



### **BOARD OF TRUSTEES**

**JOHN LONGVILLE**  
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*Vice President*

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**FRANK REYES**

**DR. DONALD L. SINGER**

**MARITZA MARISCAL-MEDINA**  
*SBVC Student Trustee*

**ELIJAH GERARD**  
*CHC Student Trustee*

### **MISSION**

The mission of the San Bernardino Community College District is to transform lives through the education of our students for the benefit of our diverse communities. This is achieved through the District's two colleges and public broadcast system by providing high quality, effective and accountable instructional and training programs and services to the students and communities we serve.

### **CHANCELLOR**

**BRUCE R. BARON**

### **PRESIDENTS**

**DR. KEVIN HORAN**  
*Crafton Hills College*

**DIANA Z. RODRIGUEZ**  
*San Bernardino Valley College*

114 South Del Rosa Drive  
San Bernardino, CA 92408  
Tel 909.382.4090  
www.sbccd.edu

### **BOARD MEETINGS**

*Study Sessions: 12-2pm*  
*Business Meetings: 4pm*

07/11/19 Business Meeting

07/18/19 Study Session TBD

07/25/19 Study Session: TBD

08/01/19 Study Session TBD

08/08/19 Business Meeting

08/15/19 Study Session TBD

08/22/19 Study Session TBD

08/29/19 Study Session: Final  
Budget

09/12/19 Business Meeting

10/10/19 Business Meeting

### **UPCOMING CONFERENCES**

08/08/19-08/10/19  
ACCT New Trustee GLI  
*Attending: Houston*

08/16/19-08/18/19  
CCLC Student Trustee Workshop  
*Attending:*

10/05/19-10/07/19  
HACU Annual Conference  
*Attending: Reyes*

10/16/19-10/19/19  
ACCT Leadership Congress  
*Attending: Singer, Viricel*

11/21/19-11/23/19  
CCLC Annual Convention  
*Attending: Harrison, Reyes, Singer, Viricel*

01/24/20-01/26/20  
CCLC Effective Trusteeship &  
Board Chair Workshops  
*Attending: Singer*

01/26/20-01/27/20  
CCLC Annual Legislative  
Conference  
*Attending: Singer*

02/09/20-02/12/20  
ACCT National Legislative Summit  
*Attending: Singer*

04/21/20-04/22/20  
HACU Annual Capitol Forum  
*Attending:*

05/01/20-05/03/20  
CCLC Annual Trustee Conference  
*Attending: Singer*





## Meeting of the Board of Trustees

June 20, 2019

4:00 p.m. (Closed Session); 5:00 p.m. (Public Meeting)

SBCCD Boardroom

114 S. Del Rosa Dr., San Bernardino, CA 92408

## AGENDA

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### 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  
(3 cases)
- 2.3. Conference with Legal Counsel – Anticipated Litigation  
Government Code 54956.9(d)(2)  
(1 case)
- 2.4. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) (1 case)  
Workers Comp Claim #512003
- 2.6. Conference with Real Property Negotiator pursuant to Government Code section 54956.8
  - Properties: 1888 East Highland Avenue, San Bernardino CA (Property)
  - Negotiating Parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiators Bruce Baron, Chancellor; Jose F. Torres, Executive Vice Chancellor; Richard Galope, Vice Chancellor Workforce Development, Advancement & Media Systems
  - Under Negotiation: Instruction to Proposed Buyer’s Real Property Negotiators will concern price and terms of payment associated with the possible purchase of the identified Property.
- 2.7. Public Employee Performance Evaluation  
Government Code 54957(b)(1)  
Title: Chancellor

**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 Oath of Office – Student Trustees
  - Elijah Gerard, CHC
  - Maritza Mariscal-Medina, SBVC
- 8.2 Presentation of College Athlete Letter to Joseph Samaro – Diana Rodriguez, SBVC President
- 8.2 California Community College Chancellor’s Office (CCCCO) Classified Staff Member of the Year, Mary Valdemar – Diana Rodriguez, SBVC President
- 8.3 San Bernardino Chamber of Commerce Police Officer of the Year, John Carlos – Al Jackson, SBCCD Chief of Police

**9. REPORTS**

- 9.1. Board Committee Reports (p8)
- 9.2. Board Information Requests (p12)
- 9.3. AB 705 Update (p17)
- 9.4. Good News (p22)
- 9.5. San Bernardino Valley College Academic Senate
- 9.6. San Bernardino Valley College Classified Senate

- 9.7. San Bernardino Valley College Associated Students
- 9.8. Crafton Hills College Academic Senate
- 9.9. Crafton Hills College Classified Senate
- 9.10. Crafton Hills College Associated Students
- 9.11. CSEA
- 9.12. CTA

**10. APPROVAL OF MINUTES**

- 10.1. May 16, 2019 (p23)
- 10.2. May 30, 2019 (p32)

**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 (p35)
- 11.2 Curriculum – SBVC (p44)
- 11.3 Donation to KVCR - 2006 Lincoln Navigator (p111)

**Human Resources**

- 11.4 Adjunct and Substitute Academic Employees (p112)
- 11.5 Appointment of Temporary Academic Employees (p123)
- 11.6 Non-Instructional Pay for Academic Employees (p126)
- 11.7 Payment of Stipends (p146)
- 11.8 Salary Advancement for Academic Employees (p149)
- 11.9 Appointment of District Employees (p151)
- 11.10 Employee Promotions (p155)
- 11.11 Placement of Classified Employees on the 39-Month Reemployment List (p157)
- 11.12 Tentative Agreements with CSEA (p159)
- 11.13 Appointment of Interim Managers (p166)
- 11.14 Employment Contracts for Academic and Classified Managers (p168)
- 11.15 Revised Management Salary Schedule and Implementation of Classification Study (p170)
- 11.16 Employment Contracts for Executive Managers (p227)
- 11.17 Revised Confidential Salary Schedule and Implementation of Classification Study (p229)
- 11.18 Revised Executive Management Salary Schedule (p266)

### **Business & Fiscal Services**

- 11.19 2019-20 and 2020-21 Academic Calendars (p268)
- 11.20 2019-20 Gann Limit (p273)
- 11.21 Adopt Resolutions and Signature Authorizations for State of California (p275)
- 11.22 Authorized Signature List (p280)
- 11.23 Award RFP #2019-03 and Contract to Selected Suppliers (p283)
- 11.24 Conference Attendance (p284)
- 11.25 Contracts at or Above \$92,600 (p296)
- 11.26 District & College Expenses (p298)
- 11.27 District Bank Accounts (p304)
- 11.28 Fiscal Year 2019-20 Tentative Budget (p306)
- 11.29 Individual Memberships (p436)
- 11.30 Resolution #20190620-FS01 Regarding the Expenditure of Proposition 30 Education Protection Account Funds (p438)
- 11.31 Resolution #20190620-FS02 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p442)
- 11.32 Sole Source Purchases from Forest Incentives, Ltd. (p445)
- 11.33 Sole Source Purchases from Stanley Convergent Security (p446)
- 11.34 Vacation Payout (p447)

### **Facilities**

- 11.35 2021-22 Five Year Construction Plan (p448)
- 11.36 Award Bid #03-1819-02.01 and Contract to KI of Green Bay WI (p464)
- 11.37 Pay Applications as Disputed Claims for Jampro Construction (p466)
- 11.38 Resolution #20190620-FPC01 Requesting the Board of Supervisors of San Bernardino County to Establish a Tax Rate (p468)

### **Other Items**

- 11.39 Resolution to Grant Excused Absence of Trustees Reyes and Williams (p471)

## **12. ACTION AGENDA**

- 12.1 Public Hearing for College and Career Access Pathways (CCAP) Agreements – SBVC (p474)
- 12.2 Adoption of College and Career Access Pathways (CCAP) Agreements – SBVC (p475)
- 12.3 Stipends for Student Participation (p574)
- 12.4 Board Policies for First Reading (p576)
- 12.5 Board Policies for Final Reading (p683)
- 12.6 Student Equity Plan for Final Reading – CHC (p735)
- 12.7 Student Equity Plan for Final Reading – SBVC (p736)
- 12.8 College Promise Certification (addendum)

**13. INFORMATION ITEMS**

- 13.1 Applause Cards (p737)
- 13.2 Budget Report (p742)
- 13.3 Clery Report (p760)
- 13.4 College & Career Access Pathways (CCAP) – CHC (p762)
- 13.5 Contracts Below \$92,600 (p777)
- 13.6 District Volunteers (p791)
- 13.7 General Fund Cash Flow Analysis (p794)
- 13.8 MOUs between SBCCD and the CTA (p796)
- 13.9 New Trustee Orientation (p799)
- 13.10 Professional Expert, Short-Term, and Substitute Employees (p800)
- 13.11 Purchase Orders (p820)
- 13.12 Quarterly Investment Report (p831)
- 13.13 Resignations and Retirements (p836)

**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 – July 11, 2019 at 4pm.

**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:** June 20, 2019

**SUBJECT:** Board Committee Reports

**RECOMMENDATION**

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

<b>BOT STANDING COMMITTEES (with committee charge)</b>	<b>2019 BOARD MEMBERS (chairs are bold)</b>
<p><b>Budget Standing Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf.</li> <li>• Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.</li> <li>• Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum.</li> <li>• Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees.</li> </ul>	<ol style="list-style-type: none"> <li><b>1. Gloria Harrison</b></li> <li>2. Donald Singer</li> <li>3. Anne Viricel</li> <li>4. Elijah Gerard (Student Trustee is not included in quorum)</li> </ol>



<ul style="list-style-type: none"> <li>Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures.</li> </ul>	
<p><b>Career Technical Education Standing Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>Acting as a catalyst for the enhancement of career technical education working through the campuses, EDCT, and KVCR by exploring current feasibility for effectiveness, relevance and sustainability.</li> </ul>	<ol style="list-style-type: none"> <li><b>Stephanie Houston</b></li> <li>John Longville</li> <li>Joseph Williams</li> </ol>
<p><b>Legislative Standing Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>To develop and enhance relationships with legislators and legislative groups that represent the communities served by the district.</li> <li>To advocate for legislative change that can positively impact SBCCD and its mission to serve students.</li> <li>To examine proposed legislation and determine what legislation should be supported through Board resolutions.</li> </ul>	<ol style="list-style-type: none"> <li><b>Frank Reyes</b></li> <li>Anne Viricel</li> <li>John Longville</li> </ol>
<p><b>BOT AD HOC COMMITTEES (with committee charge)</b></p>	<p><b>2019 BOARD MEMBERS (chairs are bold)</b></p>
<p><b>Executive Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>Reviewing the board agenda with the Chancellor, prior to and after printing, and to offer guidance and initial direction to the Chancellor in items of board importance, prior to them coming to the Board for further discussion and/or action.</li> <li>Reviewing current board policies and administrative procedures in accordance with the requirements for accreditation and to stay current with any statutory or legal changes.</li> </ul>	<ol style="list-style-type: none"> <li><b>John Longville, President</b></li> <li>Dr. Anne L. Viricel, VP</li> <li>Joseph Williams, Clerk</li> </ol>

<ul style="list-style-type: none"> <li>• It may also develop new policies at the direction of the Board of Trustees.</li> </ul>	
<p><b>Foundations Ad Hoc Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Studying the foundations, both auxiliary and independent for the purpose of efficiencies, consistencies, and coordination among foundations.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Anne Viricel</b></li> <li>2. Donald Singer</li> <li>3. Gloria Harrison</li> <li>4. Autumn Blackburn (Student Trustee is not included in quorum)</li> </ol>
<p><b>Board &amp; Chancellor Evaluations Ad Hoc Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Ensuring the timeliness of the Chancellor’s Evaluation in accordance with AP 2435. <ul style="list-style-type: none"> <li>○ Seeking written feedback from employees and community representatives as outlined in the administrative procedure.</li> <li>○ Summarizing the evaluation of the chancellor for presentation and discussion be approved by the Board.</li> </ul> </li> <li>• Ensuring the timeliness of the Board’s Self-Evaluation in accordance with BP 2745. <ul style="list-style-type: none"> <li>○ Recommending the instrument and/or process to be used in Board self-evaluation.</li> <li>○ Summarizing the evaluation for presentation and discussion at an annual Board retreat scheduled for that purpose.</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Anne Viricel</b></li> <li>2. Gloria Harrison</li> <li>3. John Longville</li> </ol>

## **OVERVIEW**

The purpose of the reports is for BOT Committee Chairs to communicate information to the full Board, leading to more engagement and interaction at upcoming board meetings.

## **INSTITUTIONAL VALUES**

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

## **FINANCIAL IMPLICATIONS**

No impact to the budget.

## **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:** June 20, 2019

**SUBJECT:** Board Information Requests

### **RECOMMENDATION**

This item is for information only. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

### **OVERVIEW**

The Board of Trustees requested a form be developed to track requests made by the board and updates be provided at board meetings.

### **INSTITUTIONAL VALUES**

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

No impact to the budget.

**San Bernardino Community College District**  
**Board of Trustees Information Requests**  
Sorted by Planned Completion Date (updated 6/7/19)

**Date of Request:** 2/21/2019  
**Requested by:** Harrison  
**Planned Completion Date:** 6/30/19

**Request:** Would like to attend faculty senate workshops.  
**Comments:** Chancellor will alert Trustees to upcoming Plenary sessions.

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**Date of Request:** 5/16/2019  
**Requested by:** Williams  
**Planned Completion Date:** 10/31/19

**Request:** Move KPI report to the front of the agenda (with Board Information Requests).  
**Comments:** The Chancellor will move the KPI report as requested. The next KPI report will follow at the September/October meeting when the new data is available.

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**Date of Request:** 4/11/2019  
**Requested by:** Houston  
**Planned Completion Date:** 10/31/19

**Request:** Would like to see updates on the progress of diversity in hiring.  
**Comments:** The Chancellor will have updates under Reports every six months, beginning at October's meeting.

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**Date of Request:** 4/18/2019  
**Requested by:** Williams  
**Planned Completion Date:** Ongoing

**Request:** Future presentations referring to FTES should also include the head count.  
**Comments:** This will be applied to future presentations.

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**Date of Request:** 1/31/2019  
**Requested by:** Harrison  
**Planned Completion Date:** Completed

**Request:** Did we lose money on the last bond measure? If so, how much? What is the advantage of the design plan?  
**Comments:** On 4/9/19, Chancellor emailed the Summary of Measure M contract change orders and amendments to the Board.

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**Date of Request:** 2/21/2019  
**Requested by:** Williams  
**Planned Completion Date:** Completed

**Request:** Would like an update on AB 705.  
**Comments:** AB 705 is included on the May 16 BOT meeting agenda.

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**Date of Request:** 4/11/2019  
**Requested by:** Longville  
**Planned Completion Date:** Completed

**Request:** How can we give the public an opportunity to give input on The Promise?

**Comments:** President Rodriguez reached out to COPE several times with no response. At the 5/16/19 Board meeting Jewel Patterson of COPE acknowledged that she had not called. Initially, COPE believed there was a selection process to qualify for the Promise. We've messaged to the community that it is available for ALL graduating HS students within our District.

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**Date of Request:** 4/11/2019  
**Requested by:** Longville  
**Planned Completion Date:** Completed

**Request:** Asked to review calendar holidays and consider honoring Dolores Huerta Day.

**Comments:** The Board will consider resolutions in May to acknowledge Dolores Huerta and Cesar Chavez Days. Days off work must be negotiated since the 2019-2020 calendar is already approved, the earliest negotiation would be for the 2021-2022 calendar.

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**Date of Request:** 4/11/2019  
**Requested by:** Longville  
**Planned Completion Date:** Completed

**Request:** When did we include Student Trustees on the Board?

**Comments:** Enacted in 1976, Education Code 72023.5 (a)(1) states, "The governing board of each community college district shall order the inclusion within the membership of the governing board, in addition to the number of members otherwise prescribed, of one or more nonvoting students. These students shall have the right to attend each and all meetings of the governing board, except that student members shall not have the right, or be afforded the opportunity, to attend executive sessions of the governing board." The Chancellor updated all trustees of the legal rights of student trustees.

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**Date of Request:** 4/11/2019  
**Requested by:** Longville/Harrison  
**Planned Completion Date:** Completed

**Request:** Resolutions for Dolores Huerta Day, Cesar Chavez Day, and Community College Month.

**Comments:** The resolutions were Board approved on 5/16/19.

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**Date of Request:** 4/11/2019  
**Requested by:** Longville  
**Planned Completion Date:** Completed

**Request:** Provide the Board with additional information to clarify the State's legal meaning of elected officials and any additional information that is relevant.

**Comments:** The Chancellor emailed all relevant information to the Board on 4/16/19. The information included a legal opinion on the role of student trustees; establishment, rights, and privileges of student trustees; are student trustees "Elected Officers"; the answer to which is "NO".

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**Date of Request:** 4/11/2019  
**Requested by:** Longville  
**Planned Completion Date:** Completed

**Request:** Provide the Board with the current Academic Calendars to review holidays.

**Comments:** The Chancellor emailed the 2018-2019 and 2019-2020 Academic Calendars to the Board on 4/16/19.

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**Date of Request:** 5/16/2019  
**Requested by:** Williams, Harrison, Gerard  
**Planned Completion Date:** Completed

**Request:** AB 705 Updates  
Williams – Provide a monthly AB 705 update. How waiver forms are being used. Do students fully understand the rights they are giving up by signing the waiver. How is the information being communicated? What is the marketing plan?

**Comments:** An update is provided in the 6/20/19 agenda. Specific questions can be addressed at the Board meeting.

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**Date of Request:** 5/16/2019  
**Requested by:** Longville, Gerard  
**Planned Completion Date:** Completed

**Request:** AB 19 and AB 2 Updates  
Longville – Provide an update on AB 19.  
Gerard - also include AB 2 on the June agenda.

**Comments:** The Chancellor provided updates in the 6/20/19 agenda.

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**Date of Request:** 5/16/2019  
**Requested by:** Harrison, Singer, Longville  
**Planned Completion Date:** Completed

**Request:** Student Equity Plan  
Harrison – Provide executive summary for Student Equity plan prior to 2nd reading. Include what has changed, what are the differences in this plan from the previous plan, and what is innovative from the last plan?

**Comments:** The Chancellor emailed executive summaries from the colleges on 5/23/19. The topic is agendaized for the Board Retreat on 6/14/19 and the student trustees were invited to attend but declined due to prior commitments.

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**Date of Request:** 5/16/2019  
**Requested by:** Longville  
**Planned Completion Date:** Completed

**Request:** Equitable pay for students resolution

**Comments:** The Chancellor included a board item for approval in the 6/20/19 Board Agenda.

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Dr. Kevin Horan, President, CHC  
Diana Rodriguez, President, SBVC

**DATE:** June 20, 2019

**SUBJECT:** AB 705 Implementation

### **RECOMMENDATION**

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

### **OVERVIEW**

AB 705, a bill signed by the Governor on October 13, 2017, requires that a community college district or college maximize the probability that a student will enter and complete transfer-level coursework in English and math within a one-year timeframe and use, in the placement of students into English and math courses, one or more of the following: high school coursework, high school grades, and high school grade point average (GPA). For implementation in fall 2019, California law AB 705 represents a significant change in the way students are placed. Students may be eligible to enroll in transfer-level math or English classes, or transfer-level courses with additional support. College faculty, staff, deans, and administration have been working diligently over the past year in this extraordinary effort in serving student success. This report is a summary, to date, of how Crafton Hills College and San Bernardino Valley College are fulfilling the requirements of the bill in its implementation.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

Included in budget.

Goal of AB 705 – To ensure that students are not placed into remedial courses that may delay or deter their educational progress unless evidence suggests they are highly unlikely to succeed in college-level courses.

AB 705 Requirements	Met Requirement	SBVC	CHC
Prohibited from requiring prerequisite unless highly unlikely to succeed	Yes	Developed a waiver form for students who choose to take developmental courses or do not want to take a co-requisite course which is attached to a transfer-level English and/or Math course.	Students receive a recommended placement in English and math. Students receive a transfer level placement, and also a recommendation for one level below college or co-requisite if their high school work indicates need for additional support.
Required to use high school coursework, high school grades, and/or high school GPA to place students	Yes	Developed a new Guided Self-Placement process for incoming students.	English placements are based on overall high school GPA. Math placements are based on high school GPA and / or high school coursework.
Maximize probability that a student will enter and complete transfer level coursework in English and math within one-year timeframe	Yes	<p>Developed a new pathway for continuing students to begin transfer-level English and Math.</p> <p>New-student orientation and summer bridge programs to onboard all students, including Promise students.</p> <p>Transparency campus-wide in the communication of timelines and changes through governance committees and effected parties.</p> <p>Outreach and communication to high school counselors and students, continuing students, faculty, and staff.</p> <p>Implemented a website for AB 705.</p> <p>Extensive plan for tutoring and supplemental instruction to serve all students taking English and Math courses.</p>	<p>Students either start at one level below or at college level course increasing the probability that students will complete transfer level English and math within the first year.</p> <p>Offering embedded tutoring in all co-requisite math and English courses, in one-level below transfer math and English courses, and in transfer level math (MATH-102, 110, and 115) and English (ENGL-101) courses.</p> <p>Student-centered course scheduling to ensure all students who need English and Math will be accommodated (<i>ongoing evaluation to take place</i>).</p>

		Student-centered course scheduling to ensure all students who need English and Math will be accommodated ( <i>ongoing evaluation to take place</i> ).	
Multiple measures to place students must maximize probability that students enter and complete transfer-level coursework in English and math within one-year	Yes	Based on high school GPA, high school coursework, and self-guided questions, students receive a recommended placement. Should students choose to register for the recommended courses, they will complete the waiver.	Placements using high school GPA and high school course work were informed by statewide research to maximize the probability of students completing transfer level math and English in the first year. College will also conduct research annually to increase likelihood of successfully completing math and English in the first year.
A college may require students to enroll in additional concurrent support (e.g.: co-requisite courses) only if it increases likelihood passing transfer-level English or math	Yes	Recommended placement for English could include co-requisite courses with varying levels of support, or direct placement transfer-level with no additional support.  Based on high school GPA and/or previous courses taken, recommended placement for Math will include placement into one course below college-level or direct placement into a college-level course. All Math students will have the option of enrolling in a supplemental lab course for additional support.	Based on high school GPA and high school course work students may receive a placement recommendation for students to enroll in a co-requisite for additional concurrent support. Annual research will examine whether this increases the likelihood of passing transfer-level English or math.
The college shall minimize the impact on student financial aid and unit requirements for the degree by exploring embedded support and low or noncredit support options	Yes	Low-unit co-requisite courses have been developed and scheduled. This will result in the student taking less units over time than previously prescribed.	Both the math and English faculty have created non-credit courses to be offered as support options. In addition, the co-requisite credit courses are low unit and variable units ranging from .5 units to 2 units depending on the course.
Guided Placement where students reflects on familiarity and comfort with topic in	Yes	Newly developed guided placement includes a series self-guided questions	Currently using high school self-reported data to place students. If not available,

English or math and receives a course placement if high school data, including self-reported data is not available.		directed at the student's comfort level with English and Math.	students answer a series of questions regarding the amount of comfort with reading, writing, and math to inform their placement.
Use evidence-based multiple measures for placing students into ESL	Yes	Colleges will have until Fall of 2020 to implement AB705 guidelines for ESL. We are currently working on developing an evidence-based multiple measures placement for ESL.	Not applicable
ESL placement should maximize probability that they will complete degree and transfer level requirements in English within three years	Yes	Pathways for ESL students are currently being developed which will guide students into a transfer-level English course within three years.	Not applicable

Goal of AB 1805 – To provide students with easily understandable community college placement policies.

AB 1805 Requirements	Met Requirement	SBVC	CHC
Inform students of their rights under AB 705 as to how they will be placed based on multiple measures in easily understandable ways...	Yes	Multiple communications to students are underway.	Multiple communications to students are underway.
College Catalogs	Yes	Information to be included in the 2019-2020 catalog.	Information to be included in the 2019-2020 catalog.
Orientation Materials	Yes	Yes. Students receive multiple materials, including pathways and maps to transfer-level English and Math during orientation.	Orientation materials and New Student Advising sessions include information on AB 705. In addition, the 2019-2020 Student Handbook will also include information on AB 705.
College Websites	Yes	AB 705 website is active.	<a href="#">AB 705 website is active</a> . Includes direct link to video on AB 705.
Reports to Chancellor's Office need to include...	On Task	In process.	In process.
Measures used to determine placement	On Task	In process.	In process.
Number of students assessed	On Task	In process.	In process.

Percentage of students placed into transfer-level courses disaggregated by race and ethnicity	On Task	In process.	In process. As of April 2018, transfer level placements in math have increased from 6% of students assessed to 54% of students assessed, an 800% increase in the percent of students placed into transfer level math.
Publicly post placement results of students placed into transfer-level courses disaggregated by race and ethnicity	On Task	In process.	In process.



# GOOD NEWS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

June 2019 Edition



Crafton Hills College | San Bernardino Valley College | Empire KVCR

## 27 EMPLOYERS PLEDGE TO HIRE GRADS OF SBCCD'S NEW HOMEBUILDER TRAINING PROGRAM



While California is experiencing a shortage of affordable housing, the home building industry is experiencing a shortage of skilled workers.

“Statewide, more than 100,000 jobs in residential construction

are unfulfilled,” said Phil Burum, President of the Building Industry Association of Southern California Baldy View Chapter.

On May 23, the BIA Baldy View Chapter and San Bernardino Community College District teamed up to announce a new training program that will prepare students for careers in the home building industry. A crowd of business leaders, county officials, and lawmakers attended the ceremony held at the SBCCD headquarters.

“Addressing the labor needs of our economy is our highest priority,” said SBCCD Chancellor Bruce Baron. “That is why we are proud to partner with the BIA Baldy View Chapter to equip students with real-world skills to be effective on the job on day one.”

Building homes is no easy task. Workers in this field need hands-on training to operate equipment while practicing personal safety, teamwork, and workplace communication. SBCCD will teach those skills valued by employers through the Entry-Level Residential Construction Trades Training Program.

Participating students will receive 275 hours of instruction, culminating with a career readiness certificate recognized by the BIA Baldy View Chapter.

What is more, 27 BIA-member employers have pledged to give priority hiring consideration to graduates of the Entry-Level Residential Construction Trades Training Program.

## CALIFORNIA SURGEON GENERAL NADINE BURKE HARRIS VISITED SBVC

Dr. Nadine Burke Harris, California's first-ever Surgeon General, hosted a roundtable discussion at the San Bernardino Valley College Child Development Center with Inland Empire community leaders around student wellness and health equity. This is her last stop in her statewide listening tour!



**CONGRATS**  
**CLASS OF**  
**2019**

We are proud of you!



A San Bernardino Community College District publication by the Office of the Chancellor  
114 S. Del Rosa Drive, San Bernardino, CA 92408 | 909.382.4000 | www.SBCCD.edu



**MEMBERS PRESENT**

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

**ABSENT**

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 4:01pm. 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  
(4 cases)
- 2.3. Public Employee Performance Evaluation  
Government Code 54957(b)(1)  
Title: Chancellor
- 2.4. Conference with Legal Counsel – Anticipated Litigation  
Government Code 54956.9(d)(2)  
(1 case)
- 2.5. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) (1 case)  
Workers Comp Claim #543496

**3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None.



4. **CONVENE CLOSED SESSION**

Closed session convened at 4:03pm.

5. **RECONVENE PUBLIC MEETING**

Public meeting reconvened at 5:15pm.

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

- In closed session the Board unanimously took action to approve the release of probationary employee #27297 from the position of Lead Custodian.
- In closed session the Board unanimously took action to approve the release of probationary employee #29928 from the position of Student Services Technician.
- The Board unanimously took action to approve settlement of Workers Comp Claim #543496 with employee #3435.

7. **PUBLIC COMMENTS ON AGENDA ITEMS**

Without objection, the Board agreed to give each speaker 3 minutes to speak on item 9.3 - AB 705.

Paul Scott, item 9.3

Elizabeth Reyes, item 9.3

Andre Lara, item 9.3

Kianna Campbell, item 9.3

Alexa Johnson, item 9.3

Aujanee Butler, item 9.3

Jewel Patterson, item 9.3

Linda Vasquez, item 9.3

Without objection, the Board agreed to hear item 14 - non-agenda items.

Kristin Hauge, SBVC soccer facility request (i.e. buildings, bleachers, scoreboard, lights)

8. **PRESENTATIONS**

8.1 Adopt Resolutions Recognizing Student Trustees (p8)

**Trustee Harrison moved approval to adopt resolutions recognizing Student Trustees. Trustee Viricel seconded the motion.**

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

**NOES: None**

**ABSENT: Blackburn**

**ABSTENTIONS: None**

President Longville presented resolutions and congratulated Elijah Gerard, CHC Student Trustee. Arrangements will be made to deliver the Resolution for Autumn Blackburn, SBVC Student Trustee.





8.2 Approve Appointments of College Police Officers (p11)

**Trustee Harrison moved approval of appointments of College Police Officers. Trustee Reyes seconded the motion.**

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

**NOES: None**

**ABSENT: Blackburn**

**ABSTENTIONS: None**

Chief Al Jackson swore in officers Angelica Arechavaleta, James Quigley, and Stephanie Babino.

## **9. REPORTS**

### 9.1. Board Committee Reports (p13)

- Trustee Harrison reported on the BOT Budget Committee. Discussion of May Revise and the funding formula. An Executive Summary was distributed to the Board. The summary provides a snapshot of issues and changes that are evolving and the effects of funding formula to the system and the district.
- Trustee Houston reported the CTE Committee discussed visioning and strategic planning - redefining purpose and goals. Committee determined the next steps are to include a discussion item at the Retreat to discuss the Board's role and expectations of the committee. The information gathered will be taken back to the committee in August to develop the next steps of the committee.
- Trustee Reyes reported SBVC is in the process for a \$35 million grant that is committed for the Applied Technology building. It is a top priority of the Assembly and Senate. He congratulated Trustee Harrison who is being recognized in Sacramento as Business Woman of the Year by Assemblymember Reyes.

### 9.2. Board Information Requests (p17)

9.3. AB 705 Update (p20) – President Horan reported CHC fully compliant with AB 705 in fall 2019. Faculty and staff have taken measures to reduce remedial level courses and to offer additional support to students through co-requisite process. He is confident the trend will continue to drop as students become more familiar with the new course pathway option. In addition to what CHC is doing, President Rodriguez reported with the institution of the Promise, all incoming HS students will be made aware of the criteria and rules surrounding AB 705 through the orientation and registration processes. Counselors attended conference on AB 705 and are able to share information with students. Event was held and attended by all constituent groups to learn how AB 705 pathways and initiatives work together.

### 9.4. Good News (p25)

9.5. San Bernardino Valley College Academic Senate – Celia Huston reported that SBVC is successfully reducing the number of remedial courses offered. She also provided a year-end report which included SBVC Institution-set Standards, acknowledgment of faculty leadership, her roles as Academic Senate President and Accreditation and SLO Faculty Lead, and faculty award recipients at the Spotlighting Success event.

9.6. San Bernardino Valley College Classified Senate – no report

9.7. San Bernardino Valley College Associated Students – no report

9.8. Crafton Hills College Academic Senate – Mark McConnell reported Faculty Association of Community Colleges unanimously moved a vote of no confidence against the State Chancellor and his office. Complaints were the funding formula and its disproportionate impact on smaller schools, online college being promoted without support or standards, and the refusal to speak to the Academic Senate. State Chancellor's Office is proposing changes to how EOPS faculty are hired. CHC developed a resolution in support of discipline faculty participation in revision of minimum qualifications: EOPS Counseling. He asked the SBCCD Board to consider adopting a resolution calling upon the State Chancellor to halt further changes to EOPS implementation guidelines and to work in collegial consultation with EOPS and Student Services statewide. A sample resolution adopted by Mt. San Antonio CCD was distributed. He asked for



the pictures of the student trustees to be included on the boardroom wall and for the Board to consider stipends for students to serve on committees.

- 9.9. Crafton Hills College Classified Senate – no report
- 9.10. Crafton Hills College Associated Students – Valerie Johnson update on activities and priorities. Students statewide support the State Chancellor and she welcomes questions. She asked the district to opt in to AB 19 within the deadline. CHC has been advocating a smoke-free campus and for the district to support the endeavor. She would like to see students compensated for service on committees.
- 9.11. CSEA – no report
- 9.12. CTA – no report

**10. APPROVAL OF MINUTES**

- 10.1. April 11, 2019 (p26)

**Trustee Williams moved approval of the minutes of April 11, 2019 Trustee Harrison seconded the motion.**

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

**NOES: None**

**ABSENT: Blackburn**

**ABSTENTIONS: None**

- 10.2. April 18, 2019 (p34)

**Trustee Reyes moved approval of the minutes of April 18, 2019. Trustee Houston seconded the motion.**

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

**NOES: None**

**ABSENT: Blackburn**

**ABSTENTIONS: None**

**11. CONSENT AGENDA**

**Instruction/Student Services**

- 11.1 Curriculum – CHC (p36)
- 11.2 Curriculum – SBVC (p45)

**Human Resources**

- 11.3 Adjunct and Substitute Academic Employees (p70)
- 11.4 Contracts for Tenure Track Academic Employees (p72)
- 11.5 Faculty Chair Stipends (p74)
- 11.6 Non-Instructional Pay for Academic Employees (p76)
- 11.7 Salary Advancement for Academic Employees (p84)
- 11.8 Tentative Agreement with the CTA (p86)
- 11.9 Tentative Agreements with CSEA (p90)
- 11.10 Bilingual and Bi-Literate Stipends (p96)
- 11.11 Change in Permanent Work Shift for Classified Employees (p100)
- 11.12 Employee Promotions (p101)
- 11.13 Reclassification of Employees (p103)
- 11.14 Revised Classified Job Description for Grounds Caretaker and Change of Salary Range for Incumbents (p106)



- 11.15 Appointment of District Employees (p111)
- 11.16 Equal Employment Opportunity Fund Multiple Method Allocation Model for 2018-19 (p114)

**Business & Fiscal Services**

- 11.17 Contracts At or Above \$92,600 (p123)
- 11.18 Resolution #2019-05-16-FS-1 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p127)
- 11.19 Revised Authorized Signature List (p130)
- 11.20 Vacation Payout (p133)

**Facilities**

- 11.21 Award Bid #03-1819-01 and Contract to R. Dependable Construction Inc. of San Bernardino CA (p134)
- ~~11.22 Award of RFQP #2019-02 and Contract to AECOM Technical Services Inc. of Ontario CA (p136)~~ pulled for discussion and separate action.

**Other Items**

- 11.23 Resolution to Grant Excused Absence of Trustee (p137)
- 11.24 Conference Attendance (p140)
- 11.25 District & College Expenses (p156)
- 11.26 Individual Memberships (p165)

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

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

**NOES: None**

**ABSENT: Blackburn**

**ABSTENTIONS: None**

**ITEMS PULLED FOR SEPARATE ACTION**

- 11.22 Award of RFQP #2019-02 and Contract to AECOM Technical Services Inc. of Ontario CA (p136)

**Trustee Harrison moved approval to award RFP #2019-02 and contract to AECON Technical Services of Ontario, CA. Trustee Williams seconded the motion.**

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

**NOES: None**

**ABSENT: Blackburn**

**ABSTENTIONS: Reyes**

Trustee Reyes expressed concern with the process and the vendors not upholding commitments to hire local. Trustee Harrison trusts the process and proud of the record we have for local hires. Trustee Singer was impressed with the criteria used to award. Vice Chancellor Torres reported 3 of 4 firms met the criteria.



**12. ACTION AGENDA**

12.1 Adopt Resolutions (p167)

Trustee Williams moved approval to adopt resolutions reaffirming March 31 as Cesar Chavez Day, affirmation of April 10 as Dolores Huerta Day, and affirmation of April as Community College Month. Trustee Gerard seconded the motion.

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

**NOES: None**

**ABSENT: Blackburn**

**ABSTENTIONS: None**

12.2 Board Policies for Final Reading (p172)

Trustee Harrison moved approval of board policies for final reading. Trustee Singer seconded the motion.

BP 2315 (no AP)	Closed Sessions
BP & AP 2330	Quorum and Voting
BP 2720 (no AP)	Communications Among Board Members
BP & AP 3810	Claims Against the District
BP & AP 5110	Counseling
BP & AP 5120	Transfer Center
BP & AP 5300	Student Equity
BP & AP 6320	Investments

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

**NOES: None**

**ABSENT: Blackburn**

**ABSTENTIONS: None**

12.3 Board Policies for First Reading (p196)

Trustee Williams moved approval of board policies for first reading. Trustee Viricel seconded the motion.

BP & AP 2410 Board Policies & Administrative Procedures  
AP 6350 (no BP) Contracts – Construction  
BP & AP 7120 Recruitment & Hiring  
BP & AP 7160 Professional Development  
AP 7232 (no BP) Classification Review  
BP & AP 7310 Nepotism  
AP 7336 (no BP) Certification of Freedom from TB  
BP & AP 5500 Standards of Student Conduct  
AP 5520 (no BP) Student Discipline Procedures

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

**NOES: None**

**ABSENT: Blackburn**

**ABSTENTIONS: None**



12.4 Ratification of IFF Amended and Restated Articles of Incorporation (p248)

**Trustee Williams moved approval to ratify the unified foundation's (Inland Futures Foundation) Amended and Restated Articles of Incorporation approved by the Secretary of State. Trustee Gerard seconded the motion.**

Trustee Williams raised concern with language to dissolve the foundation is too broad and allows the district to allocate the funds where it sees fit. Trustee Houston clarified the Articles have already been approved by the Board and filed with the Secretary of State. The only change before the Board is the red text. She further stated there is not \$21 million in the foundation account. It is district funds. The foundation asked, as a show of good faith, if the money can be moved from district funds to the foundation account, but it was not a decision that was made at the foundation meeting as we were not in a position to make that decision.

**Student Trustee Gerard called the question. Trustee Singer seconded.**

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

**NOES: None**

**ABSENT: Blackburn**

**ABSTENTIONS: None**

**Trustee Williams moved approval to approve the technical language and ratify the unified foundation's (Inland Futures Foundation) Amended and Restated Articles of Incorporation approved by the Secretary of State. Trustee Gerard seconded the motion.**

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

**NOES: Williams**

**ABSENT: Blackburn**

**ABSTENTIONS: None**

12.5 Resolution #2019-05-16-FPC-1 Authorizing a Request for Waiver in Relation to the District's Lease of Real Property (p251)

**President opened a hearing for public comment. With no comments, the hearing was closed.**

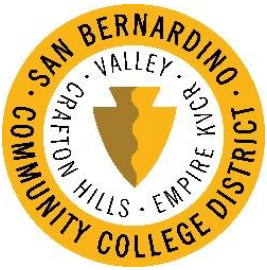
**Trustee Harrison moved approval adopt Resolution #2019-05-16-FPC-1 authorizing staff to request a waiver of Education Code section 81363 from the Board of Governors pursuant to Education Code section 81250. Trustee Viricel seconded the motion.**

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

**NOES: None**

**ABSENT: Blackburn**

**ABSTENTIONS: None**



12.6 Student Equity Plan for First Reading – CHC (p256)

Trustee Singer moved approval to accept the 2019-2022 Crafton Hills College Student Equity Plan for the first of two readings. Trustee Harrison seconded the motion.

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

**NOES:** None

**ABSENT:** Blackburn

**ABSTENTIONS:** None

12.7 Student Equity Plan for First Reading – SBVC(p257)

Trustee Singer moved approval to accept the 2019-2022 San Bernardino Valley College Student Equity Plan for the first of two readings. Trustee Harrison seconded the motion.

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

**NOES:** None

**ABSENT:** Blackburn

**ABSTENTIONS:** None

12.8 Vision for Success Final Reading (p258)

Trustee Singer moved approval to accept CHC & SBVC Vision for Success Local Goal Setting for second reading. Trustee Harrison seconded the motion.

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

**NOES:** None

**ABSENT:** Blackburn

**ABSTENTIONS:** None

12.9 **Equitable Pay for Students**

Trustee Longville moved approval to ask staff to bring the resolution back for approval with details of implementation. Trustee Singer seconded the motion.

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

**NOES:** None

**ABSENT:** Blackburn

**ABSTENTIONS:** None



**13. INFORMATION ITEMS**

- 13.1 Advocacy Update (p263)
- 13.2 Alternate Work Schedule for Summer 2019 (p267)
- 13.3 Applause Cards (p268)
- 13.4 Budget Report (p274)
- 13.5 CCFS-320 Apportionment Attendance Report for FY 2019 Period 2 (p292)
- 13.6 Clery Report (p293)
- 13.7 College & Career Access Pathways (CCAP) (p295)
- 13.8 Contracts Below \$92,600 (p394)
- 13.9 District Volunteers (p410)
- 13.10 General Fund Cash Flow Analysis (p412)
- 13.11 Key Performance Indicator (KPI) Dashboard Updates (p414)
- 13.12 MOUs between SBCCD and the CSEA (p419)
- 13.13 Professional Expert, Short-Term, and Substitute Employees (p429)
- 13.14 Purchase Orders (p435)
- 13.15 Quarterly Investment Report (p448)
- 13.16 Resignations and Retirements (p450)
- 13.17 Small Scale Construction Contracts (p452)

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

None.

**15. ADJOURN**

The next meeting of the Board: Study Session: Preliminary Budget Presentation – May 30, 2019 at 12pm.  
President Longville adjourned the meeting at 8:05pm.

---

Joseph Williams, Clerk  
SBCCD Board of Trustees



**MEMBERS PRESENT**

John Longville, President  
Dr. Anne L. Viricel, Vice President  
Gloria Macías Harrison, Trustee  
Dr. Stephanie Houston, Trustee  
Dr. Donald L. Singer, Trustee

**ABSENT**

Frank Reyes, Trustee  
Joseph Williams, Clerk

**ADMINISTRATORS PRESENT**

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

**ADMINISTRATORS ABSENT**

Bruce Baron, Chancellor

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

President Longville called the meeting to order at 12:10pm. Trustee Singer led the pledge of allegiance.

2. **PUBLIC COMMENTS**

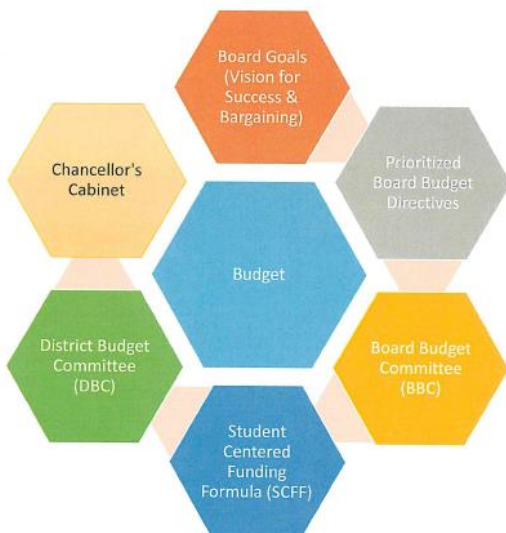
None.

3. **PRESENTATION**

3.1 Preliminary Budget Presentation  
Presented by: Jose Torres, Executive Vice Chancellor

Executive Vice Chancellor Torres presented the 2019-2020 unrestricted general fund preliminary budget and multi-year forecasts for years 2018-2019 to 2023-2024. Additional handouts were distributed for reference (The Big Picture, BBC Charge, Vision for Success, and the Prioritized Board Directives).

Big Picture:







#### Prioritized Board Directives:

- 1) Align unrestricted general fund and student success funding with the State Chancellor's Vision for Success.
- 2) Allocate funding to support the implementation of the SBCCD Promise.
- 3) Maintain a fund balance range of 10-15% in the Unrestricted General Fund (state minimum is 5%), unless fund balance is utilized for specially identified *one-time* needs as authorized by the Board of Trustees.
- 4) Allocate funding through the resource allocation model to provide for safe, energy efficient and well-maintained facilities that contribute to student success.
- 5) Funding for any new positions must be approved through the process of program review or any other prioritization process as established at the colleges and district offices.

Jose reported, of the five directives, we met all directives, but #4 needs more work due to deferred maintenance.

Successes have been: converting confidential and management salary schedules to 10 steps, reduced lowest steps on faculty salary schedules, increased classified salary schedules, a competitive salary schedule for part-time faculty, and we provide two free health plans to our employees.

We will continue to have challenges with the full implementation of College Promise, funding formula, lack of a Resource Allocation Model, bond (will increase the deferred maintenance costs), set aside deferred maintenance, implementation of the classification study, increase math and English faculty, continue making progress on the classification study and increasing salaries.

The Executive Summary of May revise was reviewed.

#### Student-Centered Funding Formula Notable Items

- Continue the implementation of the SCFF with three refinements.
  1. Fund 2019-20 at 2018-19 rates adjusted by COLA (aka the hold harmless clause).
  2. Cap year-to-year growth in a district's student success allocation to 10% to eliminate the over issuance of certificates and duplication of students.
  3. Refine the definition of a transfer to eliminate duplication of students. Proposed definition to attribute the transfer to the student's district of residence.
- Extend the hold harmless clause through 2021-22 (current hold harmless expires on 2020-21).

