

**Meeting of the San Bernardino Community College District Board of Trustees  
San Bernardino Valley College, 701 S. Mt. Vernon Ave.,  
Business Building B100, San Bernardino, CA 92408  
Business Meeting Agenda  
March 14, 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  
(1 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)  
Liability Claim #529295

**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 None

**9. REPORTS**

- 9.1. Board Committee Reports
- 9.2. Good News (p5)
- 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. January 17, 2019 (p6)
- 10.2. January 31, 2019 (p11)
- 10.3. February 21, 2019 (p14)

## **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 Curriculum – CHC (p22)
- 11.2 Approval to Serve Alcoholic Beverages – Donor Appreciation (p26)
- 11.3 Curriculum – SBVC (p27)

### **Human Resources**

- 11.4 Adjunct and Substitute Academic Employees (p36)
- 11.5 Appointment of Temporary Academic Employees (p39)
- 11.6 Contracts for Tenure Track Academic Employees (p41)
- 11.7 Non-Instructional Pay for Academic Employees (p43)
- 11.8 Grant Tenure (p54)
- 11.9 Stipends (p56)
- 11.10 District Volunteers (p58)
- 11.11 Professional Expert, Short-Term, and Substitute Employees (p62)
- 11.12 Promotions (p67)
- 11.13 Resignations (p69)
- 11.14 Retirements (p71)
- 11.15 Interim Managers (p73)
- 11.16 Appointment of District Employees (p75)

### **Business & Fiscal Services**

- 11.17 Purchase Order Report (p78)
- 11.18 Professional Services Contracts-Agreements (p85)
- 11.19 Routine Contracts-Agreements and Memorandums of Understanding (p88)
- 11.20 Resolution #2019-03-14-FS Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p89)
- 11.21 Vacation Payout (p115)

### **Facilities**

- 11.22 Send and Publish Notices Related to Requesting a Waiver from the Board of Governors (p116)
- 11.23 Non-Bond Construction Change Orders and Contract Amendments (p118)
- 11.24 Amendment 02 to the Contract with NCA Studio of Los Angeles, CA (p122)
- 11.25 Small Scale Construction Contract with Champion Electric, Inc. of Riverside, CA (p125)
- 11.26 Small Scale Construction Contract with Los Angeles Air Conditioning, Inc. of La Verne, CA (p126)
- 11.27 Small Scale Construction Contract with Mesa Energy Systems, Inc. dba EMCOR Services Mesa Energy of Irvine, CA (p128)
- 11.28 Small Scale Construction Contract with R. Dependable Construction, Inc. of San Bernardino, CA (p129)
- 11.29 Small Scale Construction Contract with Three Peaks Corp. of Calimesa, CA (p131)

## **Other Items**

- 11.30 Board Policies for First Reading (p133)
- 11.31 Resolution to Grant Excused Absence of Trustees (p158)
- 11.32 Conference Attendance (p161)
- 11.33 District & College Expenses (p171)
- 11.34 Individual Memberships (p179)

## **12. ACTION AGENDA**

- 12.1 Board Policies for Second Reading (p181)
- 12.2 Board Self-Evaluation Instrument and Process (p212)
- 12.3 Chancellor's Evaluation Instrument and Process (p219)
- 12.4 Unified Foundation Documents for Second Reading (p225)

## **13. INFORMATION ITEMS**

- 13.1 Applause Cards (p249)
- 13.2 Budget Report (p256)
- 13.3 Clery Report (p274)
- 13.4 General Fund Cash Flow Analysis (p276)
- 13.5 Key Performance Indicators (p278)

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

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

## **15. ADJOURN**

The next meeting of the Board: Business Meeting – Crafton Hills College (LRC 231) on April 11, 2019 at 4pm.



March 2019

# Good News

## SBVC CELEBRATES BLACK HISTORY MONTH WITH FILM FESTIVAL



In celebration of Black History Month, the SBVC Arts, Lectures & Diversity committee hosted a free and public Black Film Festival over the course of February. The festival, held in conjunction with SBVC's Black Faculty & Staff Association, aimed to highlight movies that have evoked strong and poignant points of view. The line-up featured critically acclaimed and award-winning films, including *Get Out*, *Sorry to Bother You*, *BlackkKlansman*, and *Black Panther*. Following each presentation, campus and community members discussed the themes presented in each film and its relevance to today's culture and society.

## CHC CELEBRATES CLOSING CEREMONY OF BLACK HISTORY MONTH



Great jazz, compelling poetry, good food. That was the draw for the closing ceremony for Black History Month at Crafton Hills on Thursday, Feb. 28th. The month of activities was coordinated by Kashaunda Harris and included an art exhibit, a career panel and a drama reenactment. Dr. Kelli Dower, Dean; Dr. Robert Brown, English Professor and Poet; and Kashaunda Harris, EOPS Counselor attended the closing ceremony.

## SBVC GETS A TOP RANKING FOR COMPUTER SCIENCE EDUCATION



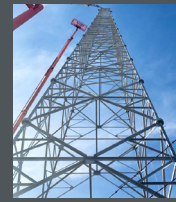
San Bernardino Valley College, which recently ranked in the top 50 for offering affordable quality education for one of best online software engineering programs in the nation. In its selection, AffordableCollegesOnline.org considered data from the National Center for Education Statistics (NCES), the availability of career and academic counseling, and student access and awards to direct financial aid.

SBVC offers a wide variety of computer science programs and software certificates to help students meet increased demand for high tech careers. Many advanced tech industry degrees are now pushing at, or above, six-figure salaries. Students can earn an associate degree in Office Technology with a foundation in word processing, advanced computer literacy, and data management. Or, they can train through a variety of certificates, including Cisco Certified Network Associate, Computer Network Support Specialist, Computer Support Specialist, Information Security, and Cyber Defense. Other offerings include Management Information Systems, Medical Coding, and Billing, as well as a noncredit certificate in Office Technology Fundamentals.

All SBVC computer systems graduates that are accepted into CSUSB are offered employment opportunities across a variety of fields. Dr. Stephanie Lewis, Dean of Mathematics, Business & Computer Technology at SBVC said, "there is great opportunity to be successful, even if they didn't start out in that computer science or technical area. There is a place within cybersecurity in finance at the government, the CIA, or the FBI."

## KVCR COMPLETES TOWER

In February, KVCR completed the construction of its beautiful new 345' TV and Radio Tower on Box Springs Mountain in Moreno Valley. This project was more than 1-year in planning and execution, involving a carefully orchestrated effort between KVCR staff and the SBCCD Project Management team.



## SBVC UNVEILS "SHOUT YOUR DREAMS" MEGAPHONE



The SBVC Welding department recently unveiled a 9-foot award winning megaphone sculpture to represent the campus theme, "Shout Your Dreams" during the Opening Day ceremony. The piece of art was created by a group of welding students, led by instructors Joshua Milligan and Bryce Cacho, for the WeldItForward student competition. SBVC was chosen as one of six nationwide finalist and the highest placing in California.

The program received \$6,000 worth of equipment to build the project. A team of 5 students; Dulce Benavides, Alex Diaz, Jasmin Hernandez, Edgar Ramirez, and Mynor Pablo, fabricated the metal megaphone to represent the campus' goal of encouraging students to build, shout, and implement their dreams.

## CHC STUDENT RESEARCH BRAINSTORMING SYMPOSIUM



CHC held a brainstorming symposium providing students the opportunity to discuss research assignment topics with some of the best professors at CHC. Students were able to ask questions and collaborate with these professors regarding turning their ideas into a successful research project.

**Meeting of the San Bernardino Community College District Board of Trustees  
SBCCD Boardroom, 114 S. Del Rosa Dr., San Bernardino, CA 92408  
Study Session Meeting Minutes  
January 17, 2019 @ 12:00 p.m.**

**MEMBERS PRESENT**

John Longville, President (arrived at 12:07pm)  
Dr. Anne L. Viricel, Vice President  
Joseph Williams, Clerk  
Gloria Macías Harrison, Trustee  
Dr. Stephanie Houston, Trustee  
Frank Reyes, Trustee  
Dr. Donald L. Singer, Trustee

**MEMBERS ABSENT**

Autumn Blackburn, SBVC Student Trustee  
Elijah Gerard, CHC Student Trustee

**ADMINISTRATORS PRESENT**

Bruce Baron, Chancellor  
Diana Rodriguez, SBVC President  
Dr. Kevin Horan, CHC President

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

Vice President Viricel called the meeting to order at 12:05 p.m. Trustee Singer led the pledge of allegiance.

**2. PUBLIC COMMENTS**

None.

**3. PRESENTATIONS****3.1. Vision for Success Goal Alignment 2018-19 Presentation (p2)**

Jeremiah A. Gilbert, Ph.D., Interim Executive Director Research, Planning & Institutional Effectiveness presented to the Board of Trustees. Highlights of the presentation included:

**Student Success Metrics**

- Aligned with the statewide metrics included in the Vision for Success goals
- Data definitions are aligned so that colleges and districts can identify where they can improve the student journeys in order to help the state achieve the Vision goals
- Data used us found on the Student Success Metrics Launchboard link <https://www.calpassplus.org/LaunchBoard/Student-Success-Metrics>

## Process for Local District Goal Setting



### Plan to Involve Board of Trustees

- Colleges lead the process and keep Trustees involved
- Trustees assure goals are aligned with district needs and priorities
- Trustees invited to conversations with stakeholders

### Review Baseline Data and Report Goals Development Process (takes place November-December 2018)

- Required by December 15, 2018 (Completed)
- Use the new Student Success Metrics available on the Launchboard
- Review baseline data and establish 2021-22 goals
- Certify to the Chancellor's Office that a local goal-setting plan has been developed or that aligned goals have been set

### Vision for Success Goals Indicators

- Completion Indicators (unduplicated)
  - Increase by at least 20 percent the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific job-oriented skill sets.
  - Completed associate degrees AND CCCC-approved certificates
- Transfer Indicators (unduplicated)
  - Increase by 35 percent the number of CCC students system wide transferring annually to a UC or CSU
  - Completed ADT degrees OR transfers to UC/CSU
- Unit Accumulation Indicator
  - Decrease the average number of units accumulated by CCC students earning associate degrees, from approximately 87 total units to 79 total units—a decrease of 10 percent
  - Student Success Metric:
  - Average Number of Units Accumulated by Associate Degree Earners
- Workforce Indicators
  - Increase the percent of exiting students who report being employed in their field of study, from the most recent statewide average of 69 percent to 76 percent, an increase of 10 percent
  - Median annual earnings of exiting students OR
  - Percent of exiting students earning a living wage OR

- Number of exiting CTE students who report being employed in their field of study
- Equity Indicators
  - All of the above indicators, disaggregated for those student groups identified as disproportionately impacted in each colleges' annual Equity Plan and for whom data is available in the Student Success Metrics.
  - For each of these groups, identify a completion and a transfer goal that envisions a faster rate of improvement than for the college as a whole.

Review Existing Plans and Priorities (takes place January 2019)

- Start with existing plans: Strategic Plan, Educational Master Plan
- Review existing goals and compare to current baseline data

Set Local Goals (takes place February-April 2019)

- Community dialogue about college priorities through standard practices
- Work with district leadership to set measurable goals using indicators from the Student Success Metrics

Adopt and Report Local Goals (takes place May 2019)

- Add goals to board agenda for formal adoption
- Timeline to achieve by 2021-22
- Required by May 31, 2019

Comprehensive Plan and Budget Alignment

- The law establishing the funding formula and local goal-setting process requires districts to align its "comprehensive plan" with its adopted local goals and to align its budget with the "comprehensive plan."
- By May 31, 2019, all CCCs will have established local goals in alignment with the system wide goals established in the Vision for Success. Districts should consider incorporating their newly adopted local goals into their educational master plans, strategic plans, and other districtwide planning documents. The process of aligning the local goals to plans should also align with the district's budget allocation process.
- Throughout 2019, the Chancellor's Office will be working to revise and combine reporting requirements for Guided Pathways, Student Equity, and other major reports to assist districts in fully complying with the requirement to align their comprehensive plans with local goals. The Chancellor's Office will also provide guidance around aligning budgets with comprehensive plans. Colleges will not be expected to submit their comprehensive plans and aligned budgets until May 31, 2020.

3.2. Vision for Success Handout (p12)

The handout was provided for reference and information.

Consideration of Endorsement and Support for System-wide Vision for Success Goals

No action taken. Chancellor Baron will revise the item and bring it back to the Board for approval.



### 3.3. SBCCD Promise Presentation (p20)

#### Statewide Challenge

- California is expected to add about 2.5 million new jobs by 2022.
- If trends continue, California will be short 1.1 million workers with bachelor’s degrees and 2.3 million workers with community college certificates and degrees to fill high-skilled jobs.

#### Regional Challenge

- Low-income and first-generation students constitute the majority of the Inland Empire student population.
- Despite having high school graduation rates higher than the statewide average, the Inland Empire fares particularly poorly with respect to college enrollment, and too often college students fail to earn their degrees.

Student Success Strategies	AB 19 California College Promise (2017)	SBCCD Promise Proposal
Waive student tuition fees	1 Year	2 Years
Establish stronger partnerships with K-12 (college tours, parent workshops, etc.)	✓	✓
Utilize multiple measures of student performance for college course placement	✓	✓
Participate in Guided Pathways to promote timely degree/certificate completion	✓	✓
Participate in the federal loan program	✓	-
Two-year student completion	-	✓
Six-week summer bridge	-	✓
Priority class registration	-	✓
Free laptop	-	✓
\$600 textbook assistance	-	✓
\$200 voucher for transportation costs	-	✓
\$100 university transfer application fee assistance	-	✓
Individualized advising and education plan from high school to college	-	✓
Work experience opportunity as paid peer mentor	-	✓
30 hours of volunteer community service	-	✓

#### SBCCD Promise Proposed Framework: Grades 9 & 10

- SBCCD and Local Educational Agency (LEA) create Early Commitment to College Promise
- Family involvement in Opportunity for 9th and 10th grade students and families to learn about college opportunities and visit campuses
- 10th graders begin dual enrollment pathway (i.e. CTE skill certificates, STEM, transfer program classes)

#### SBCCD Promise Proposed Framework: Grades 11 & 12

- Prepare for college-level math, English and reading skills
- Multiple measures assessment and placement
- Enhanced noncredit courses for contextualized math and English
- Guided Pathways are in place
- 100% college applications, FAFSA and CA Dream Act forms are completed
- Maximized access to need-based financial aid upon entering college
- 11th and 12th grade students in dual enrollment pathway

SBCCD Promise Proposed Framework: Community College

- Enroll full-time for at least 12 units each semester
- Meet with counselor three times each semester
- Complete 30 volunteer hours each semester
- During second year, gain work experience as paid peer mentor to incoming SBCCD Promise students
- Attend three student success workshops each semester
- Commit to enhanced student support services
- Commit to added study time in tutoring or supplemental instruction

3.4. SBCCD Promise Proposal (p29)

Handout provided for reference and details.

**4. ADJOURN**

The next meeting of the Board: Study Session – January 31, 2019, Topic #1 Measure CC – Next Steps & Various Construction Delivery Methods; Topic #2 – Bond Investment Policy. President Longville adjourned the meeting at 3:02pm.

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Joseph Williams, 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  
Study Session Meeting Minutes  
January 31, 2019 @ 12:00 p.m.**

**MEMBERS PRESENT**

John Longville, President  
Dr. Anne L. Viricel, Vice President  
Joseph Williams, Clerk  
Gloria Macías Harrison, Trustee  
Dr. Stephanie Houston, Trustee  
Dr. Donald L. Singer, Trustee (left at 2:00pm)

**ABSENT**

Frank Reyes, Trustee  
Autumn Blackburn, SBVC Student Trustee  
Elijah Gerard, CHC Student Trustee

**ADMINISTRATORS PRESENT**

Bruce Baron, Chancellor  
Jose Torres, Executive Vice Chancellor  
Diana Rodriguez, SBVC President  
Dr. Kevin Horan, CHC President (left at 2:30pm)

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

President Longville called the meeting to order at 12:02pm. Trustee Singer led the pledge of allegiance.

**2. PUBLIC COMMENTS**

None.

**3. PRESENTATIONS****3.1. Measure CC Implementation (p2)**

Presenters: Jose Torres, SBCCD; Hussain Agah, SBCCD; John Dacey, Bergman Dacey Goldsmith; Kelly Cauvel, Bergman Dacey Goldsmith; Brandon Dekker, GKK Works/Cannon Design; and David Umstot, Umstot Solutions

The implementation of Measure CC was presented to the Board of Trustees. Hussain Agah gave an overview of election results by city, the districtwide facilities master plan, and the accountability through the Citizens Bond Oversight Committee and BOT Budget Committee. Board Policy 6610 was distributed and the goals identified in the policy have been met.

Brandon Dekker gave an overview on project delivery. Perfect performance is not required under Standard of Care. The designer is only accountable to a reasonable standard of care. Through the Spearin Doctrine, a builder can assume a contract is error free with no omissions. Driving factors for project delivery include culture, complexity, law, risk, market conditions, political environment, scheduling, and shared governance. Pros and cons of project delivery methods were shared. Design Bid Build is the traditional project delivery method. Lease-leaseback allows a school district to lease the building to a general contractor and the contractor sub-leases the building back to the district to allow the design buildout and continuous school operations. CM at Risk is when a construction manager acts as a consultant to the owner and assumes the risk for performance. Public Private Partnerships utilize private funds to design, build, maintain, and operate public sector structures. Design-Build combines design services with construction performance. Comparisons were presented on the delivery methods.

### 3.2. Investments (p37)

Presenters: Maureen Toal, PARS and Nick Piccarreta, Vanguard Investment

Representatives from Vanguard presented investment options available to the district. The District can invest its assets in one of four investment pools which have been designed specifically by Vanguard for PARS Section 115 Trust Programs. Assets are pooled for economies of scale but there is no cross sharing of earnings or liabilities. Portfolios are comprised of institutional class, index-based, mutual funds selected for their low-weighted expense ratios. Vanguard's investment management fees are based on total assets of all participants in the four portfolio options. As of June 30, 2018, the investment management fee for Vanguard investment program clients is 0.04% of assets (4 basis points). Vanguard discussed historic returns and growth, long-term perspective, balance, and diversification, portfolio options, and distribution of ending investment values in 10 and 20 years.

## 4. **ACTION ITEMS**

### 4.1. Consideration of Approval of Board of Trustee Assignment to the KVCR Educational Foundation Board of Directors (p56)

Trustee Viricel moved approval to appoint Trustees Williams and Houston to the KVCR Educational Foundation Board of Directors to fill vacancies. Trustee Harrison seconded the motion.

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

**ABSENT: Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSTENTIONS: None**

### 4.2. Consideration of Approval to Appoint District Employees (p57)

Trustee Harrison moved approval to appoint district employees. Trustee Williams seconded the motion.

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

**ABSENT: Reyes, Singer, Blackburn, Gerard**

**NOES: None**

**ABSTENTIONS: None**

**5. ADJOURN**

The next meeting of the Board: Mid-Year Retreat – 02/07/19 from 8:00am-4:30pm  
Embassy Suites at Ontario Airport, 3663 E. Guasti Rd., Ontario, CA 91761  
President Longville adjourned the meeting at 2:47pm.

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Joseph Williams, 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**  
**February 21, 2019**  
**Closed Session @ 4:00 p.m.**  
**Public Meeting @ 5:00 p.m.**

**MEMBERS PRESENT**

John Longville, President  
Dr. Anne L. Viricel, Vice President (left at 4:30pm)  
Joseph Williams, Clerk  
Gloria Macías Harrison, Trustee  
Frank Reyes, Trustee  
Dr. Donald L. Singer, Trustee  
Elijah Gerard, CHC Student Trustee (arrived at 5:00pm)

**ABSENT**

Dr. Stephanie Houston, Trustee  
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 4:00pm. Trustee Reyes 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  
(5 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**

Alejandro Rivera spoke to item 2.6.

**4. CONVENE CLOSED SESSION**

Closed session convened at 4:11pm.

**5. RECONVENE PUBLIC MEETING**

Public meeting reconvened at 4:39pm.

Trustee Williams moved approval to reorder the agenda to consider item 2.6 and take action on item 11.15. The board will convene to closed session to discuss the remaining items (2.1 through 2.5). Trustee Harrison seconded the motion.

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

**NOES: None**

**ABSENT: Viricel, Houston, Gerard, Blackburn**

**ABSTENTIONS: None**

11.15 Final Action on Student Expulsion Pursuant to Education Code Section 72122 (p95)  
Trustee Singer moved approval to take final action to confirm expulsion of student #0531055 pursuant to Education Code Section 72122. Trustee Reyes seconded the motion.

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

**NOES: None**

**ABSENT: Viricel, Houston, Gerard, Blackburn**

**ABSTENTIONS: Williams**

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

Cassandra Thomas spoke to item 2.2

**CONVENED BACK TO CLOSED SESSION**

Closed session convened at 4:51pm.

**RECONVENED PUBLIC MEETING**

Public meeting reconvened at 5:08pm.

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

The Board unanimously took action not to re-employ the Director of Disabled Students Programs & Services for the 2019-2020 academic year and to send notice to management employee #29146.

The Board unanimously took action not to re-employ the Police Sergeant for the 2019-2020 academic year and to send notice to management employee #6885.

In closed session the Board unanimously took action to approve the release of probationary employee #25803 from the position of Grounds Caretaker.

In closed session the Board unanimously took action to approve the release of probationary employee #29784 from the position of Maintenance Technician.

In closed session the Board unanimously took action to approve the release of probationary employee #9061 from the position of Lab Technician, Physics/Astronomy.

The Board unanimously took action to approve settlement of Workers Comp Claim #521840 with employee #5206.

The Board unanimously took action to approve settlement of Liability Claim #547699.

**7. PUBLIC COMMENTS ON AGENDA ITEMS**

None.

**8. PRESENTATIONS**

Brief reports were presented.

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

- Trustee Harrison gave a report on the BOT Ad Hoc Foundation and BOT Budget committees
- Trustee Reyes reported on the BOT Legislative Committee.
- Student Trustee Gerard commented on including students in conversations when making decisions on education.
- Trustee Williams reported on the CA Workforce Development grant opportunities, high school CCI reports, and CTE facility.
- Trustee Longville introduced Congressman Aguilar at a student financing workshop at SBVC.

9.2. Good News (p9)

9.3. San Bernardino Valley College Academic Senate report was given by Celia Huston. Trustee Harrison would like to attend faculty senate workshops. Williams wants study session on AB 705.

9.4. San Bernardino Valley College Classified Senate – no report

9.5. San Bernardino Valley College Associated Students – no report

9.6. Crafton Hills College Academic Senate report was given by Mark McConnell. Guided Pathways and Spring Plenary.

9.7. Crafton Hills College Classified Senate – no report

9.8. Crafton Hills College Associated Students report was given by Valerie Johnson. April CCC general assembly and elections.

9.9. CSEA report was given by Kevin Palkki. Classification study.

9.10. CTA – no report



**10. APPROVAL OF MINUTES**

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

Trustee Harrison moved approval of the minutes of December 13, 2018. Trustee Singer seconded the motion.

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

**NOES: None**

**ABSENT: Viricel, Houston, Blackburn**

**ABSTENTIONS: None**

Trustee Harrison moved approval of the minutes of January 10, 2019. Trustee Singer seconded the motion.

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

**NOES: None**

**ABSENT: Viricel, Houston, Blackburn, Gerard**

**ABSTENTIONS: Williams**

**11. CONSENT AGENDA**

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

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

**NOES: None**

**ABSENT: Viricel, Houston, Blackburn**

**ABSTENTIONS: None**

**Instruction/Student Services**

- 11.1 Approval of Curriculum – CHC (p28)  
**Amended to remove Course ID: READ/N 980**
- 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)  
**Amended to remove Heather Barger, Strong Workforce**
- 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)  
**Amended to remove Development Coordinator job description**
- 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)~~  
**Item was pulled for action to be taken immediately after closed session.**
- 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)~~  
**Item was pulled for separate action to be taken immediately after closed session.**
- 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)~~  
~~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~~  
**Item was pulled for separate action.**
- 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)  
**Amended to remove conference attendance for Diana Rodriguez at Hispanic Association of Colleges and Universities (HACU) National Capitol Forum 03/31/19 - 04/03/19.**

**Amended to correct conference name, attendee, and funding source as reflected below.**

**Site:** SBVC

**Name:** ~~Diana Rodriguez~~ Dina Humble

**Department:** ~~President's Office~~ Instruction Office

**Conference Name:** ACCJC

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~~ VPI General Funds

**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. ~~Diana Rodriguez~~ Dina Humble will represent SBVC and the unique challenges from the perspective of a community college within the Inland Empire.

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

11.19 Approval of Routine Contracts-Agreements and Memorandums (p106)

Trustee Williams moved approval of the routine contracts-agreements and memorandums. Trustee Harrison seconded the motion.

Trustee Williams requested clarification that Net Files applies to Trustees for electronic Form 700 filing. TESS move is on track

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

**NOES: None**

**ABSENT: Viricel, Houston, Blackburn**

**ABSTENTIONS: None**

11.32 Approval to Accept Board Policies for First Reading (p176)

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

Trustee Williams moved approval to accept board policies for first reading. Trustee Harrison seconded the motion.

Trustee Williams asked for a needs assessment to be shared as information at an upcoming board meeting. Reference to AP 7160 (P203) *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.*

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

**NOES: None**

**ABSENT: Viricel, Houston, Blackburn**

**ABSTENTIONS: None**

**12. ACTION AGENDA**

- 12.1 Approval to Accept the Inland Futures Foundation’s Master Agreement, Articles of Incorporation, and Bylaws for First Reading (p233)  
*Amended to replace Master Agreement, Articles of Incorporation, and Bylaws as attached.*

Trustee Harrison moved approval to accept the Inland Futures Foundation’s Master Agreement, Articles of Incorporation, and Bylaws for first read. Trustee Williams seconded the motion.

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

**NOES: None**

**ABSENT: Viricel, Houston, Blackburn**

**ABSTENTIONS: None**

- 12.2 Approval to Accept the Prioritized Board Directives for the 2019-20 General Fund Budget for First Reading (p261)  
*Amended to approve for final reading.*

Trustee Harrison moved approval to accept the Prioritized Board Directives for the 2019-20 General Fund Budget for final reading. Trustee Singer seconded the motion.

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

**NOES: None**

**ABSENT: Viricel, Houston, Blackburn**

**ABSTENTIONS: None**

- 12.3 Approval of San Bernardino Community College District Promise (p263)

Trustee Williams moved approval of the San Bernardino Community College District (SBCCD) Promise *with the additional language: A yearly review will be conducted for assessment of best practices and revision if necessary.* Trustee Singer seconded the motion.

Discussion: Trustee Williams – the hope of the SBCCD Promise to fill in the gap financially. Don’t forget the Harrison is concerned that the program is too rigid - geared to High School graduates from our feeder schools. Would like to see it expanded and something no one else offers (innovative).

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

**NOES: Gerard**

**ABSENT: Viricel, Houston, Blackburn**

**ABSTENTIONS: None**

**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**

None.

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

The next meeting of the Board: Business Meeting at SBVC B100 on March 14, 2019 at 4pm. President Longville adjourned the meeting at 6:37pm.

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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: March 14, 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**  
**March 14, 2019**

**MODIFY COURSE**

*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
READ 980	FUNDAMENTALS OF READING

<b>Discipline:</b>	Reading (Noncredit)
<b>Course ID:</b>	READ/N 980
<b>Units:</b>	0
<b>Minimum Semester Hours:</b>	
<b>Lecture:</b>	18 - 64
<b>Catalog Description:</b>	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.
<b>Schedule Description:</b>	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.
<b>Rationale:</b>	To comply with AB-705.
<b>Equate:</b>	Course not offered at SBVC.
<b>Effective:</b>	Fall 2019

**DISTRIBUTED EDUCATION**

<b>Course ID:</b>	ENGL 101H	100% Online
<b>Course Title</b>	Freshman Composition – Honors	
<b>Rationale:</b>	Increase DE offerings	
<b>Effective:</b>	Fall 2019	

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

**Basic Skills in Language Arts  
 Certificate of Competency**

This non-credit certificate reflects completion of a series of noncredit courses that enhance college coursework or in the workplace. Areas of study include basic reading and writing courses.

		<b>Hours</b>
WRIT/N 606 <b>and</b>	Reading and Writing for Workplace Communication	54
WRIT/N 976 <b>and</b>	Fundamentals of Writing	18
READ/N 980	Fundamentals of Reading	18 - 64
<b>TOTAL HOURS:</b>		<b>90 - 136</b>

**Rationale:** This certificate is offered to students who complete a series of noncredit courses in noncredit writing and reading courses that help improve basic writing and reading skills.

**Effective:** Fall 2019

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

**Basic Skills in ESL  
 Certificate of Competency**

This non-credit certificate reflects completion of a series of noncredit courses that enhance college coursework or in the workplace. Areas of study include ESL reading and writing courses.

		<b>Hours</b>
ESL/N 601 <b>and</b>	ESL Beginning Level 1	64
ESL/N 602 <b>and</b>	ESL Beginning Level 2	64
ESL/N 603 <b>and</b>	ESL Beginning Level 3	64
ESL/N 604	ESL Beginning Level 4	64
<b>TOTAL HOURS:</b>		<b>256</b>

**Rationale:** This certificate is offered to students who complete a series of noncredit courses in ESL study that help improve basic writing and reading skills for native and nonnative speakers of English.

**Effective:** Fall 2019



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

**Basic Skills Math Elementary Level  
 Certificate of Competency**

This non-credit certificate prepares students to understand and use basic skill level mathematics in their lives, especially in college coursework or in the workplace. The focus is understanding arithmetic, percents, equations, graphs and geometric formulas.

<b>Required Courses:</b>	<b>Hours</b>
MATH/N 600      Understanding Arithmetic	25
MATH/N 601      Understanding Ratios, Proportions and Percents	20
MATH/N 602      Introduction to Variable Expressions and Equations	25
MATH/N 603      Working with Measurements for Geometric Shapes	20
<b>or</b>	
MATH/N 604      Reading, Interpreting and Creating Graphs	20
<b>TOTAL HOURS:</b>	<b>90</b>

**Rationale:**                      Many students need to review or sometimes learn for the first time some of the basic skill level mathematics for their success in other course work or for use in the workplace. Since there are no longer credit courses to meet this need the certificate will provide evidence that a student has obtained the necessary skills.

**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 of Resource Development, CHC

**DATE:** March 14, 2019

**SUBJECT:** Consideration of Approval to Serve Wine/Beer at Foundation Special Event on Crafton Campus

## **RECOMMENDATION**

It is recommended that the Board of Trustees approve wine/beer to be served for up to 20 CHC Foundation donors/guests, for a special event scheduled for Crafton Hills College on Thursday, May 30<sup>th</sup> from 7:00pm – 9:00pm.

## **OVERVIEW**

In the planning of a special donor appreciation event, it has been decided that beer and wine will be served on campus at this event.

## **ANALYSIS**

Per Board Policy 3560 and in accordance with California law, the Donor Appreciation event 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:** Diana Rodriguez, President, SBVC  
**PREPARED BY:** Dina Humble, Vice President, Instruction, SBVC  
**DATE:** March 14, 2019  
**SUBJECT:** Consideration of Approval of Curriculum - SBVC

**RECOMMENDATION**

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

**OVERVIEW**

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

**ANALYSIS**

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2018-2019 or 2019-2020 College Catalog.

**BOARD IMPERATIVE**

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

**FINANCIAL IMPLICATIONS**

None.

**SAN BERNARDINO VALLEY COLLEGE  
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL  
March 14, 2019**

**CORRECTIONS**

*Corrections may be necessary based off of feedback from the State Chancellor's Office and/or the ACCJC*

**COURSE CORRECTION**

*Addition to the 2019-2020 College Catalog*

<b>Course ID:</b>	<b>DIESEL 621</b>
<b>Course Title:</b>	Heavy-Duty Diesel Engines
<b>Hours:</b>	96 - 108
<b>Lecture:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Laboratory:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Catalog Description:</b>	This noncredit course covers theory and practical shop work in the repair, operation, and maintenance of heavy-duty industrial diesel engines and fuel injection systems including general troubleshooting and diagnostic testing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test.
<b>Schedule Description:</b>	This noncredit course covers theory and practical shop work in the repair, operation, and maintenance of heavy-duty industrial diesel engines and fuel injection systems.
<b>Prerequisite:</b>	None
<b>Rationale:</b>	Updating hours to align with State Chancellor's Office guidelines.
<b>Previous Board Approval:</b>	December 13, 2018
<b>Effective:</b>	Fall 2019

**COURSE CORRECTION**

*Addition to the 2019-2020 College Catalog*

<b>Course ID:</b>	<b>DIESEL 622</b>
<b>Course Title:</b>	Heavy-Duty Truck Brakes
<b>Hours:</b>	96 - 108
<b>Lecture:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Laboratory:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This noncredit course covers theory and practical shop work in the construction, operation, and repair of heavy-duty truck brake systems and components including principles of hydraulic and pneumatic brake systems, anti-lock, and computer controlled braking systems used in today's modern heavy-duty diesel trucks and busses.
<b>Schedule Description:</b>	This noncredit course covers theory and practical shop work in the construction, operation, and repair of heavy-duty truck brake systems and components including principles of hydraulic and pneumatic brake systems, anti-lock, and computer controlled braking systems used in today's modern heavy-duty diesel trucks and busses.

