Supervisor or Confidential Employee seeks tuition reimbursement must have prior approval by their Supervisor, the Chancellor, and the Board.~~

The District and colleges shall establish integrated professional development plans consistent with the Educational Master Plans and District strategic priorities.

Needs assessments surveys will be conducted at least annually to identify professional development needs among employees. Professional development activities will be collegiately planned and presented based on the results of the needs assessments and institutional priorities. Professional development activities will be

evaluated and the results will be used to improve programs and activities to ensure District and employee needs are being met.

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## Reference:

Education Code Sections 87150, et seq.;  
ACCJC Accreditation Standard III.A.14 (formerly III.A.5)

## Attachments:

[AP 7160 Professional Development -  
Comments](#)  
[AP 7160 Professional Development - Legal  
Citations](#)

## Applicability

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San Bernardino Community College District



Current Status: Draft

PolicyStat ID: 5543841



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** 08/2020  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:**

## BP 7385 Salary Deductions

*(Replaces current SBCCD BP 6360)*

An employee may request reduction of his / her salary in any amount for any or all of the following purposes:

- Participation in a deferred compensation program.
- Paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them.
- Paying rates, dues, fees, or other periodic charges on any hospital service contract.

The request provided for above shall be revocable by the employee.

The District shall ~~without charge~~, without charge, reduce the salary payment by the amount that the employee has authorized in writing for the purpose of paying his / her membership dues in any local, statewide , or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

## Tax Sheltered Annuities

The District will provide employees an opportunity to designate salary deductions that are used to purchase tax sheltered annuities.

Annuities are purchased only through "admitted" companies, subject to appropriate regulations provided by the Chancellor, and the Board must approve each annuity plan.

## References:

Education Code Sections 87040 , 87833 , 87834 , and 88167

## Attachments:

[BP 7385 Salary Deductions - Comments](#)  
[BP 7385 Salary Deductions - Legal Citations](#)  
[BP7385 -OLD.pdf](#)

## Applicability

San Bernardino Community College District



Current Status: Active

PolicyStat ID: 3915514



**Origination:** 06/1994  
**Last Approved:** 04/2018  
**Last Revised:** 06/1994  
**Next Review:** 08/2020  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:**

## AP 7385 Salary Deductions

*(Replaces current SBCCD AP 6360)*

### Deductions Required by Law

Deductions from the employee's wage, mandated by law, shall be made for the following reasons:

- State and federal income tax
- Public employees' retirement (PERS & STRS)
- Court-ordered deductions
- Other statutory deductions

### Union Dues

The employee organization(s) recognized as the exclusive representative unit(s) shall have the right to have membership dues deducted.

Any timely revocation of an employee's written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.

### Voluntary Deductions

The District may deduct, without charge, from the employee's wage, an amount requested by said employee for:

- Participation in a tax-sheltered annuity and/or deferred compensation program.
- Paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them.
- Paying rates, dues, fees, or other periodic charges on any hospital service contract.
- Donations to the College Foundation.
- any other District-authorized voluntary deductions

To request a deduction for a purpose not specifically listed above, the employee shall submit a request in writing to the Payroll Department or designee.

The authorization by the employee shall contain the amount to be deducted per month and the effective date the deduction(s) will begin. Such authorization shall remain in effect until expressly revoked in writing by the employee. All authorizations must be submitted to the Payroll Department and becomes effective commencing with the next pay period.

Any timely revocation of an employee's written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.

## **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:** February 21, 2019

**SUBJECT:** Consideration of Approval to Endorse Nomination of 2019 Classified Employee of the Year Award

### **RECOMMENDATION**

It is recommended that the Board of Trustees endorse the nomination of Mary Valdemar for 2019 Classified Employee of the Year.

### **OVERVIEW**

The purpose of this award is to recognize outstanding classified employees throughout the community college system.

The Classified Employee of the Year Award is supported through a grant from the Foundation for California Community Colleges. Each recipient will receive a \$500 cash award and a commemorative plaque.

### **ANALYSIS**

The Classified Employee of the Year Award was established through a resolution at the May 2008 Board of Governors meeting. The Award has been given out annually since May 2009 to honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by members of their college/district community and endorsed by their local Board of Trustees. Award recipients are selected by representatives of the Board of Governors for California Community Colleges, the Chancellor's Office, and the Foundation for California Community College and must have a record of outstanding performance of professional activities, as well as a record of active participation on campus and beyond.

### **INSTITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

No impact to the budget.

## COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 1<sup>st</sup> each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community Colleges Board of Governors, the Chancellor's Office and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting. Classified employees with a minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

Name of Nominee Mary Valdemar Date Jan. 14, 2019

SBVC Library Secretary II

Job Title of Nominee

701 S. Mt. Vernon Ave. SB 92410

Address City Zip Code

909-384-8673

Telephone:

San Bernardino Community College District

College District

114 South Del Rosa Drive San Bernardino, 92408

Address City Zip Code

Name of District Chancellor/College President

Telephone

**Disqualification warning:** It is the responsibility of nominator to initiate this nomination form and see that all pages are COMPLETELY filled out, that it is on the CORRECT form, and that NO alterations have occurred.

**Signature Required.**

Signature of Nominator with Contact Telephone Number

(Print Name)

Mailing Address City Zip Code

**INITIAL NOMINATIONS MUST BE SUBMITTED TO THE LOCAL BOARD OF TRUSTEES FOR REVIEW AND ENDORSEMENT.**



Name of Nominee Mary Valdemar

12 years Years of service with the district NOTE: minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award.

**1. Explain ways the nominee demonstrates commitment to the fundamental principles of the California Community College mission as well as the mission of the local college district?**

Mary Valdemar has been serving the SBCCD college district since 1995, at first as a student leader, student assistant, professional expert and substitute employee. She was hired as a full time Classified Staff in the SBVC Child Development Department, and also for the SBVC Community Relations & Scholarship Office, the SBVC Financial Aid office and currently in the SBVC Library & Student Support Services department. In all that time, she has served as a leader within many organizations, provided support to students, staff and faculty, and pushed to empower the most disenfranchised members of our student body, staff and surrounding community. She sits or has served on almost every equity and inclusion body the campus or district offers including, the Latino Faculty and Staff Association, the Classified Senate, the EEO district committee, the HSI Task Force, the District Assembly, the Arts, Lectures & Diversity committee, the Enrollment Management & Equity committee and the Safe Spaces committee. She is an active leader as chair of the regions Ethnic Studies Coalition which includes K-12, Community College, CSU and UC faculty and staff. She strongly believes as an alumni that SBVC is the best hope for so many community members like herself, that needed a second chance at higher education. She also serves on the campus and district sustainability committees and works with local environmental justice advocates to bring solutions to our student body and opportunities to help improve the environment in our region. She is a fierce and continuous advocate for labor, as an executive board member of the CSEA where she serves as the Political Action Chair and as a delegate on the SB/Riverside Central Labor Council. She has committed her life to youth, students and education and takes that responsibility seriously with both her actions and her words. She doesn't just know our mission, she lives it!

- 2. Describe the nominees' commitment to high standards of job performance and ways he/she exemplifies professionalism.** Factors to be considered include: motivated and interested in the job; demonstrates high skills, competence, and knowledge on the job; plays a leadership role in employee/management collaboration; promotes collaboration within the work environment; is committed to high standards of performance; exemplifies professionalism at all times; steps up to cooperatively work through problems.

Mary has always found a way to take her role on campus and best serve students, especially where there is a gap or a need to advocate for change. She is very skilled and motivated to serve under-served populations and has become a “point person” for many special or high need populations, like Foster Care youth, Dreamers, Re-entry students, LGBTQIA, students of color, disabled students and those suffering from extreme poverty or coming from challenging home lives. She helped five dreamer students organize to start the very first Dreamer Center at any community college. She advocates and volunteers her time to help extremely low income students get scholarships, after staff cuts to the scholarship office reduced the level of support available and the number of applicants. She was one of the first staff on campus to assist in successfully hiring the district's first bilingual classified employee, and implement the bilingual stipend for staff that regularly serve an overwhelming number of Latino students as an HSI. She collaborates with the college administration to push for the streamlining of campus process when the bureaucracy becomes counter productive or impossible to maneuver for students or staff. She is deeply committed to using her institutional memory to advocate for change and improve services for students even when the results may mean something has to change in the way we do business. Her motto is, “If it isn't in the best interest of students, then it isn't in mine either.” She has motivated many other staff to increase their involvement in shared governance, campus organizations, mentoring students and getting directly involved with campus decision making even when their job position does not traditionally have front-line contact. Mary actively encourages all campus constituents to get involved, to make change and to make a difference by putting their ego aside and speaking truth to power as a model for our student body. She is often the voice asking who is left out at table and speaking up for the voice less, or the unheard. She works hard to make sure the Library is a safe place, where students know they can ask questions and get answers without being afraid of bothering someone. We know this is true, because it is not unusual to see a group of students, staff or faculty looking for Mary in her office to get an answer that they can't find anywhere else.

- 3. Provide examples of how the nominee demonstrates commitment to serving the institution through participation in college, professional and/or community activities.**  
Examples should include: involvement in college and/or district activities; efforts to organize others within the work environment; promotion of open communication among work groups; willingness to take the extra step.

In addition, to the many leadership positions and committees that Mary has served on she has collaborated with others on campus and at the district to create or establish several special projects:

- She organized a political science class with faculty to encourage students involved in student government or clubs to gain Service Learning on their transcript and valuable community leadership experience.
- She organized a campus internship placing students with local grassroots community organizations for experience and to obtain potential jobs.
- She helped organize one of the largest annual delegations to the “March in March” in Sacramento, CA where students advocated in the capitol for their needs and education related legislation.
- She helped advocate and organize for a delegation to the annual National HACU conference and institutionalize this trip to take 20-30 students each year.
- She has been appointed to a state wide steering committee for AB617 and has brought together a group of campus, district, and community leaders to create a Net Zero center in our region to train students for “Green Jobs.”
- She advocated for air monitors to be installed on our campus in collaboration with AQMD to help monitor poor air quality near the campus, due to our region having some of the worst air quality in the nation.
- She helped LGBTQIA students organize the first campus drag show which was a direct response to concerns from students that the campus was not LGBTQIA friendly and is now in its third year running.
- She advocated and helped organize an annual poetry festival in the name of SBVC alumni John Trudell who was a leader in the American Indian Movement, world renown poet and a student of the Radio, TV & Film program on campus. She also started a scholarship in his name.
- She has presented at several conferences about the Chicano Identity Crisis, Missing Murdered Indigenous Womxn, and served on a panel that toured the mission system educating community members about the genocide that Indigenous people faced at the hands of the missions.
- She has been a local guest speaker and organizer for the 2018 and 2019 Women’s March in Inland Empire and Coachella Valley.
- She has served as a guest speaker at countless workshops on scholarships, parenting, advocacy, leadership and community organizing, as a panelist for film festivals, as a poet for campus events, and as an advocate/advisor for parents, women surviving domestic violence, survivors of sexual assault and foster children.

4. **Describe the nominees' commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities.** Provide evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations. Include acts of service above and beyond the call of duty.

In addition to her leadership roles as Vice President of LFSAA, Political Action Coordinator of CSEA, Delegate on the CLC, Senator in the Classified Senate, and many other leadership roles, Mary still serves her community after her work day is done. She is the co-founder for a local service cooperative called Ch.I.C.C.C.A.A. which is the region's only service cooperative and stands for Chicano Indigenous Community for Culturally Conscious Advocacy and Action. She has done this work for free for over six years, as a service cooperative there are no paid staff at all and the organization is run by youth with her as an advisor. This organization leads a youth centered building in the heart of the hood called The 909 Space. They have been all over the nation doing their part to go above and beyond the job and creating what she calls "lifelong organizers." They were at Standing Rock, fighting against oil pipelines. They marched in the People's Climate March in San Francisco with thousands of other environmental justice advocates. They went to Chicago to advocate for equity in some of the largest non-profit organizations in the nation. They host monthly Indigenous talking circles, have a free store that give clothes to the community, teach Nahautl classes, host a hack lab that gives out free computers, run a community library and the list goes on and on! In her time here, she has directly mentored and guided some of the most talented and dedicated student leaders and now community leaders and advocates.

**5. Briefly provide any additional reason(s) this nominee should be selected as Community College Classified Employee of the Year.**

Mary was also honored with an award from Assemblymember Eloise Reyes who recognized her for her community work and named her one of her “Fab47” for the 47<sup>th</sup> ASM district last year. Mary sits on several advisory groups for the ASM47<sup>th</sup> including education, social justice and environment.

She was also awarded the Classified Staff of the Year award for our campus in \_\_\_\_\_. (I have to look this year up Kevin)

In addition to all that has been mentioned, Mary is also a mom who has raised a daughter here in the local public school district, where she started her life at SBVC as a struggling single parent on welfare and her daughter attended preschool here on campus. Her daughter Veronica, now 26 years old and a recent college graduate from Humboldt State University with two degrees, says that she wants to follow in her mom’s footsteps and work at a community college someday. This is perhaps the best evidence of the influence that Mary’s work has had on so many youth, including her own, as many of her students often say that their career goal is to come back to San Bernardino Valley College and give back to their Alma Mater the way their mentor Mary has. She has inspired them to make great change in the world, but to always come back and pay forward the help she gave, the way that she is paying forward the help that campus leaders, both faculty and staff, helped her 22 years ago.

**EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT POSTMARKED BY MIDNIGHT, MARCH 15, TO:**

**(Note: If March 15 falls on a Saturday or Sunday, the deadline is the following Monday.)**

**California Community Colleges Chancellor's Office  
Attn: Classified Employee Awards Program/BOG  
1102 Q Street, 4<sup>th</sup> Floor  
Sacramento, California 95811-6549**

\* Note: Signature Below certifies that the nominee has been endorsed by the local Board of Trustees

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Signature of Board of Trustees President

(Print Name)

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Name of Community College District

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** BOT Policy Committee

**REVIEWED BY:** Bruce Baron, Chancellor

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

**DATE:** February 21, 2019

**SUBJECT:** Consideration to Approve SBCCD BOT Committee Charges

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached list of SBCCD Board of Trustee committee charges.

### **OVERVIEW**

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

### **ANALYSIS**

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

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

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

Standing committees of the Board and its membership and charge can be found on the Board of Trustees page of the District Website [http://www.sbccd.org/Board\\_of\\_Trustees](http://www.sbccd.org/Board_of_Trustees).

### **INSTITUTIONAL VALUES**

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

No impact to the budget.

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

<b>BOT STANDING COMMITTEES (with committee charge)</b>	<b>2019 BOARD MEMBERS (chairs are bold)</b>
<p><b>Budget Standing Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf.</li> <li>• Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.</li> <li>• Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum.</li> <li>• Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees.</li> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures.</li> </ul>	<ol style="list-style-type: none"> <li><b>1. Gloria Harrison</b></li> <li>2. Donald Singer</li> <li>3. Anne Viricel</li> <li>4. Elijah Gerard (Student Trustee is not included in quorum)</li> </ol>
<p><b>Career Technical Education Standing Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Acting as a catalyst for the enhancement of career technical education working through the campuses, EDCT, and KVCR by exploring current feasibility for effectiveness, relevance and sustainability.</li> </ul>	<ol style="list-style-type: none"> <li><b>1. Stephanie Houston</b></li> <li>2. John Longville</li> <li>3. Joseph Williams</li> </ol>
<p><b>Legislative Standing Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• To develop and enhance relationships with legislators and legislative groups that represent the communities served by the district.</li> <li>• To advocate for legislative change that can positively impact SBCCD and its mission to serve students.</li> <li>• To examine proposed legislation and determine what legislation should be supported through Board resolutions.</li> </ul>	<ol style="list-style-type: none"> <li><b>1. Frank Reyes</b></li> <li>2. Anne Viricel</li> <li>3. John Longville</li> </ol>



<b>BOT AD HOC COMMITTEES (with committee charge)</b>	<b>2019 BOARD MEMBERS (chairs are bold)</b>
<p><b>Executive Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Reviewing the board agenda with the Chancellor, prior to and after printing, and to offer guidance and initial direction to the Chancellor in items of board importance, prior to them coming to the Board for further discussion and/or action.</li> <li>• Reviewing current board policies and administrative procedures in accordance with the requirements for accreditation and to stay current with any statutory or legal changes.</li> <li>• It may also develop new policies at the direction of the Board of Trustees.</li> </ul>	<ol style="list-style-type: none"> <li><b>1. John Longville, President</b></li> <li>2. Dr. Anne L. Viricel, VP</li> <li>3. Joseph Williams, Clerk</li> </ol>
<p><b>Foundations Ad Hoc Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Studying the foundations, both auxiliary and independent for the purpose of efficiencies, consistencies, and coordination among foundations.</li> </ul>	<ol style="list-style-type: none"> <li><b>1. Anne Viricel</b></li> <li>2. Donald Singer</li> <li>3. Gloria Harrison</li> <li>4. Autumn Blackburn (Student Trustee is not included in quorum)</li> </ol>
<p><b>Board &amp; Chancellor Evaluations Ad Hoc Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Ensuring the timeliness of the Chancellor’s Evaluation in accordance with AP 2435. <ul style="list-style-type: none"> <li>○ Seeking written feedback from employees and community representatives as outlined in the administrative procedure.</li> <li>○ Summarizing the evaluation of the chancellor for presentation and discussion be approved by the Board.</li> </ul> </li> <li>• Ensuring the timeliness of the Board’s Self-Evaluation in accordance with BP 2745. <ul style="list-style-type: none"> <li>○ Recommending the instrument and/or process to be used in Board self-evaluation.</li> <li>○ Summarizing the evaluation for presentation and discussion at an annual Board retreat scheduled for that purpose.</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li><b>1. Anne Viricel</b></li> <li>2. Gloria Harrison</li> <li>3. John Longville</li> </ol>

## **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:** February 21, 2019  
**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:** Facilities Planning &  
Construction  
**Conference Name:** 2019 ACBO Institute II  
(two sessions)  
**Travel Dates:** 2/27/2019  
4/12/2019 - 3/1/2019  
4/5/2019  
**City, State:** San Diego, CA  
**Estimated Cost Per Person:** \$2750  
**Funding Source:** Facilities General Fund

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**Name:** Hussain Agah

**Purpose:** To further enhance skills and knowledge in the field of Community College Business Administration.

**Site:** District  
**Department:** District Support Services  
**Conference Name:** CTI Co-Active  
Leadership Experience  
**Travel Dates:** 2/22/19 - 2/24/19  
**City, State:** San Rafael, CA  
**Estimated Cost Per Person:** \$2700  
**Funding Source:** Controller General Fund

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**Name:** Jose Torres

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

Originally approved 11/8/2018. Amending to reflect change in travel dates from December 2018 to February 2019.

**Site:** District  
**Department:** District Support Services  
**Conference Name:** AALRR Comprehensive  
Leadership Conference  
**Travel Dates:** 4/2/19 - 4/6/19  
**City, State:** Pismo Beach, CA  
**Estimated Cost Per Person:** ~~\$1400~~  
**Funding Source:** Human Resources General  
Fund

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**Name:** Jose Torres

**Purpose:** To learn from industry experts and interface with peers on human resources challenges including collective bargaining, labor relations, board governance, personnel management, and other legal issues

Originally approved 12/13/2018. Amending to rescind approval.

**Site:** District  
**Department:** District Support Services  
**Conference Name:** Myers Briggs Training Institute Certification Program  
**Travel Dates:** 4/15/19 - 4/18/19  
**City, State:** San Francisco CA  
**Estimated Cost Per Person:** \$3900  
**Funding Source:** Controller General Fund

**Name:** Jose Torres

**Purpose:** To become certified to administer and interpret the MBTI personality assessment test and be able to disseminate that knowledge to District leadership. This is the most widely used personality assessment tool in the world and is known to improve employee performance, helping individuals better understand themselves and others.

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**Site:** CHC  
**Department:** Emergency Medical Services  
**Conference Name:** NAEMSE Instructor Course 1  
**Travel Dates:** 2/7/19 - 2/11/19  
**City, State:** Las Vegas, NV  
**Estimated Cost Per Person:** \$1624  
**Funding Source:** Strong Workforce categorical funding

**Name:** Bryttany Kibbey

**Purpose:** This conference will provide educators and program directors with the tools and information needed to further build their leadership skills and better evaluate programs, students, and faculty. The Level I course represents the first step in the formalized education process.

Due to registration issues, Bryttany was unable to secure a spot at the Carson, CA conference which was previously board approved 1-10-19. Note different location and amount.

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**Site:** CHC  
**Department:** Radiologic Technology  
**Conference Name:** 22th Annual ACERT Conference  
**Travel Dates:** 2/6/19 - 2/9/19  
**City, State:** Las Vegas, NV  
**Estimated Cost Per Person:** \$350  
**Funding Source:** Strong Workforce categorical funding

**Name:** Camron Baze, Angelyne Brown, Jason Bown, Fabian Cano, Hanh Tran, Jennifer Jensen, Jessica Merlo

**Purpose:** To compete in the Academic Student Challenge Bowl. The conference also has educational tracks for students. Good PR for the college.

This request was previously board approved at no cost for attendees on 11-8-18. The student were later informed that the hotel expense was not covered.

**Site:** CHC  
**Department:** Career Education and Human Development  
**Conference Name:** American Academy of Religion Western Conference  
**Travel Dates:** 2/28/19 - 3/3/19  
**City, State:** Tempe, AZ  
**Estimated Cost Per Person:** \$0  
**Funding Source:** Time Only. No classes will be cancelled.

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**Name:** TL Brink  
**Purpose:** To present a paper at the conference.

**Site:** CHC  
**Department:** Student Services  
**Conference Name:** 2019 CA Foster Youth Education Summit: Beyond Trauma  
**Travel Dates:** 3/31/19 - 4/2/19  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$1300  
**Funding Source:** EOPS General Fund

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**Name:** Nati Rodriguez  
**Purpose:** This summit will focus on the impact of trauma on our students in foster care and the systems that serve them. It will showcase the incredible resiliency of foster youth students and the pathways to academic and educational success.