#### Other Notable Items Affecting SBCCD

- A \$78.4 million decrease in the revenue shortfall. This will help SBCCD preserve its fund balance at the required 10% as directed by the Board of Trustees.
- A decrease of \$18.3 million in Proposition 98 General Fund to reflect a change in the cost-of-living adjustment from 3.46% to 3.26%.
- An increase of \$5.2 million in Proposition 98 General Fund to support the existing first year and proposed second year of the California College Promise. This reflects revised eligible student estimates.
- An increase of \$39.6 million in one-time funding for deferred maintenance, instructional equipment, and specified water conservation projects.
- Addition of \$150 million to decrease the CalSTRS employer contribution rate to 16.7%.
- \$34 million in funding for the SBVC Technical Building Replacement, beginning with \$2.3 million in 2019-20.

Clarification was provided on specific budget lines.

Line 21 Revenue Shortfall Percent: is less than the 5% that was previously expected.

Line 59 Annual Increase to Fund Balance: We project a surplus this year of \$3.3 million, which helps as we move forward.

Line 37 Other Campus Revenues: includes fees charged to students and any college generated revenues (i.e. cell tower revenues, power tower).



Line 40 Other Revenue: includes state funding we receive (block grant based on FTES).

Line 42 Total Site Allocation: is collective bargaining CTA reassigned time.

Line 47 Other Expenses and Services: amount for DSS includes all services, consulting services, utilities, software, Oracle, Ellucian, etc.

Line 49 Other Outgo: amount for DSS includes insurance (\$220,000 is for the IFF).

KVCR is not part of the budget presented. They have their own budget and separate fund.

Lines 44 and 45 for DSS includes the Vice Chancellor and Executive Assistant of EDCT.

Page 2, line 38 shows the expected interest revenue from STRS/PERS at \$2,050,000.

Line 40 Other Revenue: this is the one-time funding for DSS from the FCC.

Line 55 FCC Legal Fees Reimbursement: we have not reimbursed ourselves yet. There could be additional legal costs.

The fund balance is projected to be at 19.29% for 2019-2020.

President Longville complimented Jose and the presentation. The presentation was highly comprehensive, concise, relevant, not too detailed, and timely.

4. **ADJOURN**

The next meeting of the Board: Board Retreat – June 13-14, 2019 – 8:30am – 4pm @ DoubleTree by Hilton at Ontario Airport  
President Longville adjourned the meeting at 1:12pm.

---

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: June 20, 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 and 2020-2021 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**  
**June 20, 2019**

**NEW COURSE**

***Addition to the 2020-2021 College Catalog***

<b>Discipline:</b>	Fire Technology
<b>Department:</b>	Public Safety and Services
<b>Course ID:</b>	FIRET 904
<b>Course Title:</b>	Fire Control 5: Aircraft Rescue and Fire Fighting (1988) – FC50027
<b>Units:</b>	1.5
<b>Minimum Semester Hours</b>	
<b>Lecture:</b>	18
<b>Lab:</b>	18
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	This course provides students with the methods and techniques necessary for crash fire rescue services at airports. Subjects include using conventional fire and specialized Aircraft Rescue Firefighting apparatus (ARFF), extinguishing agents, types of aircraft, standby procedures, firefighting foam types and capabilities, dual agent systems, and operations at crash scenes. The 40-hour course delivery includes a live burn that meets or exceeds the Federal Aviation Regulation (FAR) Part 139 annual live fire training requirements.
<b>Schedule Description:</b>	This course trains students to possess the necessary competencies required by the (FAR) Part 139 annual live fire training requirements.
<b>Rationale:</b>	All firefighters working at an Index A-E Airport must comply with Federal Aviation Regulation (FAR) Part 139 training requirements. This course meets all entry level training requirements per FAR Part 139.
<b>Equate:</b>	Course not offered at SBVC.
<b>Effective:</b>	Fall 2020

**NEW COURSE**

***Addition to the 2020-2021 College Catalog***

<b>Discipline:</b>	Kinesiology – Sport and Skill Base Activities
<b>Department:</b>	Kinesiology and Health Education
<b>Course ID:</b>	KIN/S 160A
<b>Course Title:</b>	Self-Defense I
<b>Units:</b>	.5 - 1
<b>Minimum Semester Hours</b>	
<b>Lab:</b>	24 – 48
<b>Prerequisite:</b>	None
<b>Corequisite:</b>	None
<b>Departmental Recommendation:</b>	None
<b>Catalog Description:</b>	Through different forms of martial arts training, students will learn both defensive and offensive moves against various forms of attacks, including weapons.

<b>Schedule Description:</b>	Through different forms of martial arts training, students will learn both defensive and offensive moves against various forms of attacks, including weapons.
<b>Rationale:</b>	To include in our AA-T in Kinesiology under martial arts; To teach our students and community members to protect themselves from others and avoid dangerous situations when possible; To improve physical fitness; To expand the variety of martial arts we offer.
<b>Equate:</b>	Course not offered at SBVC.
<b>Effective:</b>	Fall 2020

**MODIFY COURSE*****Changes to the 2020-2021 College Catalog***

<b>COURSE ID</b>	<b>COURSE TITLE</b>
CIS 111	WEB PAGE PROGRAMMING AND DESIGN

<b>Course Title:</b>	Website Design and Development I
<b>Catalog Description:</b>	Introduction to website design for personal users, business users, and computer professionals. Introduces website design, development, and administration using HTML, XHTML, CSS, and scripting languages. Students will design, create, publish, and maintain web pages.
<b>Schedule Description:</b>	Introduction to website design, development, and administration using HTML, XHTML, CSS, and scripting languages.
<b>Rationale:</b>	Six-year revision
<b>Equate:</b>	CIT 122
<b>Effective:</b>	Fall 2020

**MODIFY COURSE*****Changes to the 2020-2021 College Catalog***

<b>COURSE ID</b>	<b>COURSE TITLE</b>
CIS 117	SCRIPTING

<b>Course Title:</b>	Web Page Scripting
<b>Catalog Description:</b>	Introduction to web page scripting using current scripting languages; such as, JavaScript, Python, and PHP. Includes program development, debugging, and implementation of programs to enhance web pages. Course topics include Client side and Server side scripts, ASP and database integration.
<b>Schedule Description:</b>	Introduction to web page scripting and programming. Includes development, debugging, and implementation of client side and server side scripts to enhance web pages.
<b>Rationale:</b>	Six-year revision and adding DE component.
<b>Equate:</b>	Course not offered at SBVC
<b>Effective:</b>	Fall 2020

**MODIFY COURSE*****Changes to the 2020-2021 College Catalog***

<b>COURSE ID</b>	<b>COURSE TITLE</b>
CIS 125	C#.NET PROGRAMMING

<b>Course ID:</b>	C#.NET Programming Note: Correct title in catalog only. Colleague is correct.
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<b>Catalog Description:</b>	Introduction to object-oriented programming using the C# programming language and the .NET Framework where we will design and develop programs, and test console and Windows applications. Topics include the C# programming environment, control structures, functions, classes, arrays, streams, Windows forms, and event handling.
<b>Schedule Description:</b>	Introduction to object-oriented programming using the C# programming language and the .NET Framework where we will design and develop programs, and test console and Windows applications.
<b>Rationale:</b>	Six-year revision
<b>Equate:</b>	Course not offered at SBVC
<b>Effective:</b>	Fall 2020

**MODIFY COURSE*****Changes to the 2020-2021 College Catalog***

<b>COURSE ID</b>	<b>COURSE TITLE</b>
HEALTH 102	INTRODUCTION TO HEALTH AND WELLNESS

<b>Catalog Description:</b>	Focuses on the exploration of major health issues, individual behaviors and personal responsibility in the various dimensions of health. Topics include nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety.
<b>Schedule Description:</b>	Focuses on the exploration of major health issues, individual behaviors and personal responsibility in the various dimensions of health. Topics include nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety.
<b>Rationale:</b>	CID update and adding DE component.
<b>Equate:</b>	HEALTH 102
<b>Effective:</b>	Fall 2020

**MODIFY COURSE*****Changes to the 2020-2021 College Catalog***

<b>COURSE ID</b>	<b>COURSE TITLE</b>
MATH 115	THE IDEAS OF MATHEMATICS

<b>Schedule Description:</b>	Add to the end of the description: Software may be needed for this course. Ask the instructor for details.
<b>Rationale:</b>	Adding DE component.
<b>Equate:</b>	MATH 115
<b>Effective:</b>	Fall 2020

**DISTRIBUTED EDUCATION**

**Course ID:** ASL 101 Hybrid  
**Course Title** American Sign Language I  
**Rationale:** Increase DE offerings  
**Effective:** Fall 2020

**DISTRIBUTED EDUCATION**

**Course ID:** ASL 102 Hybrid  
**Course Title** American Sign Language II  
**Rationale:** Increase DE offerings  
**Effective:** Fall 2020

**DISTRIBUTED EDUCATION**

**Course ID:** ASL 103 Hybrid  
**Course Title** American Sign Language III  
**Rationale:** Increase DE offerings  
**Effective:** Fall 2020

**DISTRIBUTED EDUCATION**

**Course ID:** ASL 104 Hybrid  
**Course Title** American Sign Language IV  
**Rationale:** Increase DE offerings  
**Effective:** Fall 2020

**DISTRIBUTED EDUCATION**

**Course ID:** ASL 115 Hybrid  
**Course Title** The American Deaf Experience: Introduction to Deaf Studies  
**Rationale:** Increase DE offerings  
**Effective:** Fall 2020

**DISTRIBUTED EDUCATION**

**Course ID:** CIS 117 Hybrid and 100% Online  
**Course Title** Web Page Scripting  
**Rationale:** Increase DE offerings  
**Effective:** Fall 2020

**DISTRIBUTED EDUCATION**

**Course ID:** HEALTH 102 Hybrid and 100% Online  
**Course Title** Introduction to Health and Wellness  
**Rationale:** Increase DE offerings  
**Effective:** Fall 2020

**DISTRIBUTED EDUCATION**

**Course ID:** MATH 115 Hybrid and 100% Online  
**Course Title** The Ideas of Mathematics  
**Rationale:** Increase DE offerings  
**Effective:** Fall 2020

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

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>BUSAD 230</b>	USING COMPUTERS FOR BUSINESS
<b>SMS 101</b>	ELEMENTARY SURVEYING
<b>SMS 102</b>	ADVANCED SURVEYING
<b>Rationale:</b>	Courses are not being offered.
<b>Effective:</b>	Fall 2019

**CORRECTION****SIX-YEAR REVISION***Changes to the 2020-2021 College Catalog*

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>MARKET 106</b>	RETAIL MANAGEMENT

**Rationale:** Approved at the May 16, 2019 Board meeting as a six-year revision and add DE component. The course is being corrected to equate with BUSAD 112 at SBVC.

**Equate:** BUSAD 112

**Effective:** Fall 2020

**CORRECTION****SIX-YEAR REVISION***Changes to the 2020-2021 College Catalog*

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>RELIG 101</b>	INTRODUCTION TO WORLD RELIGIONS

**Rationale:** Approved at the May 16, 2019 Board meeting as a six-year revision and add DE component. The course is being corrected to equate with RELIG 101 at SBVC.

**Equate:** RELIG 101

**Effective:** Fall 2020

**CORRECTION****SIX-YEAR REVISION***Changes to the 2020-2021 College Catalog*

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>RELIG 176</b>	JESUS AND HIS INTERPRETERS

**Rationale:** Approved at the May 16, 2019 Board meeting as a six-year revision and add DE component. The course is being corrected to equate with RELIG 176 at SBVC.

**Equate:** RELIG 176

**Effective:** Fall 2020



<b>INFORMATIONAL ITEM</b>	
<b>AA/AS GE Based on IGETC and CSUGE Approvals</b>	
<b><i>Changes to the 2019-2020 College Catalog</i></b>	
<b>B. Social and Behavioral Sciences (3 Units)</b>	
Add: SOC 141H	
<b>D4. Critical Thinking and Informational Literacy – 3 units from the following:</b>	
Add: PHIL 110	
<b>E. Health and Wellness (2 – 3 Units)</b>	
Add: CD 115	
<b>F1. Diversity and Multiculturalism – A minimum of one course chosen from this group may be taken as part of areas A – E above.</b>	
Add: SOC 141H	
<b>Effective:</b>	Fall 2019

<b>INFORMATIONAL ITEM</b>	
<b><i>Changes to the 2019-2020 College Catalog</i></b>	

## **ASSOCIATE IN ARTS IN POLITICAL SCIENCE FOR TRANSFER DEGREE**

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

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

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

<b>REQUIRED LIST B COURSES</b>		<b>Units</b>
<b>Students must complete at least six additional units from the following courses:</b>		
POLIT 102	California Politics and Culture	3
POLIT 104 *	Introduction to Comparative Politics	3
POLIT 106 *	Introduction to World Politics	3
ECON 100	Introduction to Economics	3
ECON 200	Principles of Macroeconomics	3
<b>or</b>		
ECON 200H	Principles of Macroeconomics - Honors	3

ECON 201	Principles of Microeconomics	3
<b>or</b>		
ECON 201H	Principles of Microeconomics - Honors	3
HIST 100	History of the United States to 1877	3
<b>or</b>		
HIST 100H	History of the United States to 1877- Honors	3
HIST 101	History of the United States 1865 to Present	3
<b>or</b>		
HIST 101H	History of the United States 1865 to Present - Honors	3
HIST 170	World Civilizations (3500 BCE-1500CE)	3
<b>or</b>		
HIST 170H	World Civilizations (3500 BCE-1500CE) - Honors	3
HIST 171	World Civilizations (1500 CE to the Present)	3
<b>or</b>		
HIST 171H	World Civilizations (1500 CE to the Present) - Honors	3
<b>Total Units</b>		<b>18-19</b>

\*If not already used for List A

**Rationale:** To comply with California Community College State Chancellor's Office.  
**Effective:** Fall 2019

### INFORMATIONAL ITEM

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

## ASSOCIATE IN SCIENCE IN PUBLIC HEALTH SCIENCE FOR TRANSFER DEGREE

The Associates Degree of Transfer in Public Health Science prepares students for further study in public health and community health education. Students explore individual health and population wide health at the local, national and global levels. Students will explore the environmental, social, behavioral and political drivers of chronic and infectious diseases, health disparities, premature death, disease epidemics and strategies for addressing these issues. After acquiring skills, students can choose to pursue advanced study in public health or health education, or work in the field of community health education in a variety of settings including public schools, community clinics, hospitals and medical centers, and government public health agencies.

<b>REQUIRED CORE COURSES:</b>		<b>Units</b>
HEALTH 104	Introduction to Public Health	3
HEALTH 102	Introduction to Health and Wellness	3
ANAT 150	Human Anatomy and Physiology I	4
ANAT 151	Human Anatomy and Physiology II	4
PSYCH 100	General Psychology	3
<b>or</b>		
PSYCH 100H	General Psychology - Honors	3
CHEM 150	General Chemistry I	5
<b>or</b>		
CHEM 150H	General Chemistry I - Honors	5
BIOL 100	General Biology	4
MATH 110	Introduction to Probability and Statistics	4
<b>or</b>		
MATH 110H	Introduction to Probability and Statistics - Honors	4
<b>or</b>		
PSYCH 120	Statistics for the Social and Behavioral Sciences	4

**List A: (Select at least one)**

		<b>Units</b>
HEALTH 263	Nutrition and Health	3
<b>or</b>		
HEALTH 263H	Nutrition and Health - Honors	3
PSYCH 118	Human Sexual Behavior	3
SOC 100	Introduction to Sociology	3
<b>or</b>		
SOC 100H	Introduction to Sociology - Honors	3
ECON 200	Principles of Macroeconomics	3
<b>or</b>		
ECON 200H	Principles of Macroeconomics - Honors	3
<b>or</b>		
ECON 201	Principles of Microeconomics	3
<b>or</b>		
ECON 201H	Principles of Microeconomics - Honors	3
COMMST 111	Interpersonal Communication	3
<b>or</b>		
COMMST 111H	Interpersonal Communication - Honors	3
COMMST 100	Elements of Public Speaking	3
<b>or</b>		
COMMST 100H	Elements of Public Speaking - Honors	3
MICRO 150	Medical Microbiology	5
<b>Total Units</b>		<b>33-35</b>

**Rationale:** To comply with California Community College State Chancellor's Office.  
**Effective:** Fall 2019

## **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:** June 20, 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 2019-2020 or 2020-2021 College Catalog.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

None.

**SAN BERNARDINO VALLEY COLLEGE  
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL  
June 20, 2019**

**CONTENT REVIEW**

*No Changes to the College Catalog*

ART 121	MACH 070
<b>Rationale:</b>	Content Review
<b>Effective:</b>	Fall 2019

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>ENVT 100</b>
<b>Course Title:</b>	Introduction to Environmental Science
<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>Departmental Advisory:</b>	ENGL 101 or eligibility for ENGL 101 or ENGL 101H as determined through the SBVC assessment process and MATH 962.
<b>Catalog Description:</b>	This course is an introduction to environmental issues from a scientific perspective. It focuses on physical, chemical, and biological processes within the Earth system, the interaction between humans and these processes, and the role of science in finding sustainable solutions.
<b>Schedule Description:</b>	This course is an introduction to environmental issues from a scientific perspective. It focuses on physical, chemical, and biological processes within the Earth system, the interaction between humans and these processes, and the role of science in finding sustainable solutions.
<b>Rationale:</b>	Introduction to Environmental Science is a necessary component within SBVC Environmental Science AS and AS-T Degrees. This course is required in order to receive TMC approval and will articulate to nearly any CSU and UC campus that offers an Environmental Science undergraduate degree.
<b>TOP Code:</b>	0301.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 010</b>
<b>Course Title:</b>	Fundamentals of Industrial Maintenance
<b>Units:</b>	1
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This course covers orientation to the trade and tools of the trade for industrial maintenance mechanics.
<b>Schedule Description:</b>	This course covers orientation to the trade and tools of the trade for industrial maintenance mechanics.

**Rationale:** This course is part of the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant  
**TOP Code:** 0945.00  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

**Course ID:** **MACH 014**  
**Course Title:** Craft Related Quantitative Skills  
**Units:** 1  
**Lecture:** 1 contact hour(s) per week  
 16 - 18 contact hours per semester  
**Outside of Class Hours:** 2 hour(s) per week  
**Prerequisite:** None  
**Catalog Description:** This course is designed to give students the fundamental quantitative skills commonly used by industrial maintenance mechanics.  
**Schedule Description:** This course is designed to give students the fundamental quantitative skills commonly used by industrial maintenance mechanics.  
**Rationale:** This course will be part of the new Industrial Maintenance certificate program.  
**TOP Code:** 0945.00  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

**Course ID:** **MACH 016**  
**Course Title:** Construction Print Reading  
**Units:** 1  
**Lecture:** 1 contact hour(s) per week  
 16 - 18 contact hours per semester  
**Outside of Class Hours:** 2 hour(s) per week  
**Prerequisite:** None  
**Catalog Description:** This course is designed to give students the fundamental skills to read commonly used prints in construction by industrial maintenance mechanics.  
**Schedule Description:** This course is designed to give students the fundamental skills to read commonly used prints in construction by industrial maintenance mechanics.  
**Rationale:** This course will be part of the new Industrial Maintenance certificate program.  
**TOP Code:** 0945.00  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 018</b>
<b>Course Title:</b>	Gaskets, Pumps, and Valves
<b>Units:</b>	1.5
<b>Lecture:</b>	1.5 contact hour(s) per week 24 - 27 contact hours per semester
<b>Outside of Class Hours:</b>	3 hour(s) per week
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This course is designed to give students the fundamental skills in gaskets, packing, pumps, drivers, valves and lubrication used for industrial maintenance mechanics.
<b>Schedule Description:</b>	This course is designed to give students the fundamental skills in gaskets, packing, pumps, drivers, valves and lubrication used for industrial maintenance mechanics.
<b>Rationale:</b>	This course will be part of the new Industrial Maintenance certificate program.
<b>TOP Code:</b>	0945.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 020</b>
<b>Course Title:</b>	Material Handling, and Support Equipment
<b>Units:</b>	1.5
<b>Lecture:</b>	1.5 contact hour(s) per week 24 - 27 contact hours per semester
<b>Outside of Class Hours:</b>	3 hour(s) per week
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This course is designed to give students the fundamental skills in material handling, hand rigging, mobile and support equipment used for industrial maintenance mechanics.
<b>Schedule Description:</b>	This course is designed to give students the fundamental skills in material handling, hand rigging, mobile and support equipment used for industrial maintenance mechanics.
<b>Rationale:</b>	This course will be part of the new Industrial Maintenance certificate program.
<b>TOP Code:</b>	0945.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 027</b>
<b>Course Title:</b>	Introduction to Piping
<b>Units:</b>	1
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This course is designed to give students the fundamental skills necessary to work with various types of piping on the job site. The material covered in this course is copper and plastic piping and an introduction to ferrous metal piping practices.

**Schedule Description:** This course is designed to give students the fundamental skills necessary to work with various types of piping on the job site. The material covered in this course is copper and plastic piping and an introduction to ferrous metal piping practices.

**Rationale:** This course will be part of the new Industrial Maintenance certificate program.

**TOP Code:** 0945.00

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

**Effective:** Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

**Course ID:** **MACH 025**

**Course Title:** General Machine Shop

**Units:** 3

**Lecture:** 1 contact hour(s) per week  
16 - 18 contact hours per semester

**Laboratory:** 6 contact hour(s) per week  
96 - 108 contact hours per semester

**Outside of Class Hours:** 2 hour(s) per week

**Prerequisite:** None

**Catalog Description:** This introductory course instructs students in the basic set up and operating of the lathe, mill, saw, drill press, and grinder. Students will also learn safety, blueprint reading, measurement, shop math, tool grinding, and speed and feed calculations needed in machine shops.

**Schedule Description:** This introductory course instructs students in the basic set up and operating of the lathe, mill, saw, drill press, and grinder. Students will also learn safety, blueprint reading, measurement, shop math, tool grinding, and speed and feed calculations needed in machine shops.

**Rationale:** This will be part of the Mechanical Craft Certificate.

**TOP Code:** 0956.30

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

**Effective:** Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

**Course ID:** **MACH 026**

**Course Title:** Valve Maintenance and Testing

**Units:** 1

**Lecture:** 1 contact hour(s) per week  
16 - 18 contact hours per semester

**Outside of Class Hours:** 2 hour(s) per week

**Prerequisite:** None

**Catalog Description:** This course is designed to give students the fundamental maintenance knowledge necessary to work with various types of valves and perform basic hydrostatic and pneumatic testing on the jobsite.

**Schedule Description:** This course is designed to give students the fundamental maintenance knowledge necessary to work with various types of valves and perform basic hydrostatic and pneumatic testing on the jobsite.

**Rationale:** This course will be part of the new Industrial Maintenance certificate program.

**TOP Code:** 0954.00

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

**Effective:** Fall 2020



## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 028</b>
<b>Course Title:</b>	Introduction to Bearings
<b>Units:</b>	1
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This course is designed to give students the fundamental knowledge necessary to work with various types of bearings on the jobsite.
<b>Schedule Description:</b>	This course is designed to give students the fundamental knowledge necessary to work with various types of bearings on the jobsite.
<b>Rationale:</b>	This course will be part of the new Industrial Maintenance certificate program.
<b>TOP Code:</b>	0945.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 029</b>
<b>Course Title:</b>	Basic Layout for Industrial Maintenance
<b>Units:</b>	1
<b>Laboratory:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This course is designed to give students the fundamental skills necessary to do basic on-the-job layout for machinery repair and installation.
<b>Schedule Description:</b>	This course is designed to give students the fundamental skills necessary to do basic on-the-job layout for machinery repair and installation.
<b>Rationale:</b>	This course will be part of the new Industrial Maintenance certificate program.
<b>TOP Code:</b>	0945.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 030</b>
<b>Course Title:</b>	Introduction to Steam Systems
<b>Units:</b>	2
<b>Lecture:</b>	2 contact hour(s) per week 32 - 36 contact hours per semester
<b>Outside of Class Hours:</b>	4 hour(s) per week
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This course is designed to give students the fundamental knowledge necessary to work with various types of steam systems commonly found on the jobsite.
<b>Schedule Description:</b>	This course is designed to give students the fundamental knowledge necessary to work with various types of steam systems commonly found on the jobsite.
<b>Rationale:</b>	This course will be part of the new Industrial Maintenance certificate program.
<b>TOP Code:</b>	0945.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 032</b>
<b>Course Title:</b>	Distillation Towers and Vessels
<b>Units:</b>	1
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This course is designed to give students the fundamental knowledge necessary to work with various types of distillation towers and vessels commonly found on the jobsite.
<b>Schedule Description:</b>	This course is designed to give students the fundamental knowledge necessary to work with various types of distillation towers and vessels commonly found on the jobsite.
<b>Rationale:</b>	This course will be part of the new Industrial Maintenance certificate program.
<b>TOP Code:</b>	0945.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 034</b>
<b>Course Title:</b>	Heaters and Cooling Towers
<b>Units:</b>	1
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This course is designed to give students the fundamental knowledge necessary to work with various types of heaters, furnaces, heat exchanges, cooling towers and fin fans commonly found on the jobsite.
<b>Schedule Description:</b>	This course is designed to give students the fundamental knowledge necessary to work with various types of heaters, furnaces, heat exchanges, cooling towers and fin fans commonly found on the jobsite.
<b>Rationale:</b>	This course will be part of the new Industrial Maintenance certificate program.
<b>TOP Code:</b>	0945.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 040</b>
<b>Course Title:</b>	Intermediate Three-Dimensional Computer Modeling
<b>Units:</b>	3
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Laboratory:</b>	6 contact hour(s) per week 96 - 108 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Prerequisite:</b>	MACH 075

**Catalog Description:** This course covers intermediate concepts and development of three-dimensional solid modeling and solid assembly modeling using a Computer Aided Drafting (CAD) solid modeling program.

**Schedule Description:** This course covers intermediate concepts and development of three-dimensional solid modeling and solid assembly modeling using a Computer Aided Drafting (CAD) solid modeling program.

**Rationale:** A second level modeling course is needed for complex designs to be used for programming and manufacture of advanced features on multi axis machine tools.

**TOP Code:** 0956.30

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

**Effective:** Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

**Course ID:** **MACH 041**

**Course Title:** Advanced Mechanical Design Applications

**Units:** 4

**Lecture:** 2 contact hour(s) per week  
32 - 36 contact hours per semester

**Laboratory:** 6 contact hour(s) per week  
96 - 108 contact hours per semester

**Outside of Class Hours:** 4 hour(s) per week

**Prerequisite:** ARCH 130, MACH 075, MACH 040

**Catalog Description:** This course covers advanced modeling of machine parts in the various stages of manufacturing with required back-up items such as jigs, fixtures, weldments, tooling, molds and dies.

**Schedule Description:** This course covers advanced modeling of machine parts in the various stages of manufacturing with required back-up items such as jigs, fixtures, weldments, tooling, molds and dies.

**Rationale:** This course is needed to teach advanced modeling applications.

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

**Effective:** Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

**Course ID:** **MACH 042**

**Course Title:** Mechanical Design and Drafting I

**Units:** 3

**Lecture:** 1 contact hour(s) per week  
16 - 18 contact hours per semester

**Laboratory:** 6 contact hour(s) per week  
96 - 108 contact hours per semester

**Outside of Class Hours:** 2 hour(s) per week

**Prerequisite:** ARCH 130 and MACH 075

**Catalog Description:** This course covers the production of engineering drawings with primary orthographic views, section views, detail views and auxiliary views. Students will also become familiar with detailing of drawing views including dimensions, notes/labels and drawing formats.

**Schedule Description:** This course covers the production of engineering drawings with primary orthographic views, section views, detail views and auxiliary views. Students will also become familiar with detailing of drawing views including dimensions, notes/labels and drawing formats.

**Rationale:** Introduction to documentation production.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

**Course ID:** **MACH 043**  
**Course Title:** Mechanical Design and Drafting II  
**Units:** 4  
**Lecture:** 2 contact hour(s) per week  
 32 - 36 contact hours per semester  
**Laboratory:** 6 contact hour(s) per week  
 96 - 108 contact hours per semester  
**Outside of Class Hours:** 4 hour(s) per week  
**Prerequisite:** ARCH 130, MACH 075, and MACH 042  
**Catalog Description:** This course covers advanced drawing techniques with a focus on mechanical applications. Advanced documentation/design practices including ASME Y14.5 tolerancing, symbol libraries, bills of material, and interface automation will be covered.  
**Schedule Description:** This course covers advanced drawing techniques with a focus on mechanical applications. Advanced documentation/design practices including ASME Y14.5 tolerancing, symbol libraries, bills of material, and interface automation will be covered.  
**Rationale:** Advanced documentation production.  
**TOP Code:** 0953.40  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

**Course ID:** **MACH 050**  
**Course Title:** Electrical Safety and Hand Bending  
**Units:** 1  
**Lecture:** 1 contact hour(s) per week  
 16 - 18 contact hours per semester  
**Outside of Class Hours:** 2 hour(s) per week  
**Prerequisite:** None  
**Catalog Description:** This course covers safety rules as applied to handling and working with electrical systems and circuits including methods and procedures used in cutting, bending, and reaming conduit.  
**Schedule Description:** This course covers safety rules as applied to handling and working with electrical systems and circuits including methods and procedures used in cutting, bending, and reaming conduit.  
**Rationale:** This course will be part of the new Industrial Maintenance certificate program.  
**TOP Code:** 0945.00  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

**NEW COURSE***Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 052</b>
<b>Course Title:</b>	Fasteners and Electrical Theory
<b>Units:</b>	1
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This course covers basic electrical theory and applications and installation procedures for various types of fasteners and anchors used in electrical systems and circuits.
<b>Schedule Description:</b>	This course covers basic electrical theory and applications and installation procedures for various types of fasteners and anchors used in electrical systems and circuits.
<b>Rationale:</b>	This course will be part of the new Industrial Maintenance certificate program.
<b>TOP Code:</b>	0945.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

**NEW COURSE***Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 054</b>
<b>Course Title:</b>	National Electrical Code (NEC) and Electrical Test Equipment
<b>Units:</b>	2
<b>Lecture:</b>	2 contact hour(s) per week 32 - 36 contact hours per semester
<b>Outside of Class Hours:</b>	4 hour(s) per week
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	The course covers the application of electrical test equipment, the National Electrical Code (NEC), and raceway-fittings and accessories.
<b>Schedule Description:</b>	The course covers the application of electrical test equipment, the National Electrical Code (NEC), and raceway-fittings and accessories.
<b>Rationale:</b>	This course will be part of the new Industrial Maintenance certificate program.
<b>TOP Code:</b>	0945.00
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

**NEW COURSE***Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 058</b>
<b>Course Title:</b>	Electrical Print Reading and Wiring
<b>Units:</b>	1
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This course covers the application of electrical print reading and the wiring of switches and receptacles used in residential, and commercial electricity.
<b>Schedule Description:</b>	This course covers the application of electrical print reading and the wiring of switches and receptacles used in residential, and commercial electricity.
<b>Rationale:</b>	This course will be part of the new Industrial Maintenance certificate program.

**TOP Code:** 0945.00  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

**Course ID:** **MACH 060**  
**Course Title:** Electrical Performance Testing  
**Units:** 1  
**Laboratory:** 3 contact hour(s) per week  
 48 - 54 contact hours per semester  
**Prerequisite:** MACH 050 and MACH 052 and MACH 054 and MACH 058  
**Catalog Description:** In this course students will have the opportunity to demonstrate the skills learned in the classroom under the guidance of journeyman and/or qualified personnel on the jobsite.  
**Schedule Description:** In this course students will have the opportunity to demonstrate the skills learned in the classroom under the guidance of journeyman and/or qualified personnel on the jobsite.  
**Rationale:** This course will be part of the new Industrial Maintenance certificate program.  
**TOP Code:** 0945.00  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

**NEW COURSE**

*Addition to the 2020-2021 College Catalog*

**Course ID:** **MACH 062**  
**Course Title:** Computer Numerical Control Wire Electric Discharge Machine Set up and Operations  
**Units:** 3  
**Lecture:** 1 contact hour(s) per week  
 16 - 18 contact hours per semester  
**Laboratory:** 6 contact hour(s) per week  
 96 - 108 contact hours per semester  
**Outside of Class Hours:** 2 hour(s) per week  
**Prerequisite:** MACH 160  
**Catalog Description:** This course provides the student with instruction in the concepts and practices associated with the setup, operation, and programming of Computer Numerical Control (CNC) Wire Electrical Discharge Machines (EDM).  
**Schedule Description:** This course provides the student with instruction in the concepts and practices associated with the setup, operation, and programming of Computer Numerical Control (CNC) Wire Electrical Discharge Machines (EDM).  
**Rationale:** Currently there is no course that offers students the opportunity to learn how to set up and operate a wire discharge machine (EDM).  
**TOP Code:** 0956.30  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 076</b>
<b>Course Title:</b>	Computer Numerical Control (CNC) Parts Programming and Machining
<b>Units:</b>	3
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Laboratory:</b>	6 contact hour(s) per week 96 - 108 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Prerequisite:</b>	MACH 074
<b>Catalog Description:</b>	This course covers manual programming techniques, calculations, and program development for Computer Numerical Control (CNC) mills, machining centers, and lathes. Up to three axis of control will be discussed. Students will test part programs on Computer Numerical Control (CNC) machines during laboratory hours.
<b>Schedule Description:</b>	This course covers manual programming techniques, calculations, and program development for Computer Numerical Control (CNC) mills, machining centers, and lathes. Up to three axis of control will be discussed. Students will test part programs on Computer Numerical Control (CNC) machines during laboratory hours.
<b>Rationale:</b>	Currently there is no course that allows students to test self-written programs, set up, and operate.
<b>TOP Code:</b>	0956.30
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 077</b>
<b>Course Title:</b>	Advanced Computer Numerical Control (CNC) Machining
<b>Units:</b>	3
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Laboratory:</b>	6 contact hour(s) per week 96 - 108 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Prerequisite:</b>	MACH 076
<b>Catalog Description:</b>	This course provides students with advanced instruction and practice in the concepts and practices associated with programming and set up of Computer Numerical Control (CNC) mills and lathes. Students will build upon prior experience with CNC machines to complete finished parts on Computer Numerical Control (CNC) mills and lathes having various control types. Students will run programs and practice set-up processes during lab time.
<b>Schedule Description:</b>	This course provides advanced instruction and practice in the concepts and practices associated with programming and set up of Computer Numerical Control (CNC) mills and lathes.
<b>Rationale:</b>	Currently there are no advanced CNC level courses.
<b>TOP Code:</b>	0956.30
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 078</b>
<b>Course Title:</b>	Multiple Axis Computer Numerical Control (CNC) Set-Up and Operation Machining
<b>Units:</b>	3
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Laboratory:</b>	6 contact hour(s) per week 96 - 108 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Prerequisite:</b>	MACH 077
<b>Catalog Description:</b>	This course provides students with instruction associated with the programming and set up of Computer Numerical Control (CNC) mills with four and five axis of control. Students will build upon prior experience with Computer Numerical Control (CNC) machines to complete finished parts on Computer Numerical Control (CNC) mills with four and five axis of control. Students will run programs and practice set-up processes during the laboratory.
<b>Schedule Description:</b>	This course provides students with instruction associated with the programming and set up of Computer Numerical Control (CNC) mills with four and five axis of control.
<b>Rationale:</b>	Currently there are no multiple axis courses offered.
<b>TOP Code:</b>	0956.30
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 091</b>
<b>Course Title:</b>	Geometric Dimensioning & Tolerancing
<b>Units:</b>	2
<b>Lecture:</b>	2 contact hour(s) per week 32 - 36 contact hours per semester
<b>Outside of Class Hours:</b>	4 hour(s) per week
<b>Prerequisite:</b>	MACH 090
<b>Catalog Description:</b>	This course covers Geometric Dimensioning and Tolerancing interpretation and use of ANSI Y14.5M standards applied to prints regarding industry and government standards.
<b>Schedule Description:</b>	This course covers Geometric Dimensioning and Tolerancing interpretation and use of ANSI Y14.5M standards applied to prints regarding industry and government standards.
<b>Rationale:</b>	This course will address the insufficient time needed to properly teach geometric dimensioning and tolerancing, formerly part of the print reading course
<b>TOP Code:</b>	0956.30
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020



## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 098</b>
<b>Course Title:</b>	Machinist Technology Work Experience
<b>Units:</b>	1 - 4
<b>Work Experience:</b>	60 - 300 contact hour(s) per week
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This course involves supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students <b>MUST</b> be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.
<b>Schedule Description:</b>	This course involves supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. Students <b>MUST</b> be working for pay or volunteer before registering for a Work Experience class. NOTE: Only one section of Work Experience may be taken during a semester.
<b>Rationale:</b>	A pathway for the learn to earn model and apprenticeships.
<b>TOP Code:</b>	0956.30
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 600</b>
<b>Course Title:</b>	Conventional Machine Lab
<b>Hours:</b>	48 - 54
<b>Laboratory:</b>	48 - 54 contact hour(s) per semester
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This noncredit laboratory course provides practice on machine shop equipment. Students will work on individual projects which they will retain for their use. Training received in this course develops an ability to visualize and perform various functions necessary in the machine trade.
<b>Schedule Description:</b>	This noncredit laboratory course provides practice on machine shop equipment. Students will work on individual projects, which they will retain for their use. Training received in this course develops an ability to visualize and perform various functions necessary in the machine trade.
<b>Rationale:</b>	This course will be offered to students in the machinist technology program to allow them to gain the number of hour needed to suffice employer minimum hours of experience.
<b>TOP Code:</b>	0956.30
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MACH 601</b>
<b>Course Title:</b>	Computer Numerical Control (CNC) Lab
<b>Hours:</b>	8 - 9
<b>Laboratory:</b>	8 - 9 contact hour(s) per semester
<b>Prerequisite:</b>	None
<b>Catalog Description:</b>	This noncredit laboratory course provides practice on CNC machine shop equipment. Students will work on individual projects which they will retain for their use. Training received in this course develops an ability to visualize and perform various functions necessary in the machine trade.
<b>Schedule Description:</b>	This noncredit laboratory course provides practice on CNC machine shop equipment. Students will work on individual projects which they will retain for their use. Training received in this course develops an ability to visualize and perform various functions necessary in the machine trade.
<b>Rationale:</b>	This course will be offered to students in the machinist technology program to allow them to gain the number of hour needed to suffice employer minimum hours of experience.
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

## NEW COURSE

### *Addition to the 2020-2021 College Catalog*

<b>Course ID:</b>	<b>MUS 108</b>
<b>Course Title:</b>	History of Hip Hop Music
<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>Departmental Advisory:</b>	ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.
<b>Catalog Description:</b>	This course presents the development of Hip hop as a musical style and cultural movement. Students will examine key figures in Hip hop, institutions, and social settings through readings, electronic media, videos, and live performance. Students will also investigate how Hip hop culture is not only a source of entertainment, but also a medium that analyzes and/or provides commentary regarding social, economic, political, and cultural issues dealing with identity, cultural genocide, misogyny, racism, classism, materialism, freedom of speech, and sexuality.
<b>Schedule Description:</b>	This course presents the development of hip hop as a musical style and cultural movement. Students will examine key figures in hip hop, institutions, and social settings through readings, electronic media, videos, and live performance. Students will also investigate how hip hop culture is not only a source of entertainment, but also a medium that analyzes and/or provides commentary regarding social, economic, political, and cultural issues dealing with identity, cultural genocide, misogyny, racism, classism, materialism, freedom of speech, and sexuality.
<b>Rationale:</b>	A course of study focusing on the history of Hip hop is an innovative and 21st-century applicable class, which is not available at this time. Course will be added to the Music AA Degree.
<b>TOP Code:</b>	1004.00
<b>Equate:</b>	Course not offered at CHC.

**Effective:** Fall 2020

### NEW COURSE

*Addition to the 2020-2021 College Catalog*

**Course ID:** **WELD 055**  
**Course Title:** Rigging  
**Units:** 4  
**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  
**Outside of Class Hours:** 6 hour(s) per week  
**Prerequisite:** None  
**Catalog Description:** The course is a comprehensive study of material handling and rigging.  
**Schedule Description:** The course is a comprehensive study of material handling and rigging.  
**Rationale:** This course will be a part of the new Mechanical Craft certificate.  
**TOP Code:** 0956.50  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

### MODIFY COURSE

*Changes to the 2019-2020 or 2020-2021 College Catalog*

COURSE ID	COURSE TITLE
CHEM 101	INTRODUCTORY CHEMISTRY

**Prerequisite:** ENGL 101 or ENGL 101H or READ 100 and MATH 102 or eligibility for MATH 151 or higher as determined by the SBVC assessment process.  
**Corequisite:** ENGL 101 or ENGL 101H or READ 100 and MATH 102  
**Rationale:** Updating prerequisites to include co-requisites and changing math prerequisite to math 102 pre and co-requisite  
**Equate:** CHEM 101 at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
CHEM 105	INTRODUCTION TO GENERAL, ORGANIC AND BIOCHEMISTRY

**Prerequisite:** ENGL 101 or ENGL 101H or READ 100 and MATH 102 or eligibility for MATH 151 or higher as determined by the SBVC assessment process.  
**Corequisite:** ENGL 101 or ENGL 101H or READ 100 and MATH 102  
**Rationale:** Updating prerequisites to include co-requisites and changing math prerequisite to math 102 pre and co-requisite  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
CHEM 151	GENERAL CHEMISTRY II

<b>Prerequisite:</b>	CHEM 150 and MATH 102 or SBVC assessment higher than MATH 102
<b>Catalog Description:</b>	General Chemistry II is the second half of a two-part sequence in chemistry with an emphasis on thermodynamics, chemical equilibrium, chemical kinetics, nuclear and electrochemistry. This course prepares students for future courses and careers in chemistry, physics, biology, health sciences, and the earth sciences.
<b>Schedule Description:</b>	General Chemistry II is the second half of a two-part sequence in chemistry with an emphasis on thermodynamics, chemical equilibrium, chemical kinetics, nuclear and electrochemistry. This course prepares students for future courses and careers in chemistry, physics, biology, health sciences, and the earth sciences.
<b>Rationale:</b>	Content review, updating prerequisite and course descriptions.
<b>Equate:</b>	CHEM 151 at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
CHEM 205	QUANTITATIVE CHEMICAL ANALYSIS

<b>Prerequisite:</b>	CHEM 151
<b>Rationale:</b>	Content review, updating prerequisite to remove CHEM 151H.
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
CHEM 212	ORGANIC CHEMISTRY I

<b>Prerequisite:</b>	CHEM 151
<b>Corequisite:</b>	CHEM 151
<b>Rationale:</b>	Content review, updating prerequisite and corequisite to remove CHEM 151H.
<b>Equate:</b>	CHEM 212 at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
CHEM 213	ORGANIC CHEMISTRY II

<b>Prerequisite:</b>	CHEM 212
<b>Rationale:</b>	Content review, updating prerequisite to remove CHEM 212H.
<b>Equate:</b>	CHEM 213 at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
CULART 012	CULINARY ARTS INTERNSHIP III

**Course Title:** Food Truck Restaurant and Catering Services  
**Prerequisite:** CULART 010  
**Corequisite:** None  
**Catalog Description:** This course provides a supervised internship in the culinary art's operational food truck restaurant. The concentration will be on building management and technical skills needed to manage or run a kitchen and caterings from a food truck.  
**Schedule Description:** This course provides a supervised internship in the culinary art's operational Food Truck restaurant. The concentration will be on building management and technical skills needed to manage or run a kitchen and caterings from a food truck.  
**Rationale:** Changing the name of the course gives a more accurate picture for students who are looking to understand food truck preparation.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
CULART 225	SANITATION AND SAFETY

**Units:** 3  
**Lecture:** 3 contact hour(s) per week  
 48 - 54 contact hours per semester  
**Rationale:** Aligning units to match HOSP 110 C-ID. Students have not been successful with the lower units, more instruction time needed.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
CULART 275	FOOD, BEVERAGE AND LABOR COST CONTROL

**Prerequisite:** ACCT 200  
**Departmental Advisory:** CULART 240  
**Catalog Description:** This course includes the analysis of food, beverage and labor cost controls within a hospitality operation. Emphasis is on problem solving, cost control techniques to maximize profit while managing expenses. Topics include: establishing standards, cost-volume-profit-analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor control.  
**Schedule Description:** This course includes the analysis of food, beverage and labor cost controls within a hospitality operation. Emphasis is on problem solving, applying cost control techniques to maximize profits while managing expenses. Topics include: establishing standards, cost-volume-profit-analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor control.  
**Rationale:** Aligning culinary and hospitality courses with C-ID.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
ECON 100	INTRODUCTION TO ECONOMICS

<b>Catalog Description:</b>	This course is an entry-level, general education course which introduces and surveys basic macroeconomic, microeconomic, and personal finance principles. This course emphasizes the causes and consequences of the business cycle on output, employment, and prices as well as, basic supply and demand analysis across different market structures. Analysis further includes the role of the government in the macro-economy and the micro-economy.
<b>Schedule Description:</b>	This course is an entry-level, general education course which introduces and surveys basic macroeconomic, microeconomic, and personal finance principles.
<b>Rationale:</b>	Content review, updating course descriptions.
<b>Equate:</b>	ECON 100 at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
ECON 200	PRINCIPLES OF MACROECONOMICS

<b>Prerequisite:</b>	None.
<b>Departmental Advisory:</b>	Eligibility for ENGL 101 or ENGL 101H as determined by SBVC assessment process and MATH 095 or MATH 096.
<b>Rationale:</b>	Content review, removing prerequisite and updating departmental advisories.
<b>Equate:</b>	ECON 200 at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
ECON 200H	PRINCIPLES OF MACROECONOMICS - HONORS

<b>Prerequisite:</b>	ENGL 101 or ENGL 101H
<b>Departmental Advisory:</b>	MATH 095 or MATH 096
<b>Rationale:</b>	Content review, updating prerequisites and departmental advisories.
<b>Equate:</b>	ECON 200H at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
ECON 201	PRINCIPLES OF MICROECONOMICS

<b>Prerequisite:</b>	None
<b>Departmental Advisory:</b>	Eligibility for ENGL 101 or ENGL 101H as determined by SBVC assessment process and MATH 095 or MATH 096.
<b>Rationale:</b>	Content review, removing prerequisite and updating departmental advisories.
<b>Equate:</b>	ECON 201 at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
ECON 201H	PRINCIPLES OF MICROECONOMICS - HONORS

**Prerequisite:** ENGL 101 or ENGL 101H  
**Departmental Advisory:** MATH 095 or MATH 096  
**Rationale:** Content review, updating prerequisites and departmental advisories.  
**Equate:** ECON 201H at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
ECON 208	BUSINESS AND ECONOMIC STATISTICS

**Prerequisite:** MATH 095 or MATH 096 or eligibility for MATH 102 as determined through the SBVC assessment process.  
**Rationale:** Content review, updating prerequisite.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MACH 021	MACHINE SHOP I

**Lecture:** 1 contact hour(s) per week  
 16 - 18 contact hours per semester  
**Laboratory:** 9 contact hour(s) per week  
 144 - 162 contact hours per semester  
**Outside of Class Hours:** 2 hour(s) per week  
**Departmental Advisory:** MACH 090 and MACH 120  
**Catalog Description:** This course includes basic machine shop practices, with an emphasis on Occupational Safety and Health Act (OSHA), basic shop mathematics, measurements, the correct use of basic machine tools, mills, lathes, saws, drill presses, and provides an introduction to National Institute for Metalworking Skills (NIMS) Standards Level I, Bench and Layout.  
**Schedule Description:** This course includes basic machine shop practices, with an emphasis on Occupational Safety and Health Act (OSHA), basic shop mathematics, measurements, the correct use of basic machine tools, mills, lathes, saws, drill presses, and provides an introduction to National Institute for Metalworking Skills (NIMS) Standards Level I, Bench and Layout.  
**Rationale:** Course updating to include NIMS certification content.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MACH 022	MACHINE SHOP II

<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Laboratory:</b>	9 contact hour(s) per week 144 - 162 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Catalog Description:</b>	This course includes machine shop practices for students with a machining background. Emphasis is placed on mathematical speeds and feed formulas, boring processes on mills and lathes, tool grinding, National Institute for Metalworking Skills (NIMS) Standards. At the completion of this course, students will have completed certain NIMS certification competencies.
<b>Schedule Description:</b>	This course includes machine shop practices for students with a machining background. Emphasis is placed on mathematical speeds and feed formulas, boring processes on mills and lathes, tool grinding, National Institute for Metalworking Skills (NIMS) Standards. At the completion of this course, students will have completed certain NIMS certification competencies.
<b>Rationale:</b>	Content Review. Relaunching and updating course to align with industry standards.
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
MACH 061	JIG AND FIXTURE MACHINING

<b>Departmental Advisory:</b>	MACH 021 and MACH 090
<b>Catalog Description:</b>	This course includes the study of jig and fixture, design, and machining. Techniques to support conventional and computer numerical control (CNC) machining processes to improve manufacturing efficiency and productivity are explored.
<b>Schedule Description:</b>	This course includes the study of jig and fixture applications for conventional and computerized numerical machining processes along with the skills and standards applied to the National Metal Working Skills (NIMS) standards.
<b>Rationale:</b>	Content Review. Reviewing and updating course to align with industry standards.
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
MACH 071	COMPUTER NUMERICAL CONTROL MACHINING II

<b>Course Title:</b>	Computer Numerical Control Programming II
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Laboratory:</b>	6 contact hour(s) per week 96 - 108 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Catalog Description:</b>	This is an intermediate Computer Numerical Control (CNC) programming course which focuses on manual coding of various machine tool control languages. It includes programming concepts, and hands on manual programming to manufacture parts using Fanuc, Haas, and Mazak CNC machine tools.