**Prerequisite:** None  
**Rationale:** Updating hours to align with State Chancellor's Office guidelines.  
**Previous Board Approval:** December 13, 2018  
**Effective:** Fall 2019

## **COURSE CORRECTION**

*Addition to the 2019-2020 College Catalog*

**Course ID:** **DIESEL 623**  
**Course Title:** Heavy-Duty Truck Suspension and Steering  
**Hours:** 96 - 108  
**Lecture:** 3 contact hour(s) per week  
48 - 54 contact hours per semester  
**Laboratory:** 3 contact hour(s) per week  
48 - 54 contact hours per semester  
**Prerequisite:** None  
**Catalog Description:** This noncredit course covers theory and practical shop work in the construction, operation, and repair of heavy-duty truck suspension and steering components including principles of hydraulic and pneumatic steering and suspension systems.  
**Schedule Description:** This noncredit course covers theory and practical shop work in the construction, operation, and repair of heavy-duty truck suspension and steering components including principles of hydraulic and pneumatic steering and suspension systems.  
**Rationale:** Updating hours to align with State Chancellor's Office guidelines.  
**Previous Board Approval:** December 13, 2018  
**Effective:** Fall 2019

## COURSE CORRECTION

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

<b>Course ID:</b>	<b>DIESEL 624</b>
<b>Course Title:</b>	Advanced Heavy-Duty Diesel Engines
<b>Hours:</b>	96 - 108
<b>Lecture:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Laboratory:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This noncredit course is an advanced engine rebuilds class that covers theory and practical shop work in the repair, operation, and maintenance of various heavy-duty diesel engines. Topics include general troubleshooting and diagnostic testing of engine components and systems found in most engines from a variety of engine manufacturers. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test.
<b>Schedule Description:</b>	This noncredit course is an advanced engine rebuilds class that covers theory and practical shop work in the repair, operation, and maintenance of various heavy-duty diesel engines.
<b>Rationale:</b>	Updating hours to align with State Chancellor's Office guidelines.
<b>Previous Board Approval:</b>	December 13, 2018
<b>Effective:</b>	Fall 2019

## COURSE CORRECTION

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

<b>Course ID:</b>	<b>DIESEL 626</b>
<b>Course Title:</b>	Computer Controlled Diesel Engines
<b>Hours:</b>	96 - 108
<b>Lecture:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Laboratory:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This noncredit course covers theory and practical shop work in the repair, operation, and maintenance of computer controlled diesel engines. Topics include general troubleshooting and diagnostics using assorted electronic and computerized test equipment on operable computer controlled diesel engines.
<b>Schedule Description:</b>	This noncredit course covers theory and practical shop work in the repair, operation, and maintenance of computer controlled diesel engines.
<b>Rationale:</b>	Updating hours to align with State Chancellor's Office guidelines.
<b>Previous Board Approval:</b>	December 13, 2018
<b>Effective:</b>	Fall 2019

## COURSE CORRECTION

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

<b>Course ID:</b>	<b>DIESEL 628</b>
<b>Course Title:</b>	Heavy-Duty Truck Systems
<b>Hours:</b>	96 - 108
<b>Lecture:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Laboratory:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This noncredit course covers theory and practical shop work in maintenance, air conditioning, Antilock Brake System (ABS), computers, and operations of the heavy-duty truck and bus systems. Course is designed to provide students the needed skills and knowledge to perform advanced level labor tasks in the heavy-duty truck and bus service industry.
<b>Schedule Description:</b>	This noncredit course covers theory and practical shop work in maintenance, air conditioning, Antilock Brake System (ABS), computers, and operations of the heavy-duty truck and bus systems.
<b>Rationale:</b>	Updating hours to align with State Chancellor's Office guidelines.
<b>Previous Board Approval:</b>	December 13, 2018
<b>Effective:</b>	Fall 2019

## COURSE CORRECTION

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

<b>Course ID:</b>	<b>DIESEL 634</b>
<b>Course Title:</b>	Diesel Alternative Fuels
<b>Hours:</b>	96 - 108
<b>Lecture:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Laboratory:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This noncredit course provides theory and hands-on experience in the operation, service, inspection, and maintenance of compressed natural gas (CNG) vehicle systems. This course prepares students for the ASE Alternate Fuels Test (F-1).
<b>Schedule Description:</b>	This noncredit course provides theory and hands-on experience in the operation, service, inspection, and maintenance of compressed natural gas (CNG) vehicle systems. This course prepares students for the ASE Alternate Fuels Test (F-1).
<b>Rationale:</b>	Updating hours to align with State Chancellor's Office guidelines.
<b>Previous Board Approval:</b>	December 13, 2018
<b>Effective:</b>	Fall 2019

<b>COURSE CORRECTION</b>
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*Addition to the 2019-2020 College Catalog*

<b>Course ID:</b>	<b>DIESEL 635</b>
<b>Course Title:</b>	Heavy-Duty Vehicle Automatic Transmissions
<b>Hours:</b>	48 - 54
<b>Lecture:</b>	1.5 contact hour(s) per week 24 - 27 contact hours per semester
<b>Laboratory:</b>	1.5 contact hour(s) per week 24 - 27 contact hours per semester
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This noncredit course provides theory and hands-on experience with heavy - and medium - duty automatic transmission operation, construction, service and overhaul procedures.
<b>Schedule Description:</b>	This noncredit course provides theory and hands-on experience with heavy - and medium - duty transmission operation, construction, service and overhaul procedures.
<b>Rationale:</b>	Updating hours to align with State Chancellor's Office guidelines.
<b>Previous Board Approval:</b>	December 13, 2018
<b>Effective:</b>	Fall 2019

<b>COURSE CORRECTION</b>
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*Addition to the 2019-2020 College Catalog*

<b>Course ID:</b>	<b>DIESEL 664</b>
<b>Course Title:</b>	Auto/Truck Electrical Systems
<b>Hours:</b>	96 - 108
<b>Lecture:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Laboratory:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This noncredit course covers basic electrical theory, use of meters, test equipment, wiring diagrams, diagnosis and repair/replacement of major electrical components of automobiles and trucks. Emphasis is placed on diagnosis of starting systems, charging systems, and electrical circuits such as lights and batteries.
<b>Schedule Description:</b>	This noncredit course covers basic electrical theory, use of meters, test equipment, wiring diagrams, diagnosis and repair/replacement of major electrical components of automobiles and trucks.
<b>Rationale:</b>	Updating hours to align with State Chancellor's Office guidelines.
<b>Previous Board Approval:</b>	December 13, 2018
<b>Effective:</b>	Fall 2019



## COURSE CORRECTION

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

<b>Course ID:</b>	<b>INSPEC 030</b>
<b>Course Title:</b>	Aspects of Building and Safety
<b>Units:</b>	3
<b>Lecture:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Outside of Class Hours:</b>	6 hour(s) per week
<b>Prerequisite:</b>	None.
<b>Catalog Description:</b>	This course prepares students for the basic administrative functions of building and safety including: Title 25, Disabled access, staff roles, permit and plan checking, building inspection, and code enforcement.
<b>Schedule Description:</b>	This course prepares students for the basic administrative functions of building and safety including: Title 25, Disabled access, staff roles, permit and plan checking, building inspection, and code enforcement.
<b>Rationale:</b>	Course was originally approved as INSPEC 031, updating to INSPEC 030 to align with course numbering.
<b>Previous Board Approval:</b>	January 10, 2019
<b>Effective:</b>	Fall 2019

## DEGREE CORRECTION

### **BUSINESS ADMINISTRATION ASSOCIATE OF ARTS DEGREE**

To graduate with a specialization in Business Administration students must complete the following required courses plus the general breadth requirements for the Associate Degree (total =60 units).

<b>REQUIRED COURSES:</b>	<b>Units</b>
ACCT 200                      Financial Accounting	4
ACCT 201                      Managerial Accounting	4
ECON 208                      Business and Economic Statistics	4
	<b>or</b>
MATH 108                      Introduction to Probability and Statistics	4
BUSAD 100                      Introduction to Business	3
BUSAD 103                      Marketing Principles	3
BUSAD 210                      Business Law	3
	<b>or</b>
BUSAD 211                      The Legal Environment of Business	3
CIT 101                          Introduction to Computer Literacy	3
ECON 200                      Principles of Macroeconomics	3
	<b>or</b>
ECON 200H                      Principles of Macroeconomics - Honors	3
ECON 201                      Principles of Microeconomics	3

	<b>or</b>	
ECON 201H	Principles of Microeconomics - Honors	3
<b>TOTAL UNITS</b>		<b>30</b>

<b>Rationale:</b>	Degree was originally approved with students taking BUSAD 210 and BUSAD 211 or CIT 101. This was entered into CurricUNET in error and has been updated to reflect BUSAD 210 or BUSAD 211.
<b>Previous Board Approval:</b>	November 9, 2017
<b>Effective:</b>	Fall 2018

## DEGREE CORRECTION

### **SPANISH ASSOCIATE OF ARTS TRANSFER DEGREE, AA-T**

The Associate in Arts-Transfer (AA-T) degree in Spanish has a threefold purpose. It is designed to help students: increase proficiency in the language; understand the cultures of the Spanish-speaking world; and, meet the requirements for completion of the bachelor's degree in the CSU/UC systems. Students who complete the Spanish AA-T will have a solid foundation in reading, writing, speaking, and comprehending Spanish. Additionally, they will have developed a deeper awareness and understanding of the unique and diverse cultural milieu of Latin America and Spain. The skills acquired will help students prepare for a variety of careers in areas where a knowledge of Spanish is desirable, such as business, healthcare, journalism, education, communications, public safety, and more.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. To earn this Spanish AA-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of a least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a four-year institution and major in Spanish should consult with a counselor regarding the transfer process and lower division requirements.

<b>REQUIRED CORE COURSES (18 Units)</b>		<b>Units</b>
SPAN 101	College Spanish I	5
	<b>or</b>	
SPAN 101H	College Spanish I - Honors	5
SPAN 102	College Spanish II	5
	<b>or</b>	
SPAN 102H	College Spanish II - Honors	5
SPAN 103	College Spanish III	4
	<b>or</b>	
SPAN 103H	College Spanish III - Honors	4

	<b>or</b>	
SPAN 157	Spanish for Heritage Speakers I	4
SPAN 104	College Spanish IV	4

	<b>or</b>	
SPAN 158	Spanish for Heritage Speakers II	4

**Note:** If a student places out of any core course(s) and is not awarded units for that course, the student will need to take additional units from List A to compensate.

<b>LIST A: Select One (3 Units)</b>		<b>Units</b>
ENGL 163	Chicano Literature	3
HIST 140	Chicano History	3
HIST 150	Introduction to Latin American History	3

<b>Major Total:</b>	<b>21</b>
<b>CSU GE-Breadth or IGETC for CSU Requirements:</b>	<b>37 - 39</b>
<b>Total units that may be double-counted for CSU-GE or IGETC:</b>	<b>9</b>
<b>CSU Electives (as needed to reach 60 transferable units):</b>	<b>9 - 11</b>
<b>Total Units</b>	<b>60</b>

**Rationale:** Updating to add note and update units per Articulation.  
**Previous Board Approval:** December 13, 2018  
**Effective:** Fall 2019

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Diana Rodriguez, President, SBVC  
Dr. Kevin Horan, President, CHC  
Kristina Hannon, Executive Director, Human Resources  
**DATE:** March 14, 2019  
**SUBJECT:** Consideration of Approval of Adjunct and Substitute Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as needed for the 2018-19 academic year as indicated on the attached.

### **OVERVIEW**

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

### **ANALYSIS**

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis. Adjunct employees not assigned will remain in the pool for future consideration during the 2018-19 academic year. All requirements for employment processing have been completed and Human Resources has cleared the individual(s) for employment.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost for employment of adjunct and substitute academic employees is included in the appropriate budget.



# Adjunct and Substitute Academic Employees

Submitted for Board Approval March 14, 2019

[v.2.25.2019.p.1|2]

## Crafton Hills College

	Subject	Discipline per Minimum Qualifications
Cowans, Nicole	Theatre Arts	Theatre Arts
de los Reyes, Chloe	English	English
Gillette, Jeffrey	Fire Technology	Fire Technologies
Homier, Samantha	Mathematics	Mathematics
Kimball, Megan	Theatre Arts	Theatre Arts
Liang, Jian	Fine Arts	Fine Arts
Nguyen, Uyen	Mathematics	Mathematics
Sonico, Melissa	English	English

## San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Babli, Bilkis	Physics	Physics
Baidoo-Jackson, Linda	Math	Math
Brazelton, Carl	Aeronautics	Aeronautics
Caliva, Joseph	Aeronautics	Aeronautics
Camacho, Maria	Work Experience	Work Experience
Camacho, Maria	Vocational Education	Vocational Education
Commendatore, Eric	Chemistry	Chemistry
Davidson, Kevin	Athletics	Athletics
Gamache, Diane	American Sign Language	American Sign Language
Grammer, Danielle	Nursing	Nursing
Hughes, Dawna	Work Experience	Work Experience
Hughes, Dawna	Vocational Education	Vocational Education
Jackson, Davil	Work Experience	Work Experience
Jackson, Davil	Vocational Education	Vocational Education
Kelly, Matthew J.	Library	Library
Kretzner, Leo	Biology	Biology



# Adjunct and Substitute Academic Employees

Submitted for Board Approval March 14, 2019

[v.2.25.2019.p.1|2]

## San Bernardino Valley College

	Subject	Discipline per Minimum Qualifications
Light, Janet	Vocational Education	Vocational Education
Motta, Fred	Physics	Physics
Nevarez, Cirilo Eduardo Jr.	Math	Math
Ortiz, Jessmyn	American Sign Language	American Sign Language
Parnell, Robert	Work Experience	Work Experience
Parnell, Robert	Vocational Education	Vocational Education
Radcliffe, Ian	Welding	Welding
Rascoe, Natalie	Work Experience	Work Experience
Rascoe, Natalie	Vocational Education	Vocational Education
Rodriguez-Lynn, Rebekah	Political Science	Political Science
Sanchez, Crystal	Math	Math
Smith, Elizabeth	American Sign Language	American Sign Language
Stewart, Shanice	Athletics	Athletics
Tagliapietra, Stefanie	Nursing	Nursing
York, Brian	Culinary Arts	Culinary Arts
Arefin, Shamsul	Math	Math
Arth, Patricia J.	Child Development	Child Development
Bender, Paul	Aeronautics	Aeronautics
Hall, Sandra M.	Architecture	Architecture
Santos-Cruz, Jose M.	Water Supply and Technology	Water Supply and Technology

## **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:** March 14, 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 March 14, 2019

[v.2.26.2019.p.1|1]

	From	To	Range & Step	Daily Rate	Fund	Live Scan Clearance
<b>Khan, Naveen</b> Health Science Skills Lab Instructor Specialist SBVC Science	1/14/19	6/30/19	TBD*	TBD*	Science	10/31/18
<b>Rice, Larry</b> Aeronautics Instructor SBVC Applied Technology	1/14/19 <sup>†</sup> <del>4/16/19</del>	6/30/19	TBD*	TBD*	Applied Technology	12/12/17
<b>Regner, Don</b> Electricity/Electronics SBVC Applied Technology	1/14/19 <sup>†</sup> <del>4/16/19</del>	6/30/19	TBD*	TBD*	Applied Technology	10/17/16

<sup>†</sup>Correction of February 21, 2019 board submission.

\*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:** March 14, 2019

**SUBJECT:** Consideration of Approval of Contracts for Tenure Track Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve tenure track contracts for academic employees as indicated on the attached.

### **OVERVIEW**

The employees on the attached list have been recommended by their division chair/manager to enter into one-year and two-year contracts.

### **ANALYSIS**

The Board of Trustees regularly grants one-year contracts to first year contract employees and two-year contracts to second year faculty per AB-1725.

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

The cost of these contracts will be included in the appropriate budget.



# Contracts for Tenure Track Academic Employees

## Submitted for Board Approval March 14, 2019

[v.2.25.2019.p.1|1]

### Two-Year Probationary Contract for Years Three & Four

The following second-year contract employees have been recommended to enter into a two-year probationary contract for years three and four (2<sup>nd</sup> to 4<sup>th</sup>).

	Division
<b>Azenaro, Renee</b>	CHC Letters, Arts and Mathematics, Fine Arts
<b>DiBartolo, Cheryl</b>	CHC Social, Information and Natural Sciences, Social Sciences
<b>Jimenez, Sabrina</b>	CHC Social, Information and Natural Sciences, Social Sciences
<b>Algattas, Daniel</b>	SBVC Social Sciences, Human Development, and Physical Education
<b>Cacho, Bryce</b>	SBVC Applied Technology, Transportation, and Culinary Arts
<b>Casillas, David</b>	SBVC Applied Technology, Transportation, and Culinary Arts
<b>Tasaka, Bethany</b>	SBVC Mathematics, Business, and Computer Technology

### Second Year Probationary Status

The following first-year contract employees have been recommended to receive second year probationary status (1<sup>st</sup> to 2<sup>nd</sup>).

	Division
<b>Clements, Kristen</b>	CHC Career Education and Human Development, EMS
<b>Ivy, Krista</b>	CHC Letters, Arts and Mathematics, Library
<b>Kern-Foster, Iris</b>	CHC Social, Information and Natural Sciences, Multimedia
<b>Madrid, Frank</b>	CHC Social, Information and Natural Sciences, Computer Science
<b>McCoy, Danielle</b>	CHC Letters, Arts and Mathematics, Mathematics
<b>Olivera, Christopher</b>	CHC Social, Information and Natural Sciences, Science
<b>Reichert, Nicholas</b>	CHC Letters, Arts and Mathematics, Tutoring
<b>Ward, Amanda</b>	CHC Career Education and Human Development, EMS
<b>Cuny, Lucas</b>	SBVC Arts and Humanities
<b>Hutchason, Jacob</b>	SBVC Science
<b>Martin, David</b>	SBVC Mathematics, Business, and Computer Technology
<b>Pave, Adam</b>	SBVC Social Sciences, Human Development, and Physical Education
<b>Trusheim, Deborah</b>	SBVC Science

## **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:** March 14, 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 March 14, 2019

[v.2.26.2019.p.1|10]

### San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Alexander, Horace</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Bond, Lauren</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Colern-Mulz, Leslie</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Falls, Anthony</b> Strong Workforce Program Grant Fund	3/15/19	6/30/19	80	\$4,160.00	Electricity/ Electronics
<b>Ferri-Milligan, Paula</b> Basic Skills Categorical Fund	2/1/19	6/30/19	29	\$1,508.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>



# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval March 14, 2019

[v.2.26.2019.p.2]10]

### San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Fozouni, Daihim</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Free, Sheela</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Frias, Mayra</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Heibel, Todd</b> Instruction Office General Fund	7/17/18	6/30/19	16	\$832.00	Big Bear Program <i>Ratification: A memo that should have been submitted in June was overlooked and not submitted.</i>
<b>Hoelle, Nicole</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Hunter, Diane</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>



# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval March 14, 2019

[v.2.26.2019.p.3|10]

### San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Huston, Celia</b> Instruction office General Fund	1/14/19	6/30/19	247	\$12,844.00	Accreditation Committee <i>Ratification: Due to Celia's contract and overload we were recently informed that we are unable to create contract due to her load and a MEMO needed to be submitted.</i>
<b>James Edna</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Kellog, Elena</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Kuntz, John</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Lamore, Joel</b> Basic Skills Categorical Fund	2/1/19	6/30/19	29	\$1,508.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>



# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval March 14, 2019

[v.2.26.2019.p.4]10]

### San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Lee, Yvette</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Maestre, Joanne</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Melancon, Kenny</b> Strong Workforce Program Grant Fund	3/15/19	6/30/19	40	\$2,080.00	Diesel
<b>Notarangelo, Joe</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Roller, Gayle</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Romero, Markazan</b> Strong Workforce Program Grant Fund	3/15/19	6/30/19	80	\$4,160.00	Electricity/ Electronics



# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval March 14, 2019

[v.2.26.2019.p.5]10]

### San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Sacks, Andrew</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Tilton, Julie</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Valle, Samuel</b> Strong Workforce Program Grant Fund	3/18/19	6/30/19	80	\$4,160.00	Electricity/ Electronics
<b>Wheeler, James</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Wilson, Nancy</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>
<b>Zarate, Rangel</b> Basic Skills Categorical Fund	2/1/19	6/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>





# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval March 14, 2019

[v.2.26.2019.p.6]10]

### Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Alatorre, Guadalupe</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Baldwin, Spencer</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Barger, Heather</b> Strong Workforce	1/14/19	6/30/19	306	\$15,912.00	Support for the CTE Business Incubator project to include: developing objectives, action plans and space. Work with faculty to develop curriculum. Purchase equipment. Organize activities and events. Create partnerships with community members. Develop continuation plan after its establishment. Report progress and results to the Business/CIS faculty and CTE Dean. <i>Ratification: The project needed more time than what was previously allotted for. More time is allotted through June 30, 2019.</i>
<b>Blanck, Robert</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Bridges, Andrew</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Brown, Robert</b> Honors Program General Fund	3/14/19	11/16/18	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.



# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval March 14, 2019

[v.2.26.2019.p.7|10]

### Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Bryant, Tom</b> Honors Program General Fund	3/14/19	11/16/18	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Cervantez, Jeff</b> Honors Program General Fund	3/14/19	12/14/18	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Estus, Steven</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Gergis, Nader</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Gordon, Lissette</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Green, Laurie</b> Collective Bargaining/District Assembly	1/14/19	5/23/19	63	\$3,276.00	CTA Grievance Shadow <i>Ratification: CTA assigned Laurie Green the position of Grievance Shadow in preparation for Denise Allen's retirement.</i>
<b>Guzman, Jose</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Hamlett, Ryan</b> Honors Program General Fund	3/14/19	11/16/18	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Hellerman, Steven</b> Honors Program General Fund	3/14/19	11/16/18	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 14, 2019

[v.2.26.2019.p.8]10]

## Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Henley, Lauren</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Hogrefe, Rick</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>House, Kevin</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Hughes, Richard</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Jimenez, Sabrina</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Langenfeld, Elizabeth</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Linfield, Leon</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Ledoux, Janine</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Mansourian, Farhad</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.



# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval March 14, 2019

[v.2.26.2019.p.9]10]

### Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Mogrovejo, Pablo</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Morgan, Douglas</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>McKee, Julie</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>McNamara, Laurence</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Sanford, Concepcion Maria</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Simonson, Scott</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Torres-Nez, John</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Urbanovich, James</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Wassing, Amy</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.



# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval March 14, 2019

[v.2.26.2019.p.10|10]

### Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
<b>Weiler, Lindsay</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.
<b>Williams, Gary</b> Honors Program General Fund	3/14/19	5/23/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter.

### 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:** Dr. Kevin Horan, President, CHC  
Diana Rodriguez, President, SBVC  
Kristina Hannon, Executive Director, Human Resources  
**DATE:** March 14, 2019  
**SUBJECT:** Consideration of Approval to Grant Tenure

**RECOMMENDATION**

It is recommended that the Board of Trustees approve tenure for the academic employees on the attached list.

**OVERVIEW**

The campus Tenure Review Committees are recommending approval of tenure to faculty members per the attached list.

**ANALYSIS**

Each academic employee has received four fully satisfactory evaluations per Article 16, Evaluation Procedure, Section F. 7. of the CTA Agreement.

**INSTITUTIONAL VALUES**

I. Institutional Effectiveness

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## Tenure

Submitted for Board Approval March 14, 2019

[v.2.25.2019.p.2|1]

	<b>Site &amp; Division</b>
<b>Bailes, Brandi</b>	CHC Letters, Arts and Mathematics
<b>Harris, Kashaunda</b>	CHC Student Services, Counseling
<b>Rahbarnia, Shohreh</b>	CHC Social, Information and Natural Sciences
<b>Rojas, Daniel</b>	CHC Career Education and Human Development
<b>Sandy, Hannah</b>	CHC Student Services, Health and Wellness
<b>Vasquez, Violetta</b>	CHC Student Services, Counseling
<b>Xayaphanthong, Soutsakhone</b>	CHC Student Services, Counseling
<b>Allen, Tammy</b>	SBVC Arts and Humanities
<b>Giles, Keenan</b>	SBVC Student Services
<b>Lemieux, Jessy</b>	SBVC Science
<b>Luke, Craig</b>	SBVC Student Services
<b>Murphy, Joel</b>	SBVC Arts and Humanities
<b>Orozco, Debbie</b>	SBVC Student Services
<b>Wahab, Abena</b>	SBVC Student Services
<b>Weaver, Theresa</b>	SBVC Science
<b>Wilkins, Janice</b>	SBVC Student Services

## **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:** March 14, 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.





## Stipends

Submitted for Board Approval March 14, 2019

[v.2.25.2019.p.1|1]

### Head Coach – Fall 2018\*

	Site & Department	Stipend
<b>Abrams, Eric</b>	SBVC Women's Cross Country	\$1,800.00
<b>Algattas, Daniel</b>	SBVC Football	\$600.00
<b>Hauge, Kristin</b>	SBVC Women's Soccer	\$1,800.00
<b>Lawler, Kenneth</b>	SBVC Football	\$600.00
<b>Ratigan, James</b>	SBVC Men's Cross Country	\$1,800.00

*\*Ratification: February board deadline was missed.*

**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:** March 14, 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 acknowledge that they will not receive payment of any kind for services performed.

**ANALYSIS**

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## District Volunteers

Submitted for Board Approval March 14, 2019

[v.2.25.2019.p.1|3]

	Site	Assignment	From	To
Arnestad, Cynthia	CHC	DSPS	3/15/19	6/30/19
Adriel-Villarreal, Nathan	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Aguilar, Kimberly	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Alonso-Rodriguez, Omar	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Arciga, Adrian	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Arciga, Andrew	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Arredondo, Anesti	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Cole, Mikal	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Cortez-Flores, Leslie	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Crew, Brianna	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Del Rio, Susana	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Diaz, Damien	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Dorantes, Jesus	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Elder, Leigha	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Enriquez, Areli	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Espindola, Kristina	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Felix, Manika	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Fonzeca, Liliana	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Freeman, Kenneth	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Garcia, Doughmonica	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Garcia, Rodrigo	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Gurrola, Jasmine	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Gutierrez, Blanca	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Hall, Suzan K.	SBVC	Administrative Services	3/15/19	6/28/19
He, Xiaomer	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Hernandez, Fernando	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Jimenez, Luria	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Johnson, Chantia	SBVC	Student Equity & Success	12/8/18*	12/8/18*

\* Planning of this event began after the deadline for the December Board Meeting resulting in an inadvertent omission of material from subsequent agendas. In the future, the campus plans to submit all names prior to event.



## District Volunteers

Submitted for Board Approval March 14, 2019

[v.2.25.2019.p.2|3]

	Site	Assignment	From	To
Jordan, Raziel	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Lemus, Veronica	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Lopez, Jose	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Lopez, Luis	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Martin, Ricardo	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Martinez-Lopez, Josmar	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Martinez-Zook, Francisca	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Mejia, Rosemary	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Montgomery, Preston	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Mora, Tanya	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Moreira, Lennita	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Nwagbara, Stacey	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Ochoa, Joseph	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Orozco, Jocelyn	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Ratti, Josh	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Rodriguez, Ryan	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Salgado, Esteban	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Sinegal-Moore, Brenda	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Solorzano, Alberto	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Subero, Xyana	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Valcidez, Elay	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Vargas, Pasqual	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Vazquez, Laura	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Vera, Daniel	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Villegas, Lissette	SBVC	Student Equity & Success	12/8/18*	12/8/18*
Pham, John	DIST	EDCT Foundation	3/1/19	6/30/19
Tuada, Quimpie Marie	DIST	EDCT Foundation	3/1/19	6/30/19
Obeid, Elias	DIST	KVCR Development	3/15/19	6/30/19

\* Planning of this event began after the deadline for the December Board Meeting resulting in an inadvertent omission of material from subsequent agendas. In the future, the campus plans to submit all names prior to event.



## District Volunteers

Submitted for Board Approval March 14, 2019

[v.2.25.2019.p.2|3]

	Site	Assignment	From	To
Shirley, Shamira Kay	DIST	KVCR Development	3/15/19	6/30/19
Suda, Naomi	DIST	KVCR Development	3/15/19	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:** March 14, 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 March 14, 2019

[v.2.27.2019.p.1|4]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Harold, Ryan</b> CHC Fire Technology Program	Fire Academy Instructor	3/15/19	6/30/19	\$45.00
<b>Wild, Kelwyn</b> CHC Public Safety & Emergency Services	Lab Instructor / Primary Instructor / EMS Specialist	3/15/19	6/30/19	\$20.00/ \$25.00/ \$30.00
<b>Juarez, Sylvia</b> CHC Student Services	Guardians Scholars & Dreamers Liaison	12/14/18	12/31/18	\$45.00
<b>Hernandez, Martin</b> CHC Tutoring Center	Tutor I	1/7/19	6/30/19	\$12.00
<b>Rutherford, Stevie</b> CHC Tutoring Center	Tutor I	1/7/19	6/30/19	\$12.00
<b>Yett, Dianne</b> CHC Tutoring Center	Tutor III	1/7/19	6/30/19	\$15.50
<b>Curtis, Joey</b> DIST KVCR	Program Assistant	2/11/19	6/30/19	\$40.00
<b>Papa, Anthony</b> DIST KVCR	Program Assistant	1/1/19	3/7/19	\$45.00
<b>Lopez, Mariana</b> DIST Marketing, Public Affairs & Government Relations	Program Assistant	1/1/19	6/30/19	\$35.00
<b>Mulverhill, Nichole</b> SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	1/22/19	6/30/19	\$20.00
<b>Bacon, Andrew</b> SBVC English	Tutor III	1/14/19	6/30/19	\$15.50
<b>Coopriider, Kimberly</b> SBVC English	Tutor III	1/14/19	6/30/19	\$15.50
<b>Foster, Brandie</b> SBVC Human Services	Training Specialist	2/22/19	6/30/19	\$19.00
<b>Perea, Joseph</b> SBVC Police Academies/Criminal Justice	Police Office/RTO / Facilitator/Eval	1/23/19	6/30/19	\$35.00/ \$50.00
<b>Elias Juarez, Marco</b> SBVC Student Health Services	Post Masters Counseling Associate II	3/18/19	6/30/19	\$30.00
<b>Hempstead, David</b> SBVC Student Success Center	Tutor I	1/2/19	6/30/19	\$12.00



# Professional Expert, Short-Term & Substitute Employees

Submitted for Board Ratification March 14, 2019

[v.2.27.2019.p.2|4]

## Short-Term

	Duties	From	To	Hourly Rate
<b>Villa, Jovan</b> CHC Aquatics	Lifeguard	1/2/19	6/30/19	\$12.00
<b>Tesfay, Yohanna</b> DIST Economic Development & Corporate Training Foundation	Project Assistant II	3/1/19	6/30/19	\$13.50
<b>Clark, Sylvia</b> SBVC Student Equity & Success	Project Assistant III	2/11/19	6/30/19	\$15.50
<b>Johnson, Marlandra</b> SBVC Student Equity & Success	Project Assistant III	2/11/19	6/30/19	\$15.50

## Substitute

	Duties	From	To	Hourly Rate
<b>Cardenas, Gilda</b> CHC Child Development Center <i>Extension: On Call/sick/vacation coverage.</i>	Child Development Assistant	2/2/19	4/2/19	\$15.89
<b>Scott, Mary</b> CHC Child Development Center <i>Extension: Vacancy in recruitment, On Call/sick/vacation coverage.</i>	Child Development Assistant	2/1/19	4/1/19	\$15.89
<b>Shalhoub, Irene</b> CHC Child Development Center <i>Extension: On call - Sick/Vacation Coverage</i>	Child Development Assistant	2/14/19	4/15/19	\$15.89
<b>Scott, Mary</b> CHC Child Development Center <i>Extension: On Call/sick/vacation coverage.</i>	Child Development Teacher	2/2/19	4/2/19	\$22.87
<b>Liu, Sam</b> CHC Library <i>Extension: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Library Technical Assistant II	12/3/2018	2/3/19	\$22.46
<b>Liu, Sam</b> CHC Library <i>Extension: On Call vacancy in active recruitment/sick/vacation coverage.</i>	Library Technical Assistant II	2/4/19	3/30/19	\$22.46
<b>Mesa, Krystal</b> DIST Economic Development & Corporate Training <i>Extension: Vacancy in recruitment</i>	Secretary II	3/16/19	5/15/19	\$21.92





# Professional Expert, Short-Term & Substitute Employees Submitted for Board Ratification March 14, 2019

[v.2.27.2019.p.3|4]

## Substitute

	Duties	From	To	Hourly Rate
<b>Castillo, Jesus</b> DIST Facilities, Planning and Construction <i>Extension: On Call/sick/vacation coverage.</i>	Custodian I	2/1/19	3/31/19	\$18.90
<b>Castillo, Jesus</b> DIST Facilities, Planning and Construction <i>Extension: On Call/sick/vacation coverage.</i>	Custodian I	4/1/19	5/31/19	\$18.90
<b>Goodner, Jessica</b> DIST Human Resources <i>Extension: Vacancy in recruitment</i>	Human Resources Coordinator	2/12/19	2/22/19	\$24.52
<b>Miller, Don</b> DIST KVCR <i>Extension: Vacancy in recruitment, On Call/sick/vacation coverage.</i>	Broadcast Operator	11/3/18	12/31/18	\$24.79
<b>Martinez, Jamie</b> SBVC Athletics <i>Extension: Vacancy in recruitment, On Call/sick/vacation coverage.</i>	Athletic Trainer	2/22/19	4/3/19	\$27.39
<b>Martinez, Jamie</b> SBVC Athletics <i>Extension: Vacancy in recruitment, On Call/sick/vacation coverage.</i>	Athletic Trainer	4/4/19	6/1/19	\$27.39
<b>Robles, Sandra</b> SBVC Chemistry Department <i>Extension: Vacancy in recruitment</i>	Laboratory Technician - Chemistry	2/5/19	4/5/19	\$24.79
<b>Gilber, Darlene</b> SBVC Child Development Center <i>Extension: Vacancy in recruitment, On Call/sick/vacation coverage.</i>	Child Development Assistant	3/2/19	5/1/19	\$15.89
<b>Ramirez, Irene</b> SBVC Child Development Center <i>Extension: Vacancy in recruitment, On Call/sick/vacation coverage.</i>	Child Development Assistant	3/2/19	5/1/19	\$15.89
<b>Shehata, Neveen</b> SBVC Child Development Center <i>Extension: Vacancy in recruitment, On Call/sick/vacation coverage.</i>	Child Development Assistant	3/2/19	5/1/19	\$15.89
<b>Gilber, Darlene</b> SBVC Child Development Center <i>Extension: Vacancy in recruitment, On Call/sick/vacation coverage.</i>	Child Development Teacher	3/2/19	5/1/19	\$22.87



# Professional Expert, Short-Term & Substitute Employees Submitted for Board Ratification March 14, 2019

[v.2.27.2019.p.4|4]

## Substitute

	Duties	From	To	Hourly Rate
<b>Ramirez, Irene</b> SBVC Child Development Center <i>Extension: Vacancy in recruitment, On Call/sick/vacation coverage.</i>	Child Development Teacher	3/2/19	5/1/19	\$22.87
<b>Reynolds, Rebecca</b> SBVC Child Development Center <i>Extension: Vacancy in recruitment, On Call/sick/vacation coverage.</i>	Child Development Teacher	3/2/19	5/1/19	\$22.87
<b>Tamayo, Matty</b> SBVC Child Development Center <i>Extension: Vacancy in recruitment, On Call/sick/vacation coverage.</i>	Child Development Teacher	3/2/19	5/1/19	\$22.87
<b>Molina, Melinda</b> SBVC Child Development Center <i>Extension: Vacancy in recruitment, On Call/sick/vacation coverage.</i>	Food Service Worker I	3/2/19	5/1/19	\$15.89
<b>Williams, Erin</b> SBVC Counseling & Matriculation <i>New: Vacancy in recruitment</i>	Secretary II	12/31/2018	3/1/19	\$21.92
<b>Gil, Aida</b> SBVC STAR Program <i>New: Vacancy in recruitment</i>	Secretary I	2/25/19	4/25/19	\$19.88
<b>Hall, Suzan</b> SBVC Student Services <i>Extension: Vacancy in recruitment</i>	Administrative Assistant I	3/8/19	3/29/19	\$26.70

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** March 14, 2019  
**SUBJECT:** Consideration of Approval of 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.