**Site:** CHC  
**Department:** Counseling  
**Conference Name:** 2019 CIAC Annual Conference  
**Travel Dates:** 4/3/19 - 4/5/19  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$1168  
**Funding Source:** Counseling General Fund

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**Name:** Troy Dial  
**Purpose:** Receive updates and discuss articulation matters that affect the California Community Colleges and our agreements with CSUs, UCs, and private universities and colleges.

**Site:** CHC  
**Department:** Student Life  
**Conference Name:** SSSCC General Assembly Spring 2019  
**Travel Dates:** 4/4/19 - 4/7/19  
**City, State:** McClellan, CA  
**Estimated Cost Per Person:** \$1300  
**Funding Source:** Student Rep Fee Account

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**Name:** Elijah Gerard, Valerie Johnson, Ericka Paddock, Tyrone Ross and Brooke Sumners  
**Purpose:** CHC Student Senate members will have the opportunity to attend workshops and learn about student advocacy, training workshops and other student developmental activities.

**Site:** CHC  
**Department:** Career Education and Human Development  
**Conference Name:** Midwestern Psychological Association  
**Travel Dates:** 4/10/19 - 4/14/19  
**City, State:** Chicago, IL  
**Estimated Cost Per Person:** \$0  
**Funding Source:** Time Only. No classes will be cancelled.

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**Name:** TL Brink

**Purpose:** Presenting a research project that TL did with a student and will lead a round table discussion on OER.

**Site:** CHC  
**Department:** Office of Instruction  
**Conference Name:** 2019 Spring Plenary  
**Travel Dates:** 4/10/19 - 4/14/19  
**City, State:** San Francisco, CA  
**Estimated Cost Per Person:** \$2435  
**Funding Source:** Campus President General Fund

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**Name:** Mark McConnell

**Purpose:** This plenary session permits local senates to be apprised about hot topics, to receive new training to bolster the effectiveness of their senate, to select representatives and officers, and to determine Senate positions and provide the executive committee its direction through the resolution and voting process.

**Site:** CHC  
**Department:** Student Services  
**Conference Name:** CCCA CalWORKs Annual Training Institute  
**Travel Dates:** 4/14/19 - 4/17/19  
**City, State:** San Diego, CA  
**Estimated Cost Per Person:** \$1350  
**Funding Source:** CalWORKs categorical funding

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**Name:** Racquel Schoenfeld

**Purpose:** Training will focus on providing services that bridge the gap between education and career and Department of Social Service CalWORKs updates as well as State Chancellor's CalWORKs updates.

**Site:** SBVC  
**Department:** Pharmacy Technology  
**Conference Name:** Midyear Clinical Meeting  
**Travel Dates:** 12/01/18 - 12/03/28  
**City, State:** Anaheim, CA  
**Estimated Cost Per Person:** \$1464.99  
**Funding Source:** Carl Perkins Grant Funds

**Name:** Robyn Seraj

**Purpose:** This activity provides attendees with networking opportunities and updating their knowledge in their field. This event provides opportunities to practice skills and stay current with the latest products and innovations.

**RATIFICATION:** This conference is being ratified as the paperwork was inadvertently returned to the division office and did not make it to board prior to the conference.

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**Site:** SBVC  
**Department:** President's Office  
**Conference Name:** Community College League of California (CCLC) 2019 Legislative Conference and Two (2) Affordability, Food & Housing Taskforce Meetings  
**Travel Dates:** 01/25/19 - 01/28/19  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$3005.05  
**Funding Source:** President's Office General Funds

**Name:** Diana Rodriguez

**Purpose:** Provides a unique experience to connect with higher education advocates and engage with members of the State Legislature to discuss important policy issues, hear best practices and learn about strategies to successfully advocate for community colleges. The CCLS Conference is scheduled on 1/27-1/28 and before and during the conference Ms. Rodriguez will also attend (2) CCLC taskforce meetings scheduled for 1/25 and 1/28.

**RATIFICATION:** This item is being ratified since it was determined to attend the CCLC conference and both the two Affordability, Food & Housing Taskforce meetings after due date of board item submission for December board.

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**Site:** SBVC  
**Department:** Arts & Humanities  
**Conference Name:** Association of California Community College Administrators (ACCCA) Annual Conference  
**Travel Dates:** 02/20/19 - 02/22/19  
**City, State:** Palm Springs, CA  
**Estimated Cost Per Person:** \$1267.27  
**Funding Source:** Vice President of Instruction General Funds

**Name:** Kay Weiss

**Purpose:** This conference will lend leadership knowledge and strategies and will offer networking with other administrators. Enhanced skills for this attendee will be a benefit to the college, district and community.

**RATIFICATION:** This ratification is requested as we were not made aware of the available funding for the conference until the new VPI started in her position.

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**Site:** SBVC  
**Department:** Science & Academic Success  
**Conference Name:** League for Innovation Innovations Conference  
**Travel Dates:** 02/23/19 - 02/27/19  
**City, State:** New York, NY  
**Estimated Cost Per Person:** \$3990  
**Funding Source:** Vice President of Instruction General Funds

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**Name:** Lorrie Burnham

**Purpose:** This event is for professionals dedicated to improving organizational teaching and learning. This international event provides collaboration among academic experts.

**Site:** SBVC  
**Department:** President's Office  
**Conference Name:** 2019 CEO Symposium by Community College League of California (CCLC)  
**Travel Dates:** 03/01/19 - 03/04/19  
**City, State:** San Diego, CA  
**Estimated Cost Per Person:** \$1478.82  
**Funding Source:** President's Office General Funds

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**Name:** Diana Rodriguez

**Purpose:** The CEO Symposium is the premier convening of California Community College chancellors and presidents. CEOs engage with colleagues from north to south to address the challenging issues and the opportunities facing our system. It will provide a forum for honest discussions and sharing of best practices in strategic leadership, public policy, and student success and access in California community colleges.

**Site:** SBVC  
**Department:** First Year Experience, Admissions & Records, Mathematics and Student Services  
**Conference Name:** A2Mend 12th Annual African American Male Conference  
**Travel Dates:** 03/06/19 - 03/08/19  
**City, State:** Los Angeles, CA  
**Estimated Cost Per Person:** \$1800  
**Funding Source:** Admissions and Records General Fund, Student Equity Categorical Fund

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**Name:** Elizabeth Banuelos, April Dale-Carter, Tahirah El-Sherif, Leslie Gregory, Michael Mayne and Dr. Scott W. Thayer

**Purpose:** Staff will gain knowledge and techniques through keynote speakers and small workshops. They will learn how to improve their outcomes and succeed in college and beyond.



**Site:** SBVC  
**Department:** Office of Student Life, Transfer Center and Student Services  
**Conference Name:** 2019 Annual Conference of the National Association of Student Personnel Administrators (NASPA)  
**Travel Dates:** 03/09/19 - 03/14/19  
**City, State:** Los Angeles, CA  
**Estimated Cost Per Person:** \$3275  
**Funding Source:** Student Equity Categorical Fund, Student Development General Fund

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**Name:** Raymond Carlos, Cindy Huerta and Dr. Scott W. Thayer

**Purpose:** Professional Development opportunity to network with over 8,000 colleagues on national trends within community colleges and other institutions. Innovative ideas and practices to increase student success, retention, and using new initiatives will be shared within the Community College District.

**Site:** SBVC  
**Department:** Veteran Resources Center, Admissions and Records

**Conference Name:** California Community Colleges Veterans Summit  
**Travel Dates:** 03/20/19 - 03/22/19  
**City, State:** Monterey, CA  
**Estimated Cost Per Person:** \$1400  
**Funding Source:** Veterans Resource Categorical Fund

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**Name:** Jazon Alvarez

**Purpose:** The Veterans Summit provides crucial information on how to provide additional support, resources, and services to our veteran students. This information will be shared between faculty, administrators and staff who work with veterans.

**Site:** SBVC  
**Department:** President's Office  
**Conference Name:** National Association of Workforce Board (NAWB) Forum 2019  
**Travel Dates:** 03/23/19 - 03/27/19  
**City, State:** Washington, DC  
**Estimated Cost Per Person:** \$4522  
**Funding Source:** President's Office General Funds

**Name:** Diana Rodriguez

**Purpose:** Premier event where workforce development professionals and leaders in business, government, labor, and education gather to gain insights into the current state of our nation's workforce system and consider the goals and policy framework affecting the future of human capital development. To engage with national and local leaders in business, government, labor and education on high-level discussions, insights and forward thinking that address the toughest workforce-related challenges and in developing the future of work.

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**Site:** SBVC  
**Department:** Student Services  
**Conference Name:** 2019 Spring Conference for Chief Student Services Officers (CSSO)  
**Travel Dates:** 03/24/19 - 03/26/19  
**City, State:** Los Angeles, CA  
**Estimated Cost Per Person:** \$1313  
**Funding Source:** Student Development General Fund

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**Name:** Dr. Scott W. Thayer  
**Purpose:** Forum to discuss bringing leadership development and navigating the path to the executive level. Attendees will network, share ideas and enhance or develop relationships with vendors as well as other student services representatives.

**Site:** SBVC  
**Department:** President's Office  
**Conference Name:** Hispanic Association of Colleges and Universities (HACU) National Capitol Forum  
**Travel Dates:** 03/31/19 - 04/03/19  
**City, State:** Washington, DC  
**Estimated Cost Per Person:** \$2556.55  
**Funding Source:** President's Office General Funds

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**Name:** Diana Rodriguez  
**Purpose:** Advocates for higher education success gather to shape and promote an agenda for Congress and the country. Leaders of HACU member and partner colleges and universities join public policymakers, key federal agency leaders, allied organizations, corporate, community and philanthropic representatives at what has become a powerful national platform for winning public-and private-sector support for Hispanic Higher education. Diana will attend as a representative for SBCCD/SBVC.

**Site:** SBVC  
**Department:** Marketing and Public Relations  
**Conference Name:** 2019 Community College Public Relations Organization (CCPRO) Conference  
**Travel Dates:** 04/09/19 - 04/13/19  
**City, State:** San Diego, CA  
**Estimated Cost Per Person:** \$1720.05  
**Funding Source:** Marketing & Public Relations General Fund and Professional Development General Fund

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**Name:** Paul Bratulin  
**Purpose:** CCPRO serves marketing and communications professionals at California Community Colleges (CCC). The conference offers workshops on a variety of topics related to community college marketing including government relations, crisis communications, event planning, and social media management. One of the highlights is CCPRO Awards dinner, in which the outstanding work by CCC marketers is honored. Mr. Bratulin will attend as a representative of SBVC.

**Site:** SBVC  
**Department:** Library  
**Conference Name:** ASCCC (Academic Senate California Community Colleges) Spring Plenary 2019  
**Travel Dates:** 04/11/19 - 04/13/19  
**City, State:** Millbrae, CA  
**Estimated Cost Per Person:** \$1797.06  
**Funding Source:** Academic Senate General Funds

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**Name:** Celia Huston

**Purpose:** To participate in the Academic Senate collegial consultation process at the state level. To gain insight on state wide initiatives and trends in education.

### San Bernardino Community College District Conference Attendance

**Site:** SBVC  
**Department:** Social Sciences  
**Conference Name:** First International Conference of the Center for Holocaust, Genocide & Human Rights Studies  
**Travel Dates:** 4/12/2019 - 4/15/2019  
**City, State:** Charlotte, NC  
**Estimated Cost Per Person:** \$950  
**Funding Source:** Professional Development General Funds

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**Name:** Jeffrey Demsky

**Purpose:** It helps to keep the faculty member current with best practices in his field of study. Attending these conferences promotes SBCCD at a global, scholarly conference.

**Site:** SBVC  
**Department:** CalWORKs  
**Conference Name:** CCC CalWORKs Association Training Institute  
**Travel Dates:** 04/14/19 - 04/17/19  
**City, State:** San Diego, CA  
**Estimated Cost Per Person:** \$1494  
**Funding Source:** CalWORKs Categorical Funds

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**Name:** Bonnie Cruz, Leslie Gregory, Anita Hernandez, Wendy Nahuat, Shalita Tillman, Mary K. Urell and Patricia Valenzuela

**Purpose:** Training for the purpose of assisting welfare recipient students and those in transition off welfare to achieve long-term self-sufficiency through coordinated student services offered at community colleges.

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**Site:** SBVC  
**Department:** Student Equity  
**Conference Name:** Administrative Assistant Professionals Development Course  
**Travel Dates:** 04/24/19 - 04/27/19  
**City, State:** Las Vegas, NV  
**Estimated Cost Per Person:** \$5000  
**Funding Source:** Student Equity Categorical Fund

**Name:** Mary Bradley and Amanda Moody  
**Purpose:** Learn to function more effectively and collaboratively with senior management as well as across the entire organization including staff, faculty, students and outside entities. To better serve students, staff/faculty; make sound judgements in stressful environment; and improve time management skills. Will gain certification in this field; APC Certification (Professional Development with 2.2 Continued Education Credits.)

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**Site:** SBVC  
**Department:** President's Office  
**Conference Name:** 2019 Partners in Excellence Conference  
**Travel Dates:** 04/29/19 - 05/03/19  
**City, State:** Burlingame, CA  
**Estimated Cost Per Person:** \$2558.94  
**Funding Source:** President's Office General Funds

**Name:** Diana Rodriguez  
**Purpose:** Will explore the challenges educators face as they ponder "what the future holds"; featuring multiple break-out sessions for members to weigh in on what they are doing to keep higher education responsive, effective and relevant. President Rodriguez will represent SBVC and the unique challenges from the perspective of a community college within the Inland Empire.

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**Site:** SBVC  
**Department:** President's Office  
**Conference Name:** Hispanic Association of Colleges and Universities (HACU) 13th International Conference  
**Travel Dates:** 04/30/19 - 05/05/19  
**City, State:** San Juan, Puerto Rico  
**Estimated Cost Per Person:** \$3323.85  
**Funding Source:** President's Office General Funds

**Name:** Diana Rodriguez  
**Purpose:** Offers an exceptional opportunity to discuss the latest trends, model programs and cutting-edge research on international higher education. Conference will attract an internationally renowned roster of keynote speakers and an extraordinary gathering of participants representing higher education, government, business, community and philanthropic sectors. Ms. Rodriguez will attend as a representative for SBVC/SBCCD.

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**Site:** SBVC  
**Department:** President's Office  
**Conference Name:** Hispanic Association of Colleges and Universities (HACU) 33rd Annual Conference  
**Travel Dates:** 10/04/19 - 10/08/19  
**City, State:** Chicago, ILL  
**Estimated Cost Per Person:** \$3237.15  
**Funding Source:** President's Office General Funds

**Name:** Diana Rodriguez  
**Purpose:** Provides a unique forum for the sharing of information and ideas for the best and most promising practices in the education of Hispanics. Benefits of attending are to showcase successful programs; promote and expand partnerships and strategic alliances; foster and identify graduate education opportunities; deliberate policy issues; promote greater Hispanic participation in scholarships; and discuss emerging trends.

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**Site:** District  
**Department:** Technology and Educational Support Services  
**Conference Name:** CompTIA Certification Training  
**Travel Dates:** 1/7/19 - 6/7/19  
**City, State:** San Bernardino, CA  
**Estimated Cost Per Person:** \$1999  
**Funding Source:** DE General Fund

**Name:** Gerard De Leon  
**Purpose:** To gain knowledge and prepare for the Certification test that covers PC hardware and peripherals, network connectivity issues, networking and mobile device hardware that will assist San Bernardino Community College District with staying up to date in technology.  
**AMENDMENT:**  
To amend the cost from the conference and change the funding to DE General Fund.

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**Site:** District  
**Department:** Graphics and Printing Services  
**Conference Name:** Specialty Graphic Imaging Association (SGIA) 2018 Expo  
**Travel Dates:** 10/18/18 - 10/20/18  
**City, State:** Las Vegas, NV  
**Estimated Cost Per Person:** \$1822.19  
**Funding Source:** Print Shop General Fund

**Name:** Deborah Castro  
**Purpose:** Discover tips, techniques and strategies in Wide Format printing. Attend presentations on wide format printing and take part in hands on training to improve shop productivity. Network with other printing organizations.  
**AMENDMENT:**  
To increase funding amount to cover additional hotel expenses.

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**Site:** District  
**Department:** Technology and Educational Support Services  
**Conference Name:** Association for Talent Development (ATD) International Conference and Exposition  
**Travel Dates:** 5/15/19 - 5/23/19  
**City, State:** Washington, DC  
**Estimated Cost Per Person:** \$8715  
**Funding Source:** TESS General Fund

**Name:** Rhiannon Lares

**Purpose:** Association for Talent Development (ATD) offers more than 300 education sessions and the latest instructional strategies that promote application and organizational impact. These highly interactive sessions help build expertise and help develop skills that can immediately be put to work at San Bernardino Community College District.

**AMENDMENT:**

To increase funding amount to cover additional expenses and add 50T of budget to DE General Fund.

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**Site:** District  
**Department:** Technology and Educational Support Services  
**Conference Name:** 2019 Annual Chief Information Systems Officers Association (CISOA) Conference  
**Travel Dates:** 2/23/19 - 2/27/19  
**City, State:** Garden Grove, CA  
**Estimated Cost Per Person:** \$1493.8  
**Funding Source:** TESS General Fund

**Name:** Jeremy Sims

**Purpose:** To meet with many of the technology professionals from California Community Colleges all over the state and attend educational sessions. Bring back information to San Bernardino Community College District IT information on emerging tech, security, ERPs, SISs, etc.

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**Site:** District  
**Department:** Technology and Educational Support Services  
**Conference Name:** 2019 Annual Chief Information Systems Officers Association (CISOA) Conference  
**Travel Dates:** 2/24/19 - 2/26/19  
**City, State:** Garden Grove, CA  
**Estimated Cost Per Person:** \$1214.82  
**Funding Source:** TESS General Fund

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**Name:** Michael "Luke" Bixler

**Purpose:** To meet with many of the technology professionals from California Community Colleges all over the state and attend educational sessions. Bring back information to San Bernardino Community College District IT information on emerging tech, security, ERPs, SISs, etc.

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**Site:** District  
**Department:** Technology and Educational Support Services  
**Conference Name:** Chief Information Systems Officers Association (CISO) Certification Program  
**Travel Dates:** 2/27/19 - 2/27/19  
**City, State:** Garden Grove, CA  
**Estimated Cost Per Person:** \$1828  
**Funding Source:** TESS General Fund

**Name:** Joe Ho

**Purpose:** To attend a CISO certification program that will enhance skills in both technical and leadership rolls.

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**Site:** District  
**Department:** Technology and Educational Support Services  
**Conference Name:** Perceptive TechQuest  
**Travel Dates:** 4/7/19 - 4/12/19  
**City, State:** Olathe, KS  
**Estimated Cost Per Person:** \$4931  
**Funding Source:** DE General Fund

**Name:** Arlene McGowan

**Purpose:** To participate in an in-depth technical training to learn about the latest functionality, features, architecture and best practices to discover and enhance processes, and reinforce data integrity.

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**Site:** District  
**Department:** Technology and Educational Support Services  
**Conference Name:** Online Teaching Conference  
**Travel Dates:** 6/17/19 - 6/19/19  
**City, State:** Anaheim, CA  
**Estimated Cost Per Person:** \$1077  
**Funding Source:** DE General Fund

**Name:** Rhiannon Lares

**Purpose:** The Online Teaching Conference is an event to engage in online education interest including delivery of online services, emerging technologies, and technology for better online instruction.

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**Site:** District  
**Department:** KVCR  
**Conference Name:** PBS Annual Meeting  
**Travel Dates:** 5/28/19 - 6/1/19  
**City, State:** Nashville, TN  
**Estimated Cost Per Person:** \$3010  
**Funding Source:** KVCR CSG Funds

**Name:** Keith Birkfeld

**Purpose:** The PBS annual meeting is the premier gathering of public television colleagues and decision-makers. This national event bring together general managers, programmers, producers, development leaders, and promotion, communication, education and digital professionals to spotlight PBS content while sharing new and innovating ideas to meet the challenging funding and media environment.

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**Site:** District  
**Department:** EDCT  
**Conference Name:** NCORE 2019  
**Travel Dates:** 5/28/19 - 6/1/19  
**City, State:** Portland, OR  
**Estimated Cost Per Person:** \$0  
**Funding Source:** Sponsored by EEO

**Name:** Deanna Krehbiel

**Purpose:** Build knowledge around race and ethnicity in higher education and build personal identity development to improve work with diverse communities and multicultural leadership skills.

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**Site:** District  
**Department:** EDCT  
**Conference Name:** All Hands on Deck Meeting  
**Travel Dates:** 2/24/19 - 2/26/19  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$1130  
**Funding Source:** ICTDSN Grant Funding

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**Name:** Susanne Mata

**Purpose:** Mandatory participation for DSN's. The meetings will provide information, training and team building activities for DSN's and Key Talent that are hosted by various colleges and districts across the state.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Ashley Gaines, Executive Director EDCT Foundation

**DATE:** February 21, 2019

**SUBJECT:** Consideration of Approval to Accept the unified foundation documents (Inland Future Foundation) for First Reading

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the unified foundation documents (Inland Future Foundation) for first reading.

SBCCD Master Agreement with Inland Future Foundation  
Inland Future Foundation Amended and Restated Articles of Incorporation  
Inland Future Foundation Amended and Restated Bylaw

### **OVERVIEW**

The action taken is necessary to reflect a broader purpose and a new name for the unified auxiliary foundation.

### **ANALYSIS**

On April 12, 2018, the Board of Trustees granted approval of the transition to one unified auxiliary foundation for the District. The Foundation Board approved the District's Master Agreement with EDCT Foundation, Amended Articles of Incorporation, and Bylaws January 3, 2019.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

To be determined.