**Schedule Description:** This is an intermediate Computer Numerical Control (CNC) programming course which focuses on manual coding of various machine tool control languages. It includes programming concepts, and hands on manual programming to manufacture parts using Fanuc, Haas, and Mazak CNC machine tools.

**Rationale:** Review, update, and relaunch. Change in lecture/lab hours to better present material.

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

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MACH 072	COMPUTER AIDED DESIGN AND MANUFACTURING I

**Course Title:** Computer Aided Design and Manufacturing Programming I

**Lecture:** 1 contact hour(s) per week  
16 - 18 contact hours per semester

**Laboratory:** 6 contact hour(s) per week  
96 - 108 contact hours per semester

**Outside of Class Hours:** 2 hour(s) per week

**Rationale:** Review, update, and relaunch. Change to lecture/lab hours to better present material.

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

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MACH 073	COMPUTER AIDED DESIGN AND MANUFACTURING II

**Course Title:** Computer Aided Design and Manufacturing Programming II

**Lecture:** 1 contact hour(s) per week  
16 - 18 contact hours per semester

**Laboratory:** 6 contact hour(s) per week  
96 - 108 contact hours per semester

**Outside of Class Hours:** 2 hour(s) per week

**Catalog Description:** This course includes the study and use of Mastercam software, 3-D mill, solids, and lathe programming. Speeds, feeds, and tool path programming for generating G- code of complex surfaces are explored.

**Schedule Description:** This course includes the study and use of Mastercam software, 3-D mill, solids, and lathe programming. Speeds, feeds, and tool path programming for generating G- code of complex surfaces are explored.

**Rationale:** Review, update, and relaunch. Change to lecture/lab hours to better present material.

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

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MACH 074	SET-UP AND OPERATION OF CNC MACHINES

<b>Course Title:</b>	Computer numerical Control (CNC) Machining Setup and Operation
<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Laboratory:</b>	6 contact hour(s) per week 96 - 108 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Catalog Description:</b>	This is an introductory course designed to teach the fundamental skills related to the setup and operation of Computer Numerically Controlled (CNC) machine tools. Safety, tool selection, speeds and feeds, machine and controller functions, and calculation and input of offsets, are also included.
<b>Schedule Description:</b>	This is an introductory course designed to teach the fundamental skills related to the setup and operation of Computer Numerically Controlled (CNC) machine tools. Safety, tool selection, speeds and feeds, machine and controller functions, and calculation and input of offsets, are also included.
<b>Rationale:</b>	Review, update, and relaunch. Change to lecture/lab hours to better present material.
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
MACH 075	INTRODUCTION TO COMPUTER AIDED DESIGN/SOLIDWORKS

<b>Course Title:</b>	Introduction to Three-Dimensional Computer-Aided Design (3D-CAD)
<b>Rationale:</b>	Updating title.
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
MACH 090	MECHANICAL PRINT READING, GEOMETRIC DIMENSIONING AND TOLERANCING

<b>Course Title:</b>	Mechanical Print Reading
<b>Lecture:</b>	2 contact hour(s) per week 32 - 36 contact hours per semester
<b>Laboratory:</b>	3 contact hour(s) per week 48 - 54 contact hours per semester
<b>Outside of Class Hours:</b>	4 hour(s) per week
<b>Catalog Description:</b>	This course is a study in print interpretation with an emphasis on terminology. It also includes sketching, precision metrology, and concepts related to mechanical drawing standards, language of the American Society of Mechanical Engineers (ASME) Y14 series 2014, and how these apply to the mechanical print inspection processes.
<b>Schedule Description:</b>	This course is a study in print interpretation with an emphasis on terminology. It also includes sketching, precision metrology, and concepts related to mechanical drawing standards, language of the American Society of Mechanical Engineers (ASME) Y14 series 2014, and how these apply to the mechanical print inspection processes.

**Rationale:** Separate courses are needed to address print reading and Geometric dimensioning and tolerancing. This course is being updated to include updated ASME Y14 series 2014 standards.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MACH 120	MACHINE SHOP THEORY

**Catalog Description:** This is a lecture course with instruction in the fundamentals of industrial processes and machines that are required of the machinist. Shop safety practices, job planning, feeds and speeds, layout tools, hand tools, bench work, and metal-cutting machines are covered.

**Schedule Description:** This is a lecture course with instruction in the fundamentals of industrial processes and machines that are required of the machinist. Shop safety practices, job planning, feeds and speeds, layout tools, hand tools, bench work, and metal-cutting machines are covered.

**Rationale:** Updating course descriptions.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MACH 123	MACHINE SHOP III

**Lecture:** 1 contact hour(s) per week  
 16 - 18 contact hours per semester  
**Laboratory:** 9 contact hour(s) per week  
 144 - 162 contact hours per semester

**Outside of Class Hours:** 2 hour(s) per week

**Catalog Description:** This course includes intermediate machine shop practices. Emphasis is placed on set up of machine tool accessories: steady rests, vises, rotary tables, indexers, and precision grinding accessories: precision vice, punch former, surface grinder radius dresser. At the completion of the course, students may qualify for National Institute for Metalworking Skills (NIMS).

**Schedule Description:** This course includes intermediate machine shop practices. Emphasis is placed on set up of machine tool accessories: steady rests, vises, rotary tables, indexers, and precision grinding accessories: precision vice, punch former, surface grinder radius dresser. At the completion of the course, students may qualify for National Institute for Metalworking Skills (NIMS).

**Rationale:** Review, update, and relaunch. Change to lecture/lab hours to better present material.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MACH 124	MACHINE SHOP IV

**Lecture:** 1 contact hour(s) per week  
16 - 18 contact hours per semester

**Laboratory:** 9 contact hour(s) per week  
144 - 162 contact hours per semester

**Outside of Class Hours:** 2 hour(s) per week

**Catalog Description:** This course includes advanced machine shop practices. Emphasis is placed on high precision with low tolerance manufacturing, advanced math applications, special tool grinding, part indexing, and carbide applications. At the completion of the course, students should have completed the National Institute for Metalworking Skills (NIMS) certification competency tests in Manual Milling and Grinding Skills I.

**Schedule Description:** This course includes advanced machine shop practices. Emphasis is placed on high precision with low tolerance manufacturing, advanced math applications, special tool grinding, part indexing, and carbide applications. At the completion of the course, students should have completed the National Institute for Metalworking Skills (NIMS) certification competency tests in Manual Milling and Grinding Skills I.

**Rationale:** Review, update, and relaunch. Change to lecture/lab hours to better present material.

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

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MACH 129	MANUFACTURING PROCESSES

**Catalog Description:** The course is designed to provide a basic understanding of the manufacturing process: need, scope, advantages, limitation, economics, application, materials, and manufacturing. An overview of different methods for industrial materials manufacturing processes including casting, imaging and coating, molding, forming, machining, joining, and additive manufacturing will be covered.

**Schedule Description:** The course is designed to provide a basic understanding of the manufacturing process: need, scope, advantages, limitation, economics, application, materials, and manufacturing. An overview of different methods for industrial materials manufacturing processes including casting, imaging and coating, molding, forming, machining, joining, and additive manufacturing will be covered.

**Rationale:** Updating descriptions.

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

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MACH 160	TOOL AND DIE

<b>Lecture:</b>	1 contact hour(s) per week 16 - 18 contact hours per semester
<b>Laboratory:</b>	9 contact hour(s) per week 144 - 162 contact hours per semester
<b>Outside of Class Hours:</b>	2 hour(s) per week
<b>Catalog Description:</b>	This course includes the study and design of tool and die making processes; die cutting and forming; power presses dies for stamping and forming metal parts; and standards as outlined in the National Institute for Metalworking Skills (NIMS) standards.
<b>Schedule Description:</b>	This course includes the study and design of tool and die making processes; die cutting and forming; power presses dies for stamping and forming metal parts; and standards as outlined in the National Institute for Metalworking Skills (NIMS) standards.
<b>Rationale:</b>	Review, update, and relaunch. Change to lecture/lab hours to better present material.
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
MUS 100	MUSIC APPRECIATION

<b>Departmental Advisory:</b>	ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.
<b>Rationale:</b>	Content review, updating advisory.
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
MUS 101	MUSIC THEORY I: FUNDAMENTALS

<b>Departmental Advisory:</b>	ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.
<b>Rationale:</b>	Content review, updating advisory.
<b>Equate:</b>	MUSIC 101 at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
MUS 104	HISTORY OF ROCK AND ROLL

<b>Departmental Advisory:</b>	ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.
<b>Rationale:</b>	Content review, updating advisory.
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
MUS 105	AMERICAN POPULAR MUSIC

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** MUSIC 103 at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 106	HISTORY OF JAZZ

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 107	MUSIC OF THE WORLD

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 117A	ELEMENTARY ACOUSTIC GUITAR

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Catalog Description:** This course is a study of basic guitar emphasizing stringing, tuning and fingering. Students must provide their own acoustic guitar.  
**Schedule Description:** This course is a study of basic guitar emphasizing stringing, tuning and fingering. Students must provide their own acoustic guitar.  
**Rationale:** Content review, updating advisory.  
**Equate:** MUSIC 132 at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 117B	INTERMEDIATE ACOUSTIC GUITAR

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 117D	ADVANCED ACOUSTIC GUITAR

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 121	MUSIC HISTORY AND LITERATURE – MIDDLE AGES TO BAROQUE

**Course Title:** Music History and Literature-Middle Ages through Baroque  
**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Catalog Description:** This course provides an overview of the historical development of music from the Middle Ages (1450) through the Baroque Period (1750). Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to historical events.  
**Schedule Description:** This course provides an overview of the historical development of music from the Middle Ages (1450) through the Baroque Period (1750). Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to historical events.  
**Rationale:** Content review, updating title, advisory, and descriptions.  
**Equate:** MUSIC 120 at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 121H	MUSIC HISTORY AND LITERATURE – MIDDLE AGES TO BAROQUE - HONORS

**Course Title:** Music History and Literature - Middle Ages through Baroque - Honors  
**Prerequisite:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Catalog Description:** This course provides an overview of the historical development of music from the Middle Ages (1450) through the Baroque Period (1750). Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to historical events. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**  
**Schedule Description:** This course provides an overview of the historical development of music from the Middle Ages (1450) through the Baroque Period (1750). Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to historical events. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**  
**Rationale:** Content review, updating title, prerequisite, and descriptions.  
**Equate:** MUSIC 120H at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 122	MUSIC HISTORY AND LITERATURE – CLASSIC TO CONTEMPORARY

**Course Title:** Music History and Literature - Classic through Contemporary  
**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Catalog Description:** This course provides an overview of the historical development of music from Classicism (1750) to the present. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to political and artistic events.  
**Schedule Description:** This course provides an overview of the historical development of music from Classicism (1750) to the present. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to political and artistic events.  
**Rationale:** Content review, updating title, advisory, and descriptions.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 122H	MUSIC HISTORY AND LITERATURE – CLASSIC TO CONTEMPORARY - HONORS

**Course Title:** Music History and Literature - Classic through Contemporary - Honors  
**Prerequisite:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Catalog Description:** This course provides an overview of the historical development of music from Classicism (1750) to the present. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to political and artistic events. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**  
**Schedule Description:** This course provides an overview of the historical development of music from Classicism (1750) to the present. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to political and artistic events. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**  
**Rationale:** Content review, updating title, prerequisite, and descriptions.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 123	ELECTRONIC MUSIC I

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020



COURSE ID	COURSE TITLE
MUS 124	ELECTRONIC MUSIC II

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 130	ELEMENTARY VOICE

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 131	INTERMEDIATE VOICE

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 133	ELEMENTARY PIANO

**Units:** 1  
**Lecture:** 0.5 contact hour(s) per week  
8 - 9 contact hours per semester  
**Laboratory:** 1.5 contact hour(s) per week  
24 - 27 contact hours per semester  
**Outside of Class Hours:** 1 hour(s) per week  
**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating units, hours, and advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 134A	INTERMEDIATE PIANO

<b>Course ID:</b>	MUS 134
<b>Units:</b>	1
<b>Lecture:</b>	0.5 contact hour(s) per week 8 - 9 contact hours per semester
<b>Laboratory:</b>	1.5 contact hour(s) per week 24 - 27 contact hours per semester
<b>Outside of Class Hours:</b>	1 hour(s) per week
<b>Departmental Advisory:</b>	ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.
<b>Catalog Description:</b>	This course focuses on the improvement of keyboard facility and sight-reading abilities, utilizing improvisation and harmonization skills through simplified arrangements and original composition. This course will be useful for those desiring to strengthen keyboard skills. (Formerly MUS 134A)
<b>Schedule Description:</b>	This course focuses on the improvement of keyboard facility and sight-reading abilities, utilizing improvisation and harmonization skills through simplified arrangements and complex piano selections. This course will be useful for those desiring to strengthen keyboard skills. (Formerly MUS 134A)
<b>Rationale:</b>	Content review, updating Course ID, units, hours, and advisory.
<b>Equate:</b>	Course not offered at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
MUS 135	ADVANCED PIANO

<b>Units:</b>	1
<b>Lecture:</b>	0.5 contact hour(s) per week 8 - 9 contact hours per semester
<b>Laboratory:</b>	1.5 contact hour(s) per week 24 - 27 contact hours per semester
<b>Outside of Class Hours:</b>	1 hour(s) per week
<b>Departmental Advisory:</b>	ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.
<b>Rationale:</b>	Content review, updating units, hours, and advisory.
<b>Equate:</b>	MUSIC 135 at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
MUS 141x2	APPLIED MUSIC I

<b>Departmental Advisory:</b>	ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.
<b>Rationale:</b>	Content review, updating advisory.
<b>Equate:</b>	MUSIC 141x2 at CHC.
<b>Effective:</b>	Fall 2020

COURSE ID	COURSE TITLE
MUS 150x4	MIXED CHORUS

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** MUSIC 150x4 at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 152x4	CHAMBER SINGERS

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 153x4	CHAMBER CHORALE

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 154x4	COLLEGE SINGERS

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 156x4	CONCERT CHOIR

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 158x4	GOSPEL CHOIR

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 162x4	WIND ENSEMBLE

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 166x4	CONCERT BAND

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, updating advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 170	JAZZ IMPROVISATION AND THEORY I

**Course ID:** MUS 170x2  
**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Rationale:** Content review, Course ID and advisory.  
**Equate:** Course not offered at CHC.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 171	JAZZ IMPROVISATION AND THEORY II

**Course ID:** MUS 171x2  
**Prerequisite:** MUS 170  
**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.  
**Catalog Description:** This course presents the intermediate to advanced concepts of Jazz improvisation skills and Jazz theory. This is an ensemble with emphasis placed on modal and pentatonic scales, hard bop style, and modern jazz. An audition with the director is mandatory for participation in this ensemble.

**Schedule Description:** This course presents the intermediate to advanced concepts of Jazz improvisation skills and Jazz theory. This is an ensemble with emphasis placed on modal and pentatonic scales, hard bop style, and modern jazz. An audition with the director is mandatory for participation in this ensemble.

**Rationale:** Content review, updating Course ID, prerequisite, advisory, and course descriptions.

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

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 180	INSTRUMENTAL CHAMBER MUSIC

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.

**Rationale:** Content review, updating advisory.

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

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 222	INDEPENDENT STUDY IN MUSIC

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.

**Rationale:** Content review, updating advisory.

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

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
MUS 241x2	APPLIED MUSIC II

**Departmental Advisory:** ENGL 101 or ENGL 101H or eligibility as determined by the SBVC assessment process.

**Rationale:** Content review, updating advisory.

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

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
SOC 100H	INTRODUCTION TO SOCIOLOGY - HONORS

**Prerequisite:** ENGL 101 or ENGL 101H

**Rationale:** Regular content review of course, and updating requisites.

**Equate:** SOC 100H at CHC.

**Effective:** Fall 2020

COURSE ID	COURSE TITLE
SOC 110H	SOCIAL PROBLEMS - HONORS

<b>Prerequisite:</b>	ENGL 101 or ENGL 101H
<b>Catalog Description:</b>	This course is an examination of contemporary social issues in the United States including causes, consequences, interventions, and solutions, with an emphasis on social institutions and other topics such as crime, inequalities, substance abuse, and the role of power and ideology in the construction and definitions of social problems. This course is intended for students in the Honors Program, but is open to all students who desire more challenging work.
<b>Schedule Description:</b>	This course is an examination of contemporary social issues in the United States including causes, consequences, interventions, and solutions, with an emphasis on social institutions and other topics such as crime, inequalities, substance abuse, and the role of power and ideology in the construction and definitions of social problems. This course is intended for students in the Honors Program, but is open to all students who desire more challenging work.
<b>Rationale:</b>	Regular content review of course, and updating requisites.
<b>Equate:</b>	SOC 105 at CHC.
<b>Effective:</b>	Fall 2020

### COURSE DELETION

CHEM 104H CHEM 212H PS 112	CHEM 110 CHEM 213H	CHEM 150H MUS 134B	CHEM 151H PS 101
<b>Rationale:</b>	Courses are no longer offered.		
<b>Effective:</b>	Fall 2020		

### DISTANCE EDUCATION

ECON 100 ECON 201H MUS 104 SOC 110H	ECON 200 ECON 208 MUS 105	ECON 200H ENVT 100 MUS 106	ECON 201 MUS 100 SOC 100H
<b>Rationale:</b>	<b>100% ONLINE</b>		
One of the planning themes of San Bernardino Valley College (SBVC) is access. For career technical courses, the issue of scheduling is crucial. Students working the night shift can only take class in the morning while those working traditional day schedules can only take evening classes. Given these variables and difficult schedules, students need the flexibility of time that an online class affords. An asynchronous online class allows students to study when their schedules allow and where they have the space and materials to do so effectively. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities.			
<b>Effective:</b>	Fall 2020		

## NEW CERTIFICATE

### MECHANICAL CRAFT CERTIFICATE

The goal of the Mechanical Craft Certificate is to prepare students for a career as an Industrial Maintenance Technician that require fabrication skills. Industrial maintenance certified trainees are needed in every industry that uses machinery, from automotive assembly plants to crane manufacturers. Technicians who successfully complete these courses may receive the mechanical craft certificate. Certified technicians will be able to demonstrate specialized skills and will have more opportunities for career advancement. Technicians who successfully complete some of the NCCER (National Center of Construction Education and Research) modules will receive credit toward this certificate and vice versa.

#### **REQUIRED COURSES:**

		<b>Units</b>
MACH 025	General Machine Shop	3
MACH 090	Mechanical Print Reading	3
MACH 092	Introduction to Hydraulics & Pneumatics	4
MACH 094	Introduction to Fluid Pumping Systems	4
MACH 097	Introduction to Mechanical Drives, Power Transmission, and Bearings & Seals	4
OSHA 035	Federal OSHA Outreach: General Industry Safety	2
WELD 055	Rigging	4
<b>Total Units</b>		<b>24</b>

**Effective:** Fall 2020

## MODIFY CERTIFICATE

### BAKING CERTIFICATE

The baking certificate will give students the fundamental knowledge and skills to prepare to be an accomplished professional in the baking and pastry arts. Students will create hearth and specialty breads, desserts, pastry, patisserie, and confections. Students will develop skills in menu development, communication, food safety, and cost control. They will also take courses in management, communication, and small business to gain entrepreneurial skills.

#### **REQUIRED COURSES:**

		<b>Units</b>
CULART 040	Introduction to Baking	3
CULART 041	Desserts and Pastries	5.5
CULART 042	Cake Decorating	3
CULART 043	Advanced Desserts and Pastry/Chocolate/Sugar	5.5
CULART 044	Introduction to Baking Skills, Ingredients, and Technology	3
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 180	Small Business and Catering Management	5.5
CULART 201	Management of Human Resources in Hospitality	3
CULART 205	Principles of Design and Presentation	3
CULART 225	Sanitation and Safety	3
CULART 240	Procurement, Purchasing and Selection	3
CULART 275	Food, Beverage and Labor Cost Control	3
<b>Total Units</b>		<b>43.5</b>

**Rationale:** Modification; updating units for CULART 225

**Effective:** Fall 2020

## MODIFY CERTIFICATE

### **BAKING BUSINESS CERTIFICATE**

This certificate will give students the fundamental knowledge and skills to become an accomplished professional in baking and pastry arts. Students will learn about menu development, communication, food safety, and cost control. Students will also learn about management, communication and small business to gain entrepreneurial skills.

#### **REQUIRED COURSES:**

		<b>Units</b>
CULART 040	Introduction to Baking	3
CULART 041	Desserts and Pastries	5.5
CULART 044	Introduction to Baking Skills, Ingredients, and Technology	3
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 180	Small Business and Catering Management	5.5
CULART 225	Sanitation and Safety	3
CULART 240	Procurement, Purchasing and Selection	3
CULART 275	Food, Beverage and Labor Cost Control	3
<b>Total Units</b>		<b>29</b>

**Rationale:** Modification; updating units for CULART 225  
**Effective:** Fall 2020

## MODIFY CERTIFICATE

### **BASIC OPERATION COMPUTERIZED NUMERICAL CONTROL (CNC) CERTIFICATE**

This certificate is designed to prepare students for entry-level employment in Computer Aided Manufacturing (CAM) programming, set up, and operation of Computer numerical control (CNC) machine tools

#### **REQUIRED COURSES:**

		<b>Units</b>
MACH 090	Mechanical Print Reading	3
MACH 025	General Machine Shop	3
MACH 072	Computer Aided Design and Manufacturing programming I	3
MACH 073	Computer Aided Design and Manufacturing programming II	3
MACH 070	Computer Numerical Control Programming (CNC) I	3
MACH 074	Computer numerical Control (CNC) Machining Setup and Operation	3
<b>Total Units</b>		<b>18</b>

**Rationale:** Modification; updating to align with industry standards  
**Effective:** Fall 2020



## MODIFY CERTIFICATE

### CULINARY ARTS CERTIFICATE

The Culinary Arts Certificate is designed for students interested in employment at commercial restaurants, institutions, health care facilities, school food services, and related food service industries at the middle management level.

#### **REQUIRED COURSES:**

		<b>Units</b>
CULART 010	Restaurant Service and Catering I	5.5
CULART 011	Restaurant Service and Catering II	5.5
	<b>or</b>	
CULART 012	Food Truck Restaurant and Catering Services	5.5
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 180	Small Business and Catering Management	5.5
CULART 201	Management of Human Resources in Hospitality	3
CULART 225	Sanitation and Safety	3
CULART 240	Procurement, Purchasing and Selection	3
CULART 250	Food, Wine and Beverage Service Concepts	3
CULART 275	Food, Beverage and Labor Cost Control	3
CULART 280	Principles of Food and Beverage Management	3
<b>Total Units</b>		<b>43.5</b>

**Rationale:** Modification; updating CULART 012 and units for CULART 225  
**Effective:** Fall 2020

## MODIFY CERTIFICATE

### FOOD PREPARATION CERTIFICATE

The Food Preparation Certificate is designed to prepare students for employment in food preparation, production, and food services management. Students will be taught, in a laboratory setting, all facets of the food service industry: from knife skills and sauce-making to menu-planning and artful plating. In addition, classroom learning will highlight food industry business operations and management.

#### **REQUIRED COURSES:**

		<b>Units</b>
CULART 010	Restaurant Service and Catering I	5.5
CULART 011	Restaurant Service and Catering II	5.5
	<b>or</b>	
CULART 012	Food Truck Restaurant and Catering Services	5.5
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 180	Small Business and Catering Management	5.5
CULART 225	Sanitation and Safety	3
CULART 240	Procurement, Purchasing and Selection	3
CULART 250	Food, Wine and Beverage Service Concepts	3
<b>Total Units</b>		<b>34.5</b>

**Rationale:** Modification; updating CULART 012 and units for CULART 225  
**Effective:** Fall 2020

## MODIFY CERTIFICATE

### FOOD SERVICE CERTIFICATE

The Food Service Certificate is designed for students interested in employment at commercial restaurants, institutions, health care facilities, school food services, and related food service industries.

<b>REQUIRED COURSES:</b>	<b>Units</b>
BUSAD 100 Introduction to Business	3
CULART 101 Introduction to Hospitality and Customer Service	3
CULART 160 Introduction to Foods	3
CULART 161 Quantity Food Preparation	3
CULART 201 Management of Human Resources in Hospitality	3
CULART 225 Sanitation and Safety	1
CULART 240 Procurement, Purchasing and Selection	3
CULART 250 Food, Wine and Beverage Service Concepts	3
CULART 275 Food, Beverage and Labor Cost Control	3
<b>Total Units</b>	<b>25</b>

**Rationale:** Modification; updating units for CULART 225 and removing CULART 235.  
**Effective:** Fall 2019

## MODIFY CERTIFICATE

### GRAPHIC DESIGN CERTIFICATE

This certificate is designed to prepare students for entry-level work using a variety of print, electronic, and film media to create designs that meet clients' commercial needs.

<b>REQUIRED COURSES:</b>	<b>Units</b>
ENGL 101 Freshman Composition	4
<b>or</b>	
ENGL 101H Freshman Composition-Honors	4
ART 120 Two-Dimensional Design	3
ART 145 Fundamentals of Graphic Design	3
ART 148 Beginning Computer Graphic Design	3
ART 149 Intermediate Computer Graphic Design	3
ART 161 Digital Photography	3
ART 185 Beginning Website Design	3
<b>or</b>	
BUSAD 100 Introduction to Business	3
<b>CHOOSE ONE ART HISTORY COURSE LISTED BELOW:</b>	<b>Units</b>
ART 100 Art History: The Stone Age to the Middle Ages	3
ART 102 Art History: Renaissance to Present	3
ART 102H Art History: Renaissance to Present - Honors	3
ART 105 History of Modern Art	3
ART 107 Art History: Africa, Oceania and the Americas	3

ART 108	Art of Mexico and Mesoamerica	3
<b>Total Units</b>		<b>25</b>

**Rationale:** Modification; updating courses and course sequence.  
**Effective:** Fall 2019

## MODIFY CERTIFICATE

### **HUMAN SERVICES CERTIFICATE**

This certificate is designed to prepare students for entry-level employment in human services with a knowledge of intervention methodologies at the individual, group, and community levels.

#### **REQUIRED COURSES:**

	<b>Units</b>
HUMSV 167 Crisis Intervention	3
HUMSV 170 Introduction to Human Services	3
HUMSV 172 Group and Family Dynamics	3
HUMSV 173 Helping and Interpersonal Skills	3
HUMSV 179 Law and Ethics	3
SOC 110 Social Problems	3

**or**

SOC 141 Race and Ethnic Relations	3
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#### **CHOOSE TWO COURSES FROM:**

	<b>Units</b>
HUMSV 130 Introduction to Addiction Studies	3
HUMSV 131 Co-Occur Disorders	3
HUMSV 132 Diverse Populations	3
HUMSV 134 Family Dynamics of Addiction	3
HUMSV 135 Prevention, Intervention and Recovery	3
HUMSV 140 Case Management in Public Service	3
HUMSV 147 Career Specialist	3

#### **REQUIRED FIELD WORK COURSES:**

**A minimum of four Human Services courses are required from: HUMSV 167, 170, 172, 173, and 179. Courses must be completed with a grade of C or better prior to field work courses.**

#### **THE FOLLOWING TWO COURSES ARE TO BE TAKEN CONCURRENTLY:**

HUMSV 195A Human Services: Intern Seminar I	1
HUMSV 198C Human Services Field Work I	2

#### **THE FOLLOWING TWO COURSES ARE TO BE TAKEN CONCURRENTLY:**

	<b>Units</b>
HUMSV 195A Human Services: Intern Seminar I	1
HUMSV 198D Human Services Field Work II	2

#### **CHOOSE ONE COURSE FROM THE LIST BELOW:**

	<b>Units</b>
ANTHRO 102 Cultural Anthropology	3
<b>or</b>	
ANTHRO 102H Cultural Anthropology - Honors	3
PSYCH 100 General Psychology	3
<b>or</b>	
PSYCH 100H General Psychology - Honors	3
SOC 100 Introduction to Sociology	3
<b>or</b>	

SOC 100H	Introduction to Sociology - Honors	3
<b>Total Units</b>		<b>39</b>

**Rationale:** Modification; updating courses and course sequence.  
**Effective:** Fall 2020

## MODIFY CERTIFICATE

### INDUSTRIAL MAINTENANCE CERTIFICATE

Industrial Maintenance certified trainees are needed in every industry that uses machinery, from automotive assembly plants to crane manufacturers. Technicians who successfully complete these courses may receive industrial maintenance certificate. Certified technicians will be able to demonstrate specialized skills and will have more opportunities for career advancement. Technicians who successfully complete some of the NCCER (National Center of Construction Education and Research) modules will receive credit toward this certificate and vice versa.

<b>Required Courses:</b>		<b>Units</b>
MACH 010	Fundamentals of Industrial Maintenance	1
MACH 014	Craft Related Quantitative Skills	1
MACH 016	Construction print reading	1
MACH 018	Gaskets, Pumps, and Valves	1.5
MACH 020	Material Handling, and Support Equipment	1.5
MACH 024	Introduction to Piping	1
MACH 026	Valve Maintenance and Testing	1
MACH 028	Introduction to Bearings	1
MACH 029	Basic Layout for Industrial Maintenance	1
MACH 030	Introduction to Steam Systems	2
MACH 032	Distillation Towers and Vessels	1
MACH 034	Heaters and Cooling Towers	1
MACH 050	Electrical Safety and Hand Bending	1
MACH 052	Fasteners and Electrical Theory	1
MACH 054	National Electrical Code (NEC) and Electrical Test Equipment	2
MACH 058	Electrical Print Reading and Wiring	1
MACH 060	Electrical Performance Testing	1
WELD 012	Oxy-Fuel Welding	2
<b>Total Units</b>		<b>22</b>

**Rationale:** Modification; updating certificate to align with industry standards.  
**Effective:** Fall 2020

**MODIFY CERTIFICATE****MACHINIST STANDARD CERTIFICATE**

This certificate is designed to prepare students for entry-level employment in manufacturing using advanced setup techniques on machine tools such as lathes, mills, and grinders to produce close tolerance precision parts

**REQUIRED COURSES:**

		<b>Units</b>
MACH 021	Machine Shop I	4
MACH 022	Machine Shop II	4
MACH 123	Machine Shop III	4
MACH 124	Machine Shop IV	4
MACH 120	Machine Shop Theory	2
MACH 090	Mechanical Print Reading	3
MACH 091	Geometric Dimensioning & Tolerancing	2
MACH 129	Manufacturing Processes	3

**Total Units****26****Rationale:**

Modification; updating certificate to align with industry standards.

**Effective:**

Fall 2020

**MODIFY CERTIFICATE****WEB AND MULTIMEDIA DESIGN CERTIFICATE**

This certificate is designed to prepare students for entry-level work in a variety of occupations related to web site design, development, creation, and maintenance.

**REQUIRED COURSES:**

		<b>Units</b>
ENGL 101	Freshman Composition	4
	<b>or</b>	
ENGL 101H	Freshman Composition-Honors	4
ART 120	Two-Dimensional Design	3
ART 148	Beginning Computer Graphic Design	3
ART 161	Digital Photography	3
ART 185	Beginning Website Design	3
ART 186	Interactive Web Design	3
ART 180	Beginning 3D Computer Animation	3
	<b>or</b>	
BUSAD 100	Introduction to Business	3

**CHOOSE ONE ART HISTORY COURSE LISTED BELOW:**

		<b>Units</b>
ART 100	Art History: The Stone Age to the Middle Ages	3
ART 102	Art History: Renaissance to Present	3
ART 102H	Art History: Renaissance to Present - Honors	3
ART 105	History of Modern Art	3
ART 107	Art History: Africa, Oceania and the Americas	3
ART 108	Art of Mexico and Mesoamerica	3

**Total Units****25****Rationale:**

Content review, adding ENGL 101 and updating layout.

**Effective:**

Fall 2019

## NEW DEGREE

### **CHEMISTRY ASSOCIATE OF SCIENCE TRANSFER DEGREE**

The Associate in Science in Chemistry for Transfer (AS-T) is intended for students who plan to transfer and complete a Bachelor's degree in Chemistry, or a similar major at a CSU campus. It serves the diverse needs of students who wish to obtain a broad and an in-depth understanding of the field. The Chemistry Department offers comprehensive and integrative studies in each of the introductory courses of Chemistry. The AS-T in Chemistry is designed to prepare students who wish to pursue a bachelor's degree from a four-year institution. At the four-year institution, students may choose to specialize in one particular aspect of chemistry, such as Environmental Chemistry, Organic Chemistry, Atmospheric Chemistry, or Physical Chemistry. The objective of this degree is to delineate a successful career path for our community college students entering the Chemistry program and to provide opportunities that explore the Chemistry major.

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 a Chemistry AS-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) for STEM or Intersegmental General Education Transfer Curriculum (IGETC-CSU) for STEM which requires a minimum of 31-33 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 Chemistry should consult with a STEM counselor or general counselor regarding the transfer process and lower division requirements. Completion of CSU GE-Breadth for STEM or (IGETC-CSU) for STEM is required in addition to the major requirements.

#### **REQUIRED CORE COURSES (34 Units):**

		<b>Units</b>
CHEM 150	General Chemistry I	5
CHEM 151	General Chemistry II	5
CHEM 212	Organic Chemistry I	4
CHEM 213	Organic Chemistry II	4
PHYSIC 202	Physics I	4
PHYSIC 203	Physics II	4
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
<b>Major Total: 34</b>		<b>34</b>
<b>Total Double-Counted Units: 7</b>		<b>7</b>
<b>*General Education (CSU-GE for STEM or IGETC for STEM) Units: 31-33</b>		<b>31-33</b>
<b>Elective (CSU Transferable) Units: 0-2</b>		<b>0-2</b>
<b>Total Units</b>		<b>60</b>

*\*This AS-T presumes completion of IGETC for STEM or CSU-GE Breadth for STEM, allowing for completion of 6 units of non-STEM GE work after transfer.*

**Effective:**                      Fall 2020

## NEW DEGREE

### **COMPUTER SCIENCE ASSOCIATE OF SCIENCE TRANSFER DEGREE**

The field of Computer Science is the study of technology and computation which include methods by which data is accessed and manipulated. This includes representational computation, computer learning paradigms, code constructs, algorithmic modeling, and software development and testing. The SBVC Associate in Science for Transfer (AS-T) degree in Computer Science prepares students for transfer to four-year colleges and universities. Students opting for a degree in computer Science will be prepared to take classes in systems analysis, mathematics, data structures, C++, C#, Python, along with a variety of developing code structures in the cloud or local technologies. After acquiring the skills in this field, students will be prepared to manage and adjust to new and emerging technologies worldwide.

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 Computer Science AS-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 Intersegmental General Education Transfer Curriculum (IGETC) for CSU only, which requires a minimum of 37 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of IGETC before transferring to a CSU. Students planning to transfer to a four-year institution and major in Computer Science should consult with a counselor regarding the transfer process and lower division requirements.

#### **REQUIRED CORE COURSES: (29-30 Units)**

	<b>Units</b>
CS 110      Fundamentals of Computer Science	3
CS 130      Discrete Structures	3
CS 170      Assembly Language	4
CS 265      Data Structures and Algorithms with C++	3
MATH 250    Single Variable Calculus I	4
MATH 251    Single Variable Calculus II	4
PHYSIC 202    Physics I	4
PHYSIC 203    Physics II	4
<b>or</b>	
BIOL 205      Cell and Molecular Biology	4
<b>or</b>	
BIOL 206      Organismal Biology	4
<b>or</b>	
CHEM 150      General Chemistry I	5
<b>Major Total:</b>	<b>29-30</b>
<b>IGETC for CSU requirements:</b>	<b>37</b>
<b>Total units that may be double-counted:</b>	<b>7-10</b>
<b>CSU electives (as needed to reach 60 transferable units):</b>	<b>0-1</b>
<b>Total Units</b>	<b>60</b>

*IGETC-CSU is the only approved General Education pattern for this degree.*

Effective: Fall 2020

**NEW DEGREE****ECONOMICS ASSOCIATE OF ARTS TRANSFER DEGREE**

The Economics program focuses on the systematic study of the production, conservation and allocation of resources in conditions of scarcity, together with the organizational frameworks related to these processes. Economics is truly all around us, present in almost every aspect of our lives from the perspective that every human activity involves choice between alternatives (i.e., trade-offs) and the use of some scarce resource. Studying the subject gives students a general understanding of the world and its inner workings. Students learn everything from what determines the price of goods and services to why the average standards of living vary so widely within and between countries. An economics major is very versatile and provides excellent preparation for law school. Economics majors can find positions with the government, in all areas of business decision-making, in positions associated with technology or finance, 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 Economics 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 Economics should consult with a counselor regarding the transfer process and lower division requirements.

**REQUIRED CORE COURSES: (12-13 Units)**

		<b>Units</b>
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
ECON 208	Business and Economic Statistics	4
	<b>or</b>	
MATH 108	Introduction to Probability and Statistics	4
MATH 141	Business Calculus	4
	<b>or</b>	
MATH 250	Single Variable Calculus I	4
	<b>LIST A: Select one course from the following: (3-4 units)</b>	<b>Units</b>
ACCT 200	Financial Accounting	4
ACCT 201	Managerial Accounting	4
BUSAD 127	Business Communication	3
CIT 101	Introduction to Computer Literacy	3



MATH 102	College Algebra	4
MATH 151	Precalculus	4
MATH 251	Single Variable Calculus II	4
<b>LIST B: Select one course from the following: (3-5 Units)</b>		<b>Units</b>
ECON 100	Introduction to Economics	3
MATH 252	Multivariable Calculus	5
MATH 265	Linear Algebra	4
<b>MAJOR TOTAL:</b>		<b>20-23</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>7-12</b>
<b>Total Units</b>		<b>60</b>

**Effective:** Fall 2020

**NEW DEGREE**

**ENVIRONMENTAL SCIENCE ASSOCIATE OF SCIENCE TRANSFER DEGREE**

The goals of the Environmental Science program are to: 1) meet the needs of students who are majoring in one of the diverse fields encompassed by environmental science, and 2) provide options for students fulfilling general education science requirements.

Awareness of the issues of environmental quality is increasingly important in business, industry, and government. The growing human population and increasing consumption of resources are creating unprecedented pressures on our planetary life support systems. Environmental Science Majors need to complete an interdisciplinary set of core requirements that provide a basic understanding of the physical, biological, and social sciences and the relevance of these sciences to environmental processes and issues. In addition, the coursework will prepare students for related baccalaureate majors, including: biology, chemistry, engineering, geography (including emphasis in geographic information systems (GIS)), geology, mathematics, oceanography, and physics. For non-majors, the program’s goal is to educate students to make better-informed choices about key environmental and health issues.

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 Environmental Science AS-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) for STEM or Intersegmental General Education Transfer Curriculum (IGETC-CSU) for STEM, which requires a minimum of 31-33 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 Environmental Science should consult with a counselor regarding the transfer process and lower division requirements.

<b>REQUIRED CORE COURSES (14 Units):</b>		<b>Units</b>
BIOL 205	Cell and Molecular Biology	4
CHEM 150	General Chemistry I	5
	<b>and</b>	
CHEM 151	General Chemistry II	5

<b>LIST A: (15 Units)</b>		<b>Units</b>
ENVT 100	Introduction to Environmental Science	3
GEOL 101	Introduction to Physical Geology	3
	<b>and</b>	
GEOL 111	Introduction to Physical Geology Laboratory	1
	<b>or</b>	
GEOG 110	Physical Geography	3
	<b>and</b>	
GEOG 111	Physical Geography Laboratory	1
	<b>or</b>	
GEOG 111H	Physical Geography Laboratory - Honors	1
MATH 108	Introduction to Probability and Statistics	4
	<b>or</b>	
ECON 208	Business and Economic Statistics	4
	<b>or</b>	
PSYCH 105	Statistics for the Behavioral Sciences	4
	<b>and</b>	
MATH 250	Single Variable Calculus I	4
	<b>or</b>	
MATH 141	Business Calculus	4

<b>LIST B: Select two to three courses (11 units)</b>		<b>Units</b>
ECON 201	Principles of Microeconomics	3
	<b>or</b>	
ECON 201H	Principles of Microeconomics - Honors	3
PHYSIC 202	Physics I	4
	<b>and</b>	
PHYSIC 203	Physics II	4

<b>Major Total:</b>	<b>40</b>
<b>CSU GE-Breadth or IGETC-CSU for STEM for CSU Requirements:</b>	<b>31-33</b>
<b>Total units that may be double-counted:</b>	<b>13</b>
<b>CSU Electives (as needed to reach 60 transferable units):</b>	<b>0-2</b>

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**Total Units** **60**

*This AS-T presumes completion of CSU GE for STEM or IGETC-CSU for STEM, allowing for completion of 6 units of non-STEM GE work after transfer.*

**Effective:** Fall 2020

## NEW DEGREE

### **STUDIO ARTS ASSOCIATE OF ARTS TRANSFER DEGREE**

The Associate of Arts for Transfer (AA-T) in Studio Arts develops a well-rounded artist. Students who pursue this degree will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree provides students with transfer preparation and pre-professional training. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

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 a Studio Arts AA-T degree, students must complete the following Associate Degree for Transfer 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 at 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 baccalaureate institution and major in Studio Arts should consult with a counselor regarding the transfer process and lower division requirements.