## Promotions

Submitted for Board Approval March 14, 2019

[v.2.25.2019,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>Gilbert, Jeremiah</b>	SBVC Instructor, Mathematics	DSS Executive Director of Research, Planning, and Institutional Effectiveness	\$156,034.27 Per Year	Management 23D	K. Bandyopadhyaya	General Fund	3/15/19
<b>Fonseca, Katherine</b>	SBVC Secretary II	SBVC Administrative Assistant I	\$26.70 Per Hour	Classified 41A	S. Blackwell	Student Services	3/15/19

**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:** March 14, 2019  
**SUBJECT:** Consideration of Approval to Accept 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 March 14, 2019

[v.2.27.2019.p.1|1]

	Length of Service	Last Date of Employment
<b>Vallejo, Marlena</b> Laboratory Technician, Anatomy & Physiology SBVC Science	4 years	2/20/19
<b>Mendez, Rebecca</b> Counselor SBVC Counseling & Matriculation	2.5 years	2/8/2019
<b>Childers, Karen</b> Director, Development & Community Relations SBVC	8 years	3/5/2019
<b>Agah, Hussain</b> Director of Facilities Planning & Construction District Support Services	2.5 years	4/2/2019

**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:** March 14, 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 March 14, 2019

[v.2.25.2019.p.1|1]

	<b>Years of Service</b>	<b>Last Date of Employment</b>
<b>Phillips, Theodore</b> CHC Instructor, English	18	6/7/19
<b>Hylton, Christopher</b> SBVC Maintenance & Grounds Supervisor	4	3/31/19



**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:** March 14, 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 March 14, 2019

[v.2.27.2019.p.1|1]

	Effective Dates	Range & Step	Annual Salary	New or Replacing	Fund	Live Scan Clearance
<b>Papa, Anthony</b> Interim Director of Operations, KVCR KVCR TV	3/18/2019 to 6/30/2019	19A	\$117,159.63	New	KVCR	7/25/2018
<b>Nazarian, Andronik</b> Interim Director, Development & Community Relations SBVC	3/18/2019 to 6/30/2019	18B	\$115,031.55	K. Childers	Resource Development	TBD*

\*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:** March 14, 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 March 14, 2019

[v.3.4.2019.p.1|2]

	Start Date	Salary Schedule, Range & Step	Hourly Rate	New or Replacing	Fund	Live Scan Clearance
<b>Bowens-McLeod, Nia</b> Secretary II SBVC Counseling	3/18/19	Classified 33A	\$21.92	M. Smith	Counseling	7/6/2017
<b>Chavez, Nicholas</b> Clerical Assistant II SBVC Admissions & Records	3/18/19	Classified 25A	\$17.98	New	Admissions & Records	12/13/18
<b>Erving, Alan</b> Senior Student Services Technician SBVC EOPS/CARE	3/18/19	Classified 38A	\$24.79	R. Moncada	EOPS/CARE	2/20/19
<b>Cobbett, Shyla</b> Account Clerk I SBVC Administrative Services	3/18/19	Classified 26A	\$18.44	New	Campus Business Office	2/27/19
<b>Fehr, Jody</b> Tutoring Coordinator SBVC Academic Success & Learning Services	3/18/19	Academic TBD*	TBD*	New	Tutorial Center	2/26/19
<b>Chavez, Gustavo</b> Human Resources Coordinator DIST Human Resources	3/15/19	Confidential 1A	\$24.52	B. Perez	Human Resources	2/20/19
<b>Belicki, Brent</b> Technology Support Specialist I CHC Campus Technology	3/18/19	Classified 46A	\$30.22	K. Limoges	Campus Technology General Fund	2/26/19
<b>Serranto, Michelle</b> Custodian SBVC Custodial	3/18/19	Classified 27A	\$18.90	R. Aguayo	Maintenance	11/27/18

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

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



# Appointment of District Employees

Submitted for Board Approval March 14, 2019

[v.3.4.2019.p.2]2]

	Start Date	Salary Schedule, Range & Step	Hourly Rate	New or Replacing	Fund	Live Scan Clearance
<b>Koh, Myung</b> Research Analyst Office of Research Planning & Institutional Effectiveness District Support Services	3/18/19	Classified 54B	\$38.66	J. Xiang	Institutional Effectiveness	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:** Steven J. Sutorus, Business Manager  
**DATE:** March 14, 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 1/25/19 – 2/20/19 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  
 March 14, 2019

PO#	Vendor Name	Amount
1903776	STAPLES BUSINESS ADVANTAGE	271.16
1903777	STAPLES BUSINESS ADVANTAGE	123.93
1903778	STAPLES BUSINESS ADVANTAGE	13.92
1903779	STAPLES BUSINESS ADVANTAGE	359.02
1903782	US BANK CORPORATE PMT SYSTEMS	232.20
1903784	SAN BERNARDINO CCD	567.00
1903786	US BANK CORPORATE PMT SYSTEMS	334.48
1903787	US BANK CORPORATE PMT SYSTEMS	75.00
1903788	US BANK CORPORATE PMT SYSTEMS	600.00
1903789	US BANK CORPORATE PMT SYSTEMS	220.00
1903790	US BANK CORPORATE PMT SYSTEMS	600.00
1903791	US BANK CORPORATE PMT SYSTEMS	310.00
1903792	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	7,850.00
1903794	US BANK CORPORATE PMT SYSTEMS	90.00
1903795	ROBERT BOSCH TOOL CORPORATION	8,618.92
1903796	KEN'S SPORTING GOODS	3,745.89
1903797	B&H PHOTO VIDEO	183.15
1903804	PASCO SCIENTIFIC	163.78
1903805	EVANS, ANTHONY	278.00
1903806	WURTZ, KEITH	1,520.00
1903807	STAPLES BUSINESS ADVANTAGE	1,413.77
1903808	STAPLES BUSINESS ADVANTAGE	446.05
1903813	STAPLES BUSINESS ADVANTAGE	93.44
1903815	ULINE	466.70
1903816	FLINN SCIENTIFIC INC	1,469.24
1903817	CYNMAR CORPORATION	3,678.21
1903818	THAI FOOD XPRESS	177.79
1903819	INLAND EMPIRE CONCERNED AFRICAN AMERICAN CHURCHES	25.00
1903820	INLAND EMPIRE CONCERNED AFRICAN AMERICAN CHURCHES	50.00
1903822	STAPLES BUSINESS ADVANTAGE	440.88
1903823	SARGENT-WELCH SCIENTIFIC - VWR INTERNATIONAL LLC	798.04
1903824	STAPLES BUSINESS ADVANTAGE	69.22
1903825	STRYKER	996.49
1903827	PANERA BREAD LLC	123.91
1903830	STAPLES BUSINESS ADVANTAGE	399.41
1903834	STAPLES BUSINESS ADVANTAGE	522.88
1903835	STAPLES BUSINESS ADVANTAGE	125.21
1903836	STAPLES BUSINESS ADVANTAGE	155.10
1903837	BIXLER, MICHAEL LUKE	500.00
1903838	US BANK CORPORATE PMT SYSTEMS	1,110.90
1903840	BARRAGAN, ALEJANDRO	5,000.00
1903841	PACHECO, SALVADOR	4,877.00
1903842	GRACIA, KYAH	5,000.00
1903843	WILLIAMS, CHANEL	6,000.00
1903844	ARAUJO, CRYSTAL	5,000.00

Purchase Order Report  
 March 14, 2019

PO#	Vendor Name	Amount
1903845	MARQUEZ, JACQUELINE	5,000.00
1903846	RODRIGUEZ, SALVADOR	5,000.00
1903847	MARTINEZ, RAUL	6,000.00
1903848	GARCIA, MARTIN	4,127.00
1903849	BULQUERIN, JESSANNE	6,000.00
1903850	CDW LLC	1,833.47
1903851	PASTEN TREJO, PEDRO	6,000.00
1903852	RODRIGUEZ-RUIZ, CHRISTOPHER	5,000.00
1903853	AVALOS, CAROL	4,264.00
1903854	RAMIREZ, BLANCA	5,000.00
1903855	KASALIRWE, STEVEN	5,000.00
1903856	TRUONG, CHERISH	6,000.00
1903857	RAMIREZ, MATTHEW	6,000.00
1903858	NGUYEN, TRI	5,000.00
1903865	US BANK CORPORATE PMT SYSTEMS	1,476.00
1903867	SBVC FOOD SERVICES	1,936.00
1903868	SBVC FOOD SERVICES	1,184.50
1903869	US BANK CORPORATE PMT SYSTEMS	50.00
1903872	US BANK CORPORATE PMT SYSTEMS	150.00
1903874	US BANK CORPORATE PMT SYSTEMS	324.38
1903875	CALIFORNIA, STATE OF	230.00
1903878	RUBIO, DAVID	197.46
1903880	CHANNING L BETE CO INC	604.55
1903881	FRONTIER COMMUNICATIONS	300.00
1903882	STAPLES BUSINESS ADVANTAGE	531.63
1903883	STAPLES BUSINESS ADVANTAGE	1,304.67
1903884	ERGO WORKS INC	2,360.93
1903885	OFFICE & ERGONOMICS SOLUTIONS INC	3,164.97
1903888	US BANK CORPORATE PMT SYSTEMS	53.88
1903889	SBVC FOOD SERVICES	744.40
1903890	SBVC FOOD SERVICES	744.40
1903892	AMERICAN BIO-SAFETY	137.65
1903893	US BANK CORPORATE PMT SYSTEMS	474.09
1903895	STAPLES BUSINESS ADVANTAGE	169.16
1903896	US BANK CORPORATE PMT SYSTEMS	1,446.00
1903897	STAPLES BUSINESS ADVANTAGE	81.05
1903898	STAPLES BUSINESS ADVANTAGE	87.46
1903899	HARLOW'S KITCHEN CONCEPTS	4,092.35
1903901	US BANK CORPORATE PMT SYSTEMS	278.10
1903903	CALIFORNIA COMMUNITY COLLEGE COUNCIL FOR STAFF & ORG DEVELOPMENT	595.00
1903904	CALIFORNIA COMMUNITY COLLEGES CLASSIFIED SENATE	225.00
1903906	B&H PHOTO VIDEO	25,896.72
1903908	STAPLES BUSINESS ADVANTAGE	142.89
1903909	STAPLES BUSINESS ADVANTAGE	110.64
1903913	US BANK CORPORATE PMT SYSTEMS	41.87



Purchase Order Report  
 March 14, 2019

PO#	Vendor Name	Amount
1903914	US BANK CORPORATE PMT SYSTEMS	114.06
1903915	US BANK CORPORATE PMT SYSTEMS	215.50
1903916	US BANK CORPORATE PMT SYSTEMS	110.06
1903917	US BANK CORPORATE PMT SYSTEMS	686.55
1903918	US BANK CORPORATE PMT SYSTEMS	1,670.70
1903920	SBVC FOOD SERVICES	81.68
1903921	US BANK CORPORATE PMT SYSTEMS	552.00
1903924	MCKESSON MEDICAL-SURGICAL INC	4,000.00
1903925	SBVC FOOD SERVICES	961.00
1903926	NAIR, AVIKAASH	150.00
1903928	VWR INTERNATIONAL LLC	4,970.53
1903932	STATER BROS MARKETS	300.00
1903933	VERIZON WIRELESS	648.00
1903934	STATER BROS MARKETS	431.00
1903935	US BANK CORPORATE PMT SYSTEMS	251.94
1903936	DELL COMPUTER COMPANY	1,992.68
1903937	TRAN, HANH	135.00
1903938	BROWN, JASON	165.00
1903939	CANO, FABIAN	330.00
1903940	MERLO, JESSICA	180.00
1903941	JENSEN, JENNIFER	135.00
1903942	BROWN, ANGELYNE MARY	165.00
1903943	PANERA BREAD LLC	600.00
1903944	FISHER SCIENCE EDUCATION	7,008.82
1903945	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUP EDUCATION	534.60
1903946	BAZE, CAMRON	165.00
1903947	US BANK CORPORATE PMT SYSTEMS	1,188.00
1903948	MICROSOFT CORPORATION	2,029.41
1903950	SAN BERNARDINO CCD	549.72
1903952	US BANK CORPORATE PMT SYSTEMS	50.00
1903957	BREWER, QUINCY	582.52
1903960	FLEET FEET SPORTS	1,594.70
1903962	SCANNING PENS INC	552.76
1903964	KEN'S SPORTING GOODS	3,572.88
1903967	MDI WORLDWIDE	286.97
1903968	QUEEN BEAN CAFFE	360.00
1903973	JACOBY, JANA E	500.00
1903976	STAPLES BUSINESS ADVANTAGE	79.14
1903978	STAPLES BUSINESS ADVANTAGE	137.61
1903979	STAPLES BUSINESS ADVANTAGE	143.79
1903980	RUBIO, DAVID	282.64
1903981	CDW LLC	4,427.65
1903983	JOSE'S MEXICAN FOOD INC	364.36
1903985	SOCCER MASTER	97.92
1903986	SOCCER MASTER	1,030.32

Purchase Order Report  
 March 14, 2019

PO#	Vendor Name	Amount
1903987	SOCCER MASTER	106.00
1903988	COMPUTERIZED EMBROIDERY COMPANY INC	138.24
1903989	MATTERHACKERS INC	1,214.88
1903998	STAPLES BUSINESS ADVANTAGE	658.32
1904000	STAPLES BUSINESS ADVANTAGE	180.16
1904001	STAPLES BUSINESS ADVANTAGE	60.00
1904002	US BANK CORPORATE PMT SYSTEMS	100.00
1904004	US BANK CORPORATE PMT SYSTEMS	155.15
1904005	ANIXTER, INC	10,450.00
1904006	MEDLINE INDUSTRIES INC	79.00
1904007	FLINN SCIENTIFIC INC	30.35
1904008	TRI-ANIM HEALTH SERVICES	1,077.23
1904009	DIVISION OF STATE ARCHITECT	2,914.24
1904010	US BANK CORPORATE PMT SYSTEMS	1,703.50
1904012	US BANK CORPORATE PMT SYSTEMS	139.00
1904014	VERIZON WIRELESS	456.12
1904015	STAPLES BUSINESS ADVANTAGE	1,173.35
1904016	STAPLES BUSINESS ADVANTAGE	200.09
1904017	ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGE ADMINISTRATORS	225.00
1904018	RIO HONDO CCD	38.00
1904019	ANDERSON, JONATHAN	549.93
1904020	SBVC FOOD SERVICES	685.00
1904021	SBVC FOOD SERVICES	777.69
1904022	SBVC FOOD SERVICES	71.66
1904024	DICK BLICK HOLDINGS INC	846.62
1904027	US BANK CORPORATE PMT SYSTEMS	400.00
1904030	INLAND ACTION	4,636.08
1904031	STAPLES BUSINESS ADVANTAGE	114.39
1904034	ULINE	442.93
1904035	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUP EDUCATION	533.36
1904036	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUP EDUCATION	770.00
1904037	PALOMAR COLLEGE-TTIP SOUTH	200.00
1904041	GOURMET DETECTIVE, THE	2,242.50
1904047	DIGITAL BUYER	3,879.00
1904048	HYATT REGENCY @ LOS ANGELES INTERNATIONAL AIRPORT	9,984.00
1904049	JOJO'S GRILL-A-DOG	500.00
1904050	HONORS TRANSFER COUNCIL OF CA, THE	120.00
1904051	SAN BERNARDINO CCD	540.00
1904052	ROCKY MOUNTAIN COMMUNICATION SYSTEMS INC	3,100.00
1904053	MCKESSON MEDICAL-SURGICAL INC	160.55
1904054	PEACEKEEPER PRODUCTS INTL	810.06
1904056	FACTORY MOTOR PARTS	1,482.94
1904057	NASCO	3,696.90
1904058	COSTCO	810.00
1904060	SBCCD FUND 84	4,000.00

Purchase Order Report  
 March 14, 2019

PO#	Vendor Name	Amount
1904062	REP FITNESS	845.95
1904063	DELL COMPUTER COMPANY	104,689.05
1904064	STAPLES BUSINESS ADVANTAGE	1,090.23
1904065	STAPLES BUSINESS ADVANTAGE	108.28
1904066	STAPLES BUSINESS ADVANTAGE	82.50
1904069	STAPLES BUSINESS ADVANTAGE	220.55
1904074	SAN BERNARDINO CCD	204.00
1904075	US BANK CORPORATE PMT SYSTEMS	19.00
1904076	INLAND EMPIRE MAGAZINE	14.95
1904077	COSTCO	215.50
1904078	SBVC FOOD SERVICES	568.84
1904080	COSTCO	100.00
1904087	MEDLINE INDUSTRIES INC	145.21
1904088	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUP EDUCATION	495.00
1904091	US BANK CORPORATE PMT SYSTEMS	1,431.00
1904094	CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUP EDUCATION	495.00
1904095	CDW LLC	2,735.82
1904096	SAN BERNARDINO CCD	300.00
1904097	STAPLES BUSINESS ADVANTAGE	598.57
1904098	STAPLES BUSINESS ADVANTAGE	488.77
1904099	VWR INTERNATIONAL LLC	480.17
1904102	CONVERGEONE INC	750.07
1904103	DELL COMPUTER COMPANY	2,077.60
1904105	STAPLES BUSINESS ADVANTAGE	464.64
1904106	US BANK CORPORATE PMT SYSTEMS	2,360.00
1904108	US BANK CORPORATE PMT SYSTEMS	2,360.00
1904111	STAPLES BUSINESS ADVANTAGE	115.45
1904118	ASSOCIATION OF CHIEF BUSINESS OFFICIALS	125.00
1904119	US BANK CORPORATE PMT SYSTEMS	1,335.56
1904121	MCKESSON MEDICAL-SURGICAL INC	2,000.00
1904123	PHARMEDIX	4,000.00
1904124	GLOBAL PROTECTION CORP	164.86
1904125	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	375.00
1904126	COMMUNITY PLAYTHINGS	34,760.15
1904127	US BANK CORPORATE PMT SYSTEMS	279.27
1904129	CLIA LABORATORY PROGRAM	150.00
1904131	US BANK CORPORATE PMT SYSTEMS	1,254.77
1904132	WARD, REBECCA	250.00
1904133	CDW LLC	5,491.85
1904134	EL CAJON AIRCRAFT	317.86
1904135	FOLLETT HIGHER EDUCATION GROUP INC	140.08
1904136	MIDWEST LIBRARY SERVICE	40,000.00
1904137	BARNES & NOBLE INC	4,000.00
1904138	GAYLORD BROS INC	2,000.00
1904139	DEMCO SUPPLY INC	2,000.00

Purchase Order Report  
March 14, 2019

<b>PO#</b>	<b>Vendor Name</b>	<b>Amount</b>
1904140	FOLLETT HIGHER EDUCATION GROUP INC	22,000.00
1904142	COLOR CONSULTANTS INC	2,798.88
1904143	VALLEY POWER SYSTEMS INC	10,074.63
1904146	CDW LLC	3,005.79
1904147	SBVC FOOD SERVICES	528.00
1904148	BREWER, QUINCY	2,974.85
1904149	J & M TROPHIES	36.64
1904150	J & M TROPHIES	200.42
1904151	STAPLES BUSINESS ADVANTAGE	148.73
1904152	STAPLES BUSINESS ADVANTAGE	1,660.09

## **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:** March 14, 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 3/14/2019

## Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b>Consultants</b>			
Castillo, Salvador	(17256) Provide technical consulting services for the KVCR Broadcast Tower; this is to approve Amendment 02- extend term date and increase contract amount by \$60,000 Term: 1/8/2018 - 6/30/2019 Funding Source: FCC Proceeds	Facilities Planning/SBCCD	\$160,000.00
OneWorld Communications, Inc.	(17812) Conceptualize and develop marketing concept for the "SBCCD PROMISE" enrollment program Term: 3/1/2019 - 6/30/2020 Funding Source: General Funds	Marketing/SBCCD	\$50,000.00
<b>SubTotal for Consultants: 2</b>			
<b>Professional Services</b>			
Daub, Shelley, MA, LCSW	(17783) Provide assistance in crisis intervention and short term psychotherapy Term: 3/18/2019 - 6/30/2020 Funding Source: Local Grant	Health Services/SBVC	\$16,000.00
Garcia, Kimberly dba All Around Glam	(17741) On demand hairstyling and make up for on air productions Term: 1/1/2019 - 6/30/2019 Funding Source: FNX Grant	FNX/KVCR	\$5,000.00

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*Contract Type*

*Firm*

*Purpose and Information*

*Department / Location*

*Amount*

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*SubTotal for Professional Services: 2*

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*Grand Total Contracts for Board Date 3/14/2019: 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:** March 14, 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.



## **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:** March 14, 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 3/14/2019******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>			
Condo, Heather	(17734) Broadcasting rights to "My Father's Tools" Term: 3/15/2019 - 3/14/2024 Funding Source: FNX Grant	FNX/KVCR	\$3,500.00
Tome, Shaadiin	(17781) Broadcast rights to "Mud Hastl'ishnii" Term: 3/15/2019 - 3/14/2024 Funding Source: FNX Grant	FNX/KVCR	\$3,500.00
Wild the Coyote	(17796) License agreement for use of musical compositions and recordings; The Boondocks, Old Man, Bible by the Rifle, and From the Grave to the Stars; no cost to SBCCD Term: 1/4/2019 - 1/3/2024 Funding Source: N/A	KVCR/KVCR	
Wolfe, Badd	(17733) License agreement for use of musical compositions and recordings for "Johnny Cash Old Man,"; no cost to SBCCD Term: 1/4/2019 - 1/3/2024 Funding Source: N/A	KVCR/KVCR	
<b><i>SubTotal for Broadcasting Rights: 4</i></b>			<b><i>\$7,000.00</i></b>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><i>CalWorks Off-Campus Work Study</i></b>			
Real Journey Academies, Inc.	(17787) Off-Campus workstudy - Student - Maximea, Frances; reimbursed at up to 100% of per hourly rate Term: 2/1/2019 - 6/30/2019 Funding Source: CalWorks	Calworks/SBVC	\$5,040.00
Valdez Educational Services	(17744) Off-Campus workstudy - Student - Copeland, Margaret; reimbursed at up to 100% of per hourly rate Term: 2/1/2019 - 6/30/2019 Funding Source: CalWorks	Calworks/SBVC	\$8,000.00
Valdez Educational Services	(17745) Off-Campus workstudy - Student - Ramirez, Cellina; reimbursed at up to 100% of per hourly rate Term: 2/1/2019 - 6/30/2019 Funding Source: CalWorks	Calworks/SBVC	\$8,000.00
Valdez Educational Services	(17743) Off-Campus workstudy - Student - Ramirez, Michelle; reimbursed at up to 100% of per hourly rate Term: 2/1/2019 - 6/30/2019 Funding Source: CalWorks	Calworks/SBVC	\$8,000.00
<b><i>SubTotal for CalWorks Off-Campus Work Study: 4</i></b>			<b><i>\$29,040.00</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>			
Grand Canyon University	(17810) SBVC to be a clinical site for students in the Nursing Program; no cost to SBCCD Term: 1/1/2019 - 12/31/2024 Funding Source: N/A	Nursing/SBVC	
<b><i>SubTotal for Clinicals: 1</i></b>			
<b><u>General</u></b>			
Advanced Wellness Physical Therapy, PC	(17795) Develop course curriculum for new program - Physical Therapy Term: 1/1/2019 - 12/31/2019 Funding Source: Strong Workforce Program	Program Development/CHC	\$4,500.00
Airwall Installation Services	(17752) Repairing of partitions in the Campus Center Term: 2/1/2019 - 6/30/2019 Funding Source: General Funds	Maintenance/SBVC	\$750.00
Allison Transmission, Inc	(17801) Donation agreement for a 4500 Gen IV transmission to the Automotive Department for use by students in a lab setting; no cost to SBCCD Term: 3/1/2019 - 2/29/2024 Funding Source: N/A	Technical Training/SBVC	

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Audio Design & Services, Inc.	(17755) Repairing of ADAT machine which is part of the planetarium projection system; serial #CD3031627 Term: 3/19/2018 - 3/19/2018 Funding Source: General Funds	Science/SBVC	\$185.00
Burgess Moving & Storage	(17809) Moving services for temporary relocation of KVCR personnel to new locations and the move back after remodel is done Term: 3/1/2019 - 9/30/2019 Funding Source: FCC Proceeds	Facilities Planning/SBCCD	\$6,000.00
California Bus Service	(17789) Bus rental to Palm Desert Museum for the Art Club Term: 4/6/2019 - 4/6/2019 Funding Source: General Funds	Art/SBVC	\$2,350.52
California Department of Forestry & Fire Protection	(17690) Conservation Camp Program Project; weed abatement, creating a fire break and vegetation removal around CHC campus Term: 1/1/2019 - 12/31/2019 Funding Source: General Funds	Maintenance/CHC	\$3,000.00
California Food Truck, Inc.	(17757) Production of a wrap for the SBVC Food Truck Term: 2/1/2019 - 6/30/2019 Funding Source: Strong Workforce Program	Technical Training/SBVC	\$3,393.75

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
California Science Center	(17811) Group tickets order for students in the Tumaini Program Term: 4/19/2019 - 4/19/2019 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$190.00
California State University - San Bernardino	(17816) Booth rental at the "2019 LEAD Summit" Term: 3/28/2019 - 3/28/2019 Funding Source: General Funds	Marketing/CHC	\$100.00
Caribbean Pacific Bus, LLC	(17800) Bus rental for field trip to campus tour of Chaffey College Term: 3/15/2019 - 3/15/2019 Funding Source: General Funds	Transfer Center/SBVC	\$875.00
Caribbean Pacific Bus, LLC	(17735) Bus rental to UCLA for the "Annual UCLA Stomp Conference" Term: 3/15/2019 - 3/15/2019 Funding Source: General Funds	Transfer Center/SBVC	\$930.00
Computerized Embroidery Company, The	(17768) Production of athletics team uniforms - Women's Soccer: hooded sweatshirts; funded by Women's Soccer trust Term: 2/15/2019 - 4/1/2019 Funding Source: Trust Account	Athletics/SBVC	\$725.76

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Drivestream, Inc.	(17276) Creation and modification of custom reports for use with Oracle system; this is to approve Amendment 02 - increase project time with an added cost of \$12,800 Term: 10/18/2018 - 3/31/2019 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$62,800.00
Exclusive Auto	(17764) Repairs to CHC EMS 2000 Ford E-350 ambulance vehicle Term: 2/1/2019 - 5/31/2019 Funding Source: Strong Workforce Program	Emergency Medical Svcs/CHC	\$3,772.03
Gourmet Detective, The	(17817) Group tickets for murder mystery night and dinner for 27 students 3 staff members Term: 3/30/2019 - 3/30/2019 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$2,242.50
H & L Charter Co, Inc.	(17797) Bus rental for field trip to campus tour of UC San Diego Term: 4/20/2019 - 4/20/2019 Funding Source: Student Success (SSSP)	Transfer Center/SBVC	\$1,728.00
H & L Charter Co, Inc.	(17798) Bus rental for field trip to the California African American Museum in Los Angeles Term: 4/19/2019 - 4/19/2019 Funding Source: General Funds	Transfer Center/SBVC	\$1,616.50

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
H & L Charter Co, Inc.	(17799) Bus rental for field trip to the Gourmet Detective Murder Mystery in Riverside Term: 3/30/2019 - 3/30/2019 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$776.50
H & L Charter Co, Inc.	(17739) Bus rental to softball team away game to Ridgecrest, CA Term: 2/8/2019 - 2/8/2019 Funding Source: General Funds	Athletics/SBVC	\$1,447.81
H & L Charter Co, Inc.	(17805) Bus rental to transport area high school students to Crafton Hills College for Art's Day Event Term: 3/8/2019 - 3/8/2019 Funding Source: General Funds	Art Department/CHC	\$1,273.00
H & L Charter Co, Inc.	(17808) Bus rental to transport Rim of the World high school students to Crafton Hills College for Art's Day Event Term: 3/8/2019 - 3/8/2019 Funding Source: General Funds	Art Department/CHC	\$1,173.00
JOJO's Grill-A-Dog	(17814) Catering for the "Women in the Fire Service" event Term: 4/27/2019 - 4/27/2019 Funding Source: Strong Workforce Program	Fire Technology/CHC	\$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>			
Littrell, Moreen dba Isizzles	(17780) Provide content creation for programs and events Term: 3/15/2019 - 6/30/2019 Funding Source: FNX Grant	FNX/KVCR	\$25,000.00
Marketing Communications Resource, Inc.	(17767) Production of printing, postage and mailing of May 2019 fundraising and alumni enrollment campaign Term: 2/15/2019 - 6/1/2019 Funding Source: General Funds	Foundation/SBVC	\$1,368.00
Medina, David dba Premiere Sound, Inc.	(17788) Provide sound system and DJ services for SBVC 2019 Commencement Term: 5/22/2019 - 5/24/2019 Funding Source: General Funds	Student Life/SBVC	\$4,752.00
Mellin, Linda Marie dba American Printing & Promotions	(17769) Production of novelty items with SBVC logo for giveaways Term: 2/4/2019 - 4/30/2019 Funding Source: General Funds	Student Services/SBVC	\$15,738.59
Mellin, Linda Marie dba American Printing & Promotions	(17782) Production of novelty items with SBVC logo for giveaways Term: 2/1/2019 - 4/30/2019 Funding Source: Student Equity	Student Services/SBVC	\$1,784.58

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Nestle Waters North America dba ReadyRefresh	(17819) Provide 5 gallon hot and cold water cooler with water services Term: 4/1/2019 - 3/31/2022 Funding Source: General Funds	Financial Aid/SBVC	\$795.00
New Seed Landscape Service, Inc.	(17742) Irrigation and landscape installation on SBVC Campus Term: 2/1/2019 - 6/30/2019 Funding Source: General Funds	Maintenance/SBVC	\$14,300.00
NewTek, Inc.	(17779) Maintenance on new Protek equipment at KVCR Term: 1/2/2019 - 1/1/2021 Funding Source: FNX Grant	FNX/KVCR	\$26,689.01
Palm Springs Aerial Tramway	(17759) KVCR filming agreement in Palm Springs area; no cost to SBCCD Term: 2/12/2019 - 2/12/2019 Funding Source: N/A	KVCR/KVCR	
Pandora	(17815) Internet radio advertising to promote CHC programs Term: 4/1/2019 - 6/30/2019 Funding Source: General Funds	Marketing/CHC	\$10,000.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Redlands USD	(16038) Partnership program participation agreement to promote enrollment at Crafton Hills College; this is to approve an increase in the not to exceed amount by \$35,000 Term: 8/14/2017 - 12/31/2020 Funding Source: General Funds	Instruction/CHC	\$60,000.00
San Bernardino County Special District Department	(17748) MOU - Provide academic and career related work experience to participants in the Water Supply Technology Program; no cost to SBCCD Term: 11/1/2018 - 10/31/2023 Funding Source: N/A	Technical Training/SBVC	
Silva, Simon	(17754) Workshop speaker on "21st Century Skill" Term: 4/12/2019 - 4/12/2019 Funding Source: Student Equity	Student Services/SBVC	\$3,500.00
Sky Jason Shield Media, LLC	(17747) Provide post-production and graphic services Term: 3/15/2019 - 6/30/2019 Funding Source: FNX Grant	FNX/KVCR	\$25,520.00
STATco	(17813) Software licensing for "CATEMA Technical Support" Term: 10/23/2018 - 10/22/2019 Funding Source: State Grant	Program Development/CHC	\$1,800.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>General</u></b>			
Thermo Fisher Scientific LLC	(17773) Repairs to refrigerator in the Chemistry lab Term: 1/1/2019 - 3/31/2019 Funding Source: General Funds	Chemistry/CHC	\$508.00
United Contractors	(17774) Repairing of metal roof on the SBVC Library building Term: 2/11/2019 - 6/30/2019 Funding Source: General Funds	Maintenance/SBVC	\$5,000.00
University of Texas at Austin, The	(17749) Participation in the college survey agreement and allow review of other community college survey data Term: 1/1/2019 - 12/31/2019 Funding Source: General Funds	Research & Planning/CHC	\$9,158.75
Yucaipa & Calimesa News Mirror	(17792) Half page advertisement in the "Spotlight On Business" publication Term: 2/22/2019 - 2/22/2019 Funding Source: General Funds	Marketing/CHC	\$595.00
<b><i>SubTotal for General: 42</i></b>			<b><i>\$306,838.30</i></b>
<b><u>Income - Facilities Use</u></b>			
Arrowhead Christian Academy	(17750) Use of CHC tennis court Term: 3/5/2019 - 4/16/2019 Funding Source: N/A	Facilities/CHC	\$305.00

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><i>Income - Facilities Use</i></b>			
San Bernardino City USD	(17776) Use of Auditorium for Del Vallejo Middle School's 8th grade promotion ceremony Term: 6/5/2019 - 6/5/2019 Funding Source: N/A	Administrative Services/SBVC	
San Bernardino City USD	(17778) Use of football field for Pacific High School's graduation ceremony Term: 6/6/2019 - 6/6/2019 Funding Source: N/A	Administrative Services/SBVC	\$816.41
Yucaipa High School	(17751) Use of CHC parking lot for overflow parking at graduation ceremony; no charge Term: 6/5/2019 - 6/5/2019 Funding Source: N/A	Facilities/CHC	
<b><i>SubTotal for Income - Facilities Use: 4</i></b>			<b><i>\$1,121.41</i></b>
<b><i>Income - Grant</i></b>			
CPB - Corporation for Public Broadcasting	(17777) Grant agreement for "Healthy Network Initiative - KVCR-TV" Term: 1/1/2019 - 9/30/2020 Funding Source: N/A	KVCR/KVCR	\$150,000.00

<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>				
	Rancho Santiago CCD	(17492) Sub-grantee agreement for ICT/Digital Media Grant; this is to approve Amendment 01 - to change verbiage in contract from reimbursement basis to set payment schedule Term: 11/1/2018 - 10/31/2019 Funding Source: N/A	EDCT/SBCCD	\$200,000.00
	Yosemite CCD	(17736) Instructional agreement for the advancement of child development teachers to get stipends to advance their Early Childhood Teachers Certifications Term: 9/1/2018 - 6/30/2019 Funding Source: N/A	Program Development/CHC	\$3,125.00
	Yosemite CCD	(17771) Instructional agreement for the advancement of child development teachers to get stipends to advance their Early Childhood Teachers Certifications Term: 9/1/2018 - 6/30/2019 Funding Source: N/A	Child Development/SBVC	\$17,625.00
<b><i>SubTotal for Income - Grant: 4</i></b>				<b>\$370,750.00</b>
<b><u>Income - Property Lease</u></b>				
	Corcoran Consulting Group	(17820) Lease agreement - 39 month extension for lease of office space at 560 Hospitality Lane, Suite 360 Term: 2/1/2019 - 4/30/2022 Funding Source: N/A	Business Services/SBCCD	\$306,499.79

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Income - Property Lease</u></b>				
<b><i>SubTotal for Income - Property Lease: 1</i></b>				<b><i>\$306,499.79</i></b>
<b><u>Instructional Services</u></b>				
	Colton, City of	(17793) Instructional Service Agreement for in-service fire personnel Term: 3/1/2019 - 6/30/2023 Funding Source: Strong Workforce Program	Program Development/CHC	\$350,000.00
	Loma Linda, City of	(17794) Instructional Service Agreement for in-service fire personnel Term: 3/1/2019 - 6/30/2023 Funding Source: Strong Workforce Program	Program Development/CHC	\$350,000.00
<b><i>SubTotal for Instructional Services: 2</i></b>				<b><i>\$700,000.00</i></b>
<b><u>Joint Power/Piggyback Purchase</u></b>				
	G/M Business Interiors	(17765) Furnish and install Herman Miller Canvas System workstations and conference tables in Library; piggyback contract San Bernardino County 10-209-A2 Term: 2/4/2019 - 6/30/2019 Funding Source: General Funds	Maintenance/SBVC	\$23,211.19
<b><i>SubTotal for Joint Power/Piggyback Purchase: 1</i></b>				<b><i>\$23,211.19</i></b>