Master Agreement  
for Economic Development and Corporate Training Inland Futures  
Foundation of the San Bernardino Community College District

1. Parties. This Master Agreement (“Agreement”) is between the San Bernardino Community College District (“District”), through its Board of Trustees, on the one hand, and the Inland Futures Foundation of the San Bernardino Community College District, formerly known as the Economic Development and Corporate Training Foundation (“the “Foundation”), through its Board of Directors, on the other hand. The District and the Foundation are referred to herein as “Party” and collectively as “Parties.”

~~of Directors, on the other hand. The District and the Foundation are referred to herein as “Party” and collectively as “Parties.”~~

2. Legal Authority. This Agreement is made pursuant to Section 59257 of Title 5 of the California Code of Regulations and Section 72670 of the Education Code.

3. Term. This Agreement will commence on ~~July 1, 2014,~~                     , 2019, and will terminate on ~~June 30, 2019,~~                     , 20, unless extended by mutual consent of the Parties. The Foundation agrees to maintain its existence throughout the term of this Agreement.

4. Prior Agreements. This Agreement replaces and supersedes any prior agreements between the District and the Foundation.

5. District’s Recognition of the Foundation. By approving this Agreement, the District’s Board of Trustees hereby affirms its recognition of the Foundation as an “auxiliary organization” within the meaning of Section 72670(e) of the Education Code.

6. Functions and Purpose of the Foundation. The Parties agree and understand that the functions and specific purpose of the Foundation is to provide ~~activities which are an integral part of the not for credit educational programs of the District’s Economic Development and Corporate Training (“EDCT”) programs~~ resource development to support the mission of the San Bernardino Community College District and its colleges and entities. The Parties further agree and understand that the functions undertaken by the Foundation are more effectively and efficiently performed by the Foundation than by the District under usual District procedures, pursuant to Section 59257(j)(2) of Title 5 of the California Code of Regulations.

7. Services and Programs. In furtherance of the Foundation’s purpose, the Foundation may develop and operate services and programs, including those related to (a) the District’s ~~EDCT~~ Economic and workforce development programs; (b) ~~District facilities~~ broadcast media through KVCR and equipment; FNX (c) loans, scholarships, and grants-in-aids for District students; (d) workshops, conferences, institutes, and federal projects;

(e) alumni activities; (f) gifts, bequests, devises, endowments, and trusts; (g) public relations; and (h) seeking and applying for grants. ~~All other educational and student services functions at the colleges are to be performed exclusively by the District.~~

8. Acceptance of Gifts. The Foundation may not accept any grant, contract, bequest, trust, or gift unless it is so conditioned that it may be used only for purposes consistent with this Agreement, ~~District policy~~ and regulations; and law.

9. Legal Compliance. The Foundation agrees to operate in compliance ~~with District policy and regulations,~~ and with provisions of law pertaining to auxiliary organizations of community college districts, Sections 72670 et. seq. of the Education Code and Sections 59255 et. seq. of Title 5 of the California Code of Regulations.

~~59255 et. seq. of Title 5 of the California Code of Regulations.~~

10. Board of Directors. The Foundation shall have a Board of Directors composed of ~~ninety-one~~ directors, ~~at least three~~ of whom shall be District employees. The ~~Foundation~~ Foundation's Board of Directors shall hold at least one business meeting every quarter, pursuant to Section 72674 of the Education Code. The Foundation Board of Directors shall have the benefit of the advice and counsel of at least one attorney admitted to practice law in California, and at least one licensed certified public accountant. Neither the attorney nor the certified public accountant need be members of the ~~Foundation~~ Foundation's Board of Directors. The ~~Foundation~~ Foundation's Board of Directors, and all standing committees/commissions of the Foundation, shall be subject to the Ralph M. Brown Act, Sections 54950 et. seq. of the Government Code. Minutes shall be kept of all meetings.

~~54950 et. seq. of the Government Code. Minutes shall be kept of all meetings.~~

11. Public Records. The Parties understand that the Foundation is subject to the Richard McKee Transparency Act of 2011, Sections 72690 et. seq. of the Education Code.

12. Audit. The Foundation shall select a certified public accountant and contract for an annual audit performed by the certified public accountant, pursuant to Section 72672(a) of the Education Code. The Foundation shall submit the audit report to the District's Board of Trustees and to the State Chancellor's Office. The Foundation shall annually publish an audited statement of its financial condition which shall be disseminated as widely as feasible and be available to any person on request. Distribution of the published audited statement of the Foundation's financial condition at a regularly scheduled meeting of the District Board of Trustees shall be deemed compliance with this requirement. Also, the District Board of Trustees shall insure that an annual audit is conducted on the Foundation, and that the audit report is submitted to the State Chancellor's Office, pursuant to Section 72672(a) of the Education Code and Section 59265(a) of Title 5 of the California Code of Regulations. The Foundation may rely on the audit contracted for by the District, with the cost of auditing the Foundation to be paid for by the Foundation.

13. **Annual Report.** In addition to the annual audit report required by Section 12 of this Agreement, the Foundation shall provide to the District Board of Trustees an annual report detailing the Foundation's activities.

14. **Foundation Expenditures.** The ~~Foundation~~**Foundation's** Board of Directors, at a duly noticed meeting, shall approve or ratify all expenditures of the Foundation. The District Chancellor or his designee, reporting to the District Board of Trustees, shall be responsible for ascertaining that all expenditures are in accordance with this Agreement, ~~District policy,~~ and regulations, for the propriety of Foundation expenditures, and for the integrity of the Foundation's financial reporting, pursuant to Section 72672(b) of the Education Code.

~~reporting, pursuant to Section 72672(b) of the Education Code.~~

15. **Employees.** The Foundation may hire its own employees and provide salaries, working conditions, and benefits for full-time employees in compliance with Section 72672(c) of the Education Code. If District employees provide services to the Foundation, on either a full-time or part-time basis, then, pursuant to Section 59257(j)(6) of Title 5 of the California Code of Regulations, the Foundation shall reimburse the District in full for the District's personnel costs. No more than fifty percent (50%%) of the Foundation's reimbursement to the District may be made in the form

of non-monetary benefits that the Foundation provides to the District; such non-monetary benefits shall be assigned a good-faith reimbursement value by the District. The Foundation may provide monetary benefits to the District either directly, or indirectly. Non-monetary benefits that the Foundation provides to the District may include intangible benefits such as developing goodwill towards the District or increased community awareness of District programs. During the term of this Agreement, District employees will provide services to the Foundation as set forth in Appendix "A" to this Agreement which may be modified by the Parties from time-to-time.

16. **Recordkeeping.** The Foundation shall be responsible for maintaining adequate records.

17. **Transfer of District Funds.** Pursuant to Section 59257(i) of Title 5 of the California Code of Regulations, the District shall not transfer any of its funds or resources, other than funds or resources derived from gifts or bequests, to the Foundation, when the purpose of such transfer is either to avoid laws or regulations which constrain community college districts or to provide the District with an unfair advantage with respect to the application of any state funding mechanism. However, the District, at its sole discretion, may transfer to the Foundation, funds determined to be necessary to meet the operational expenditures of the Foundation based on a budget that has been approved by the District Board of Trustees.

18. **Foundation's Use of District Facilities.** The District hereby grants to the Foundation permission to use the District facilities ("Facilities") set forth in Appendix "B" to this Agreement for the purpose of conducting business of the Foundation. Pursuant to Section 59257(j)(5) of Title 5 of the California Code of Regulations, and in consideration of the value that the Foundation provides to the District, the Foundation shall pay to the District a

monthly fee of \$1, payable on an annual basis, for use of these Facilities and to cover operating expenses. The Foundation shall have the right to place and attach fixtures, signs, and equipment at these Facilities, as authorized in writing by the District Chancellor or his designee. Such fixtures, signs, and equipment shall be and remain the property of the Foundation, and shall be removed by the Foundation upon termination or expiration of this Agreement. The Foundation shall be liable for any costs incurred by the District in returning the Facilities to its original condition, upon termination or expiration of this Agreement. The District, and its agents and employees, have a right to enter these Facilities at any time. The District reserves the right to terminate the Foundation's use of the Facilities, or any portion thereof, if needed for another District purpose.

19. Indirect Costs and Operating Expenses. Pursuant to Sections 59257(j)(7) and 59257(j)(8) of Title 5 of the California Code of Regulations, the Foundation shall be liable for all indirect costs relating to federally-sponsored programs that it administers, and for maintenance and payment of the Foundation's operating expenses, unless otherwise agreed to by the District Board of Trustees.

20. Foundation Funds.- The Foundation will expend funds on an annual basis for public relations and other purposes which serve to augment District appropriations for the operation of the District, as approved by the Foundation Board of Directors. The District hereby names the District Chancellor or designee as the individual who shall file with the District Board of Trustees a statement of the Foundation's policies on the accumulation and use of public relations funds. Pursuant to Section 59257(j)(9) of Title 5 of the California Code of Regulations, this statement also will include the Foundation's policies and procedure on solicitation of funds, source of funds, amounts, purposes for which the funds will be used, allowable expenditures, and procedures of control.

21. Foundation Policies. The Foundation Board of Directors shall ensure that the Foundation has adopted policies pertaining to ethics, conflicts of interest, roles of directors, committees, mission statement, gift-acceptance, and whistle-blowing. The Foundation shall review these policies, and shall submit these policies for approval to the District Board of Trustees, on a biannual basis.

22. Foundation Bylaws and Articles of Incorporation. At least on a biannual basis, the Foundation Board of Directors shall review its Bylaws and Articles of Incorporation to ensure compliance with law, District policies and regulations, and this Agreement. Any amendments or revisions to the Bylaws or Articles of Incorporation shall be reported to the District Board of Trustees.

23. ~~Contracts.~~ The Foundation shall not enter into any contract that would obligate use of District funds or facilities without prior written approval of the District Board of Trustees.

24. Real Property. The Foundation shall not accept any gift or bequest of real property without the prior approval of the District Board of Trustees.

25. Conflict of Interest Prohibited.

(a) Pursuant to Section 72677 of the Education Code, no member of the ~~Foundation~~Foundation's Board of Directors shall be financially interested in any contract or other transaction entered into by the Board of Directors, except as provided in Section 72678 of the Education Code. Specifically, such contract is permissible under Section 72678 of the Education Code if

the fact of such financial interest is disclosed or known to the Board of Directors and noted in the minutes; the Board of Directors thereafter authorizes, approves, or ratifies the contract or transaction in good faith without counting the vote or votes of such financially interested member or members; and the contract or transaction is just and reasonable.

~~member or members; and the contract or transaction is just and reasonable.~~

(b) Nevertheless, pursuant to Section 72679 of the Education Code, no contract or transaction shall be permitted if any of the following conditions exist: (i) the contract or transaction is between the Foundation and a member of the Foundation Board of Directors; (ii) the contract or transaction is between the Foundation and a partnership or unincorporated association of which any member of the Foundation Board of Directors is a partner or in which he or she is the owner or holder, directly or indirectly, of a proprietorship interest; (iii) the contract or transaction is between the Foundation and a corporation in which any member of the Foundation Board of Directors is the owner or holder, directly or indirectly, of five percent or more of the outstanding common stock; or (iv) a member of the Foundation Board of Directors is interested in a contract or transaction, and without first disclosing such interest to the Foundation Board of Directors at a public meeting of the Board, influences or attempts to influence another member or members of the Board to enter into the contract or transaction.

(c) Additionally, pursuant to Section 72680 of the Education Code, no member of the Foundation Board of Directors may utilize any information, not a matter of public record, which is received by the person by reason of his or her membership on the Board for personal pecuniary gain, regardless of whether he or she is or is not a member of the Board at the time such gain is realized.

26. — Insurance. For its day-to-day activities, the Foundation shall be included within the District's insurance policies. When special events are sponsored by the Foundation, separate insurance coverage may be required by the District.

27. Indemnification. The Foundation agrees to indemnify, defend, and hold harmless the District, and its trustees, employees, agents, and students, from and against any loss, damage, or liability that may be suffered or incurred by the District, caused by, arising out of, or in any way connected with the Foundation's activities or use of the Facilities, except to the extent caused by the negligence or other wrongdoing of the District. The District agrees to indemnify, defend, and hold harmless the Foundation, and its directors, employees, and agents, from and against any loss, damage, or liability that may be suffered or incurred by the Foundation, caused by, arising out of, or in any way connected with the District's activities or use of the Facilities, except to the extent caused by the negligence or other wrongdoing of the Foundation.

28. Good-Standing. The District shall maintain a list of auxiliary organizations in good-standing, and after periodic review by the District of the Foundation's compliance with this Agreement and with law, the District shall include the Foundation on this list. Under Section 59263 of Title 5 of the California Code of Regulations, when the District Chancellor or his designee has reason to believe that the Foundation should be removed from this list, he or she shall give the Foundation Board of Directors reasonable notice that a conference will be held to determine whether grounds for removal do in fact exist, and representatives of the Foundation Board of Directors shall be entitled to be present at such conference and to be heard. Based upon this conference, the District Chancellor or his designee shall recommend to the District Board of Trustees whether the Foundation should be removed from the list. The District Board of Trustees, in its sole discretion, may remove the Foundation from the list, and may make such other provisions consistent with law as may be appropriate with respect to the Foundation. The District shall forward a copy of the current list to the State Chancellor's Office.

29. Non-Assignability.- The Foundation may not assign this Agreement, in whole or in part, without the written consent of the District, with the granting of such consent at the District's sole discretion.

30. Amendment.- This Agreement may be amended only by a writing approved by the Foundation Board of Directors and the District Board of Trustees. The District shall forward a copy of this Agreement, and of any amendment to this Agreement, to the State Chancellor's Office.

31. Severability. This Agreement shall be considered severable such that if any provision or part of the Agreement is ever held invalid under any law or ruling, all other provisions or parts shall remain in full force and effect.

Date: \_\_\_\_\_  
~~2014~~2019

\_\_\_\_\_  
President, District Board of Trustees

Date: \_\_\_\_\_  
~~2014~~2019

\_\_\_\_\_  
President, Foundation Board of Directors



Appendix "A"  
District Employees Working For Foundation

<u>Employee Name</u>	<u>Position</u>	<u>% Time Working for Foundation</u>
<del>Dr. Matthew K. Isaac</del> _____ _____	<del>CEO</del> _____ of Foundation	<del>25%</del> ____%
<del>Larry Strong</del> _____ _____	<del>CFO</del> _____ of Foundation	<del>5%</del> ____%

Appendix "B"

District Facilities Utilized by Foundation

1. ~~EDCT~~ Foundation Office, Suite 101, Donald F. Averill Applied Technology Training Center, 114 South Del Rosa, San Bernardino, CA 92408
2. ~~EDCT~~ Foundation Board Meeting Room, Conference Room, Donald F. Averill Applied Technology Training Center, 114 South Del Rosa, San Bernardino, CA 92408

## RESTATED ARTICLES OF INCORPORATION

The undersigned certify that:

1. They are the Chair of the Board and Secretary, respectively, of the Economic Development and Corporate Training Foundation, a California nonprofit public benefit corporation.
2. The Articles of Incorporation of this corporation are amended and restated to read as follows:

### I.

The name of this ~~Corporation~~corporation is ~~ECONOMIC DEVELOPMENT AND CORPORATE TRAINING INLAND FUTURES FOUNDATION OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT.~~

### II.

A. This ~~Corporation~~corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. ~~It is organized under the Nonprofit Public Benefit Corporation Law exclusively for public and charitable purposes within the meaning of Internal Revenue Code Section 501(c)(3) or the corresponding provision of any future federal tax code.~~

B. This ~~Corporation~~corporation is created to support the ~~Economic Development and Corporate Training (“EDCT”) programs of the~~ San Bernardino Community College District ~~(“the “District”);”) as a recognized “auxiliary organization” of the District as provided in Sections 72670 through 72682 of the Education Code, as such law may be amended from time to time. This Corporation~~If the District’s Governing Board takes official action to revoke this corporation’s authorization as an auxiliary organization of the District, then this corporation’s Board of Directors shall expeditiously dissolve and wind up this corporation’s operations. ~~This corporation shall operate in compliance with District policy and procedures, and with provisions of law pertaining to auxiliary organizations of community college districts, Sections 72670 et. seq. of the Education Code and Sections 59255 et. seq. of Title 5 of the California Code of Regulations, as such policies, statutes, and regulations may be amended from time-to-time.~~

C. The specific purpose of this ~~Corporation~~corporation is to ~~provide activities which are an integral part of benefit the not-District by providing resource development for-credit educational programs of the EDCT programs, such as through obtaining grants. any and all of its campuses and entities.~~

### III.

A. This ~~Corporation~~corporation is organized ~~and operated~~ exclusively for ~~public and~~ charitable purposes within the meaning of Section ~~-~~501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

B. No substantial part of the activities of this ~~Corporation~~corporation shall consist of ~~carrying on~~lobbying or propaganda, or otherwise attempting to influence legislation, except as provided in Section 501(h) of the Internal Revenue Code or the corresponding section of any future federal tax code, and this ~~Corporation~~corporation shall not participate in or intervene in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office.

C. Notwithstanding any other provision of these ~~Articles, this Corporation~~articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on: (i) by a corporation exempt from federal income tax under Section-501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code; or (ii) by a corporation, contributions to which are deductible under Section-170(c)(2) of the Internal Revenue Code, or the corresponding section of any future-federal tax code.

#### IV.

A. The property of this ~~Corporation~~corporation is irrevocably dedicated to public and charitable purposes and no part of the net earnings or assets of this ~~Corporation~~corporation shall inure to the benefit of (or be distributable to) any director or officer of this ~~Corporation~~corporation or other private person, except that this ~~Corporation~~corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its charitable purposes.

B. Upon the dissolution or winding up of this ~~Corporation~~corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this ~~Corporation~~corporation shall be distributed to the District for public and charitable purposes. In the alternative, the ~~District~~District's Governing Board-~~of Trustees~~ may designate a District nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, to receive such assets. In the event that the District does not accept any asset of this ~~Corporation~~corporation on dissolution or designate a recipient, then any such asset shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

3. The foregoing amendment and restatement of Articles of Incorporation has been duly approved by this corporation's Board of Directors.

4. This corporation has no members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: January \_\_\_, 2019

\_\_\_\_\_  
\_\_\_\_\_, Chair of the Board

\_\_\_\_\_  
\_\_\_\_\_, Secretary

**AMENDED AND RESTATED BYLAWS  
OF  
INLAND FUTURES FOUNDATION OF THE SAN BERNARDINO COMMUNITY  
COLLEGE DISTRICT  
A California Nonprofit Public Benefit Corporation**

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OF  
INLAND FUTURES FOUNDATION OF THE SAN BERNARDINO COMMUNITY  
COLLEGE DISTRICT  
A California Nonprofit Public Benefit Corporation**

**ARTICLE 1. NAME AND OFFICES.**

**1.01. Name.** The name of this corporation, formerly known as the Economic Development and Corporate Training Foundation, shall be Inland Futures Foundation of the San Bernardino Community College District (hereinafter the “Corporation” or the “Foundation”).

**1.02. Principal Office.** The principal office of the Corporation shall be initially located at 1601 E. Third Street, Suite 102, San Bernardino, California 92408.

**1.03. Other Offices.** Branch or subordinate offices may be established by the Board of Directors at any time and at any place or places.

**ARTICLE 2. OBJECTIVES AND PURPOSES.**

**2.01. Auxiliary Organization/General Purpose.** The Corporation has been formed under the California Nonprofit Public Benefit Corporation Law for public and charitable purposes and to support the San Bernardino Community College District (“**District**”) as a recognized “auxiliary organization” of the District as provided in Sections 72670 through 72682 of the *Education Code*, as such law may be amended from time to time. This Corporation shall operate in compliance with District Board Policy and Administrative Procedures, and with provisions of law pertaining to auxiliary organizations of community college districts, Sections 72670 *et. seq.* of the *Education Code*, and Sections 59255 *et. seq.* of Title 5 of the *California Code of Regulations*, as such policies, procedures, statutes, and regulations may be amended from time-to-time.

**2.02. Specific Purpose.** This Corporation is not organized for the private gain of any person. Within the context of the general purpose stated above, this Corporation is organized and at all times hereafter shall be operated exclusively for the benefit of the District in order to further the District’s mission to benefit the diverse communities it serves, to advance the District’s initiatives throughout the region by engaging in meaningful partnerships that elevate educational opportunities, to fundraise and develop resources in order to support the District in providing broader educational opportunities and establish goodwill, to serve donors by accepting and administering funds as they may direct and in accordance with the purposes of the Corporation, and to apply for grants to further the District’s mission including developing resources for economic development, broadcast media, and educational strategic initiatives.

~~2.02. Within the context of the general purpose stated above, this Corporation is organized and at all times hereafter shall be operated exclusively to benefit the San Bernardino Community College District (“District”) in the following manner: (1) to provide activities which are an integral part of the not for credit educational programs of the District’s Economic Development and Corporate Training (“EDCT”) programs, such as through obtaining grants, (2) to provide support to the District’s KVCR operations such as by fundraising, marketing, and internships for District students, (3) to provide general financial and community support to the District, and (4) to assist and by providing resource development to the District to support the District in the attainment of its educational, cultural and scientific goals and in assisting and supporting it in fulfilling its role in serving the community of which it is a part. The Corporation’s activities to fulfil the above purposes may include, but are not limited to, improving facilities and equipment to benefit EDCT program trainees; providing financial assistance to EDCT program trainees and/or scholarships to District students; developing workshops, conferences, institutes, and other mission related activities; fundraising and alumni activities; gifts, bequests, endowments, and trusts; public relations; and seeking and applying for grants to further its mission including providing resource development for economic development, broadcast media, and strategic initiatives.~~

**2.03. Limitations.** No substantial part of the activities of the Corporation shall consist of lobbying or propaganda or otherwise attempting to influence legislation, except as provided in Section 501(h) of the Internal Revenue Code of 1986, and the Corporation shall not participate or intervene (including publishing or distributing statements) in any political campaign on behalf of (or in opposition to) any candidate for public office. The Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the public and charitable purposes described in its Articles of Incorporation.