#### **REQUIRED COURSES (12 Units)**

		<b>Units</b>
ART 102	Art History: Renaissance to Present	3
	<b>or</b>	
ART 102H	Art History: Renaissance to Present - Honors	3
ART 120	Two-Dimensional Design	3
ART 121	Three-Dimensional Design	3
ART 124A	Beginning Drawing	3
<b>LIST A: Select One Course (3 Units)</b>		<b>Units</b>
ART 100	Art History: The Stone Age to the Middle Ages	3
ART 105	History of Modern Art	3
ART 107	Art History: Africa, Oceania and the Americas	3
<b>LIST B: Select Three Courses (9 Units)</b>		<b>Units</b>
ART 132A	Beginning Life Drawing	3
	<b>or</b>	
ART 124B	Intermediate Drawing	3
ART 126A	Beginning Painting	3
ART 145	Fundamentals of Graphic Design	3
ART 161	Digital Photography	3
ART 175A	Beginning Sculpture	3

ART 180	Beginning 3D Computer Animation	3
ART 185	Beginning Website Design	3
ART 212A	Beginning Ceramics	3
ART 240A	Beginning Glassblowing	3

<b>Total Units for the Major:</b>	<b>24</b>
<b>Total Units that may be double-counted:</b>	<b>6</b>
<b>General Education (CSU-GE or IGETC) Units:</b>	<b>37-39</b>
<b>Elective (CSU Transferable) Units:</b>	<b>3-5</b>

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**Total Units** **60**

**Effective:** Fall 2020

**MODIFY DEGREE**

**ART ASSOCIATE OF ARTS DEGREE**

To graduate with a specialization in Art, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units). The art courses chosen should reflect the individual student's interests.

<b>REQUIRED COURSES:</b>		<b>Units</b>
ART 100	Art History: The Stone Age to the Middle Ages	3
ART 120	Two-Dimensional Design	3
ART 124A	Beginning Drawing	3
ART 148	Beginning Computer Graphic Design	3
ART 161	Digital Photography	3
ART 126A	Beginning Painting	3

**or**

ART 132A	Beginning Life Drawing	3
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**CHOOSE ONE ART HISTORY COURSE LISTED BELOW:** **Units**

ART 102	Art History: Renaissance to Present	3
ART 102H	Art History: Renaissance to Present - Honors	3
ART 105	History of Modern Art	3
ART 107	Art History: Africa, Oceania and the Americas	3
ART 108	Art of Mexico and Mesoamerica	3

**CHOOSE ONE DESIGN COURSE LISTED BELOW:** **Units**

ART 121	Three-Dimensional Design	3
ART 175A	Beginning Sculpture	3
ART 212A	Beginning Ceramics	3

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**Total Units** **24**

**Rationale:** Modification; Adding ART 102H  
**Effective:** Fall 2019

<b>MODIFY DEGREE</b>
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**CHEMISTRY ASSOCIATE OF SCIENCE DEGREE**

Students planning to transfer to a four-year institution and major in chemistry or biochemistry should consult with a counselor regarding the transfer process and lower division requirements because additional courses may be required at some institutions. To graduate with a specialization in Chemistry, students must complete the following required courses plus the general breadth requirements for the associate's degree. The A.S. in Chemistry is designed to prepare students who wish to pursue a bachelor's degree from a four-year institution. At the four-year institution, students may choose to specialize in one particular aspect of chemistry, such as Environmental Chemistry, Organic Chemistry, Atmospheric Chemistry, or Physical Chemistry.

<b>REQUIRED COURSES:</b>	<b>Units</b>
CHEM 150      General Chemistry I	5
CHEM 151      General Chemistry II	5
CHEM 212      Organic Chemistry I	4
CHEM 213      Organic Chemistry II	4
MATH 250      Single Variable Calculus I	4
MATH 251      Single Variable Calculus II	4
<b>*RECOMMENDED COURSES:</b>	<b>Units</b>
PHYSIC 202    Physics I	4
<b>or</b>	
PHYSIC 151    General Physics for the Life Sciences I	4
PHYSIC 203    Physics II	4
<b>or</b>	
PHYSIC 152    General Physics for the Life Sciences II	4
CHEM 205      Quantitative Chemical Analysis	5
<b>Total Units</b>	<b>26</b>

*\*These courses are typically prerequisites for third year chemistry majors. Students are encouraged to complete the recommended courses to prevent the postponement of continued coursework in this major.*

**Rationale:** Modification; Updating PHYSICs courses.  
**Effective:** Fall 2020

<b>MODIFY DEGREE</b>
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**COMMUNICATION STUDIES ASSOCIATE OF ARTS TRANSFER DEGREE, AA-T**

The Associate in Arts for Transfer (AA-T) in Communication Studies encourages student to examine and evaluate human communication across and within various contexts for the purpose of increasing communication competence.

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 a Communication Studies 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 at 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 Communication Studies should consult with a counselor regarding the transfer process and lower division requirements.

<b>REQUIRED CORE COURSE (3 units):</b>		<b>Units</b>
COMMST 100	Elements of Public Speaking	3
	<b>or</b>	
COMMST 100H	Elements of Public Speaking - Honors	3
<b>LIST A: Select two courses (6 units)</b>		<b>Units</b>
COMMST 111	Interpersonal Communication	3
COMMST 125	Critical Thinking Through Argumentation and Debate	3
COMMST 140	Small Group Communication	3
<b>LIST B: Select two courses below or any course not already used from List A (6-7 units)</b>		<b>Units</b>
COMMST 135	Mass Media and Society	3
COMMST 174	Intercultural Communication	3
ENGL 102	Intermediate Composition and Critical Thinking	4
	<b>or</b>	
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
<b>LIST C: Select one course below or any course not used from List A or B (3 units minimum)</b>		<b>Units</b>
COMMST 176	Gender Differences in Communication	3
ENGL 151*	Freshman Composition and Literature	3
PSYCH 100	General Psychology	3
	<b>or</b>	
PSYCH 100H	General Psychology - Honors	3
SOC 100	Introduction to Sociology	3
	<b>or</b>	
SOC 100H	Introduction to Sociology - Honors	3
<b>Major Total: 18-19</b>		<b>18-19</b>
<b>CSU GE-Breadth or IGETC for CSU requirements: 37-39</b>		<b>37-39</b>
<b>CSU electives (as needed to reach 60 transferable units): 16-18</b>		<b>16-18</b>
<hr/> <b>Total Units</b>		<b>60</b>

**Rationale:** Modification; updating to align with TMC.  
**Effective:** Fall 2019

<b>MODIFY DEGREE</b>
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**CULINARY ARTS ASSOCIATE OF ARTS DEGREE**

To graduate with a specialization in Culinary Arts, students must complete all requirements for the certificate plus the general breadth requirements for the Associate Degree (minimum total = 60 units)

<b>REQUIRED COURSES:</b>	<b>Units</b>
CULART 010 Restaurant Service and Catering I	5.5
CULART 011 Restaurant Service and Catering II	5.5
<b>or</b>	
CULART 012 Food Truck Restaurant and Catering Services	5.5
CULART 101 Introduction to Hospitality and Customer Service	3
CULART 160 Introduction to Foods	3
CULART 161 Quantity Food Preparation	3
CULART 180 Small Business and Catering Management	5.5
CULART 201 Management of Human Resources in Hospitality	3
CULART 225 Sanitation and Safety	3
CULART 240 Procurement, Purchasing and Selection	3
CULART 250 Food, Wine and Beverage Service Concepts	3
CULART 275 Food, Beverage and Labor Cost Control	3
CULART 280 Principles of Food and Beverage Management	3
<b>Total Units</b>	<b>43.5</b>

**Rationale:** Modification; updating CULART 012 and units for CULART 225  
**Effective:** Fall 2020

<b>MODIFY DEGREE</b>
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**GRAPHIC DESIGN ASSOCIATE OF ARTS DEGREE**

To graduate with a specialization in Graphic Design, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total =60 units). The art courses chosen should reflect the individual student's interests.

<b>REQUIRED COURSES:</b>	<b>Units</b>
ART 100 Art History: The Stone Age to the Middle Ages	3
ART 120 Two-Dimensional Design	3
ART 124A Beginning Drawing	3
ART 145 Fundamentals of Graphic Design	3
ART 148 Beginning Computer Graphic Design	3
ART 161 Digital Photography	3
<b>CHOOSE ONE ART HISTORY COURSE LISTED BELOW:</b>	<b>Units</b>
ART 102 Art History: Renaissance to Present	3
ART 102H Art History: Renaissance to Present - Honors	3
ART 105 History of Modern Art	3
ART 107 Art History: Africa, Oceania and the Americas	3
ART 108 Art of Mexico and Mesoamerica	3
<b>RECOMMENDED COURSES:</b>	<b>Units</b>
ART 121 Three-Dimensional Design	3
ART 126A Beginning Painting	3

ART 132A	Beginning Life Drawing	3
ART 149	Intermediate Computer Graphic Design	3
ART 180	Beginning 3D Computer Animation	3
ART 185	Beginning Website Design	3
BUSAD 100	Introduction to Business	3
<b>Total Units</b>		<b>24</b>

**Rationale:** Modification; updating courses and course sequence.  
**Effective:** Fall 2019

**MODIFY DEGREE**

**HUMAN SERVICES ASSOCIATE OF ARTS DEGREE**

To graduate with an Associate Degree with one of the following Human Services certificate specializations, (1) Addiction Studies (2) Career Specialist, (3) Case Management in the Public Sector (4) Eating Disorders Studies, or (5) Human Services, students must complete all of the requirements for the appropriate certificate with a grade of "C" or better plus the general breadth requirements for the Associate Degree (minimum total = 60 units).

Another option for students who want to graduate with an Associate Degree in Human Services, without one of the above certificate specializations, is to complete 18 units from the following required courses for the Human Services major plus the general education breadth requirements for the Associate Degree (minimum total=60 units).

<b>REQUIRED COURSES:</b>	<b>Units</b>
HUMSV 170 Introduction to Human Services	3
HUMSV 172 Group and Family Dynamics	3
HUMSV 173 Helping and Interpersonal Skills	3
HUMSV 179 Law and Ethics	3

<b>TAKE AN ADDITIONAL 6 UNITS FROM THE FOLLOWING:</b>	<b>Units</b>
HUMSV 130 Introduction to Addiction Studies	3
HUMSV 131 Co-Occur Disorders	3
HUMSV 132 Diverse Populations	3
HUMSV 134 Family Dynamics of Addiction	3
HUMSV 135 Prevention, Intervention and Recovery	3
HUMSV 140 Case Management in Public Service	3
HUMSV 167 Crisis Intervention	3

<b>REQUIRED BEHAVIORAL FOUNDATION COURSE (3 UNITS):</b>	<b>Units</b>
PSYCH 100 General Psychology	3
<b>or</b>	
PSYCH 100H General Psychology - Honors	3
SOC 100 Introduction to Sociology	3
<b>or</b>	
SOC 100H Introduction to Sociology - Honors	3

<b>Total Units</b>	<b>21</b>
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*Students planning to transfer to a four-year institution and major in Human Services or a related field should consult with a counselor regarding the transfer process and lower division requirements.*

**Rationale:** Modification; updating courses and course sequence.  
**Effective:** Fall 2020



**MODIFY DEGREE****KINESIOLOGY ASSOCIATE OF ARTS TRANSFER DEGREE**

Kinesiology is the study of the principles of mechanics and anatomy in relation to human movement. The Kinesiology Associate in Arts Degree for Transfer (Kinesiology AA-T degree) provides students with an education in the core aspects of Kinesiology. The Kinesiology AA-T degree prepares students for transfer to CSU campuses that offer bachelor's degrees in Kinesiology.

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 a Kinesiology AA-T degree, students must complete the following Associate Degree for Transfer requirements:

- completion of the following major requirements with grades of C or better;
- completion of 60 CSU transferable semester units with a grade point average of at 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 baccalaureate institution and major in Kinesiology should consult with a counselor regarding the transfer process and lower division requirements.

**REQUIRED CORE: (11 units)**

		<b>Units</b>
KIN 200	Introduction to Physical Education and Kinesiology	3
BIOL 250	Human Anatomy and Physiology I	4
	<b>and</b>	
BIOL 251	Human Anatomy and Physiology II	4
	<b>or</b>	
BIOL 260	Human Anatomy	4
	<b>and</b>	
BIOL 261	Human Physiology	4

**MOVEMENT BASED COURSES: (3 UNITS MINIMUM)****SELECT ONE COURSE MAXIMUM FROM ANY THREE OF THE FOLLOWING AREAS.****COMBATIVE:**

KINF 190A	Beginning Tai Chi	1
KINF 190B	Intermediate Tai Chi	1
KINF 190C	Advanced Tai Chi	1

**DANCE:**

		<b>Units</b>
DANCE 101A	Beginning Modern Dance	2
DANCE 101B	Beginning/Intermediate Modern Dance	2
DANCE 102A	Intermediate Modern Dance	2
DANCE 102B	Intermediate/Advanced Modern Dance	2
DANCE 103A	Beginning Ballet	2

DANCE 103B	Beginning/Intermediate Ballet	2
DANCE 105A	Beginning Jazz Dance	2
DANCE 105B	Beginning/Intermediate Jazz Dance	2
DANCE 106A	Intermediate Jazz Dance	2
DANCE 106B	Intermediate/Advanced Jazz Dance	2
DANCE 107x2	Beginning Tap Dance	2
<b>FITNESS:</b>		<b>Units</b>
KINF 101A	Beginning Boxing for Fitness	1
KINF 101B	Intermediate Boxing for Fitness	1
KINF 105A	Beginning Low Impact Aerobics	1
KINF 105B	Intermediate Low Impact Aerobics	1
KINF 105C	Advanced Low Impact Aerobics	1
KINF 108A	Beginning Weight Training	1
KINF 108B	Intermediate Weight Training	1
KINF 108C	Advanced Weight Training	1
KINF 112A	Beginning Body Conditioning	1
KINF 112B	Intermediate Body Conditioning	1
KINF 127A	Beginning Walking for Fitness	1
KINF 127B	Intermediate Walking for Fitness	1
KINF 132A	Beginning Distance Running	1
KINF 132B	Intermediate Distance Running	1
KINF 138A	Beginning Physical Fitness	1
KINF 138B	Intermediate Physical Fitness	1
KINF 138C	Advanced Physical Fitness	1
KINF 168A	Beginning Yoga	1
KINF 168B	Intermediate Yoga	1
KINF 168C	Advanced Yoga	1
<b>INDIVIDUAL SPORTS:</b>		<b>Units</b>
KINS 103A	Beginning Badminton	1
KINS 103B	Intermediate Badminton	1
KINS 103C	Advanced Badminton	1
<b>TEAM SPORTS:</b>		<b>Units</b>
KINS 104A	Beginning Basketball	1
KINS 104B	Intermediate Basketball	1
KINS 104C	Advanced Basketball	1
KINS 116A	Beginning Soccer	1
KINS 116B	Intermediate Soccer	1
KINS 116C	Advanced Soccer	1
KINS 120A	Beginning Softball	1
KINS 120B	Intermediate Softball	1
KINS 120C	Advanced Softball	1
KINS 124A	Beginning Volleyball	1
KINS 124B	Intermediate Volleyball	1
KINS 124C	Advanced Volleyball	1
<b>LIST A: SELECT TWO COURSES (6 UNITS MINIMUM) FROM THE FOLLOWING:</b>		<b>Units</b>
MATH 108	Introduction to Probability and Statistics	4
	<b>or</b>	

ECON 208	Business and Economic Statistics	4
	<b>or</b>	
PSYCH 105	Statistics for the Behavioral Sciences	4
BIOL 100	General Biology	4
CHEM 150	General Chemistry I	5
	<b>or</b>	
CHEM 150H	General Chemistry I - Honors	5
KIN 231	First Aid and CPR	3
PHYSIC 151	General Physics for the Life Sciences I	4
	<b>Major Total:</b>	<b>21-24</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>10-13</b>
	<b>CSU electives (as needed to reach 60 transferable units):</b>	<b>9-13</b>
<b>Total Units</b>		<b>82</b>

**Rationale:** Modification; updating to align with TMC and adding DANCE classes.  
**Effective:** Fall 2019

**MODIFY DEGREE**

**MACHINIST STANDARD ASSOCIATE OF SCIENCE DEGREE**

This degree is designed to prepare students for entry-level employment in manufacturing using advanced setup techniques on machine tools such as lathes, mills, and grinders to produce close tolerance precision parts

<b>Required Courses:</b>		<b>Units</b>
MACH 021	Machine Shop I	4
MACH 022	Machine Shop II	4
MACH 090	Mechanical Print Reading	3
MACH 091	Geometric Dimensioning & Tolerancing	2
MACH 120	Machine Shop Theory	2
MACH 123	Machine Shop III	4
MACH 124	Machine Shop IV	4
MACH 129	Manufacturing Processes	3
<b>Total Units</b>		<b>26</b>

**Rationale:** Modification; updating to align with industry standards.  
**Effective:** Fall 2020

<b>MODIFY DEGREE</b>
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**MUSIC ASSOCIATE OF ARTS DEGREE**

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

**REQUIRED THEORY COURSES: (16 Units)**

		<b>Units</b>
MUS 101	Music Theory I: Fundamentals	3
MUS 101L	Musicianship I	1
MUS 102	Music Theory II: Scales and Modes	3
MUS 102L	Musicianship II	1
MUS 201	Music Theory III: Basic Harmony	3
MUS 201L	Musicianship III	1
MUS 202	Music Theory IV: Harmony	3
MUS 202L	Musicianship IV	1

**REQUIRED APPLIED COURSES (2 Units)**

		<b>Units</b>
MUS 141X2	Applied Music I <b>and</b>	0.5
MUS 241x2	Applied Music II	0.5

**REQUIRED ENSEMBLE COURSES: (4 Units selected from the following)**

		<b>Units</b>
MUS 150X4	Mixed Chorus	1
MUS 152X4	Chamber Singers	2
MUS 154X4	College Singers	2
MUS 156X4	Concert Choir	2
MUS 158X4	Gospel Choir	1
MUS 162x4	Wind Ensemble	1
MUS 166x4	Concert Band	1

**RECOMMENDED COURSES:**

		<b>Units</b>
MUS 100	Music Appreciation	3
MUS 108	History of Hip Hop Music	3
MUS 121	Music History and Literature-Middle Ages through Baroque	3
	<b>or</b>	
MUS 121H	Music History and Literature - Middle Ages through Baroque - Honors	3
MUS 122	Music History and Literature - Classic through Contemporary	3
	<b>or</b>	
MUS 122H	Music History and Literature - Classic through Contemporary - Honors	3
MUS 123	Electronic Music I	3
MUS 124	Electronic Music II	3
MUS 133	Elementary Piano	3
MUS 170x2	Jazz Improvisation and Theory I	1
MUS 171x2	Jazz Improvisation and Theory II	1
MUS 180	Instrumental Chamber Music	1

<b>Total Units</b>		<b>22</b>
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**Rationale:** Content review, updating to add MUS 108  
**Effective:** Fall 2020

**MODIFY DEGREE****MUSIC ASSOCIATE OF ARTS TRANSFER DEGREE**

The Associate of Arts for Transfer (AA-T) in Music develops a well-rounded musician. Students who pursue this degree will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree provides students with transfer preparation and pre-professional training. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

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 a music AA-T degree, students must complete the following Associate Degree for Transfer 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 at 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 recommend 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 baccalaureate institution and major in Music should consult with a counselor regarding the transfer process and lower division requirements.

<b>REQUIRED CORE COURSES: (12 Units)</b>		<b>Units</b>
MUS 101	Music Theory I: Fundamentals	3
MUS 101L	Musicianship I	1
MUS 102	Music Theory II: Scales and Modes	3
MUS 102L	Musicianship II	1
MUS 201	Music Theory III: Basic Harmony	3
MUS 201L	Musicianship III	1
<b>APPLIED MUSIC: (2 Units)</b>		<b>Units</b>
MUS 141X2	Applied Music I <b>and</b>	0.5
MUS 241x2	Applied Music II	0.5
<b>LARGE ENSEMBLE: (Select a minimum of 4 units from the following courses. Note: a total of four semesters is required)</b>		
MUS 150X4	Mixed Chorus	1
MUS 152X4	Chamber Singers	2
MUS 153x4	Chamber Chorale	2
MUS 154X4	College Singers	2
MUS 156X4	Concert Choir	2
MUS 158X4	Gospel Choir	1
MUS 162x4	Wind Ensemble	1
MUS 166x4	Concert Band	1
MUS 170x2	Jazz Improvisation and Theory I	1

MUS 171x2	Jazz Improvisation and Theory II	1
<b>LIST A: (3-4 Units)</b>		<b>Units</b>
MUS 100	Music Appreciation	3
MUS 121	Music History and Literature-Middle Ages through Baroque	3
<b>or</b>		
MUS 121H	Music History and Literature - Middle Ages through Baroque - Honors	3
MUS 122	Music History and Literature - Classic through Contemporary	3
<b>or</b>		
MUS 122H	Music History and Literature - Classic through Contemporary - Honors	3
MUS 133	Elementary Piano	1
MUS 134	Intermediate Piano	3
MUS 135	Advanced Piano	3
MUS 202	Music Theory IV: Harmony	3
MUS 202L	Musicianship IV	1
<b>MAJOR TOTAL:</b>		<b>21-26</b>
<b>CSU GE-Breadth or IGETC for CSU requirements:</b>		<b>37-39</b>
<b>Total units that may be double-counted for CUSGE or IGETC:</b>		<b>6</b>
<b>CSU ELECTIVES (as needed to reach 60 transferable units):</b>		<b>1-8</b>
<b>Total Units</b>		<b>60</b>

**Rationale:** Content review, updating to align with TMC  
**Effective:** Fall 2020

## MODIFY DEGREE

### **PHYSICS ASSOCIATE OF SCIENCE TRANSFER DEGREE**

The Associate of Science for Transfer (AS-T) in Physics provides students with a deep understanding of the world around them. This degree provides students with transfer preparation and pre-professional training. The AS-T in Physics explores with finding and using the rules that govern everything—from the smallest pieces of the atom to the various collections of atoms—molecules, balls, planets, stars, and more---that compose the myriad contents of the universe. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The Associate in Art 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. In order to earn one of these degrees, students must complete 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn a Physics AS-T degree, students must complete the following Associate Degree for Transfer 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 at 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 baccalaureate institution and major in Physics should consult with a counselor regarding the transfer process and lower division requirements.

<b>REQUIRED CORE COURSES: (25 Units)</b>		<b>Units</b>
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
MATH 252	Multivariable Calculus	5
PHYSIC 202	Physics I	4
PHYSIC 203	Physics II	4
PHYSIC 204	Physics III	4
<b>MAJOR TOTAL:</b>		<b>25</b>
<b>Total units that may be double counted:</b>		<b>7</b>
<b>CSU GE-Breadth or IGETC for CSU requirements:</b>		<b>37-39</b>
<b>CSU electives (as needed to reach 60 transferable units):</b>		<b>0-5</b>
<hr/>		
<b>Total Units</b>		<b>60</b>

**Rationale:** Content review, updating to align with TMC and updating course titles.  
**Effective:** Fall 2020

**MODIFY DEGREE**

**POLITICAL SCIENCE ASSOCIATE OF ARTS TRANSFER DEGREE**

Political Science is the academic discipline that investigates the institutions and processes by which human societies are ruled. Political scientists use the techniques of empirical research and historical analysis, along with normative consideration of the ends of political action, to explore the outcomes of various governmental arrangements and alternatives. The study of political science will prepare students for careers in law, politics, governmental service, social science teaching, and journalism, as well as for active participation in the political system of the United States.

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 a Political Science 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 at 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 political science should consult with a counselor regarding the transfer process and lower division requirements.

**REQUIRED CORE COURSES (3 units):**

POLIT 100	American Politics	<b>Units</b> 3
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**LIST A: Select 3 courses from the following (9-10 units):**

POLIT 141	Introduction to World Politics	<b>Units</b> 3
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**or**

POLIT 141H	Introduction to World Politics - Honors	3
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POLIT 110	Introduction to Political Theory	3
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**or**

POLIT 110H	Introduction to Political Theory Honors	3
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POLIT 140	Introduction to Comparative Politics	3
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ECON 208	Business and Economic Statistics	4
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**or**

MATH 108	Introduction to Probability and Statistics	4
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**or**

PSYCH 105	Statistics for the Behavioral Sciences	4
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**LIST B: Select 2 courses from the following (6 units):**

ANTHRO 102	Cultural Anthropology	<b>Units</b> 3
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**or**

ANTHRO 102H	Cultural Anthropology - Honors	3
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COMMST 135	Mass Media and Society	3
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ECON 100	Introduction to Economics	3
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ECON 200	Principles of Macroeconomics	3
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**or**

ECON 200H	Principles of Macroeconomics - Honors	3
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ECON 201	Principles of Microeconomics	3
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**or**

ECON 201H	Principles of Microeconomics - Honors	3
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HIST 100	United States History to 1877	3
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**or**

HIST 100H	United States History to 1877 - Honors	3
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HIST 101	United States History: 1865 to Present	3
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**or**

HIST 101H	United States History: 1865 to Present - Honors	3
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HIST 137	Racial and Ethnic Groups in United States History	3
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HIST 150	Introduction to Latin American History	3
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HIST 170	World History to 1500	3
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HIST 171	World History Since 1500	3
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POLIT 138	Service Learning: Student Leadership	3
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**or**

POLIT 138H	Service Learning: Student Leadership - Honors	3
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POLIT 139	Service Learning: Community Leadership	3
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	<b>or</b>		
POLIT 139H	Service Learning: Community Leadership - Honors		3
PSYCH 100	General Psychology		3
	<b>or</b>		
PSYCH 100H	General Psychology - Honors		3
RELIG 135	Religion in America		3
SOC 100	Introduction to Sociology		3
	<b>or</b>		
SOC 100H	Introduction to Sociology - Honors		3

<b>MAJOR TOTAL:</b>	<b>18-19</b>
<b>Total Units that may be double-counted:</b>	<b>12</b>
<b>CSU GE-Breadth or IGETC for CSU requirements:</b>	<b>37-39</b>
<b>CSU electives (as needed to reach 60 transferable units):</b>	<b>14-17</b>

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**Total Units** **60**

**Rationale:** Content review, updating to align with TMC  
**Effective:** Fall 2019

**MODIFY DEGREE**

**PROFESSIONAL BAKING AND MANAGEMENT ASSOCIATE OF ARTS DEGREE**

Students who receive their degree in baking will gain the skills and knowledge to be an accomplished professional in the baking and pastry arts. Students will create hearth and specialty breads, desserts, pastry, patisserie, and confections. Students will learn about menu development, communication, food safety, and cost control. They will also take courses in management, communication and small business to gain entrepreneurial skills. To graduate with a specialization in Professional Baking and Management, students must complete all requirements for the certificate plus the general breadth requirements for the Associate Degree (minimum total = 60 units)

<b>REQUIRED COURSES:</b>	<b>Units</b>
CULART 040 Introduction to Baking	3
CULART 041 Desserts and Pastries	5.5
CULART 042 Cake Decorating	3
CULART 043 Advanced Desserts and Pastry/Chocolate/Sugar	5.5
CULART 044 Introduction to Baking Skills, Ingredients, and Technology	3
CULART 101 Introduction to Hospitality and Customer Service	3
CULART 180 Small Business and Catering Management	5.5
CULART 201 Management of Human Resources in Hospitality	3
CULART 205 Principles of Design and Presentation	3
CULART 225 Sanitation and Safety	3
CULART 240 Procurement, Purchasing and Selection	3
CULART 275 Food, Beverage and Labor Cost Control	3

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**Total Units** **43.5**

**Rationale:** Content review, updating units for CULART 225  
**Effective:** Fall 2020

**MODIFY DEGREE****PSYCHOLOGY ASSOCIATE OF ARTS TRANSFER DEGREE**

Psychology is both a natural and a social science concerned with the study of human behavior, thoughts, and emotions. As such, it is a broad discipline which involves both pure science and practical application of science to matters of daily living. The Psychology Associate in Arts Degree for Transfer (Psychology AA-T degree) provides students with an education in the core aspects of Psychology which include research methods, statistics, biological influences on behavior and mental processes, and major theoretical perspectives in the discipline. The Psychology AA-T degree prepares students for transfer to CSU campuses that offer bachelor's degrees in psychology.

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 a Psychology 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 at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC), 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.

It is also highly recommended that students complete ENGL 101/101H or the equivalent before taking any Psychology courses beyond Psychology 100/100H.

**REQUIRED CORE COURSES: (11 units)**

		<b>Units</b>
PSYCH 100	General Psychology	3
	<b>or</b>	
PSYCH 100H	General Psychology - Honors	3
PSYCH 105	Statistics for the Behavioral Sciences	4
	<b>or</b>	
MATH 108	Introduction to Probability and Statistics	4
PSYCH 201	Research Methods for the Behavioral Sciences	4

**LIST A: Select one course (3-4 units):**

PSYCH 141	Introduction to Biological Psychology	3
BIOL 100	General Biology	4

**LIST B: Select one course below or any course from List A not already used (3-4 units):**

CD 105	Child Growth and Development	3
	<b>or</b>	
CD 105H	Child Growth and Development-Honors	3
ENGL 102	Intermediate Composition and Critical Thinking	4
	<b>or</b>	
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
PSYCH 111	Developmental Psychology: Lifespan	3
PSYCH 112	Developmental Psychology: Child and Adolescent Psychology	3

SOC 100	Introduction to Sociology	3
	<b>or</b>	
SOC 100H	Introduction to Sociology - Honors	3
<b>List C: Select one course below or any course from List A or B not already used (3-4 units):</b>		
MATH 102	College Algebra	4
PSYCH 102	Personal and Social Adjustment	3
PSYCH 110	Abnormal Psychology	3
PSYCH 118	Human Sexual Behavior	3
	<b>Major Total:</b>	<b>20-23</b>
	<b>CSU GE-Breadth or IGETC requirements:</b>	<b>37-39</b>
	<b>CSU Electives (as needed to reach 60 transferable units)</b>	<b>0-3</b>
<b>Total Units</b>		<b>60</b>

**Rationale:** Content review, updating to align with TMC.  
**Effective:** Fall 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*

**Course ID:** ARCH 112  
**Course Title:** Architectural Design and Theory I  
**Catalog Description:** This beginning architectural design course includes the perceptual and physical study of two and three-dimensional design theories, principles and compositional techniques used in the creation and manipulation of architectural form, space and light. Focus will be on the fundamental design skills and will progress to a three-dimensional architectural design project including consideration of approach, transition and destination. Models, drawings and graphics to study and communicate the design. (Formerly ARCH 100)  
**Schedule Description:** This beginning architectural design course includes the perceptual and physical study of two and three-dimensional design theories, principles and compositional techniques used in the creation and manipulation of architectural form, space and light. (Formerly ARCH 100)  
**Rationale:** Updating course descriptions to add formerly note, as course equates with ARCH 100.  
**Previous Board Approval:** April 11, 2019  
**Effective:** Fall 2020

**COURSE CORRECTION**

*Addition to the 2019-2020 College Catalog*

**Course ID:** **ARCH 113**  
**Course Title:** Design Visualization and Presentation  
**Catalog Description:** This is an advanced studio course that builds on a basic understanding of design communication, strengthening complexity and design intention in two and three-dimensional design and three-dimensional visualization techniques, including freehand sketching, graphic conventions, modeling, shade/shadow, color rendering, graphic presentations, and a magazine page project based presentation. This course is intended to provide the visual communications skills needed to describe architecture and participate in the design communication process. It is project-based with projects selected by the instructor to build a student's range of expression, while focusing on a variety of visualization techniques and media. (Formerly ARCH 101)  
**Schedule Description:** This is an advanced studio course that builds on a basic understanding of design communication, strengthening complexity and design intention in two and three-dimensional design and three-dimensional visualization techniques, including freehand sketching, graphic conventions, modeling, shade/shadow, color rendering, graphic presentations, and a magazine page project based presentation. (Formerly ARCH 101)  
**Rationale:** Updating course descriptions to add formerly note, as course equates with ARCH 101.  
**Previous Board Approval:** April 11, 2019  
**Effective:** Fall 2020

**COURSE CORRECTION**

*Addition to the 2019-2020 College Catalog*

**Course ID:** **ART 180**  
**Course Title:** Beginning 3D Computer Animation  
**Departmental Advisory:** ART 120 and ART 124A and ART 148  
**Rationale:** Updating prerequisites to departmental advisories.  
**Previous Board Approval:** December 13, 2018  
**Effective:** Fall 2019

**COURSE CORRECTION**

*Addition to the 2019-2020 College Catalog*

**Course ID:** **VOCED 601**  
**Course Title:** Customer Service in the Workplace  
**Catalog Description:** This noncredit course is designed to provide students with the customer service skills required to interact with customers or clients in the workplace. The topics covered include understanding customer needs, listening to customers, and telephone customer service.  
**Schedule Description:** This noncredit course is designed to provide students with the customer service skills required to interact with customers or clients in the workplace. The topics covered include understanding customer needs, listening to customers, and telephone customer service.  
**Rationale:** Updating course descriptions to align with State Chancellor's Office guidelines.  
**Previous Board Approval:** June 21, 2018  
**Effective:** Fall 2019

## DEGREE CORRECTION

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

#### **BIOLOGY ASSOCIATE OF SCIENCE TRANSFER DEGREE**

The Associate in Science in Biology for Transfer (AS-T) is intended for students who plan to transfer and complete a Bachelor's degree in Biology, or a similar major at a CSU campus. It serves the diverse needs of students who wish to obtain a broad and an in-depth understanding of the field. The Biology Department offers comprehensive and integrative studies in each of the introductory courses of Biology. Courses in Biology prepare students interested in careers in cell biology, genetics, physiology, developmental biology, biotechnology, zoology, botany, microbiology, evolution, ecology, behavior, environmental studies, and the health sciences. The objective of this degree is to delineate a successful career path for our community college students entering the Biology program and to provide opportunities that explore the Biology major. Upon successful completion of the AS-T in Biology, students may be able to enter majors for any of these Biology subfields. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

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 a Biology AS-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- completion of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) for STEM or Intersegmental General Education Transfer Curriculum (IGETC-CSU) for STEM which requires a minimum of 31-33 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 Biology should consult with a STEM counselor or general counselor regarding the transfer process and lower division requirements. Completion of CSU GE-Breadth for STEM or (IGETC-CSU) for STEM is required in addition to the major requirements.

#### **REQUIRED CORE COURSES:**

		<b>Units</b>
BIOL 205	Cell and Molecular Biology	4
BIOL 206	Organismal Biology	4
BIOL 207	Evolutionary Ecology	4

#### **LIST A:**

		<b>Units</b>
CHEM 150	General Chemistry I	5
	<b>or</b>	
CHEM 150H	General Chemistry I - Honors	5
	<b>and</b>	
CHEM 151	General Chemistry II	5
	<b>or</b>	
CHEM 151H	General Chemistry II - Honors	5
	<b>and</b>	
MATH 250	Single Variable Calculus I	4

PHYSIC 150A	General Physics for the Life Sciences I	5
PHYSIC 150B	General Physics for the Life Sciences II	5
	<b>Major Total:</b>	<b>36</b>
	<b>Total Double-Count Units:</b>	<b>9-10</b>
	<b>General Education (CSU-GE or IGETC for STEM) Unit:</b>	<b>31-33</b>
	<b>CSU electives (as needed to reach 60 transferrable units):</b>	<b>0-3</b>
<hr/> <b>Total Units</b>		<b>60</b>

**Rationale:** Updating PHYSIC Courses.  
**Previous Board Approval:** May 16, 2019  
**Effective:** Fall 2019

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Anthony Papa, Director of Operations of KVCR  
**DATE:** June 20, 2019  
**SUBJECT:** Consideration of Approval of Donation – KVCR

### **RECOMMENDATION**

It is recommended that the Board of Trustees accepts the following donation from Samuel Patalano and Lynne Patalano.

### **OVERVIEW**

The following donation is being made to KVCR Educational Foundation, Inc:

2006 Lincoln Navigator

### **ANALYSIS**

A donation of this vehicle will be used to provide transportation for KVCR productions.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

None.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Diana Rodriguez, President, SBVC  
Dr. Kevin Horan, President, CHC  
Kristina Hannon, Executive Director, Human Resources  
**DATE:** June 20, 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 indicated on the attached list.

### **OVERVIEW**

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis.

### **ANALYSIS**

All requirements for employment processing have been completed and Human Resources has cleared the individuals 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 budgets.





# Adjunct and Substitute Academic Employees

Submitted for Board Approval June 20, 2019

[v.6.6.2019.p.1|10]

## San Bernardino Valley College 2018-19

	Course Subject	Discipline per Minimum Qualifications
Gonzalez, Pedro	Adjunct Counselor	Adjunct Counselor
Gonzalez, Procoro	Machine Technology	Machine Technology
Miller, Kimberly	VOCED	VOCED

## San Bernardino Valley College 2019-20

	Course Subject	Discipline per Minimum Qualifications
Barakat, Nermeen	Adjunct Counselor	Adjunct Counselor
Fang Liang, Hsiao	Machine Technology	Machine Technology
Ching Ping, Lin	VOCED	VOCED
Miles, Justin	Chemistry	Chemistry
Mizutani, Mari	Biology	Biology
Romero Vasquez, Laura	Spanish	Spanish
Waltzer, Eric	Pharmacy Tech	Pharmacy Tech
Winokur, Robert	Music	Music

## Crafton Hills College 2018-19

	Course Subject	Discipline per Minimum Qualifications
Ellsberry, Rich	Fire Technology	Fire Technology
Flores, Allison	Respiratory Care	Respiratory Technologies
Ford, Megan	Fire Technology	Fire Technology
Garcia, Dulce	Spanish	Spanish
Mello, Brandice	History	History
Morris, Nicholas	Respiratory Care	Respiratory Technologies

## Crafton Hills College 2019-20

	Course Subject	Discipline per Minimum Qualifications
Abad, Jeremy	English	English
Acosta, Wendy	Biology	Biology
Aguilar, Edward	Emergency Medical Services	Emergency Medical Technologies



# Adjunct and Substitute Academic Employees

Submitted for Board Approval June 20, 2019

[v.6.6.2019.p.2|10]

## Crafton Hills College 2019-20

	Course Subject	Discipline per Minimum Qualifications
Alatorre, Guadalupe	Communication Studies	Communication Studies
Amaya, Makiko	Japanese	Japanese
Anderson, Debra	Radiologic Technology	Radiologic Technology
Armstrong, Jacob	Sociology	Sociology
Arth, Patricia	Child Development	Child Development
Atkinson, Anne	Health	Health
Avery, George	Fire Technology	Fire Technology
Baccari, Angelica	Mathematics	Mathematics
Baldwin, Spencer	Music	Music
Barger, Heather	Business Administration	Business Administration
Barker, Jason	Business Administration	Business Administration
Barrie, Trinette	Counseling	Counseling
Bastedo, Yvonne	Kinesiology	Kinesiology
Batarseh, Fadi	Engineering	Engineering
Begley, David	Mathematics	Mathematics
Bell, Eva	Counseling	Counseling
Berry, Emily	Respiratory Care	Respiratory Technologies
Berube, Melissa	Biology	Biology
Blanck, Robert	English	English
Blanco, Glen	Anatomy	Biological Sciences
Bogens, Mary	Fire Technology	Fire Technology
Bogh, Debbie	Counseling	Counseling
Bradford, Deborah	Art	Art
Branson, Joanna	English	English
Bridges, Andrew	Religious Studies	Religious Studies
Brink, T.L	Philosophy	Philosophy
Bristol, Nathaniel	Fire Technology	Fire Technology
Brown, Amy	Kinesiology	Kinesiology
Brown, Joshua	Music	Music
Brown, Reginald	Fire Technology	Fire Technology
Buchanan, Jamie	Psychology	Psychology
Bungard, Patrick	Communication Studies	Communication Studies
Burke, Jeffrey	Mathematics	Mathematics
Burkhart, Angelina	Communication Studies	Communication Studies
Burlinson, Debra	Health	Health



# Adjunct and Substitute Academic Employees

Submitted for Board Approval June 20, 2019

[v.6.6.2019.p.3|10]

## Crafton Hills College 2019-20

Course Subject		Discipline per Minimum Qualifications
Burnett, Jennifer	Communication Studies	Communication Studies
Callahan, Kenyon	Political Science	Political Science
Cardenas, Yolanda	Spanish	Spanish
Carreon-Bailey, Rebecca	Child Development	Child Development
Carver, Memory	Emergency Medical Services	Emergency Medical Technologies
Castillo, Andrew	English	English
Chairez, Octavio	Mathematics	Mathematics
Chappell, Dempsey	Fire Technology	Fire Technology
Chen, Chenhung	Art	Art
Chittenten, Heather	Public Safety	Public Safety
Cifelli, Jessica	Child Development	Child Development
Clarke, Sally	Health Information Technology	Health Information Technology
Clerc, Antoine	Political Science	Political Science
Cline, Melissa	Kinesiology	Kinesiology
Commander, John	Emergency Medical Services	Emergency Medical Technologies
Conway, Bill	Fire Technology	Fire Technology
Costello, Gerarda	History	History
Cowles, Randee	English	English
Cranon-Charles, Angela	Political Science	Political Science
Crews, Carly	Emergency Medical Services	Emergency Medical Technologies
Cruz, Jason	Business Administration	Business Administration
Cummings, Lou'Rie	Counseling	Counseling
Davis, Anthony Sean	Counseling	Counseling
Davis, Garet	Anatomy	Biological Sciences
Davis, Mark	Fire Technology	Fire Technology
De Boer, Frank	Fire Technology	Fire Technology
De Los Reyes, Chloe	English	English
Denman, David	Fire Technology	Fire Technology
Derosier, Wendy	Kinesiology	Kinesiology
Dinu, Razvan	Mathematics	Mathematics
Dobbs, Anne	English	English
Dolson-Andrew, Stephen	Political Science	Political Science
Domenech, Esther	Spanish	Spanish
Douthit, Milly	Counseling	Counseling
Downey, Jennifer	Psychology	Psychology



# Adjunct and Substitute Academic Employees

Submitted for Board Approval June 20, 2019

[v.6.6.2019.p.4|10]

## Crafton Hills College 2019-20

Course Subject		Discipline per Minimum Qualifications
Drake-Green, Penny Marie	Communication Studies	Communication Studies
Dudash, Leigh	Geology	Geology
Eads, Courtney	Kinesiology	Kinesiology
Ebner, Noah	Geography	Geography
Elsberry, Richard	Fire Technology	Fire Technology
Encisco-Villasenor, Jairo	Mathematics	Mathematics
Estrada, Joshua	Kinesiology	Kinesiology
Estrella, Julie	Psychology	Psychology
Estus, Steven	English	English
Fellenz, Kathryn	Public Safety	Public Safety
Fiallo, Carolina	Spanish	Spanish
Files, Shannon	Fire Technology	Fire Technology
Firtha, Christie	English	English
Flores, Allison	Respiratory Care	Respiratory Technologies
Flory-Sanchez, Pamela	English	English
Flowers, Tanisha	Psychology	Psychology
Flowers, Todd	Education	Education
Ford, Megan	Fire Technology	Fire Technology
Ford, Patricia	Health	Health
Francis-Boyle, Olivia	Biology	Biology
Franko, Karla	Religious Studies	Religious Studies
Friday, Brian	Mathematics	Mathematics
Fry, Maureen	Counseling	Counseling
Fuller, Brent	Emergency Medical Services	Emergency Medical Technologies
Fyfe, Brooke	Counseling	Counseling
Gaddy, Duran	Fire Technology	Fire Technology
Gairson, Phillip	Fire Technology	Fire Technology
Gamache, Diane	Sociology	Sociology
Gamboa, Benjamin	Economics	Economics
Garcia, Claudia	Counseling	Counseling
Garcia, Dulce	Spanish	Spanish
Gardner, Gerry	Fire Technology	Fire Technology
Gergis, Nader	Art	Art
Gibson, Kathleen	Mathematics	Mathematics
Gill, Jon I.	Philosophy	Philosophy



# Adjunct and Substitute Academic Employees

Submitted for Board Approval June 20, 2019

[v.6.6.2019.p.5|10]

## Crafton Hills College 2019-20

	Course Subject	Discipline per Minimum Qualifications
Gillette, Jeffrey	Fire Technology	Fire Technology
Gimple, Tina M.	Computer Information Systems	Computer Information Systems
Goliff, Wendy	Chemistry	Chemistry
Gomez, Elitania	Counseling	Counseling
Gordon, Lissette	Sociology	Sociology
Gosnik, Khoosheh	Biology	Biology
Grabow, James	Counseling	Counseling
Granado, Alycia	Child Development	Child Development
Gren, Eric	Biology	Biology
Grigsby, Michael	Mathematics	Mathematics
Groff, Nathan	Fire Technology	Fire Technology
Grounds, John	Emergency Medical Services	Emergency Medical Technologies
Gunter, Melody	Art	Art
Gutierrez, Juan	Mathematics	Mathematics
Guzman, Jose	Philosophy	Philosophy
Guzman-Lowery, Jenna	Kinesiology	Kinesiology
Hamlett, Cynthia	English	English
Hammond-Williams, Heather	Child Development	Child Development
Harold, Ryan	Fire Technology	Fire Technology
Harris, Kashaunda	Counseling	Counseling
Harris, Matti	English	English
Hawkins, Damaris	English	English
Hawkins, Judith	English	English
Hayes, Ashley	English	English
Hayes, Chauncey	Kinesiology	Kinesiology
Heinsma, Dewey	Business Administration	Business Administration
Herrick, Theresa	Psychology	Psychology
Hicks, Ashley	Respiratory Care	Respiratory Technology
Higgins, Meagan	Psychology	Psychology
Hoehn, Marisela	Counseling	Counseling
Hogan, Ryan	Counseling	Counseling
Hopper, Randi	Child Development	Child Development
House, Kevin	Biology	Biology
Hoyle, Dani	Respiratory Care	Respiratory Technologies
Hunter, Morris	Radiologic Technology	Radiologic Technology