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<b><u>Maintenance Agreement</u></b>			
Johnson Controls Fire Protection (Formerly SimplexGrinnell)	(10903) Annual fire alarm testing, inspection and monitoring; This to approve Amendment 02 - supplier name change from SimplexGrinnell Term: 8/1/2014 - 7/31/2019 Funding Source: General Funds	Maintenance/CHC	\$127,007.23
Konica Minolta	(16988) Maintenance agreement for BizHub copier; serial #AOEDO11007430; This is to approve an increase by \$2,000 for additional copies Term: 7/1/2018 - 6/30/2019 Funding Source: Employment Training Panel	EDCT/SBCCD	\$4,000.00
<b><i>SubTotal for Maintenance Agreement: 2</i></b>			<b><i>\$131,007.23</i></b>
<b><u>Off-Campus Work Study</u></b>			
Yucaipa Chamber of Commerce	(17758) Off-Campus Work Study agreement for placement of CHC Students at non-campus sites; no additional cost to SBCCD Term: 1/15/2019 - 6/30/2019 Funding Source: N/A	Resource Development/CHC	
<b><i>SubTotal for Off-Campus Work Study: 1</i></b>			
<b><u>PO as Contract</u></b>			
Southwest Material Handling, Inc. DBA Southwest Toyotalift	(17763) Parts and labor to repair Maintenance department forklift Term: 2/11/2019 - 6/30/2019 Funding Source: General Funds	Maintenance/SBVC	\$400.00



<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>			
<b><i>SubTotal for PO as Contract: 1</i></b>			<b><i>\$400.00</i></b>
<b><u>Program Acquisition</u></b>			
Musicology, Inc.	(17524) Program rights of "Musicology" 13 episodes; this is to approve Amendment 01 - to correct missing cost of the program license Term: 12/1/2018 - 11/30/2020 Funding Source: KVCR	KVCR/KVCR	\$50,000.00
Rosbach, Marc Fusing	(17802) Program acquisition for the program "Akornatsinniitut-Tarrtatta Nunaanni" Term: 4/1/2019 - 3/31/2024 Funding Source: FNX Grant	FNX/KVCR	\$18,250.00
<b><i>SubTotal for Program Acquisition: 2</i></b>			<b><i>\$68,250.00</i></b>
<b><u>Software/Online Services</u></b>			
Association of Classroom Teacher Testers (ACTT)	(17818) Software licensing for CELSA and ESL Assessment Term: 1/1/2019 - 12/31/2019 Funding Source: Student Success (SSSP)	Counseling/SBVC	\$1,000.00
Card Integrators Corporation dba CI Solutions	(17770) Extended Id Card & System Operations License Agreement Term: 1/27/2019 - 1/26/2020 Funding Source: Student Body Center Fee	Student Life/SBVC	\$1,775.00

<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>				
	CDW Government Inc.	(17731) Purchase of new computers with installed software "Google Chrome Management" used by IT staff to remotely control and update Chromebook devices Term: 3/1/2019 - 2/28/2024 Funding Source: Basic Skills	Technology Services/SBVC	\$468,125.50
	CDW Government Inc.	(17732) Software license for "Extreme Networks" software used to maintain campus wireless system Term: 2/1/2019 - 1/31/2020 Funding Source: Basic Skills	Technology Services/SBVC	\$54,634.04
	Cleverbridge	(17791) LanSweeper software used to scan the network for asset tracking and inventory Term: 5/1/2019 - 4/30/2020 Funding Source: General Funds	TESS/SBCCD	\$4,876.00
	Creative Market	(17334) Template designs software for EDCT Foundation marketing; this is to approve an increase of \$42 for this services Term: 10/4/2018 - 10/3/2019 Funding Source: EDCT - Foundation	EDCT Foundation/SBCCD	\$242.00
	EEG Enterprises	(17753) Software support for "Streaming Module" Term: 2/5/2019 - 2/4/2020 Funding Source: KVCR	KVCR/KVCR	\$2,125.00

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>
<u><i>Software/Online Services</i></u>				
	Elsevier Inc.	(17762) Software license for ten module tests for online assessment exams for 47 students enrolled in the Registered Nurse program Term: 2/8/2019 - 12/31/2020 Funding Source: General Funds	Nursing/SBVC	\$22,000.00
	ENCO Systems, Inc	(17740) Renewal of annual software subscription, upgrade, and support agreement for the KVCR FM Enco System that stores recorded audio, stores radio programs, records live on-air programs Term: 3/15/2019 - 3/14/2020 Funding Source: KVCR	KVCR/KVCR	\$2,002.80
	Envato	(17651) Software subscription for downloadable graphics used for KVCR productions Term: 7/1/2018 - 6/30/2019 Funding Source: FNX Grant	FNX/KVCR	\$400.00
	EZ Web Enterprises, Inc.	(17790) Software license for inventory management module "2000 Assets and 200 Users" platinum Term: 9/22/2018 - 9/21/2021 Funding Source: FNX Grant	FNX/KVCR	\$2,653.88

<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>			
Faronics Technologies, Inc.	(17746) Maintenance renewal for Deep Freeze Software used to freeze computer configurations Term: 4/9/2019 - 4/8/2020 Funding Source: General Funds	TESS/SBCCD	\$4,319.29
Myers-Briggs Company, The dba CPP, Inc.	(17766) Software license renewal for "Elevate Essential" Term: 9/18/2018 - 9/17/2019 Funding Source: Middle College HS Grant	Grants/SBVC	\$195.00
Oracle America, Inc.	(17804) Oracle Business Intelligence cloud services for enterprise resources planning (ERP) system; extension of original bid contract award Term: 3/1/2019 - 3/2/2024 Funding Source: General Funds	TESS/SBCCD	\$320,429.18
Oracle America, Inc.	(17803) Oracle Fusion Financials cloud services for enterprise resources planning (ERP) system; extension of original bid contract award Term: 3/3/2019 - 3/2/2024 Funding Source: General Funds	Fiscal Services/SBCCD	\$757,125.00
Qualtrics, LLC	(17738) Software for "Research Suite" used to develop, administer and analyze survey data Term: 2/28/2019 - 2/27/2020 Funding Source: General Funds	Inst Eff/SBCCD	\$3,000.00

<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>			
Siembra Mobile, Inc.	(17756) Software licensing for "Siembra Student Connect" Term: 2/18/2019 - 2/19/2020 Funding Source: General Funds	Administrative Services/SBVC	\$7,500.00
SurveyMonkey.com	(17772) Online annual subscription for survey services Term: 1/31/2019 - 1/30/2020 Funding Source: General Funds	Fiscal Services/SBCCD	\$264.00
<b><i>SubTotal for Software/Online Services: 18</i></b>			<b><i>\$1,652,666.69</i></b>
<b><u>Subgrantee</u></b>			
Corporation for Manufacturing Excellence, The dba Manex	(17775) Provide training to companies under the Employment Training Panel Program Term: 3/15/2019 - 6/30/2019 Funding Source: Employment Training Panel	EDCT/SBCCD	\$40,000.00
<b><i>SubTotal for Subgrantee: 1</i></b>			<b><i>\$40,000.00</i></b>
<b><i>Grand Total Contracts for Board Date 3/14/2019: 88</i></b>			

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

**PREPARED BY:** Lawrence P. Strong, Director, Fiscal Services

**DATE:** March 14, 2019

**SUBJECT:** Consideration of Approval to Adopt Resolution #2019-03-14-FS  
Approving Transfers from the Reserve for Contingencies to Various  
Expenditure Classifications

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution #2019-03-14-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 #2019-03-14-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.2.28.2019.p.1|4]

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 March 14, 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 #2019-03-14-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.2.28.2019.p.2]4]

EXHIBIT A

<b>Fund 110</b> General Fund, Unrestricted			24,649,958	2018-19 Initial Fund Balance	
			(729,535)	Net Change from Previously Approved Transfers	
			23,920,423	Current Fund Balance	
			22.6%		
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
3/14/2019	2/1/2019	190475	(24,000)	5000 Other Expenses	To restore current year budget for FY 2018 invoices which were paid on FY 2019 during transition to new financial system.
3/14/2019	2/12/2019	190522	(16,268)	3000 Employee Benefits	To restore current year budget for FY 2018 invoices which were paid on FY 2019 during transition to new financial system.
			(8,410)	4000 Supplies & Materials	
			(470,545)	5000 Other Expenses	
			(1,480)	6000 Capital Outlay	
			(520,703)	<b>Total Approved at this Board Meeting</b>	
			23,399,720	<b>Fund Balance After Transfer(s)</b>	
			22.1%		
<b>Fund 125</b> General Fund, Restricted			1,057,815	2018-19 Initial Fund Balance	
			(162,305)	Net Change from Previously Approved Transfers	
			895,510	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
3/14/2019	2/20/2019	190564	(5,326)	5000 Other Expenses	To adjust carryover budget.
3/14/2019	2/20/2019	190583	(999)	4000 Supplies & Materials	To adjust carryover budget.
			(6,325)	<b>Total Approved at this Board Meeting</b>	
			889,185	<b>Fund Balance After Transfer(s)</b>	
<b>Fund 410</b> Capital Outlay			7,780,937	2018-19 Initial Fund Balance	
			-	Net Change from Previously Approved Transfers	
			7,780,937	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
3/14/2019	2/1/2019	190429	(138,000)	5000 Other Expenses	Fund temporary support during transition to new ERP system.
3/14/2019	2/12/2019	190524	(192,115)	5000 Other Expenses	To restore current year budget for FY 2018 invoices which were paid on FY 2019 during transition to new financial system.
			(330,115)	<b>Total Approved at this Board Meeting</b>	
			7,450,823	<b>Fund Balance After Transfer(s)</b>	



RESOLUTION #2019-03-14-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.2.28.2019.p.3|4]

<b>Fund 690</b> Retiree Benefit			3,840,528	2018-19 Initial Fund Balance	
			(165,000)	Net Change from Previously Approved Transfers	
			3,675,528	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
3/14/2019	2/12/2019	190526	(174,235)	3000 Employee Benefits	To restore current year budget for FY 2018 invoices which were paid on FY 2019 during transition to new financial system.
			(174,235)	<b>Total Approved at this Board Meeting</b>	
			3,501,293	<b>Fund Balance After Transfer(s)</b>	

<b>Fund 390</b> KVCR			360,743	2018-19 Initial Fund Balance	
			-	Net Change from Previously Approved Transfers	
			360,743	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
3/14/2019	2/12/2019	190523	(3,894)	5000 Other Expenses	To restore current year budget for FY 2018 invoices which were paid on FY 2019 during transition to new financial system.
			(3,894)	<b>Total Approved at this Board Meeting</b>	
			356,849	<b>Fund Balance After Transfer(s)</b>	

<b>Fund 835</b> KVCR Educational Foundation, Restricted			300,531	2018-19 Initial Fund Balance	
			-	Net Change from Previously Approved Transfers	
			300,531	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
3/14/2019	2/12/2019	190528	(69)	4000 Supplies & Materials	To restore current year budget for FY 2018 invoices which were paid on FY 2019 during transition to new financial system.
			(69)	<b>Total Approved at this Board Meeting</b>	
			300,462	<b>Fund Balance After Transfer(s)</b>	

RESOLUTION #2019-03-14-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.2.28.2019.p.4|4]

<b>Fund 825 KVCR FNX</b>			774,800	2018-19 Initial Fund Balance	
			-	Net Change from Previously Approved Transfers	
			774,800	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
3/14/2019	2/12/2019	190528	(2,960)	5000 Other Expenses	To restore current year budget for FY 2018 invoices which were paid on FY 2019 during transition to new financial system.
			(2,960)	<b>Total Approved at this Board Meeting</b>	
			771,840	<b>Fund Balance After Transfer(s)</b>	

**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:** March 14, 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>Bruce Baron</b> Chancellor	6	\$1,240.65	\$7,443.90

**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:** Hussain Agah, Director, Facilities Planning & Construction  
**DATE:** March 14, 2019  
**SUBJECT:** Consideration of Approval to Grant Staff the Authority to Send and Publish Notices Related to Requesting a Waiver from the Board of Governors

### **RECOMMENDATION**

It is recommended that the Board of Trustees authorize staff to send and publish notices related to a public hearing to be held by the District on the subject of requesting a waiver from the Board of Governors, as is necessary to comply with Education Code section 81250.

### **OVERVIEW**

The District's Board of Trustees has acquired property located at:

- 560 E. Hospitality Lane, San Bernardino, CA, APN 0281-372-08-0000;
- 550 E. Hospitality Lane, San Bernardino, CA, APN 0281-372-20-0000; and
- 658 E. Brier Drive, San Bernardino, CA, APN 0281-021-51-0000 ("Property").

Except for the portions of the Property that will be used by SBCCD, the District anticipates leasing unoccupied portions of the Property and potentially entering new leases for the portions of the Property that are occupied by existing lessees.

Staff has reviewed the possible Education Code statutes through which the Property may be leased. Having acquired the Property with existing leases in place, staff has determined that having the flexibility to negotiate future leases with potential lessees will promote efficiency and be in the best interest of SBCCD. Requesting a waiver of the Education Code provisions associated with leasing portions of the Property from the Board of Governors will allow the District the most flexibility regarding negotiation of the terms and conditions of such leases.

### **ANALYSIS**

Waiver requests must be submitted to and approved by the Board of Governors of the California Community Colleges. The Board of Governors shall not approve any request for waiver of lease or joint occupancy procedures unless the District seeking the waiver demonstrates that:

- 1) The District has provided written notice to various public agencies of a public hearing to be held by the District on the subject of whether or not to request a waiver from the Board of Governors, pursuant to Education Code section 81250;
- 2) The District was unable to reach agreement with any public agency that sought to acquire the Property pursuant to Education Code section 81363.5 (Education Code section 81363.5 applies only to the sale or lease with an option to purchase and does not apply in this case to a straight lease since there is no option to purchase involved; however, the District adhered to proper public notice procedures for the bid hearing and no public agency made an effort to acquire the Property);
- 3) Granting the waiver will not substantially increase state costs or decrease state revenues; and
- 4) The waiver will further the ability of the District to meet the educational needs of the community.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

Having the flexibility to negotiate future leases with potential lessees will promote efficiency and be in the best interest of SBCCD.

## 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:** March 14, 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 ratify the following change orders. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

<b>03-1718-12 Light Tubes &amp; DWH at the District Office</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
SD Stature Construction	CO-02	\$171,480.00	\$5,306.00	\$5,221.00	\$182,007.00	6.13

### **OVERVIEW**

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

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

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

### **ANALYSIS**

Construction contract amendments and change orders submitted with this board item total \$5,221.00.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

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

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

03-1718-12  
Project Number

Capital Facilities Program Management

CO - 02

**CHANGE ORDER**

Original Contract Amount: **\$171,480.00**  
 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>2/8/2019</u>
Project Description:	<u>Light Tubes at the District Office (DO)</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>SDSTATURE</u>	Attn:	<u>Hammed Ardalani</u>

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

Item No.: **Refer to attachments**

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

Description of Work:

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

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

**TOTAL COST of CONTRACT CHANGE ORDER CO1: \$5,221.00**

Reason for Change:

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

Initiator of Change:


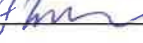
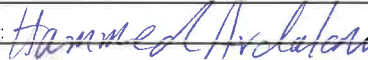
**1 Project Coordination**

The original Base Contract Sum was:	<u>\$171,480.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. 02 will be increased by:	<u>\$5,221.00</u>
The revised BASE Contract Sum:	<u>\$176,701.00</u>
Net change by previous authorized Change Order(s):	<u>\$5,306.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$182,007.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$182,007.00</u>
The contract TIME due to C.O. 02 will be increased by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>2-Mar-19</u>
SBCCD Change Order No. <u>02</u> includes Item Number(s):	<u>1.1</u>

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
	Ken Salyer - HMC Architect	<u>2/12/19</u>
	Farrah Farzaneh- SBCCD Sustainability and Energy Manager	<u>2/8/19</u>
	Jose F. Torres, Executive Vice Chancellor	
	Hammed Ardalani - SD Stature	<u>2/12/19</u>

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

**CHANGE ORDER NO. 02**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
1.1	PCO # 6 - Addition of two (2) Solatube in the Interior Offices. Cost of completion of this scope is \$14, 461.64. Allowance covered \$9,241. The balance of \$5, 220.64 is being processed through CO#2	F-4	100		\$5,220.64	\$5,221
<b>Subtotal</b>						<b>\$5,221</b>
<b>TOTAL CONTRACT CHANGE ORDER # 01</b>						<b>\$5,221</b>

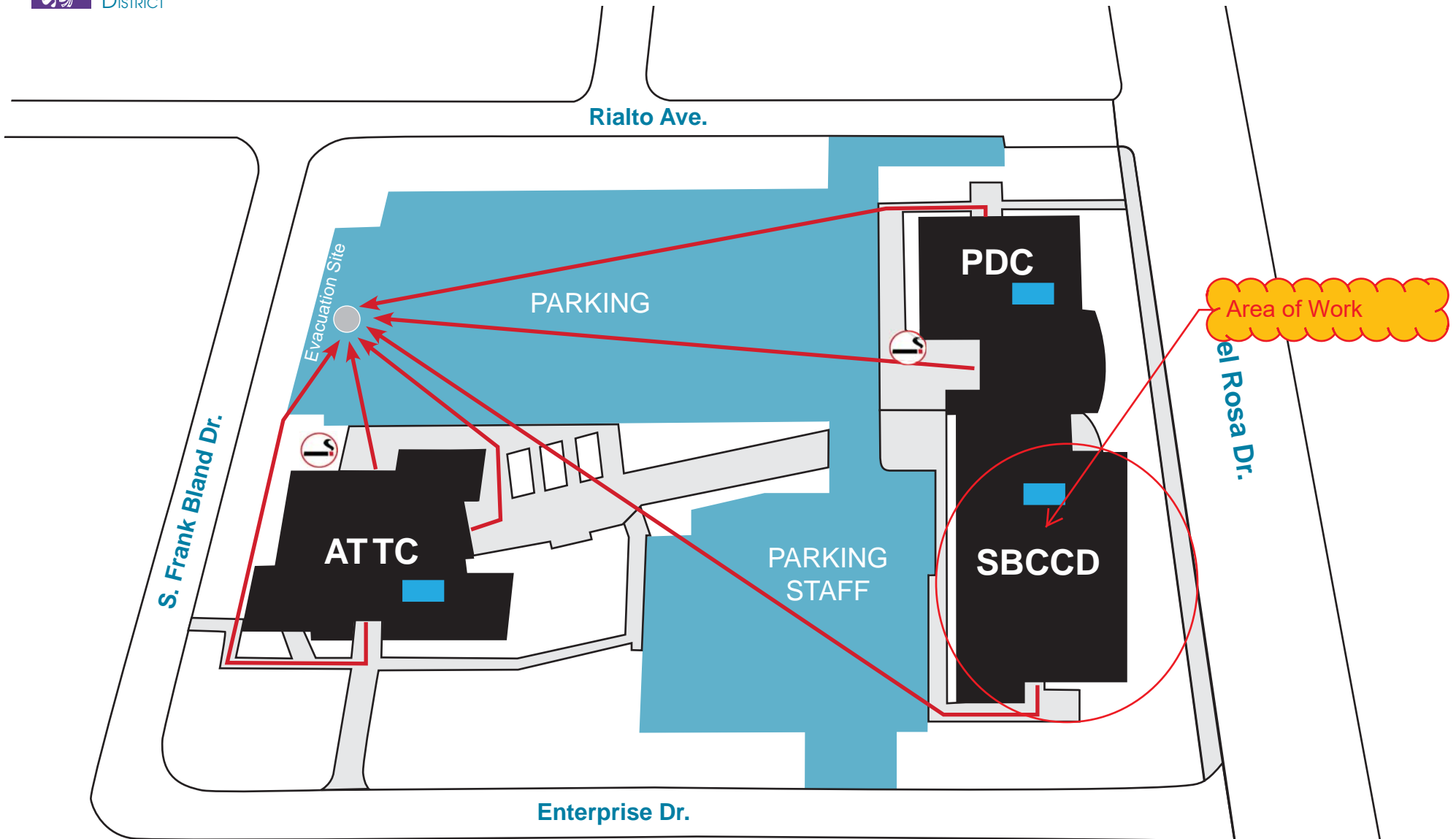
CODE LEGEND

- 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





### 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:** March 14, 2019

**SUBJECT:** Consideration of Approval of Amendment 02 to the Contract with NCA Studio of Los Angeles, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 02 to the contract with NCA Studio of Los Angeles, CA in the amount of \$75,000.00 and extend the contract term to December 31, 2019.

### **OVERVIEW**

On November 30, 2017, the Board of Trustees approved a contract with NCA Studio to oversee the KVCR Technology Core Modernization project. Amendment 01 was approved by the board on May 10, 2018 for additional project management to oversee the KVCR UHF to VHF Transition at Moreno Valley. Amendment 02 is recommended for additional program management services to oversee the completion of the UHF-to-VHF transition and Technology Core Modernization as well as oversee the KVCR Building Repurpose project.

Due to the extensive and ongoing construction operations for the KVCR capital improvement program, it is recommended that SBCCD have one single point of contact to coordinate, oversee and deliver KVCR UHF-to-VHF Transition Project (03-1617-06), Technology Core Modernization (03-1718-10), and KVCR Building Repurpose (03-1718-10B).

### **ANALYSIS**

Amendment 02 will increase NCA Studio professional services contract by \$75,000.00 for a revised total contract value of \$200,420.00, and extend the term to December 31, 2019.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

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

**CONTRACT AMENDMENT: 002**

PROGRAM: KVCR Technology Core Modernization  
San Bernardino Valley College (SBVC)  
701 S. Mt. Vernon Ave,  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)

TO: NCA Studio Inc.  
923 E. 3<sup>rd</sup> Street, Suite 108  
Los Angeles, CA 90013

**BRIEF DESCRIPTION:**

NCA Studio **Contract Amendment 002 for Program Management Services** amends the total value of the contract NCA Studio has with SBCCD for the KVCR Technology Core Modernization project at SBVC. This amendment is an increase for NCA Studio contract for the additional program management and construction administration services for the KVCR Capital Improvement Program for the following: (03-1617-06 UHF-to-VHF transition project at Moreno Valley and all associated sub-projects), (03-1718-09 KVCR New Broadcasting Tower at Moreno Valley and all associated sub-projects), and (03-1718-10 KVCR Technology Core Modernization Project and all associated sub-projects).

**ATTACHMENTS:**

NCA Studio Proposal dates February 6, 2019.

**COSTS:**

**\$75,000.00** TOTAL for Amendment No. 002.

The original <b>Contract Sum</b>	\$79,360.00
Net change by previous Amendments	\$46,060.00
The <b>Contract Sum</b> prior to this Amendment	\$125,420.00
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	<b>\$75,000.00</b>
The new <b>Contract Sum</b> including this Amendment	\$200,420.00

The Contract Schedule as of this Amendment has been extended to **December 31, 2019**. This amendment will be submitted before the board of trustees for approval on **March 14, 2019**.

By signing this Amendment the SBCCD amends NCA Studio, Inc. contract for the construction program to perform the additional program management and construction administration services for the KVCR Capital Improvement Program for the following: (03-1617-06 UHF-to-VHF transition project at Moreno Valley and all associated sub-projects), (03-1718-09 KVCR New Broadcasting Tower at Moreno Valley and all associated sub-projects), and (03-1718-10 KVCR Technology Core Modernization Project and all associated sub-projects).

Not valid until signed by all parties. Signature of NCA Studio indicates agreement herewith, including any adjustment in the Contract Sum and Program Schedule.

Authorized:

**Nicole Cannon**

**Hussain Agah**

**Jose F. Torres**

**Principal**


**Director, Facilities Planning & Construction**


**Executive Vice Chancellor**

**NCA Studio, Inc.**

**SBCCD**

**SBCCD**

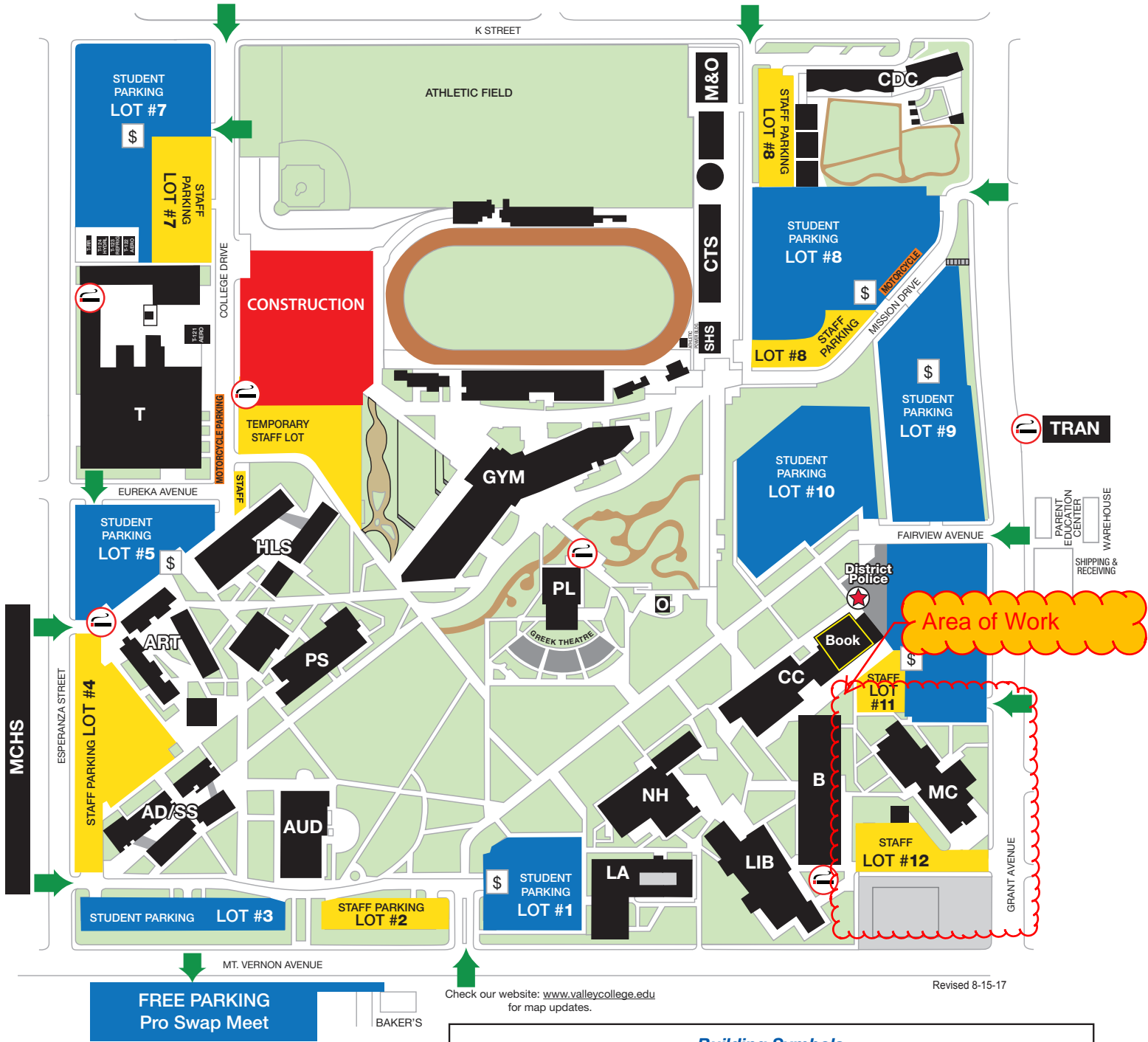
By:   
DATE: 2/7/19

By:   
DATE: FEB. 12, 2019

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

# San Bernardino Valley College

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



**FREE PARKING**  
Pro Swap Meet

**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

### Building Symbols

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

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:** March 14, 2019  
**SUBJECT:** Consideration of Ratification of a Small Scale Construction Contract with Champion Electric, Inc. of Riverside, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the award of a small scale construction contract to Champion Electric, Inc. of Riverside, CA for the 03-1617-06C KVCR Transmitter Building Electrical Improvement project at Moreno Valley Tower Facility in the amount of \$21,367.50. This includes the base contract amount of \$19,425.00, 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**

The Champion Electric, Inc. construction contract and its associated purchase order are necessary for the ongoing construction operations of the KVCR UHF-to-VHF transition program. This contract will provide for electrical work at the Box Springs, Moreno Valley tower location.

### **ANALYSIS**

Per Public Contract Code 22032(a), public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Informal proposals were solicited as necessary and an analysis of those received indicates that Champion Electric will best suit the needs of SBCCD for this project.

### **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 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:** March 14, 2019  
**SUBJECT:** Consideration of Ratification of a Small Scale Construction Contract with Los Angeles Air Conditioning, Inc. of La Verne, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the award of a small scale construction contract to Los Angeles Air Conditioning, Inc. of La Verne, CA for the 03-1819-04 Heating Ventilation and Air Conditioning System Replacement project at the Applied Technology Training Center (ATTC) in the amount of \$59,964.00.

### **OVERVIEW**

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

### **ANALYSIS**

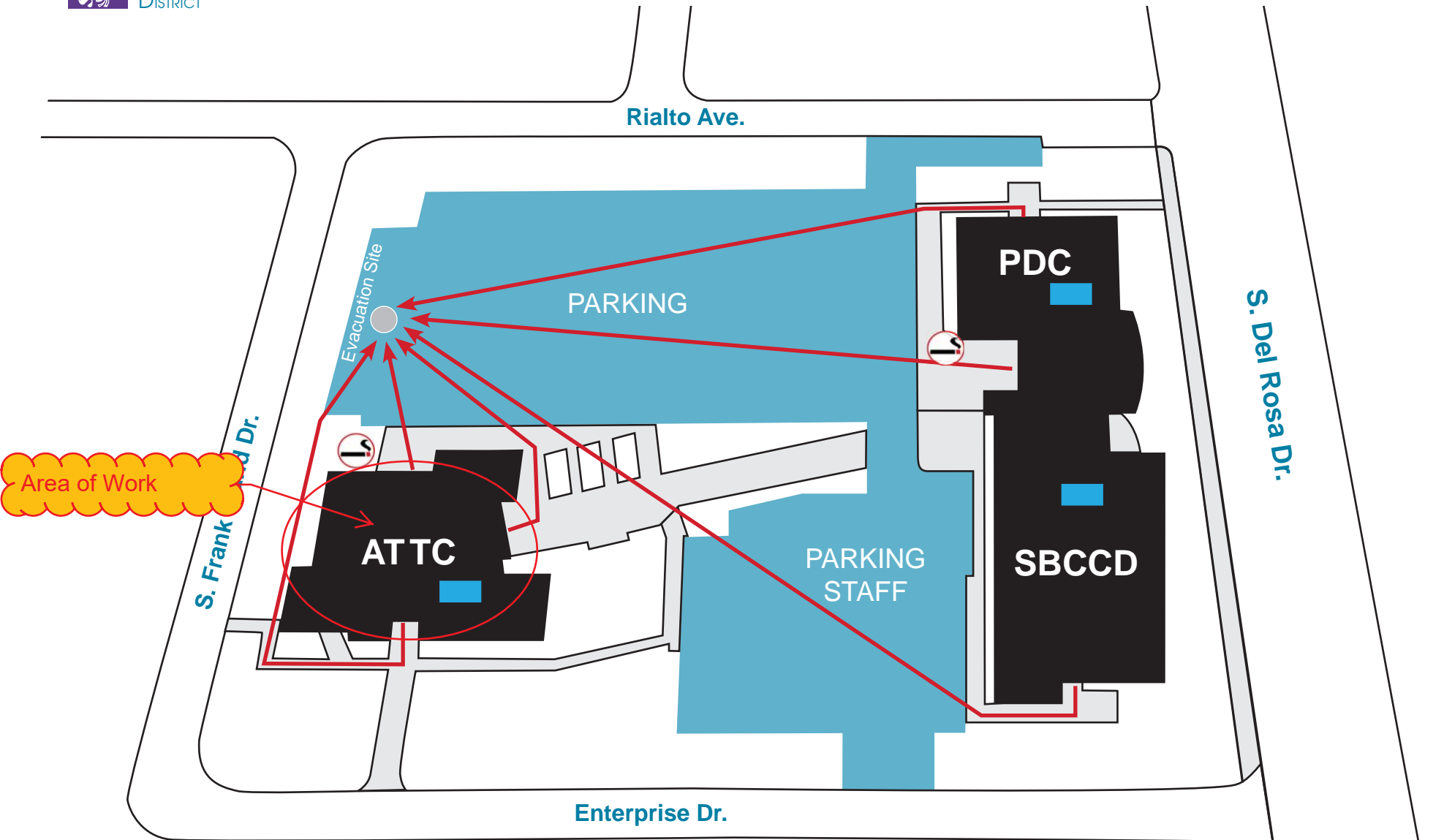
Per Public Contract Code 22032(a), public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Informal proposals were solicited as necessary and an analysis of those received indicates that Los Angeles Air Conditioning, Inc. will best suit the needs of SBCCD for this project.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this project is included in Fund 415 Capital Outlay budget and supported by Prop 39.



### 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:** March 14, 2019  
**SUBJECT:** Consideration of Ratification of a Small Scale Construction Contract with Mesa Energy Systems, Inc. dba EMCOR Services Mesa Energy of Irvine, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the award of a small scale construction contract to Mesa Energy Systems, Inc. dba EMCOR Services Mesa Energy, Irvine, CA for the 03-1617-06D KVCR transmitter Building Mechanical Improvement Project at Moreno Valley Tower Facility in the amount of \$57,253.00.

### **OVERVIEW**

This construction agreement and its associated purchase order are necessary for the ongoing construction operations of the KVCR UHF-to-VHF transition program. This contract will provide for mechanical upgrades at the Box Springs, Moreno Valley tower location.

### **ANALYSIS**

Per Public Contract Code 22032(a), public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Informal proposals were solicited as necessary and an analysis of those received indicates that Mesa Energy Systems, Inc. will best suit the needs of SBCCD for this project.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

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



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Hussain Agah, Director, Facilities Planning & Construction  
**DATE:** March 14, 2019  
**SUBJECT:** Consideration of Ratification of a Small Scale Construction Contract with R. Dependable Construction, Inc. of San Bernardino, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the award of a small scale construction contract to R. Dependable Const, Inc. of San Bernardino, CA for the 01-1819-02 Parking Lot 6 Expansion Project at San Bernardino Valley College (SBVC) in the amount of \$59,900.00.

### **OVERVIEW**

Construction Services for the 01-1819-02 Parking Lot 6 Expansion Project at SBVC will provide additional temporary overflow parking for staff and students by utilizing the old Measure M construction yard for a period of approximately two years. To alleviate parking congestion and utilize the existing space, temporary Americans with Disability Act parking stalls, temporary parking stall signage, and additional striping is required.

### **ANALYSIS**

Per Public Contract Code 22032(a), public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Informal proposals were solicited as necessary and an analysis of those received indicates that R. Dependable Const, Inc. will best suit the needs of SBCCD for this project.