### **ARTICLE 3. MEMBERS.**

**3.01.** The Corporation shall have no “members” as that term is defined by *Corporations Code* Section 5056 and shall be governed solely by its Board of Directors in accordance with these Bylaws. Pursuant to Section 5310 of the *Corporations Code*, any action which would otherwise require approval by a majority of all such members, shall instead require the approval by a majority of the Board of Directors.

### **ARTICLE 4. DIRECTORS.**

**4.01. Powers.** Subject to the limitations stated in the Articles of Incorporation, these Bylaws and the Nonprofit Corporation Law, and subject to the duties of directors as prescribed by the Nonprofit Corporation Law, all corporate powers shall be exercised by or under the direction of, and the business and affairs of the Corporation shall be managed by, the Board of Directors. The individual directors shall act only as members of the Board of Directors, and individually shall have no power to act alone. As an auxiliary organization of the District, the Corporation shall comply with the Board Policies and Administrative Procedures of the District.



**4.02. Number of Directors.** The Corporation shall have a Board of Directors composed of not less than fifteen (15) but no more than twenty five (25) directors. The exact number of authorized directors shall be twenty one (21) until changed by resolution of the Board of Directors. Directors are collectively to be known as the Board of Directors. The authorized board members shall include five ex officio directors, who shall be the Chancellor of the District, the Executive Vice Chancellor of the District, the Vice Chancellor of the District, the General Manager of KVCR, and the District's Executive Director of EDCT. The remainder of the members of the Board of Directors shall be elected by the current sitting Board of Directors.

**4.03. Selection, Tenure of Office, and Vacancies.** Each non-ex officio director shall hold office for a term of three years and until his or her successor is ~~appointed~~ elected and qualified. The affirmative vote of a majority of a quorum of the Board of Directors shall be necessary to ~~appoint~~ elect a new director who is not an ex officio director.

**4.04. Vacancies.** Vacancies in the Board of Directors occurring other than by expiration of term shall be filled by ~~appointment by~~ the remaining directors in the same manner as the ~~appointment~~ election of directors is made at expiration of the term of a director. Such vacancies may be filled at any regular meeting of the Board of Directors or at any special meeting called for that purpose and a director elected shall hold office for the unexpired term of the director whom he or she succeeds. Any ~~non-appointed and/or~~ non-ex officio director may be removed from office without cause by a majority vote of the total number of voting ~~directors~~ Foundation Directors then in office.

**4.05. Chair and Vice-Chair of the Board of Directors.** The Board of Directors shall annually elect a Chair and Vice-Chair from among the directors. The Chair of the Board of Directors shall, if present, preside at all meetings of the Board of Directors and exercise and perform such other powers and duties as may be, from time-to-time, assigned to the Chair of the Board of Directors or prescribed by these Bylaws. The Vice-Chair shall preside at any meeting of the Board of Directors in the absence of the Chair. The Corporation's Secretary (section 7.08) shall be responsible for keeping minutes.

**4.06. Compensation.** Directors shall serve without compensation, but may be reimbursed for the cost of travel to conferences or other Corporation-related activities subject to the Board Policies and Administrative Procedures of the District.

**4.07. Restriction on Interested Directors.** Not more than forty-nine percent of the persons serving on the Board at any time may be interested persons. An interested person is: (a) any person compensated by the Corporation for services rendered to it other than those performed as a Director within the previous twelve months, whether as a full-time or part-time employee, independent contractor, or otherwise; (b) any shareholder, employee or officer of any corporation, or partner or employee of any partnership, which has rendered compensated services to the Corporation within the previous twelve months; and (c) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, mother-in-law, or father-in-law of any person described in (a)

or (b) hereof. Any violation of the provisions of this paragraph shall not, however, affect the validity or enforceability of any transaction entered into by the Corporation.

**4.08. Nonliability for Debts.** The private property of the Directors shall be exempt from execution or other liability for any debts, liabilities or obligations of the Corporation, and no Director shall be liable or responsible for any debts, liabilities or obligations of the Corporation.

**4.09. Indemnity by Corporation for Litigation Expenses of Officers and Directors.** To the fullest extent permitted by law, the Corporation shall indemnify any present or former director, officer, employee or other “agent” of the Corporation, as that term is defined in Section 5238 of the *Corporations Code*, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any “proceeding,” as that term is used in Section 5238 of the *Corporations Code*, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was a person described in Section 5238 of the *Corporations Code*. “Expenses,” as used in this bylaw, shall have the same meaning as in Section 5238(a) of the *Corporations Code*. Expenses incurred in defending any proceeding may be advanced by the Corporation as authorized in Section 5238 of the *Corporations Code* prior to the final disposition of such proceeding, upon receipt of an undertaking by or on behalf of the director or officer to repay such amount unless it shall be determined ultimately that the director or officer is entitled to be indemnified.

**4.10. Insurance.** The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees, and other agents, against any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising out of the officer’s, director’s, employee’s or agent’s status as such. The Corporation shall obtain liability insurance or the equivalent of insurance which covers the directors and officers issued either in the form of a general liability policy or a director’s and officer’s liability policy consistent with the requirements in Section 5239 of the *Corporations Code*.

## **ARTICLE 5. MEETINGS.**

**5.01. Ralph M. Brown Act.** All meetings of the Board of Directors, including, without limitation, regular, adjourned regular, special, and adjourned special meetings shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act (commencing with Section 54950) of the *Government Code*, or any successor legislation hereinafter enacted (“Brown Act”).

**5.02. Regular Meetings.** The Board of Directors shall hold at least one business meeting every quarter, pursuant to Section 72674 of the *Education Code*.

**5.03. Telephonic Meetings.** Subject to the provisions of the Brown Act governing teleconferencing, members of the Board of Directors may participate in a regular or special meeting through use of conference telephone or similar

communications equipment, so long as all members participating in such meeting can hear one another.

**5.04. Quorum.** A majority of the currently ~~appointed~~ Foundation Directors shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors, unless the Articles, these Bylaws, or the Nonprofit Corporation Law specifically requires a greater number. In the absence of a quorum at any meeting of the Board of Directors, a majority of the directors present may adjourn the meeting as provided in Section 5.05 of these Bylaws.

**5.05. Adjournment.** Subject to the provisions of the Brown Act governing adjournment, any meeting of the Board of Directors, whether or not a quorum is present, may be adjourned to another time and place by the vote of a majority of the directors present.

**5.06. Inspection Rights.** Every director shall have the absolute right at any time to inspect, copy and make extracts of, in person or by agent or attorney, all books, records and documents of every kind and to inspect the physical properties of the Corporation.

## **ARTICLE 6. COMMISSIONS/COMMITTEES.**

**6.01. Commissions/Committees of the Board of Directors.** Subject to the provisions of the Brown Act, the Board of Directors may create committees or commissions.

**6.02. Executive Committee.** The Board of Directors shall appoint and create an Executive Committee consisting of five members of the Board of Directors. The Executive Committee shall generally be delegated the powers of the Board of Directors, subject to the decisions of the Executive Committee being ratified by the Board of Directors. The Executive Committee shall consist of the Chairman of the Foundation Board, the Vice Chairman of the Foundation Board, the Executive Vice Chancellor of the District who also serves ex officio as the Foundation Treasurer, the Vice Chancellor of the District who also serves ex officio as the Foundation Secretary, and one other member of the Foundation Board of Directors as shall be selected by majority vote of the Foundation Board of Directors.

**6.03.** The Board of Directors may appoint and create Foundation Committees consisting of Foundation Directors. The Finance Committee shall consist of the committee chairman, who shall be the Executive Vice Chancellor of the District who also serves ex officio as the Foundation Treasurer, and three additional members of the Foundation Board of Directors as shall be selected by majority vote of the Foundation Board of Directors.

**6.04.** The Board of Directors may designate one or more Foundation Committees, each consisting of two or more Foundation Directors, to serve at the

pleasure of the Board of Directors. Any Foundation Committee, to the extent provided by the Board of Directors, shall have all the authority of the Board, except with respect to:

A. The filling of vacancies on the Board of Directors or in any Foundation Committees;

B. The amendment or repeal of bylaws or the adoption of new bylaws;

C. The amendment or repeal of any resolution of the Board of Directors which by its express terms is not so amendable or repealable;

D. The appointment of any other Foundation Committees of the Board of Directors or the members of other Foundation Committees.

6.02.6.05. The Board of Directors may appoint and create commissions consisting of at least one Foundation Director and such number of additional commission members as shall be determined by the Foundation Board. Commission members shall be individuals with a stated interest in the specific purpose of the commission, and its adopted mission and objectives. The Foundation Board shall appoint one Foundation Director to serve as chairman of the commission and shall appoint the remainder of the commission or delegate the authority to appoint the remainder of the commission to the Foundation Director acting as chairman of the commission. The Foundation Board may remove any commission member at the request of the Foundation Director acting as chairman of the commission, or on its own initiative.

~~6.03. Finance Committee. The Board of Directors shall appoint and create a Finance Committee consisting of four members of the Board. The Finance Committee shall consist of the committee chairman, who shall be the Executive Vice Chancellor of the District who also serves ex officio as the Foundation Treasurer, and three additional members of the Foundation Board of Directors as shall be selected by majority vote of the Foundation Board of Directors.~~

~~6.04. Membership Committee. The Board of Directors shall appoint and create a Membership Committee consisting of four members of the Board. The Membership Committee shall consist of the committee chairman, who shall be the Vice Chancellor of the District who also serves ex officio as the Foundation Secretary, and three additional members of the Foundation Board of Directors as shall be selected by majority vote of the Foundation Board of Directors.~~

~~6.05. Fundraising Committee. The Board of Directors shall appoint and create a Fundraising Committee consisting of four members of the Board. The Membership Committee shall consist of four members of the Foundation Board of Directors as shall be selected by majority vote of the Foundation Board of Directors.~~

~~6.06. KVCR Commission. The Board of Directors shall appoint and create a KVCR Committee Commission consisting of at least one Foundation Director and such number of additional members as shall be determined by the Foundation Board. KVCR Committee Commission members shall have a vested interest in supporting the KVCR~~

mission and objectives. The Foundation Board shall appoint one of its members to serve as chairman of the KVCR Committee Commission and shall appoint the remainder of the KVCR Committee Commission. The Board of Directors may delegate the authority to appoint the remainder of the KVCR Committee Commission to the chairman of the KVCR Committee Commission. Each member of the KVCR Committee Commission shall serve two year terms, subject to removal by the Foundation Board.

~~**6.07. Economic Development Commission.** The Board of Directors shall appoint and create an Economic Development Committee Commission consisting of at least one Foundation Director and such number of additional members as shall be determined by the Foundation Board. Economic Development Committee Commission members shall have a vested interest in supporting the Economic Development mission and objectives. The Foundation Board shall appoint one of its members to serve as chairman of the Economic Development Committee Commission and shall appoint the remainder of the Economic Development Committee Commission. The Board of Directors may delegate the authority to appoint the remainder of the Economic Development Committee Commission to the chairman of the Economic Development Committee Commission. Each member of the Economic Development Committee Commission shall serve two year terms, subject to removal by the Foundation Board.~~

~~**6.08. FNX Commission.** The Board of Directors shall appoint and create a FNX Committee Commission consisting of at least one Foundation Director and such number of additional members as shall be determined by the Foundation Board. FNX Committee Commission members shall be Tribal and other Stakeholders with a vested interest in investing in, promoting, advancing, and contributing to the FNX mission and objectives. The Foundation Board shall appoint one of its members to serve as chairman of the FNX Committee Commission and shall appoint the remainder of the FNX Committee Commission. The Board of Directors may delegate the authority to appoint the remainder of the FNX Committee Commission to the chairman of the FNX Committee Commission. Each member of the FNX Committee Commission shall serve two year terms, subject to removal by the Foundation Board.~~

~~**6.09. Chancellor's Commission.** The Board of Directors shall appoint and create a Chancellor's Committee Commission consisting of at least one Foundation Director and such number of additional members as shall be determined by the Foundation Board. Chancellor's Committee Commission members shall have a vested interest in investing in, supporting the District's mission and various student success initiatives. The Foundation Board shall appoint one of its members to serve as chairman of the Chancellor's Committee Commission and shall appoint the remainder of the Chancellor's Committee Commission. The Board of Directors may delegate the authority to appoint the remainder of the Chancellor's Committee Commission to the chairman of the Chancellor's Committee Commission. Each member of the Chancellor's Committee Commission shall serve two year terms, subject to removal by the Foundation Board.~~

**6.10-6.06. Minutes and Reports.** Each committee or commission shall keep regular minutes of its proceedings, which shall be filed with the Secretary. All action by

any committee Commission shall be reported to the Board of Directors at the next meeting thereof and shall be subject to revision and alteration by the Board of Directors.

**6.11-6.07. Meetings.** Subject to the requirements of the Brown Act, and except as otherwise provided in these Bylaws or by resolution of the Board of Directors, each committee or commission shall adopt its own rules governing the time and place of holding and the method of calling its meetings and the conduct of its proceedings and shall meet as provided by such rules, and it shall also meet at the call of any member of the committee or commission.

**6.12-6.08. Term of Office of Committee Commission Members.** Each committee Commission member shall serve at the pleasure of the Board of Directors but not to exceed such committee Commission member's term as a director.

## **ARTICLE 7. CORPORATE OFFICERS.**

**7.01. Corporate Officers.** The officers of the Corporation shall be a ~~President~~Chief Executive Officer, a Chief Financial Officer who shall hold title of Treasurer, a Secretary, and such other corporate officers as the Board of Directors may appoint in accordance with the provisions of Section 7.03 of these Bylaws. The Executive Vice Chancellor of the District shall serve ex officio as Treasurer and the Vice Chancellor of the District shall serve ex officio as Secretary. All officer positions may be held by employees of the District and may be eligible for reassigned time from the usual District assignments to fulfill their responsibilities for the Corporation. They will receive no additional compensation for their work for the Corporation. At such time as the Corporation determines the need for full-time staff, the recruitment will be conducted following the processes of the District's Office of Human Resources.

**7.02. Appointment of Officers.** The officers of the Corporation, except for such officers as may be appointed in accordance with the provisions of Section 7.03 of these Bylaws, shall be appointed by the Board of Directors to one year terms pursuant to an annual ~~election~~action of the Board of Directors. Notwithstanding the above, the appointment of one or more officers may be continued to a regular meeting or special meeting held within six weeks of the one year appointment anniversary, in which case the term of the incumbent officer shall be continued until the new appointment is made.

**7.03. Subordinate Officers.** The Board of Directors may appoint such other officers as the business of the Corporation may require, each of whom shall hold office for such period, have such authority and perform such duties as are required in these Bylaws or as the Board of Directors may from time-to-time determine.

**7.04. Resignation.** Any officer may resign at any time by giving written notice to the Corporation, subject to the rights, if any, of the Corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**7.05. Removal of Officers.** Any officer may be removed, either with or without cause, by a majority of the directors then in office at any regular or special meeting of the Board of Directors, or by any officer upon whom such power of removal may be conferred by the Board of Directors.

**7.06. Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to such office.

**7.07. ~~Corporation Chief Executive Officer~~President.** The Chief Executive Officer President of the Corporation shall be the Corporation's District Director of Development and Community Relations Resource Development. The Chief Executive Officer President shall be the chief executive officer of the Corporation and shall, subject to control of the Board of Directors; have general supervision, direction, and control of the business and the officers of the Corporation. The Chief Executive Officer President shall be responsible for the day-to-day administration of the Corporation and shall have such other powers and perform such duties as may be prescribed by the Board of Directors or by these Bylaws. These duties must be conducted with the managerial oversight of the District's Chancellor or their designee and must be in accordance with all Board Policies and Administrative Procedures of the District.

**7.08. Secretary.** The Secretary shall keep, or cause to be kept, a book of minutes in written form of the proceedings of the Board of Directors and the committees and commissions of the Board of Directors. The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors required by these Bylaws or by law to be given, and shall cause the seal of the Corporation to be kept in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or these Bylaws.

**7.09. Treasurer.** The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of account in written form or any other form capable of being converted into written form. The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Corporation with such depository or depositories as may be designated by the District. The Treasurer shall render to the Chair and directors whenever they request an account of all of the Treasurer's transactions as the Treasurer, and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or by these Bylaws.

## **ARTICLE 8. BOOKS AND RECORDS.**

**8.01. Books and Records.** The Corporation shall keep adequate and correct books and records of account and minutes of the proceedings of the Board of Directors and of the committees and commissions of the Board of Directors. The Corporation is subject to the Richard McKee Transparency Act of 2011, Sections 72690 *et. seq.* of the *Education Code*.

**8.02. Form of Records.** Minutes shall be kept in written form. Other books and records shall be kept either in written form or in any other form capable of being converted into written form. If any record subject to inspection pursuant to the Nonprofit Corporation Law is not maintained in written form, a request for inspection is not complied with unless and until the Corporation, at its expense, makes such record available in written form.

**8.03. Annual Audit/Report to Board of Trustees.** The Corporation shall be a part of the District's annual certified audit performed by the certified public accountant, pursuant to Section 72672(a) of the *Education Code*. The Corporation shall submit the audit report to the District's Board of Trustees and to the State Chancellor's Office. The Corporation shall annually publish an audited statement of its financial condition which shall be disseminated as widely as feasible and be available to any person on request. Distribution of the published audited statement of the Corporation's financial condition at a regularly scheduled meeting of the District's Board of Trustees shall be deemed compliance with this requirement.

## **ARTICLE 9. GRANTS, CONTRACTS, LOANS, ETC.**

**9.01. Grants.** The making of grants and contributions, and otherwise rendering financial assistance for the purposes of the Corporation, may be authorized by the Board of Directors. The Board of Directors may authorize any officer or officers, agent or agents, in the name of and on behalf of the Corporation, to make any such grants, contributions or assistance.

**9.02. Deposits.** The funds of the Corporation not otherwise employed shall be deposited from time-to-time to the order of the Corporation in such banks, trust companies, or other depositories as approved by the District Chancellor or his designee, in accordance with law, ~~and with District Board Policies and Administrative Procedures.~~

### **9.03. Conflicts of Interest.**

**A.** Pursuant to the Section 72677 of the *Education Code*, no member of the Board of Directors shall be financially interested in any contract or other transaction entered into by the Board of Directors, except as provided in Section 72678 of the *Education Code*. Specifically, such contract is permissible under Section 72678 of the *Education Code* if the fact of such financial interest is disclosed or known to the Board of Directors and noted in the minutes; the Board of Directors thereafter authorizes, approves, or ratifies the contract or transaction in good faith without counting the vote or votes of such financially interested member or members; and the contract or transaction is just and reasonable.

**B.** Nevertheless, pursuant to Section 72679 of the *Education Code*, no contract or transaction shall be permitted if any of the following conditions exist: (i) the contract or transaction is between the Corporation and a member of the Board of Directors; (ii) the contract or transaction is between the Corporation and a partnership or unincorporated association of which any member of the Board of Directors is a partner or



in which he or she is the owner or holder, directly or indirectly, of a proprietorship interest; (iii) the contract or transaction is between the Corporation and a corporation in which any member of the Board of Directors is the owner or holder, directly or indirectly, of five percent or more of the outstanding common stock; or (iv) a member of the Board of Directors is interested in a contract or transaction, and without first disclosing such interest to the Board of Directors at a public meeting of the Board, influences or attempts to influence another member or members of the Board to enter into the contract or transaction.

**C.** Additionally, pursuant to Section 72680 of the *Education Code*, no member of the Board of Directors may utilize any information, not a matter of public record, which is received by the person by reason of his or her membership on the Board for personal pecuniary gain, regardless of whether he or she is or is not a member of the Board at the time such gain is realized.

## **ARTICLE 10. INDEMNIFICATION OF DIRECTORS AND OFFICERS.**

### **10.01. Indemnification by Corporation.**

**A.** For the purposes of this Section 10.01, “agent” means any person who is or was a director, officer, employee or other agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise, or was a director, officer, employee, or agent of a foreign or domestic corporation which was a predecessor corporation of the Corporation or of another enterprise at the request of such predecessor corporation; “proceeding” means any threatened, pending or completed action or proceeding, whether civil, criminal, administrative or investigative; and “expenses” includes, without limitation, attorneys’ fees.

**B.** The Corporation shall, to the fullest extent permitted by law, indemnify any person who was or is a party or is threatened to be made a party to any proceeding by reason of the fact that such person is or was an agent of the Corporation, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding.

**C.** In the event entitlement to indemnification is required by law to be based upon a determination by the Board of Directors that the agent has met the standards of conduct prescribed by law, such body shall meet and shall reach a determination on the issue within a reasonable period of time after request for such body to meet is received by the Corporation from the agent.

**10.02. Advancing Expenses.** The Corporation may advance to each agent the expenses incurred in defending any proceeding referred to in Section 10.01 of these Bylaws prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in Section 10.01 of these Bylaws.

**10.03. Insurance.** The Corporation shall have power to purchase and maintain insurance on behalf of any agent of the Corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the Corporation would have the power to indemnify the agent against such liability under the provisions of this section; provided, however, that the Corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the Corporation for a violation of Section 5233 of the *Corporations Code* (relating to self-dealing transactions).

## **ARTICLE 11. INVESTMENTS.**

### **11.01. Standards, Retention of Property.**

**A.** In investing, reinvesting, purchasing, acquiring, exchanging, selling and managing the Corporation's investments, other than assets held for use or used directly in carrying out a public or charitable program of the Corporation, the Board of Directors shall follow policies and procedures of the District.