# Adjunct and Substitute Academic Employees

Submitted for Board Approval June 20, 2019

[v.6.6.2019.p.6|10]

## Crafton Hills College 2019-20

	Course Subject	Discipline per Minimum Qualifications
Huynh, Melissa	Radiologic Technology	Radiologic Technology
Janssen, Joshua	Fire Technology	Fire Technology
Jaravato-Hanson, Rodolfo	Health Information Technology	Health Information Technology
Jeide, William	Emergency Medical Services	Emergency Medical Technologies
Johnson, Elizabeth	Kinesiology	Kinesiology
Johnson, James	Anatomy	Biological Sciences
Jordan, Jessica	Psychology	Psychology
Jraisat, Issa	Sociology	Sociology
Juan, Shirley	Mathematics	Mathematics
Kelsheimer, Jennifer	Business Administration	Business Administration
Ketcherside, David	Fire Technology	Fire Technology
Keys, Scott	History	History
Khalaj-Le Corre, Monica	English	English
Kim, Elliott	History	History
King, Clara Jo	Biology	Biology
Koenig, Emilie	English	English
Lamb, Wendy	English	English
LaPointe, Stacy	English	English
Lastra, Ulises	Mathematics	Mathematics
Lawler, Mary	Kinesiology	Kinesiology
Lee, James	English	English
Lee, Joo	Art	Art
Lehar, Jade	English	English
Leon, Ralph	Mathematics	Mathematics
Leora, Anthony	Emergency Medical Services	Emergency Medical Technologies
Ley, Matthew	Fire Technology	Fire Technology
Limoges, Kevin	Computer Science	Computer Science
Linfield, Leon	Philosophy	Philosophy
Lloyd, Courtney	American Sign Language	American Sign Language
Longman, Kenneth	Fire Technology	Fire Technology
Malik, Neal	Health	Health
Maness, Christopher	Physics	Physics
Manzano, David	Respiratory Care	Respiratory Technologies
Marion, Jeremy	Anatomy	Biological Sciences
Marrujo, Monique	Counseling	Counseling



# Adjunct and Substitute Academic Employees

Submitted for Board Approval June 20, 2019

[v.6.6.2019.p.7|10]

## Crafton Hills College 2019-20

	Course Subject	Discipline per Minimum Qualifications
Masner, Patricia	Kinesiology	Kinesiology
McAtee, Robert	Counseling	Counseling
McClurg, Bruce	Music	Music
McCrary, Benjamin	American Sign Language	American Sign Language
Mcloughlin, Kerry	Sociology	Sociology
McNamara, Laurence	Art	Art
McNaughton, Anna	Theatre	Drama/Theatre Arts
Mello, Brandice	History	History
Membreno, Nelson	Anatomy	Biological Sciences
Menzing, Todd	History	History
Micham, Wendy	Psychology	Psychology
Michel, Pamela	American Sign Language	American Sign Language
Millan, Christopher	English	English
Miller, Cameron	Emergency Medical Services	Emergency Medical Technologies
Mills, Bryan	Computer Information Systems	Computer Information Systems
Mills, Lisa	Counseling	Counseling
Minter, Kristin	Health	Health
Mizutani, Mari	Music	Music
Mogrovejo, Pablo	History	History
Molloy David	Emergency Medical Services	Emergency Medical Technologies
Montenegro, Danielle	Kinesiology	Kinesiology
Moore, Melissa	Kinesiology	Kinesiology
Moreno, Mariana	Counseling	Counseling
Moreno, Omar	Mathematics	Mathematics
Morgan, Douglas	Religious Studies	Religious Studies
Moriera, Tifany	Psychology	Psychology
Morning, Sara	Emergency Medical Services	Emergency Medical Technologies
Morris, Nicholas	Respiratory Care	Respiratory Technologies
Mott, Justin	English	English
Msahli, Zina	Arabic	Arabic
Nakamura, Aki	Japanese	Japanese
Namekata, James	Kinesiology	Kinesiology
Nelson, Kristina	Psychology	Psychology
Neumann, Brent	Physics	Physics
Nguyen, Kiem	Mathematics	Mathematics



# Adjunct and Substitute Academic Employees

Submitted for Board Approval June 20, 2019

[v.6.6.2019.p.8|10]

## Crafton Hills College 2019-20

Course Subject		Discipline per Minimum Qualifications
Nguyen, Nicholas	Respiratory Care	Respiratory Technologies
O'Brian, Alexander	CIS	Computer Information Systems
O'Shaughnessy, Vonda	Counseling	Counseling
O'Hare, Daniel	Geology	Geology
Olivas, David	Fire Technology	Fire Technology
Orosco, Jennifer	Emergency Medical Services	Emergency Medical Technologies
Ortiz, Francisco	Fire Technology	Fire Technology
O'Shaughnessy, Vonda	Communication Studies	Communication Studies
Overstreet-Murphy, Penni	Fire Technology	Fire Technology
Page, Tony	Fire Technology	Fire Technology
Palkki, Kevin	Business Administration	Business Administration
Pantoja, Suzanne	Business Administration	Business Administration
Papp, Edward	Computer Information Systems	Computer Information Systems
Patchen, Dustin	Emergency Medical Services	Emergency Medical Technologies
Perez, Daniella	Child Development	Child Development
Piamonte, Rennard	Mathematics	Mathematics
Pierce, Leah	Mathematics	Mathematics
Plaxton-Hennings, Charity	Child Development	Child Development
Poffek, Christine	Kinesiology	Kinesiology
Polson, Elizabeth	English	English
Portugal, Jesse	Accounting	Accounting
Pritchard, Bekki	Sociology	Sociology
Punsalan, Kevin	Mathematics	Mathematics
Purper, Cammy	Child Development	Child Development
Quintanar, Brittnee	Counseling	Counseling
Rafeedie, Nidal	Respiratory Care	Respiratory Technologies
Ramirez, Robert	Mathematics	Mathematics
Ramkissoon, Rhiannon	Child Development	Child Development
Ramos, Sefferino	English	English
Randolph, Christopher	Fire Technology	Fire Technology
Raney, Bret	Fire Technology	Fire Technology
Regalado, Sean	Art	Art
Reid, Shirley	Mathematics	Mathematics
Rivera, Ernesto	Counseling	Counseling
Rives, Ryan	Respiratory Care	Respiratory Technologies





# Adjunct and Substitute Academic Employees

Submitted for Board Approval June 20, 2019

[v.6.6.2019.p.9|10]

## Crafton Hills College 2019-20

	Course Subject	Discipline per Minimum Qualifications
Roberts, Charles	Oceanography	Oceanography
Roche, Joshua	Mathematics	Mathematics
Romano, Nicholas	Computer Information Systems	Computer Information Systems
Romero, Jose	Accounting	Accounting
Rose, Kendra	American Sign Language	American Sign Language
Ruiz, Sandra	Computer Information Systems	Computer Information Systems
Saadeh, Miriam	Business Administration	Business Administration
Sadiq, Fahima	Mathematics	Mathematics
Saenz, Heather	Emergency Medical Services	Emergency Medical Technologies
Salvi, Lisa	Anthropology	Anthropology
Sandez, Ann	Emergency Medical Services	Emergency Medical Technologies
Sanford, Concepcion	Art	Art
Schoenfeld, Racquel	Counseling	Counseling
Schulz, Arianne	Anthropology	Anthropology
Schulz, Kathleen	Emergency Medical Services	Emergency Medical Technologies
Scott, Shella	Counseling	Counseling
Seagar, Elena	Mathematics	Mathematics
Seaton, Thomas	Respiratory Care	Respiratory Technologies
Sessler, Rich	Fire Technology	Fire Technology
Sheikh, Shazia	Anatomy	Anatomy
Shelby, Patricia	Sociology	Sociology
Shum, Cynthia	Counseling	Counseling
Simmers, Jennifer	Sociology	Sociology
Simonson, Scott	Music	Music
Smith, Jeffrey	Mathematics	Mathematics
Sonico, Melissa	English	English
Spencer, Emily	Chemistry	Chemistry
Sternard, Evan	Counseling	Counseling
Stevenson, Sara Robin	English	English
Stupin, Mary	Music	Music
Sveen, Kristopher	Music	Music
Swanson, Justin	Kinesiology	Kinesiology
Sweeney, Michael	Fire Technology	Fire Technology
Ta, Canh	Anatomy	Biological Sciences
Tambunan, Makalerina	Accounting	Accounting



# Adjunct and Substitute Academic Employees

Submitted for Board Approval June 20, 2019

[v.6.6.2019.p.10|10]

## Crafton Hills College 2019-20

	Course Subject	Discipline per Minimum Qualifications
Tinoco, Michelle	Counseling	Counseling
Toering, Noelle	Emergency Medical Services	Emergency Medical Technologies
Torres-Nez, John	Anthropology	Anthropology
Troncoza, Arline	Counseling	Counseling
Troy, Janna	Kinesiology	Kinesiology
Tureau, Troy	Business Administration	Business Administration
Urbanovich, Rene	Humanities	Humanities
Vasquez, Henry	Emergency Medical Services	Emergency Medical Technologies
Vasquez, Violeta	Counseling	Counseling
Vence, Nicholas	Physics	Physics
Verschell, Jeff	Mathematics	Mathematics
Vonk, David	English	English
Walter, Michael D.	Computer Information Systems	Computer Information Systems
Ward, Amanda	Emergency Medical Services	Emergency Medical Technologies
Wasbotten, Deborah	Child Development	Child Development
Wassing, Amy	Communication Studies	Communication Studies
Weiler, Lindsay	History	History
Westholder, Joshua	Respiratory Care	Respiratory Technologies
Whitaker, Dustin	Fire Technology	Fire Technology
White-Elliott, Cassundra	English	English
Wilcox-Herzog, Amanda	Child Development	Child Development
Williams, Lynn	Child Development	Child Development
Wilson, Debra Sandgren	Counseling	Counseling
Winokur, Robert	Music	Music
Winter, Daniel	Respiratory Care	Respiratory Technologies
Xayaphanthong, Soutsakhone	Counseling	Counseling
Youssef, Suzan	Chemistry	Chemistry
Zeeb, John	Psychology	Psychology
Zein, George	American Sign Language	American Sign Language
Zepeda, Isidro	English	English

**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:** June 20, 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 June 20, 2019

[v.6.4.2019.p.1|2]

	From	To	Range & Step	Rate	Fund	Live Scan Clearance
<b>Hamza, Mark</b> Instructor, Chemistry SBVC Science	7/1/19	12/31/19	TBD*	TBD*	Science	1/2/18
<b>Rice, Larry</b> Instructor, Aeronautics SBVC Aeronautics	7/1/19	12/31/19	H3	\$84,625.76	Applied Technology	12/12/17
<b>Bernardo, Yecica</b> Counselor SBVC Counseling & Matriculation	7/1/19	12/31/19	D4	\$86,246.00	Student Success & Support Program Categorical Funds	9/21/15
<b>Glover, Earline</b> Counselor SBVC Counseling & Matriculation	7/1/19	12/31/19	E6	\$94,698.00	Student Success & Support Program Categorical Funds	4/6/15
<b>Hill, Monique</b> Counselor SBVC Counseling & Matriculation	7/1/19	12/31/19	D3	\$83,330.00	Student Success & Support Program Categorical Funds	9/29/16
<b>Johnson, Heather</b> Counselor SBVC Student Services	7/1/19	12/31/19	TBD*	TBD*	Student Success & Support Program Categorical Funds	1/17/14
<b>Mendoza, Nicole</b> Counselor SBVC Student Services	7/1/19	12/31/19	G4	\$95,622.00	Student Success & Support Program Categorical Funds	8/22/16
<b>Wingson, Kimberly</b> Counselor SBVC Counseling & Matriculation	7/1/19	12/31/19	D6	\$91,496.00	Student Success & Support Program Categorical Funds	10/22/12

\*Live Scan clearance pending; employee will not start without clearance.

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



## Appointment of Temporary Academic Employees

Submitted for Board Approval June 20, 2019

[v.6.4.2019.p.2]2

	From	To	Range & Step	Rate	Fund	Live Scan Clearance
<b>Lopez, Maria</b> Counselor SBVC Counseling	7/1/19	12/31/19	E1	\$80,512.00	Adult Education Block Grant	10/13/17
<b>Gonzalez, Pedro</b> Counselor SBVC Counseling	7/1/19	12/31/19	TBD*	TBD*	Adult Education Block Grant	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:** Diana Rodriguez, President, SBVC  
Dr. Kevin Horan, President, CHC  
Kristina Hannon, Executive Director, Human Resources

**DATE:** June 20, 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**

Non-instructional pay, at a rate of \$52.00 per hour, is requested on a periodic basis to assist departments with various research, projects, committee work, or events on campus or in the community.

### **ANALYSIS**

Approval of non-instructional pay for academic employees per the attached list is being submitted for approval.

### **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 June 20, 2019

[v.5.31.2019.p.1]19]

#### Crafton Hills College

Not to Exceed					
	From	To	Hours	Amount	Project
<b>Aguilar, Edward</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	100	\$5,200.00	Outreach activities for the CTE Public Safety Programs, and mentoring Fire Academy Cadets.
<b>Alder, Mike</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	100	\$5,200.00	Outreach for CTE programs.
<b>Anderson, Jonathan</b> Instruction General Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Andrews, Breanna</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	10	\$520.00	Develop ROP articulation agreements.
<b>Andrews, Breanna</b> Instruction General Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Azenaro, Renee</b> Instruction General Fund	07/01/19	06/30/20	100	\$5,200.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Bailes, Brandi</b> Instruction General Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Barger, Heather</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	306	\$15,912.00	Develop curriculum and implement plan for business incubator that support student activities.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.2]19]

#### Crafton Hills College

	Not to Exceed				
	From	To	Hours	Amount	Project
<b>Bartlett, Ryan</b> Instruction General Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Cannon, Judy</b> Honors	07/01/18	06/30/19	30	\$1,560.00	Faculty Lead, Honors <i>Ratification: The instructor was approved for 860 hours on June 21, 2018. The additional 30 hours was left off by mistake. The instructor will be working a total of 890 hours.</i>
<b>Cannon, Judy</b> Honors	07/01/19	06/30/20	890	\$46,280.00	Faculty Lead, Honors
<b>Cervantez, Jeff</b> Instruction General Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Commander, John</b> Instruction Office General Fund	07/01/19	06/30/20	70	\$3,640.00	Conduct Fit Testing
<b>Crews, Carly</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	60	\$3,120.00	Outreach for CTE programs.
<b>Crow, Kathy</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	100	\$5,200.00	Outreach for CTE programs, develop ROP articulation agreements, and program development for Public Safety Boot Camp.
<b>Cummings, Lou'Rie</b> Student Success & Support Program (SSSP)	07/01/19	08/15/19	141	\$7,332.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in Counseling.





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.3|19]

#### Crafton Hills College

Not to Exceed					
	From	To	Hours	Amount	Project
<b>Fyfe, Brooke</b> Student Success & Support Program (SSSP)	07/01/19	08/15/19	141	\$7,332.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in Counseling.
<b>Garcia, Claudia</b> Student Success & Support Program (SSSP)	07/01/19	08/15/19	141	\$7,332.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in Counseling.
<b>Gill, John</b> Honors Program	03/14/19	05/23/19	10	\$520.00	Faculty member will work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Another instructor was originally assigned to teach the class.</i>
<b>George, Kenneth</b> Instruction General Fund	07/01/19	06/30/20	100	\$5,200.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Green, Laurie</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	100	\$5,200.00	Outreach for CTE programs.
<b>Green, Laurie</b> Instruction General Fund	07/01/19	06/30/20	100	\$5,200.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Hamlett, Cynthia</b> Student Equity	07/01/19	06/30/20	630	\$32,760.00	Faculty Lead, Distance Education
<b>Hawkins, Damaris</b> Dual Enrollment	05/14/19	05/24/19	10	\$520.00	Work with Keith Wurtz on Presentation for Dual Enrollment Workshop for High School Teachers. <i>Ratification: Dual Enrollment workshop was scheduled after the deadline for May Board items.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.4|19]

### Crafton Hills College

	Not to Exceed				
	From	To	Hours	Amount	Project
<b>Hidalgo, Joshua</b> Tutoring General Funds	08/12/19	12/20/19	414	\$21,528.00	Math Tutoring Curriculum
<b>Hoehn, Marisela</b> Student Success & Support Program (SSSP)	07/01/19	08/15/19	141	\$7,332.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in Counseling.
<b>Hogan, Ryan</b> Student Success & Support Program (SSSP)	07/01/19	08/15/19	141	\$7,332.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in Counseling.
<b>Hogrefe, Rick</b> Instruction General Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Ivy, Krista</b> Instruction General Fund	07/01/19	06/30/20	100	\$5,200.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Janssen, Joshua</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	100	\$5,200.00	Outreach activities for the CTE Public Safety Programs, and mentoring Fire Academy Cadets.
<b>Ketcherside, David</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	100	\$5,200.00	Outreach activities for the CTE Public Safety Programs, and mentoring Fire Academy Cadets.
<b>Keys, Scott</b> Honors Program	03/14/19	05/23/19	10	\$520.00	Faculty member will work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Another faculty member was originally assigned to teach this class.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.5]19]

### Crafton Hills College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Loera, Anthony</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	100	\$5,200.00	Outreach for CTE programs, coordinate Wildland Forrest program.
<b>Madrid, Frank</b> Instruction General Fund	07/01/19	06/30/20	100	\$5,200.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Maloney-Hinds, Colleen</b> Instruction General Fund	07/01/19	06/30/20	100	\$5,200.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>McCool, Karol</b> Library General Funds	08/15/19	12/20/19	414	\$21,528.00	Adjunct Librarian
<b>McCoy, Danielle</b> Instruction General Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>McKee, Julie</b> Instruction General Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>McLaren, Meridyth</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	10	\$520.00	Develop ROP articulation agreements.
<b>McLaren, Meridyth</b> Instruction General Fund	07/01/19	06/30/20	100	\$5,200.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Mills, Lisa</b> Student Success & Support Program (SSSP)	07/01/19	08/15/19	141	\$7,332.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in Counseling.



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.6]19]

### Crafton Hills College

Not to Exceed					
	From	To	Hours	Amount	Project
<b>Molloy, David</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	100	\$5,200.00	Outreach activities for the CTE Public Safety Programs.
<b>Moore, Melissa</b> Professional Development	06/10/19	06/28/19	4.5	\$234.00	Provide training to Kinesiology faculty on new techniques for Aerial, Circus, and Fitness Classes. <i>Ratification: The request for funds was approved by the Professional Development Committee on May 3 which was after the deadline for the May Board.</i>
<b>Moore, Melissa</b> Professional Development	07/01/19	07/31/19	5	\$260.00	Provide training to Kinesiology faculty on new techniques for Aerial, Circus, and Fitness Classes.
<b>Myers-Hyatt, Diana</b> Library General Funds	08/15/19	12/20/19	414	\$21,528.00	Adjunct Librarian
<b>Overstreet-Murphy, Penni</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	100	\$5,200.00	Outreach activities for the CTE Public Safety Programs.
<b>Page, Tony</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	306	\$5,200.00	Outreach and RESA coordinator for the CTE Public Safety Programs.
<b>Papp, Edward</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	306	\$15,912.00	Coordinate activities for CIS Internship program.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.7]19]

#### Crafton Hills College

	Not to Exceed				
	From	To	Hours	Amount	Project
<b>Pennington, Annie</b> Library General Funds	08/15/19	12/20/19	414	\$21,528.00	Adjunct Librarian
<b>Quintanar, Britnee</b> Student Success & Support Program (SSSP)	07/01/19	08/15/19	141	\$7,332.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in Counseling.
<b>Raney, Bret</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	100	\$5,200.00	Outreach for CTE programs.
<b>Robles, Joshua</b> Guided Pathways	06/28/19	06/28/19	6	\$312.00	AB-705 Training for Math
<b>Rojas, Daniel</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	86.5	\$4,498	Investigate and develop course curriculum for the Physical Therapy Assistant program.
<b>Rojas, Danny</b> Instruction General Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Scott, Shella</b> Student Success & Support Program (SSSP)	07/01/19	08/15/19	141	\$7,332.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in Counseling.
<b>Sheahan, Michael</b> Instruction General Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Shum, Cynthia</b> Student Success & Support Program (SSSP)	07/01/19	08/15/19	141	\$7,332.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in Counseling.



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.8]19]

### Crafton Hills College

Not to Exceed					
	From	To	Hours	Amount	Project
<b>Smith, Deborah</b> Guided Pathways	06/28/19	06/28/19	6	\$312.00	AB-705 Training for Math
<b>Snowwhite, Mark</b> Honors Program	03/14/19	05/23/19	10	\$520.00	Faculty member will work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Another instructor was originally assigned to teach the class.</i>
<b>Snowwhite, Mark</b> Campus President Other Instructional Support Services	06/01/19	06/30/19	20	\$1,040.00	Assist with writing and editing the Self-Study.
<b>Snowwhite, Mark</b> Campus President Other Instructional Support Services	07/01/19	06/30/20	460	\$23,920.00	Assist with writing and editing the Self-Study.
<b>Sullivan, Dan</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	100	\$5,200.00	ROP articulation, outreach for CTE programs, curriculum development.
<b>Truong, Sam</b> Instruction General Fund	07/01/19	06/30/20	100	\$5,200.00	Faculty Chair duties required to be performed on campus during the Summer, Spring, and Winter breaks.
<b>Ward, Amanda</b> CTE Transitions, Strong Workforce, and Perkins Funds	07/01/19	06/30/20	100	\$5,200.00	Outreach for CTE programs.



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.9|19]

### Crafton Hills College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Wilson, Debbie</b> Student Success & Support Program (SSSP)	07/01/19	08/15/19	141	\$7,332.00	Adjunct Counselor, provide counseling, Ed plan development, and other counseling services in Counseling.

### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Adams, Kathy</b> Instruction General Fund	05/28/19	06/30/19	24	\$1,248.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Allan, Tammy</b> Student Equity and Success Categorical Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty will be responsible for attending workshops, meeting and trainings for the FYE and Valley Bound Commitment Program.
<b>Alvarez, Vicente</b> Instruction General Fund	05/28/19	06/30/19	40	\$2,080.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.10|19]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Assumma, Michael</b> Instruction General Fund	05/28/19	06/30/19	40	\$2,080.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Avelar, Amy</b> Instruction General Fund	05/28/19	06/30/19	30	\$1,560.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Aycock Marrujo, Monique</b> Disabled Student Programs and Services Categorical Fund	07/01/19	06/30/20	391	\$20,332.00	Academic Counseling and Facilitating Workshops for Students who are enrolled in the Disabled Student Programs and Services.
<b>Batalo, Mandi</b> Instruction General Fund	05/28/19	06/30/19	15	\$780.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Begg, Erica</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	422	\$21,944.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students.





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.11|19]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Blanquet, Rebecca</b> Student Equity and Success Categorical Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty will be responsible for attending workshops, meeting and trainings for the FYE and Valley Bound Commitment Program.
<b>Cacho, Bryce</b> Instruction General Fund	05/28/19	06/30/19	100	\$5,200.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i> Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Caldwell-Betties, Melita</b> Instruction General Fund	05/28/19	06/30/19	100	\$5,200.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i> Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Cambara, Dennis</b> Disabled Student Programs and Services Categorical Fund	07/01/19	06/30/20	391	\$20,332.00	Academic Counseling and Facilitating Workshops for Students who are enrolled in the Disabled Student Programs and Services.
<b>Centeno, Claudia</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	422	\$21,944.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students.
<b>Corrales, Athena</b> Nursing Program Grant Funds	07/01/19	08/16/19	170	\$8,840.00	Nursing Program - Nursing workshops for students, develop remediation strategies for nursing students.



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.12|19]

### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Dennett, Loni</b> Disabled Student Programs and Services Categorical Fund	07/01/19	06/30/20	391	\$20,332.00	Academic Counseling and Facilitating Workshops for Students who are enrolled in the Disabled Student Programs and Services.
<b>Evan-Perry, Virginia</b> Instruction General Fund	06/22/19	06/22/20	100	\$5,200.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Garcia, Armando</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	422	\$21,944.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students.
<b>Gomez, Laura</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	422	\$21,944.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students.
<b>Halabi, Tarif</b> Instruction General Fund	05/28/19	06/30/19	100	\$5,200.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.13|19]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Hector, Leticia</b> Instruction General Fund	05/28/19	06/30/19	5	\$260.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Heibel, Todd</b> Instruction General Fund	05/28/19	06/30/19	15	\$780.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Henkle, Lisa</b> Student Equity and Success Categorical Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty will be responsible for attending workshops, meeting and trainings for the FYE and Valley Bound Commitment Program.
<b>Hunter, Diane</b> Instruction General Fund	05/28/19	06/30/19	15	\$780.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Huston, Celia</b> Instruction General Fund	07/01/19	12/01/19	247	\$12,844.00	Accreditation Committee Chair
<b>Jefferson, Kimberly</b> Student Equity and Success Categorical Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty will be responsible for attending workshops, meeting and trainings for the FYE and Valley Bound Commitment Program.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.14|19]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Jefferson, Kimberly</b> Instruction General Fund	05/28/19	06/30/19	6	\$312.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Joshua, Judith</b> Student Equity and Success Categorical Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty will be responsible for attending workshops, meeting and trainings for the FYE and Valley Bound Commitment Program.
<b>Larivee, Elizabeth</b> Disabled Student Programs and Services Categorical Fund	07/01/19	06/30/20	422	\$21,944.00	Provide academic, career, personal counseling, guidance services, and facilitate workshops for students with disabilities. Recommend appropriate services and referrals for students with disabilities to ensure equal access in accordance with Title V and A
<b>Lee, Yvette</b> Student Equity and Success Categorical Fund	07/01/19	06/30/20	50	\$2,600.00	Faculty will be responsible for attending workshops, meeting and trainings for the FYE and Valley Bound Commitment Program.
<b>Maez, Gilbert</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	422	\$21,944.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students.
<b>Martin, Desiree</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	422	\$21,944.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.15|19]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Melancon, Berchman</b> Instruction General Fund	05/28/19	06/30/19	100	\$5,200.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Metu, Dr. Reginald</b> Instruction General Fund	05/28/19	06/30/19	40	\$2,080.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Meyer, Stacy</b> Instruction General Fund	05/28/19	06/30/19	100	\$5,200.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Milligan, Joshua</b> Instruction General Fund	05/28/19	06/30/19	100	\$5,200.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.16|19]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Murillo, Joan</b> Instruction General Fund	05/28/19	06/30/19	30	\$1,560.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Orozco, Erica</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	422	\$21,944.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students.
<b>Palmer, Edward</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	422	\$21,944.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students.
<b>Parish, Cynthia</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	422	\$21,944.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students.
<b>Peck, Jacob</b> Disabled Student Programs and Services Categorical Fund	07/01/19	06/30/20	391	\$20,332.00	Academic Counseling and Facilitating Workshops for Students who are enrolled in the Disabled Student Programs and Services.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.17|19]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Peters, Davena</b> Instruction General Fund	05/28/19	06/30/19	10	\$520.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Quezada, Reyes Dr.</b> Star Program Categorical Funds	07/01/19	06/30/20	400	\$20,800.00	Academic Counseling and Facilitating Workshops for Students enrolled in the STAR Program.
<b>Ramirez, Georgina</b> Student Equity and Success Categorical Fund	07/01/19	06/30/20	410	\$21,320.00	As a faculty member, the counselor will be responsible for delivering developmental and comprehensive counseling services to students enrolled in the First Year Experience Programs.
<b>Rife, Valecia</b> Extended Opportunities Program and Services (EOPS) Categorical Fund	07/01/19	06/30/20	782	\$40,664.00	As an adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College students with in EOPS and general counseling.
<b>Robles, Matt</b> Instruction General Fund	05/28/19	06/30/19	15	\$780.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.18|19]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Scully, Matie</b> Instruction General Fund	05/28/19	06/30/19	5	\$260.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>
<b>Silva, Steven</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	380	\$19,760.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students with in EOPS and general counseling.
<b>Smith, Joyce</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	422	\$21,944.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students.
<b>Smith, Tanya</b> Instruction General Fund	06/14/19	08/02/19	161	\$8,372.00	Student Success Center - Assisting with day and evening coverage.
<b>Sogomonian, Nori</b> Instruction General Fund	05/28/19	06/30/19	10	\$520.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</i>





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.19|19]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Solorio, Carlos</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	422	\$21,944.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students.
<b>Turnbull, Sarah</b> Star Program Categorical Funds	07/01/19	06/30/20	400	\$20,800.00	Academic Counseling and Facilitating Workshops for Students enrolled in the STAR Program.
<b>Valdez, Maria</b> Instruction General Fund	07/01/19	06/30/20	84	\$4,368.00	Psychiatric Tech - comply with board of vocational Nursing & psychiatric technician's requirements. Arrange and coordinate multiple theory and clinical instructors, track student progress throughout the program. Organize August completion ceremony. Meet w
<b>Valdez-Flynn, Veronica</b> Student Success and Support Categorical Funds	07/01/19	06/30/20	422	\$21,944.00	As an Adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver development and comprehensive counseling services to San Bernardino Valley College Students.
<b>Williams, Mark</b> Instruction General Fund	05/28/19	06/30/19	100	\$5,200.00	Department Chair duties - These hours are to allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and summer session beginning May 28, 2019.</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:** June 20, 2019  
**SUBJECT:** Consideration of Approval to Pay Stipends

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the payment of stipends per the attached list.

### **OVERVIEW**

The stipends listed on the attachment are submitted for approval.

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The payment of stipends is included in the appropriate budgets.



## Payment of Stipends

Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.1|2]

### Faculty Chair – 2019-20 Academic Year

	Site & Department	Stipend
<b>Anderson, Jonathan (Co-Chair)</b>	CHC English & Reading	\$4,500
<b>Andrews, Breanna (Co-Chair)</b>	CHC Communication & Language	\$4,000
<b>Azenaro, Renee</b>	CHC Fine Arts	\$7,000
<b>Bailes, Brandi (Co-Chair)</b>	CHC Mathematics	\$4,500
<b>Bartlett, Ryan (Co-Chair)</b>	CHC English & Reading	\$4,500
<b>Cervantez, Jeff (Co-Chair)</b>	CHC Social Sciences	\$4,000
<b>George, Kenneth</b>	CHC Business, Economics & Information Technology	\$7,000
<b>Green, Laurie</b>	CHC Public Safety & Services	\$8,400 (total for 12 months)
<b>Grabow, James (Co-Chair)</b>	CHC Counseling	\$3,300 (total for 11 months)
<b>Hogrefe, Rick (Co-Chair)</b>	CHC Communication & Language	\$4,000
<b>Ivy, Krista</b>	CHC Instructional Support	\$6,000 (total for 12 months)
<b>Madrid, Frank</b>	CHC Multimedia & Information Technology	\$6,000
<b>Maloney-Hinds, Colleen</b>	CHC Kinesiology & Health Education	\$7,000
<b>McCoy, Danielle (Co-Chair)</b>	CHC Mathematics	\$4,500
<b>McKee, Julie (Co-Chair)</b>	CHC Social Sciences	\$4,000
<b>McLaren, Meridyth</b>	CHC Human Development	\$6,000
<b>Rojas, Danny (Co-Chair)</b>	CHC Allied Health Services	\$4,200 (total for 12 months)
<b>Sheahan, Michael (Co-Chair)</b>	CHC Allied Health Services	\$4,200 (total for 12 months)
<b>Truong, Sam</b>	CHC Physical & Biological Sciences	\$9,000
<b>Xayaphanthong, Soutsakhone (Co-Chair)</b>	CHC Counseling	\$3,300 (total for 11 months)



## Payment of Stipends

Submitted for Board Approval June 20, 2019

[v.5.31.2019.p.2|2]

### Faculty Coordinator – 2019-20 Academic Year

	Site & Department	Stipend
<b>Barrie, Trinette</b>	CHC Counseling	\$4,400 (total for 11 months)
<b>Huynh, Melissa</b>	CHC Radiologic Technology	\$4,000 (total for 10 months)
<b>Moreno, Mariana</b>	CHC Transfer Center	\$4,800 (total for 12 months)
<b>Menchaca, Patricia</b>	CHC STEM	\$4,400 (total for 11 months)
<b>Reichert, Nicholas</b>	CHC Tutoring Center	\$4,800 (total for 12 months)
<b>Sandy, Hannah</b>	CHC Health and Wellness	\$4,400 (total for 11 months)

### Head Coach – Fall 2019

	Site & Department	Stipend
<b>Abrams, Eric</b>	SBVC Woman's Cross Country	\$7,000
<b>Algattas, Daniel</b>	SBVC Football	\$7,000
<b>Brewer, Quincy</b>	SBVC Men's Basketball	\$7,000
<b>Brown, Joshua</b>	SBVC Men's Soccer	\$7,000
<b>Hauge, Kristin</b>	SBVC Women's Soccer	\$7,000
<b>Holder, Patricia</b>	SBVC Volleyball	\$7,000
<b>Ratigan, James</b>	SBVC Men's Cross Country	\$7,000
<b>Torres, Christina</b>	SBVC Women's Basketball	\$7,000
<b>Montenegro, Danielle</b>	CHC Water Polo	\$7,000

### Other Stipend – 7/1/19-8/30/19

	Site & Department	Stipend
<b>Voisard, Steve</b>	SBVC Strong Work Force	\$2,080

## **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:** June 20, 2019  
**SUBJECT:** Consideration of Approval of Salary Advancement for Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the advancement of salary for academic employees as indicated on the attached list.

### **OVERVIEW**

The advancement of salary for academic employees on the attached list is submitted for approval.

### **ANALYSIS**

The academic employees listed on the attached have completed the number of units necessary for classification advancement per the agreement between SBCCD and SBCCD and the San Bernardino Community College District Teachers Association.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of these salary advancements is included in the appropriate budgets.



## Salary Advancement for Academic Employees

Submitted for Board Approval on June 20, 2019

[v.5.30.2019.p.1|1]

	From Column/ Step	To Column/ Step	Annual Salary	Days of Service	Effective Date
<b>Herrera, Jamie</b> Counselor SBVC Counseling	G7	H8	\$110,310.00	200	7/1/19
<b>Luna, Evelyn</b> Counselor SBVC Student Services	D5	E6	\$94,698.00	200	7/1/19
<b>Fozouni, Daihim</b> Instructor SBVC English	E9	F10	\$95,746.28	177	7/1/19
<b>Hamdy, Rania</b> Professional Development Coordinator SBVC Professional & Organizational Development	D9	F10	\$95,746.28	177	7/1/19
<b>Allen, Tammy</b> Instructor, Reading SBVC Reading	F6	I7	\$98,576.04	177	7/1/19
<b>Torres, Christina</b> PE Instructor/Womens Basketball Coach SBVC Physical Education Instruction	E5	F6	\$86,741.40	177	7/1/19

**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:** June 20, 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 budgets.



## Appointment of District Employees

Submitted for Board June 20, 2019

[v.6.5.2019.p.1]3]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
<b>Lowery, Rebecca</b> Secretary II DIST EDCT	6/21/19	Classified 33B	\$22.99 per hour	New	Economic Development	5/16/19
<b>Dekoekkoek, Laurens</b> Grounds Caretaker SBVC Grounds	6/24/19	Classified 30A	\$20.35 per hour	Dorothy Morris	Grounds	5/9/19
<b>Carlson, Scott</b> Assistant Director, Resource Development DIST Inland Futures Foundation	6/21/19	Management 12A	\$83,263.16 per year	New	Inland Futures Foundation	5/28/19
<b>Babino, Weldon Eric</b> Maintenance Technician (Carpentry) SBVC Maintenance	6/24/19	Classified 37A	\$24.19 per hour	Omar Garcia	Maintenance	TBD <sup>†</sup>
<b>Soto, Jacqueline</b> Student Services Technician II SBVC Water Supply Engineering	6/24/19	Classified 34A	\$22.46 per hour	Peggy Weber	Strong Workforce Program	5/23/19
<b>Vaichis, Diana</b> Research Analyst CHC Office of Institutional Research & Planning	6/24/19	Classified 54A	\$36.82 per hour	Artour Aslanian	Research & Planning	TBD <sup>†</sup>
<b>Oliveras, Yvonne</b> Research Analyst CHC Office of Institutional Research & Planning	6/24/19	Classified 54A	\$36.82 per hour	New	Research & Planning	TBD <sup>†</sup>
<b>Juan, Shirley</b> Mathematics Instructor CHC Letters, Arts & Mathematics	8/16/19	Academic TBD*	TBD*	Robert Crise	Mathematics	8/16/16

<sup>†</sup>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 June 20, 2019

[v.6.5.2019.p.2|3]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
<b>Robles, Joshua</b> Mathematics Instructor CHC Letters, Arts & Mathematics	8/16/19	Academic TBD*	TBD*	Sherri Wilson	Mathematics	TBD <sup>†</sup>
<b>Fierros, Verenise</b> Administrative Assistant I DIST Inland Futures Foundation	6/21/19	Classified 41A	\$26.70 per hour	New	Inland Futures Foundation	5/20/19
<b>Joyce, Roxane</b> Assistant Manager, Workforce Development DIST EDCT	6/21/19	Management 4E	\$63,657.79 per year	New	Economic Development	7/18/17
<b>Lester, Wendy</b> Assistant Manager, Workforce Development DIST EDCT	6/21/19	Management 4A	\$56,355.79 per year	Brittany Syswang	Economic Development	6/18/18
<b>Gil, Aida</b> Secretary I SBVC Student Services	6/24/19	Classified 29A	\$19.88 per hour	Brandon Heller	STAR Categorical	2/20/18
<b>Flores, Briana</b> Workforce Grant Assistant DIST EDCT	6/21/19	Classified 21A	\$16.30 per hour	New	Economic Development	6/26/18
<b>Mylar, Katie</b> Workforce Grant Assistant DIST EDCT	6/21/19	Classified 21C	\$17.97 per hour	New	Economic Development	7/5/18
<b>Rico, Lilieth</b> Workforce Grant Assistant DIST EDCT	6/21/19	Classified 21C	\$17.97 per hour	New	Economic Development	6/26/18

<sup>†</sup>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 June 20, 2019

[v.6.5.2019.p.3|3]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
<b>Romo, Lucinda</b> Workforce Grant Assistant DIST EDCT	6/21/19	Classified 21C	\$17.97 per hour	New	Economic Development	7/5/18
<b>Candelaria, Keith</b> Athletic Trainer SBVC Athletics	7/1/19	Classified 42C	\$30.19 per hour	Michael Sola	Athletics	TBD <sup>†</sup>
<b>Smith, Ryan</b> DIST Facilities Planning & Construction Campus Project Manager – Measure CC	7/1/19	Management 16C	\$107,563.92 per year	New	Measure CC	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:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** June 20, 2019  
**SUBJECT:** Consideration of Approval of Employee Promotions

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

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



## Employee Promotions

Submitted for Board Approval on June 20, 2019

[v.6.5.2019.p.1|1]

	From	To	Salary	Schedule Range Step	New/ Replacing	Fund	Effective Date
<b>Grishow, Kevin</b>	Maintenance Technician	Maintenance & Grounds Supervisor	\$76,443.67 per year	Management 9C	Chris Hylton	Maintenance & Grounds	6/21/19
<b>Loera, Ernie</b>	Facilities Project Manager	Campus Project Manager – Measure CC	\$107,563.92 per year	Management 16C	New	Measure CC	7/1/19

## **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:** June 20, 2019  
**SUBJECT:** Consideration of Approval to Place Classified Employees on the 39-Month Reemployment List

### **RECOMMENDATION**

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

### **OVERVIEW**

In accordance with Article 14: Leaves of the Collective Bargaining Agreement between SBCCD and the CSEA, when all an employee's available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a reemployment list for a period of 39 months.

### **ANALYSIS**

The employees listed on the attached have exhausted all available leaves of absence.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



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

Submitted for Board Approval June 20, 2019

[v.6.3.2019.p.1|1]

Effective Date	
<b>Hopper, Dianna</b> Tool Room Specialist SBVC Tool Room	6/26/2019

## **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:** June 20, 2019  
**SUBJECT:** Consideration of Ratification of Tentative Agreements with the CSEA

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the Tentative Agreements between the SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA) regarding:

- Article 15 Vacancies, Transfers, Voluntary Demotions, in House or Promotional Only Recruitments, and
- Article 24 Classified Staff Teaching Part-Time.

### **OVERVIEW**

Tentative Agreements have been reached as indicated on the attached documents.

### **ANALYSIS**

The attached is based on negotiations between SBCCD and the CSEA and is subject to ratification by the governing boards of both bodies.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

The cost of CSEA salaries and benefits are to become part of the appropriate budgets.

TENTATIVE AGREEMENT  
By and Between  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
And  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

May 6, 2019

This agreement is entered by and between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively, ("the parties").

**ARTICLE 15: VACANCIES, TRANSFERS, VOLUNTARY DEMOTIONS, IN HOUSE OR PROMOTIONAL ONLY RECRUITMENTS**

15.1 **DEFINITION OF A VACANCY:** For the purpose of this article, a vacancy is defined as a newly created position or an existing position that is vacant and will be in active recruitment.

15.1.1 **POSTING OF VACANCIES.** Notice of all job vacancies within the bargaining unit shall be emailed to all unit members and posted on the District employment bulletin boards at currently designated posting locations. The job vacancy notice shall remain posted for a period of ten (10) full working days.

15.1.2 **NOTICE CONTENTS.** The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per week, and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy.

15.1.3 **FILING.** Permanent unit members shall file for the vacancy by submitting written notice to the Human Resources Office within the filing period. Any unit member on leave or vacation may authorize his/her job representative to file on the unit member's behalf.

15.1.4 **NOTIFICATION.** Permanent unit members who ~~apply~~ file for voluntary demotions, transfer, or "In House or Promotional Only", shall be notified in writing by Human Resources, ~~whether they were or were not selected~~ of the receipt of the request.

~~15.1.5~~ All requests shall be reviewed in order of; voluntary demotion, transfer, and In-House or Promotional Only.

15.2 **VOLUNTARY DEMOTIONS.** A permanent unit member accepting a voluntary demotion shall retain his/her old anniversary date seniority rights. Unit members requesting a voluntary demotion to a lower classification shall be given preference over other applicants with equal or lesser qualifications.

If the position from which a unit member took a voluntary demotion is again vacant, that unit member will be given preference over other applicants with equal or lesser qualifications in filling the former position. This section shall be superseded by the provisions in Article 9, Layoff and Reemployment when applicable. (See Article 7.11)

~~The selection of a voluntary demotion shall be made by the immediate supervisor of requested area. If only one request is submitted the member shall be given the position if minimum qualifications are met. If more than one request is submitted, a one-on-one interview between the employee and supervisor shall be given and one member shall be selected for the position. The decision should not be arbitrary or capricious.~~

~~In the event only one member files for the voluntary demotion, the immediate supervisor will review~~



~~prior evaluations, current work performance and recency of experience. In the event more than one unit member files for a voluntary demotion, the immediate supervisor will review prior evaluations, current work performance and recency of experience and both members will be provided an opportunity to meet with the immediate supervisor. The decision to accept or deny a voluntary demotion shall not be arbitrary or capricious and shall only be made using the defined criteria above.~~

**15.3 VOLUNTARY TRANSFERS.** For purposes of this section the term transfer shall mean a lateral movement within the job classification from one (1) work position or station to another work position or station in the DISTRICT.

15.3.1 When a new position is created or an existing position becomes vacant, the District shall first offer the opportunity to transfer to permanent unit members serving in the same job classification in the District, prior to an external recruitment posting.