### **INSTITUTIONAL VALUES**

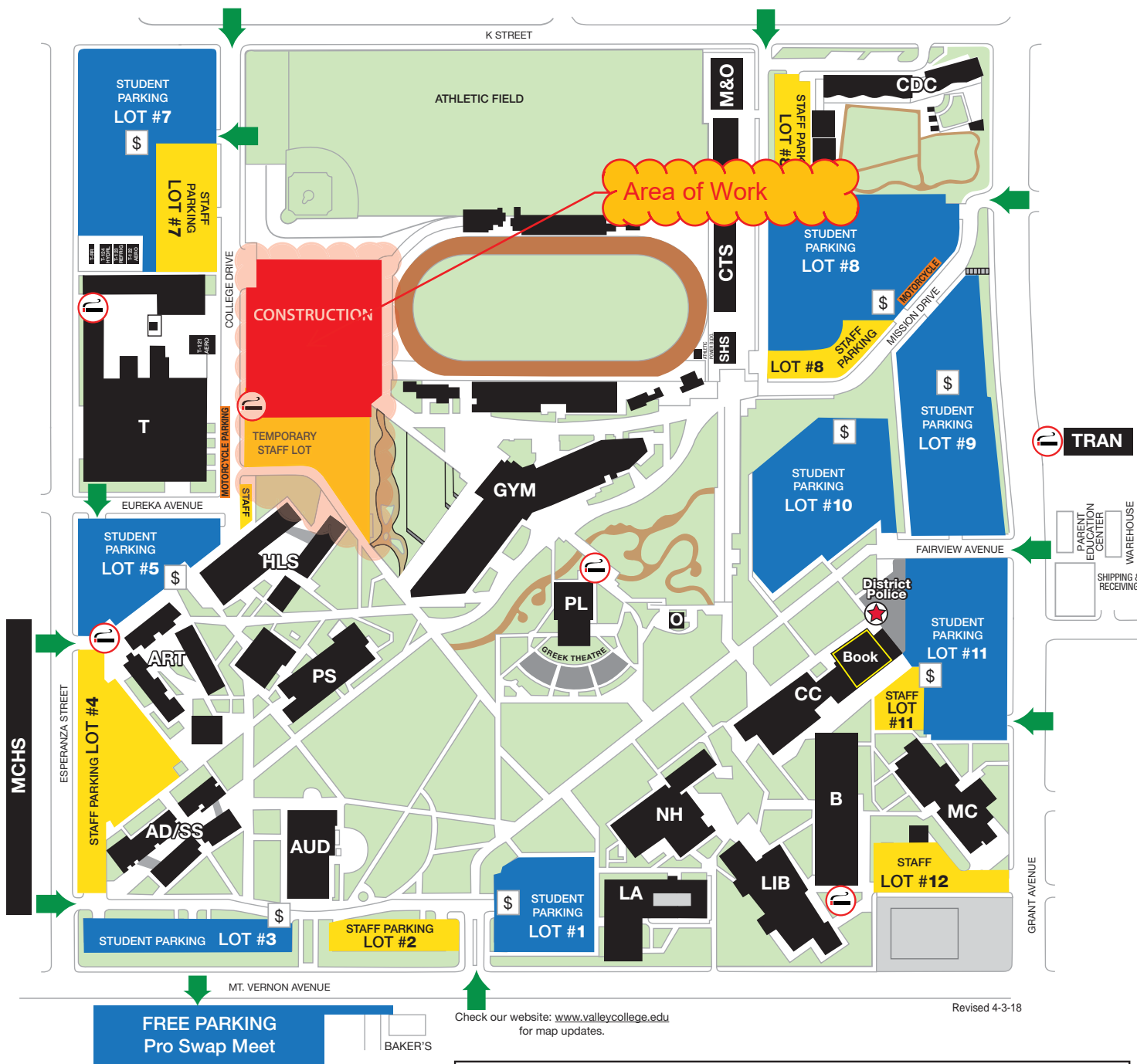
III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

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

# 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 4-3-18

**INDICATES CONSTRUCTION AREAS**

**ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES**

**INDICATES PARKING PERMIT DISPENSER**

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

### Building Symbols

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

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

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

Parking in disabled stalls requires a valid California disabled placard and a 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:** March 14, 2019  
**SUBJECT:** Consideration of Ratification of a Small Scale Construction Contract with Three Peaks Corp. of Calimesa, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the award of a small scale construction contract to Three Peaks Corp. of Calimesa, CA for the 03-1819-12 Boardroom Lighting Upgrade Project in the amount of \$20,071.70. This includes the base contract amount of \$18, 247.00, 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**

On June 8, 2017, the Board approved a Southern California Edison (SCE) agreement for Proposition 39 Zero Net Energy (ZNE) Pilot Program to find solutions to reduce energy usage and costs at the District Office aiming to achieve the zero net energy site status. Upgrading current Boardroom lighting to LED will minimize overall energy use and allow us to move closer to the goal of achieving Zero Net Energy.

### **ANALYSIS**

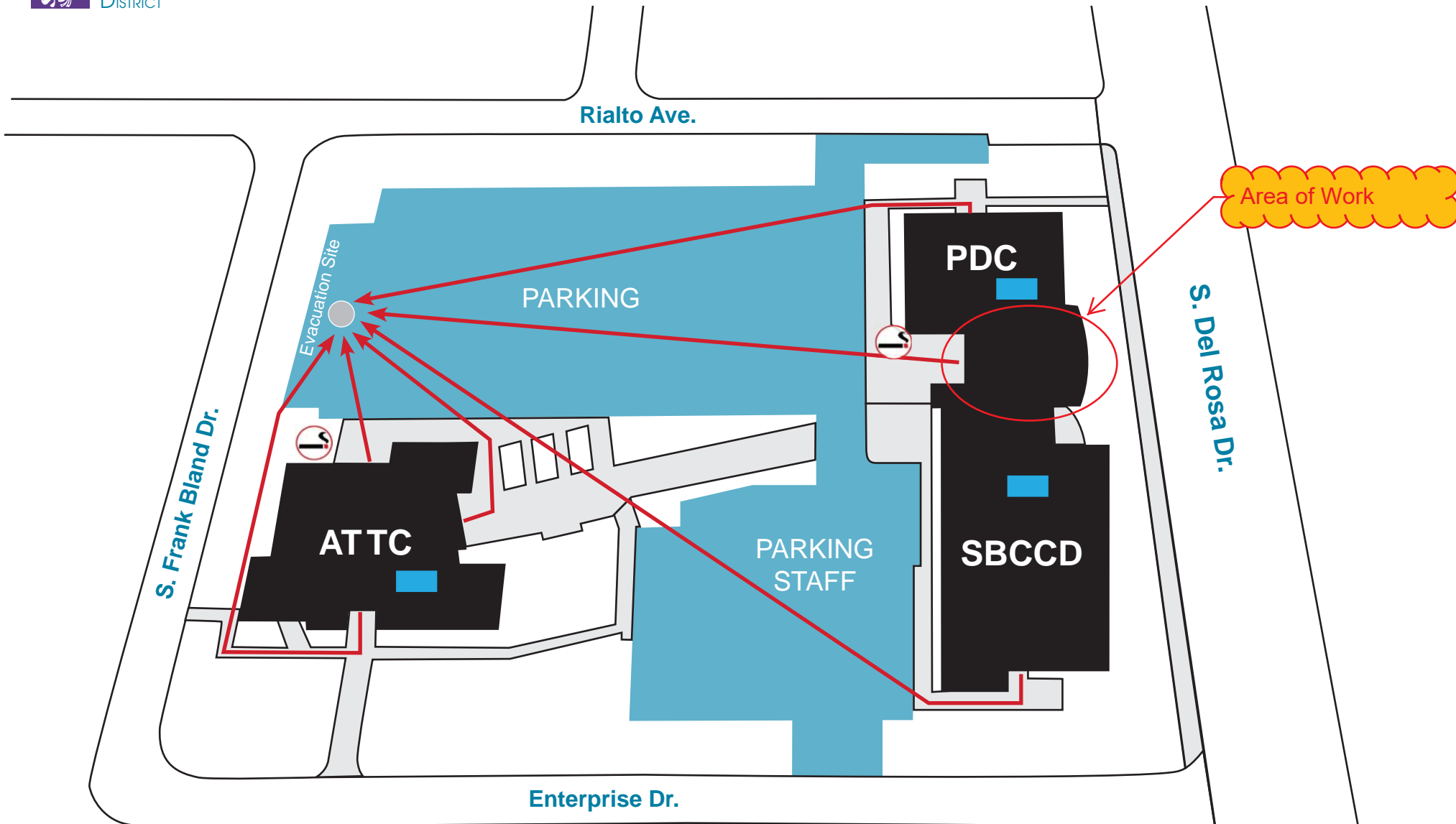
Per Public Contract Code 22032(a), public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Informal proposals were solicited as necessary and an analysis of those received indicates that Three Peaks Construction will best suit the needs of SBCCD for this project.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this project is included in Fund 415 Capital Outlay budget and supported by Prop 39.



## Building Symbols

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


**AUTOMATED EXTERNAL  
DEFIBRILLATOR**


**SMOKING**


**Evacuation Sites**

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey K. Nikac, Senior Executive Assistant  
**DATE:** March 14, 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 3600 (no AP)	Auxiliary Organizations
BP & AP 3920	Electronic Mail
BP & AP 4250	Probation, Dismissal, and Readmission
AP 5045 (no BP)	Student Records - Challenging Content & Access Log
BP & AP 5055	Enrollment Priorities
AP 7211 (no BP)	Faculty Service Areas, Minimum Qualifications, and Equivalencies
AP 7216 (no BP)	Academic Employees: Grievance Procedure for Contract Decisions
AP 7233 (no BP)	Claims for Out of Class

**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:	Jose Torres: Document Owner - Chapter 6
Policy Area:	Chapter 3 General Institution
References:	

## BP 3600 Auxiliary Organizations

~~(Replaces current SBCCD BP 3600)~~ From current SBCCD BP 3600 titled Auxiliary Organizations

~~NOTE: The language in current SBCCD BP 3600 parallels the language recommended by the Policy and Procedure Service.~~

### • From current SBCCD BP 3600 titled Auxiliary Organizations

The Board of ~~Trustees~~ Trustees may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs, and functions identified in Title 5.

The Chancellor shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the ~~State~~ State Chancellor's ~~Office for the California Community Colleges~~'s Office for the California Community Colleges as required by law. At a minimum, the procedures shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs, or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5, Section 59257(j).

Any auxiliary organization recognized by the Board shall conduct its business in accordance with the administrative procedures adopted by the Chancellor pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Board shall comply with Education Code provisions regarding:

- the composition of a board of directors and the way in which it conducts its meetings;
- conducting an annual audit;
- employing its work force;
- expending and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.



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

## BP 3920 Electronic Mail

~~(Replaces current SBCCD BP 3730)~~ From current SBCCD BP 3730 titled Electronic Mail

- ~~From current SBCCD BP 3730 titled Electronic Mail~~

The District provides ~~electing~~electronic mail services to its employees at District expense. Use of the electronic mail system is authorized in District business and incidental personal use. Third party use is not authorized.

~~See BP/AP 3720 titled Computer and Network Use~~ See BP/AP 3720 titled Computer and Network Use

### Reference:

~~No references~~ No references

### Attachments:

- BP 3920 Electronic Mail - Comments
- BP 3920 Electronic Mail - Legal Citations
- BP3920- OLD.pdf



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Andy Chang</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	

## AP 3920 Electronic Mail

~~(Replaces current SBCCD AP 3730)~~ From current SBCCD AP 3730 titled Electronic Mail

• ~~From current SBCCD AP 3730 titled Electronic Mail~~

### A. Right of Access/Disclosure

The District reserves the right of access to and disclosure of electronic mail messages sent or received by employees with the use of the District electronic mail system.

### B. Personal/Private Messages

The District will attempt to honor the privacy or private messages unless it has reasonable grounds to access them. If an employee sends, receives, or stores personal or private messages of an incidental nature, the employee must take special steps to protect the privacy of such messages through such means as designation of the message as private or by storing them in a special area.

### C. Snooping

Employees are prohibited from the use of the electronic mail and computer systems for the purpose of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to the files or communications of others. Violators are subject to appropriate disciplinary measures.

### D. Miscellaneous Special Uses

Employees shall not use the District electronic mail system for any of the following uses:

1. Chain letters.
2. Copies of documents in violation of copyright laws.
3. Forwarding of electronic mail messages without a legitimate business purpose under circumstances likely to lead to embarrassment of the sender or to violate clearly expressed desire of the sender to restrict additional dissemination.
4. Use in violation of rules applicable to Electronic Data Interchange systems.
5. Use of electronic mail for "moonlighting" or job searches.
6. Use of electronic mail to send messages, access to which is restricted by government security laws or regulations.



#### **E. Monitoring for Security Violations**

The District will not monitor electronic mail messages as a routine matter. The District will respond to legal process and fulfill its obligations to third parties. The District will inspect the contents of electronic mail messages in the course of an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means. The District may review the electronic mail communications of an employee to determine whether there have been any breaches of security, violations of company policy, or defalcations of duty on the part of the employees.

#### **F. Targeted Access**

The District recognizes the employees have an interest of privacy with regard to the electronic mail messages they send or receive. The District reserves the right to access and disclose the contents of employee electronic mail messages, but will do so only when it has a legitimate business need to do so and the urgency of the need is sufficiently strong to offset the District's commitment to honor the employee's interest in privacy.

#### **G. Disclosure**

The contents of electronic mail, properly obtained for legitimate business purposes, may be disclosed without the permission of the employee. Any disclosure without the consent of the employee who sent the message shall be limited to those employees who have a legitimate need to know.

The District will attempt to refrain from disclosure of particular messages, based on objections on the ground that publication of the message will create personal embarrassment for the employee who sent the message, unless such disclosure is required to serve a legitimate business purpose or satisfy a legal obligation.

The District may use information regarding the number, sender, recipient and address of messages sent over the electronic mail system for any proper business purpose.

#### **H. Disclosure to Law Enforcement Officials**

Reasonable effort will be made to notify an employee when law enforcement officials seek access to messages addressed to the employee or under the employee's control unless law enforcement officials obtain orders prohibiting such notice. Such notification is not necessary if the law enforcement activity relates to the possibility that the District may be the victim of a crime.

#### **I. Approval of Access and/or Disclosure**

The Chancellor or College President must approve any request for access to the contents of electronic mail to be made without the consent of a sender or recipient. The Chancellor or College President must approve the use or disclosure of information obtained from inspection or monitoring of electronic mail.

## **Reference:**

No references

## **Attachments:**

[AP 3920 Electronic Mail - Comments](#)  
[AP 3920 Electronic Mail - Legal Citations](#)



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 4250 Probation, Dismissal, and Readmission

(Replaces current SBCCD BP 4250)

- ~~From current SBCCD BP 4250 titled Probation, Dismissal, and Readmission~~

### Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a C (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of W, I, NC, and NP were recorded reaches or exceeds fifty percent.

A student who is placed on probation may submit an appeal in accordance with regulations to be established by the Chancellor.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of W, I, NC, and NP drops below fifty percent.

### Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 (~~NOTE: This is a more stringent standard than the 1.75 GPA pursuant to Title 5 Section 55033~~) in all units attempted in each of three (3) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of W, I, NC and NP are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative ~~regulations~~ ~~procedures~~ procedures. ~~Dismissal may be postponed and the student continued on probation if the student [state the District's established criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement.]~~ Dismissal may be postponed and the student continued on probation if the student has provided evidence of extenuating circumstances or shows significant improvement in academic achievement.

# Readmission

A student who has been dismissed may request reinstatement ~~[conditions of reinstatement are up to the District; suggest passage of time (e.g., one semester) or appeal that indicates extenuating circumstances have changed]~~. Readmission may be granted, denied, or postponed according to criteria contained in administrative ~~regulations procedures~~ procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

## References:

Education Code Section 70902(b)(3);  
Title 5, Sections 55030-55034

## Attachments:

[BP 4250 Probation, Dismissal and Readmission - Comments](#)  
[BP 4250 Probation, Dismissal and Readmission - Legal Citations](#)  
[BP4250 -OLD.pdf](#)  
[Legal Update 32 Overview Rev. 4-21-18.docx](#)



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 4250 Probation, Dismissal, and Readmission

(Replaces current SBCCD AP 4250)

~~**NOTE:** This procedure is . Local practice may be inserted, but should address the minimum requirements in the following examples.~~

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

### Academic Probation

After earning twelve or more units at a District college, a student shall be placed on academic probation when his/her grade point average falls below 2.0 for all work attempted.

### Progress Probation

After earning twelve or more units at a District college, a student shall be placed on progress probation when the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

~~**Notification of Probation**— Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.~~

**Notification of Probation and Dismissal**  
Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

~~**If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.**~~

Probationary Letter – The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

~~**At the end of the third semester on which the student is on academic or progress probation, a notice**~~

~~that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.~~ At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

~~Probationary Letter—The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.~~

~~A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.~~ A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

• **From current SBCCD AP 4250 titled Probation, Dismissal, and Readmission**

**A. Academic Probation**

~~After earning twelve or more units at a District college, a student shall be placed on academic probation when his/her grade point average falls below 2.0 for all work attempted.~~

**B. Progress Probation**

~~After earning twelve or more units at a District college, a student shall be placed on progress probation when the percentage of all units in which the student has enrolled for which entries of W, I, NC and NP were recorded reaches or exceed fifty percent.~~

**C. Appeal/Removal from Probationary Status**

- ~~1. A student may appeal probationary status by filing a request for special consideration with the designated academic standards committee at each college.~~
- ~~2. A student who has been placed on academic probation shall revert to good standing upon attaining a cumulative grade point average of 2.0 or higher for all units attempted. All units attempted are defined as all units of credit for which the student is enrolled in at the community college that he/she attends.~~
- ~~3. A student who has been placed on progress probation shall revert to good standing when the percentage of all units in which the student has enrolled for which entries of W, I, NC and NP were recorded falls below fifty percent.~~

**D. Intervention**

~~A student who continues to maintain a grade point average below 2.0 while on academic or progress probation will not be allowed to register for succeeding terms until that student has completed the requirements established by the Counseling department at the college he/she attends.~~

~~**NOTE:** The following language related to Dismissal and Readmission is addressed in depth in new AP 4255 titled Dismissal and Readmission. Consider striking the following language or moving it to reflect local practice in AP 4255.~~

**E. Dismissal/Readmission Standards**

~~For the purposes of this section, semesters shall be considered consecutive on the basis of the student's~~

~~enrollment, i.e., Fall enrollment to Fall enrollment shall be considered consecutive if the student did not enroll in the intervening Spring semester.~~

#### **F. Dismissal**

~~A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exist:~~

- ~~1. The student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.~~
- ~~2. The student has received a W, I, NC, or NP in fifty percent or more of the units for which he/she was enrolled in each of three consecutive semesters.~~

#### **G. Readmission**

- ~~1. A student may appeal dismissal by filing a request as a part of the procedures established at the college he/she attends.~~
- ~~2. A student may be reinstated after one semester from the date of dismissal.~~
- ~~3. A student enrolled following dismissal shall be on probationary status and subject to dismissal.~~
- ~~4. If the scholastic achievement of a student readmitted after dismissal continues at a probationary level, the student may be dismissed for one year.~~

#### **Appeal/Removal from Probationary Status**

- A. A student may appeal probationary status by filing a request for special consideration with the designated academic standards committee at each college.
- B. A student who has been placed on academic probation shall revert to good standing upon attaining a cumulative grade point average of 2.0 or higher for all units attempted. All units attempted are defined as all units of credit for which the student is enrolled in at the community college that he/she attends.
- C. A student who has been placed on progress probation shall revert to good standing when the percentage of all units in which the student has enrolled for which entries of W, I, NC and NP were recorded falls below fifty percent.

#### **Intervention**

A student who continues to maintain a grade point average below 2.0 while on academic or progress probation will not be allowed to register for succeeding terms until that student has completed the requirements established by the Counseling department at the college he/she attends.

*(NOTE: The following language related to Dismissal and Readmission will be addressed in depth in a new AP 4255 titled Dismissal and Readmission. Consider striking the following language or moving it to reflect local practice in AP 4255 if/when the new AP is approved.)*

#### **Dismissal/Readmission Standards**

For the purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., Fall enrollment to Fall enrollment shall be considered consecutive if the student did not enroll in the intervening Spring semester.

#### **Dismissal**

A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exist:

- A. The student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.
- B. The student has received a W, I, NC, or NP in fifty percent or more of the units for which he/she was enrolled in each of three consecutive semesters.

### **Readmission**

- A. A student may appeal dismissal by filing a request as a part of the procedures established at the college he/she attends.
- B. A student may be reinstated after one semester from the date of dismissal.
- C. A student enrolled following dismissal shall be on probationary status and subject to dismissal.
- D. If the scholastic achievement of a student readmitted after dismissal continues at a probationary level, the student may be dismissed for one year.

## **References:**

Title 5, Sections 55030-55034

## **Attachments:**

[AP 4250 Probation - Comments](#)  
[AP 4250 Probation - Legal Citations](#)  
[AP4250 -OLD.pdf](#)  
[Legal Update 32 Overview Rev. 4-21-18.docx](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 5 Student Services
References:	

## AP 5045 Student Records - Challenging Content & Access Log

### Challenging Content

Any student may file a written request with the ~~[designate position]~~Custodian of Records to correct or remove information recorded in his/her student records that the student alleges to be:

1. inaccurate;
2. an unsubstantiated personal conclusion or inference;
3. a conclusion or inference outside of the observer's area of competence; or
4. not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the ~~[designate position]~~Custodian of Records shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The ~~[designate position]~~Custodian of Records shall then sustain or deny the allegations.

If the ~~[designate position]~~Custodian of Records sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the ~~[designate position]~~Custodian of Records denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing ~~[insert District option for appeals process]~~to the Board of Trustee.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Chancellor or his/her designee, to immediately correct or remove and destroy the information. The decision of the governing board shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection



with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

## Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

~~The log or record shall be open to inspection only by the student and the [designate position], and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.~~

~~NOTE: If the District decides to include provisions related to the security of student records that information can appropriately be included here.~~

The log or record shall be open to inspection only by the student and the Custodian of Records, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

## References:

Education Code Sections 76222 and 76232;

Title 5 Section 54630

## Attachments:

[AP 5045 Student Records- Challenging Content & Access Log - Comments](#)

[AP 5045 Student Records- Challenging Content & Access Log - Legal Citations](#)



Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: N/A  
 Owner: *Academic Senates Academic Senates*  
 Policy Area: *Chapter 5 Student Services*  
 References:

## BP 5055 Enrollment Priorities

*(Replaces current SBCCD BP 5055)*

- ~~From current SBCCD BP 5055 titled Enrollment Priorities~~

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Chancellor is responsible for establishing procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

### References:

Title 5, Sections ~~51006~~, 51006, 58106; ~~and~~ and 58108

### Attachments:

[BP 5055 Enrollment Priorities - Comments](#)  
[BP 5055 Enrollment Priorities - Legal Citations](#)  
[BP5055 -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 5 Student Services*  
**References:**

## AP 5055 Enrollment Priorities

*(Replaces current SBCCD AP 5055)*

**Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled Prerequisites and Co-requisites.)**

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code section 66025.8
- A foster youth, former foster youth, or homeless youth pursuant to Education Code section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKS;

The following students will have priority for enrollment:

First time students who have completed orientation, assessment, and developed student education plans.  
 Continuing students, who has not lost registration priority, as defined in these policies and procedures.

Registration priority specified above shall be lost at the first registration opportunity after a student:  
 Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 for two consecutive terms; or  
 Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 100-unit limit does not include units for non-degree

applicable English as a Second Language or basic skills courses as defined by the Vice President of Instruction, or students enrolled in high unit majors or programs as designated by the Vice President of Instruction.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

#### Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The ~~Vice President of Student Services~~ Director of Admission and Records or his/her designee will determine the appeal in his/her sole discretion.

[Note: Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in Administrative Procedure 4250].

These mandated enrollment priorities will be effective in the Fall, 2014 term. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

#### A. General Access

Every course for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established in compliance with Title V 5 of the California Administrative Code.

#### B. Priorities for Enrollment

Each college shall establish procedures that set priorities for enrollment and publish them in their Class Schedules. Such procedures shall be made available to students during the registration process.

Priority for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty.

#### C. Matriculation

All students shall be subject to the requirements of the matriculation process at each college. Recommendations for class enrollment based upon testing and evaluation shall be strongly recommended to students but shall be advisory only.

#### Nursing

~~Special admissions requirements for the Nursing Program shall be approved by the Board of Trustees.~~



Origination:	11/2016
Last Approved:	N/A
Last Revised:	01/2019
Next Review:	04/2018
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Brand New - required</i>

## AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

### ~~AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies~~

#### ~~Faculty Service Areas~~

#### Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

#### ~~Minimum Qualifications~~

#### Minimum Qualifications

The goal of the San Bernardino Community College District is to provide a faculty of highly qualified professional educators who are experts in their fields, skilled in teaching, and serve the needs of a varied student population. The District also seeks those who can promote overall college effectiveness and who are sensitive to the diversity of the District community. The San Bernardino College District shall employ faculty who possess the minimum qualifications, as established by the California State Chancellor's Office (see the most recent edition of the publication, "Minimum Qualifications for Faculty and Administrators in California Community Colleges").

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

#### ~~Equivalencies~~

Faculty are responsible for including a minimum qualification on all new curriculum or as part of a curriculum review process. All curriculum should be placed within a discipline that is identified as having a minimum qualification. It is best practice to place curriculum in the discipline that best matches the course content and for which the minimum qualifications of faculty best match the course content.

For departments that include courses with dual designators, deans and chairs from all relevant programs will collaborate to ensure the most qualified faculty teach these courses and minimum qualifications are met.

#### The Role of Human Resources

The role of the Human Resources office is to collect, date-stamp, and forward applications and other pertinent information to the appropriate discipline selection committee (full-time) or department chair and dean (part-

time).

In addition, Human Resources ensures that the established minimum qualifications for the position will be listed in the job description/announcement. The District criteria for equivalency will be available at the Human Resources Department. A statement will be included in the application materials requiring all candidates who do not possess minimum qualifications to indicate in the application material how they meet the equivalent qualifications for the position and to provide supporting documentation. The burden of proof for minimum qualifications and equivalency is on the applicant.

Human Resources staff will verify that applicants have the appropriate credential, or that applicants claiming the required minimum qualifications show the appropriate degrees on their transcript. If there is an experience requirement, College District Human Resource staff will verify that the applicant has the required number years of experience, but will not judge if the experience is appropriate.

If the applicant claims to possess the minimum qualifications, but the degree titles are significantly different from those listed in the most recent edition of the "Minimum Qualifications for Faculty and Administrators in California Community Colleges," that application shall be considered under the equivalency process even if the applicant did not claim equivalency. Human Resources will rely primarily on the Academic Senate, in consultation with administration, to determine equivalency of degree titles based on an examination of an applicant's transcripts

Human Resources forwards all applications which satisfy the credentials requirement, satisfy the minimum qualifications requirement, or are deemed to be equivalent to the college selection committee (full-time) or to the dean and chair in that department (part-time).

### **Supplemental Equivalency Application**

Human Resources is responsible for maintaining a "Supplemental Equivalency Application." If a potential employee applies for a position and wishes to complete a "Supplemental Equivalency Application for Academic Employment", the following information should be provided:

- : Degree for which the applicant claims equivalency.
- : The educational preparation on which the applicant bases this claim for the major of the minimum degree.
- : The relevant courses the applicant has taken or other evidence that the applicant has the equivalent of the General Education portion of the minimum degree.
- : An official transcript and copies of the appropriate pages from the catalog of the institution that granted the degree upon which the applicant bases a claim of equivalency.
- : Publications or other work products that support a claim of equivalency.
- : A detailed description of work experience which the applicant believes establishes equivalency to the minimum qualifications. If the applicant is using work products or other items which cannot be submitted, provide detailed information from an objective source about the nature of this work product or experience.

### **Equivalency**

All community college faculty should exemplify the qualities of a college educated person.

~~Equivalency Committee~~—~~An Academic Senate Equivalency Committee shall be established to fulfill the requirement of~~ Pursuant to Education Code Section 87359, ~~which states~~ the equivalency process "shall include reasonable procedures to ensure that the ~~equivalency process~~" shall include reasonable procedures to ensure Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that ~~the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine~~ each individual employed under the authority granted by the regulations possesses qualifications

that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications." Equivalency may be recognized in three major ways: course work, work experience, and eminence in the field or a combination of the three." In order to ensure that the Board of Trustees relies primarily on the advice and judgment of the Academic Senate, the Academic Senate equivalency committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Review the decisions of the screening committees as described below.
- Recommend all equivalency determinations to the Board of Trustees.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and Board of Trustees.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

### **Determination of Equivalencies**

The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The **[designate authority]** will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the **[designate authority]** prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be selected for interview.

The **[designate authority]** shall send its decisions concerning equivalency and non-equivalency to the **[designate authority]** to the Academic Senate Equivalency Committee before candidates are notified of interviews. The Equivalency Committee will review the decisions of the screening, asking the following questions:

- Was the decision made in accord with this procedure?
- Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
- Are the Committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

The Academic Senate Equivalency Committee shall employ the following procedures in emergencies or special circumstances:

- ~~In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall determine the equivalency status immediately following the interview and make a recommendation to the department chair or appropriate area administrator if there is no chair. This recommendation shall be forwarded to **[designate authority]**.~~
- ~~**[Designate authority]** will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend the job offer; if unacceptable, the selection committee may request a review by **[designate authority]**.~~
- ~~For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:~~
- ~~Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.~~
- ~~Additional sections of a class added shortly before the beginning of a session or after the session begins.~~
- ~~An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).~~

~~The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the master's degree.~~

- ~~**Semester units/occupational experience:** 120 semester units AND two years of occupational experience in the discipline; or, 60 semester units AND six years of occupational experience in the discipline; or, 30 semester units or industrial certification AND eight years of occupational experience in the discipline. **NOTE:** All semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.~~
- ~~**Related occupational experience:** May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.~~
- ~~**Recency:** An individual employed to teach a career/technical discipline shall demonstrate a competency in the current technology of that discipline.~~
- ~~**Rare exceptions:** In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above sections, and the department chair, the full-time faculty in that discipline (if applicable), supervising instructional administrator and **[insert position, such as Vice President for Academic Affairs]** agree that the person is otherwise qualified to teach in that discipline, that individual's qualifications may be recommended to the Academic Senate Equivalency Committee Chair as deemed "equivalent" for that discipline.~~

## Joint Equivalency Committee

The Dual College (Joint) Equivalency Committee shall be comprised of the Academic Senate Presidents from each college, four faculty members, two from CHC and two from SBVC as appointed by their respective Academic Senate president's and two administrator's one from CHC and one from SBVC as designated by the respective college VPI who are advisory to the process.



## **Process for Determination of Equivalency**

In order to determine when an applicant for a faculty position who lacks the specific degree or experience specified in the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” Handbook possesses qualifications that are equivalent, the following process has been established:

- A. When Human Resources stipulates that a determination of equivalency is needed, the Equivalency Committee will be called to meet as soon as possible. Human Resources will provide the Equivalency Committee with the necessary information to determine equivalency no less than three working days prior to the meeting.
- B. The dean, discipline faculty, and applicant may address the committee and provide additional information prior to the committee making a decision.
- C. Determination of equivalency to the minimum qualifications for hire shall be decided, by majority vote in the Equivalency Committee and is final. The Equivalency Committee will document their determination in writing and send it to Human Resources within 5 working days.
- D. If new information becomes available, a new request for equivalency may be submitted.
- E. Human Resources will forward the written rationale from the Equivalency Committee explaining the equivalency decision to the applicant and dean.
- F. The results of the Equivalency Committee decision shall be documented by Human Resources and records kept of all decisions. Individual voting by Committee members will not be recorded.
- G. Education Code §87359(a) requires that the governing board take action on the equivalency before hiring occurs. Equivalencies shall be forwarded to the Office of the Chancellor to be placed on a Governing Board agenda.

## **Standards and Criteria Applicable for Determining Equivalency**

The following standards and criteria apply when determining equivalency:

- A. Minimum qualifications in a discipline—and, by extension, equivalency—are the same whether the position is for a full-time or part-time faculty member.
- B. Equivalency is determined for an entire discipline, not on a course-by-course basis, per legal opinion I 03-28. The granting of equivalency is on a case-by-case basis and does not set precedence for future hires.
- C. Past equivalency decisions in the discipline will be made available as needed to the Equivalency Committee or to the dean and chair in that department to aid in their deliberations and can be considered when determining equivalency, though they do not establish precedence.
- D. Should an equivalency be granted, that decision shall not give the applicant any more or any less consideration than other applicants. In addition, granting an equivalency neither guarantees an interview nor a job.
- E. It is the applicant’s responsibility to provide all documentation in support of equivalency and to be available for questions. Applicants wishing to establish equivalency through work experience should provide objective, detailed information about those work experiences. Any applicant who fails to provide evidence to support his/her claim of a credential, or of minimum qualifications, or of equivalency may be eliminated from the applicant pool.
- F. Various occupational experiences may be combined to total the required number of years established by the minimum qualifications; all experience must have taken place within the ten years preceding the date

of application with at least one year of qualified experience occurring within the three years immediately preceding the date of application.

G. No candidate for a full-time position shall be invited to interview without meeting the minimum qualifications or having been verified as meeting the equivalency.

H. No candidate for part-time employment shall be hired without either meeting the minimum qualifications or having been verified as meeting equivalency per these procedures.

### **Provisional Equivalency**

The Equivalency Committee shall not grant “provisional” or “temporary” equivalency. All faculty hires must possess the minimum qualifications or be determined to possess equivalency to the minimum qualifications to be employed by the college district.

### **Additional Criteria for the Equivalency Committee**

In all cases in which equivalency is granted or denied, an officially signed form shall be filed with the Office of Human Resources and the Office of Academic Affairs. This form shall include a complete description of the Equivalency Committee’s reasons for determining that a candidate does or does not have the equivalent of the minimum qualifications for the position. The Human Resources Office is responsible for creating and maintaining this documentation.

### **Minimum Standards for Consideration of Equivalency to Minimum Qualifications in Disciplines Requiring a Master’s Degree**

In order to be considered for equivalency, in the case of disciplines normally requiring a Master’s degree, the minimum standard shall be any one of the following:

- A. A Master’s degree in a discipline which is not specifically named in the most recent edition of the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” for the particular discipline in question, but which, when courses (and course descriptions) are carefully reviewed, clearly constitutes parallel and/or closely related coursework to the discipline which is specifically listed in the most recent edition of the “Minimum Qualifications for Faculty and Administrators in California Community Colleges”.
- B. In specific disciplines as named by the most recent edition of the “Minimum Qualifications for Faculty and Administrators in California Community Colleges”, a bachelor’s degree in the discipline, plus licensure by an appropriate state agency, plus at least two years of professional experience, verified in writing.