**B.** Unless limited by the Articles, the Corporation may continue to hold property properly acquired or contributed to it if and as long as the Board of Directors, in the exercise of good faith and of reasonable prudence, discretion, and intelligence, may consider that retention is in the best interests of the Corporation. No retention of donated assets violates this Section 11.01, where such retention was required by the donor in the instrument under which the assets were received by the Corporation, except that no such requirement may be effective more than ten years after the death of the donor.

## **ARTICLE 12. PURPOSES AND OPERATIONS OF THE CORPORATION.**

**12.01. Purposes.** The business of the Corporation is to be operated and conducted in the promotion of its objects and purposes as set forth in Article II of its Articles of Incorporation.

**12.02. Dedication of Assets.** The income and assets of the Corporation are irrevocably dedicated to charitable purposes and no part of the net income or assets of the organization shall ever inure to the benefit of any director, officer, or member thereof, or to the benefit of any private person.

**12.03. Dissolution.** The Corporation may be dissolved by vote of the Board of Directors in accordance with the Corporations Code. Additionally, if the District's Board of Trustees takes official action to revoke the Corporation's authorization as an auxiliary organization of the District, then the non-ex officio directors shall be deemed to have immediately tendered their resignations from the Board of Directors and shall be relieved of all duties to the Corporation. The ex officio Directors shall then take the steps necessary to expeditiously dissolve the Corporation and wind up its operations.

**12.04. Merger.** The Corporation may merge with other corporations organized solely for nonprofit purposes, qualified and exempt from federal taxation pursuant to the Internal Revenue Code, Section 501(c)(3) of 1986 and from State taxation, upon

compliance with the provisions of California law relating to merger and consolidation and only with the approval of the District's Board of Trustees.

**12.05. Restrictions.** No substantial part of the activities of the Corporation shall consist of lobbying, carrying on propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

#### **ARTICLE 13. SEAL AND FISCAL YEAR.**

**13.01. Seal.** The Board of Directors may adopt a corporate seal which shall be in the form of a circle and shall bear the full name of the Corporation and the year and state of its incorporation.

**13.02. Fiscal Year.** The fiscal year of the Corporation shall be July 1 through June 30.

#### **ARTICLE 14. EXEMPT ACTIVITIES.**

**14.01.** Notwithstanding any other provision of these Bylaws, no Director, officer, employee, or agent of the Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be carried on by an organization exempt from Federal income tax under Section 501(3) of the Internal Revenue Code or by an organization to which contributions are deductible under Section 170(c)(2) of the Internal Revenue Code.

#### **ARTICLE 15. AMENDMENTS.**

**15.01.** New Bylaws may be adopted or these Bylaws may be amended or repealed by the affirmative vote of a majority of the authorized number of directors of the Board of Directors or by the written consent thereof, except as otherwise provided by law or by the Articles of Incorporation. The Articles of Incorporation may likewise be amended by the affirmative vote of a majority of the authorized number of directors of the Board of Directors or by the written consent thereof, except as otherwise provided by law or by the Articles of Incorporation. Notwithstanding the foregoing, amendment of these Bylaws or the Articles of Incorporation must be ratified by the District's Board of Trustees to become effective.

## CERTIFICATE OF SECRETARY

I, Jamail Carter, hereby certify that:

I am the duly elected and acting Secretary of the Inland Futures Foundation of the San Bernardino Community College District, a California nonprofit public benefit corporation; and

The foregoing Amended and Restated Bylaws , consisting of 12 pages are the Bylaws of this corporation as adopted by the Board of Directors on January 3, 2019; and these Bylaws have not been amended or modified since that date.

Executed on January 3, 2019 at San Bernardino, California.

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Jamail Carter, Secretary

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Jose F. Torres, Executive Vice Chancellor  
**DATE:** February 21, 2019  
**SUBJECT:** Consideration of Approval to Accept the Prioritized Board Directives for the 2019-20 General Fund Budget for First Read

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the attached Board Directives for the 2019-20 General Fund budget for a first read.

### **OVERVIEW**

District Administrative Procedure 6200, Budget Preparation, calls for the Board of Trustees to give initial direction concerning the distribution of resources for the 2019-20 budget prior to March 1, 2019.

### **ANALYSIS**

The attached directives are being submitted for a first read with an anticipated submission for final approval at the February 28, 2019 Board Study Session.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This board item has no financial implications.

[v.2.3.2019.p.1|1]

**Prioritized Board Directives for the  
2018-19-20 General Fund Budget<sup>1</sup>**  
(To be submitted for first read on February 21, 2019.)

Consistent with SBCCD Administrative Procedure 6200 Budget Preparation, the Board of Trustees provides staff with initial direction concerning the distribution of resources for the next fiscal year's budget prior to March 1. SBCCD's budget shall be prepared in accordance with Title 5, the California Community Colleges Budget and Account Manual, and all other related state and federal laws and regulations.

- 1) ~~Balance the 2018-19 budget without the use of the Fund Balance. Align unrestricted general fund and student success funding with the State Chancellor's Vision for Success.~~
- 2) ~~As adopted in the District Strategic Plan, allocate funding through the resource allocation model to pursue improvement in:
  - a) ~~Student Success by continuing funding for student success programs at both colleges; and~~
  - b) ~~Student Access by increasing effective and targeted funding for outreach.~~~~
- 2) Allocate funding to support the implementation of the SBCCD Promise.
- 3) Maintain a fund balance range of ~~4~~10-15% in the Unrestricted General Fund (state minimum is 5%), unless fund balance is utilized for specially identified *one-time*<sup>2</sup> needs as authorized by the Board of Trustees.
- 4) Allocate funding through the resource allocation model to provide for safe, energy efficient and well-maintained facilities that contribute to student success.
- 5) Funding for any new positions must be approved through the process of program review or any other prioritization process as established at the colleges and district offices.
- 6) ~~Replace all faculty retirements to meet Fifty Percent Law requirement.~~
- 7) ~~Honor collective bargaining agreements.~~

<sup>1</sup> For purposes of this document, *General Fund* refers to both restricted and unrestricted.

<sup>2</sup> *One-time* is defined as an expenditure that has no ongoing commitment. While one-time needs may be repeated in future years, the nature of the expenditure must conform to the definition.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Bruce Baron, Chancellor

**DATE:** February 21, 2019

**SUBJECT:** Consideration of Approval of San Bernardino Community College District (SBCCD) Promise

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the San Bernardino Community College District (SBCCD) Promise.

### **OVERVIEW**

This San Bernardino Community College District (SBCCD) Promise is an initiative (building on the past success of the Valley Bound Commitment and iSEEK) which provides two years of tuition-free college for first-time, full-time students attending San Bernardino Valley College or Crafton Hills College, starting with the high school graduating class of 2019.

Additionally, the SBCCD Promise provides students an annual textbook stipend and expanded student support services so they can complete the first two years of their bachelor's degree or earn a career training certificate within two years. In addition to other eligibility criteria, SBCCD Promise students must be high school graduates within SBCCD's service area which includes Colton-Joint Unified School District, Redlands Unified School District, Rialto Unified School District, Rim of the World Unified School District, San Bernardino City Unified School District and Yucaipa-Calimesa Unified School District.

### **ANALYSIS**

"College Promise" initiatives have been established by California Community Colleges to address the challenge of higher education affordability. Many initiatives offer one year of zero tuition to eligible students who reside in the college's geographic area in an attempt to develop a stronger "college-going culture" and increase higher education completion rates for the students they serve. The SBCCD Promise will offer two years of free tuition to eligible students.

The mission of the SBCCD Promise will focus on increasing college attainment through a collaborative effort with K-12 schools and community partners, and through individualized academic guidance to promote student achievement and their long-term economic mobility. The SBCCD Promise will uniquely supplement Assembly Bill 19 (2017), the California College

Promise, which currently allows community colleges to waive one year of student tuition. The SBCCD Promise is funded by a \$10 million investment by the SBCCD Board of Trustees providing higher education opportunities for 1,000+ San Bernardino Community College District students.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

Included in the 2019-2020 budget.



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

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

**DATE:** February 21, 2019

**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 - February 2019

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
<b>DISTRICT</b>				
Agah	Hussain	Facilities	Hussain has excellent customer service and great communication with his team and others. His work is appreciated!	Ashley Gaines
Aguirre	Margarita	Accounts Payable	Margarita has excellent customer service! She always has an answer for any question or a suggestion on how to handle situations. She is an asset to our District!	Ashley Gaines
Baber	Corrina	TESS	For all your assistance and dedication to the Technology and Educational Support Services department. We are lucky to have you.	Shari Blackwell
Chang	Andy	TESS	For stepping up and doing an amazing job as the Interim Executive Director at TESS. All of us here appreciate you!	Shari Blackwell
Diggle	Virginia	Business Services	Thank you for always answering your phone and always being willing to help out. You are very kind and give clear instructions. You are appreciated very much!	Krystal Mesa
Farzaneh	Farrah	Facilities	Great communication and helps to get the job done!	Ashley Gaines
Loera	Ernie	Facilities	Ernie always provides excellent community service and timely responses. He is an asset to our District.	Ashley Gaines
Sanchez	Carmen	Print Shop	For going above and beyond every single day. We appreciate all of your efforts and hard work.	Shari Blackwell
Smith	Wyvon	Accounts Payable	Wyvon, thank you for the quick turn around in processing pay applications and your follow up. You are always willing to go the extra mile to get our vendors paid.	Ernie Loera
<b>CRAFTON HILLS COLLEGE</b>				
Abeyta	Rebecca	Counseling	Thanks for your help with the Presidential Investiture. Even though that's not what you were asking me about, I appreciate your willingness to help at the last minute. It's great working with you!	Carrie Audet

**Caring Hands Applause Cards - February 2019**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Aslanian	Artour	Institutional Effectiveness, Research and Planning	Artour is always willing to provide good decision making. He's professional, friendly, helpful, and follows through in a timely manner. I truly appreciate Artour and I'm thankful to be able to work with him.	Michelle Riggs
Audet	Carrie	Resource Development	Thank you for all of your hard work making the Friends of Crafton Hills College luncheon a success. Thank you for coordinating and planning everything to ensure a good time was had by all.	Michelle Riggs
Azenaro	Renee	Fine Arts	Thank you for your time and commitment to helping with the floral arrangements for the President's Investiture. I appreciate all of your help and it was fun working with you. Hope we get to work on more projects in the future!	Carrie Audet
Bailes	Brandi	Math	Thank you for volunteering your time to help with the floral arrangements for the President's Investiture. I appreciate your help in making sure it was a successful event and the flowers looked great!	Carrie Audet
Bender	Mary	Career Education and Human Development	Mary has the ability to make me look more competent that I am by finding and fixing my mistakes with efficiency and grace!	Meridyth McLaren
Bender	Mary	Career Education and Human Development	Thank you Mary very much for being so kind and helpful at all times.	Brittany Sysawant
Bryson	Rich	Custodial	Thank you Rich for your hard work in setting up the Crafton Hall for In-Service. You do such a great job and are very appreciated. You are an asset to CHC!	Cyndie St. Jean
Bryson	Rich	Custodial	Thank you for everything you do to set up for and clean up after our never-ending events. You are very appreciated.	Michelle Riggs
Clements	Kristen	Paramedic	Thank you for allowing the KVCR crew access to your classroom to film for the investiture video. You are a team player! As a new faculty member with no prior communication or warning, you were just so accommodating.	Michelle Riggs

**Caring Hands Applause Cards - February 2019**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Gimple	Tina Marie	Administrative Services	Thank you for your help with the President's Investiture and volunteering to help with the floral arrangements - they turned out GREAT! You are always willing to help and it is truly appreciated.	
Hayton	Claudia	Financial Aid	I was having a difficult time filing my application. She was very helpful.	Student
Heilgeist	Kristina	Student Services	Thank you Kristina for being so kind and helpful to Heather and I with Catalog, Curriculum and Schedule questions. Your assistance is very much appreciated.	Brittany Sysawant
Hoffmann	Donna	Marketing	Thank you for taking beautiful pictures and documenting all that happens on our campus. Your board reports are flawless and I appreciate you.	Michelle Riggs
Miller	William	DSPS	Thank you for your help with the President's Investiture! From shuttling guests from the parking lots and welcoming them to our campus, to recruiting another driver, we appreciate your help to make this event a success!	Carrie Audet
Paddock	Ericka	Student Life	THANK YOU for ALL of your help with the President's Investiture! From the student volunteers/speakers, to the fabulous ties and last-minute requests, we truly appreciate everything you do to help make Crafton shine!	Carrie Audet
Paddock	Ericka	Student Life	Thank you for working with students to make them stars at our events. Showcasing students as presenters in the community is paramount. Thank you for coaching students on what to wear, how to behave, and polishing their remarks.	Michelle Riggs
Palkki	Kevin	Theater	Thank you for coordinating all of the technical aspects of the President's Investiture. From the stage and special lighting to the rolling chairs in 219-1, we truly appreciate everything you do to help make Crafton shine!	Carrie Audet

**Caring Hands Applause Cards - February 2019**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Rahn	Charlie	Technology Services	Thank you Charlie for once again handling all of the last minute A/V issues while In-Service presentations were happening. You were awesome! I appreciate your hard work.	Cyndie St. Jean
Riggs	Jacob	Athletics	Thanks for your help with the President's Investiture. We appreciate you greeting guests and getting them to/from the theater, as well as helping to clean up after the event was over. Thanks for your help!	Carrie Audet
Saadeh	Miriam	Office of Instruction	Thank you Miriam for being so kind and helpful with creating a course. Your efforts are very much appreciated.	Brittany Sysawant
Sheikh	Shazia	Biology	Thank you for opening your class for the KVCR crew to film the video for the Investiture Ceremony without any advance notice. I really appreciate your willingness to help us capture our campus, students, and faculty for this event.	Michelle Riggs
Sierra	Jamie	DSPS	Thank you for your help with greeting and shuttling guests from the parking lots at the President's Investiture. We appreciate you for helping to make this event a success and in making Crafton shine!	Carrie Audet
Simpson	Floyd	Admissions and Records	Thank you Floyd for being so kind and helpful with admissions and registration questions.	Brittany Sysawant
Thornton	Carla	Sociology	Thank you Carla for allowing the KVCR crew to film during your class time. I was so relieved when I opened the door and saw that it was you that I had to ask for the last minute favor. I appreciate you!	Michelle Riggs
Truong	Sam	Anatomy & Physiology	Thank you for allowing our KVCR crew into your lab unannounced for filming. The video for the investiture will provide an overview of the great programs on campus and we are so grateful for your willingness to help.	Michelle Riggs
Uribe	Reyna	Admissions and Records	Reyna has been amazing helping our students as they graduate. She is always willing to take the time and explain processes so that we can better understand and work together! Thank you Reyna!	Michael Sheahan

**Caring Hands Applause Cards - February 2019**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Van Genderen	Laura	Student Services	Thank you for your help and guidance with the floral centerpieces for the President's Investiture. I truly appreciate your willingness to help out and the time it took to put it all together.	Carrie Audet
Veloni	Shane	Technology Services	Shane once again you rocked it. Putting together the two presentation tvs the night before, setting up the recording, microphones, videos and power points. We couldn't do it without your help and hard work. You are appreciated!	Cyndie St. Jean
Veloni	Shane	Technology Services	Thank you for setting up our AV for all of our events. We really appreciate your help Shane!	Michelle Riggs
Wilson	Sherri	Math	Thank you for your time and commitment to helping with the President's Investiture. I appreciate your support of the college as well as all of your help volunteering to make this a successful event. You are appreciated!	Carrie Audet
Word	Daniel	Career Education and Human Development	Thank you Dan for being a great leader and providing the best assistance and guidance.	Brittany Sysawant
<b>SAN BERNARDINO VALLEY COLLEGE</b>				
Bateman	Jeff	Maintenance & Operations	Thank you for being so patient and willing to take care of projects that come up. You are greatly appreciated.	Suzan Hall
Herrera	Jamie	Counseling	Going above and beyond!	Andrea Hecht
Kracher	Gloria	Custodial	Thank you for going above and beyond and thinking ahead. Your willingness to solve problems is a great asset and sincerely appreciated.	Suzan Hall
Pasillas	Karol	Administrative Services	Thank you for your willingness to answer budgetary questions and always offer support when needed. Your assistance in many areas is greatly appreciated.	Suzan Hall
Rodriguez	Oscar	First Year Experience	Oscar was so helpful in receiving a large donation of items from Children's Fund for the SBVC food pantry. Thank you for going above and beyond!	Karen Childers

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** February 21, 2019  
**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 January 28, 2019. As of that date, SBCCD was 58% through the fiscal year and had spent and/or encumbered approximately 51.5% 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.



# Oracle Encumbrance Report

Year to Date 01/28/2019

	58% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	\$158,649,674	\$ 77,138,103	48.6%	\$163,601,125	\$ 84,204,146	51.5%	Federal grant revenue expected in January.
215 Bond Interest & Redemption	\$ 25,703,480	\$ 6,272,731	24.4%	\$ 29,169,261	\$ 20,419,325	70.0%	Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.
335 Child Development	\$ 3,199,174	\$ 1,553,737	48.6%	\$ 3,199,174	\$ 1,900,833	59.4%	Revenue posted one month in arrears.
390 KVCR	\$ 4,903,772	\$ 2,182,263	44.5%	\$ 4,903,331	\$ 3,238,391	66.0%	Encumbrances total \$1.2million. Revenue received YTD is lower than expected.
410 Capital Outlay Projects	\$ 1,569,707	\$ 171,925	11.0%	\$ 6,190,731	\$ 2,362,074	38.2%	RDA revenue posted by the County (expected in 2 large transactions posting for January and June)
435 Bond Construction	\$ -	\$ 15,209	n/a	\$ 9,072,778	\$ 949,361	10.5%	Expenditures are consistent with the needs of construction projects.
590 FCC Auction Proceeds	\$ 4,000,000	\$ 488,501	12.2%	\$ 65,227,904	\$ 40,882,844	62.7%	2nd quarter interest income to post approximatley 30 days after the end of the quarter.
615 Workers Compensation	\$ 1,257,000	\$ 660,236	52.5%	\$ 1,257,000	\$ 557,554	44.4%	
620 Self Insurance-Liability	\$ 550,000	\$ 554,147	100.8%	\$ 785,000	\$ 610,903	77.8%	FY2019 Insurance payment of \$516,488.
690 Retiree Benefit	\$ 240,000	\$ 78,455	32.7%	\$ 305,700	\$ 295,500	96.7%	Revenue posted one month in arrears. Expenses include \$165k for Bookstore early retirement to be re-classified to General Fund.
730 Student Body Center Fee	\$ 294,700	\$ 228,690	77.6%	\$ 294,700	\$ 166,772	56.6%	
825 FNX	\$ 3,018,000	\$ 2,012,750	66.7%	\$ 3,188,711	\$ 1,297,270	40.7%	
830 KVCR Educational Foundation	\$ 3,472,291	\$ 603,640	17.4%	\$ 3,472,253	\$ 1,011,951	29.1%	Revenue received YTD is lower than expected.
890 EDCT Foundation	\$ 503,766	\$ 249,560	49.5%	\$ 503,766	\$ 290,844	57.7%	

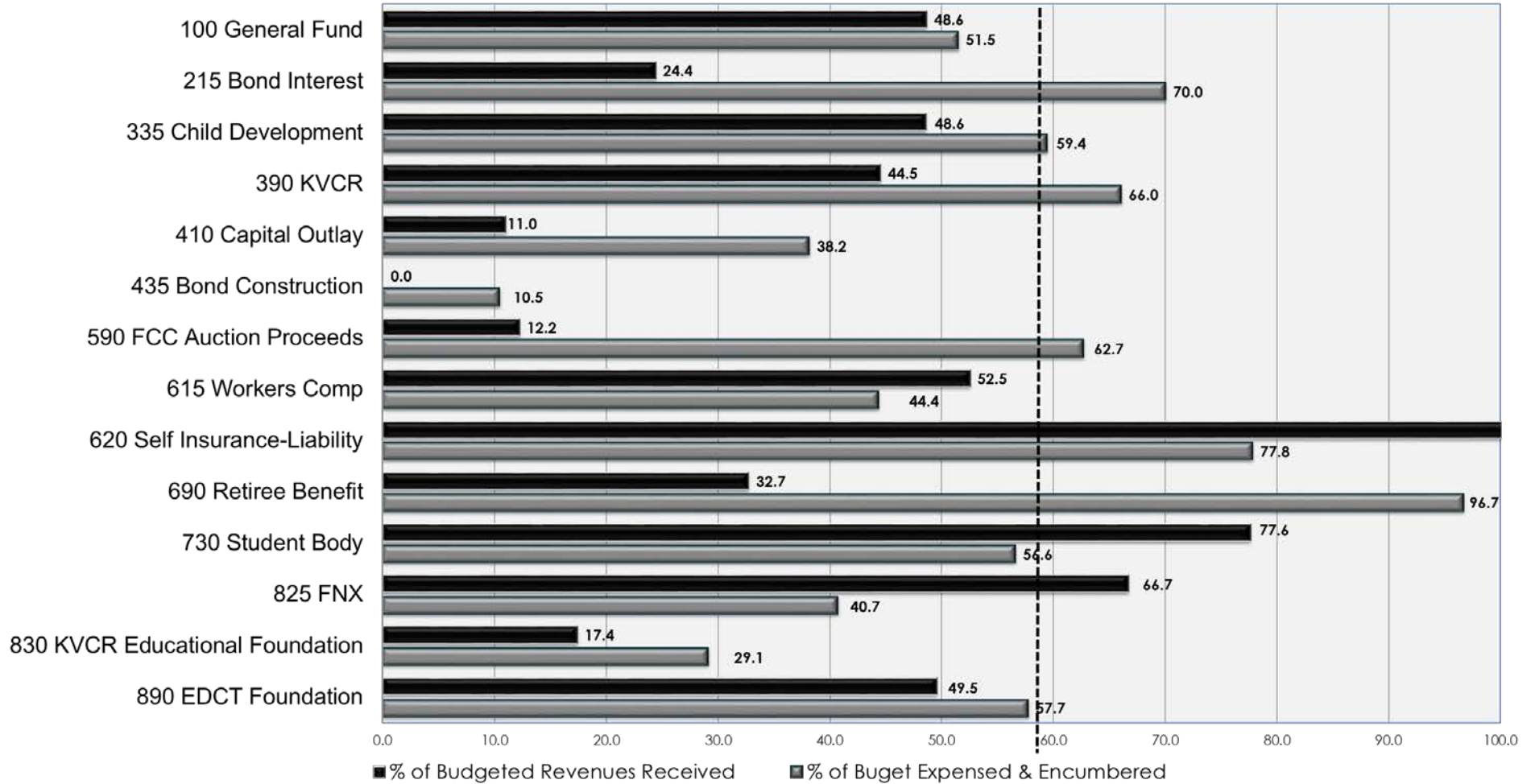




# Budget Revenue & Expenditure Summary

Year to Date 01/28/2019

Fiscal Year Elapsed - 58%





## Oracle Encumbrance Report

Year to Date 01/28/2019

Fund	Title	Type	Total
100	General Fund	Expense	13,182,885
215	Bond Interest	Expense	-
335	Child Development	Expense	140,246
390	KVCR	Expense	1,266,397
410	Capital Outlay	Expense	496,399
435	Bond Construction	Expense	68,600
590	FCC Auction Proceeds	Expense	109,497
615	Worker's Comp.	Expense	112,397
620	Self-Insurance - Liability	Expense	20,107
690	Retiree Benefit	Expense	-
730	Student Body Center Fee	Expense	11,688
825	FNX	Expense	298,921
830	KVCR Educational Foundation	Expense	231,992
890	EDCT Foundation	Expense	51,388