15.3.2 Requests from permanent unit members seeking transfers shall be considered by the ~~selecting administrator~~ immediate supervisor. ~~If only one request is submitted, the member shall be given the position if minimum qualifications are met. If more than one request is submitted, a one on one interview between the employee and supervisor shall be given and one member shall be selected for the position.~~

~~In the event only one member files for the voluntary transfer, Considerations for voluntary transfers shall include hire date, seniority within the present classification of the employee, information gathered during the meeting, abilities to perform duties on job announcement, and ~~prior job performance~~ most recent copy of evaluation. ~~department need and any special requirements of the position~~ In the event more than one unit member files for a voluntary transfer, All members will be provided an opportunity to meet with the immediate supervisor ~~and a trained diversity monitor~~ member of the Human Resources team, and the CSEA president or designee. Designees shall be appointed by the Association from the approved diversity monitor list provided by Human Resources. ~~and one(1) Human Resources manager.~~ Human Resources will review all questions prior to the meeting. The decision to accept or deny a voluntary transfer shall not be arbitrary or capricious and shall only be made using the defined criteria above. In the event of denial, the immediate supervisor will provide a written detailed justification ~~must be provided to the unit member within seven (7) working days of the meeting. the committee's decision. by the immediate supervisor~~ of the decision by the immediate supervisor from Human Resources. A bargaining unit member who has been denied a voluntary transfer may within seven (7) working days of such denial request a meeting to appeal such denial with the appropriate supervisor. Such meeting shall be scheduled by the appropriate manager within seven (7) working days. A unit member shall have the right to have a CSEA representative of their choice present. The substance of the justification shall not be subject to the grievance procedure. The transfer procedure as provided hereinabove shall be grievable.~~

~~Considerations shall include hire date, seniority within the present classification of the employee, , abilities, prior filed job performance, department need and any special requirements of the vacant position and based on the request filed by the unit member. In the event of denial, written justification must be provided to the unit member within seven (7) working days of decision by the selecting administrator immediate supervisor. The decision shall not be arbitrary or capricious.~~

15.3.3 In the event no request for voluntary transfer is submitted, the vacancy will continue through the promotional process as outlined in Article 15.4.

~~Where the application(s) for voluntary transfer is not granted, the vacancy will be announced publicly. the hiring manager will determine if the position will be flown externally or if the department will proceed with "In House or Promotional Only" process~~

~~outlined in Article 15.4.~~

- 15.3.4 A mutual transfer may be accomplished between two (2) unit members of the same classifications in which both are qualified. A mutual transfer must be made upon agreements of both supervisors and with the concurrence of the President(s) and/or Chancellor.
- 15.3.5 An approved transfer resulting from the request of a unit member shall be considered permanent. Therefore, no additional probationary period shall be required.
- 15.4 **"IN-HOUSE OR PROMOTIONAL ONLY" RECRUITMENTS.** "In-House or Promotional Only" recruitment shall only be used:
- a. ~~When a determination is made that a position is being filled on an interim basis for the minimum time necessary to allow for full and open recruitment which shall not exceed six (6) months, two (2) years. When the determination is made that a positing is being filled on an interim bases for the minimum time necessary to allow for full and open recruitment which shall not exceed two (2) years.~~
  - b. When there is a reorganization that does not result in a net increase in the number of unit members.
  - c. When there is a closed transfer. For the purposes of this section, a closed transfer is defined as one or more lateral transfers when there is no net increase in the number of employees.
- 15.4.1 Any permanent unit member may ~~apply~~ request an ~~identified~~ interim "In House or Promotional Only" ~~position~~ opportunity. Such ~~application~~ requests will not be considered until voluntary demotion and voluntary transfer ~~applicants~~ requests have been reviewed. A selection process, as outlined in Section 53021 of the California Code of Regulations and Education Code 87100, will be used to address any "In House or Promotional Only" requests.
- 15.4.2 ~~The procedure of selecting a qualified candidate shall be negotiated between the Parties. Selection shall be in compliance with Equal Opportunity (EEO) regulations and consistent with Article 15.1 Posting Vacancies. adhere to the requirements in Article 15.3.2. Human Resources shall review all requests for "In-House or Promotional Only". Members must meet the minimum qualifications for the position. Human Resources will provide managers and the Association a list of qualified members who have requested this opportunity. All qualified members will be offered an opportunity to meet with the manager ~~and one (1) member will be selected to serve in the In-House Promotional opportunity.~~ If no member(s) request the opportunity, managers may select a substitute once the recruitment has started.~~
- 15.4.3 Members that are not determined to be qualified will be provided written detailed justification within seven (7) working days of the decision from Human Resources. All qualified members not selected will be provided written detailed justification within seven (7) working days of the decision from the manager. *The substance of the justification shall not be subject to the grievance procedure. The "In-House or Promotional Only" procedure as provided hereinabove shall be grievable.*
- 15.4.24 The Association and unit member shall receive documentation of the temporary work assignment.
- 15.4.35 Documentation of the temporary work assignment shall be placed in the unit member's personnel file.

15.4.46 The vacancy that is incurred because of an in-house or promotional recruitment shall either be filled using another in-house temporary assignment or a substitute employee until the incumbent returns to their assignment or is permanently filled.

15.4.67 The rate of pay for in-house promotional assignments shall be the rate of pay of the interim assignment that results in a five (5) percent increase for the member. If the five (5) percent increase exceeds the highest step of the interim assignment, the unit member shall be paid at the highest step. In-house or promotional assignments shall be limited to ~~six (6) months~~ two (2) years unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.

15.5 **MEDICAL TRANSFERS.** The DISTRICT may assign a unit member to another position in cases where the unit member is medically unable to assume his/her regular duties.

15.6 **SUBSTITUTE EMPLOYEES.** The DISTRICT may employ a substitute employee pursuant to Education Code 88003 to replace any classified employee who is temporarily absent from duty.

If the DISTRICT is engaged in recruiting a permanent employee to fill a vacancy in any classified position, the Governing Board may fill the vacancy through such employment for not more than sixty (60) calendar days ~~unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.~~

Unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.

This agreement is subject to all approvals required by the Association and District.

DISTRICT:

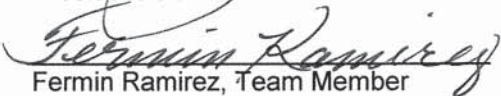


Kristina Hannon, SBCCD  
Executive Director, Human Resources

ASSOCIATION:



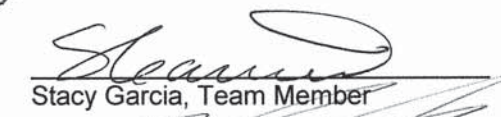
Kevin Palkki,  
President CSEA #291



Fermin Ramirez, Team Member



Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

TENTATIVE AGREEMENT  
By and Between  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
And  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

May 6, 2019

This agreement is entered by and between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively, ("the parties").

**ARTICLE 24: CLASSIFIED STAFF TEACHING PART-TIME**


24.1 **MINIMUM QUALIFICATIONS AND ASSIGNMENT.** Bargaining unit members desiring to teach part-time must meet "Minimum Qualifications for Faculty and Administrators in California Community Colleges" as adopted by the California Community Colleges Board of Governors.

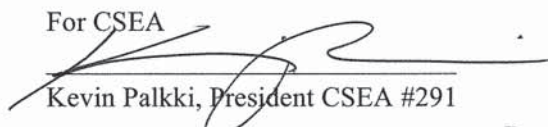
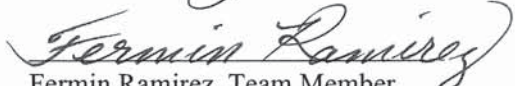
- 24.1.1 Bargaining unit members are required to go through established recruitment processes for adjunct faculty.
- 24.1.2 Adjunct faculty assignments must be scheduled outside the assigned work hours of the bargaining unit member's classified position.
- 24.1.3 Adjunct faculty assignments shall not cause the reduction in hours of the bargaining unit member's classified position.
- 24.1.4 Adjunct instructional faculty assignments are limited to no more than one (1) class throughout the District per academic semester.
- 24.1.5 Adjunct non-instructional faculty assignments are limited to no more than ten (10) hours throughout the District per week.
- 24.1.6 Bargaining unit members shall not be allowed to provide instructional services on a voluntary basis.

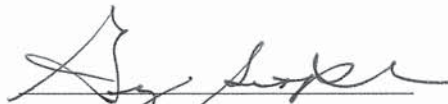
24.2 **COMPENSATION.** ~~Bargaining unit members shall be remunerated for all adjunct faculty hours at the appropriate hourly rate negotiated by the DISTRICT and SBCCDTA-CTA/NEA.~~ For bargaining unit members whose adjunct faculty assignment causes the bargaining unit member to work beyond forty (40) hours per week, the overtime rate be calculated in accordance with the weighted blended rate method per Fair Labor Standards Act (FLSA).

If the weighted blended overtime rate of pay for the adjunct faculty assignment is less than the appropriate faculty hourly rate, the bargaining unit member shall be paid the appropriate faculty hourly rate for the assignment. ~~If the weighted blended overtime rate of pay for the adjunct faculty assignment is greater than the appropriate faculty hourly rate, the bargaining unit member shall be paid the weighted blended overtime rate of pay for the assignment.~~

This agreement is subject to all approvals required by the Association and District.

For the District  
  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Executive Director, Human Resources

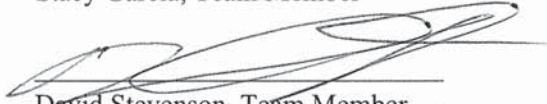
For CSEA  
  
\_\_\_\_\_  
Kevin Palkki, President CSEA #291  
  
\_\_\_\_\_  
Fermin Ramirez, Team Member



Ginger Susphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

## **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:** June 20, 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 budgets.



## Appointment of Interim Managers

Submitted for Board Approval June 20, 2019

[v.5.30.2019.p.1|1]

	Effective Dates	Range & Step	Annual Salary	New or Replacing	Fund	Live Scan Clearance
<b>Taha, Sipel</b> Interim Director, Corporate & Strategic Relations - KVCR DIST KVCR	7/1/19 to 12/31/19	19A	\$117,159.63	Ralph Cooper	KVCR	3/12/19
<b>Papa, Anthony</b> Interim Director of Operations, KVCR DIST KVCR	7/1/19 to 12/31/19	19A	\$117,159.63	New	KVCR	7/25/18
<b>Oxendine, Joanna</b> Interim Director of Grants Development & Administration SBVC Grant Development and Management	7/1/19 to 12/31/19	16A	\$101,206.90	Alfonso Hernandez	Grants	1/22/19
<b>Nazarian, Andronik</b> Interim Director, Development & Community Relations SBVC Resource Development	7/1/19 to 12/31/19	18B	\$115,031.55	Karen Childers	Resource Development	3/14/19
<b>Owens, Kenneth</b> Interim Police Sergeant DIST Police	6/21/19 to 12/31/19	9C	\$76,443.67	Chris Tamayo	Police	5/10/19

## **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:** June 20, 2019  
**SUBJECT:** Consideration of Approval of Employment Contracts for Academic & Classified Managers

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve employment contracts for academic and classified managers as indicated on the attached.

### **OVERVIEW**

It is recommended that the District issue an employment contract to each manager, director, and supervisor in the District. The issuance of contracts places the District in accordance with proper employment practices as well as documenting, for both the employee and the employer, the specific conditions of their employment.

### **ANALYSIS**

The attached list of academic and classified management employees will receive employment contracts effective July 1, 2019.

### **INSTITUTIONAL VALUES**

- II. Learning Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

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





# Employment Contracts for Academic & Classified Managers

Submitted for Board Approval June 20, 2019

[v.6.10.2019.p.1|1]

## Two-Year Employment Contracts for Academic & Classified Managers July 1, 2019 through June 30, 2021

	Site & Department
<b>Aycock, Larry</b>	CHC Admissions & Records
<b>Dower, Kellori</b>	CHC Office of Instruction
<b>Muse, William</b>	CHC Office of Instruction
<b>Camacho, Albert</b>	SBVC Maintenance
<b>Dennis, Paul</b>	SBVC Police Academy
<b>Gross, Dawn</b>	DIST Computing Services
<b>Jackson, Alvin</b>	DIST Police

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

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

**DATE:** June 20, 2019

**SUBJECT:** Consideration of Approval of Revised Management Salary Schedule and Implementation of Classification Study Findings

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve:

1. A revised Management Salary Schedule effective July 1, 2019, reflecting a 3% increase for all steps as well as an increase to 5% between steps H-I and I-J;
2. Implementation of the Spring 2019 Classification Study findings as indicated on the attachments, inclusive of new and revised job descriptions, resulting changes for position incumbents; and corresponding employment contracts.

### **OVERVIEW**

During the Spring of 2019 SBCCD conducted a comprehensive, districtwide classification study for all its employee groups. The study included input from incumbents, research of comparable industry and local norms, and collaboration between Human Resources and district management.

### **ANALYSIS**

The findings of the study related to Management employees are addressed by this board item.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The financial impact of these changes has been included in the appropriated budgets.

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1	▪ Tool Room Supervisor	\$ 50,143	\$ 51,694	\$ 53,292	\$ 54,941	\$ 56,640	\$ 58,391	\$ 60,197	\$ 62,003	\$ 65,103	\$ 68,359
2		\$ 52,650	\$ 54,278	\$ 55,957	\$ 57,688	\$ 59,472	\$ 61,311	\$ 63,207	\$ 65,103	\$ 68,359	\$ 71,777
3		\$ 55,282	\$ 56,992	\$ 58,755	\$ 60,572	\$ 62,445	\$ 64,377	\$ 66,368	\$ 68,359	\$ 71,777	\$ 75,365
4	▪ Assistant Manager, Workforce Development	\$ 58,046	\$ 59,842	\$ 61,692	\$ 63,601	\$ 65,568	\$ 67,595	\$ 69,686	\$ 71,777	\$ 75,365	\$ 79,134
5	▪ Circulation Supervisor	\$ 60,949	\$ 62,834	\$ 64,777	\$ 66,781	\$ 68,846	\$ 70,975	\$ 73,170	\$ 75,365	\$ 79,134	\$ 83,090
6	▪ <del>Cafeteria &amp; Snack Bar Manager</del> Food Services Supervisor (from Range 2) ▪ Custodial Supervisor (from Range 2)	\$ 63,996	\$ 65,975	\$ 68,016	\$ 70,120	\$ 72,288	\$ 74,524	\$ 76,829	\$ 79,134	\$ 83,090	\$ 87,245
7		\$ 67,196	\$ 69,274	\$ 71,417	\$ 73,626	\$ 75,903	\$ 78,250	\$ 80,670	\$ 83,090	\$ 87,245	\$ 91,607
8	▪ Printing & Graphic Services Supervisor	\$ 70,556	\$ 72,738	\$ 74,988	\$ 77,307	\$ 79,698	\$ 82,163	\$ 84,704	\$ 87,245	\$ 91,607	\$ 96,187
9	▪ Aquatics Director ▪ Braille Program Manager ▪ Maintenance & Grounds Supervisor	\$ 74,084	\$ 76,375	\$ 78,737	\$ 81,172	\$ 83,683	\$ 86,271	\$ 88,939	\$ 91,607	\$ 96,187	\$ 100,997
10	▪ Emergency Manager ▪ Manager, Workforce Development	\$ 77,788	\$ 80,194	\$ 82,674	\$ 85,231	\$ 87,867	\$ 90,584	\$ 93,386	\$ 96,187	\$ 100,997	\$ 106,047
11	▪ Project Administrator, Career Education	\$ 81,677	\$ 84,203	\$ 86,808	\$ 89,492	\$ 92,260	\$ 95,113	\$ 98,055	\$ 100,997	\$ 106,047	\$ 111,349
12	▪ Assistant Director, Resource Development ▪ Environmental, Health & Safety Administrator ▪ Police Sergeant (from Range 9)	\$ 85,761	\$ 88,413	\$ 91,148	\$ 93,967	\$ 96,873	\$ 99,869	\$ 102,958	\$ 106,047	\$ 111,349	\$ 116,916
13	▪ Accounting Supervisor (from Range 10) ▪ CalWORKs & Workforce Development Manager (from Range 12) ▪ Business Systems Administrator ▪ Director, Child Development Center ▪ Director, Workforce Development ▪ Human Resources Supervisor ▪ <del>Payroll Administrator</del> Payroll Manager (from Range 10)	\$ 90,049	\$ 92,834	\$ 95,705	\$ 98,665	\$ 101,717	\$ 104,863	\$ 108,106	\$ 111,349	\$ 116,916	\$ 122,762
14	▪ Facilities Project Manager ▪ Director, Marketing & Public Relations	\$ 94,552	\$ 97,476	\$ 100,491	\$ 103,599	\$ 106,803	\$ 110,106	\$ 113,511	\$ 116,916	\$ 122,762	\$ 128,900
15	▪ Director, Athletics ▪ Director, Adult Education Block Grant (AEBG) ▪ Sustainability & Energy Manager (from Range 14)	\$ 99,279	\$ 102,350	\$ 105,515	\$ 108,778	\$ 112,143	\$ 115,611	\$ 119,187	\$ 122,762	\$ 128,900	\$ 135,345

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
16	<ul style="list-style-type: none"> <li>▪ <del>Accounting Manager Associate Director, Fiscal Services (from Range 13)</del></li> <li>▪ Campus Project Manager - Measure CC</li> <li>▪ Chief Content Officer, KVCR</li> <li>▪ Director, Administrative Application Systems</li> <li>▪ Director, First Year Experience</li> <li>▪ Director, Internal Audit &amp; Advisory Services</li> <li>▪ <del>Director, Facilities, Maintenance &amp; Operations (from range 15)</del></li> <li>▪ Director, Library and Learning Support Services</li> <li>▪ <del>Director, Student Life (from Range 15)</del></li> <li>▪ Director, Technology Services</li> <li>▪ Director, Television</li> <li>▪ Human Resources Manager</li> <li>▪ Manager, Programming – KVCR TV/FM</li> <li>▪ Local Business Outreach Administrator - Measure CC</li> <li>▪ Manager Programming, KVCR</li> <li>▪ <del>Director, Financial Aid (from Range 14)</del></li> <li>▪ <del>Director, Admissions &amp; Records (from Range 14)</del></li> </ul>	\$ 104,243	\$ 107,467	\$ 110,791	\$ 114,217	\$ 117,750	\$ 121,392	\$ 125,146	\$ 128,900	\$ 135,345	\$ 142,113
17	<ul style="list-style-type: none"> <li>▪ <del>Director, Police Academy (from Range 15)</del></li> <li>▪ <del>Director, Workforce Development DSN ICT (from Range 15)</del></li> <li>▪ <del>Director, Economic Development Corporate Training (from Range 16)</del></li> <li>▪ Director, Alternative Text Production Center</li> <li>▪ <del>Campus Director of Marketing, Creative Services &amp; Public Affairs (new)</del></li> </ul>	\$ 109,455	\$ 112,840	\$ 116,330	\$ 119,928	\$ 123,637	\$ 127,461	\$ 131,403	\$ 135,345	\$ 142,113	\$ 149,218
18	<ul style="list-style-type: none"> <li>▪ Development Director</li> <li>▪ <del>Director, DSP&amp;S (from Range 16)</del></li> <li>▪ <del>Director, EOPS, CARE &amp; CalWorks, CHC (from Range 16)</del></li> <li>▪ <del>Director, EOPS &amp; CARE, SBVC (from Range 16)</del></li> </ul>	\$ 114,928	\$ 118,482	\$ 122,147	\$ 125,925	\$ 129,819	\$ 133,834	\$ 137,973	\$ 142,113	\$ 149,218	\$ 156,679

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
19	<ul style="list-style-type: none"> <li>- Associate Dean, Nursing (from Range 17)</li> <li>- Business Manager</li> <li>- Director, Corporate &amp; Strategic Relations - KVCR</li> <li>- Director, Development &amp; Community Relations (from Range 18)</li> <li>- Director, Facilities, Planning &amp; Construction</li> <li>- Director, Fiscal Services</li> <li>- Director, Human Resources</li> <li>- Director of Institutional Advancement (new)</li> <li>- Director Operations, KVCR</li> <li>- General Manager, KVCR TV/FM</li> <li>- Director, KVCR Broadcast Media Systems</li> <li>- Director, First Nations Experience (FNX) Channel</li> </ul>	\$ 120,674	\$ 124,407	\$ 128,254	\$ 132,221	\$ 136,310	\$ 140,526	\$ 144,872	\$ 149,218	\$ 156,679	\$ 164,513
20	<ul style="list-style-type: none"> <li>- Police Chief (from Range 19)</li> </ul>	\$ 126,708	\$ 130,627	\$ 134,667	\$ 138,832	\$ 143,126	\$ 147,552	\$ 152,116	\$ 156,679	\$ 164,513	\$ 172,739
21	<ul style="list-style-type: none"> <li>- <del>District Director of Marketing, Public Affairs &amp; Government Relations</del> Senior Director, Strategic Communications &amp; Institutional Advancement (from Range 19)</li> <li>- Division Dean (Instructional) (from Range 19)</li> <li>- Division Dean (Non-Instructional) (from Range 19)</li> </ul>	\$ 133,044	\$ 137,158	\$ 141,400	\$ 145,774	\$ 150,282	\$ 154,930	\$ 159,722	\$ 164,513	\$ 172,739	\$ 181,376
22		\$ 139,696	\$ 144,016	\$ 148,470	\$ 153,062	\$ 157,796	\$ 162,676	\$ 167,708	\$ 172,739	\$ 181,376	\$ 190,445
23	<ul style="list-style-type: none"> <li>- Chief Technology Officer</li> <li>- Executive Director, Economic Development &amp; Corporate Training</li> </ul>	\$ 146,681	\$ 151,217	\$ 155,894	\$ 160,715	\$ 165,686	\$ 170,810	\$ 176,093	\$ 181,376	\$ 190,445	\$ 199,967
24	<ul style="list-style-type: none"> <li>- Vice President, Administrative Services (from Range 23)</li> <li>- Vice President, Instruction (from Range 23)</li> <li>- Vice President, Student Services (from Range 23)</li> <li>- Executive Director, Research Planning Institutional Effectiveness (from Range 23)</li> <li>- Executive Director, Human Resources (from Range 23)</li> </ul>	\$ 154,015	\$ 158,778	\$ 163,689	\$ 168,751	\$ 173,970	\$ 179,351	\$ 184,898	\$ 190,445	\$ 199,967	\$ 209,965



# Implementation of Management Classification Study Changes

Submitted for Board Approval June 20, 2019

[v.6.5.2019.p.1|2]

All incumbents will receive salary range changes as indicated in the revised Management Salary Schedule approved by the Board. Listed below are changes related to Job Descriptions revised as part of the Spring 2019 Classification Study.

Job Description	Salary Range	Impact on Incumbent	Effective Date
Food Services Supervisor ( <i>revised Cafeteria &amp; Snack Bar Manager</i> )	6	Change from Cafeteria & Snack Bar Manager, Range 2 to Food Services Supervisor, Range 6	7/1/19
Custodial Supervisor ( <i>revised</i> )	6	Change from Range 2 to Range 6	7/1/19
Police Sergeant ( <i>revised</i> )	12	Change from Range 9 to Range 12	7/1/19
Payroll Manager ( <i>replaces Payroll Administrator</i> )	13	<b>Gamboa, Colleen</b> Reclassify from Payroll Administrator, Range 10 to Payroll Manager, Range 13	7/1/19
Director, Financial Aid ( <i>revised</i> )	15	<b>Muskavitch, John</b> Reclassify from Director, Financial Aid, Range 14 to Director, Financial Aid, Range 15	9/1/16
		Change other incumbents from Range 14 to Range 15	7/1/19
Associate Director, Fiscal Services ( <i>replaces Accounting Manager</i> )	16	<b>Alexander, Tenille</b> Reclassify from Accounting Manager, Range 13 to Associate Director, Fiscal Services, Range 16	4/22/19
Director, Facilities, Maintenance & Operations ( <i>revised</i> )	16	Change from Range 15 to Range 16	7/1/19
Director, Student Life ( <i>revised</i> )	16	Change from Range 15 to Range 16	7/1/19
Director, Workforce Development DSN ICT ( <i>revised</i> )	17	Change from Range 15 to Range 17	7/1/19



## Implementation of Management Classification Study Changes

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Job Description	Salary Range	Impact on Incumbent	Effective Date
Campus Director of Marketing, Creative Services & Public Affairs ( <i>new</i> )	17	<b>Bratulin, Pavel</b> Reclassify from Director, Marketing & Public Relations, Range 14 to Campus Director of Marketing, Creative Services & Public Affairs, Range 17	7/1/19
Director, Facilities Planning & Construction ( <i>revised</i> )	19	None	7/1/19
Director of Institutional Advancement ( <i>new</i> )	19	<b>Riggs, Michelle</b> Reclassify from Development Director, Range 18 to Director of Institutional Advancement, Range 19	7/1/19
Senior Director Strategic Communications & Institutional Advancement ( <i>replaces District Director of Marketing, Public Affairs &amp; Government Relations</i> )	21	<b>Rodriguez, Angel</b> Reclassify from District Director of Marketing, Public Affairs & Government Relations, Range 19 to Senior Director Strategic Communications & Institutional Advancement, Range 21	7/1/19



## **Cafeteria/~~Snack Bar~~ Manager Food Services Supervisor**

Management Range: **2 6**

Board Approved: 07/1992 P. 1|3

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

### **SUMMARY DESCRIPTION**

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Under ~~administrative~~ direction of the appropriate administrator, the Food Services Supervisor independently plans, organizes, and manages the food service operation of the college cafeteria/~~snack bar~~.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Plans and organizes food service operations and activities including the preparation, cooking, serving, and selling of food items, assure food service function comply with established safety, health, sanitation and other applicable laws, codes, rules, regulations, policies and procedures.
2. Plans, assigns, trains, evaluates, and supervises, the work of ~~cafeteria/snack bar~~ food service personnel, hires short term and student workers.
- ~~3. Checks the quality of food served and inspects the cafeteria/snack bar for proper sanitation and safety standards.~~
4. Assists in the major cooking tasks in preparing soups and limited menu specials in accordance with prepared menus and established recipes, and other foods ~~that may be used in the cafeteria/snack bar.~~
5. Assures standardizes recipes, approved price schedules and portion controls are followed.
6. Estimates, orders, and prices needed quantities of foodstuffs and other supplies, assures proper storage and authorized use of same.
7. Checks good received against requisitions and invoices notifying supplies in accordance with established procedures.
8. Supervises the cleaning of the kitchen grill areas, equipment, dining room, and eating utensils.
9. Coordinates with campus Safety Officer about maintaining records and disposal of all chemicals and hazardous materials.
- ~~10. Coordinates the set up and delivery of food and beverage services to various campus sites for special occasions.~~
11. Maintains, prepares, and reviews various records and reports including payroll and accounts payable.
12. Maintains and prepares a variety of records and reports including daily sales reports, bank deposits, accounts receivable, monthly inventories, audit reports, equipment replacement and repair.
13. Coordinates arrangements with maintenance department for building services, and for work requests for equipment repairs.
14. Prepares written and/or oral reports.
15. Works cooperatively with campus personnel to improve the quality of service and meet the needs of the faculty, staff and students.





## **Cafeteria/Snack Bar Manager Food Services Supervisor**

**Management Range: 2 6**

Board Approved: 07/1992 P. 2|3

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- California Restaurant Act requirements, including hygiene, insect/rodent control, preventing food borne illnesses and facility sanitation and food temperature requirements.
- Cash register operations change-making, deposits, and cash reconciliation.
- Meal production and planning, quantity food preparation and food merchandising.
- Use and care of institutional kitchen equipment and utensils.
- Principles of supervision

#### **Ability to:**

- Motivate employees.
- Keep a positive attitude under stress.
- Effectively communicate with professional staff, students, clients and vendors.
- Promote cafeteria/snack bar services within the campus community.
- Order inventory product.
- Train personnel.
- Prepare accounts payable and receivables.
- Exercise appropriate supervision.
- Read, understand and implement County of San Bernardino Health Ordinances.

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

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

- Graduation from high school or equivalent. ~~AA degree in food service is desirable.~~

#### **Required Experience:**

- ~~At least~~ Three (3) years experience in food service, restaurants, cafeterias, snack bars, including food preparatio, cooking, baking, orderinng, inventorying, scheduling, record keeping, and serving of meals, including two (2) years at a supervisory level.
- ~~Minimum of two (2) years experience in supervision at a mangement level position including school food service and management level supervision of food service employees.~~
- Have successfully completed some level of college food service courses, such as Food Purchasing, Sanitation and Safety, Quantity Food Preparation, Introduction to Business, and Accounting Principles, Food and Beverage Labor Cost Control.

#### **License or Certification:**

- Valid food handling permits at time of employment.



## **Cafeteria/~~Snack Bar Manager~~ Food Services Supervisor**

**Management Range: 2 6**

Board Approved: 07/1992 P. 3|3

### **Desired Qualifications:**

- As Associate Degree in a related field or have successful completion of some college level food services courses, such as Food Purchasing, Sanitation and Safety, Quantity Food Preparation, Intro to Business and Accounting Principles, and Food and Beverage Labor Control Cost.

### **Working Conditions:**

- Must be able to perform light manual work and obtain necessary food handling permits.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

---

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

**Environment:** Work is performed primarily in a food service environment. Typical conditions consist of wet floors, small storage areas, hot products, and hot/cold climate areas. Other conditions consist of an office environment which involves sitting while utilizing a computer, telephone, and other equipment with intermittent travel as needed.

**Physical:** Primary functions require sufficient physical ability and mobility to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



## Custodial Supervisor

Management Range: **26**

Board Approved: P. 1|3

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

### **SUMMARY DESCRIPTION**

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Under administrative direction of the Maintenance & Operations Coordinator or designee, plans, organizes and supervises custodial services, performs related duties as required.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Selects, trains, assigns and evaluates custodians, assigns work schedules, maintains time records for custodial staff, may make arrangements for substitute employees.
2. Develops and implements programs designed to ensure completion of work within standardized levels of cleanliness, appearance and safety.
3. Conducts inspection of building for dangerous, unsightly, or unclean conditions, takes appropriate action.
4. Receives and responds to complaints regarding level of custodial services.
5. Determines products, materials and equipment to be used in cleaning; may interact with sales representatives; prepares purchase requisitions, maintains inventories so that adequate supplies are available.
6. Coordinates with various departments regarding the use of school facilities, and special events, coordinates furniture moves, equipment setup and other physical arrangements.
7. Coordinates locking/unlocking of doors in accordance with campus building schedules.
8. Maintains custodial equipment in a proper and safe manner.
9. Prepares annual operational budget which may include such categories as supplies, equipment and labor.
10. May perform duties of a Custodian during relief or emergency periods.
11. Maintains records, collects necessary data, and prepares reports such as work activity, cost reports, and manpower utilization and requirements, to advise management staff of the status of custodial operations as necessary.
12. Assures that the rules and regulations of the district, policies and procedures of the department, and all safety regulations are known and observed by custodial staff.
13. Prepares and submits waste diversion reports to State agencies and assists in coordinating the campus-wide recycling program.
14. Performs other related duties as assigned.



## Custodial Supervisor

Management Range: **26**

Board Approved: P. 2|3

### **QUALIFICATIONS**

---

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

#### **Knowledge of:**

- Industrial safety practices and building health and safety standards.
- Methods, equipment, and supplies used in the care and maintenance of buildings, furniture, and related facilities.
- Scheduling and planning methods for custodial operations and services.
- Work direction and training techniques.
- Proper materials and methods used in cleaning work.
- Basic hand tools used in routine building maintenance.
- Care and maintenance of custodial equipment and tools.
- Computer knowledge including word processing, spreadsheets, email and operational databases.

#### **Ability to:**

- Plan, organize, and supervise the work of custodial staff.
- Establish and maintain standards of cleanliness and safety.
- Select and estimate quantity of supplies and equipment.
- Maintain accurate cooperative working relationships. Calculate basic arithmetic.
- Operate buffers. Vacuum cleaners, and carpet extractors.

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

- High School Diploma or equivalent, an Associate's Degree desirable.
- Two (2) years full-time custodial experience including one (1) year in a lead or supervisory capacity, or an equivalent combination of additional education and experience.  
OR:
- Four (4) years full-time custodial experience or an equivalent combination of additional education or experience.

#### **Required Experience:**

- Five (5) years of increasingly responsible experience including three (3) years of administrative and supervisory responsibility.

#### **License and Certification:**

- Current and valid California driver's license.

#### **Preferred Experience:**

- A Master's Degree.
- A minimum of two years public media experience.



## **Custodial Supervisor**

**Management Range: 2 6**

Board Approved: P. 3|3

- Experience working in public broadcasting and experience in a college or university setting.
- Experience with start-up of a new and innovative public media service.
- Experience with national distribution.
- Experience with developing partnerships and collaborations.
- Experience with diversity programming and services.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

Position requires the physical ability to bend, twist, stoop, squat, and lift vertically 50 pounds in performance of daily activities. The position also requires the ability to walk and stand for extended periods of time.



## Police Sergeant

Management Range: **9 12**

Board Approved: 00/00/00 P. 1|5

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

### **DEFINITION-SUMMARY DESCRIPTION**

---

Under the general supervision of the Police Lieutenant ~~of~~ or the Chief of Police in the Lieutenant's absence trains, assigns, directs, and supervises the activities of sworn, non-sworn, and other police department employees in the day-to-day police and security operations of the San Bernardino Community College District Police and Security Department; completes assignments requiring the integration of law enforcement and technical skills, knowledge, and abilities, performs difficult investigations; participates in disaster preparedness planning; and performs related duties as required.

### **EXAMPLES OF DUTIES-REPRESENTATIVE DUTIES**

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*Duties may include, but are not limited to the following: The following duties are typical for this classification.*

1. Exercises first-level supervision over ~~a campus~~ the district police department's sworn, non-sworn and other police department employees, engaged in patrol, traffic or parking enforcement, training administrative support, investigations, ~~campus~~ district security functions or other assigned activities.
2. Conducts investigations; interviews and interrogates witnesses, victims, and suspects; takes charge of investigations as assigned; and prepares detailed reports on investigation findings and action taken.
3. Reviews, analyzes, and evaluates reports and records; discusses reports with subordinates to insure accuracy and completeness; and assist subordinates in writing reports.
4. Responds to and solves on-site problems as they occur and advises Police Lieutenant or Chief of Police on police and security matters.
5. Assists officers and others in handling police/security problems, responds to call for service, and may perform watch commander duties.
6. Conduct first level supervision of emergency operations, crime scenes and investigations as assigned.
7. Participates in selection, performance, evaluation and counseling of assigned police and security officers and other police department employees.
8. Assists in coordination of training preparedness and makes recommendations for equipment and revision of departmental and District procedures and policies.
9. Acts as liaison with external law enforcement agencies and officials.
10. Testifies in courts and may testify as an expert.
11. Prepares and issues all schedules with the ~~lieutenant's~~ Chief of Police approval.
12. Conducts briefing and serves as a reference for subordinates.
13. Works with ~~Lieutenant~~ Chief of Police to establish training programs, schedule various courses, instruct various courses, and plan tactical situations.
14. Reviews effectiveness of operating procedures and makes recommendations for improvement.
15. Investigates citizen complaints on employee conduct and prepares related reports.
16. Participates in disaster preparedness planning and training
17. Organizes, directs and coordinates the department's Field Training Officer's program.



## Police Sergeant

Management Range: 9 12

Board Approved: 00/00/00 P. 2|5

18. Complies with ~~each campus'~~ district rules, policies, and procedures and the San Bernardino Community College Board Policy and Administrative Regulations.
19. Complies with state and federal crime data reporting mandates, including Clery Act.
20. Complies with mandates to maintain POST certification and POST Continuings Professional Training requirements for peace officers.
21. Participates in the selection, performance, evaluation and counseling of sworn, non-sworn and other police department employees.
22. Performs duties of District College Police Officer as a regular part of assignment.
23. Conducts personnel and equipment inspections. Assists officers and others in handling police/security problems and responds to calls for service. May conduct special studies on police problems.
24. Prepares reports for higher ranking Police and/or District Officials.
25. Participates in the formulation and implementation of department goals and objectives.
26. Represents or serves as department head with assigned.
27. Travels to all sites where is presence is required.
28. Works effectively with people at all levels of the organization including management, faculty staff and students; and is sensitive to and understands the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of ~~the community college students~~ campus community and the public.
29. Performs other duties as assigned.

## QUALIFICATIONS

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

### **Knowledge of:**

- Operations, services and activities of law enforcement program.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of state Education Code, Government, Vehicle, Penal, Health & Safety Codes, and juvenile laws.
- Annual Security Report and Clery Act.
- Rules of evidence pertaining to search, seizure, and preservation of evidence.
- Police methods and procedures including patrol, crime prevention, traffic control, investigation, and identification procedures and techniques.
- Applicable court procedures.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms.
- Sound supervisory methods and practices.
- Methods and techniques used in interviewing witnesses, victims or suspects.
- Principles or practices of data collection and analysis.
- Methods and techniques of report preparation and writing.
- Report writing techniques and basic budgetary principles.
- Police administration principles and practices.
- Crowd control techniques, with particular emphasis on a college environment.
- Principles and procedures of record keeping and filing.



## Police Sergeant

Management Range: 9 12

Board Approved: 00/00/00 P. 3|5

- Principles and applications of public relations
- English usage, spelling, grammar, and punctuation.
- Police administration principles and practices.
- Crowd control techniques, with particular emphasis on a college environment.
  
- ~~Knowledge of public safety, law enforcement and modern police methods.~~
- ~~Current methods and equipment used in the police field.~~
- ~~Applicable provisions of the California Education, Penal and Vehicle Codes.~~
- ~~Sound supervisory methods and practices.~~
- ~~Crowd control techniques, with particular emphasis on a campus environment.~~
- ~~Investigative procedures.~~
- ~~Applicable provision of criminal law, laws of arrest, search and seizure.~~
- ~~Laws relating to youth and juveniles, report writing techniques and basic budgetary principles.~~
- ~~Police administration principles and practices.~~
- ~~Computer skills including the use of Word, Excel, and Power Point.~~

### Ability to:

- Plan, organize and direct Police operations.
- Perform the administrative tasks required of supervisors.
- Supervise a staff including sworn and non-sworn employees.
- Enforce pertinent laws, rules and regulations, develop and implement security procedures and method.
- Detect and analyze situations accurately and adopt an effective course of action.
- Train, supervise and evaluate subordinate personnel.
- Speak and write effectively.
- Interrogate suspects and interview victims and witnesses.
- Prepare clear and concise reports and records.
- Interact with others with courtesy and respect.
- Establish and maintain cooperative working relationships with persons contacted during the course of the work.
- Conduct investigations.
- Participate in planning and conducting training.
- Collect, organize analyze and evaluate data.
- Perform vehicular pursuit of persons in vehicle or on foot.
- Perform duties involving strenuous physical activity.
- Exercise sound judgment.
- Perform duties involving intense interpersonal situations.
- Understand and follow oral and written instruction, work rules, regulations and procedures.
- Provide effective supervision.
- Communicate effectively, both orally and in writing.
- Accept supervision and constructive criticism.





## Police Sergeant

Management Range: **9 12**

Board Approved: 00/00/00 P. 4|5

- Appear for work on time.
- Work in a culturally diverse environment sensitivity to and understanding of the diverse academic socio-economic, disability, and ethnic background of community college students.
- Work in a collegial environment and shared governance structure.

### Education and Experience Guidelines

#### Education/Training:

- High School Graduate or the equivalent.

#### Experience:

- Three (3) years of full-time employment as a peace officer.

#### License or Certificate:

- Possess valid California POST Basic or academy certificate issued by an accredited California law enforcement institution.
- Proof of completing of College Police Officers' Training as required by Penal Code 832.3 (g) (h) within ~~two one~~ (1-2) years of the date of first employment.
- ~~Three (3) years of full time employment as a peace officer.~~
- ~~Possess valid First Aid and CPR Certificates prior to employment.~~
- ~~Successful completion of a P.O.S.T. certified Supervisory Course within one (1) year of appointment.~~
- ~~Possess a valid California Driver's License prior to appointment and maintain a safe driving record during the course of employment.~~

#### Special Requirements:

- ~~Must be a US Citizen.~~
- ~~Must meet all of the minimum standard set forth in California Government Code Sections 1031 and not be disqualified by any factor set forth in California Government Code Section 1029 and 1031.5. These include, but are not limited to, the highest standards of personal integrity and honesty.~~
- ~~Possess a valid California Driver's License prior to appointment and maintain a safe driving record during the course of employment.~~
- ~~Current American Red Cross First Aid Certificate or an acceptable equivalent.~~
- ~~Current American Red Cross CPR Certificate or an acceptable equivalent.~~

### **WORKING CONDITIONS**

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

~~Incumbents must be physically able to react appropriately in emergency situations. Duties of this position require the work of those who have no lifting or mobility restrictions. Hours of work may not coincide with the hours of normal campus activity and may include rotating shifts.~~



## Police Sergeant

Management Range: 9 12

Board Approved: 00/00/00 P. 5|5

The District Police Department is a 24-hour-per-day, 7-days-a-week operation, which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays).

**Environment:** Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site, regular exposure to outside weather conditions occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, blood borne pathogens and bodily fluids, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration, exposed to potentially hostile, environments, extensive public contact; the noise level is usually moderate; however, the noise level is occasionally very loud due to sirens; incumbents required to work various shifts, including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a law enforcement setting and an office setting, retrain or subdue individuals, walk, stand, sit or run for prolonged periods of time, occasionally stoop. Bend, kneel, crouch, reach, and twist, occasionally climb and balance, regularly push, pull, lift and/or carry light to moderate weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; operate assigned patrol and security equipment including patrol car, patrol bicycle, and two-way radio; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

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

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

### **APPOINTMENT TO POLICE SERGEANT POSITION**

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Appointment to this position is contingent upon satisfactory completion of a background investigation by an independent investigator including, but not limited to, investigation of a past employers, employment records, licenses, certifications, education, references, criminal and civil records, consumer credit check, medical and psychological examination. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.



## Payroll ~~Administrator~~ Manager

Management Range: ~~10~~ 13

Board Approved: 07/12/12 P. 1|4

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

### **SUMMARY DESCRIPTION**

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Under the direction of appropriate administrator, the Payroll ~~Administrator~~ Manager is responsible for all areas related to payroll including preparation and analysis of general ledger, financial and government reporting, retirement reporting, payroll deductions, employer benefits, tax filings, collection of accounts receivable, year-end, payroll warrants and other disbursements. The Payroll ~~Administrator~~ Manager provides highly responsible and complex administrative support to the assigned administrator, coordinates assigned activities with other departments, divisions, and outside agencies, and is responsible for ensuring that work is properly allocated, completed in a timely manner, and adheres to established policies and procedures.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Develops and maintains the integrity of the payroll processing systems including, but not limited to, accurate and confidential payroll and attendance records, pay calculations, time sheet and employment verification, new hire information, and voluntary deductions.
2. Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for performing complex and highly technical financial record keeping and accounting duties for payroll district operations and services including the preparation and maintenance of general ledger, financial reporting, year-end, payroll warrants and other disbursements.
3. Prepares reports for governmental jurisdiction including state and federal reports, use tax reports, Department of Education reports.
4. Reviews and implements changes in state and federal laws.
5. Reviews, audits, and oversees local, state and federal reporting including MIS, FON, Government Compensation in California Program Reporting, Transparency in Public Records Act, Part time Faculty Compensation for California, and Faculty Load.
6. Establishes schedules and methods for providing technical accounting and financial record keeping services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
7. Maintains familiarity with all aspects and procedures of the District's payroll office, including compliance with Budget and Accounting Manual.
8. Ensure an accurate and timely reporting of various reports and statements of governmental jurisdiction, including retirement, health insurance, Department of Education, all monthly, quarterly, and year-end jurisdiction including retirement, health insurance, Department of Education, all monthly, quarterly, and year-end financial reporting.
9. Maintains records concerning operations and programs; prepares reports on operations and activities.
10. Participates in the development of goals and objectives as well as policies and procedures to support



## **Payroll Administrator Manager**

**Management Range: 10 13**

Board Approved: 07/12/12 P. 2|4

campus fiscal and business operations; makes recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; and monitors work activities to ensure compliance with established policies and procedures.

11. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
12. Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for processing District-wide payroll including preparing, monitoring, reconciling, analyzing and maintaining of payroll records.
13. Oversee and ensure accurate processing of classified academic
14. Provides accounting information and assistance to administrators and staff, responds to financial questions/concerns to meet district needs, coordinates communications with other departments and a variety of outside governmental offices and agencies.
15. Participates in year-end closing of the general ledger for year-end financial reporting.
16. Participates in annual audit with internal and external auditors; ensures audit is completed within District timelines.
17. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of payroll related accounting operations; incorporates new developments as appropriate into programs.
18. Supports the appropriate administrator with special projects and workflow process improvements.
19. Performs related duties as required.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- Operations, services and activities of a community college district payroll processing program.
- Principles and practices of accounting as related to a community college district.
- Application of electronic data processing to accounting practices and reporting requirements.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping and internal control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Generally Accepted Accounting Principles (GAAP), California Community Colleges Budget and Accounting Manual (BAM).
- Pertinent federal, state and local laws, codes and regulations.

#### **Ability to:**



## Payroll Administrator Manager

Management Range: ~~10~~ 13

Board Approved: 07/12/12 P. 3|4

- Supervise, organize, and review the work of assigned staff involved in performing complex and highly technical financial record keeping and accounting duties for various campus operations and serves and District payroll.
- Select, train, and evaluate staff.
- Analyze and solve problems.
- Understand financial reporting and general ledger structure.
- Recommend and implement goals, objectives, policies and procedures for providing payroll processing services.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws and regulations.
- Prepare clear and concise reports.
- Perform difficult and complex accounting work in the preparation, maintenance and review of all financial records, accounts and reports.
- Plan, organize and participate in financial and statistical record-keeping activities.
- Participate in the preparation and administration of assigned budgets.
- Audit, reconcile, verify, balance and adjust complex and detailed payroll accounts.
- Analyze and interpret computerized data reports related to payroll and record keeping.
- Assure compliance with applicable policies, procedures and governmental regulations.
- Plan and organize work to meet changing priorities and deadlines.
- Respond to questions and inquiries from employees and resolve payroll problems with tact and proficiency.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### Education and Experience Guidelines

#### Education/Training:

- Associate's degree from an accredited college or university with major course work in accounting, finance or related field. ~~or the equivalent of two (2) years of increasingly responsible experience in payroll administration, including lead or supervisory experience.~~ Sixty (60) units of college level course work including 20 units in accounting, bookkeeping or related field and five (5) years' experience in payroll administration can be substituted in lieu of the Associates degree.