### **Minimum Standards for Consideration of Equivalency to Minimum Qualifications in Disciplines That Do Not Require a Master’s Degree**

In order to be considered for equivalency in the case of disciplines not normally requiring a Master’s degree, the minimum standards shall be one of the following:

- A. An Associate degree plus six years of related experience
- B. Bachelor’s degree plus two years of related experience.
- C. Associate degree plus graduation from an institution specific to that field, plus two years of professional experience in the discipline, verified in writing, plus appropriate certification to practice or licensure, if applicable.
- D. The MQs for Credit ESL will be used when evaluating Equivalency for Noncredit ESL.
- E. The MQs for Credit English will be used when evaluating Equivalency for Noncredit Basic Skills Writing.

- F. The MQs for Credit Reading will be used when evaluating Equivalency for Noncredit Basic Skills Reading.
- G. Pursuant to Title 5 § 53406, all degrees and coursework must be from colleges/universities accredited by one of the intersegmental accrediting agencies: Western Association of Schools and Colleges, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Associations of Colleges and Schools, Southern Association of Colleges and Schools, and Northwest Association of Schools and Colleges.

### **Qualifications Established by Degrees and Coursework from Educational Institutions Outside of the United States**

Applicants wishing to be granted equivalency based on coursework completed at an educational institution outside of the United States must provide the following:

- A. A transcript assessment by a third party degree assessment service.
- B. Proof that the institution is accredited in its country of operation or in the United States.

### **Local Minimum Qualifications and Equivalencies**

Disciplines wishing to add “local” qualifications for hiring to their discipline beyond the minimum qualifications established by the latest edition of the “Minimum Qualifications for Faculty and Administrators in California Community Colleges”) may do so with approval of the Academic Senate with a recommendation from the Equivalency Committee. Local requirements may not be added on a course-by-course basis. Equivalency for the local requirement will be determined through the equivalency process.

### **Eminence**

Although no legal definition of eminence exists, eminence shall mean that qualifications which, as evidenced by prominence and celebrity, is established by the specific industry and/or community at large and may be deemed equivalent to minimum qualifications. This may include appropriate local, state, national and/or international associations, trade unions, guilds or communities comprised of experts, who are themselves renowned in the specific field, and who can attest, in writing, to the prominence and celebrity of the applicant.

Eminence alone is not sufficient to grant equivalency. An application of equivalency based on eminence must be accompanied by conclusive evidence that the applicant exemplifies qualities of a college educated person and brings to the college district the knowledge and ability to expected at the college level. The applicant must provide documentation supporting the status of eminence

## **References:**

Education Code Sections 86360, 87001, 87003, 87355-87359.5, and 87743.2;

Assembly Bill 1725, Section 4

Title 5 Sections 53400 et seq., 53410-53417

ACCJC Accreditation Standard III.A.2-4

## **Attachments:**

No Attachments

Current Status: *Pending*

PolicyStat ID: 3915536



Origination: 11/2016  
Last Approved: N/A  
Last Revised: 11/2016  
Next Review: 07/2018  
Owner: *Human Resources Human Resources*  
Policy Area: *Chapter 7 Human Resources*  
References: *Brand New - required*

## AP 7216 Academic Employees: Grievance Procedure for Contract Decisions

Unless noted otherwise in the collective bargaining agreement, probationary faculty members who wish to challenge a decision not to grant a second or third contract must follow the established grievance process outlined in the collective bargaining agreement. The employee after completing this process may proceed to a hearing in accordance with Education Code Section 87740, which is before an Administrative Law Judge appointed by the Office of Administrative Hearings.

### Reference:

Education Code Section 87610.1

### Attachments:

No Attachments



**Origination:** 11/2016  
**Last Approved:** N/A  
**Last Revised:** 11/2016  
**Next Review:** 10/2018  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:** *Brand New - required*

## AP 7233 Claims for Work Out of Classification

Employees shall not be required to perform duties that are not fixed and prescribed for the position by the Board of Trustees unless the duties reasonably relate to those fixed for the position, for any period of time that exceeds five working days within a 15-calendar-day period except as authorized in these procedures.

An employee may be required to perform duties inconsistent with those assigned to the position for a period of more than five working days if his/her salary is adjusted upward for the entire period he/she is required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside his/her normal assigned duties.

### References:

Education Code Section 88010

### Attachments:

No Attachments

**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:** March 14, 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 Houston and Longville as if in attendance at said meeting.

<b>Trustee</b>	<b>Meeting</b>	<b>Amount</b>
Stephanie Houston	2/21/19 Business Meeting	\$200.00
John Longville	2/7/19 Board Retreat	\$200.00

**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 Houston from the meeting on February 21, 2019 was due to a hardship; and

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

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

ADOPTED this 14<sup>th</sup> day of March 2019.

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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 Longville from the meeting on February 7, 2019 was due to illness; and

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

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

ADOPTED this 14<sup>th</sup> day of March 2019.

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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:** March 14, 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:** District Support Services

**Conference Name:** Co-Active Coaching Training Program

**Travel Dates:** - The five courses will be completed by December 2019.

**City, State:** The courses are offered at various locations within California

**Estimated Cost Per Person:** \$10,000.00

**Funding Source:** Controller General Fund

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**Name:** Jose Torres

**Purpose:** These workshops will provide the Executive Vice Chancellor the tools necessary to continue with the positive transformation of District Support Services and to continue supporting the Chancellor with creating a positive working environment.

**Site:** District

**Department:** District Support Services

**Conference Name:** 2019 ACCJC Partners in Excellence Conference: What the Future Holds

**Travel Dates:** 4/30/2019 - 5/3/19

**City, State:** San Francisco

**Estimated Cost Per Person:** \$2,360.00

**Funding Source:** Human Resources General Fund

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**Name:** Kristina Hannon

**Purpose:** Conference will explore the challenge educators face as they assess What the Future Holds, including opportunities to interface with industry professionals on how students can prepare for jobs and societal issues not yet imagined; how accreditation plays a role in this; and what community colleges can do to stay responsive, effective and relevant.

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**Site:** District  
**Department:** Board of Trustees  
**Conference Name:** San Bernardino County  
Trade Mission to South Korea  
**Travel Dates:** 4/19/2019 - 4/28/19  
**City, State:** Seoul, South Korea  
**Estimated Cost Per Person:** \$3,500.00  
**Funding Source:** Board of Trustees General  
Fund

**Name:** Joseph Williams

**Purpose:** San Bernardino County will lead local business leaders on a mission to South Korea to expand trade and investment opportunities for the county's investors. Highlights for this mission include targeted one-on-one business meetings for participating County businesses, exploring foreign direct investment and reshoring opportunities, meetings with government and industry association officials, along with briefings on the market. Participating San Bernardino County companies will hold pre-arranged meetings specific to their market entry or expansion needs.

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**Site:** CHC  
**Department:** Career Education and Human  
Development  
**Conference Name:** 2019 ACCCA Conference -  
The Journey  
**Travel Dates:** 2/19/2019 - 2/23/19  
**City, State:** Palm Desert, CA  
**Estimated Cost Per Person:** \$1,140.00  
**Funding Source:** Strong Workforce  
Categorical funding

**Name:** Dan Word

**Purpose:** To acquire valuable resources that will help repair the college for natural disasters.

Funds were not available for this travel until after the February board deadline.  
Funds are now in place for future travel.

**Site:** CHC  
**Department:** Counseling  
**Conference Name:** A2MEND  
**Travel Dates:** 3/7/2019 - 3/8/19  
**City, State:** Los Angeles, CA  
**Estimated Cost Per Person:** \$1,053.00  
**Funding Source:** Student Equity Categorical Funding

**Name:** Eva Bell

**Purpose:** To gather information on how to effectively assist African American male and female students entering college and strategies on helping them to complete their program of study and/or transfer to a 4 year institution.

Late notice about the conference and scheduling conflicts prevented adequate time for approvals.

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**Site:** CHC  
**Department:** Social Sciences  
**Conference Name:** 2019 Spring Plenary  
**Travel Dates:** 4/10/2019 - 4/14/19  
**City, State:** San Francisco, CA  
**Estimated Cost Per Person:** \$2,435.00  
**Funding Source:** Campus President General Fund

**Name:** Julie McKee

**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.

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**Site:** CHC  
**Department:** Office of Instruction  
**Conference Name:** CCCCIO Spring 2019 Conference  
**Travel Dates:** 4/15/2019 - 4/19/19  
**City, State:** San Francisco, CA  
**Estimated Cost Per Person:** \$2,855.00  
**Funding Source:** Office of Instruction General Fund

**Name:** William Muse, Keith Wurtz

**Purpose:** An opportunity to receive updates on instructional matters and connect with other instructional officers throughout the State of California.

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**Site:** District  
**Department:** Police  
**Conference Name:** CCUPCA Spring Conference  
**Travel Dates:** 4/24/2019 - 4/26/19  
**City, State:** Los Angeles, CA  
**Estimated Cost Per Person:** \$1,200.00  
**Funding Source:** General Fund

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**Name:** Al Jackson

**Purpose:** California College & University Police Chiefs Association Conference to learn about new crime trends in colleges.

**Site:** District  
**Department:** Police  
**Conference Name:** Supervisory Course  
**Travel Dates:** 5/13/2019 - 5/24/19  
**City, State:** Rancho Mirage, CA  
**Estimated Cost Per Person:** \$2,500.00  
**Funding Source:** General Fund

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**Name:** Blake Bonnet

**Purpose:** This is a mandated course though POST for all Police Sergeants. This course includes some topics as Team Building, Stress Management, Conflict Management and Accountability

**Site:** SBVC  
**Department:** Foster Youth/Kinship  
**Conference Name:** 2019 Foster/Kinship Care Education Conference  
**Travel Dates:** 3/24/2019 - 03/27/19  
**City, State:** Newport Beach, CA  
**Estimated Cost Per Person:** \$1,117.00  
**Funding Source:** Foster/Kinship Care Education Program Categorical Fund

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**Name:** Karen Dixon

**Purpose:** Mandatory conference for all FKCE instructional specialists with updates on Resource Family approval curriculum and the California Community Colleges Chancellor's Office. Information will be applied to the Foster & Kinship Care Education program at San Bernardino Valley College.

**Site:** SBVC  
**Department:** Athletics  
**Conference Name:** California Community College Athletics Association  
**Travel Dates:** 3/25/2019 - 03/29/19  
**City, State:** Concord, CA  
**Estimated Cost Per Person:** \$1,162.96  
**Funding Source:** Athletics Trust Fund

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**Name:** David Rubio

**Purpose:** The attendees will discuss and vote on proposed legislation. They will also discuss current trends related to athletics.

**Site:** SBVC  
**Department:** Foster Youth/Kinship  
**Conference Name:** 2019 California Foster Youth Education Summit  
**Travel Dates:** 3/31/2019 - 04/02/19  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$1,311.00  
**Funding Source:** Foster/Kinship Care Education Program Categorical Fund

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**Name:** Karen Dixon

**Purpose:** New information will be obtained on the impact of trauma on our students in foster care and the systems that serve them and how to implement the best practices to help our students with academic and educational success.

**Site:** SBVC  
**Department:** Applied Technology  
**Conference Name:** California Community College Association for Occupational Education 2019 Spring Conference  
**Travel Dates:** 4/3/2019 - 04/05/19  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$2,329.12  
**Funding Source:** Strong Workforce Grant Fund

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**Name:** Alejandra Campos, Albert Maniaol, Peggy Webber

**Purpose:** This conference provides new opportunities to learn about grants and partnerships related to Career Technical Education. Attendees will learn about Strong Workforce and Perkins grant opportunities.

**Site:** SBVC  
**Department:** Geography/ Science  
**Conference Name:** American Association of Geographers Annual Meeting  
**Travel Dates:** 4/4/2019 - 04/07/19  
**City, State:** Washington, D.C.  
**Estimated Cost Per Person:** \$2,209.00  
**Funding Source:** Perkins GIS Grant Fund

**Name:** Jennifer Bjerke

**Purpose:** The purpose of this activity is to maintain currency in geography and lead a discussion on open educational resources on GIS. The event will benefit our GIS program, expand the currency of a full-time faculty member, and support the continued/expanded use of textbook materials that are free to students in our geography and GIS classes.

**Site:** SBVC  
**Department:** Office of Student Life  
**Conference Name:** Student Senate of California Community Colleges General Assembly, Spring 2019  
**Travel Dates:** 4/5/2019 - 04/07/19  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$1,000.00  
**Funding Source:** Student Representation Fee Trust Account

**Name:** Raymond Carlos and 8 Students

**Purpose:** Sponsored by the Student Senate of California Community Colleges, the theme is "Students Uniting Beyond Barriers", and students will be learning tips and tools on being effective advocates and representatives as they serve their student body.

**Site:** SBVC  
**Department:** Honors Program  
**Conference Name:** The 19th Annual Honors Transfer Council of California Research Conference  
**Travel Dates:** 4/6/2019 - 04/06/19  
**City, State:** Irvine, CA  
**Estimated Cost Per Person:** \$900.00  
**Funding Source:** Honors Trust Fund

**Name:** Anthony Blacsher and Joel Lamore, 12 Students

**Purpose:** Participation in this conference will help increase transferability of students. This conference also allows the opportunity for mentorship of students in their chosen field of study.

**Site:** SBVC  
**Department:** Nursing  
**Conference Name:** 19th Annual Nurse Educator Institute: Focus on Nursing Competence  
**Travel Dates:** 4/9/2019 - 04/12/19  
**City, State:** Branson, MO  
**Estimated Cost Per Person:** \$1,926.00  
**Funding Source:** Carl Perkins Grant Fund

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**Name:** Sana Massad & Yolanda Simental

**Purpose:** This conference will give the attendees valuable information to apply to our nursing students. They will also gain useful information in keeping the nursing program up-to-date.

**Site:** SBVC  
**Department:** Counseling and Matriculation  
**Conference Name:** Administrative Assistant Professionals Development Course  
**Travel Dates:** 4/24/2019 - 04/27/19  
**City, State:** Las Vegas, NV  
**Estimated Cost Per Person:** \$5,000.00  
**Funding Source:** Student Success and Student Support Program Categorical Fund

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**Name:** Anita Moore

**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.)

**Site:** SBVC  
**Department:** Applied Technology  
**Conference Name:** Accrediting Commission for Community and Junior Colleges Conference Partners in Excellence 2019  
**Travel Dates:** 4/29/2019 - 05/03/19  
**City, State:** Burlingame, CA  
**Estimated Cost Per Person:** \$2,442.51  
**Funding Source:** Accreditation General Fund

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**Name:** Tarif Halabi & Albert Maniaol

**Purpose:** This conference features opportunities for the attendee to learn about keeping higher education responsive, effective and relevant. The attendee will learn about the New Peer Reviewer Training and more.



**Site:** SBVC  
**Department:** President's Office  
**Conference Name:** 50th ACCT (The Association of Community College Trustees) Leadership Congress  
**Travel Dates:** 10/15/2019 - 10/20/19  
**City, State:** San Francisco, CA  
**Estimated Cost Per Person:** \$5,262.00  
**Funding Source:** President's Office General Fund

**Name:** Diana Rodriguez

**Purpose:** The 50th ACCT will honor the transformative accomplishments of our institutions as we build a bridge between our remarkable history and a future marked by many unknown challenges. It is the largest professional development opportunity for community college trustees, chief executives & other thought & policy leaders. To share your experiences and expertise, network with people from around the country and beyond & expand your knowledge of the community college sector.

---

**Site:** District  
**Department:** Alternate Text Production Center of the California Community Colleges  
**Conference Name:** Braille Authority of North America Board Meeting  
**Travel Dates:** 5/1/2019 - 5/5/19  
**City, State:** Toronto, Ontario, Canada  
**Estimated Cost Per Person:** \$1,650.00  
**Funding Source:** ATPC Grant Fund

**Name:** Dawn Gross

**Purpose:** Alternate Text Production Center (ATPC) is a voting board member of the organization, attendance is required. Decisions on Braille code changes and the implementation plans/procedures for introducing new Braille codes/changes will be discussed and voted on.

---

**Site:** District  
**Department:** KVCR/FNX  
**Conference Name:** National Indian Gaming Association  
**Travel Dates:** 3/31/2019 - 4/5/19  
**City, State:** San Diego, CA  
**Estimated Cost Per Person:** \$1,997.00  
**Funding Source:** FNX General Fund

**Name:** Frank Blanquet and Weldon Grover

**Purpose:** FNX is in partnership with Vision Maker Media to share a booth and promote FNX and channel programming as well as capture footage and interviews.

**Site:** District  
**Department:** EDCT  
**Conference Name:** CCCAOE 2019 Spring  
Conference  
**Travel Dates:** 4/3/2019 - 4/5/19  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$2,000.00  
**Funding Source:** ETP #7 Categorical Fund

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**Name:** Vanessa Canova, Roxanne Joyce, Deanna Krehbiel and Susanne Mata

**Purpose:** Stay abreast of new Workforce Development trends and learn best practices.

## **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:** March 14, 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:** SBVC

**Event:** Student Appreciation Day  
San Bernardino, CA

**Date of Event:** 03/21/19

**Item Being Purchased:** Food, Refreshments, Supplies, Giveaways, and contracts. Sponsored by the Office of Student Life, students will network with others for student engagement. Anticipated attendance is 500 students, faculty, staff and community members. Raymond Carlos will serve as advisor.

**Total Estimated Cost:** \$ 1500

**Funding Source:** Associated Student Government General Fund and Student Life Trust

---

**Site:** SBVC

**Event:** Cesar Chavez Dinner  
San Bernardino, CA

**Date of Event:** 03/27/19

**Item Being Purchased:** Meals, Refreshments, Contracts, Non-instructional Supplies and Giveaways. Sponsored by the Office of Student Life, Arts, Lectures & Diversity and MEChA, and offered as a student engagement and diversity celebration. Anticipated attendance is 500 students, faculty, staff and community members. Raymond Carlos, Ed Gomez and Mary Valdemar will serve as advisors.

**Total Estimated Cost:** \$ 1000

**Funding Source:** Diversity Categorical Fund

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**Site:** SBVC

**Event:** Yugioh Tournament  
San Bernardino, CA

**Date of Event:** 03/29/19

**Item Being Purchased:** Meals, Refreshments, Supplies, and Giveaways. Sponsored by the Office of Student Life to promote student engagement between colleges: San Bernardino Valley College (SBVC), Crafton Hills College (CHC), Chaffey and California State University, San Bernardino (CSUSB.) Anticipated attendance is 200 students and staff. Raymond Carlos will serve as advisor.

**Total Estimated Cost:** \$ 1000

**Funding Source:** Associated Student Government General Fund and Student Life Trust

---

**Site:** SBVC

**Event:** Spring 2019 Student Senate of  
California Community Colleges General  
Assembly

Sacramento, CA

**Date of Event:** 04/05/19-04/07/19

**Item Being Purchased:** Registration, airfare, transportation, hotel and meals.

Sponsored by the Office of Student Life, the theme is "Students Uniting Beyond Barriers", with students learning tips and tools on being effective advocates and representatives as they serve their student body. Anticipated attendance is 8 students and staff. Raymond Carlos will serve as chaperone.

**Total Estimated Cost:** \$ 1000

**Funding Source:** Student Representation Fee Trust Account

---

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

**Site:** SBVC

**Event:** AB-705 Flex Day Workshop  
San Bernardino, CA

**Date of Event:** 04/09/19

**Item Being Purchased:** Consultant and Other Services and non-instructional supplies. Sponsored by Disabled Student Programs & Services (DSP&S) and Professional Development, faculty will be provided with successful strategies on how to implement AB-705 to diverse learners. Anticipated attendance is 100 faculty and staff. Alicia Hallex will serve as advisor.

**Total Estimated Cost:** \$ 5000

**Funding Source:** Basic Skills Categorical Fund

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**Site:** SBVC

**Event:** Pharmacy Technology Advisory  
Committee Meeting

**Date of Event:** 04/10/19

**Item Being Purchased:** Refreshments. Anticipated attendance is approximately 20 community members, faculty and staff.

**Total Estimated Cost:** \$ 500

**Funding Source:** Carl Perkins Grant Funds

---

**Site:** SBVC

**Event:** Super Saturday Event at Rim of the  
World, CA

**Date of Event:** 04/11/19

**Item Being Purchased:** Advertising, supplies and refreshments. Staff from counseling, financial aid admissions and records, and the Science Division will provide the mountain communities the opportunity to have a one stop registration and assessment event at Rim of The World High School. Lorrie Burnham will be the administrator for this event.

**Total Estimated Cost:** \$ 605

**Funding Source:** Big Bear General Funds

---

**Site:** SBVC

**Event:** 2019 California Association for  
Alcohol/Drug Educators (CAADE) Conference  
Newport Beach, CA

**Date of Event:** 04/11/19-04/14/19

**Item Being Purchased:** Registration, transportation, hotel and meals. Sponsored by the Office of Student Life and Human Services Club, a professional development opportunity to network with colleagues in the drug and alcohol field, to bring back internship information and other resources to the campus community. Anticipated attendance is 10 students and staff. Melinda Moneymaker will serve as chaperone.

**Total Estimated Cost:** \$ 3650

**Funding Source:** Human Services Club Trust, Student Life Trust, and Inter Club Council (ICC) Trust

---

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

**Site:** SBVC  
**Event:** Grand Terrace High School Visit  
San Bernardino, CA  
**Date of Event:** 04/17/19

**Item Being Purchased:** Transportation and meals. Sponsored by Outreach and Recruitment, Grand Terrace High School students and staff will tour our campus and participate in workshops. Anticipated attendance is 50 students and 4 staff. Carmen Rodriguez will serve as advisor.  
**Total Estimated Cost:** \$ 800  
**Funding Source:** Student Equity and Success Categorical Fund

---

**Site:** SBVC  
**Event:** Puente Field Trip and Chicano Park  
Celebration  
San Diego, CA  
**Date of Event:** 04/20/19

**Item Being Purchased:** Transportation and meals. Sponsored by the Puente Program, students will be provided with an opportunity to expand their options beyond the local community of San Bernardino and experience a long running cultural event for San Diego's largely Latino enclave: Barrio Logan. Anticipated attendance is 24 students and 2 faculty. Elizabeth Banuelos and Alma Lopez will serve as chaperones.  
**Total Estimated Cost:** \$ 2300  
**Funding Source:** Student Success and Support Program Categorical Fund

---

**Site:** SBVC  
**Event:** Psychiatric Technology Advisory  
Committee Meeting  
**Date of Event:** 04/22/19

**Item Being Purchased:** Refreshments. Anticipated attendance is approximately 30 community members, faculty and staff.  
**Total Estimated Cost:** \$ 500  
**Funding Source:** Carl Perkins Grant Funds

---

**Site:** SBVC  
**Event:** Film Screening  
and Discussion  
San Bernardino, CA  
**Date of Event:** 04/24/19

**Item Being Purchased:** Contracts, meals and supplies. Sponsored by Student Equity and Success, the film screening and discussion will document an immigrant mother's battle with life and health struggles. Anticipated attendance is 100 students, faculty and staff. Evelyn Luna will serve as advisor.  
**Total Estimated Cost:** \$ 1000  
**Funding Source:** Student Equity and Success Categorical Fund

---

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

**Site:** SBVC  
**Event:** Nursing Program Advisory Committee Meeting  
**Date of Event:** 04/25/19

**Item Being Purchased:** Refreshments. Anticipated attendance is approximately 30 community members, faculty and staff.  
**Total Estimated Cost:** \$ 500  
**Funding Source:** Carl Perkins Grant Funds

---

**Site:** SBVC  
**Event:** 2019 Western Psychological Association Conference  
Pasadena, CA  
**Date of Event:** 04/25/19-04/28/19

**Item Being Purchased:** Registration, transportation, meals and hotel. Students will network with students and professors from other colleges in the field and bring back resources and internship information to the campus community. Anticipated attendance is 7 students and staff. Sandra Moore will serve as chaperone.  
**Total Estimated Cost:** \$ 2700  
**Funding Source:** Mind and Matter Club Trust, Student Life Trust, and Inter Club Council (ICC) Trust and Social Science General Fund

---

**Site:** SBVC  
**Event:** Geographic Information Systems Advisory Committee Meeting  
**Date of Event:** 04/26/19

**Item Being Purchased:** Refreshments. Anticipated attendance is approximately 20 community members, faculty and staff.  
**Total Estimated Cost:** \$ 500  
**Funding Source:** Carl Perkins Grant Funds

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**Site:** SBVC  
**Event:** Student Recognition Banquet  
San Bernardino, CA  
**Date of Event:** 05/03/19

**Item Being Purchased:** Food, DJ, Photo Booth and materials. Banquet at The Castaway Restaurant which entails cultural awareness is to celebrate and highlight students who have successfully completed their first year of college within the various programs offered by First Year Experience. Anticipated attendance is 200 students, faculty, staff and community members. The chaperones will be Sharaf Williams and Mary Bradley.  
**Total Estimated Cost:** \$ 12,073.54  
**Funding Source:** First Year Experience Categorical Fund  
AMENDMENT: This item was previously approved at the December 13, 2018 board meeting for \$10,073.54. Item is being amended due to additional cost for supplies.

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

**Site:** SBVC

**Event:** Mentor Appreciation Week  
San Bernardino, CA

**Date of Event:** 05/06/19-05/09/19

**Item Being Purchased:** Food, Refreshments, Supplies, Giveaways, and contracts. Event for student engagement with other students as well as mentors. Anticipated attendance is 200 students, faculty, staff and community members. Raymond Carlos will serve as advisor.

**Total Estimated Cost:** \$ 1000

**Funding Source:** Associated Student Government General Fund and Student Life Trust

---

**Site:** SBVC

**Event:** Foster Care Awareness Week  
San Bernardino, CA

**Date of Event:** 05/06/19-05/09/19

**Item Being Purchased:** Meals and supplies. Sponsored by the Student Equity and Success Division, Foster Care Awareness week will offer three days of workshops, and planned activities such as a walk of hope and guardian scholars conference. Anticipated attendance is 100 students, faculty, staff and community members. Evelyn Luna will serve as advisor.

**Total Estimated Cost:** \$ 1000

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

---

**Site:** SBVC

**Event:** Puente Program End of Year  
Celebration  
San Bernardino, CA

**Date of Event:** 05/17/19

**Item Being Purchased:** Meals, certificate holders, and mentor recognition gifts. Sponsored by the Puente Program, this is the culminating activity where parents, guardians and loved ones gather to honor the Puentistas and celebrate the program's success. Anticipated attendance is 90 students, faculty, staff and community members. Elizabeth Banuelos and Alma Lopez will serve as advisors.

**Total Estimated Cost:** \$ 1500

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

---

**Site:** SBVC

**Event:** San Bernardino Valley College (SBVC)  
2019  
Commencement Breakfast  
San Bernardino, CA

**Date of Event:** 05/23/19

**Item Being Purchased:** Meals, Refreshments, Supplies, Decorations and Giveaways. Sponsored and hosted by the Office of Student Life and the Associated Student Government (ASG), the 2019 Commencement Breakfast on campus is to celebrate the academic success of the 2019 graduating class. Anticipated attendance is 500 students, faculty and staff. Raymond Carlos, Justine Plemons and Maritza Portillo will serve as advisors.

**Total Estimated Cost:** \$ 5700

**Funding Source:** Commencement General Fund, Student Life Trust, Associated Student Government General Fund, and Arts, Lecture & Diversity General Fund

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

**Site:** SBVC  
**Event:** San Bernardino Valley College (SBVC) 2019 Commencement  
San Bernardino, CA  
**Date of Event:** 05/24/19

**Item Being Purchased:** Rental Equipment, Sound Equipment, Regalia Rental, Flowers, Decorations, Giveaways, Meals, Refreshments, Portable Bathrooms and Commencement Speaker. Sponsored by the Office of Student Life to celebrate the achievements of the 2019 graduating class. Anticipated attendance is approximately 5,000 students, faculty, staff and community members. Raymond Carlos, Justine Plemons and Maritza Portillo will serve as advisors.  
**Total Estimated Cost:** \$ 60,750  
**Funding Source:** Commencement General Fund, Student Life Trust, Associated Student Government General Fund, and Arts, Lecture & Diversity General Fund

---

**Site:** CHC  
**Event:** AB-705 English Retreat  
**Date of Event:** 1/10/19

**Item Being Purchased:** Food Expense. Refreshments for faculty attending AB-705 English Retreat at Crafton Hills College.  
**Total Estimated Cost:** \$ 525.06  
**Funding Source:** Guided Pathways Categorical Funding  
Originally the refreshments were going to be purchased from Foundation funds. It was determined that Guided Pathways would be a more appropriate funding source.

---

**Site:** CHC  
**Event:** Inland Empire Guided Pathways Planning Summit  
**Date of Event:** 03/04/19 - 03/05/19

**Item Being Purchased:** Reimbursement for travel expenses for two students to attend the IE Guided Pathways Summit. Expenses include mileage, parking and lunch.  
**Total Estimated Cost:** \$ 600  
**Funding Source:** Guided Pathways Categorical Funding  
Registration was very limited and a few more seats opened up for CHC attendees. They were added after the February board deadline.

---

**Site:** CHC  
**Event:** A2MEND  
**Date of Event:** 03/07/19 - 03/08/19

**Item Being Purchased:** Registration and travel expenses for students and one chaperone to attend A2MEND conference.  
**Total Estimated Cost:** \$ 1100  
**Funding Source:** Student Equity Categorical Funding  
Late notice about the conference and scheduling conflicts prevented adequate time for approvals

---

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

**Site:** CHC

**Event:** 4th Annual Women in the Fire Service Seminar

**Date of Event:** 4/27/19

**Item Being Purchased:** Food Expense. This seminar will provide information to women interested in pursuing a career in the Fire Service. The seminar will include talks from female mentors, question and answer session and a working lunch.

**Total Estimated Cost:** \$ 500

**Funding Source:** Strong Workforce Categorical Funding

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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:** March 14, 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

**Name:** Anna Mendez

**Total Cost:** \$325

**Funding Source:** Print Shop General Fund

**Membership & Purpose:** In-Plant Printing and Mailing Association (IPMA), To have access to a wealth of resources and support designed specifically to meet the needs of in-plants. These resources will equip us to solve problems, conduct our work more effectively, keep our team motivated and stay up to date with the latest industry trends. Overall this will help in saving our organization time and money.

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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:** March 14, 2019

**SUBJECT:** Consideration of Final Approval of Board Policies

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Board Policies. The Board approved first reading on February 21, 2019. 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 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:	<i>Farrah Farzaneh</i>
Policy Area:	<i>Chapter 3 General Institution</i>
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:	<i>Farrah Farzaneh</i>
Policy Area:	<i>Chapter 3 General Institution</i>
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
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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



**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



**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
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	Policy Stat	10/2018



**Origination:** 04/2009  
**Last Approved:** N/A  
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**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



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 Owner: Academic Senates Academic Senates  
 Policy Area: Chapter 4 Academic Affairs  
 References:

## AP 4232 Pass/No Pass

(Replaces current SBCCD AP 4231)

**NOTE:** ~~This procedure is legally advised if the District offers courses for pass/no pass basis. Local practice may be inserted, but should comply with the following.~~

### Application

~~Courses may be offered in either or both of the following categories:~~ Courses may be offered in either or both of the following categories

- ~~• Courses in which all students are evaluated on a "pass/no pass" basis.~~
- ~~• Courses in which each student may elect on registration, or within [time limit established by District], to take the course on a "pass/no pass" basis.~~

- A. Courses in which all students are evaluated on a "pass/no pass" basis.
- B. A student may elect to be graded on a Pass/No Pass basis in any class by filing the appropriate form in the college Records Office by the end of the fifth week of instruction for regular term length classes or no later than thirty percent of the term length for short-term classes.

### Grade

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

~~A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.~~ A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.

~~A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.~~ A pass grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

After the deadline, the only justification for a change from Pass/No Pass to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.

~~The student is held responsible for all assignments and examinations required in the course. The~~



~~standards of evaluation are identical for all students in the course.~~

~~*NOTE: The District may insert its local practice on how pass/no pass classes are identified and how students select the pass/no pass option. The District must replace "credit/no credit" with "pass/no pass" by Fall 2009.*~~

- ~~• From current SBCCD AP 4231 titled Pass/No Pass~~

~~A. Application~~

~~A student may elect to be graded on a Pass/No Pass basis in any class by filing the appropriate form in the college Records Office by the end of the fifth week of instruction for regular term length classes or no later than thirty percent of the term length for short term classes.~~

~~The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.~~

~~B. Grade~~

~~A pass grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.~~

~~After the deadline, the only justification for a change from Pass/No Pass to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.~~

~~C. Unit Limits~~

~~No more than fifteen units in courses taken for P may apply toward meeting graduation requirements.~~

~~D. GPA~~

~~Units earned as P shall not be included in the determination of a student's grade point average.~~

~~E. Credit Units Applied to Major~~

~~Units earned as P shall not apply toward fulfilling the requirements of a student's major except under the following circumstances:~~

- ~~1. A student has earned P units and subsequently declares a major in which those units are required.~~
- ~~2. A student earns P units for a major that is offered only on a Pass/No Pass basis at another college.~~

**Unit Limits**

No more than fifteen units in courses taken for P may apply toward meeting graduation requirements.

**GPA**

Units earned as P shall not be included in the determination of a student's grade point average.

**Credit Units Applied to Major**

Units earned as P shall not apply toward fulfilling the requirements of a student's major except under the following circumstances:

- A. A student has earned P units and subsequently declares a major in which those units are required.

B. A student earns P units for a major that is offered only on a Pass/No Pass basis at another college.

## Reference:

Title 5, Section 55022

## Attachments:

[AP 4232 Pass/No Pass - Comments](#)  
[AP 4232 Pass/No Pass - Legal Citations](#)  
[AP4232-OLD.pdf](#)

## Approval Signatures

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

## Applicability

San Bernardino Community College District



Origination: N/A  
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 Next Review: N/A  
 Owner: *Business & Fiscal Services*  
           *Business & Fiscal Services*  
 Policy Area: *Chapter 6 General Institution*  
 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



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Human Resources Human Resources
Policy Area:	Chapter 7 Human Resources
References:	

## BP 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



**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



Origination:	06/1994
Last Approved:	04/2018
Last Revised:	06/1994
Next Review:	08/2020
Owner:	<a href="#">Human Resources Human Resources</a>
Policy Area:	<a href="#">Chapter 7 Human Resources</a>
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:** BOT Ad Hoc Evaluations Committee

**REVIEWED BY:** Bruce Baron, Chancellor

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

**DATE:** March 14, 2019

**SUBJECT:** Consideration to Approve the Board Self-Evaluation Instrument and Process

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the process and instrument as required in Board Policy 2745.

### **OVERVIEW**

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. An ad hoc committee of the Board was appointed in December and determines the instrument or process to be used in Board self-evaluation. The evaluation instrument incorporates criteria contained in board policies regarding board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

### **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 SELF-EVALUATION/ASSESSMENT AND PROCESS Fiscal Year 2018-2019**

The purpose of the Board self-evaluation is to identify areas of Board functioning that are working well and those that may need improvement. The Board assessment speaks to the Board, as a whole, not to individual trustees. It is the evaluation process of the overall effectiveness of the Board, as a group, making decisions. Just as Boards are concerned with the effectiveness of the institutions they govern, they should also be concerned with their own effectiveness as a Governing Board. Effective Boards engage in a continuing process of self-assessment and evaluation of their performance in order to identify areas of strength and strategies for improvement.