**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)	2,635,615.17	299,545.33	299,545.33	11.37%	-	2,336,069.84	88.63%
Other State Revenue (860000 to 869999)	105,515,280.63	48,976,296.44	48,976,296.44	46.42%	866,371.00	55,672,613.19	52.76%
Other Local Revenue (880000 to 889999)	38,907,724.30	27,028,294.66	27,028,294.66	69.47%	(33,892.91)	11,913,322.55	30.62%
All Other Financing Sources (890000 to 897999)	9,591,054.00	1,488.30	1,488.30	0.02%	-	9,589,565.70	99.98%
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>158,649,674.10</b>	<b>76,305,624.73</b>	<b>76,305,624.73</b>		<b>832,478.09</b>	<b>81,511,571.28</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	48,583,557.89	23,263,796.41	23,263,796.41	47.88%	-	25,319,761.48	52.12%
Classified Salary (200000 to 299999)	35,188,814.44	19,690,631.92	19,690,631.92	55.96%	(414.42)	15,498,596.94	44.04%
Employee Benefit (300000 to 399999)	27,229,188.41	13,988,287.70	13,988,287.70	51.37%	-	13,240,900.71	48.63%
Books and Supplies (400000 to 499999)	3,470,217.00	574,351.37	574,351.37	16.55%	42,887.65	2,852,977.98	82.21%
Services and Operating Expenditures (500000 to 599999)	32,603,023.77	7,035,992.43	7,035,992.43	21.58%	989,813.06	24,577,218.28	75.38%
Capital Outlay (600000 to 699999)	4,997,319.81	1,305,065.76	1,305,065.76	26.12%	58,461.26	3,633,792.79	72.71%
Interfund Transfers Out (730000 to 739999)	770,000.00	747,272.25	747,272.25	97.05%	22,727.75	0.00	0.00%
Other Transfers Out (740000 to 769999)	10,759,003.62	4,415,862.69	4,415,862.69	41.04%	965,395.97	5,377,744.96	49.98%
<b>Total Expenditure</b>	<b>163,601,124.94</b>	<b>71,021,260.53</b>	<b>71,021,260.53</b>		<b>2,078,871.27</b>	<b>90,500,993.14</b>	
<b>Total Fund 01 GENERAL FUND</b>	<b>(4,951,450.84)</b>	<b>5,284,364.20</b>	<b>5,284,364.20</b>		<b>(1,246,393.18)</b>	<b>(8,989,421.86)</b>	

Criteria: Type = Summary; Budget Status = Revised; 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 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	5,532,040.93	5,532,040.93	21.71%	-	19,945,695.07	78.29%
All Other Financing Sources (890000 to 897999)	0.00	740,690.51	740,690.51	100.00%	-	(740,690.51)	0.00%
<b>Total Revenue</b>	<b>25,703,480.00</b>	<b>6,272,731.44</b>	<b>6,272,731.44</b>		<b>-</b>	<b>19,430,748.56</b>	
<b>Expenditure</b>							
Other Financing Uses (700000 to 729999)	29,169,261.00	20,419,324.50	20,419,324.50	70.00%	-	8,749,936.50	30.00%
<b>Total Expenditure</b>	<b>29,169,261.00</b>	<b>20,419,324.50</b>	<b>20,419,324.50</b>		<b>-</b>	<b>8,749,936.50</b>	
<b>Total Fund 21 BOND INTEREST AND REDEMP</b>	<b>(3,465,781.00)</b>	<b>(14,146,593.06)</b>	<b>(14,146,593.06)</b>		<b>-</b>	<b>10,680,812.06</b>	

Criteria: Type = Summary; Budget Status = Revised; 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)	269,707.36	0.00	0.00	0.00%	-	269,707.36	100.00%
Other Local Revenue (880000 to 889999)	1,300,000.00	156,276.68	156,276.68	12.02%	15,648.00	1,128,075.32	86.78%
<b>Total Revenue</b>	<b>1,569,707.36</b>	<b>156,276.68</b>	<b>156,276.68</b>		<b>15,648.00</b>	<b>1,397,782.68</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	210,085.69	136,328.14	136,328.14	64.89%	-	73,757.55	35.11%
Employee Benefit (300000 to 399999)	84,435.60	47,942.46	47,942.46	56.78%	-	36,493.14	43.22%
Services and Operating Expenditures (500000 to 599999)	1,077,406.00	633,958.78	633,958.78	58.84%	242,286.55	201,160.67	18.67%
Capital Outlay (600000 to 699999)	4,818,803.36	1,047,445.49	1,047,445.49	21.74%	157,849.86	3,613,508.01	74.99%
<b>Total Expenditure</b>	<b>6,190,730.65</b>	<b>1,865,674.87</b>	<b>1,865,674.87</b>		<b>400,136.41</b>	<b>3,924,919.37</b>	
<b>Total Fund 41 CAPITAL OUTLAY PROJECTS</b>	<b>(4,621,023.29)</b>	<b>(1,709,398.19)</b>	<b>(1,709,398.19)</b>		<b>(384,488.41)</b>	<b>(2,527,136.69)</b>	

Criteria: Type = Summary; Budget Status = Revised; 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 42 REVENUE BOND CONSTRUCTION FUN</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	15,208.92	15,208.92	100.00%	-	(15,208.92)	0.00%
<b>Total Revenue</b>	0.00	15,208.92	15,208.92		-	(15,208.92)	
<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)	8,822,777.63	882,497.11	882,497.11	10.00%	192,494.13	7,747,786.39	87.82%
<b>Total Expenditure</b>	9,072,777.63	880,760.61	880,760.61		192,494.13	7,999,522.89	
<b>Total Fund 42 REVENUE BOND CONSTRUCTIO</b>	<u>(9,072,777.63)</u>	<u>(865,551.69)</u>	<u>(865,551.69)</u>		<u>(192,494.13)</u>	<u>(8,014,731.81)</u>	

Criteria: Type = Summary; Budget Status = Revised; 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 59 ENTERPRISE FUND-FCC AUCTION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,000,000.00	488,501.45	488,501.45	24.43%	-	1,511,498.55	75.57%
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>4,000,000.00</b>	<b>488,501.45</b>	<b>488,501.45</b>		<b>-</b>	<b>3,511,498.55</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	2,852,210.00	132,646.86	132,646.86	4.65%	58,392.30	2,661,170.84	93.30%
Capital Outlay (600000 to 699999)	57,320,694.00	39,090,700.51	39,090,700.51	68.20%	786,355.97	17,443,637.52	30.43%
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>65,227,904.00</b>	<b>40,773,347.37</b>	<b>40,773,347.37</b>		<b>844,748.27</b>	<b>23,609,808.36</b>	
<b>Total Fund 59 ENTERPRISE FUND-FCC AUCTION</b>	<b>(61,227,904.00)</b>	<b>(40,284,845.92)</b>	<b>(40,284,845.92)</b>		<b>(844,748.27)</b>	<b>(20,098,309.81)</b>	

Criteria: Type = Summary; Budget Status = Revised; 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)	240,000.00	37,098.80	37,098.80	15.46%	41,356.55	161,544.65	67.31%
<b>Total Revenue</b>	240,000.00	37,098.80	37,098.80		41,356.55	161,544.65	
<b>Expenditure</b>							
Employee Benefit (300000 to 399999)	305,700.00	295,499.70	295,499.70	96.66%	-	10,200.30	3.34%
<b>Total Expenditure</b>	305,700.00	295,499.70	295,499.70		-	10,200.30	
<b>Total Fund 68 RETIREE BENEFIT FUND</b>	<u>(65,700.00)</u>	<u>(258,400.90)</u>	<u>(258,400.90)</u>		<u>41,356.55</u>	<u>151,344.35</u>	

Criteria: Type = Summary; Budget Status = Revised; 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**  
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**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	80,089.33	80,089.33	14.68%	-	465,350.67	85.32%
Other State Revenue (860000 to 869999)	2,448,534.00	1,385,665.57	1,385,665.57	56.59%	-	1,062,868.43	43.41%
Other Local Revenue (880000 to 889999)	205,200.00	71,792.82	71,792.82	34.99%	16,188.67	117,218.51	57.12%
<b>Total Revenue</b>	<b>3,199,174.00</b>	<b>1,537,547.72</b>	<b>1,537,547.72</b>		<b>16,188.67</b>	<b>1,645,437.61</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,777,891.34	1,194,727.56	1,194,727.56	67.20%	-	583,163.78	32.80%
Employee Benefit (300000 to 399999)	798,209.97	460,032.31	460,032.31	57.63%	-	338,177.66	42.37%
Books and Supplies (400000 to 499999)	291,194.49	106,315.33	106,315.33	36.51%	350.00	184,529.16	63.37%
Services and Operating Expenditures (500000 to 599999)	124,408.72	3,124.00	3,124.00	2.51%	-	121,284.72	97.49%
Capital Outlay (600000 to 699999)	207,469.51	4,467.84	4,467.84	2.15%	-	203,001.67	97.85%
Interfund Transfers Out (730000 to 739999)	0.00	(8,080.00)	(8,080.00)	100.00%	8,080.00	0.00	100.00%
<b>Total Expenditure</b>	<b>3,199,174.03</b>	<b>1,760,587.04</b>	<b>1,760,587.04</b>		<b>8,430.00</b>	<b>1,430,156.99</b>	
<b>Total Fund 72 CHILD DEVELOPMENT FUND</b>	<b>(0.03)</b>	<b>(223,039.32)</b>	<b>(223,039.32)</b>		<b>7,758.67</b>	<b>215,280.62</b>	

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**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	215,176.30	215,176.30	73.02%	13,513.75	66,009.95	22.40%
<b>Total Revenue</b>	<b>294,700.00</b>	<b>215,176.30</b>	<b>215,176.30</b>		<b>13,513.75</b>	<b>66,009.95</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	173,291.82	110,589.88	110,589.88	63.82%	-	62,701.94	36.18%
Employee Benefit (300000 to 399999)	64,078.50	40,438.13	40,438.13	63.11%	-	23,640.37	36.89%
Books and Supplies (400000 to 499999)	17,417.22	4,536.44	4,536.44	26.05%	18,023.84	(5,143.06)	(29.53%)
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)	20,331.28	0.00	0.00	0.00%	1,287.00	19,044.28	93.67%
Interfund Transfers Out (730000 to 739999)	0.00	(480.00)	(480.00)	100.00%	480.00	0.00	100.00%
<b>Total Expenditure</b>	<b>294,700.02</b>	<b>155,084.45</b>	<b>155,084.45</b>		<b>19,790.84</b>	<b>119,824.73</b>	
<b>Total Fund 73 STUDENT BODY CENTER FEE</b>	<b>(0.02)</b>	<b>60,091.85</b>	<b>60,091.85</b>		<b>(6,277.09)</b>	<b>(53,814.78)</b>	

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**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	189,760.34	189,760.34	10.55%	42,503.41	1,567,188.88	87.09%
Interfund Transfers In (898000 to 898999)	3,104,319.00	1,950,000.00	1,950,000.00	62.82%	-	1,154,319.00	37.18%
<b>Total Revenue</b>	<b>4,903,771.63</b>	<b>2,139,760.34</b>	<b>2,139,760.34</b>		<b>42,503.41</b>	<b>2,721,507.88</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,895,760.34	1,201,876.61	1,201,876.61	63.40%	218.47	693,665.26	36.59%
Employee Benefit (300000 to 399999)	623,161.26	347,087.01	347,087.01	55.70%	-	276,074.25	44.30%
Books and Supplies (400000 to 499999)	33,250.00	4,061.87	4,061.87	12.22%	-	29,188.13	87.78%
Services and Operating Expenditures (500000 to 599999)	2,218,159.47	401,172.98	401,172.98	18.09%	22,995.32	1,793,991.17	80.88%
Capital Outlay (600000 to 699999)	133,000.00	17,795.52	17,795.52	13.38%	53,015.15	62,189.33	46.76%
<b>Total Expenditure</b>	<b>4,903,331.07</b>	<b>1,971,993.99</b>	<b>1,971,993.99</b>		<b>76,228.94</b>	<b>2,855,108.14</b>	
<b>Total Fund 74 KVCR FUND</b>	<b>440.56</b>	<b>167,766.35</b>	<b>167,766.35</b>		<b>(33,725.53)</b>	<b>(133,600.26)</b>	

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**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 76 KVCR EDUCATIONAL FOUNDATION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,871,609.62	472,685.41	472,685.41	16.46%	130,955.19	2,267,969.02	78.98%
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>3,472,290.62</b>	<b>472,685.41</b>	<b>472,685.41</b>		<b>130,955.19</b>	<b>2,868,650.02</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	545,177.74	167,584.47	167,584.47	30.74%	-	377,593.27	69.26%
Employee Benefit (300000 to 399999)	187,057.86	57,252.30	57,252.30	30.61%	-	129,805.56	69.39%
Books and Supplies (400000 to 499999)	35,000.00	1,057.01	1,057.01	3.02%	-	33,942.99	96.98%
Services and Operating Expenditures (500000 to 599999)	986,517.62	154,065.37	154,065.37	15.62%	37,447.30	795,004.95	80.59%
Capital Outlay (600000 to 699999)	18,500.00	0.00	0.00	0.00%	-	18,500.00	100.00%
Interfund Transfers Out (730000 to 739999)	1,700,000.00	400,000.00	400,000.00	23.53%	-	1,300,000.00	76.47%
<b>Total Expenditure</b>	<b>3,472,253.22</b>	<b>779,959.15</b>	<b>779,959.15</b>		<b>37,447.30</b>	<b>2,654,846.77</b>	
<b>Total Fund 76 KVCR EDUCATIONAL FOUNDAT</b>	<b>37.40</b>	<b>(307,273.74)</b>	<b>(307,273.74)</b>		<b>93,507.89</b>	<b>213,803.25</b>	

Criteria: Type = Summary; Budget Status = Revised; 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**  
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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 78 SELF INSURANCE-LIABILITY&amp;PROP</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	4,146.98	4,146.98	100.00%	-	(4,146.98)	0.00%
Interfund Transfers In (898000 to 898999)	550,000.00	550,000.00	550,000.00	100.00%	-	0.00	0.00%
<b>Total Revenue</b>	<b>550,000.00</b>	<b>554,146.98</b>	<b>554,146.98</b>		<b>-</b>	<b>(4,146.98)</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	785,000.00	590,795.96	590,795.96	75.26%	13,133.23	181,070.81	23.07%
<b>Total Expenditure</b>	<b>785,000.00</b>	<b>590,795.96</b>	<b>590,795.96</b>		<b>13,133.23</b>	<b>181,070.81</b>	
<b>Total Fund 78 SELF INSURANCE-LIABILITY</b>	<b>(235,000.00)</b>	<b>(36,648.98)</b>	<b>(36,648.98)</b>		<b>(13,133.23)</b>	<b>(185,217.79)</b>	

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**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 79 EDCT FOUNDATION</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	266,571.00	18,619.44	18,619.44	6.98%	-	247,951.56	93.02%
Other Local Revenue (880000 to 889999)	17,194.67	7,260.22	7,260.22	42.22%	3,680.00	6,254.45	36.37%
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>503,765.67</b>	<b>245,879.66</b>	<b>245,879.66</b>		<b>3,680.00</b>	<b>254,206.01</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)	217,877.66	136,111.53	136,111.53	62.47%	-	81,766.13	37.53%
Employee Benefit (300000 to 399999)	56,599.35	29,753.24	29,753.24	52.57%	-	26,846.11	47.43%
Books and Supplies (400000 to 499999)	41,044.67	6,581.95	6,581.95	16.04%	-	34,462.72	83.96%
Services and Operating Expenditures (500000 to 599999)	54,867.02	15,508.69	15,508.69	28.27%	-	39,358.33	71.73%
Capital Outlay (600000 to 699999)	130,376.98	51,500.09	51,500.09	39.50%	2,492.95	76,383.94	58.59%
<b>Total Expenditure</b>	<b>503,765.68</b>	<b>239,455.50</b>	<b>239,455.50</b>		<b>2,492.95</b>	<b>261,817.23</b>	
<b>Total Fund 79 EDCT FOUNDATION</b>	<b>(0.01)</b>	<b>6,424.16</b>	<b>6,424.16</b>		<b>1,187.05</b>	<b>(7,611.22)</b>	

Criteria: Type = Summary; Budget Status = Revised; 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	2,011,749.60	2,011,749.60	66.66%	1,000.00	1,005,250.40	33.31%
<b>Total Revenue</b>	<b>3,018,000.00</b>	<b>2,011,749.60</b>	<b>2,011,749.60</b>		<b>1,000.00</b>	<b>1,005,250.40</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,232,267.16	558,924.95	558,924.95	45.36%	-	673,342.21	54.64%
Employee Benefit (300000 to 399999)	412,208.78	174,220.76	174,220.76	42.27%	-	237,988.02	57.73%
Books and Supplies (400000 to 499999)	30,800.00	3,243.54	3,243.54	10.53%	341.24	27,215.22	88.36%
Services and Operating Expenditures (500000 to 599999)	1,388,435.00	258,312.10	258,312.10	18.60%	6,222.27	1,123,900.63	80.95%
Capital Outlay (600000 to 699999)	125,000.00	3,647.90	3,647.90	2.92%	27,732.08	93,620.02	74.90%
<b>Total Expenditure</b>	<b>3,188,710.94</b>	<b>998,349.25</b>	<b>998,349.25</b>		<b>34,295.59</b>	<b>2,156,066.10</b>	
<b>Total Fund 82 SCHLRSH&amp;LOAN AGENCY KVC</b>	<b>(170,710.94)</b>	<b>1,013,400.35</b>	<b>1,013,400.35</b>		<b>(33,295.59)</b>	<b>(1,150,815.70)</b>	

Criteria: Type = Summary; Budget Status = Revised; 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 84 WORKERS COMPENSATION FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,257,000.00	343,236.18	343,236.18	27.31%	317,000.00	596,763.82	47.48%
<b>Total Revenue</b>	1,257,000.00	343,236.18	343,236.18		317,000.00	596,763.82	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	1,257,000.00	445,156.87	445,156.87	35.41%	53,999.50	757,843.63	60.29%
<b>Total Expenditure</b>	1,257,000.00	445,156.87	445,156.87		53,999.50	757,843.63	
<b>Total Fund 84 WORKERS COMPENSATION FUN</b>	0.00	(101,920.69)	(101,920.69)		263,000.50	(161,079.81)	

Criteria: Type = Summary; Budget Status = Revised; 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:** February 21, 2019  
**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 December 2018 (See attached).

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None

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

**ON CAMPUS:**

**CRAFTON**

NO INCIDENTS TO REPORT

**DISTRICT**

NO INCIDENTS TO REPORT

**VALLEY**

NO INCIDENTS TO REPORT

**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:** February 21, 2019  
**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 \$21,115,185.