#### Required Experience:

- Four (4) years of increasingly responsible general accounting experience and two (2) years of administrative and/or lead supervisory experience.

#### Preferred Experience:



## Payroll Administrator Manager

Management Range: ~~10~~ 13

Board Approved: 07/12/12 P. 4|4

- A Bachelor's degree in accounting, finance or related field from an accredited college or university.
- Experience working in a California Community College or any public agency accounting environment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



## Director, Financial Aid

Classified Range: **14 16**

Board Approved: 00/00/0000 P. 1|4

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

### **SUMMARY DESCRIPTION**

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Under administrative direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the ~~administers the~~ Financial Aid Office's programs for San Bernardino Valley College Community College District according to ~~the~~ established policies and procedures. Responsible for planning, organizing, coordinating and directing the financial aid programs and services; administer annual program budgets; ensure compliance with Federal and State regulations in conjunction with District policies related to financial aid; train, supervise and evaluate assigned personnel; maintain and safeguard student financial aid records and ensure the timely, accurate and legal maintenance, storage, retrieval and release of all records associated with assignment. Holds the fiduciary responsibility for all Title IV programs. Assists students in applying for financial aid, performs related duties as required. ~~Position reports to Dean of Admissions, Records, Registration and Support Services.~~

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Organize and direct the activities of a designated financial aid office. Plan, organize, coordinate and direct the operations and activities of the financial aid programs. Develop organizational structures and work processes that facilitate attainment of established program(s) goals and objectives; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of services to students.
2. Provide current updated information about financial aid programs; requirements for financial aid eligibility such as unit requirements, academic standing student loan default. Develop, direct and evaluate program activities and operations; compile and analyze data related to program participation and evaluation; develop, implement, coordinate and evaluate policies and procedures for the administration of various financial aid programs; assure the programs comply with federal, State and local requirements.
3. Supervise and coordinate the day-to-day operations of the Financial Aid Office; monitor work flow and productivity; review student files and proposed aid packages to ensure conformance with established federal and state regulations, office policies and procedures.
4. Interpret and implement federal and state regulations governing all financial aid programs; maintain current knowledge of regulations; maintain annual policy and procedures handbook for Financial Aid Office and update with changes in regulations.
5. Coordinate the efforts of staff who advise students regarding student loan programs, assist students in filling out financial aid application forms, loan application forms and provide other pertinent information. Initiate, coordinate and supervise the process for the delivery of campus-based, State and federal financial aid programs, confer with Information Technology regarding the identification, development, implementation and enhancement of data processing systems and software applications for assigned programs.



## Director, Financial Aid

Classified Range: **14 16**

Board Approved: 00/00/0000 P. 2|4

6. ~~Assist the District staff in compiling data for annual funding application, fiscal operations report, basic grant report, California Guaranteed Student Loan reports and the Cal Grant B and C year-end reports. Develop and administer the departmental budget for the Financial Aid Office, including the State BFAP budget; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable state regulations.~~
7. ~~Formulate and implement procedures to assure efficient and effective operations, work flow and responsive service to applicants. Interpret, apply and explain State and federal regulations and legislation; ensure compliance with District policies as well as State and federal laws related to assigned program(s); review and certify the accuracy of data concerning program participation.~~
8. Supervise the evaluation and applications, support documents and student need analysis criteria to properly package awards for financial aid.
9. Within District policy and procedures, establish standards and award policy and determine eligibility, authorizing the prepared packages in compliance with applicable federal and state program regulations and guidelines.
10. ~~Prepare and maintain financial aid records and files. Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for financial aid programs, including computer hardware and software enhancements.~~
11. Coordinate with a variety of other departments within the college to assure timely processing of financial aid and to disseminate program information to students and staff concerning financial aid opportunities and procedural requirements.
12. ~~Evaluate and prepare statistical data reports relating to financial aid impact on students and the institution; act on student appeals and provide necessary recommendations as required.~~
13. Make employment recommendations, train, supervise and evaluate the performance of financial aid staff, clerical support and student workers assigned to the area. Apply disciplinary measures as appropriate.
14. ~~Organize, compile and prepare annual and other periodic reports for distribution to District administration and where appropriate federal and state agencies. Prepare a variety of state and federal accountability reports, assist District with the annual (FISAP); prepare and submit a variety of statistical and narrative reports; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits and program reviews; participate in internal, State and federal audits as needed; respond to findings and initiate actions as required.~~
15. ~~Monitor the fee-deferment segment of the financial aid program. Direct the maintenance of required records, reports and statistics; safeguard student financial aid records related to area of assignment.~~
16. ~~Develop handbooks and counseling sessions for loan applicants. Guide, organize, coordinate and, when assigned, make oral presentations to students, parents, counselors and professional colleagues at various gatherings and/or conduct workshops to provide specialized information regarding financial aid and related student services; develop and direct the distribution of brochures, flyers and other materials to publicize financial aid opportunities for students.~~
17. ~~Represent the College to other educational institutions, external agencies and community organization. Represent the Financial Aid Office and the District at a variety of administrative and professional meetings as required, including participation in local, state and national professional associations. Attend and participate in program related conferences and workshops or other meetings concerned with the implementation of federal and state laws, revising information as necessary to comply with changes. (was #10) CCCSFAAA, CASFAA, WASFAA, NASFAA, Chancellors' office training and All Directors' meeting.~~





## Director, Financial Aid

Classified Range: **14 16**

Board Approved: 00/00/0000 P. 3|4

18. Perform related duties as assigned.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- Current federal, state, county and institutional laws, regulations, ordinances and policies concerning financial aid programs and student financial aid office operations.
- Principles of office management, staff organization, supervision and training.
- Current knowledge of sound, effective personnel practices.
- Principles and practices of record-keeping to produce accurate and precise financial aid records and reports.
- Income tax and financial statements.
- Counseling and interviewing techniques
- Organization, collection and storage of data.
- Student financial aid packaging, Title IV regulations, Federal Register, Education Code and a Computer System.

#### **Ability to:**

- Effectively supervise a complex program of student financial assistance.
- Learn, understand and apply laws, regulations and procedures uniformly and consistently.
- Read, comprehend and apply a wide range of written materials having technical, legal and policy content.
- Communicate effectively both orally and in writing.
- Plan, train, direct and coordinate the work of others.
- Communicate effectively and maintain cooperative working relationships with students, faculty, support staff, external agencies and the general public.
- Exercise sound judgment in reviewing and screening applications for grants and loans to determine eligibility.
- Meet schedules and timelines.
- Prepare clear and concise narrative and statistical reports and recommendations for presentation to District administration and outside agencies.
- Organize and maintain records system.
- Interpret, apply and explain complex and technical issues to and from District, Local, State and Federal laws, codes and regulations related to financial aid.

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



## Director, Financial Aid

Classified Range: **14 16**

Board Approved: 00/00/0000 P. 4|4

### **Education and Experience:**

- A Bachelor's degree from an accredited institution of higher education with a major in business administration, public administration or a related field.
- ~~Four (4) years' experience in the interpretation and implementation of state and federal guidelines pertaining to student eligibility of financial aid programs. At least five years of increasingly responsible financial aid experience, including at least three years as financial aid program manager and at least two years of experience in a supervisory capacity.~~

### **Special Requirement:**

- Possession of a valid and appropriate California Driver's License.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in standard office setting with extensive public contact.

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

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

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



## **Accounting Manager Associate Director, Fiscal Services**

**Classified Range: 1319**

**Board Approved:**

**P. 114**

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

### **SUMMARY DESCRIPTION**

Under direction of the appropriate administrator, the ~~Accounting Manager~~ Associate Director, Fiscal Services is responsible for all areas related to District-wide accounting and financial reporting, and budget including preparation and analysis of general ledger, bank reconciliations, financial reporting, year-end audit, collection of accounts receivable, and deposits of funds. ~~The Accounting Manager is responsible for ensuring that work is properly allocated, completed in a timely and accurate manner, and adheres to established policies and procedures.~~ The Associate Director of Fiscal Services is also responsible for developing and implementing processes designed to account for the expenditure and proper control of expenses; train, supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Plans, prioritizes, assigns, supervises, reviews, analyzes, advises, and approves the work of staff responsible for performing complex and highly technical financial record keeping and accounting duties for a variety of district operations and services including the preparation and maintenance of general ledger, ~~bank reconciliations~~, financial reporting, year-end audit, ~~collection of accounts receivable, and deposits of funds~~.
2. Prepares ~~and reviews~~ reports for governmental jurisdiction including state and federal reports, ~~retirement reports, use tax reports~~, Department of Education reports, quarterly and annual reports.
3. Reviews and implements changes in state and federal laws.
4. Establishes schedules and methods for providing technical accounting and financial record keeping services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
5. Provides leadership in new and emerging technologies in support of fiscal services.
6. Ensure an accurate and timely reporting of all monthly, quarterly, and year-end close financial information.
7. Participates in the development of goals and objectives as well as policies and procedures to support campus fiscal and business operations; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
8. ~~Participates in~~ Coordinates the preparation and administration of the District budget; submits budget recommendations; monitors expenditures.
9. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for performing complex and highly technical financial record keeping and accounting duties for a variety of district operations and services including the preparation and maintenance of general ledger, bank reconciliations, financial reporting, year-end audit, payroll functions, collection of accounts receivable, and deposits of funds.



## **Accounting Manager Associate Director, Fiscal Services**

**Classified Range: 1319**

**Board Approved:**

**P. 214**

10. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
11. Provides **technical advice and** accounting information and assistance to administrators and staff, responds to financial questions/concerns to meet district needs, and coordinates communications with other departments and a variety of outside governmental offices and agencies.
12. Performs department audits; checks and reviews a variety of records, accounts, and reports for accuracy; assists with calculations; inspects for proper transactions, encumbrances, and allocation of categorical funds related to campus accounting functions.
13. Participates in year-end closing of the general ledger for year-end financial reporting.
14. Coordinates annual audit with internal and external auditors; ensures audit is completed within District timelines. **Prepares annual CCFS 311, SEFA, and SESA reports for the final audit.**
15. Maintains records concerning operations and programs; prepares reports on operations and activities.
16. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of accounting and financial record keeping; incorporates new developments as appropriate into programs.
17. Supports the appropriate administrator with special projects and workflow process improvements.  
~~Performs other duties as assigned.~~
18. **Serves on the District CTA negotiations team (perform salary study, reassigned time analysis, and other fiscal data gathering and analysis.**
19. **Provides technical advice and information to administration and staff members on budgeting matters.**
20. **Reviews and approves employee authorization and requisitions for funding**
21. **Operate the District's accounting and budgeting software packages**
22. **Maintain a chart of accounts that fulfills the record keeping needs of the District.**
23. **Measure the financial and operational performance of the business and report this information in ongoing reports to management. (Maintain and update the multi-year forecast and report to the Executive Vice Chancellor so that budget recommendations can be made to the Board of Trustees)**
24. **Oversees and participates in the development and administration of the Fiscal Services' department annual budget; participates in forecasts of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.**
25. **Maintain proper internal accounting controls over all accounting functions to safeguard District assets; establish accuracy and reliability of financial data and ensure compliance with District policies and procedures.**
26. **Coordinates the development of the budget calendar, reviews and compiles District budget for accuracy and completeness; presents budget materials to Director of Fiscal Services for review.**
27. **Performs position control reconciliations between budgeting and HR system.**
28. **Develop and maintain new chart of accounts and crosswalk as part of the ERP implementation.**



## **Accounting Manager Associate Director, Fiscal Services**

**Classified Range: 1319**

**Board Approved:**

**P. 314**

29. Work with external partners to develop system integrations and maintain those integrations. Process the integrations manually when needed.
30. Forecast salary and benefit increases and present findings to the Executive Vice Chancellor.
31. Update and maintain salary and benefit schedules in the District's budgeting system.
32. Member of the core ERP implementation team (responsible for migrating the chart of accounts, integrating budget data and GL data).

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- Operations, services, and activities of a technical accounting and financial record keeping program.
- Principles and practices of accounting as related to a community college district.
- Application of electronic data processing to accounting practices and reporting requirements.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of budget preparation.
- Principles and procedures of record keeping and internal control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Generally Accepted Accounting Principles (GAAP), California Community Colleges Budget and Accounting Manual (BAM)
- Pertinent federal, state, and local laws, codes, and regulations.

#### **Ability to:**

- Supervise, organize, and review the work of assigned staff involved in performing complex and highly technical financial record keeping and accounting duties for various campus operations and services.
- Analyze and solve problems
- Understand financial reporting and general ledger structure
- Recommend and implement goals, objectives, policies and procedures for providing technical accounting and financial record keeping services.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Perform difficult and complex accounting work in the preparation, maintenance and review of all financial records, accounts and reports.
- Plan, organize and participate in financial and statistical record-keeping activities.
- Participate in the preparation and administration of District-wide budgets.



## **Accounting Manager Associate Director, Fiscal Services**

**Classified Range: 1319**

**Board Approved:**

**P. 44**

- Maintain and audit fiscal records and accounts within the accounting office.
- Analyze and interpret computerized data reports related to accounting and financial record keeping.
- Plan and organize work to meet changing priorities and deadlines.
- Select, train, and evaluate staff.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education/Training:**

- A Bachelor's degree from an accredited college or university with major course work preferable in accounting, business administration or a related field.

### **Experience:**

- Four (4) years of increasingly responsible experience in general accounting including two (2) years of lead or supervisory experience.

### **Preferred Experience:**

Experience in budget, accounting, strategic planning and/or financial research in a public education institute. ~~California Community College setting or Public Agency accounting.~~  
Master's Degree in Accounting, Business Administration or related field.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



## Director, Facilities, Maintenance & Operations

Classified Range: **1516**

Board Approved: 00/00/0000 P. 1|3

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

### **SUMMARY DESCRIPTION**

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Under the direction of the Vice President, Administrative Services, the Director, Facilities, Operations, & Maintenance is responsible for planning, coordinating, and directing the maintenance and operations activities of the college, including responsibility for the physical condition of the buildings, grounds, and equipment, and participates in the design, review, and integration of construction projects. Maintains compliance with District policies and local, state, and federal laws and regulations.

### **REPRESENTATIVE DUTIES**

---

The following duties are typical for this classification.

1. Provides administrative direction to personnel engaged in the maintenance and repair of buildings, and equipment, the care and cleaning of buildings and grounds.
2. Evaluates the performance of assigned staff, participates in the employee selection process, and recommends necessary personnel actions.
3. Approves requisitions for materials and labor related to maintenance and operation activities, assigns workers, and is responsible for immediate emergency repairs.
4. Provides administrative oversight for facilities use and building scheduling.
5. Provides administrative oversight for the campus warehouse, delivery/pick up of campus mail or packages, and dispersal of assets.
6. Provides administrative direction for campus access control, and security systems.
7. Prepares sketches for proposed minor alterations and improvements or maintenance work, requests preparation of plans, and secures copies of available plans from appropriate District offices.
8. Prepares requests for contracts, including scope of work for maintenance work by contract.
9. Assists with the application of state and federal construction grants.
10. Coordinates, prepares, and monitors budgets for maintenance, grounds, and custodial departments.
11. Inspects, reviews, and approves all work orders for facilities contract work and recommends approval of payments to contractors, including final acceptance upon satisfactory completion of the contract work.
12. Coordinates construction to minimize disruptions with campus operations in cooperation with District, architect, and engineering consultants, inspectors, and necessary state and local agencies.
- 13.
14. Confers with administrators and other officials, and advises them as to the practicability and approximate cost of all types of maintenance and capital outlay work.
15. Prepare and manage the campus deferred maintenance program, space inventory program, energy conservation projects, and 5-year construction plan.



## Director, Facilities, Maintenance & Operations

Classified Range: **1516**

Board Approved: 00/00/0000 P. 2|3

16. Maintains environmental, health, and safety compliance for the campus in accordance with District policies, local, state, and federal laws and regulations including OSHA, EPA, and DTSC.
17. Directs the hazardous materials removal and other related programs at the campus level.
18. Represents the campus at meetings involving construction, maintenance and operations activities.
19. Estimates maintenance, grounds, custodial and other operational costs for the college facilities.
20. Directs and coordinates the inspection of facilities and grounds for fire, safety, and health hazards on the campus plant.
21. Participates in professional organizations, maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position.
22. Participates in local, regional, and State activities to promote the San Bernardino Valley College District and community college movement.
23. Performs related duties as assigned.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- Principles, practices, and procedures pertaining to construction, maintenance, repair, and operation of buildings and grounds
- Principles of management, budgeting, and supervision
- Principles of construction management and project management
- Preventative maintenance methods and procedures
- Painting methods, materials, and techniques
- Heating, ventilating, air conditioning, electrical, and plumbing systems
- Fire, safety, and health regulations
- Record and reporting systems
- Capabilities of computer applications, systems, and hardware in facilities management
- Knowledge of local, state, and federal building codes, regulations, and laws pertaining to construction, environment and energy conservation.

#### **Ability to:**

- Coordinate and administer a complex and diverse maintenance and operations program for a college
- Effectively direct the work of others through subordinates





## Director, Facilities, Maintenance & Operations

Classified Range: **1516**

Board Approved: 00/00/0000 P. 3|3

- Coordinate and supervise the work of crafts workers, technicians, and other skilled, semi-skilled, and unskilled workers
- Analyze problems and determine effective solutions
- Evaluate, advise, and assist employees with job-related deficiencies
- Act quickly in emergencies
- Establish and maintain effective relationships with administrators and staff throughout the District, officials of public and private organizations and the general public
- Collect and analyze data and present effective oral and written reports
- Analyze and interpret technical manuals
- Act independently and promptly to situations and events
- Learn all applicable state and local codes and regulations
- Learn general and specific computer applications

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

### **Minimum Qualifications:**

- Education and experience equivalent to a Bachelor's Degree in business or public administration, architecture, engineering, construction management or a field closely related to facilities management and three (3) years of full time paid experience in supervising the operations and/or maintenance of large commercial or public building complexes or in designing or planning the construction of commercial or public buildings, including maintenance of construction budgets.
- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

### **Desirable Qualifications:**

- Supervisory experience over a variety of craft or construction workers.
- Familiarity with the California Community College and Department of State architecture process.

### **Special Requirement:**

- A valid Class "C" California driver's license and ability to provide own transportation between sites.

## **WORKING CONDITIONS**

Indoor and outdoor environment. Incumbent is subject to occasional hazards encountered at construction sites and maintenance shops. Position may require sitting or standing for long periods of time, walking short distances on a regular basis, travel between sites, use of hands and fingers to operate facility and grounds tools, reach with hands and arms, stoop or kneel, speak clearly to answer telephones and provide information, see to read fine print and operate computer, hear and understand voices over telephone and in person, lift, carry and/or move objects weighing up to 35 lbs.



## Director Student Life

Management Range: **15 16**

Board Approved:

P. 1|4

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

### **SUMMARY DESCRIPTION**

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The Director of Student Life under the general direction of the ~~Vice President of Student Services (SBVC or Dean of Student Services and Student Development (CHC))~~ appropriate administrator, plans, coordinates, implements, and oversees a comprehensive student life program for the college, including but not limited to the Associated Students, Inter-club Council, and student clubs and organizations. The Director of Student Life provides a vision and implements plans for student development, leadership, and involvement in governance; creates a coordinated campus program of activities and events to meet the needs of a diverse student population. The Director of Student Life also performs a variety of professional, administrative, and programmatic work in support of assigned programs including serving as a liaison to, coordinating with, and providing high level administrative support and staff assistance to district staff, boards, committees, and outside agencies.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Assume program management responsibility for the services and activities of a comprehensive student life program for a College including but not limited to, the Associated Students Organization, Inter-Club Council, and student clubs and organizations on the campus.
2. Develop and implement program goals, objectives, policies, and priorities; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Participate in the selection, training, motivation, and evaluation of assigned personnel provide or coordinate staff training; work with employees to correct deficiencies.
6. Oversee and participate in the development and administration of the student activities program budget; participate in the forecast of funds needed for staffing, equipment, materials, and/or supplies; ensure that program expenditures and cost estimates are adequately documented and monitored throughout the program area; review and approve program expenditures; and implement adjustments.
7. Serve as the liaison for the assigned program and coordinate assigned program activities with other District divisions, departments and outside agencies.



## Director Student Life

Management Range: **15 16**

Board Approved:

P. 2|4

8. Serve as staff on a variety of committees; prepare and present staff reports and other necessary correspondence.
9. Provide responsible staff assistance to the Vice President of Student Services (SBVC) or Dean of Student Services and Student Development (CHC).
10. Provide leadership and advisement to Associated Student officers and senators; Associated Student Senate and Executive Board; and Inter-Club Council.
11. Advise the Associated Students and Inter-Club Council in the development of semester calendars of campus activities and events, and assist in the overall implementation of the activities needed.
12. Provide leadership in the creation of new clubs and organizations to meet the needs of a diverse student population.
13. Oversee the informal process of student code of conduct policies and regulations (1<sup>st</sup> level student discipline).
14. Advise and monitor the development and spending of a yearly budget for the Associated Students, and communicates problems or areas of concern to the Vice President of Student Service (SBVC) or Dean of Student Services and Student Development (CHC).
15. Attend and advise each Associated Student Senate and Inter-Club Council meeting and AS/ICC campus event/activity. Attend and participate in all student government off-campus conferences/conventions, approved by the College. Assist supervisor with replacement in his/her absence.
16. Coordinate and monitor student ID card programs.
17. Supervise ~~the student~~ activities ~~of the Student Center~~, maintaining order and promoting responsible behavior as the students interact with each other in a safe and collegial environment.
18. Coordinate various special events including student recognition dinners, awards ceremonies, campus mascot appearances, commencement and all related components.
19. Provide leadership development and workshops for student leaders on such topics as parliamentary procedure, conflict resolution, time management, goal setting, problem solving, etc.; review and revise Student Activities Handbook annually; and conduct training.
20. Advise ~~Student Supreme Court~~ and supervise ~~the student~~ elections-governance groups and processes.
21. Conduct regular assessment surveys of student interests in activities and campus programs.
22. Facilitate and implement paperwork generated by the Associated Students and Inter-Club Council in a timely manner.
23. Perform other related duties as required.



## Director Student Life

Management Range: **15 16**  
Board Approved:  
P. 3|4

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- Operational characteristics, services, and activities of assigned program areas.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of student development and student personnel administration.
- Knowledge of California Community College philosophy and mission.
- Title 5 regulations and Education Codes related to student organizations, behavior and fees.
- Principles and practices of student government.
- Principles of group dynamics and intermediate leadership development training.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of technical, administrative, and financial report preparation and presentation.
- Principles and practices of contract administration.
- Office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations

#### **Ability to:**

- Oversee and participate in the management of a comprehensive student life program for a College that includes a series of interrelated projects or functional areas of significant depth and complexity.
- Plan, organize, direct, coordinate, and evaluate assigned programs.
- Plan, schedule, and review the work of assigned staff.
- Advise and direct students in various organizational activities.
- Provide leadership and advisement to Associated Student officers and senators.
- Instruct leadership classes and workshops.
- Create new campus life programs and activities in collaboration with student leaders.
- Analyze problems, identify alternative solutions, project consequences or proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Participate in the preparation and administration of budgets.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Work effectively under pressure, meet deadlines, and adjust to changing priorities.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical and learning disabilities.
- Communicate clearly and concisely, both orally and in writing.



**Director Student Life**  
**Management Range: ~~15~~ 16**  
Board Approved:  
P. 4|4

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

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

**Education/Training:**

- A Master's degree from an accredited institution ~~of higher education.~~

**Experience:**

- One year of general clerical experience.
- Experience that indicates sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.

**License or Certification:**

- Possession of a valid California driver's license.

**Special Conditions:**

- Hours of work may not coincide with the hours of normal campus activity. Some weekend and evening work required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

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

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

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



**Director, Workforce Development**  
**Deputy Sector Navigator – Information & Communications**  
**Technology/Digital Media**  
**Management Range: ~~15~~ 17**  
Board Approved: 00/00/0000 P. 1|4

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

## **SUMMARY DESCRIPTION**

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The Economic Development and Corporate Training (EDCT) division of the San Bernardino Community College District (SBCCD) supports the District and its' colleges through numerous initiatives and special projects. Under the direction of the ~~Associate~~ Vice Chancellor, Economic Development and Corporate Training Workforce Development, Advancement & Media Systems, the Director, Workforce Development [Deputy Sector Navigator – Information & Communications Technology/Digital Media (DSN-ICT/DM)] implements the District's responsibilities under the terms of the DSN-ICT/DM grant awarded to the District by the California Community Colleges Chancellor's Office (CCCCO), Workforce & Economic Development (WED) Division. Additionally, the position reports to the Statewide Sector Navigator-ICT/DM, and develops, coordinates, and monitors education and training programs, and provides technical assistance and technology transfer services in both ICT and DM to all community colleges and businesses located throughout the Desert Region (Region IX).

## **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Plan, organize, and direct the activities, functions, and services of the Deputy Sector Navigator Program, including program management, staffing, budget, and general administration.
2. Implement program objectives according to timelines established in grant award from the California Community Colleges Chancellor's Office.
3. Oversee regional collaboration of community colleges, 4-year institutions, and community-based organizations providing transportation and logistics training in order to build a region-wide response to regional business needs.
4. Working in consultation works with senior staff to prepare program review documents and establishes planning and budgeting priorities.
5. Monitors and evaluates program compliance, maintains accurate records, and tracks services provided through grants, contracts and special initiatives.
6. Develop the annual program budget and seek resources through strategic resource sharing, grant writing, or fee for service programs.
7. Direct program design and implementation to ensure quality services provided to employers in compliance with all funding and performance contract requirements.
8. Convene Information and Communication Technologies/Digital Media meetings with key stakeholders.
9. Identify program requirements and develop methods for implementing solutions.
10. Train and supervise assigned staff as well as contract with consultants as needed.
11. Implement strategies and systems for management control, record keeping, client tracking, priority setting, reporting, and other functions to manage the changing resources and responsibilities of the Deputy Sector Navigator Program.
12. Represent the services of the Deputy Sector Navigator Program at required meetings and before a wide variety of constituencies, including employers, job seekers, government and community organizations.



**Director, Workforce Development**  
**Deputy Sector Navigator – Information & Communications**  
**Technology/Digital Media**  
**Management Range: ~~15~~ 17**

Board Approved: 00/00/0000 P. 2|4

13. Contacts Information and Communication Technologies/Digital Media related businesses to determine staffing needs and promote regional education, training, and employment solutions; create database of employers.
14. Coordinate curriculum development expertise and resources to Region IX.
15. Maintain regular contact with Information and Communication Technologies/Digital Media Deputy Sector Navigators and statewide Sector Navigator as required.
16. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
17. Serves as a representative on district-wide committees.
18. Performs other related duties as required

## **QUALIFICATIONS**

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

### **Knowledge of:**

- Operational characteristics, services, and activities of a contract education program.
- Principles and practices of administering and monitoring grants.
- Grant regulations and requirements including restrictions and financial reporting requirements.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of project management.
- Principles of supervision, training, and performance evaluation.
- Procedures, processes and programs utilized by community colleges' Economic and Workforce Development Programs.
- Workforce training programs in a public college environment.
- Principles and practices in the development and implementation of marketing strategies.
- Pertinent federal, state, and local laws, codes and regulations relating to economic and workforce development programs.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, presentations, and databases.
- Methods and techniques of data collection, research, and preparation of reports.
- Principles and procedures of record keeping.

### **Ability to:**

- Oversee and participate in the management of a comprehensive contract education program.
- Plan and organize seminars, training programs, and activities.
- Create and maintain project budget from overall financial plans.
- Oversee, direct, and coordinate the work of lower level staff and participate in the selection, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.



**Director, Workforce Development**  
**Deputy Sector Navigator – Information & Communications**  
**Technology/Digital Media**  
**Management Range: ~~15~~ 17**

Board Approved: 00/00/0000 P. 3|4

- Gather and analyze data and situations and make appropriate decisions.
- Manage multiple programs, projects or grants simultaneously and be sensitive to changing priorities and deadlines.
- Prepare and present comprehensive, concise, clear oral and written reports and presentations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provides leadership based on ethics and principles as they relate to grant management functions and operations.
- Plan and organize work to meet changing priorities and deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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

**Education/Training:**

- A Bachelor's degree in business or public administration.

**Required Experience:**

- Three (3) or more years of experience in grants management, budget management and/or workforce development management.

**Preferred Experience:**

- A Master's degree in business or public administration.
- Experience in the development and coordination of Employment Training Panel (ETP) programs offered at community colleges.
- Experience in the working with grant funded programs and projects through the California Community Colleges Chancellor's Office.

**Special Requirements:**

- Willingness to work flexible hours, including evening and weekends.
- Possession of a valid California Driver's License.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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





**Director, Workforce Development**  
**Deputy Sector Navigator – Information & Communications**  
**Technology/Digital Media**  
**Management Range: ~~15~~ 17**  
Board Approved: 00/00/0000 P. 4|4

**Environment:** Work is performed primarily in a computer laboratory setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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

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

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



## Campus Director of Marketing, Creative Services and Public Affairs

Management Range: 17

Board Approved:

P. 1|4

(New)

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

### **SUMMARY DESCRIPTION**

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Under the direction of the College President, this position serves as the college's chief communicator, marketer, public relations counsel, coordinator of creative services, and official media and community liaison. The campus director plans, organizes and directs strategic communications, marketing, and outreach for the College, advocates for the College with internal and external relations, media relations, community outreach, and the marketing of services.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

#### **ENROLLMENT MANAGEMENT:**

1. Serves as the primary resource for all official college information, publications, and the development of marketing, public relations, and advertising programs.
2. Develops standards for and coordinates the preparation and publication of all information regarding the college; coordinates with other district entities regarding off-campus marketing efforts within the college's service area.
3. Contributes to college's strategic planning process in the areas of enrollment management, recruitment, technology, and institutional effectiveness.
4. Maintains campus record of publicity; researches, collects, compiles, tabulates and/or analyzes data and materials, preparing spreadsheets, reports, manuals, presentations, graphics, videos, and other materials pertinent to marketing, public relations and enrollment management; provides routine management reports to the President regarding performance in those areas.

#### **MARKETING & RECRUITMENT**

5. Designs, develops and implements mass media advertising and promotional campaigns on behalf of the college.
6. Coordinates the college's community promotional, outreach, and recruiting activities in partnership with campus outreach, student services and instructional staff.

#### **COMMUNITY & MEDIA RELATIONS**

7. Develops and maintains close liaison with media, alerting them to stories of interest, preparing appropriate press releases, and hosting them at college events and various meetings with students and college employees.
8. Develops and maintains broad-reaching community contacts to both gather and disseminate demographic, opinion, and strategic marketing information.
9. Serves as liaison with public information/relations contacts at various community and civic organizations.



## Campus Director of Marketing, Creative Services and Public Affairs

Management Range: 17

Board Approved:

P. 2|4

10. Attends/participates/makes presentations to government entities and local organizations to improve public understanding and perception of the college and expand the college's impact in the community.
11. Facilitates the formation of partnerships with cities, community organizations, non-profits, and government agencies.
12. Provides counsel to college administrators regarding public relations issues and serves as the primary steward of the college's brand and public image.
13. Provides counsel to campus and district stakeholders regarding promotional campaigns, outreach, public relations, communications, and creative services.
14. Assists the President in the preparation of information for the Chancellor and Board of Trustees, and in responses to inquiries from outside organizations, the media, or general public.
15. Provides responses to external inquiries, as needed (e.g. by outside organizations, the media, and general public).
16. Advises and assists the college foundation in its publicity and fundraising activities.
17. Assists with coordination of major events that impact the college's public image, such as Commencement, Opening Day, and Spotlighting.

### CREATIVE SERVICES

18. Prepares and develops marketing materials and publications; internal and external communications materials; and college branding initiatives.
19. Coordinates all official marketing, public relations, communications, and creative services at the college level, including graphic design, photography, videography, editorial, and web media, to support the college's strategic goals.
20. Drives the continuous improvement of the design and functionality of the college's website and any staff or student digital user interfaces.
21. Employs, supervises, and evaluates college marketing, public relations, communications, and creative services staff.

### QUALIFICATIONS

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

#### Knowledge of:

- Operational characteristics, services, and activities of a marketing and public relations program.
- Principles and practices of program development and administration.
- Principles and practices of marketing and public relations.
- Advanced methods and techniques of journalistic writing and reporting techniques.
- Advanced methods, procedures, programs, and techniques used to write, edit, and publish newsletters and brochures.
- Public information channels.



## Campus Director of Marketing, Creative Services and Public Affairs

Management Range: 17

Board Approved:

P. 3|4

- Techniques and equipment used to create various forms of media and marketing material.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Knowledge of data collection and analysis principles Knowledge and skill in training methods, programs and techniques.
- Proficient in business office procedures, methods, and equipment including computes and applicable software applications such as desktop publishing, word processing, graphics, design, page layout, drawing, painting and database management.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation. Pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of Education Code.
- Outstanding skills in developing written documents for a variety of audiences, including executive memos, position papers, public relations documents, etc.
- Excellent verbal communication skills, including public speaking and interpersonal communication skills.

### Ability to:

- Develop, implement, and evaluate marketing & public relations goals, objectives, policies, and procedures.
- Plan, organized, direct, coordinate, and evaluate marketing & public relations programs. Develop, write, and coordinate the production of marketing materials in an effective and appropriate manner.
- Edit and prepare articles for publication.
- Interact with staff and students in planning and coordinating public relations activities.
- Deliver promotional materials to various venues.
- Respond to inquiries and requests
- Plan and organize work to meet changing priorities and deadlines.
- Meet critical deadlines while working with frequent interruptions.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff. Participate in the preparation and administration of assigned budget.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Organize data, maintain records, and prepare reports.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties. Operate a digital camera and manipulate digital images.



## Campus Director of Marketing, Creative Services and Public Affairs

Management Range: 17

Board Approved:

P. 4|4

- Operate office equipment including computers and applicable software applications such as desktop publishing, word processing, graphics, design, page layout, drawing, painting and database management.
- Adapt to changing technologies and lean functionality of new equipment and systems. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Edit and prepare articles for publication.
- Establish and maintain cooperative and effective working relationships.
- Meet the public with courtesy and tact.
- Interact with staff and students in planning and conducting public relations activities.
- Travel nationally as needed.
- Work with minimal supervision.

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

**Education/Training:**

- A Master's degree from an accredited college or university with major coursework in journalism, communications, advertising, marketing, English, public relations or a related field.
- Public information experience in a community college or university.

**Experience:**

- Six (6) years or more of policy research, legislative experience or community affairs. Successful records of interaction with key public and community leaders.

**License or Certification:**

- Possession of a valid California driver's license.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting with intermittent travel as needed.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



## Director, Facilities Planning & Construction

Management Range: 19

Board Approved: 10/10/13 P. 1|4

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

### **SUMMARY DESCRIPTION**

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Under the direction of the appropriate administrator, the Director, Facilities Planning & Construction manages all District functions associated with facilities planning and construction; local bond, capital outlay and deferred maintenance programs and projects; hazardous materials; environmental health; safety; and energy conservation. Develops related funding strategies and requests. The Director, Facilities Planning & Construction is responsible for formulating and administering District policy associated with each function and providing contract administration and support to the colleges. Activities include, but are not limited to planning, organizing, staffing, directing, and controlling personnel and resources.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Formulates and administers policies and procedures related to facilities planning and construction.
2. Manages and conducts research, development, and implementation of annual goals and objectives in support of the District's objective and strategic planning priorities, including plans for future facilities development.
3. Works with administration and appropriate committees to identify facility's needs; oversees construction projects; prepares and manages the Five-Year Construction Plans and other documents required by the State Chancellor's Office.
4. Coordinates the District's local bond program in cooperation with the College Presidents, Vice Presidents and other administrators; bond program consultants; attorneys and other professionals.
5. Responsible for legal, insurance, financial and other services, as assigned, related to facilities planning and construction.
6. Develops and implements strategies for acquiring State funding for capital outlay and campus development projects.
7. Works with architects to develop specific building projects. Submits State Capital Outlay Budget Change Proposals each year; and works with facilities specialists in the State Chancellor's Office and DSA to monitor the progress of proposals.
8. Prepares annual Space Inventory lists for the campuses and all District facilities in compliance with the State Chancellor's Office reporting requirements.
9. Updates the State FUSION system, as necessary, to ensure the accuracy of District projects and facilities.
10. Manages design, bid, and construction phases for approved projects, including coordination of projects with and between contractors, architects, engineers, equipment, vendors, and facilities staff. Maintains blue prints, build plans, and other construction records.
11. Manages and monitors project schedules, budget and change orders; collects related data; and prepares



## Director, Facilities Planning & Construction

Management Range: 19

Board Approved: 10/10/13 P. 2|4

reports and analyses.

12. Manages the State Scheduled Maintenance Program, from application through implementation.
13. Manages other facilities-related projects such as, but not limited to, hazardous materials removal; Department of Energy and other energy conservation projects; developments of specifications, bids and contracts; and submission of reimbursement claims to the State.
14. Serves as liaison with the State Chancellor's Office and other governmental agencies, architects; engineers, etc., regarding constructions planning and management; construction; and facilities management.
15. Responsible for District compliance with Federal, State and local governmental requirements regarding facilities; environmental health and safety; energy conservation; and ensuring compliance with Federal and State building and fire codes, health, safety and other facilities-related regulations pertaining to the maintenance of District and college facilities. Prepares and maintains records, reports and applications as required by governmental agencies and the State Chancellor's Office.
16. Responsible for the District's energy conservation, environmental health, and safety programs.
17. Manages maintenance and operations for District Office facilities; and develops and administers related departmental budgets.
18. Manages, supervises and evaluates assigned personnel; and participates in the selection process of personnel in the Facilities Planning & Construction Department.
19. Ensures project scopes and schedules are in accordance with Public Contract Codes, Campus and San Bernardino Community College District policy and procedures.
20. Interfaces with contractors or other professional consultants to resolve disputes through proper communication, negotiation and contract conformance review.
21. Establishes and evaluates District standards for materials, equipment, system, and other items as deemed appropriate and necessary.
22. Develops long range and strategic plans for facilities and operations.
23. Works collaboratively with college campuses and other facilities/sites to evaluate and assess condition needs and develop appropriate budgets, scope of work, and recommendations for delivery to ensure work is complete in a timely and cost efficient manner.
24. Provides operational leadership to the District and college staff and consultants in the areas of facilities planning, construction, maintenance, grounds keeping and custodial services.
25. Oversees the district-wide sustainability and zero-net energy initiatives with the State Chancellor's Office, college administration, and leasing agents in the acquisition, planning, permitting, construction, and operation of District owned investment properties.
26. Assumes additional managerial duties as appropriate to the position; performs other duties as assigned.



## Director, Facilities Planning & Construction

Management Range: 19

Board Approved: 10/10/13 P. 3|4

### **QUALIFICATIONS**

---

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

#### **Knowledge of:**

- Operational characteristics, services, and activities of facilities planning and construction programs.
- Principles, practices, method and procedures of facilities planning and construction project management; capital improvement; facilities bond programs and financing; and public contracting.
- State capital planning standards.
- Building technologies, complex building design and construction standards and issues.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to construction, health, fire codes, safety energy conservation, hazardous materials, the American Disabilities Act (ADA) and other related facilities issues.
- Public works bidding process and applicable laws.
- Building codes; construction delivery methods; building methods and materials;
- Principles, practices and procedures of Division of State Architect (DSA) requirements.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive facilities planning & construction management program and activities.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Utilize CADD systems, drawings and plans in the California State Chancellor's Office facility database maintenance stems.
- Interpret building specifications and blueprints.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to facilities planning and construction management functions and operations.
- Communicate clearly and concisely, both orally and in writing.





## Director, Facilities Planning & Construction

Management Range: 19

Board Approved: 10/10/13 P. 4|4

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

### Education and Experience Guidelines

#### Education/Training:

- A Master's Degree in Construction Management, Business, Engineering or a related field from an accredited college or university or equivalent experience.
- OR
- A Bachelor's degree in Engineering, Architecture, Construction, Construction Management, Business from an accredited college or university or a related field.

#### Required Experience:

- Five (5) years of experience in supervision. ~~in facilities planning and construction.~~

#### License Requirement:

- Possession of a valid California driver's license.

#### Preferred Experience:

- Experience in the California Community College facilities planning, construction management and capital improvement or facilities bond and financing experience.
- California registered Architect or Engineer.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

**Environment:** Work is performed both indoor and outdoor environments and may be exposed to occasional hazards of construction sites and extreme weather conditions. Travel between sites is required.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



## Director of Institutional Advancement

Classified Range: I 9

Board Approved: P. 1|3

(New)

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

### **SUMMARY DESCRIPTION**

---

Under the direction of the College President, this position provides strategic leadership and implementation of the college's advancement efforts including marketing, media relations, public relations, fundraising, donor relations, and events to support the college's strategic goals. The campus director plans, organizes and directs communications and marketing outreach for the college, and advocates for the college both internally and externally to enhance the college's visibility and reputation, foster goodwill, increase support, and build endowment funding for the college.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Provides leadership and direction of a comprehensive marketing program including public relations, communications, and creative services, including graphic design, photography, videography, editorial, social and web media.
2. Provides counsel to the college regarding public relations issues and opportunities and serves as the primary steward of the college's brand and public image.
3. Serves as the college's official public information officer and primary liaison with the media.
4. Provides leadership and direction of a comprehensive development program including the annual fund, corporate and foundation relations and grants, major gifts and planned giving, capital campaigns, scholarships, and alumni and constituent relations efforts.
5. Advises the college President regarding current and potential community and outreach opportunities, issues and concerns. Analyzes and evaluates sensitive situations to determine community relations consequences in order to recommend an effective plan of action.
6. In collaboration with the District, supervises production of all campus publications of a marketing and public relations nature.
7. Advises and assists the college foundation in its publicity and fund-raising activities.
8. Provides leadership and support for the college's foundation board including operations management and fiscal oversight in accordance with Federal and State regulations, district and college policies, Foundation Board policies and by-laws, and other applicable regulations.
9. Drives the continuous improvement of the design, content, and functionality of the college's website.
10. Maintains a resource file on college information and resource publications.
11. Oversees a comprehensive calendar of activities and events that impact the college's public image, develop relationships, engage constituents, and build capacity.



## Director of Institutional Advancement

Classified Range: I 9

Board Approved: P. 2|3

12. Represents the college at community functions and events and is actively involved in the advancement profession to keep the college visible among higher education peer institutions community partners, local business and industry, and local non-profit organizations.
13. Other duties as assigned.

### **QUALIFICATIONS**

---

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

#### **Knowledge of:**

- Operational characteristics, services, and activities of a communications, marketing and public relations program.
- Operational characteristics, services, and activities of a foundation, fundraising, scholarship, and alumni development program.
- Principles and practices of development and capacity building.
- Principles and practices of marketing and public relations.
- Advanced methods and techniques of journalistic writing and reporting techniques.
- Advanced methods and techniques of donor cultivation and stewardship
- Principles and practices of budget preparation financial management, and non-profit administration.
- Principles of supervision, training, and performance evaluation.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation. Pertinent federal, state, and local laws, codes, and regulations.
- Outstanding skills in developing written documents for a variety of audiences.
- Excellent verbal communication skills, including public speaking and interpersonal communication skills.

#### **Ability to:**

- Develop, implement, and evaluate department goals, objectives, policies, and procedures.
- Plan, organize, direct, coordinate, and evaluate development and marketing programs.
- Develop, write, and coordinate the production of development and marketing materials in an effective and appropriate manner.
- Plan and organize work to meet changing priorities and deadlines.
- Meet critical deadlines while working with frequent interruptions.
- Oversee, direct, and coordinate the work of staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff. Participate in the preparation and administration of assigned budget.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.



## Director of Institutional Advancement

Classified Range: 19

Board Approved: P. 3|3

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with minimal supervision.

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

### **Education/Training:**

- A Master's degree from an accredited college or university with major course work in journalism, communications, advertising, marketing, English, organizational leadership, public administration, management, public relations or a related field.  
OR
- A Bachelor's degree from an accredited college or university with a focus in public relations, marketing, communications, public administration, or a related field with eight (8) years' experience may be used in lieu of the Master's degree.

### **Experience:**

- Six (6) years or more experience in community affairs, public relations, development, or marketing experience. Successful record of interaction with key public and community leaders.

### **License or Certification:**

- Possession of a valid California driver's license.