Accrediting Commission for Community and Junior Colleges Standard IV.C.10 states:

*"Board policies and/or bylaws clearly establish a process for board evaluation. The evaluation assesses the board's effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness."*

### **PROCESS**

The Board of Trustees has established the following process for evaluation:

1. An ad hoc committee of the Board is appointed to determine the instrument or process to be used in Board self-evaluation (addresses functions and responsibilities of the Board)
2. The process for evaluation shall be recommended to and approved by the Board.
3. Board members complete the evaluation instrument and submit them to the Office of the Chancellor.
4. A summary of the evaluations will be presented and discussed at an annual Board retreat scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.
5. The Board shall meet in open session to complete a final review and assessment of the Board.

Beside each question is a space for you to give a general evaluation mark. The following rating scale should be used:

*5 = Excellent*

*4 = Above Average*

*3 = Average*

*2 = Below Average*

*1 = Unsatisfactory*

1. Rate the level to which you perceive the working relationship of the Chancellor with the Board, as a whole.	<b>Rating:</b> _____
2. Rate the level to which you perceive the Board, as a whole, is respectful to each other.	<b>Rating:</b> _____
3. Rate the level to which you perceive the actions and agendas of the Board, as a whole, are aimed at forming policy versus operations.	<b>Rating:</b> _____
4. Rate the level to which you believe the Board, as a whole, pays attention during Board meetings.	<b>Rating:</b> _____
5. Rate the level to which you believe the Board, as a whole, comes fully prepared for Board meetings.	<b>Rating:</b> _____
6. Rate the level to which you believe the Board, as a whole, provides leadership or creates an environment for success.	<b>Rating:</b> _____
7. Rate the level to which you believe the roles of the Board chair and other officers are clear.	<b>Rating:</b> _____
8. Rate the level to which you believe the Board, as a whole, has effective strategies currently in place for seeking input from constituent groups.	<b>Rating:</b> _____

<p>9. Rate the level to which you believe the Board, as a whole, helps promote the image of the colleges in the community.</p>	<p><b>Rating:</b> _____</p>
<p>10. Having noted BOT members have requested more time for review of materials, rate the level to which you believe the current year's agenda packets have provided adequate information and time for planning, analysis, and discussion.</p>	<p><b>Rating:</b> _____</p>
<p>11. How well do you as a Board members perform your role as an advocate for the SBCCD?</p>	<p><b>Rating:</b> _____</p>
<p>12. How well does the Board, as a whole, ensure that effective and meaningful community needs assessments are conducted throughout the District?</p>	<p><b>Rating:</b> _____</p>
<p>13. How well does the Board, as a whole, practice appropriate communication protocols when speaking with staff or community members?</p>	<p><b>Rating:</b> _____</p>
<p>14. How successful is the Board, as a whole, in support of Student Success and Student Equity?</p>	<p><b>Rating:</b> _____</p>
<p>15. Some of the following goals have been complete; others not. Please rate the Board's overall contribution to each of the following Board Operational Priorities.</p> <ul style="list-style-type: none"> <li>• Engage &amp; support equity initiatives</li> <li>• Be more visible on both campuses</li> <li>• Actively connect to community</li> <li>• Conduct efficient and effective board meetings focused on big picture</li> <li>• Monitor the SBCCD Strategic Directions utilizing the quarterly dashboard and student scorecard presentations.</li> </ul>	<p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p>

<ul style="list-style-type: none"> <li>• Participate in professional development contributing to an excellent, cohesive, and proactive board</li> </ul>	<b>Rating: _____</b>
<p>16.Does the Board review the Board Policy Manual annually?</p>	<b>Yes/No</b>
<p>17.Do new Board members, including student trustees, receive an orientation to the District’s mission and policies?</p>	<b>Yes/No</b>
<p>18.Are meetings conducted in such a manner that purposes are achieved effectively?</p>	<b>Yes/No</b>



The following questions are open-ended. Your response will assist in institutional evaluation and determining future priorities.

1. What are the Board's greatest strengths?

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2. What are the major accomplishments of the Board in the past year?

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3. What are areas in which the Board could improve?

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4. As a Trustee, I am most pleased with:

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5. As a Trustee, I have concerns about:

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6. As a Trustee, I would like to see the following changes in how the Board operates:

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7. I recommend that the Board has the following goals for the coming year:

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8. Additional Comments:

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**Please complete this Board of Trustees self-evaluation and return it to the Office of the Chancellor no later than May 30.**

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** BOT Ad Hoc Evaluations Committee

**REVIEWED BY:** Bruce Baron, Chancellor

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

**DATE:** March 14, 2019

**SUBJECT:** Consideration to Approve the Instrument and Process for the Chancellor's Evaluation

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the process and instrument as required in Board Policy 2435.

### **OVERVIEW**

The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor. The criteria for evaluation shall be based on Board policy, the Chancellor job description, and performance goals and objectives developed by the Board and Chancellor.

The purpose of the Evaluation of the Chancellor is to bring the Chancellor and the Board together to discuss how their performance and priorities contribute to the effectiveness of the educational program and services for students and the community.

Regularly assessing the Chancellor's performance fosters open communication and clarifies expectations, roles, and responsibilities.

### **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  
EVALUATION OF THE CHANCELLOR  
Fiscal Year 2018-2019**

The purpose of the Evaluation of the Chancellor is to bring the Chancellor and the board together to discuss how their performance and priorities contribute to the effectiveness of the educational program and services for students and the community. The emphasis should be on identifying what works well and what needs improvement.

Regularly assessing the Chancellor's performance fosters open communication and clarifies expectations, roles, and responsibilities. Accreditation standards establish an expectation that boards adhere to a clearly defined policy for evaluating the Chancellor.

Accrediting Commission for Community and Junior Colleges Standard IV.C.3 states:

*"The governing board adheres to a clearly defined policy for selecting and evaluating the CEO of the college and/or the district/system."*

**PROCESS**

The Board of Trustees has established the following process for evaluation:

1. The Board of Trustees shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as board policy 2435.
2. An ad hoc committee of the Board is appointed to determine the instrument to be used in the evaluation of the Chancellor.
3. The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor. The criteria for evaluation shall be based on Board policy, the Chancellor job description, and performance goals and objectives developed by the Board and Chancellor.
4. Written feedback is requested from community members and employees as defined in administrative procedure 2435.
5. A consolidated evaluation summary will be prepared by the Board of Trustees Evaluation Committee and/or consultant and the Board shall have 60 days to give the Chancellor the official evaluation.
6. The Chancellor shall receive a copy of the evaluation report, and will have an opportunity to attach a written response.
7. As part of the evaluation meeting, the Board and the Chancellor will set new short- and long-term goals and objectives.

Beside each question is a space for you to give a general evaluation mark. The following rating scale should be used:

*5 = Outstanding*

*4 = Very Good*

*3 = Satisfactory*

*2 = Improvement Needed*

*1 = Unsatisfactory*

*0 = No Relevant Observation Upon Which to Base an Answer*

1. I am satisfied with the progress the Chancellor has made to achieve Goal #1: Increase student access, equity, and success.

A. Student Access Objectives:

- Increase enrollment.
- Increase the annual District-wide RFTES enrollment from 13,241 in 2012-2013 to 15,000 in 2019-2020 as measured by the RFTES generated by each College.
- Increase the percent of community college students by the SBCCD (i.e., market share) to 74% by 2019-2020 as measured by community college enrollments by zip code.
- Provide transfer, career and technical, and developmental education access to meet student needs in credit, noncredit, and not-for-credit programs.
- Increase the transfer course FTES generated in an academic year from 9,317 to 10,600 by 2020-2021.
- Increase CTE course FTES generated in an academic year from 3,728 to 4,300 in 2020-2021.
- Increase the developmental course FTES generated in an academic year from 2,146 to 2,400 in 2020-2021.
- Enhance the public image of SBCCD.
- Increase awareness of San Bernardino Valley College and Crafton Hills College as viable higher education options.

B. Student Equity Objectives:

- Continue to diversify the District's student and employee populations to be reflective of the community.

**Rating:** \_\_\_\_\_

**Rating:** \_\_\_\_\_

<ul style="list-style-type: none"> <li>• Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.</li> <li>• Increase the three-year throughput rate of students who first enroll in math developmental courses from 21% to 30% by 2019-2020, as measured by the CCCC Basic Skills Progress Tracker.</li> <li>• Increase the three-year throughput rate of students who first enroll in English developmental courses from 33% to 42% by 2019-2020, as measured by the CCCC Basic Skills Progress Tracker.</li> </ul> <p>C. Student Success Objectives:</p> <ul style="list-style-type: none"> <li>• Increase the graduation rate from 16% to 20% by 2019-2020 as measured by the Student Success Scorecard.</li> <li>• Increase the transfer rate from 32% to 39% by 2019-2020 as measured by the Student Success Scorecard.</li> <li>• Increase the percentage of students with a complete education plan to 100% by 2019-2020 as measured by data collected in Hobsons.</li> <li>• Increase the percentage of students who have completed their educational plan to 50% by 2019-2020 as measured by data collected in Ellucian.</li> <li>• Increase the number of students who complete developmental education programs and progress to successful completion of freshman-level courses.</li> </ul>	<p><b>Rating:</b> _____</p>
<p>2. I am satisfied with the progress the Chancellor has made to achieve Goal #2: Continue the alignment of EDCT and KVCR with the colleges and District.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Integrate EDCT and KVCR services with campus instructional and administrative operations.</li> <li>• Build out Inland Empire Media Academy as one unit with both colleges and District Support Services cooperation.</li> <li>• Integrate KVCR into the economic development engine of the District and partner with external agencies to benefit from the power of KVCR to generate jobs, educational and career opportunities, and revenue.</li> </ul>	<p><b>Rating:</b> _____</p>

<p>3. I am satisfied with the progress the Chancellor has made to achieve Goal #3: Continuously improve planning, fiscal, administrative and operational systems for efficiency and effectiveness</p> <p>Objective:</p> <ul style="list-style-type: none"> <li>• Improve District systems to increase administrative and operational efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems.</li> </ul>	<p><b>Rating:</b> _____</p>
<p>Following the last Chancellor's evaluation, items regarding communications, human resources and personal development were identified by the Chancellor and the Board of Trustees (BOT) as being desirable activities for the Chancellor in the coming year.</p> <p>I am satisfied with the progress the Chancellor has made to achieve Goal #4.</p> <p>4. Communications</p> <ol style="list-style-type: none"> <li>a. Frequent and regular substantive communications with the BOT regarding District wide activities and operational challenges appropriate to BOT oversight;</li> <li>b. Increase engagement and visibility at key meetings in the District;</li> <li>c. Attend Board of Trustees committee meetings;</li> <li>d. Increase personal visibility at important regional meetings and events attended by other college leaders. Examples include but are not limited to LE State of the County, State of Education meetings, and Superintendent's community meetings. When unable to attend, have an appropriately briefed senior staff member attend in your place;</li> <li>e. Increase presence of the District at the state level through participation in conference presentations and in other ways as deemed cost efficient and appropriate;</li> </ol> <p>Human Resources</p> <ol style="list-style-type: none"> <li>f. With the goal of continual improvement in all areas of Districtwide staffing, take such steps as are proper and necessary to ensure all employee reviews are completed fully and in a timely manner;</li> </ol>	<p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p>

<p>Professional Development:</p> <ul style="list-style-type: none"> <li>g. Continue to build positive relationships with your staff and the BOT;</li> <li>h. Continue and increase the frequency of your professional development activities;</li> <li>i. Actively and effectively support the BOT's 2018/19 Operational Priorities;</li> <li>j. Take a vacation.</li> <li>k. Work within the established new funding formula.</li> </ul>	<p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p> <p><b>Rating:</b> _____</p>
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Comments:

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The results of the survey data will be discussed by the BOT in closed session, summarized, and presented in written form to the Chancellor.

**Please complete this Chancellor's Evaluation and return it to the Office of the Chancellor no later than May 30.**



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Foundations Ad Hoc Committee

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Ashley Gaines, Executive Director EDCT Foundation

**DATE:** March 14, 2019

**SUBJECT:** Consideration of Approval to Accept the Unified Foundation Documents (Inland Futures Foundation) for 2nd Reading

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the unified foundation documents (Inland Futures Foundation) for second and final reading.

SBCCD Master Agreement with Inland Future Foundation  
Inland Futures Foundation Amended and Restated Articles of Incorporation  
Inland Futures 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 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.”

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 \_\_\_\_\_, 2019, and will terminate on \_\_\_\_\_, 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 resource development to support the mission of the San Bernardino Community College District and its programs, initiatives, colleges, and entities. The recognized functions, as enumerated in Section 59259 of Title 5 of the California Code of Regulations, to be undertaken by the Foundation are: facilities and equipment [59259(e)]; loans, scholarships, grants-in-aids [59259(f)]; workshops, conferences, institutes, and federal projects [59259(g)]; gifts, bequests, devises, endowments, and trusts [59259(j)]; and public relations programs [59259(k)]. The Parties further agree and understand 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. 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, and regulations and law.

8. Legal Compliance. The Foundation agrees to operate in compliance 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.

9. Board of Directors. The Foundation shall have a Board of Directors composed of not less than five but no more than 25 directors, five of whom shall be District employees. The 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's Board of Directors. The 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.

10. 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.

11. 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.

12. Report to Board of Trustees. In addition to the annual audit report required by Section 11 of this Agreement, the Foundation shall provide to the District Board of Trustees a quarterly report detailing the Foundation's activities.

13. Foundation Expenditures. The Foundation's Board of Directors, at a duly noticed meeting, shall approve or ratify all expenditures of the Foundation for recognized functions pursuant to Section 59257(j)(10) of Title 5 of the California Code of Regulations. 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 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.

14. Employees. The Foundation may hire its own employees in compliance with Section 72672(c) of the Education Code and college policies and procedures. 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.

15. Recordkeeping. The Foundation shall be responsible for maintaining adequate records as defined in, and as may be updated by, the California Community Colleges Auxiliary Organizations Manual.

16. 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.

17. 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 in alignment with other private and auxiliary foundations that serve the District, 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.

18. 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.

19. Public Relations Expenditures [5 CCR 59257(j)(9)]. 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.

20. Disposition of Assets on Cessation of Operations Under Agreement [5 CCR 59257(j)(11)]. Upon the cessation of operations under this Agreement or any successor Master Agreement between the District and the Foundation, or upon dissolution or winding up of the Foundation, the Foundation's assets remaining after payment, or provision for payment, of all debts and liabilities of the Foundation shall be distributed to the District for charitable purposes. In the alternative, the District 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 the Foundation 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.

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'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.

(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 as an in-kind line item. When special events are sponsored by the Foundation, separate insurance coverage may be required by the District and will be payable by the Foundation.

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: \_\_\_\_\_, 2019

\_\_\_\_\_  
President, District Board of Trustees

Date: \_\_\_\_\_, 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>
_____	_____ of Foundation	___%
_____	_____ of Foundation	___%



Appendix "B"

District Facilities Utilized by Foundation

1. Foundation Office, Suite 101, Donald F. Averill Applied Technology Training Center, 114 South Del Rosa, San Bernardino, CA 92408
2. 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 is INLAND FUTURES FOUNDATION OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT.

### II.

A. This 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 is created to support 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. 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 is to provide resource development to support the mission of the District and its programs, initiatives, colleges, and entities.

### III.

A. This 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 shall consist of 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 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 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 tax code.

**IV.**

A. The property of this corporation is irrevocably dedicated to public and charitable purposes and no part of the net earnings or assets of this corporation shall inure to the benefit of (or be distributable to) any director or officer of this corporation or other private person, except that this 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, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to the District for public and charitable purposes. In the alternative, the District's Governing Board 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 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: \_\_\_\_, 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**

**BYLAWS  
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 114 South Del Rosa Drive, 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, but not limited to, developing resources for economic development, media, and educational 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 five (5) but no more than twenty five (25) 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 elected and qualified. The affirmative vote of a majority of a quorum of the Board of Directors shall be necessary to 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 the remaining directors in the same manner as the 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-ex officio director may be removed from office without cause by a majority vote of the total number of voting 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 current 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 Chair of the Foundation Board, the Vice Chair 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.

**6.05.** 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 chair of the commission. The Foundation Board may remove any

commission member at the request of the Foundation Director acting as chair of the commission, or on its own initiative.

**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.

**6.07. 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.

**6.08. 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 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 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. Chief Executive Officer.** The Chief Executive Officer of the Corporation shall be the District Director of Development and Community Relations. The Chief Executive Officer 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 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 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 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.

### **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 \_\_\_ pages are the Bylaws of this corporation as adopted by the Board of Directors on \_\_\_\_\_, 2019; and these Bylaws have not been amended or modified since that date.

Executed on \_\_\_\_\_, 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:** Bruce Baron, Chancellor

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

**DATE:** March 14, 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 - March 2019**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
<b>DISTRICT</b>				
Baeza	Daniel	Police Department	Thank you for your help at the President's Investiture at Crafton. Your support on our campus is always very helpful and we appreciate you being here!	Carrie Audet
Baron	Bruce	Chancellor	Thank you for your help with the President's Investiture. We truly appreciate your support of the successful community event that welcomed Dr. Horan to Crafton.	Carrie Audet
Gonzalez	Gina	Police Department	Thanks for helping with the President's Investiture. Your support on campus was helpful and greatly appreciated. Thank you for helping Crafton to shine!	Carrie Audet
Holliman	Roanne	EDCT	Thank you Roanne for stepping in and providing high quality training when unexpected surprises arrive. ETP team values your resiliency and adaptability style!	Roxane Joyce
Holliman	Roanne	EDCT	Roanne, thank you for filling in as a trainer when unplanned emergencies happen. You are a true example of adaptability and resilience.	Wendy Lester
Holliman	Roanne	EDCT	Roanne, Thank you for setting an example of what it means to be a good leader and stepping up to teach the classes last minute when we had emergencies.	Kaitlyn Myler
Jackson	Al	Police Department	Thanks for your help with the President's Investiture at Crafton. We appreciate your support of our events as it's always a pleasure to work with you and your team!	Carrie Audet
Malone	Arliss	Payroll	Arliss, thank you so much for being so helpful and kind!	Brittany Sysawang
Mendoza	Israel	Police Department	Thanks for helping with the President's Investiture. Your support on campus was helpful and greatly appreciated. Thank you for helping Crafton to shine!	Carrie Audet

### Caring Hands Applause Cards - March 2019

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Rodriguez	Angel	Marketing, Public Affairs	Thank you so much for your help with coordinating the President's Investiture. From the evites to the catering, your support is appreciated. Thank you!	Carrie Audet
Walker	Paul	Emergency Services	Thank you for your help in coordinating the President's Investiture at Crafton. It was great to work with you and it was also nice to meet you at the event.	Carrie Audet
<b>CRAFTON HILLS COLLEGE</b>				
Alder	Mike	Fire	Thanks for accommodating our lunch group on 2-13-19. We appreciate your enthusiasm to share the Fire Academy with the community and help them to learn more about what Crafton does. We always appreciate your willingness to help!	Carrie Audet
Aycock	Larry	Admissions and Records	Larry, thank you so much for being so kind and helpful at all times.	Brittany Sysawang
Bryson	Rich	Facilities and Maintenance	Thank you for your help with coordinating the President's Investiture. Your flexibility with getting this event set up was much appreciated, as always. You are always there when needed and I appreciate it. Thanks!	Carrie Audet
Cook	Larry	Facilities and Maintenance	Thank you so much for your help in coordinating the President's Investiture. We appreciate your support of ensuring the PAC was ready and that the campus looked beautiful (as always) and that everything was in place. Thank you!	Carrie Audet
Crow	Kathy	Paramedic Education	Thanks for sharing information about the Paramedic program with our guests on 2-13-19. We appreciate your willingness to take the time out of your schedule and answer questions about the program and our students. We appreciate you!	Carrie Audet
De la Pena	Susana	English	She is an outstanding teacher.	Mark Schultze
Gebara	Andrew	Fire	Thank you so much for your help coordinating the lunch group who toured PSAH. We couldn't have done it without your help and we appreciate your willingness to jump in and help as needed. Thanks for helping to make Crafton shine!	Carrie Audet

**Caring Hands Applause Cards - March 2019**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Green	Laurie	EMS	Thanks for sharing information about the EMS program with our guests on 2-13-19. We appreciate your help in educating members of the community and taking the time to talk about the EMS program and our students. You are appreciated.	Carrie Audet
Hoffmann	Donna	Marketing	Thank you for your help with the President's Investiture. The photos looked great on social media as well as on the website and it wouldn't have been possible without your help. Thanks for always making Crafton shine!	Carrie Audet
Horan	Kevin	President's Office	Thank you for your help with the Andiamo group tour. We appreciate you taking the time to be a part of the luncheon and educate this community group about Crafton and the CA community college system. Thanks for your support!	Carrie Audet
Kern-Foster	Iris	Computer Sciences	Thank you so much for volunteering to help with the floral arrangements for the President's Investiture. I appreciate your willingness to jump in and help ensure the success of this event. PS - Welcome to Crafton!	Carrie Audet
Jeide	William	EMS	Thank you for your help with the tour group on 2-13-19. You always do such a great job in talking about Crafton's programs and how they benefit the community. I'm thankful that you were able to help with this group as well!	Carrie Audet
Johnson	Daniel	Custodial	Thank you SO much for all your extra work in getting the PAC ready for the Presidential Investiture. It looked great and the event was a success, thanks to your help. I really appreciate your help in making Crafton shine!	Carrie Audet
McConnell	Mark	Fine Arts	Thank you for all your help in coordinating the music for the Investiture! From the prelude to the reception, we appreciate all your input, ideas, and support in helping to ensure the success of this event. Thank you!	Carrie Audet

**Caring Hands Applause Cards - March 2019**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Pompa	Rebecca	Facilities and Maintenance	Thank you for all of your help in coordinating the President's Investiture. I appreciate your flexibility and patience with the details and last-minute details and changes. You are appreciated!	Carrie Audet
Scott	Shella	Counseling	Shella never fails to combine the utmost professionalism with consummate skill and a friendly, approachable manner. All the Counseling staff appreciates her, and she is a tremendous asset to our office!	Evan Sternard
Sheahan	Michael	Respiratory	Thank you for taking the time to speak to our guests who toured the PSAH building on 2-13-19. We appreciate your willingness to help members of the community learn about the wonderful programs we offer to our students. Thanks!	Carrie Audet
St. Jean	Cyndie	President's Office	Thank you SO much for you help with the President's Investiture. I appreciate your attention to details and your help with escorting our VIPs to the front row. Thanks for always being willing to help out - you're appreciated!	Carrie Audet
Strong	Mike	Administrative Services	Thank you for all of your help with the President's Investiture. It wouldn't have been possible without your support. We appreciate all that you do to help make Crafton shine!	Carrie Audet
Sullivan	Dan	Fire	Thanks for coordinating the Fire Tech Club's help with the President's Investiture. It was great to have the students help and greet guests as they arrived. You're appreciated for everything you do to support CHC!	Carrie Audet
Word	Dan	Career Education and Human Development	Thank you for taking the time to speak to our guests about the EMS programs at Crafton. We appreciate your participation at the luncheon and willingness to help others learn about what we do here and how it impacts the community.	Carrie Audet

### Caring Hands Applause Cards - March 2019

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
<b>SAN BERNARDINO VALLEY COLLEGE</b>				
Adler	Dawn	Kinesiology	Thank you for supporting the women's soccer team, it's athletes and coaches through the 2018 season. Your efforts, encouragement and positivity are greatly appreciated and helped contribute to a successful season for the program.	Kristin Hauge
Heller	Brandy	Counseling/Athletics	Thank you for your continued support of the women's soccer players and their academic goals. We appreciate all you do for the girls in the Huddle and the consistent communication with the coaching staff!	Kristin Hauge
Luke	Dr. Craig	First Year Experience	I found the efforts and lectures from Dr. Luke to be compatible for all types of students, he goes out of his own way to do his best on aiding students on their journey and provides a safe space for students and their hardships.	Eric Aguirre, Student
Luke	Dr. Craig	VB/First Year Experience	I approach Dr. Luke for always going above and bound for his students and always putting his students first.	Angela Houston, Student
Luke	Dr. Craig	Valley Bound	I would really like to take the time to acknowledge one the best professors I have had. Doctor Luke has gone out the way to support each and every one of his students. I've never had a teacher care so much about there students.	Lucia Jimenez, Student
Luke	Dr. Craig	First Year Experience	Dr. Luke gives so much help to the struggling students. He has really good lectures that has taught us about life. I've learned how to be a better person because of his class lectures.	Rosemary Rubino
Massad	Sana	Health Science/Nursing Program	I would like to recognize the hard work Sana is generating in the Asst. Dean of Nursing's absence to see that the Program achieves accreditation and is prepared for the Board of Registered Nursing's visit.	Cynthia Bidney
Moore	Jackie	Kinesiology/Athletics	Thank you for your support of the SBVC women's soccer team throughout the 2018 soccer season. We are truly grateful for all you do for our players and the coaching staff.	Kristin Hauge

**Caring Hands Applause Cards - March 2019**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Morden	Erik	Food Services	Thanks for catering for the President's Investiture. I appreciate that you were early and the beautiful display of appetizers-and I didn't have to worry about a thing! It turned out great and I truly appreciate your help-thanks!	Carrie Audet, CHC Res. Dev.
Ryan	Maureen	Athletics	Thank you for your efforts in supporting the women's soccer team and coaching staff throughout the 2018 season. We appreciate how hard you work! We could not have had such a successful season without your support!	Kristin Hauge
Wooten	Andre	Counseling/Athletics	Thank you for your continued support of our women's soccer players. The guidance and effort you give daily to support our players academically helps ensure they are successful in the classroom is greatly appreciated.	Kristin Hauge

## **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:** March 14, 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 February 13, 2019. As of that date, SBCCD was 62.4% through the fiscal year and had spent and/or encumbered approximately 56.5% 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.





## Budget Revenue & Expenditure Summary

Year to Date 02/13/2019

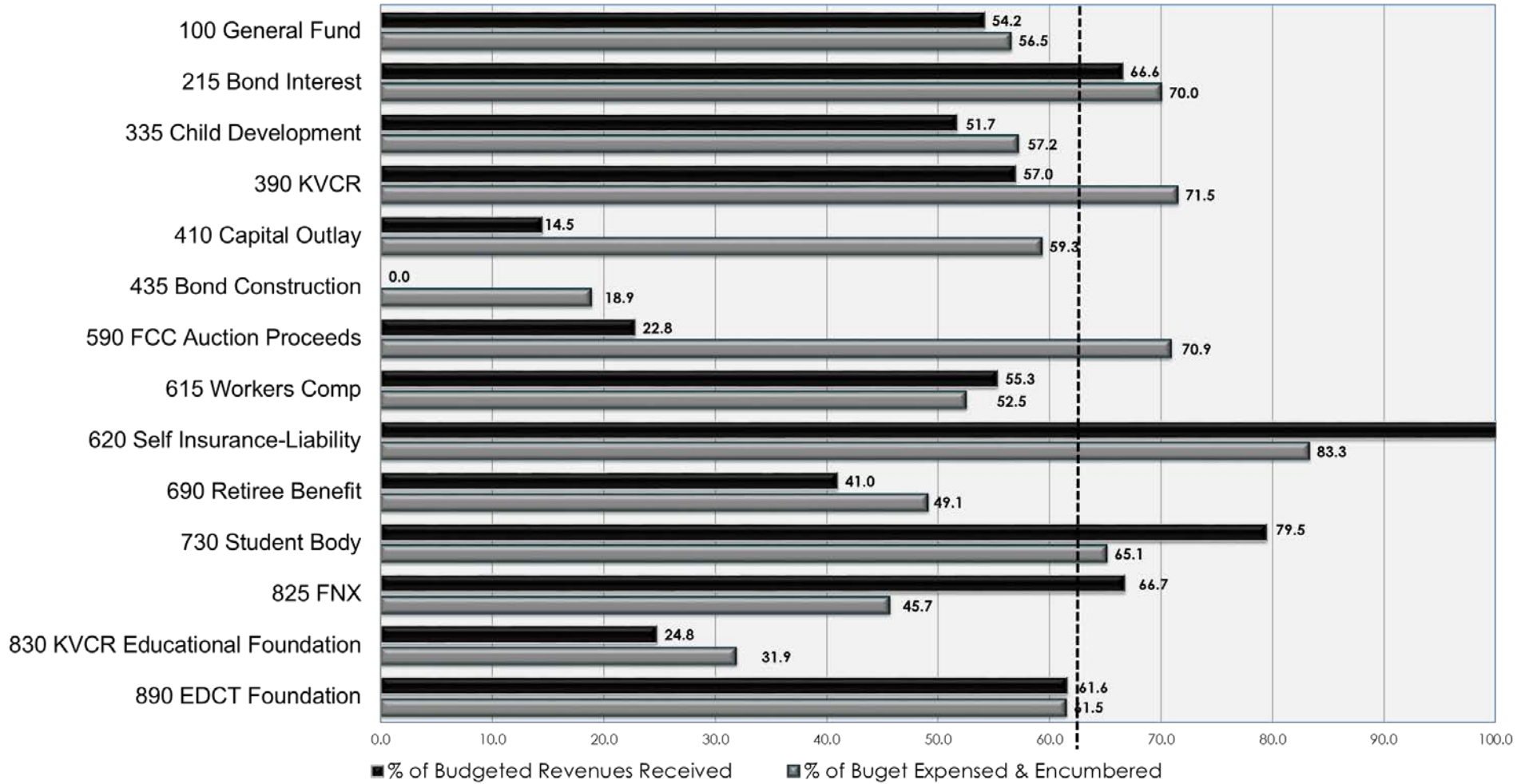
	62.4% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	\$158,666,094	\$ 85,930,178	54.2%	\$163,900,668	\$ 92,636,499	56.5%	<i>Encumbrances total \$13million.</i>
215 Bond Interest & Redemption	\$ 25,703,480	\$ 17,106,057	66.6%	\$ 29,169,261	\$ 20,419,325	70.0%	<i>Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.</i>
335 Child Development	\$ 3,535,049	\$ 1,826,084	51.7%	\$ 3,535,049	\$ 2,022,057	57.2%	<i>Revenue posted one month in arrears.</i>
390 KVCR	\$ 4,903,772	\$ 2,792,944	57.0%	\$ 4,903,331	\$ 3,505,019	71.5%	<i>Encumbrances total \$1.2million. Revenue received YTD is lower than expected.</i>
410 Capital Outlay Projects	\$ 1,569,707	\$ 227,294	14.5%	\$ 6,328,731	\$ 3,754,411	59.3%	<i>\$900k revenue pending to be posted in March.</i>
435 Bond Construction	\$ -	\$ 27,458	n/a	\$ 9,072,778	\$ 1,713,547	18.9%	<i>Budget includes \$3million for EDA funds match and \$1.6million for program support.</i>
590 FCC Auction Proceeds	\$ 4,000,000	\$ 911,822	22.8%	\$ 65,227,904	\$ 46,239,669	70.9%	<i>\$2million intrafund transfer to post in March.</i>
615 Workers Compensation	\$ 1,257,000	\$ 695,601	55.3%	\$ 1,257,000	\$ 660,393	52.5%	
620 Self Insurance-Liability	\$ 550,000	\$ 557,895	101.4%	\$ 785,000	\$ 654,036	83.3%	<i>FY2019 Insurance payment of \$516,488.</i>
690 Retiree Benefit	\$ 240,000	\$ 98,318	41.0%	\$ 305,700	\$ 149,982	49.1%	<i>Revenue posted one month in arrears. Expenditures are consistent with retiree benefit costs.</i>
730 Student Body Center Fee	\$ 294,700	\$ 234,159	79.5%	\$ 294,700	\$ 191,934	65.1%	
825 FNX	\$ 3,018,000	\$ 2,013,260	66.7%	\$ 3,188,711	\$ 1,456,380	45.7%	<i>Expenditures are consistent with the scope of the funding agreement.</i>
830 KVCR Educational Foundation	\$ 3,472,291	\$ 859,888	24.8%	\$ 3,472,253	\$ 1,106,726	31.9%	<i>Revenue received YTD is lower than expected.</i>
890 EDCT Foundation	\$ 503,766	\$ 310,124	61.6%	\$ 503,766	\$ 309,639	61.5%	



# Budget Revenue & Expenditure Summary

Year to Date 02/13/2019

Fiscal Year Elapsed - 62.4%





## Oracle Encumbrance Report

Year to Date 02/13/2019

Fund	Title	Type	Total
100	General Fund	Expense	13,381,283
215	Bond Interest	Expense	-
335	Child Development	Expense	217,409
390	KVCR	Expense	1,266,992
410	Capital Outlay	Expense	1,396,196
435	Bond Construction	Expense	396,323
590	FCC Auction Proceeds	Expense	2,785,634
615	Worker's Comp.	Expense	112,397
620	Self-Insurance - Liability	Expense	50,107
690	Retiree Benefit	Expense	-
730	Student Body Center Fee	Expense	17,058
825	FNX	Expense	348,298
830	KVCR Educational Foundation	Expense	222,196
890	EDCT Foundation	Expense	51,550