### **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 February 4, 2019, 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	33,008	30,690	42,498	37,772	17,661	17,777	15,825	16,914		
<b>Receipts</b>														
<b>Federal</b>		-1		130	-22	192	22	4	582	195	-223	1,757		2,636
<b>State</b>	6,908	6,209	11,863	6,458	7,180	9,408	10,285	6,500	16,734	10,567	15,001	-1,586		105,527
<b>State Deferrals</b>														
<b>Local</b>	1,664	889	1,600	2,448	3,633	16,118	1,767	1,618	1,201	6,259	4,428	-2,855		38,769
<b>Temporary Borrowings</b>														
<b>Inc Transfer &amp; Sale of Assets</b>				1							16	11,574		11,591
<b>Accounts Receivable/Accruals</b>	711	275	645	2,419	169	-439	-144	305	274	102	-1,041	59		3,333
<b>Total Receipts</b>	9,284	7,371	14,108	11,456	10,959	25,279	11,930	8,427	18,790	17,123	18,181	8,948		161,856
<b>Disbursements</b>														
<b>Academic Salaries</b>	-2	2,021	3,941	4,320	4,274	4,401	4,409	3,946	4,475	4,453	4,442	7,930		48,610
<b>Classified Salaries</b>	2,203	2,483	3,737	2,788	2,784	2,964	2,935	2,870	3,030	2,990	3,052	3,320		35,156
<b>Benefits</b>	1,050	1,771	2,366	2,191	2,200	2,218	2,362	2,317	2,393	2,400	2,424	3,553		27,245
<b>Supplies &amp; Materials</b>	-3	11	81	152	111	149	164	255	151	237	288	1,856		3,453
<b>Other Operating Exp</b>	4	277	1,536	1,098	1,091	1,603	5,742	6,513	7,166	7,634	6,839	-6,716		32,789
<b>Capital Outlay</b>	-1	4	134	223	398	218	54	441	200	158	308	2,745		4,880
<b>Other Outgo</b>			264		2,260	1,849	115	507	1,213	1,203	118	3,811		11,340
<b>Longterm Post-Employment Benefits</b>	-6	-1	-2	-17	-9	21	-3	-1	9	-1	-2	-4		-16
<b>Accounts Payable/Accruals</b>	4,570	3,309	479	4,146	168	48	878	11,689	36	2	-379	-11,747		13,200
<b>Total Disbursements</b>	7,814	9,876	12,536	14,902	13,277	13,471	16,657	28,537	18,674	19,075	17,092	4,747		176,658
<b>Increase / (Decrease) in Cash Balance</b>	1,469	-2,504	1,572	-3,446	-2,318	11,808	-4,727	-20,110	116	-1,952	1,089	4,201		
<b>Estimated Ending Cash Balance</b>	37,386	34,882	36,454	33,008	30,690	42,498	37,772	17,661	17,777	15,825	16,914	21,115		

## **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:** February 21, 2019

**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 1.4 (Number of Students Graduating Within 3 Years) and KPI 1.5 (Number of Transfers to 4-year Colleges Each Year). 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.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT KPI DASHBOARD

### Goal 1: Student Success

**Objective:** Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

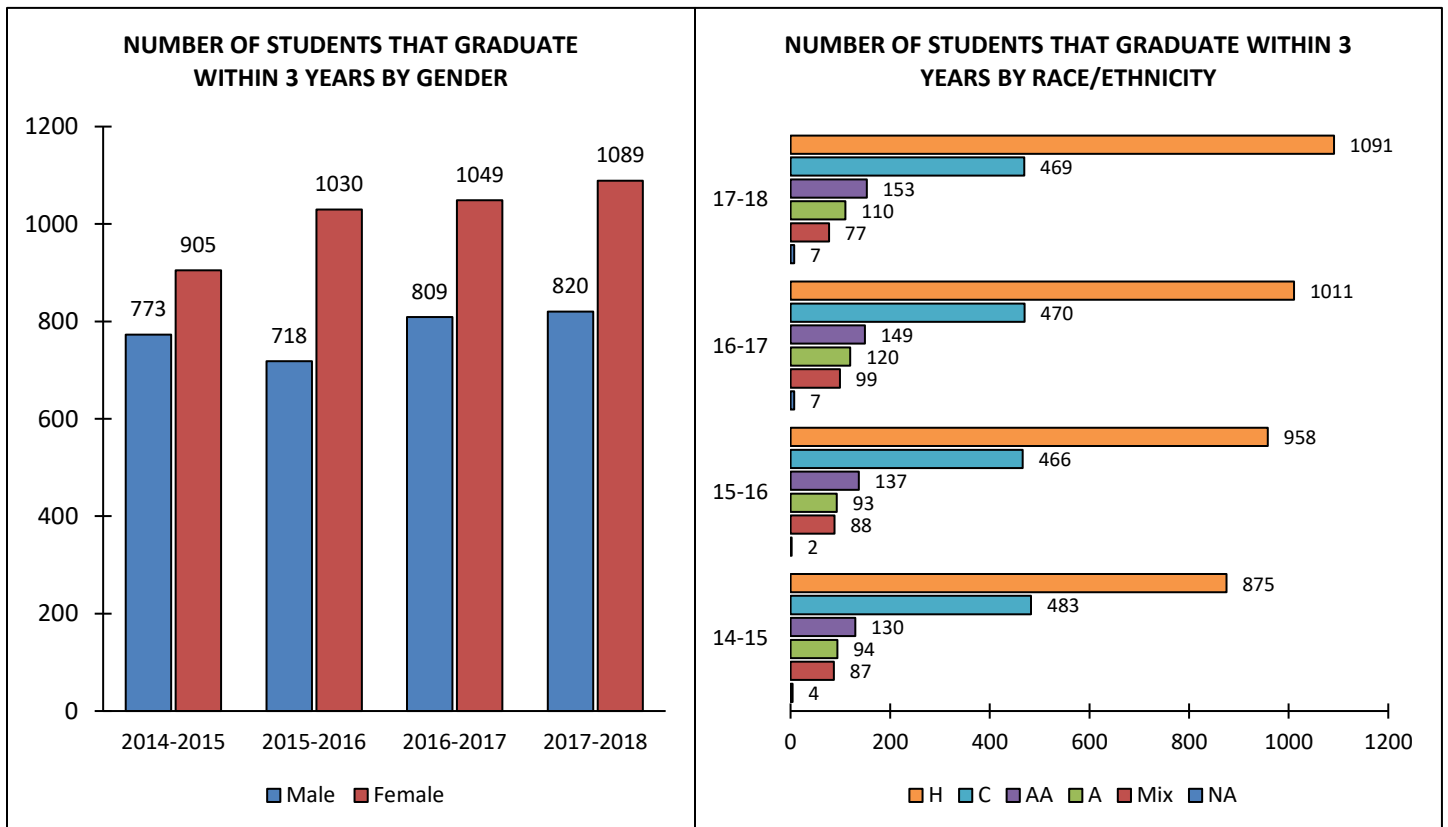
**Measurement Frequency:** Annual

#### KPI 1.4: Number of Students Graduating Within 3 Years

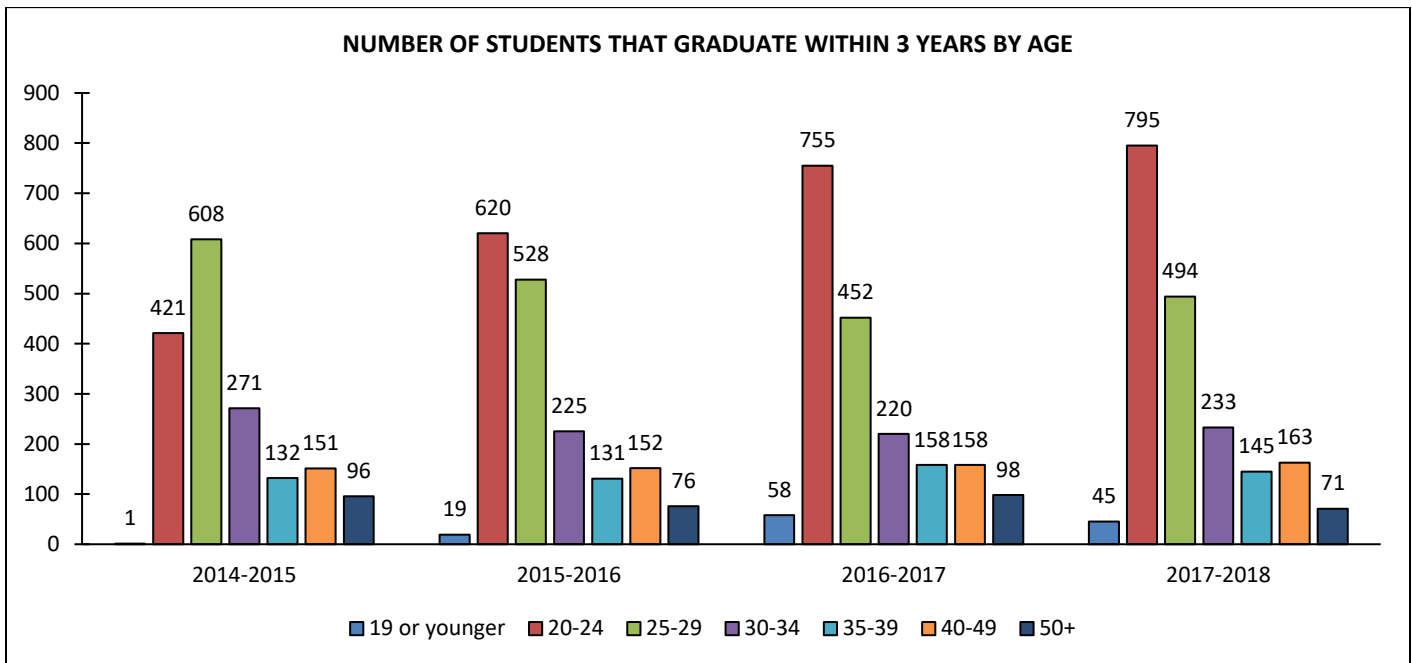
**Definition:** The total number of students who complete their degree (i.e., Associates and/or certificate) in 3 years or less.

KPI 1.4: Number of Students Graduating Within 3 years	2014-2015 Total	2015-2016 Total	2016-2017 Total	2017-2018 Total
Crafton Hills College (CHC)	747	674	691	717
San Bernardino Valley College (SBVC)	933	1077	1173	1197
SBCCD (Total)	1680	1751	1864	1914

#### EQUITY ANALYSIS:



**Note:** NA = Native American; A = Asian; AA = African American; C = Caucasian; H = Hispanic; Mix = Multiple Race



**SUMMARY OF THE DATA:**

**Degrees and Certificates (Overall):** There was a net increase of 489 students that graduated within 3 years or less (3-year grads) since the 2014-2015 academic year. This amounts to an average increase of 122 “3-year grads” each year and an average of 1802 total “3-year grads” each year over this four-year period. There was a total of 7209 “3-year grads” over this four-year period.

**Degrees and Certificates (Gender and Race):** On average, there were more female “3-year grads” than males over this four-year period (four-year average of 1018 and 780 “3-year grads” per year, respectively). On average, Hispanics obtained the highest number of degrees in 3 years or less (984 per year) over this four-year period. The next highest was Caucasians (472), African Americans (142), Asians (104), Mix (88) and Native Americans (5).

**Degrees and Certificates (Age):** On average, over this four-year period, the 20-24 age group comprised approximately 36% (648 graduates per year) of all SBCCD’s 3-year graduates. The second highest was the 25-29 age group with 29% (521 3-year graduates per year) of all SBCCD graduates. The lowest was the 19 or younger age group with 2% (31 3-year graduates per year) of all SBCCD graduates.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT KPI DASHBOARD

### Goal 1: Student Success

**Objective:** Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

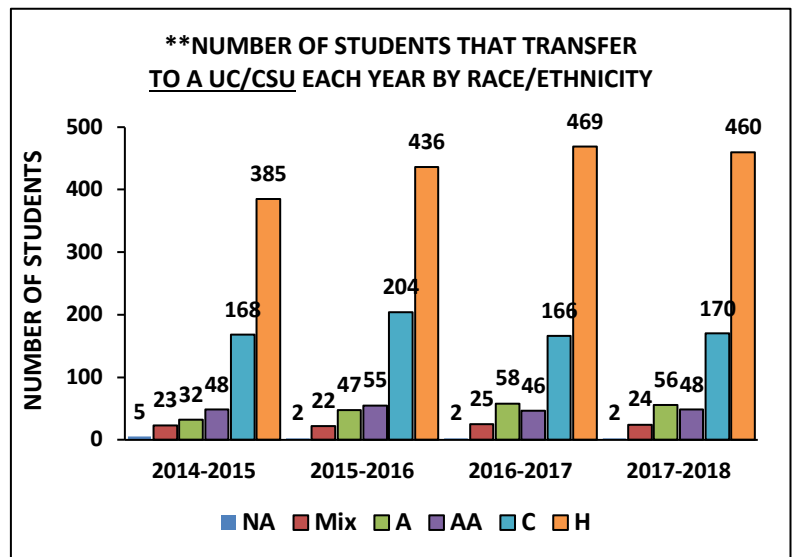
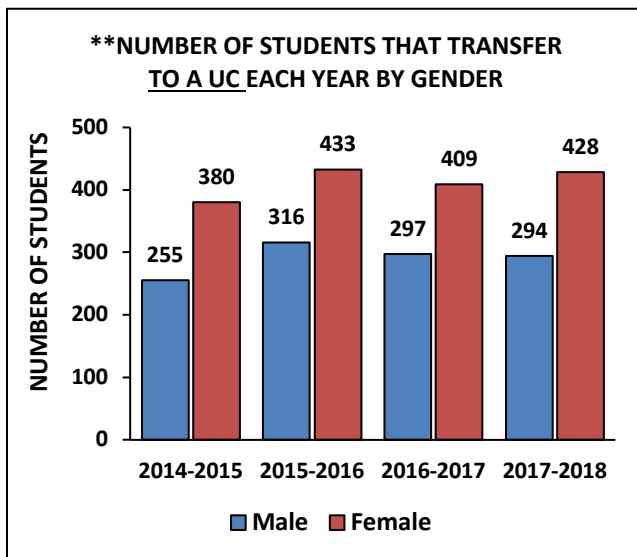
**Measurement Frequency:** Annual

#### KPI 1.5: Number of Transfers to 4-year Colleges Each Year

**Definition:** The number of students who transfer to a four-year institution (measured annually from summer to spring).

KPI 1.5: Number of Transfers to 4-year Colleges Each Year	2014-2015	2015-2016	2016-2017	2017-2018
Crafton Hills College (CHC)	527	581	538	578
San Bernardino Valley College (SBVC)	715	786	760	847
SBCCD (Total)	1242	1367	1298	1425

**EQUITY ANALYSIS:** Please note that equity data was not available for (1) in-state private and (2) out-of-state private institutions. As a result, data presented in the graph on the right ONLY reflects the number of transfers to the CSU's and UC's for each race/ethnicity. Also, ONLY UC's provided equity data for gender, thus the graph on the left ONLY reflects gender differences for UC campuses.



#### SUMMARY OF THE DATA:

**Transfers to 4-year institutions (Overall):** There was a net increase of 364 students that transferred to a four-year college since the 2014-2015 academic year. This amounts to an average increase of 121 transfers each year and an average of 1333 transfers each year over this four-year period. There was a total of 5332 transfers over this four-year period.

**Transfers to 4-year institutions (Equity):** On average, more female students transferred to 4-year colleges than males over this 4-year period (four-year average of 413 and 291, respectively). Hispanics obtained the highest average number of transfers per year (438) over this 4-year period. The next highest was Caucasians (177), African Americans (50), Asians (48), Mix (24) and Native Americans (3).

**Note:** NA = Native American; A = Asian; AA = African American; C = Caucasian; H = Hispanic; Mix = Multiple Race



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Steven Sutorus, Business Manager  
**DATE:** February 21, 2019  
**SUBJECT:** CCFS-320 Apportionment Attendance Report for FY 2019 Period 1

### **RECOMMENDATION**

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

### **OVERVIEW**

The CCFS-320 Apportionment Attendance Report for FY 2019 Period 1 has been submitted to the State Chancellor's Office.

### **ANALYSIS**

The Period 1 report includes preliminary figures for the period July 1, 2018 – December 31, 2018 and uses annualizers to forecast fiscal year end data. The chart below summarizes the District's status as of P1 and provides comparison data.

<b>Comparison – FY18 P3 vs FY19 P1</b>						
<b>FY 18 at Year End</b>			<b>FY 19 at P1</b>			
				<b># Change</b>	<b>% Change</b>	
CHC	4,519		CHC	4,764	245	5.42%
SBVC	10,785		SBVC	10,854	69	.64%
Total	15,304		Total	15,618	314	2.05%

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

## **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:** February 21, 2019  
**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 Q2 Closed For Edits.**

**CHANGE THE PERIOD**

**Fiscal Year: 2018-2019**

**Quarter Ended: (Q2) Dec 31, 2018**

**District: (980) SAN BERNARDINO**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>Closed for edits after Feb 16, 2019</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	100,261,996	100,261,996	58,751,519	100,261,996
A.2	Other Financing Sources (Object 8900)	2,000,000	2,000,000	1,488	2,000,000
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	102,261,996	102,261,996	58,753,007	102,261,996
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	105,191,202	105,650,282	43,725,634	105,650,282
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	796,056	807,383	761,762	807,383
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	105,987,258	106,457,665	44,487,396	106,457,665
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-3,725,262	-4,195,669	14,265,611	-4,195,669
<b>D. Fund Balance, Beginning</b>					
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	14,045,018	32,506,298	14,045,018
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.7%	13.2%	73.1%	13.2%

**SAVE EDITS >>>**

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)				15,618
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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	42,498,368
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	42,498,368

**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		Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	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 Atalig (916)327-5772 [catalig@cccco.edu](mailto:catalig@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: (Q2) Dec 31, 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	105,650,282
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	12,705,000	1,231,356	1,009,397	807,383
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>106,457,665</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>-4,195,669</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>14,045,018</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17.3%	25%	19.2%	13.2%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	15,352	14,511	15,228	15,618
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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		36,475,332	46,289,201	42,498,368
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>31,636,547</b>	<b>36,475,332</b>	<b>46,289,201</b>	<b>42,498,368</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	58,751,519	58.6%
I.2	Other Financing Sources (Object 8900)	2,000,000	2,000,000	1,488	0.1%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>102,261,996</b>	<b>102,261,996</b>	<b>58,753,007</b>	<b>57.5%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	105,191,202	105,650,282	43,725,634	41.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	796,056	807,383	761,762	94.3%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>105,987,258</b>	<b>106,457,665</b>	<b>44,487,396</b>	<b>41.8%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-3,725,262</b>	<b>-4,195,669</b>	<b>14,265,611</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>14,045,018</b>	<b>32,506,298</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	13.7%	13.2%		

**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:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** February 21, 2019  
**SUBJECT:** Memorandums of Understanding between SBCCD and CSEA  
Chapter #291

### **RECOMMENDATION**

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

### **OVERVIEW**

SBCCD and the California School Employees Association Chapter #291 (CSEA) met and entered into the attached Memorandum(s) of Understanding or MOU(s).

### **ANALYSIS**

The attached MOU(s) constitute(s) the full and complete Agreement between the District and the CSEA, pending ratification by the CSEA.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this information item.

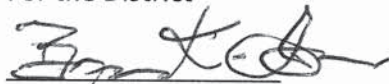
MEMORANDUM OF UNDERSTANDING  
By And Between  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
And  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its  
SAN BERNARDINO CCD CHAPTER 291  
January 23, 2019

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

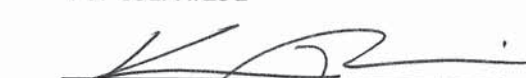
1. The purpose of this MOU is to address the nature of the duties of the Development Coordinator Job Description.
2. The parties have acknowledged that the Job Description of Alumni Development Coordinator will be retitled to Development Coordinator.
3. The parties agree that the Development Coordinator position shall be moved from Range 36 and placed at Range 45 on the current CSEA salary schedule.
4. This position shall be included in the current 2018 Classification Study.
5. This MOU does not affect the rights provided through Article 6.


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

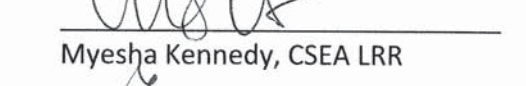
For the District

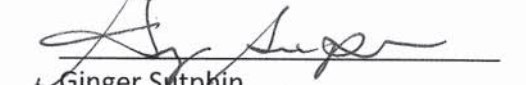
  
 Byron Issac, SBCCD  
 Director, Labor Relations & Compliance


For CSEA #291


  
 Kevin Palkki, CSEA #291 President

  
 Myesha Kennedy, CSEA LRR

  
 Ginger Sutphin

  
 Stacy Garcia

  
 Fermin Ramirez

  
 David Stevenson



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## ALUMNI DEVELOPMENT 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, the Alumni Development Coordinator plans, coordinates, and implements alumni fundraising/development activities including coordination of alumni membership drives, contributions, publications, special events, and computer data input. This position prepares a variety of reports and correspondence and also responds to a variety of inquiries from alumni, faculty, and staff, managers, members Foundation Board Directors, donors, and the general public.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification.

1. Assists with the design, implementation, and coordinatesion of all alumni-fundraising activities from inception to completion.
2. Responds to inquiries from alumni, faculty, staff, and the general public.
- 2-3 Assists with department campaigns to increase annual financial contributions from alumni and organizations through direct mail, and special events.
- 3-4 Composes and edits a variety of correspondence including fundraising letters, event letters, welcome and thank you acknowledgements, event and program information, mailing inserts and tax donation letters.
- 4-5 Assists in coordinatesing and schedulesing production of marketing communications materials for fundraising including ordering, printing, and delivery of materials, tracking inventory, and mailing production.
- 5-6 Assists in the coordinatesion of volunteer activities and volunteer involvement with college alumni and others.
- 6-7 Assists in plansing and organizesing special development-related events on and off campus as necessary.
7. Responds to alumni, faculty, staff members and general public in a courteous manner; provides appropriate information; and resolves complaints in an efficient and timely manner.
8. Maintains database of donors and culls records to use for fundraising activities donor data including gift processing, tracking activities in donor files, donor research, developing prospect and invitation lists, and provides reports as requested.
9. Attends and participates in professional group meetings; provides appropriate information within area of responsibility.;
10. maintains awareness of new trends and developments in the field of fundraising; and incorporates new developments as appropriateassigned in the field of advancement, development, and fundraising.
11. Assists with donor identification, cultivation and stewardship in scholarship review and award process; ensures that awards match donor's intent.
12. Assists with proposals, maintains records, and oversees reporting as needed.
13. Assists with the administration of Foundation funded programs in accordance with Foundation bylaws, policies, and procedures, District and College policies and procedures, and state and federal requirements.