**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)	2,710,615.17	339,156.77	339,156.77	12.51%	-	2,371,458.40	87.49%
Other State Revenue (860000 to 869999)	105,456,700.67	55,136,548.44	55,136,548.44	52.28%	874,711.94	49,445,440.29	46.89%
Other Local Revenue (880000 to 889999)	38,907,724.30	28,119,818.26	28,119,818.26	72.27%	1,458,453.81	9,329,452.23	23.98%
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>158,666,094.14</b>	<b>83,597,011.77</b>	<b>83,597,011.77</b>		<b>2,333,165.75</b>	<b>72,735,916.62</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	48,451,688.56	27,303,429.49	27,303,429.49	56.35%	(2,586.70)	21,150,845.77	43.65%
Classified Salary (200000 to 299999)	35,258,061.12	19,987,144.84	19,987,144.84	56.69%	(243.47)	15,271,159.75	43.31%
Employee Benefit (300000 to 399999)	27,253,310.76	15,062,829.92	15,062,829.92	55.27%	167,850.01	12,022,630.83	44.11%
Books and Supplies (400000 to 499999)	3,515,780.43	651,001.37	651,001.37	18.52%	63,055.94	2,801,723.12	79.69%
Services and Operating Expenditures (500000 to 599999)	32,365,100.60	8,077,118.43	8,077,118.43	24.96%	658,819.44	23,629,162.73	73.01%
Capital Outlay (600000 to 699999)	5,532,222.89	1,277,891.68	1,277,891.68	23.10%	70,101.37	4,184,229.84	75.63%
Interfund Transfers Out (730000 to 739999)	770,000.00	770,000.00	770,000.00	100.00%	-	0.00	0.00%
Other Transfers Out (740000 to 769999)	10,754,503.62	4,781,454.85	4,781,454.85	44.46%	387,346.91	5,585,701.86	51.94%
<b>Total Expenditure</b>	<b>163,900,667.98</b>	<b>77,910,870.58</b>	<b>77,910,870.58</b>		<b>1,344,343.50</b>	<b>84,645,453.90</b>	
<b>Total Fund 01 GENERAL FUND</b>	<b>(5,234,573.84)</b>	<b>5,686,141.19</b>	<b>5,686,141.19</b>		<b>988,822.25</b>	<b>(11,909,537.28)</b>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumbered; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 21 BOND INTEREST AND REDEMPTIONF</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	225,744.00	35,681.13	35,681.13	15.81%	-	190,062.87	84.19%
Other Local Revenue (880000 to 889999)	25,477,736.00	16,329,685.39	16,329,685.39	64.09%	-	9,148,050.61	35.91%
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>17,106,057.03</b>	<b>17,106,057.03</b>		<b>-</b>	<b>8,597,422.97</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>(3,313,267.47)</b>	<b>(3,313,267.47)</b>		<b>-</b>	<b>(152,513.53)</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	214,065.86	214,065.86	16.47%	13,228.41	1,072,705.73	82.52%
<b>Total Revenue</b>	<b>1,569,707.36</b>	<b>214,065.86</b>	<b>214,065.86</b>		<b>13,228.41</b>	<b>1,342,413.09</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%	(934.06)	37,427.20	44.33%
Services and Operating Expenditures (500000 to 599999)	1,225,306.00	891,492.99	891,492.99	72.76%	29,819.99	303,993.02	24.81%
Capital Outlay (600000 to 699999)	4,808,903.36	1,184,002.86	1,184,002.86	24.62%	69,563.11	3,555,337.39	73.93%
<b>Total Expenditure</b>	<b>6,328,730.65</b>	<b>2,259,766.45</b>	<b>2,259,766.45</b>		<b>98,449.04</b>	<b>3,970,515.16</b>	
<b>Total Fund 41 CAPITAL OUTLAY PROJECTS</b>	<b>(4,759,023.29)</b>	<b>(2,045,700.59)</b>	<b>(2,045,700.59)</b>		<b>(85,220.63)</b>	<b>(2,628,102.07)</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 42 REVENUE BOND CONSTRUCTION FUN</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	27,457.66	27,457.66	100.00%	-	(27,457.66)	0.00%
<b>Total Revenue</b>	0.00	27,457.66	27,457.66		-	(27,457.66)	
<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	1,091,891.58	1,091,891.58	12.38%	227,069.32	7,503,816.73	85.05%
<b>Total Expenditure</b>	9,072,777.63	1,090,155.08	1,090,155.08		227,069.32	7,755,553.23	
<b>Total Fund 42 REVENUE BOND CONSTRUCTIO</b>	<u>(9,072,777.63)</u>	<u>(1,062,697.42)</u>	<u>(1,062,697.42)</u>		<u>(227,069.32)</u>	<u>(7,783,010.89)</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	894,834.31	894,834.31	44.74%	16,988.37	1,088,177.32	54.41%
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>894,834.31</b>	<b>894,834.31</b>		<b>16,988.37</b>	<b>3,088,177.32</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	2,852,210.00	160,862.36	160,862.36	5.64%	40,512.30	2,650,835.34	92.94%
Capital Outlay (600000 to 699999)	57,320,694.00	39,326,808.28	39,326,808.28	68.61%	2,375,852.14	15,618,033.58	27.25%
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>41,037,670.64</b>	<b>41,037,670.64</b>		<b>2,416,364.44</b>	<b>21,773,868.92</b>	
<b>Total Fund 59 ENTERPRISE FUND-FCC AUCTION</b>	<b>(61,227,904.00)</b>	<b>(40,142,836.33)</b>	<b>(40,142,836.33)</b>		<b>(2,399,376.07)</b>	<b>(18,685,691.60)</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 68 RETIREE BENEFIT FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	240,000.00	98,318.46	98,318.46	40.97%	-	141,681.54	59.03%
<b>Total Revenue</b>	<b>240,000.00</b>	<b>98,318.46</b>	<b>98,318.46</b>		<b>-</b>	<b>141,681.54</b>	
<b>Expenditure</b>							
Employee Benefit (300000 to 399999)	305,700.00	315,920.18	315,920.18	103.34%	(165,938.28)	155,718.10	50.94%
<b>Total Expenditure</b>	<b>305,700.00</b>	<b>315,920.18</b>	<b>315,920.18</b>		<b>(165,938.28)</b>	<b>155,718.10</b>	
<b>Total Fund 68 RETIREE BENEFIT FUND</b>	<b>(65,700.00)</b>	<b>(217,601.72)</b>	<b>(217,601.72)</b>		<b>165,938.28</b>	<b>(14,036.56)</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 72 CHILD DEVELOPMENT FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	545,440.00	80,089.33	80,089.33	14.68%	34,040.32	431,310.35	79.08%
Other State Revenue (860000 to 869999)	2,784,409.00	1,385,665.57	1,385,665.57	49.77%	236,425.10	1,162,318.33	41.74%
Other Local Revenue (880000 to 889999)	205,200.00	89,863.90	89,863.90	43.79%	-	115,336.10	56.21%
<b>Total Revenue</b>	<b>3,535,049.00</b>	<b>1,555,618.80</b>	<b>1,555,618.80</b>		<b>270,465.42</b>	<b>1,708,964.78</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,967,891.34	1,222,801.76	1,222,801.76	62.14%	-	745,089.58	37.86%
Employee Benefit (300000 to 399999)	798,209.97	460,547.76	460,547.76	57.70%	-	337,662.21	42.30%
Books and Supplies (400000 to 499999)	394,020.49	107,362.69	107,362.69	27.25%	3,196.13	283,461.67	71.94%
Services and Operating Expenditures (500000 to 599999)	161,862.72	3,124.00	3,124.00	1.93%	-	158,738.72	98.07%
Capital Outlay (600000 to 699999)	213,064.51	4,467.84	4,467.84	2.10%	3,147.38	205,449.29	96.43%
<b>Total Expenditure</b>	<b>3,535,049.03</b>	<b>1,798,304.05</b>	<b>1,798,304.05</b>		<b>6,343.51</b>	<b>1,730,401.47</b>	
<b>Total Fund 72 CHILD DEVELOPMENT FUND</b>	<b>(0.03)</b>	<b>(242,685.25)</b>	<b>(242,685.25)</b>		<b>264,121.91</b>	<b>(21,436.69)</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	234,159.26	234,159.26	79.46%	-	60,540.74	20.54%
<b>Total Revenue</b>	<b>294,700.00</b>	<b>234,159.26</b>	<b>234,159.26</b>		<b>-</b>	<b>60,540.74</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)	27,417.22	9,453.66	9,453.66	34.48%	13,106.62	4,856.94	17.71%
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)	10,331.28	0.00	0.00	0.00%	1,287.00	9,044.28	87.54%
<b>Total Expenditure</b>	<b>294,700.02</b>	<b>160,481.67</b>	<b>160,481.67</b>		<b>14,393.62</b>	<b>119,824.73</b>	
<b>Total Fund 73 STUDENT BODY CENTER FEE</b>	<b>(0.02)</b>	<b>73,677.59</b>	<b>73,677.59</b>		<b>(14,393.62)</b>	<b>(59,283.99)</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 74 KVCR FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,799,452.63	234,385.22	234,385.22	13.03%	608,558.74	956,508.67	53.16%
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>2,184,385.22</b>	<b>2,184,385.22</b>		<b>608,558.74</b>	<b>2,110,827.67</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,895,760.34	1,265,782.11	1,265,782.11	66.77%	218.47	629,759.76	33.22%
Employee Benefit (300000 to 399999)	623,161.26	358,353.55	358,353.55	57.51%	(322.63)	265,130.34	42.55%
Books and Supplies (400000 to 499999)	33,250.00	4,119.29	4,119.29	12.39%	-	29,130.71	87.61%
Services and Operating Expenditures (500000 to 599999)	2,218,159.47	427,934.32	427,934.32	19.29%	111,131.37	1,679,093.78	75.70%
Capital Outlay (600000 to 699999)	133,000.00	70,810.67	70,810.67	53.24%	-	62,189.33	46.76%
<b>Total Expenditure</b>	<b>4,903,331.07</b>	<b>2,126,999.94</b>	<b>2,126,999.94</b>		<b>111,027.21</b>	<b>2,665,303.92</b>	
<b>Total Fund 74 KVCR FUND</b>	<b>440.56</b>	<b>57,385.28</b>	<b>57,385.28</b>		<b>497,531.53</b>	<b>(554,476.25)</b>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumbered; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 76 KVCR EDUCATIONAL FOUNDATION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,871,609.62	605,714.47	605,714.47	21.09%	254,174.41	2,011,720.74	70.06%
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>605,714.47</b>	<b>605,714.47</b>		<b>254,174.41</b>	<b>2,612,401.74</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	545,177.74	186,484.67	186,484.67	34.21%	-	358,693.07	65.79%
Employee Benefit (300000 to 399999)	187,057.86	58,553.52	58,553.52	31.30%	(332.41)	128,836.75	68.88%
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)	979,517.62	224,771.33	224,771.33	22.95%	13,827.10	740,919.19	75.64%
Capital Outlay (600000 to 699999)	25,500.00	213.35	213.35	0.84%	-	25,286.65	99.16%
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>871,079.88</b>	<b>871,079.88</b>		<b>13,494.69</b>	<b>2,587,678.65</b>	
<b>Total Fund 76 KVCR EDUCATIONAL FOUNDAT</b>	<b>37.40</b>	<b>(265,365.41)</b>	<b>(265,365.41)</b>		<b>240,679.72</b>	<b>24,723.09</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 78 SELF INSURANCE-LIABILITY&amp;PROP</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	7,894.51	7,894.51	100.00%	-	(7,894.51)	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>557,894.51</b>	<b>557,894.51</b>		<b>-</b>	<b>(7,894.51)</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	785,000.00	603,929.19	603,929.19	76.93%	-	181,070.81	23.07%
<b>Total Expenditure</b>	<b>785,000.00</b>	<b>603,929.19</b>	<b>603,929.19</b>		<b>-</b>	<b>181,070.81</b>	
<b>Total Fund 78 SELF INSURANCE-LIABILITY</b>	<b>(235,000.00)</b>	<b>(46,034.68)</b>	<b>(46,034.68)</b>		<b>-</b>	<b>(188,965.32)</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 79 EDCT FOUNDATION</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	266,571.00	18,619.44	18,619.44	6.98%	53,678.22	194,273.34	72.88%
Other Local Revenue (880000 to 889999)	17,194.67	11,777.24	11,777.24	68.49%	6,048.80	(631.37)	(3.67%)
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>250,396.68</b>	<b>250,396.68</b>		<b>59,727.02</b>	<b>193,641.97</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	221,877.66	149,371.53	149,371.53	67.32%	-	72,506.13	32.68%
Employee Benefit (300000 to 399999)	56,599.35	30,124.54	30,124.54	53.22%	-	26,474.81	46.78%
Books and Supplies (400000 to 499999)	44,019.67	6,773.96	6,773.96	15.39%	-	37,245.71	84.61%
Services and Operating Expenditures (500000 to 599999)	56,892.02	17,795.66	17,795.66	31.28%	-	39,096.36	68.72%
Capital Outlay (600000 to 699999)	124,376.98	53,993.04	53,993.04	43.41%	-	70,383.94	56.59%
<b>Total Expenditure</b>	<b>503,765.68</b>	<b>258,058.73</b>	<b>258,058.73</b>		<b>-</b>	<b>245,706.95</b>	
<b>Total Fund 79 EDCT FOUNDATION</b>	<b>(0.01)</b>	<b>(7,662.05)</b>	<b>(7,662.05)</b>		<b>59,727.02</b>	<b>(52,064.98)</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	2,013,234.57	2,013,234.57	66.71%	25.00	1,004,740.43	33.29%
<b>Total Revenue</b>	<b>3,018,000.00</b>	<b>2,013,234.57</b>	<b>2,013,234.57</b>		<b>25.00</b>	<b>1,004,740.43</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,232,267.16	587,240.20	587,240.20	47.66%	-	645,026.96	52.34%
Employee Benefit (300000 to 399999)	412,208.78	178,896.55	178,896.55	43.40%	(322.63)	233,634.86	56.68%
Books and Supplies (400000 to 499999)	34,800.00	3,753.35	3,753.35	10.79%	294.32	30,752.33	88.37%
Services and Operating Expenditures (500000 to 599999)	1,384,435.00	278,800.21	278,800.21	20.14%	28,039.76	1,077,595.03	77.84%
Capital Outlay (600000 to 699999)	125,000.00	30,329.20	30,329.20	24.26%	1,050.78	93,620.02	74.90%
<b>Total Expenditure</b>	<b>3,188,710.94</b>	<b>1,079,019.51</b>	<b>1,079,019.51</b>		<b>29,062.23</b>	<b>2,080,629.20</b>	
<b>Total Fund 82 SCHLRSH&amp;LOAN AGENCY KVC</b>	<b>(170,710.94)</b>	<b>934,215.06</b>	<b>934,215.06</b>		<b>(29,037.23)</b>	<b>(1,075,888.77)</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	695,600.71	695,600.71	55.34%	-	561,399.29	44.66%
<b>Total Revenue</b>	1,257,000.00	695,600.71	695,600.71		-	561,399.29	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	1,257,000.00	531,360.60	531,360.60	42.27%	16,635.38	709,004.02	56.40%
<b>Total Expenditure</b>	1,257,000.00	531,360.60	531,360.60		16,635.38	709,004.02	
<b>Total Fund 84 WORKERS COMPENSATION FUN</b>	0.00	164,240.11	164,240.11		(16,635.38)	(147,604.73)	

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:** March 14, 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 January 2019 (See attached).

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
CLERY ACT CRIMES  
January 2019**

**ON CAMPUS:**

**CRAFTON**  
NO INCIDENTS TO REPORT

**DISTRICT**  
NO INCIDENTS TO REPORT

**VALLEY**

<b>Case #</b>	<b>Reported</b>	<b>Offense</b>	<b>Reportable Clery Crime</b>	<b>Location</b>	<b>Disposition</b>
19-0016	1/15/2019	PC 21310	Carry Concealed Dirk or Dagger	Lot 1	Subject Arrested
19-0033	1/22/2019	H&S 11364(A)	Possession of Drug Paraphernalia	North Hall	Subject Arrested
19-0053	1/28/2019	H&S 11350(A)	Possession of Controlled Substance	Tech Building	Subject Arrested
19-0059	1/28/2019	B&P 25608	Possession of Liquor on School Property	Library	Subject Arrested
19-0060	1/29/2019	PC 626.9(A)	Possession of Loaded Firearm on School Grounds	KVCR	Subject Arrested
19-0072	1/29/2019	H&S 11550	Under the Influence of a Control Substance	HLS	Subject Arrested

**PUBLIC PROPERTY:**

**CRAFTON**  
NO INCIDENTS TO REPORT

**DISTRICT**  
NO INCIDENTS TO REPORT

**VALLEY**  
NO INCIDENTS TO REPORT

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** March 14, 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 \$21,450,165.

### **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 19, 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	37,998	17,404	17,653	15,421	16,585		
<b>Receipts</b>														
<b>Federal</b>		-1		130	-22	192	1	4	598	201	-229	1,837		2,711
<b>State</b>	6,908	6,209	11,863	6,458	7,180	9,408	7,111	6,921	17,818	11,252	15,973	-1,586		105,515
<b>State Deferrals</b>														
<b>Local</b>	1,664	889	1,600	2,448	3,633	16,118	1,766	1,635	1,213	6,324	4,474	-2,855		38,908
<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	4	305	274	102	-1,041	59		3,481
<b>Total Receipts</b>	9,284	7,371	14,108	11,456	10,959	25,279	8,881	8,865	19,903	17,878	19,193	9,029		162,206
<b>Disbursements</b>														
<b>Academic Salaries</b>	-2	2,021	3,941	4,320	4,274	4,401	4,309	3,938	4,466	4,444	4,433	7,967		48,513
<b>Classified Salaries</b>	2,203	2,483	3,737	2,788	2,784	2,964	2,732	2,881	3,042	3,003	3,065	3,618		35,299
<b>Benefits</b>	1,050	1,771	2,366	2,191	2,200	2,218	2,194	2,315	2,392	2,398	2,422	3,711		27,229
<b>Supplies &amp; Materials</b>	-3	11	81	152	111	149	108	257	152	239	290	1,931		3,479
<b>Other Operating Exp</b>	4	277	1,536	1,098	1,091	1,603	2,071	7,355	8,093	8,620	7,723	-6,716		32,756
<b>Capital Outlay</b>	-1	4	134	223	398	218	395	509	231	182	355	2,983		5,630
<b>Other Outgo</b>			264		2,260	1,849	1,644	516	1,233	1,223	120	2,420		11,529
<b>Longterm Post-Employment Benefits</b>	-6	-1	-2	-17	-9	21	-2	-1	9	-1	-2	-4		-15
<b>Accounts Payable/Accruals</b>	4,570	3,309	479	4,146	168	48	-69	11,689	36	2	-379	-11,747		12,252
<b>Total Disbursements</b>	7,814	9,876	12,536	14,902	13,277	13,471	13,382	29,459	19,654	20,109	18,029	4,164		176,673
<b>Increase / (Decrease) in Cash Balance</b>	1,469	-2,504	1,572	-3,446	-2,318	11,808	-4,500	-20,594	249	-2,231	1,164	4,865		
<b>Estimated Ending Cash Balance</b>	37,386	34,882	36,454	33,008	30,690	42,498	37,998	17,404	17,653	15,421	16,585	21,450		

## **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:** March 14, 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 1.1 (Percentage of Students with a Student Education Plan) and KPI 1.2 (Fall to Spring Retention). Along with including 2017-18 data, these data sheets have been reformatted and now include campus data, when available. Once all KPIs have been updated with 2017-18 data, the full dashboard will be revised and updated online.

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None.

Goal 1: Student Success

**KPI 1.1: Percentage of Students with a Student Education Plan (SEP)**

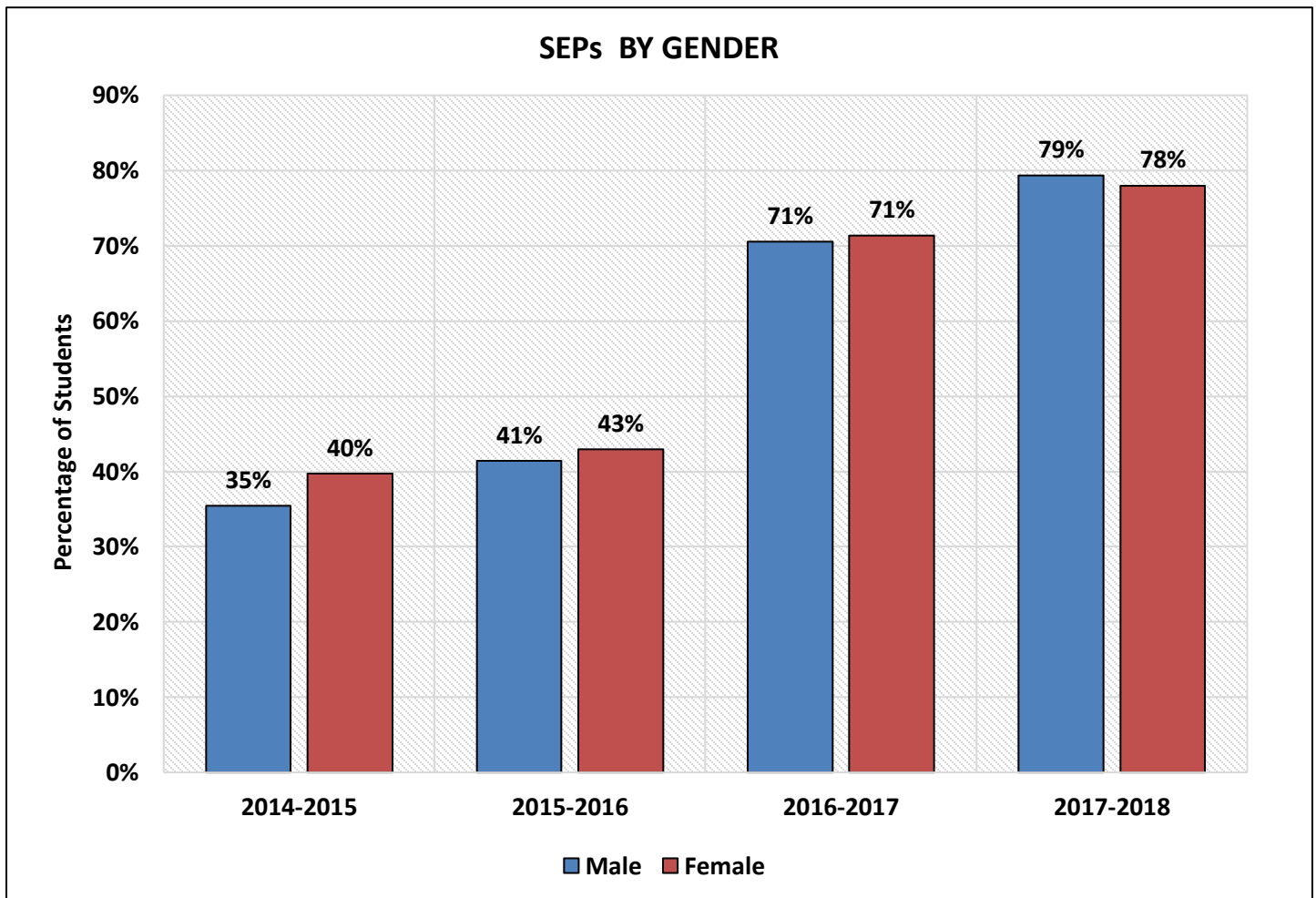
**Objective:** Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

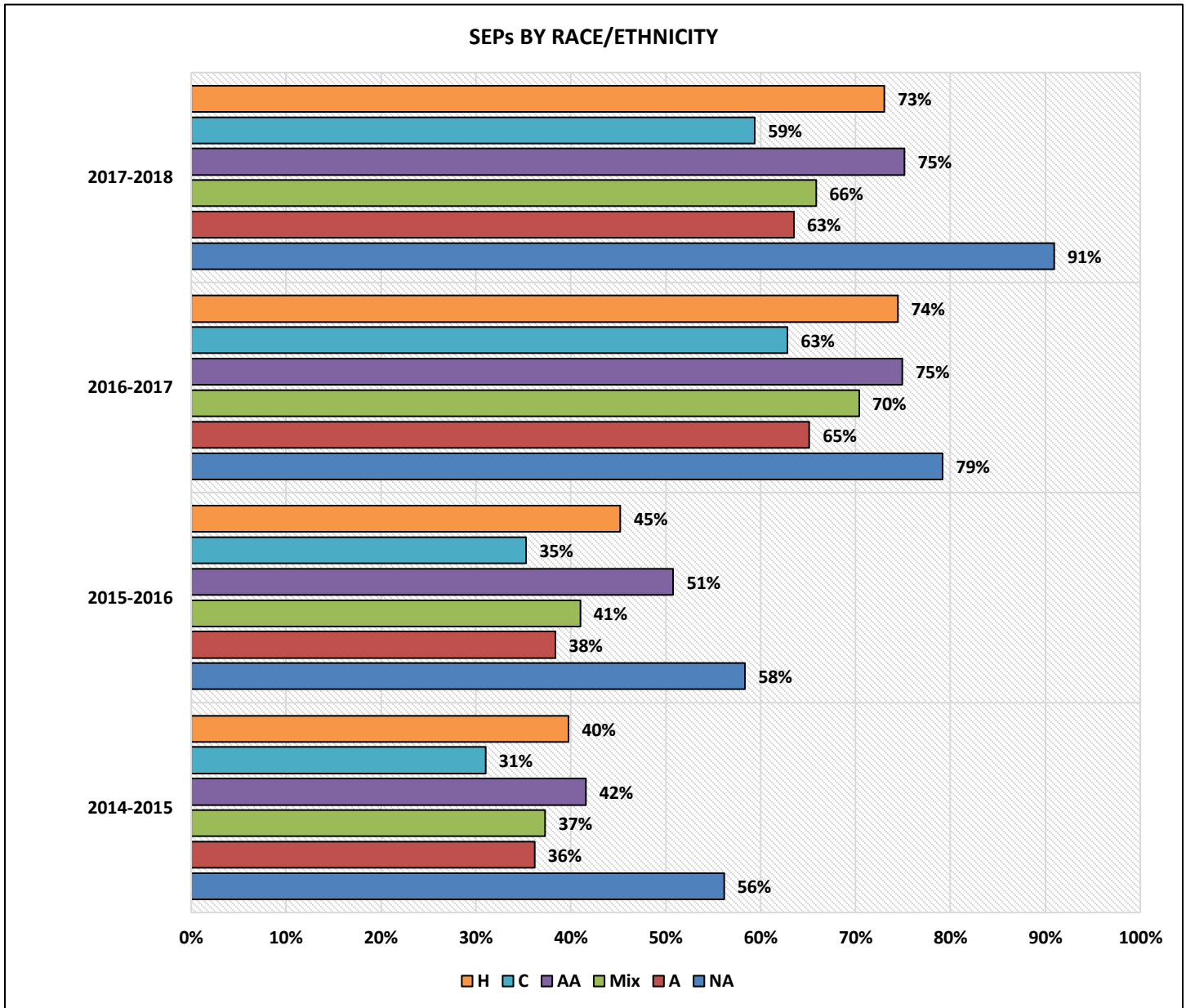
**Definition:** The total number of students that have (1) met with a counselor to plan their courses for any number of semesters and (2) declared a major ÷ by the total number of students enrolled (i.e., received a Grade on Record for that year).

**Measurement Frequency:** Annual

Table 1: KPI 1.1: Percentage of students with SEP	2014-2015	2015-2016	2016-2017	2017-2018
Crafton Hills College (CHC)	31.46%	31.46%	64.66%	76.19%
San Bernardino Valley College (SBVC)	40.66%	48.48%	74.61%	76.81%
SBCCD (Total)	36.06%	39.97%	69.63%	76.49%

**EQUITY ANALYSIS:**





H = Hispanic; C = Caucasian; AA = African American; Mix = Multiracial; A = Asian; NA = Native American

**SUMMARY OF THE DATA:**

**Percentage of SEPs (Overall):** The number of students with an SEP showed a **net increase** of 40.43% since the 2014-2015 academic year. This amounts to an **average** of 55.54% of SBCCD students that have an SEP over this 4-year period.

**Percentage of SEPs (Equity):** On average, a greater percentage of **females** completed an SEP than **males** over this four-year period (55% vs. 54%, respectively). On average, **Native Americans** obtained the **highest SEP percentage** over this four-year period (67%). The next highest was African Americans (61%), Hispanics (58%), Multiple Race (53%), Asians (51%), and Caucasians (47%).



## 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 1.2: Fall to Spring Retention (Persistence)

**Definition:** Number of students who earned a Grade on Record (GOR) in the initial Fall semester divided by the number of students who earned a GOR in the subsequent Spring semester, excluding students who earned a degree or certificate and/or transferred.

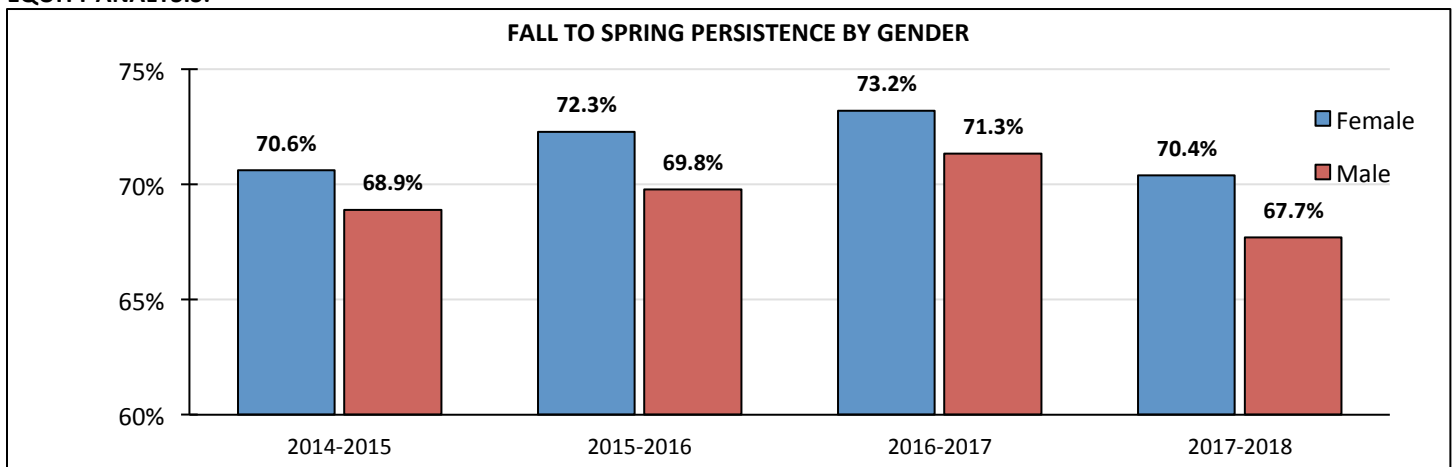
**Note:** Fall to Spring and not Fall to Fall. Annual measures (e.g. Fall to Spring) rather than multi-year measures (Fall to Fall) allow districts and colleges to develop interventions annually rather than every two years.

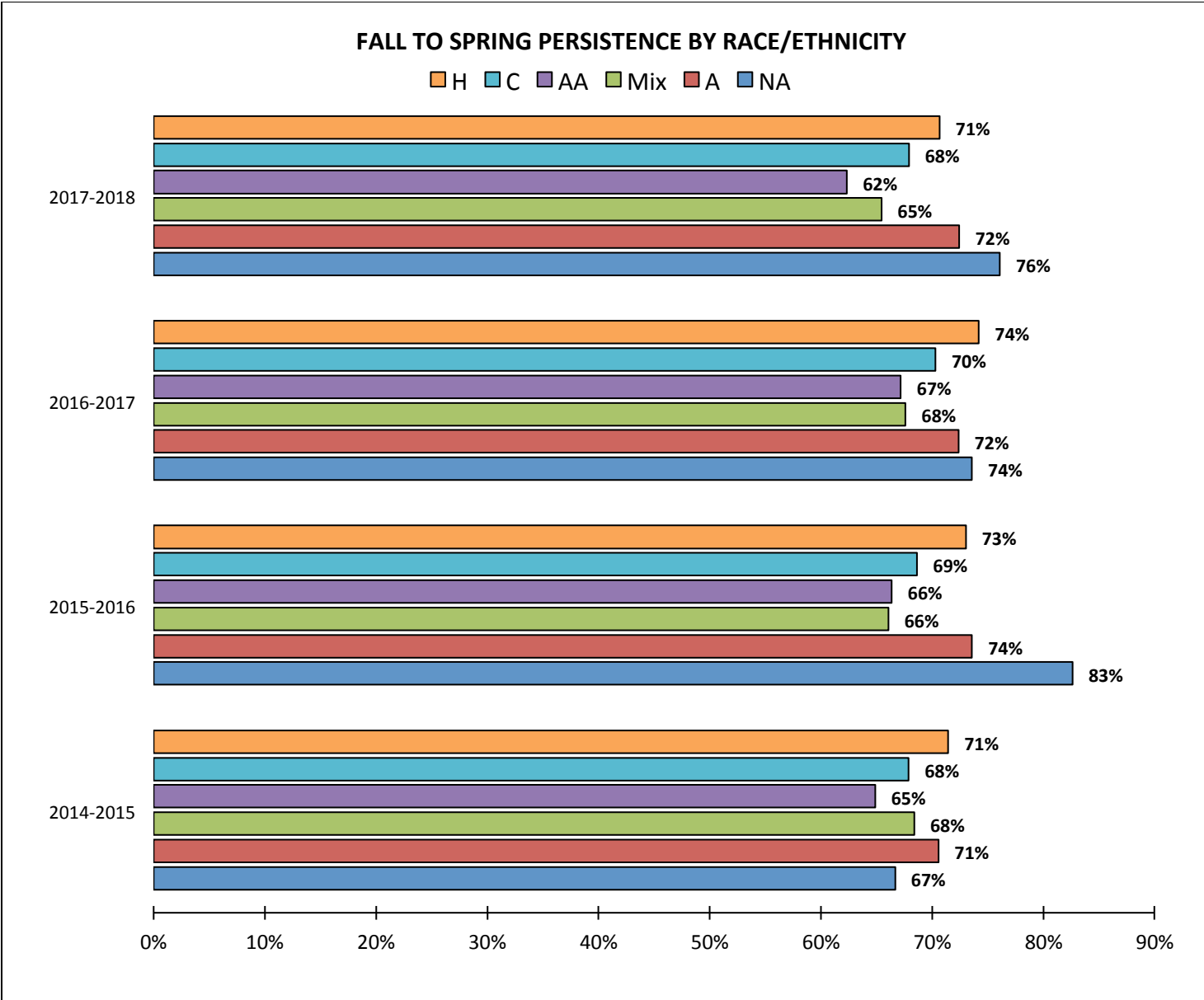
Table 1: KPI 1.2: Fall to Spring Retention (Persistence)	2014-2015	2015-2016	2016-2017	2017-2018
Crafton Hills College (CHC)	71.18%	73.36%	72.84%	72.65%
San Bernardino Valley College (SBVC)	70.88%	71.73%	73.67%	69.43%
SBCCD (Total)	71.03%	72.55%	73.25%	71.04%

Table 2: KPI 1.2: Fall to Spring Retention (Persistence)*	2014-2015	2015-2016	2016-2017	2017-2018
Crafton Hills College (CHC)	72.26%	74.23%	74.02%	73.29%
San Bernardino Valley College (SBVC)	71.43%	72.11%	74.64%	69.91%
SBCCD (Total)	71.85%	73.17%	74.33%	71.60%

\* **Table 2** reflects Fall to Spring retention rates **excluding** any student that graduated or transferred in the Fall or Spring. **Table 1** only **excludes** students that graduated or transferred in the Fall. The colleges use the second metric so they can tailor their retention efforts only to students that have not persisted for reasons other than degree/certificate completion or transfer.

#### EQUITY ANALYSIS:





H = Hispanic; C = Caucasian; AA = African American; Mix = Multiple Race; A = Asian; NA = Native American

**SUMMARY OF THE DATA:**

**Fall to Spring Retention (Overall):** **71.04%** of students in the District **persisted** from Fall 2017 to Spring 2018, compared with **73.25%** from Fall 2016 to Spring 2017, **72.55%** from Fall 2015 to Spring 2016 and **71.03%** from Fall 2014 to Spring 2015. The persistence rate is fairly stable with an **average of 71.97%** over this four-year period.

**Fall to Spring Retention (Equity):** On average, **females** have a **higher persistence rate** than **males** over this four-year period (**71.61%** and **69.42%**, respectively). On average, **Native Americans** (74.74%) have the **highest persistence rate**, followed by **Hispanics** (72.33%), **Asians** (72.24%), **Caucasians** (68.69%), **Multiple Race** (66.87%), and **African Americans** (65.19%).

**Comparing Table 1 to Table 2:** Persistence rates in Table 2 are **higher than** persistence rates in Table 1 because Table 2 excludes **all students** that transferred or graduated in Fall or Spring from the denominator of the persistence calculation. For example, if 10,000 students enrolled in Fall 2014 and 8000 persisted, you get 8000/10,000 = 80%. But if 1000 of the 2000 non-persisters graduated or transferred, then you have 8000/9000, which is 88%. This is done to more precisely identify students that truly didn't persist and aid in follow-up efforts. We chose to present the data both ways because students who enrolled in and graduated in the Spring technically persisted.