~~9-14.~~ Monitors expenditures for Foundation funding, including grants, endowments, scholarships, department, program, and other funds. Reviews documentation and funding requests for accuracy.

~~10-15.~~ Performs related other duties as assignedrequired, related to the primary job duties 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:**

Methods, procedures, and techniques used to successfully solicit funds from various sources.

Principles and practices of marketing and public relations.

~~Principles of graphic design and website maintenance~~advancement, development, and fundraising, including customer service and donor confidentiality.

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

Principles of business letter writing and basic report preparation.

Fundraising practices using direct mail, telemarketing, e-marketing, and special-events.

Principles and procedures of record keeping and filing.

English usage, spelling, grammar, and punctuation.

Pertinent federal, state, and local codes, laws, and regulations including philanthropic, commercial, governmental, and individual laws, regulations, and tax benefits applicable to fund-raising.

##### **Ability to:**

Assist in the development, planning, and implementation of a comprehensive fund-raising program geared to specific goals and objectives.

Organize, coordinate and complete special events, including theme ideas, marketing, outreach, budgeting and tracking.

Assist in evaluating the effectiveness of fundraising.

Interpret and apply applicable federal, state, and local laws, codes, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Plan and organize work to meet changing priorities and deadlines.

Meet critical deadlines while working with frequent interruptions.

Organize data, maintain records, and prepare reports.

Work independently in the absence of supervision.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit 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.

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** - A typical way to obtain the knowledge & abilities would be:

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

~~Completion of the twelfth grade supplemented by college course work which includes an~~Associate's degree or the equivalent of 60 semester units with major coursework in business administration, marketing, advertising or a closely-related field from an accredited college or university.

##### **Required Experience:**

~~Two years~~Four (4) years of experience in a customer service focused environment involving a high level of interpersonal contact~~development, marketing, fundraising, or sales.~~

**Preferred:**

1. ~~1. Bachelor's degree from an accredited college or university with major course work preferably in business administration, marketing, advertising or a closely-related field.~~
2. ~~2. Fundraising or development Experience in development, marketing with a Foundation, nonprofit, or grant-based program or fundraising in a community college environment.~~
3. Experience in the California Community College environment.

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**License or Certificate:**

Possession of a valid California driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting; occasionally travel from site to site; and extended periods of time viewing computer monitor.

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

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

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

Board Approved: January 14, 2012  
Revised: ~~xx/xx/xxxx~~

Range: ~~3645~~


MEMORANDUM OF UNDERSTANDING  
By And Between  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
And  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its  
SAN BERNARDINO CCD CHAPTER 291  
January 23, 2019

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

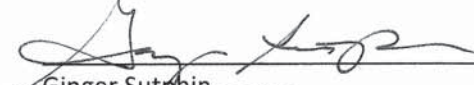
1. The purpose of this MOU is to address the nature of the Job Description for the Senior Theatre Arts Technical Specialist into the District's classified bargaining unit represented by CSEA.
2. The parties agree that the Senior Theatre Arts Technical Specialist position shall be placed at Range 50 on the current CSEA salary schedule.
3. The Senior Theatre Arts Technical Specialist positions shall be included in the current 2018 Classification Study.
4. The Association and the District agree that the Senior Theatre Arts Technical Specialist position will be added to the 2017-2020 CSEA Collective Bargaining Agreement
5. The parties agree that an entry level Theatre Technician position will be brought forward through the negotiations process.

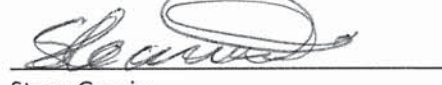
This agreement is subject to all approvals required by the CSEA Policy 610 and the District.

For the District  
  
Byron Issac,  
Director, Labor Relations & Compliance

For CSEA #291  
  
Kevin Palkki, CSEA #291 President

  
Myesha Kennedy, CSEA LRR

  
Ginger Sutphin

  
Stacy Garcia

  
Fermin Rameriz

  
David Stevenson

KP (4) MS  
[2.5.2019.6/15]  
F.R. Ag  
WJ

1/9/2019

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**SENIOR ~~SENIOR~~-THEATRE TECHNICIAN ~~ARTS TECHNICAL SPECIALIST~~**

**Performing Arts Center Technical Director**

*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~~ direction of the Dean, independently working with minimal supervision, performs a variety of skilled and semi-skilled activities related to production and technical aspects of performances and events scheduled in the theatre, auditorium, and other related facilities. **in consultation with department faculty, plan, organize, design, direct, all technical aspects of a variety of theatrical, dance, music, and related live events, including, stage set-up, lighting, sound, rigging, and related production functions; coordinate, schedule, and monitor events held at the campus theatre.** ~~Performing Arts Center.~~

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Oversees and coordinates the set up and execution of technical requirements of productions at the auditorium, theatre, and related facilities including lighting, sound, and scenery requirements; prepares lights and sounds for outside venues.
- ~~1.2.~~ Learns and applies emerging technologies, including networking, digital media, and cinematography, to perform duties in an efficient, organized, and timely manner.
- ~~2.3.~~ Communicates with users to establish, discuss, or clarify technical requirements of productions.
- ~~3.4.~~ Designs, builds, and repairs sets and scenery for various shows for the Theatre Department.
- ~~4.5.~~ Designs, hangs, focuses, and cues lighting for all productions in the auditorium.
- ~~5.6.~~ Creates sound effects and operates the various mixers and sound equipment.
- ~~6.7.~~ Executes all rigging and flying of curtains, backdrops, and other flown scenery; rigs special scenery used with hang systems.
- ~~7.8.~~ Prepares flyers, posters, and programs for shows; delivers materials to be copied.
- ~~8.9.~~ Procures and maintains inventory of equipment and supplies related to production activities; picks-up materials as needed; monitors assigned budgets.
- ~~9.10.~~ Coordinates with appropriate departments to assure that necessary equipment and personnel are scheduled.

- ~~10~~.11. Trains and provides work direction to part-time or student workers as assigned; provides advice and guidance on the safe operation and use of tools and equipment; oversees students working in shop and on designated areas required for shows.
- ~~11~~.12. Oversees personnel in the box office during show nights.
- ~~12~~.13. Maintains and enforces fire, safety, and health regulations for the protection and safety of facility users and audiences.
- ~~13~~.14. Performs ~~related~~ other duties as required, related to the primary job duties.

### **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:**

Methods, equipment, and materials used in the technical operations of theatre productions.  
Technical requirements of theatre productions including lighting, sound, and scenery/set design.  
Methods and techniques of maintaining, installing, and repairing electrical systems and equipment.  
Operational characteristics of maintenance and construction equipment and tools used in the area of assignment including specialized theatre production equipment.  
Office procedures, methods, and equipment including computers and applicable technology and software applications ~~including basic media software~~.  
Computer networking including WAN LAN systems.  
Pertinent federal, state, and local codes, laws, and regulations including safety regulations.  
Occupational hazards and standard safety practices.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Principles and practices of training and providing work direction.

#### **Ability to:**

Read blueprint drawings of stage scenery.  
Operate and maintain a variety of specialized theatre production and stage equipment including lighting, sound, and rigging equipment as well as carpentry and electrical tools.  
Work flexible schedule inherent to productions of theatre, music, and dance events.  
Provide technical advice and assistance for theatre productions including lighting, sound, and scenery.  
Interpret and apply applicable federal, state, and local laws, codes, and regulations.  
Perform assigned work in accordance with appropriate safety practices and regulations.  
Operate and maintain a variety of specialized theatre production equipment, including lighting, sound, and rigging equipment.  
Train and provide work direction to others.  
Plan and organize work to meet changing priorities and deadlines.  
Work independently in the absence of supervision.  
Understand and follow oral and written directions.  
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 theatre arts or a related field. A combination of related college level course work and extensive Additional experience may substitute for a Bachelor's degree formal education on a year-for-year basis.

**Experience:**

~~Two~~ Three years of experience in providing technical theatre support including set construction, lighting, and sound.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a theatre, stage, and shop setting; exposure to noise, dust, grease, smoke, fumes, noxious odors, and gases; work at heights on scaffolding and ladders; work around or operate power tools and equipment. Positions may be required to work evenings and weekends. May interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Physical:** Primary functions require sufficient physical ability and mobility to operate a motor vehicle, work in a theatre, stage, and shop 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 perform medium to heavy physical work; to work in confined spaces and around machines for prolonged periods of time; to climb and descend ladders; to operate assigned equipment and hand and power tools requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information. Must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds or heavier weights with assistance or the use of proper equipment.

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

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

Board Approved: November 9, 2000, \_\_\_\_\_ 2018  
Johnson & Associates Revised: January 2007, \_\_\_\_\_ 2018  
Range 44-50

Memorandum of Understanding  
By And Between  
San Bernardino Community College District  
And  
California School Employees Association and its  
San Bernardino CCD Chapter #291  
January 23, 2019

Terms and Conditions: The San Bernardino Community College District, (hereinafter, "District") and the California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter, "Association") agree as follows:

In accordance with the agreed MOU on April 16 2018 (attached) the parties have reviewed, updated, and negotiated the Theatre Technician position.

The parties have acknowledged that the duties and functions of the current Theatre Technicians have been and are currently bearing the workload and Job Description of the Senior Theatre Arts Technical Specialist.

The Parties have agreed to the following effects for each incumbent currently in the Theatre Technician position:

1. Effective July 1, 2018, bargaining unit members Ryan Bethke Theatre Technician Range 42 and Step E, 3.8 hours/260 day work year, in the Theatre Arts Department at San Bernardino Valley College will be reclassified to the classification of Senior Theatre Arts Technical Specialist, Range 50 Step B, 3.8 hours/ 260 day work year
2. Effective July 1, 2018, bargaining unit members Michael Gonzalez Theatre Technician Range 42 and Step E, 8 hours/260-day work year, in the Theatre Arts Department at San Bernardino Valley College will be reclassified to the classification of Senior Theatre Arts Technical Specialist, Range 50 Step B, 8 hours/260-day work year.
3. Effective July 1, 2018, bargaining unit members Kevin Palkki Theatre Technician Range 42 and Step E, 8 hours/260-day work year, in the Fine Arts Department at Crafton Hills College will be reclassified to the classification of Senior Theatre Arts Technical Specialist, Range 50 Step B, 8 hours/260-day work year.

All incumbents will keep their seniority as of date of hire.

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

For the District



Byron Issac, SBCCD  
Director, Labor Relations & Compliance

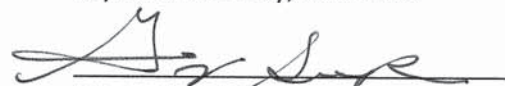
For CSEA #291



Kevin Palkki, CSEA #291 President



Myesha Kennedy, CSEA LRR



Ginger Sutphin



[25.2019.10/15]



Stacy Garcia



Fermin Ramirez



David Stevenson

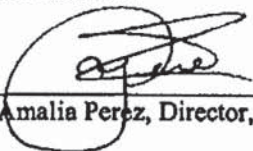
Memorandum of Understanding  
By And Between  
San Bernardino Community College District  
And  
California School Employees Association and its San Bernardino CCD Chapter #291  
April 16, 2018

**Terms and Conditions:** The San Bernardino Community College District, (hereinafter, "District") and the California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter, "Association") agree as follows:

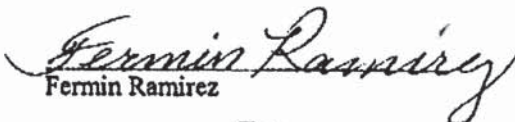
1. In Accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for reclassification, the reclassification Committee met on April 9, 2018 and it has been determined the following bargaining unit members shall not be reclassified, but receive a 5% out of class increase. In addition, the job descriptions for Theatre Technician and Assistive Technology Specialist will be reviewed, updated, and taken to Negotiations.
2. Effective December 7, 2017, bargaining unit member Kevin Palkki, Theatre Technician, Range 42 and Step E (\$5,011.00), 8 hours/260 day work year in the Theatre Arts Department at Crafton Hills College will receive a 5% out-of-class increase which would bring him to \$5,261.55 per month.
3. Effective February 2, 2018, bargaining unit member Michael Gonzales, Theatre Technician, Range 42 and Step E (\$5,011.00), 8 hours/260 day work year in the Theatre Arts Department at San Bernardino Valley College will receive a 5% out-of-class increase which would bring him to \$5,261.55 per month.
4. Effective February 2, 2018, bargaining unit member Ryan Bethke, Theatre Technician, Range 42 and Step E (\$2,380.23), 3.8 hours/260 day work year in the Theatre Arts Department at San Bernardino Valley College will receive a 5% out-of-class increase which would bring him to \$2,499.24 per month
5. Effective February 2, 2018, bargaining unit member Ana Bojorquez, Assistive Technology Specialist, Range 42 and Step E (\$5011.00), 8 hours/260 day work year in the DSP&S Department at San Bernardino Valley College will receive a 5% out-of-class increase which would bring her to \$5,261.55 per month.

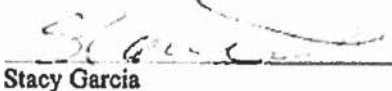
This Agreement is subject to the procedures required by CSEA Policy 610 and the District.

For SBCCD:

  
Amalia Perez, Director, Human Resources

For CSEA, Chapter #291:

  
Fermin Ramirez

  
Stacy Garcia

  
Ginger Sutphin

  
David Stevenson

  
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**

**January 23, 2019**

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

In support of creating promotional pathways for internal staff that is separate and distinct from Article 15: Vacancies, Transfers, Voluntary Demotions, In House or Promotional Only Recruitments, it has been agreed that all qualified Classified CSEA unit members will be afforded the opportunity to apply, interview, and be selected to participate in the specialized training within the Police Academy designated by the District. This agreement does not preclude the District from engaging in internal and external recruitment efforts as identified in the Collective Bargaining Agreement (CBA) with said Article.

**Appointment to the Police Officer Training Program**

In order to participate in the Police Officer Training Program the unit member must have completed a nine (9) month probationary period. Appointment to the program is contingent upon satisfactory completion of background investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, polygraph, psychological examination, written examination, medical examinations and physical agility test. All applicants will be required to execute appropriate waivers and releases, Withdrawal from the Program Repayment Schedule form, answer questions, and be interviewed by an investigator as a condition for acceptance into the program and subsequently as a College Police Officer (CPO):

- When an employee is accepted for training into the program and subsequently as a CPO.
- When an employee is accepted for training under this MOU the vacant unit member position will be back filled by hiring a new employee.

**The Academy will be as follows:**

1. The Academy will be selected /deselected by the District.
2. The length of the training will be determined by the program selected. The District will provide a list of members accepted in the program including the start and end dates of each member.
3. At the end of the training, the unit member will receive certification to become a Law Enforcement Officer.

**The District's responsibilities will be as follows:**

1. The District will cover the costs associated with the Academy.
2. The District will employ the unit member as a police officer upon completion of the Academy for no less than three (3) years. The District maintains their rights under article 17. If the District terminates the employee for any reason the unit member will not be required to repay any costs occurred from the training.
3. The District will compensate the unit member at the current level of pay within his/her unit member position.

4. The District will honor the three (3) year agreement for employment. In no way does this mean the District intends to separate the unit member upon completion of the three (3) years. [2.9.2019:19/15]
5. Once the Unit Member has completed the Academy he/she will be placed on the applicable range as a College Police Officer.

**The Selected Unit Members responsibilities will be as follows:**

1. The unit member will complete the entire Academy and receive appropriate certification.
2. The unit member agrees to the aforementioned level of compensation. If the unit member does not complete the training due to a non-performance issue (e.g. medical or FMLA reasons) or situations that are considered circumstances outside the control of the unit member this agreement is null and void. All circumstances of these concerns will be negotiated with the Association.
3. Upon completion of the Academy, the unit member will become a police officer with SBCDD for no less than three (3) years.
4. The unit member agrees in writing to remain employed by the District as a CPO for 3 academic years following completion of the Police Officer Training Program or will repay the District all cost of the Academy as follows:

Non-completion of agreement by year (Total cost divided into thirds):

Year 1: 100%

Year 2: 66%

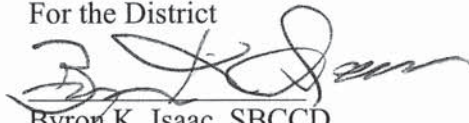
Year 3: 33%

In the event the unit member does not complete the Academy he/she shall return to their former position, which may cause a lay-off. CSEA retains its right under the law to negotiate the effects of said lay-off. The District shall conduct an exit interview upon the employee's conclusion of the program.

This pilot program shall sunset on January 31, 2020.

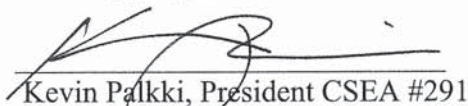
This MOU is subject to the approval and ratification process followed by the district and CSEA.

For the District

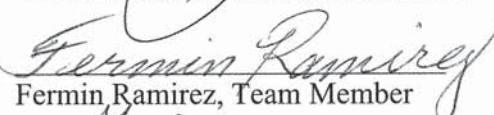


Byron K. Isaac, SBCCD  
Labor Relations &  
Compliance Director, Human Resources

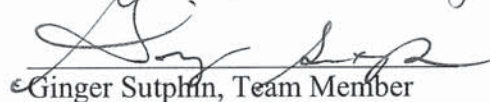
For CSEA



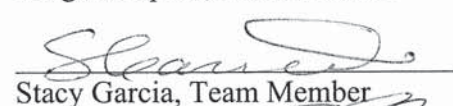
Kevin Palkki, President CSEA #291



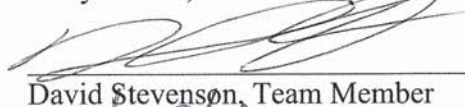
Fermin Ramirez, Team Member



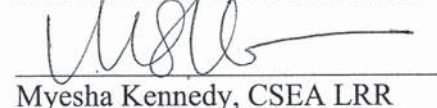
Ginger Sutphin, Team Member



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**

**January 9, 2019**

**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, Priscilla Acosta, Child Development Assistant, permanent work shift will change as described below. First day of permanent schedule will be Monday, February 25, 2019. Any need for hour coverage prior to February 25, 2019 will follow all overtime or extended hours in accordance with Article 6 and all classified employees will be made whole.

**FROM**

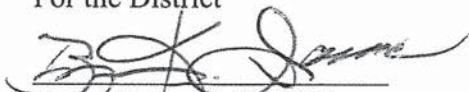
Monday 10:00am-2:00pm  
Tuesday 10:00am-2:00pm  
Wednesday 10:00am-2:00pm  
Thursday 10:00am-2:00pm  
Friday 10:00am- 1:00pm

**TO**

Monday 9:00 am to 1:00 pm  
Tuesday 9:00 am to 1:00 pm  
Wednesday 9:00 am to 1:00 pm  
Thursday 9:00 am to 1:00 pm  
Friday 9:00 am to 12:00 pm

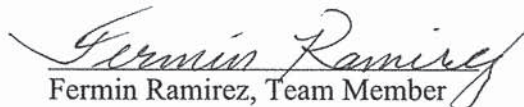
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

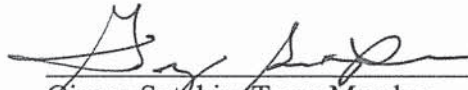
For the District



Byron K. Isaac, SBCCD  
Labor Relations &  
Compliance Director, Human Resources

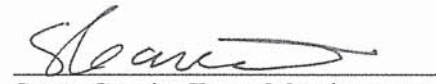
For CSEA

  
Kevin Palkki, President CSEA #291  
Fermin Ramirez, Team Member




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Ginger Sutphin, Team Member



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Stacy Garcia, Team Member



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David Stevenson, Team Member

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** February 21, 2019  
**SUBJECT:** Quarterly Investment Report

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

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

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.



# Quarterly Investment & Deposit Report

## Quarter Ending December 31, 2018

[v.2.3.2019.p.1|1]

Account	Amount	Interest	Type	Institution
<b>General Fund</b>				
Clearing Account	\$ 699,218.64	0.00	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 390,071.59	0.00	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 1,089,290.23</u>			
<b>Bond Fund (#256245)</b>	\$ 35,473,728.38		Investment	Bank of New York Mellon, Los Angeles CA
<b>PERS/STRS Investment</b>	\$ 72,536,545.78		Investment	Public Agency Retirement Services, Newport Beach, CA
<b>OPEB Investment Trust</b>	\$ 7,954,476.81		Investment	Benefit Trust Company
	<u>\$ 115,964,750.97</u>			
<b>Enterprise Funds</b>				
Bookstore	\$ 1,656,977.38	0.00	Checking	Bank of America, Colton CA
Cafeteria	\$ 410,780.66	0.00	Checking	Citizens Business Bank, San Bernardino CA
Cafeteria	\$ 20,831.09	0.00	Checking	Bank of America, Colton CA
	<u>\$ 2,088,589.13</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	\$ 30,051.17	0.05%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 1,993,334.93	0.05%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 10,865.32	0.00	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 95,623.44	0.00%	Checking	Citizens Business Bank, San Bernardino CA
Emergency Loan	\$ 18,312.03	0.00	Checking	Citizens Business Bank, San Bernardino CA
ASB, Student Rep. Fee & Clubs/Trusts	\$ 733,733.30	0.00	Checking	Citizens Business Bank, San Bernardino CA
SBVC Clubs/Trusts	\$ 14,067.76	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, San Bernardino CA
Scholarships - \$ transferred to acct above	\$ -	0.70%	Money Market	Inland Valley Bank/Citizens Business Bank, San Bernardino CA
SBVC/CHC Student Rep Fee	\$ 7,184.47	0.00	Checking	Inland Valley Bank/Citizens Business Bank, San Bernardino CA
	<u>\$ 2,925,010.10</u>			
<b>Total Checking, Savings &amp; Investments</b>	<u>\$ 122,212,640.43</u>			