### **Preferred Experience:**

- Public relations experience in community college or university.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting with intermittent travel as needed.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



## District Director of Marketing Public Affairs & Government Relations Senior Director Strategic Communications & Institutional Advancement

Management Range: 19 21

Board Approved: P. 1|6

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

### **SUMMARY DESCRIPTION**

---

Under the direction of the Chancellor, the District Senior Director of Marketing, Public Affairs and Government Relations Strategic Communications & Institutional Advancement will implement and coordinate a District-wide program of external relations, marketing, public information, community relations activities, and institutional advancement. The District Senior Director serves as principle legislative policy researcher and public affairs officer, coordinating with District Legislative Advocacy consultant, and Federal, State and local agencies industry groups and legislators, and performs a variety of professional and technical services relating to District programs and operations. Serves as Chief of Staff to Chancellor, Board of Trustees and executive leadership.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Required to work directly with colleges, leadership, government officials and community. Directs and supervises the work of any consultants, including but not limited to, design professionals, marketing firms, and other professional service providers.
- 1-2. Serves as the District resource regarding the development of marketing and public information program for the District.
- 2-3. Maintains Districtwide District-wide record of publicity. Researches, collects, compiles, tabulates, and/or analyzes data and materials, preparing computerized spread sheets, reports and manuals pertinent to marketing, public relations and legislative program areas; reads, assesses and disseminates information from government publications (California Community Colleges Chancellor's Office, state entities, municipal entities, and other industry groups), and the internet websites. Provides routine management reports to the Chancellor regarding performance in those areas.
4. Provides supervision and direction to the administrative directors for each of the following areas: web services, and administrative support center.
- 3-5. Develops standards for, and coordinates the preparation and publication of all information regarding the District and coordinates with colleges and sites regarding off-campus marketing efforts within the service area.
- 4-6. Provides responsible professional and technical assistance to the Office of the Chancellor in the evaluation of District policies and procedures; and works with staff at the District Office and the colleges to develop policy goals and objectives through the compilation of relevant data in support of recommendations.
- 5-7. Develops and maintains close liaison with media, alerting them to stories of interest, preparing appropriate press releases, and hosting them at various meetings at the District Office and the colleges, and auxiliary sites.



## **District Director of Marketing Public Affairs & Government Relations Senior Director Strategic Communications & Institutional Advancement**

**Management Range: 19 21**

**Board Approved: P. 2|6**

- ~~6-8.~~ Tracks regulatory issues at the federal, state and local level and provides regular written guidance to District staff.
- ~~9.~~ Develops and support legislative and governmental relations for the Chancellor and Board of Trustees.
- ~~7-10.~~ Develops and maintains broad-reaching community contacts to both gather and disseminate demographic, opinion, and strategic marketing data.
- ~~8-11.~~ Serves as liaison with Public Relations officer contacts at various community and civic organizations. Serves as the lead media contact for the Chancellor and Trustees and acts as the District liaison and spokesperson for print and broadcast media.
- ~~9-12.~~ Prepares copy for District news/media releases, District newsletters, annual reports, and other publications that serve as information pieces for the communities served the District. Provides for coverage at District and college events as necessary including responsibility for photography and graphics.
13. Attends/participates/makes presentations to the California Community College's Chancellor's Office, state entities, municipal entities, industry groups, and others to advocate for the District.
14. Develops policy analyses and initiatives, author position papers, and advocates on behalf of the District, or helps to prepare staff to advocate before legislative representatives, local officials state agencies, federal departments, and trade associations.
15. Regularly attends meetings of local political and community organizations, state and federal representatives, regulatory officials, and trade associates and engage in other necessary political outreach.
16. Develops communications plan and marketing strategy, and execute objectives. Prepares and develops marketing materials and publications; internal and external communications material and District branding initiatives. Assigns staff resources to serve the colleges and district departments in order to support each entity's specific mission while maximizing cross-marketing opportunities and branding objectives.
17. Coordinates all marketing and public relations activities at the District including press releases, photo opportunities for District events, and marketing campaigns. Develops strong relationships with media representatives and ensures public views the organization favorably. Maintains coordination of these efforts with College Directors of Marketing and Public Relations.
18. Assists the Chancellor in the preparation of information for the Board of Trustees, and in responses to local, state, and federal leaders of legislators.
19. Provides responses to general inquiries as needed (e.g. by government officials, academic colleagues, trade associations, and the media).
20. Facilitates the formation of the partnerships with cities, community organizations, non-profits, and other local, state and federal agencies.
21. Manages and interacts with consultants working on key District policy issues (e.g. public relations or advocacy-related consultants).
22. Directs and administers the successful implementation of the District facilities initiative related to the Local/MBE/WBE/Veterans Opportunities Program.



## **District Director of Marketing Public Affairs & Government Relations Senior Director Strategic Communications & Institutional Advancement**

**Management Range: 19 21**

**Board Approved: P. 3|6**

23. Organizes and participates in outreach activities to promote long-term competitive capacity for local small contractor and subcontractors; local minority, women and veterans organizations; and other community organizations.

10-24. Performs additional duties as requested.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- Knowledge of Operational characteristics, services, and activities of a marketing and public safety, law enforcement and modern police relations program.
- Principles and practices of program development and administration.
- Principles and practices of marketing and public relations.
- Advanced methods and techniques of journalistic writing and reporting techniques.
- Current Advanced methods, procedures, programs, and techniques used to write, edit, and publish newsletters and brochures.
- Public information channels.
- Techniques and equipment used to create various forms of media and marketing material.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Knowledge of data collection and analysis principles Knowledge and skill in the police field training methods, programs and techniques.
- ~~Applicable provisions of the California Education, Penal and Vehicle Codes.~~
- ~~Sound supervisory methods and practices.~~
- ~~Crowd control techniques, with particular emphasis on a campus environment.~~
- ~~Investigative procedures.~~
- ~~Applicable provision of criminal law, laws of arrest, search and seizure.~~
- ~~Laws relating to youth and juveniles, report writing techniques and basic budgetary principles.~~
- ~~Police administration principles and practices.~~
- ~~Computer skills including the use of Word, Excel, and Power Point.~~
- Proficient in business office procedures, methods, and equipment including computes and applicable software applications such as desktop publishing, word processing, graphics, design, page layout, drawing, painting and database management.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation. Pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of Education Code.



## **District Director of Marketing Public Affairs & Government Relations Senior Director Strategic Communications & Institutional Advancement**

**Management Range: 19 21**

Board Approved: \_\_\_\_\_ P. 4|6

- Outstanding skills in developing written documents for a variety of audiences, including executive memos, position papers, public relations documents, etc.
- Excellent verbal communication skills, including public speaking and interpersonal communication skills.

### **Ability to:**

- ~~Plan, organize and direct Police operations.~~
- ~~Perform the administrative tasks required of supervisors.~~
- ~~Supervise a staff including sworn and non-sworn employees.~~
- ~~Enforce pertinent laws, rules and regulations, develop and implement security procedures and method.~~
- ~~Detect and analyze situations accurately and adopt an effective course of action.~~
- ~~Train, supervise and evaluate subordinate personnel.~~
- ~~Speak and write.~~
- Develop, implement, and evaluate marketing & public relations goals, objectives, policies, and procedures.
- Plan, organized, direct, coordinate, and evaluate marketing & public relations programs. Develop, write, and coordinate the production of marketing materials in an effective and appropriate manner.
- Edit and prepare articles for publication.
- Interact with staff and students in planning and coordinating public relations activities.
- Deliver promotional materials to various venues.
- Respond to inquiries and requests
- Plan and organize work to meet changing priorities and deadlines.
- Meet critical deadlines while working with frequent interruptions.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff. Participate in the preparation and administration of assigned budget.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Organize data, maintain records, and prepare reports.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties. Operate a digital camera and manipulate digital images.





## **District Director of Marketing Public Affairs & Government Relations Senior Director Strategic Communications & Institutional Advancement**

**Management Range: 19 21**

**Board Approved: P. 5|6**

- Operate office equipment including computers and applicable software applications such as desktop publishing, word processing, graphics, design, page layout, drawing, painting and database management.
- Adapt to changing technologies and lean functionality of new equipment and systems. Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Edit and prepare articles for publication.
- Establish and maintain cooperative and effective working relationships.
- Meet the public with courtesy and tact.
- Interact with staff and students in planning and conducting public relations activities.
- Travel nationally as needed.
- Work with minimal supervision.

### **Education and Experience Guidelines**

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

- Master's degree from an accredited college or university with major course work in journalism, communications, advertising, marketing, English, public relations, or a related field.

OR

- A Bachelor's degree from an accredited college or university with major coursework preferably in communications, marketing, broadcast or journalism or any equivalent combination of educational focus in political science, public policy, public relations, law or related field and experience. Additional experience may be substituted for the educational requirement on a two-for-one basis up to a maximum of four (4) years of experience for two years of college in policy research, legislation or public administration can be used in lieu of the Master's degree.

#### **Required Experience:**

- Five (5) Six (6) years or more of increasingly responsible policy research, legislative experience including three (3) years or community affairs. Successful record of administrative interaction with key public and supervisory responsibility community leaders.
- Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

#### **License and Certification:**

- Current and Possession of a valid California driver's license.

#### **Preferred Experience:**

- A Master's Degree.



## **District Director of Marketing Public Affairs & Government Relations Senior Director Strategic Communications & Institutional Advancement**

**Management Range: 19 21**

**Board Approved: P. 6|6**

- ~~A minimum of two years public media~~**Public information** experience.
- ~~Experience working in public broadcasting and experience in a~~**community** college or university ~~setting.~~
- Experience ~~with start-up of a new and innovative~~**no less than five (5) years in supervision/management of public media service agency communications and/or institutional advancement.**
- ~~Experience with national distribution.~~
- ~~Experience with developing partnerships and collaborations.~~
- ~~Experience with diversity programming and services.~~
- **Comprehensive knowledge of the District's organization, operations and relevant public policy issues, including knowledge of Bond measures, Higher Education, Crisis and advocacy communications and communications with elected officials.**

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull **light to moderate amounts of weight up to 25 pounds**; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** June 20, 2019  
**SUBJECT:** Consideration of Approval of Employment Contracts for Executive Managers

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve employment contracts for executive managers as indicated on the attached.

### **OVERVIEW**

The issuance of contracts places SBCCD in accordance with proper employment practices as well as documents, for both employee and employer, the specific conditions of employment.

### **ANALYSIS**

The attached list of executive managers will receive employment contracts effective July 1, 2019 and appropriate step placement.

### **INSTITUTIONAL VALUES**

- II. Learning Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

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



## Employment Contracts for Executive Managers

Submitted for Board Approval June 20, 2019

[v.6.10.2019.p.1|1]

	Contract Dates	Executive Management Range & Step	Salary
<b>Rodriguez, Diana</b> College President, SBVC	07/01/19 – 06/30/22	5I	\$231,492.02
<b>Torres, Jose</b> Executive Vice Chancellor	07/01/19 – 06/30/22	6H	\$235,987.02
<b>Galope, Richard</b> Vice Chancellor of Workforce Development Advancement & Media Systems	07/01/19 – 06/30/22	3G	\$197,916.95

## **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:** June 20, 2019

**SUBJECT:** Consideration of Approval of Revised Confidential Salary Schedule and Implementation of Classification Study Findings

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve:

1. A revised Confidential Salary Schedule effective July 1, 2019, reflecting a 3% increase across the board; and
2. Implementation of the Spring 2019 Classification Study findings as indicated on the attached, inclusive of new and revised job descriptions and resulting changes for position incumbents.

### **OVERVIEW**

During the Spring of 2019 SBCCD conducted a comprehensive, districtwide classification study for all its employee groups. The study included input from employees, research of comparable industry and local norms, and collaboration between Human Resources and district managers.

### **ANALYSIS**

The findings of the study related to Confidential employees are addressed by this board item.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The financial impact of these changes has been included in the appropriated budgets.

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1		\$ 25.26	\$ 26.04	\$ 26.85	\$ 27.68	\$ 28.53	\$ 29.41	\$ 30.32	\$ 31.23	\$ 32.17	\$ 33.14
2		\$ 25.89	\$ 26.69	\$ 27.52	\$ 28.37	\$ 29.24	\$ 30.15	\$ 31.08	\$ 32.01	\$ 32.97	\$ 33.96
3		\$ 26.54	\$ 27.36	\$ 28.20	\$ 29.08	\$ 29.98	\$ 30.90	\$ 31.86	\$ 32.81	\$ 33.80	\$ 34.81
4	▪ Recruitment Specialist	\$ 27.20	\$ 28.04	\$ 28.91	\$ 29.80	\$ 30.73	\$ 31.68	\$ 32.66	\$ 33.63	\$ 34.64	\$ 35.68
5		\$ 27.88	\$ 28.74	\$ 29.63	\$ 30.55	\$ 31.49	\$ 32.47	\$ 33.47	\$ 34.48	\$ 35.51	\$ 36.58
6		\$ 28.58	\$ 29.46	\$ 30.37	\$ 31.31	\$ 32.28	\$ 33.28	\$ 34.31	\$ 35.34	\$ 36.40	\$ 37.49
7		\$ 29.29	\$ 30.20	\$ 31.13	\$ 32.10	\$ 33.09	\$ 34.11	\$ 35.17	\$ 36.22	\$ 37.31	\$ 38.43
8		\$ 30.02	\$ 30.95	\$ 31.91	\$ 32.90	\$ 33.91	\$ 34.96	\$ 36.05	\$ 37.13	\$ 38.24	\$ 39.39
9		\$ 30.78	\$ 31.73	\$ 32.71	\$ 33.72	\$ 34.76	\$ 35.84	\$ 36.95	\$ 38.05	\$ 39.20	\$ 40.37
10	▪ Human Resources Coordinator (from Range 1)	\$ 31.54	\$ 32.52	\$ 33.53	\$ 34.56	\$ 35.63	\$ 36.73	\$ 37.87	\$ 39.01	\$ 40.18	\$ 41.38
11		\$ 32.33	\$ 33.33	\$ 34.36	\$ 35.43	\$ 36.52	\$ 37.65	\$ 38.82	\$ 39.98	\$ 41.18	\$ 42.42
12		\$ 33.14	\$ 34.17	\$ 35.22	\$ 36.31	\$ 37.44	\$ 38.59	\$ 39.79	\$ 40.98	\$ 42.21	\$ 43.48
13		\$ 33.97	\$ 35.02	\$ 36.10	\$ 37.22	\$ 38.37	\$ 39.56	\$ 40.78	\$ 42.01	\$ 43.27	\$ 44.56
14		\$ 34.82	\$ 35.90	\$ 37.01	\$ 38.15	\$ 39.33	\$ 40.55	\$ 41.80	\$ 43.06	\$ 44.35	\$ 45.68
15	▪ Human Resources Generalist (from Range 10)	\$ 35.69	\$ 36.79	\$ 37.93	\$ 39.10	\$ 40.31	\$ 41.56	\$ 42.85	\$ 44.13	\$ 45.46	\$ 46.82
16		\$ 36.58	\$ 37.71	\$ 38.88	\$ 40.08	\$ 41.32	\$ 42.60	\$ 43.92	\$ 45.24	\$ 46.59	\$ 47.99
17		\$ 37.50	\$ 38.66	\$ 39.85	\$ 41.08	\$ 42.36	\$ 43.67	\$ 45.02	\$ 46.37	\$ 47.76	\$ 49.19
18		\$ 38.43	\$ 39.62	\$ 40.85	\$ 42.11	\$ 43.41	\$ 44.76	\$ 46.14	\$ 47.53	\$ 48.95	\$ 50.42
19	▪ Executive Administrative Assistant, <b>President's Office (from range 14)</b> ▪ Executive Administrative Assistant, <b>Office of the Chancellor (from range 14)</b>	\$ 39.39	\$ 40.61	\$ 41.87	\$ 43.16	\$ 44.50	\$ 45.88	\$ 47.29	\$ 48.71	\$ 50.17	\$ 51.68
20		\$ 40.38	\$ 41.63	\$ 42.92	\$ 44.24	\$ 45.61	\$ 47.02	\$ 48.48	\$ 49.93	\$ 51.43	\$ 52.97
21	▪ Senior Executive Administrative Assistant to the <b>Executive Vice Chancellor</b> ▪ Human Resources Analyst	\$ 41.39	\$ 42.67	\$ 43.99	\$ 45.35	\$ 46.75	\$ 48.20	\$ 49.69	\$ 51.18	\$ 52.71	\$ 54.30
22		\$ 42.42	\$ 43.74	\$ 45.09	\$ 46.48	\$ 47.92	\$ 49.40	\$ 50.93	\$ 52.46	\$ 54.03	\$ 55.65
23	▪ <b>Administrative Officer to the Chancellor (new)</b>	\$ 43.48	\$ 44.83	\$ 46.22	\$ 47.65	\$ 49.12	\$ 50.64	\$ 52.20	\$ 53.77	\$ 55.38	\$ 57.04

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
24		\$ 44.57	\$ 45.95	\$ 47.37	\$ 48.84	\$ 50.35	\$ 51.90	\$ 53.51	\$ 55.11	\$ 56.77	\$ 58.47
25		\$ 45.69	\$ 47.10	\$ 48.56	\$ 50.06	\$ 51.61	\$ 53.20	\$ 54.85	\$ 56.49	\$ 58.19	\$ 59.93
26		\$ 46.83	\$ 48.28	\$ 49.77	\$ 51.31	\$ 52.90	\$ 54.53	\$ 56.22	\$ 57.90	\$ 59.64	\$ 61.43
27		\$ 48.00	\$ 49.48	\$ 51.01	\$ 52.59	\$ 54.22	\$ 55.89	\$ 57.62	\$ 59.35	\$ 61.13	\$ 62.97
28		\$ 49.20	\$ 50.72	\$ 52.29	\$ 53.91	\$ 55.57	\$ 57.29	\$ 59.06	\$ 60.84	\$ 62.66	\$ 64.54
29		\$ 50.43	\$ 51.99	\$ 53.60	\$ 55.25	\$ 56.96	\$ 58.72	\$ 60.54	\$ 62.36	\$ 64.23	\$ 66.15



# Implementation of Confidential Classification Study Changes

Submitted for Board Approval June 20, 2019

[v.6.3.2019.p.2|1]

Job Description	Salary Range	Impact on Incumbent	Effective Date
Human Resources Coordinator <i>(revised)</i>	10	Change from Range 1 to Range 10	7/1/19
Human Resources Generalist <i>(revised)</i>	15	Change from Range 10 to Range 15	7/1/19
Executive Administrative Assistant, President's Office <i>(replacing Executive Administrative Assistant)</i>	19	<b>Gallagher, Debby</b> Reclassify from Executive Administrative Assistant, Range 14 to Executive Administrative Assistant, President's Office, Range 19	1/1/17
		<b>St. Jean, Cyndie</b> Reclassify from Executive Administrative Assistant, Range 14 to Executive Administrative Assistant, President's Office, Range 19	1/1/17
Executive Administrative Assistant, Office of the Chancellor <i>(replacing Executive Administrative Assistant)</i>	19	<b>Ford, Heather</b> Reclassify from Executive Administrative Assistant, Range 14 to Executive Administrative Assistant, Office of the Chancellor, Range 19	7/1/19
Senior Executive Administrative Assistant to the Executive Vice Chancellor <i>(revised)</i>	21	Change title to add <i>to the Executive Vice Chancellor</i>	n/a
Human Resources Analyst <i>(revised)</i>	21	None	7/1/19
Administrative Officer to the Chancellor <i>(new)</i>	23	<b>Nikac, Stacey</b> Reclassify from Senior Executive Administrative Assistant, Range 21 to Administrative Officer to the Chancellor, Range 23	7/1/19





## Human Resources Coordinator

Confidential Range: **+ 10**

Board Approved: 04/27/2017 P. 1|3

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

### **SUMMARY DESCRIPTION**

---

This is a confidential position of the direction of the appropriate administrator. This position provides technical assistance in support of the employment, recruitment, **benefits** and record maintenance of the District's faculty, classified, hourly and management personnel. This position also interprets and assures compliance with State and federal regulations guidelines concerning personnel administration.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Performs a variety of specialized technical duties in support of the District's employment, recruitment and selection process of all hourly employment authorizations.
2. Assists in the preparation of job posting announcements and advertisements for academic, classified **and** management, **and hourly** position **vacancies**.
3. Administers the District's pre-employment and bilingual/bi-literate testing programs.
4. Responsible for all new hire orientations and onboarding programs and activities.
5. Coordinates and participates in employment job fairs, talent acquisition and career development activities.
- ~~6. Assists with classification and compensation functions, including classification reviews, salary surveys, development of job description and related duties.~~
7. Maintains a variety of files, records and lists related to District personnel and job applicants; process a variety of forms regarding employee status; prepares correspondence involving personnel transactions; assures confidentiality of information as appropriate.
8. Prepares, processes and records technical data, reports, contracts, surveys, records and other documents related to human resources; composes correspondence independently or as requested.
9. Assures compliance with a variety of District policies and procedures; ~~State and federal guidelines, laws, and regulations concerning human resources management and benefits administration.~~
10. Performs data entry to the District's Human Capital Management systems; ~~generates statistical data in support of State mandated reports and requests for information related to District personnel.~~
11. Provides general assistance to the overall administration of the human resources function.
12. Attends and participates in department meetings; stays abreast of new trends and innovations in the field of human resources administration.
- ~~13. Monitors and audits accuracy of transactions in the Human Capital Management systems.~~
14. Assist in the development, implementation and modification of the Human Capital Management Systems for the management of personnel related human resources records and documentation.
15. Performs related duties as required.



## Human Resources Coordinator

Confidential Range: + 10

Board Approved: 04/27/2017 P. 2|3

### **QUALIFICATIONS**

---

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

#### **Knowledge of:**

- District organization, operations, polices, procedures and objectives.
- Principles and practices of public human resources administration.
- Operational characteristics, services, and activities of the human resources functions, programs and operations.
- Methods, practices, terminology and procedures used in personnel and benefits administration, recruitment and placement of academic, classified, hourly and administrative employees.
- District human resources policies and procedures; applicable sections of the Education Code and other human resources laws, rules and regulations.
- Principles and procedures of record keeping.
- Principles and practices of quality customer service.
- Interpersonal skills using tact, patience and courtesy.
- Office procedures, methods, and equipment including computers and applicable software applications.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

#### **Ability of:**

- Perform a variety of administrative support duties related to the personnel functions.
- Perform a variety of technical duties related to the employment, recruitment, benefits and records management for the District.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain the confidentiality of personal, sensitive, and collective bargaining information.
- Provide appropriate information and prepare clear and concise reports and memoranda.
- Operate a variety of office equipment and a computer using word processing, applicant tracking and spreadsheet software applications.
- Prioritize, plan and organize work in order to meet schedules and timelines.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Make arithmetic calculations quickly and accurately.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



## Human Resources Coordinator

Confidential Range: + 10

Board Approved: 04/27/2017 P. 3|3

### Education and Experience Guidelines

#### Education/Training:

- An Associates degree (or completion of at least sixty (60) college level units) in human resources, public administration, or business administration from an accredited college or university. In the absence of an associate degree two (2) years of human resources experience is required.

#### Required Experience:

- One (1) year of human resources experience.

#### Preferred Experience:

- Bachelor's degree from an accredited college or university.
- Experience in a public higher education or community college environment.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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



## Human Resources Generalist

Confidential Range: ~~10~~ 15

Board Approved: 04/12/2018 P. 1|4

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

### **SUMMARY DESCRIPTION**

---

~~Under the direction of the appropriate administrator, the~~ Human Resources Generalist provides a variety of professional level work for human resources services and programs in an assigned area including recruitment and selection, employee and labor relations and negotiations, equal employment opportunity, HRIS, benefits, works compensation, and classification and compensation; and performs a variety of human resource functions supporting the assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Coordinates and monitors the recruitment and selection program including inputting, tracking, and screening applications for minimum qualifications, and scheduling of interviews; schedules and monitors screening and interview committees; instructs committees and interview panels on policies and procedures to ensure EEO compliance.
2. Extends offers of employment; conducts reference checks; determines appropriate salary placement and notifies candidates of status.
3. Conducts new employee orientation sessions; assists employees in completing new hire paperwork, benefit enrollment forms and other pre-employment requirements.
4. Performs job audits and reclassification request analyses of individual positions, classes, and series of classes; prepares and revises class specifications.
5. Conducts and participates in compensation studies and surveys; analyzes data and makes recommendations; responds to formal or informal survey requests regarding salaries, benefits and classifications.
6. Evaluates applications and transcripts to verify that academic employees meet state minimum qualifications and faculty service areas; reviews and approves requests for salary reclassification for academic and faculty positions.
7. Assists with the preparation of benefit information and related materials; ~~develops benefit related policies and procedures~~; serves as staff liaison to employee advisory committees regarding benefit programs; assists with open enrollment procedures.
8. Submits employee retirement enrollment changes to carriers in a timely manner; assists employees with all concerns related to their health and welfare plans.
9. Coordinates the District's third party administrator's workers compensation benefit and return to work programs; processes workers compensation claims; administers policies and procedures for all reportable workers compensation injury claims.
10. Coordinates processing of short-term/long-term disability claims, return to work and modified work programs; processes reasonable accommodations requests.



## Human Resources Generalist

Confidential Range: ~~10~~ 15

Board Approved: 04/12/2018 P. 2|4

11. Facilitates interactive processes to determine if accommodation is needed based on ADA and FEHA; coordinates accommodations in conjunction with vendors, employees and management staff to ensure compliance.
12. Updates and maintains information on the District's computerized payroll system; generates reports and responds to requests for information as requested.
13. Evaluates human resource policies and procedures; recommends and implements changes to improve efficiency or ensure compliance with guidelines, laws, or regulations.
14. Interprets, explains, and presents human resources issues, policies, and procedures to employees, management, outside agencies, and the public.
15. Creates and maintains human resources office records and files, including confidential personnel files and records; purges files in accordance with the District regulations.
16. Provides support for collective bargaining activities and participates in strategy sessions as needed.
17. Monitors and audits accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
18. Gathers information, conducts analyses and prepares various reports, charts, memos, and correspondence as requested.
19. Attends and participates in group meetings; stays abreast of new trends and innovations in the field of human resources administration.
20. Performs related duties as required.

### **QUALIFICATIONS**

---

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

#### **Knowledge of:**

- Principles and practices of public human resources administration.
- Methods and techniques for recruiting and testing in the public sector.
- Methods, terminology and procedures used in benefits administration.
- Worker's compensation law and procedural requirements as they relate to claims processing and management.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Principles and practices of statistical and administrative research and report preparation.
- Principles and procedures of record keeping.
- Principles of business letter writing.
- Principles and practices of customer service.
- English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.



## Human Resources Generalist

Confidential Range: ~~10~~ 15

Board Approved: 04/12/2018 P. 3|4

### Ability to:

- Perform a variety of para-professional human resources functions with minimal guidance and supervision.
- Coordinate the District's workers compensation benefit program.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Plan and organize work to meet changing priorities and deadlines.
- Interpret and apply a variety of human resource rules, laws and policies.
- Implement and maintain standard filing systems.
- Implement and maintain procedural manuals for effective operation of human resources functions.
- Compile detailed information and prepare clear and concise reports.
- Operate a computer using word processing, applicant tracking and spreadsheet software applications.
- Take responsibility and exercise good judgment in recognizing scope of authority.
- Maintain confidential records and reports.
- Prepare clear and concise memoranda.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews and negotiations.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contact in the course of work.

### Education and Experience Guidelines

#### Education/Training:

- A Bachelor's degree in public administration, human resources, business administration or a related field. Completion of at least sixty (60) college-level semester units and four years of human resources administration experience can be used in the absence of a bachelor's degree.

#### Experience:

- Two (2) years of broad human resources administration experience.

#### Preferred Experience:

- Experience in a public agency preferably in the California Community College system.



## Human Resources Generalist

Confidential Range: ~~10~~ 15

Board Approved: 04/12/2018 P. 4|4

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

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

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

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



## Executive Administrative Assistant President's Office

Confidential Range: 14 19

Board Approved: 1/19/2012 04/12/2018 P. 1|6

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

### SUMMARY DESCRIPTION

---

Under general direction, performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of the ~~Chancellor and Governing Board~~ campus president; processes administrative details not requiring the immediate attention of the ~~Chancellor~~ president including the coordination of ~~the~~ functions, communication of policy, researching information, the preparation of reports, and other administrative tasks.

The ~~Executive Administrative Assistant~~ executive administrative assistant classification provides responsible administrative support to the ~~Chancellor and Governing Board~~. ~~The incumbent reports to and supports the District's chief executive who has overall responsibility for the programs and functions of the District.~~ campus president. The duties of the ~~Executive Administrative Assistant~~ executive administrative assistant involve a wide variety of diverse, complex, and sensitive/confidential administrative and secretarial tasks, requiring a substantial amount of tact, judgment, and initiative. -The incumbent is required to be self-directed and to relieve the ~~chief executive~~ president of various administrative duties and may provide work direction and guidance to clerical personnel assigned to the area.

### CLASS CHARACTERISTICS

---

This is the highest level administrative support class assigned to the President's Office. Incumbents perform a variety of administrative and office coordination support work for the president. The work requires interpretation and application of complex policies, procedures, and regulations, extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of district activities and the ability to conduct independent projects, as well as, perform various research and budgetary support functions. This class is distinguished from other office administrative classes in that the nature, scope, confidentiality, and diversity of responsibilities originating at a District-wide level require a broader understanding of district functions and the capability of relieving the president of day-to-day administrative and coordinative duties.

### REPRESENTATIVE DUTIES

---

*The following duties are typical for this classification.*

1. Provides administrative support to the president by performing duties of an advanced, complex, sensitive, and confidential nature; represents the President's Office at meetings as assigned; acts as a liaison between the president and other staff and the public, coordinating resolutions and following up with staff when appropriate.
- 1.2. Serves as executive administrative assistant to the Chancellor and Governing Board, president; participates and assists in the administration of the Chancellor's President's Office relieving the chief executive president of a variety of technical and administrative duties; serves frequently as the liaison between the executive president and the public, students, staff, and other campus/District district officials; promotes and maintains positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.





## Executive Administrative Assistant President's Office

Confidential Range: 14 19

Board Approved: 1/19/2012 04/12/2018 P. 2|6

- ~~2-3.~~ Assists the ~~Chancellor~~president in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the District, College, or program area.
- ~~3. Coordinates preparation for Governing Board meetings including agenda and related arrangements; serves as document publisher in the electronic preparation of Board meetings including managing Board information on-line and integrating these technologies in Board Meetings.~~
- ~~4. Serves as recording officer for the Governing Board, attends meetings and take minutes; maintains official board records and indexing system.~~
4. Serves as a liaison with district administrative personnel, offices and employees, public and private organizations, community groups, media representatives, and other entities; provides information and assistance to staff, faculty, students and the general public regarding President's Office projects, programs, and services receives and responds to complaints, questions, and issues relating to assigned areas of responsibilities; identifies, negotiates, and/or resolves solutions to complaints and problems when appropriate.
5. Plans and organizes office support functions for the ~~Chancellor's~~President's Office; coordinates, oversees, and evaluates the flow of office work and assures that work is performed in a timely and accurate manner; recommends improvements in ~~the~~ work flow, procedures, and use of equipment and forms; reviews, updates, and informs the ~~Chancellor~~appropriate senior level executive and others of essential timelines; discusses and reviews calendar of events on a regular basis with the ~~Chancellor~~president to assure timely coordination of office activities and status of assigned projects; develops schedules related to assigned activities and services.
6. Assists the ~~Chancellor~~president in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develops standardized computer formats for division reports and publications; establishes new ~~revises~~and revised office procedures as appropriate.
7. Maintain special confidential correspondence and administrative files. Has access to confidential documents, subpoenas received in person or by mail compilation of bargaining unit agreements and contracts, Skelly hearings, privy to confidential information that is discussed between the College President and other senior level executives at the Chancellor's Executive Cabinet
- ~~7-8.~~ Utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities with ~~other divisions and departments~~senior staff, staff, students, managers, college leadership groups and community representatives; makes travel arrangements for assigned staff ~~and board members~~; processes conference reimbursement and other requests.
- ~~8. Participates in the orientation and training of new classified and academic employees when assigned, assigns, schedules, trains, and provides work direction to lower level office staff and student workers as assigned; prioritizes work assignments; reviews and validates completed work for accuracy.~~
9. Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, recommendations, and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.



## Executive Administrative Assistant President's Office

Confidential Range: 14 19

Board Approved: 1/19/2012/04/12/2018 P. 3|6

10. Coordinates and oversees specialized functions or projects independently as assigned; coordinates a variety of special events and District-wide or Campus-wide activities for the Chancellor and Governing Board, president; assures that work is performed in a timely and accurate manner; uses independent judgment, ~~knowledge, and interpretation of policies and procedures are necessary to develop and provide recommendations, suggestions, or information as appropriate.~~
- ~~11. Serves as liaison between the Chancellor and Governing Board and senior level executive staff, administrative and management staff, academic and~~ Participates in the orientation and training of new classified and academic employees when assigned; assigns, schedules, trains, and provides work direction to lower-level office staff and student workers as assigned; prioritizes work assignments; reviews and validates completed work for accuracy.
- ~~11-12.~~ Serves as receptionist for the President's Office; screens office and telephone callers; responds to sensitive questions, complaints, and requests for information from administrative, management, academic, and/or classified staff and the general public; communicates information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
- ~~12-13.~~ Serves as liaison between the Chancellor president and Governing Board and senior level executive staff, the administrative and management staff, academic and classified staff, students, representatives of community and agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department district, college, department, or program area policies policies and procures procedures, or referring callers to the administrator president or others as necessary.
- ~~13-14.~~ Assists the Chancellor president in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; ; monitors and tracks expenditures in a timely manner; provides regular budget reports to the chief executive for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.
- ~~14-15.~~ Recommends expenditures for office equipment, materials, and supplies; ; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; ; assures proper functioning of office equipment; posts, monitors, and tracks invoices and other expenditures.
- ~~16.~~ Prepares agenda items for the Board of Trustees meetings and coordinates the timely development, receipt and submission of the agenda items and supporting documents. Responsible to compile and coordinate the submission of Human Resources board agenda items to District Support Services and Business board agenda items to the Chancellor's Office and supporting documentation from all divisions/departments within the college campus are received timely, reviewed for accuracy and that they follow the requested formats; compile information and requests for information and forward with District timelines and guidelines. Review printed board books to assure information is accurate and reconcile any requests for clarification or questions are responded to immediately and notification of action taken as requested by District staff. Responsible to disseminate campus due dates of board items annually.
- ~~15-17.~~ Provides staff support to sanding standing and ad hoc committees and other groups as assigned; ; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background ~~material~~ materials, and minutes ~~and as~~ appropriate.
- ~~16-18.~~ Takes and transcribes dictation of Prepares a variety of sensitive/confidential materials; prepares a variety of correspondence, memoranda, reports, proposals, and other materials; ; composes and edits



## Executive Administrative Assistant President's Office

Confidential Range: 14 19

Board Approved: 1/19/2012 04/12/2018 P. 4|6

correspondence; records and prepares minutes from a variety of meetings; distributes materials as appropriate.

17-19. Composes correspondence independently; prepares preliminary responses to letters, general correspondence, and personal inquiries ~~pfof~~ of a sensitive nature, including faculty, students, and staff grievances and complaints, for the ~~Chancellor's~~president's approval.

18-20. Establishes and maintains a variety of complex, interrelated filing systems including confidential files; establishes and maintains files for information, records, and reports including those related to budget and cost records; maintains manuals and updated resource materials.

19-21. ~~Received~~Receives and distributes mail and identifies and refers matters to the ~~Chancellor~~president in order of priority.

20-22. Utilizes various computer applications and software packages; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.

23. Performs related duties as required.

### QUALIFICATIONS

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

#### Knowledge of:

- District organization, operations, ~~polices~~policies, and ~~objections~~objectives.
- Operational characteristics, services, and activities of the functions, programs, and operations of the ~~Chancellor's~~appropriate President's Office.
- Work organization and office management principles and practices.
- Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.
- Instructional ~~processes~~process and college environment.
- Office procedures, methods, ~~ad~~and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Processes, procedures, and practices of budget preparation and administration.
- Principles, practices, and procedures of business letter writing.
- Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.
- Principles and procedures used in complex, inter-related record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

#### Ability to:

- ~~Assess student needs and interests and develop viable plans and alternatives.~~



## Executive Administrative Assistant President's Office

Confidential Range: 14 19

Board Approved: 1/19/2012-04/12/2018 P. 5|6

- Perform difficult and complex administrative and secretarial work to effectively relieve the ~~Chancellor and Governing Board~~ appropriate senior level executive of administrative detail.
- Manage multiple priorities and tasks to meet changing schedules and deadlines. Plan, organize and delegate work to meet schedules and deadlines.
- Work confidentially with discretion.
- Research, compile, assemble, analyze, and interpret data from diverse resources.
- Record and prepare minutes for a variety of meetings.
- Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.
- Understand the organization and operation of the ~~Chancellor's~~ President's Office as necessary to assume assigned responsibilities.
- Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.
- Effectively handle and resolve difficult and sensitive situations.
- ~~Manage multiple priorities and tasks to meet changing schedules and deadlines.~~
- Analyze problems, identify alternative solutions, project consequences ~~of~~ of proposed actions, and implement recommendations in support of goals.
- Prepare a variety of clear and concise administrative and financial reports.
- Independently compose and prepare correspondence and memoranda.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- ~~Adapt to changing technologies and learn functionality of new equipment and systems.~~ Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized and timely manner.
  - Type at a rate of speed necessary for successful job performance.
  - Take and transcribe dictation at a rate of speed necessary for successful job performance.
  - Use sound judgment in recognizing scope of authority.
  - Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
  - Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
  - Use correct English ~~usage,~~ grammar, spelling, punctuation, and vocabulary.
  - ~~Make arithmeti~~math~~~~ calculations quickly and accurately.
  - Understand and follow oral and written directions.
  - Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
  - Work independently with very little or no direction.
  - Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships with those contacted in the course of work.



## Executive Administrative Assistant President's Office

Confidential Range: ~~14~~ **19**

Board Approved: ~~1/19/2012~~ 10/4/12/2018 P. 6|6

### Education and Experience Guidelines — *A typical way to obtain the knowledge and abilities would be:*

#### Education/Training:

- An Associate's degree ~~or the equivalent~~ in a related field including specialized training in business, ~~secretarial~~ **secretarial** science, office automation ~~management~~, or a ~~related~~ **related** field. Thirty (30) college units in business, office management, or related field and eight (8) years of increasingly responsible administrative experience may be used in lieu of the associate degree.

#### Experience:

- ~~Seven~~ **Six (6)** years of increasingly responsible ~~secretarial~~ **administrative** experience involving a high level of public contact, use of computer and office applications, and providing ~~secretarial~~ **administrative** support to executive ~~and~~ management staff, preferably in an administrative office in an educational environment.
  - ~~Current and valid California driver's license.~~

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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

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

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



## Executive Administrative Assistant ~~District Office, -Office of the Chancellor (Confidential)~~

Confidential Range: +4 19

Board Approved: 04/12/2018 P. 1|6

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

### SUMMARY DESCRIPTION

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Under general direction, performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of ~~the Office of the Chancellor the appropriate district senior executive level position~~; processes administrative details not requiring the immediate attention of the senior level executive staff member including the coordination of functions, communication of policy, researching information, the preparation of reports, and other administrative tasks.

The ~~E~~xecutive ~~A~~administrative ~~A~~ssistant classification provides responsible administrative support to ~~district senior executive level management~~. The incumbent reports to and supports the ~~Chancellor appropriate district senior executive~~ who has overall responsibility for the programs and functions of the ~~District or College~~. The duties of the ~~E~~xecutive ~~A~~administrative ~~A~~ssistant involve a wide variety of diverse, complex, and sensitive/confidential administrative and secretarial tasks, requiring a substantial amount of tact, judgment, and initiative. The incumbent is required to be self-directed and to relieve the senior executive of various administrative duties and may provide work direction and guidance to clerical personnel assigned to the area.

### CLASS CHARACTERISTICS

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~~This is the highest level administrative support class assigned to the District Office Executive Leadership. Incumbents perform a variety of administrative and office coordination support work for the senior executive leadership (the Vice Chancellor level or higher level), Executive Vice Chancellor, and associates staff. The work requires interpretation and application of complex policies, procedures, and regulations, extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of District activities and the ability to conduct independent projects, as well as, perform various research and budgetary support functions. This class is distinguished from other office administrative classes in that the nature, scope, confidentiality, and diversity of responsibilities originating at a District-wide level, require a broader understanding of District functions and the capability of relieving the President senior executive of day-to-day administrative and coordinative duties.~~

### REPRESENTATIVE DUTIES

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The following duties are typical for this classification.

1. Provides administrative support to the ~~district senior Executive Leader Office of the Chancellor~~ by performing duties of an advanced, complex, sensitive, and confidential nature; represents the ~~senior executive Leader~~ at meetings as assigned; acts as a liaison between the ~~District~~, the campus, and the public, coordinating resolutions and following up with staff when appropriate.
2. Serves as executive administrative assistant to the ~~Office of the Chancellor appropriate district senior executive~~; participates and assists in the administration of the ~~Office of the Chancellor senior executive's office~~ relieving the senior executive of a variety of technical and administrative duties; serves as the liaison between the executive and the public, students, staff, and other campus/~~District~~ officials; promotes and



## Executive Administrative Assistant District Office, -Office of the Chancellor (~~Confidential~~)

Confidential Range: +4 19

Board Approved: 04/12/2018 P. 2|6

maintains positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.

### 3. The ~~district executive administrative assistant, Office of the Chancellor~~ -assists the senior executive assistant or administrative officer as needed.

- ~~3.4.~~ Assists the senior executive Office of the Chancellor in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the District, College, or program area.
- ~~4.5.~~ Plans and organizes office support functions for the ~~senior executive's office~~ Office of the Chancellor; coordinates, oversees, and evaluates the flow of office work and assures that work is performed in a timely and accurate manner; recommends improvements in work flow, procedures, and use of equipment and forms; reviews, updates, and informs the appropriate senior level executive Chancellor and others of essential timelines; discusses and reviews calendar of events on a regular basis with the ~~senior executive~~ Office of the Chancellor to assure timely coordination of office activities and status of assigned projects; develops schedules related to assigned activities and services.
- ~~5.6.~~ Assists the Office of the Chancellor ~~senior executive~~ in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develops standardized computer formats for division reports and publications; establishes new and revised office procedures as appropriate.
- ~~6.7.~~ Maintain special confidential correspondence and administrative files. Has access to confidential documents, subpoenas received in person or by mail compilation of bargaining unit agreements and contracts, Skelly hearings, privy to confidential information that is discussed at the Chancellor's Executive Cabinet
- ~~7.8.~~ Utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities ~~with other divisions and departments~~ senior staff, staff, students, managers, college leadership groups and community representatives; makes travel arrangements for assigned staff; processes conference reimbursement and other requests.
- ~~8.9.~~ Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, recommendations, and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
- ~~9.10.~~ Coordinates and oversees specialized functions or projects independently as assigned; coordinates a variety of special events and District-wide or Campus-wide activities for the ~~appropriate senior executive~~ Office of the Chancellor; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
- ~~10.11.~~ Participates in the orientation and training of new classified and academic employees when assigned; assigns, schedules, trains, and provides work direction to lower level office staff and student workers as assigned; prioritizes work assignments; reviews and validates completed work for accuracy.
- ~~11.12.~~ Serves as receptionist for the ~~Office of the Chancellor~~ appropriate senior executive's office; screens office and telephone callers; responds to sensitive questions, complaints, and requests for information from administrative, management, academic, and/or classified staff and the general public; communicates



## Executive Administrative Assistant ~~District Office, -Office of the~~ Chancellor (Confidential)

Confidential Range: +4 19

Board Approved: 04/12/2018 P. 3|6

information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.

- ~~12.13.~~ Serves as liaison between the ~~senior executive~~Office of the Chancellor and the administrative and management staff, academic and classified staff, students, representatives of community and agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or Program area policies and procedures, or referring callers to the senior executive or others as necessary.
- ~~13.14.~~ Assists the ~~appropriate senior executive~~Office of the Chancellor in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to the chief executive for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.
- ~~14.15.~~ Recommends expenditures for office equipment, materials, and supplies; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; assures proper functioning of office equipment; posts, monitors, and tracks invoices and other expenditures.
- ~~15.16.~~ Prepares agenda items for the Board of Trustees meetings and coordinates the timely development, receipt and submission of the agenda items and supporting documents. Responsible to compile and coordinate the submission of Human Resources board agenda items to District Support Services and Business board agenda items and supporting documentation to the Chancellor's Office; and supporting documentation from all divisions/departments within the college campus are received timely. Ensure the timeliness and accuracy of board items reviewed for accuracy and that they follow the requested formats; compile information and requests for information and forward with District timelines and guidelines. Review printed board books to assure information is accurate and reconcile any requests for clarification or questions are responded to immediately and notification of action taken as requested by ~~D~~district staff. Responsible to disseminate campus due dates of board items annually.
- ~~16.17.~~ Provides staff support to standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
- ~~17.18.~~ Prepares a variety of sensitive/confidential correspondence, memoranda, reports, proposals, and other materials; composes and edits correspondence; records and prepares minutes from a variety of meetings; distributes materials as appropriate.
- ~~18.19.~~ Composes correspondence independently; prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff grievances and complaints, for the ~~senior executive's~~Chancellor's approval.
- ~~19.20.~~ Establishes and maintains a variety of complex, interrelated filing systems including confidential files; establishes and maintains files for information, records, and reports including those related to budget and cost records; maintains manuals and updated resource materials.
- ~~20.21.~~ Receives and distributes mail and identifies and refers matters to the senior executive in order of priority.
- ~~21.22.~~ Utilizes various computer applications and software packages; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.





## Executive Administrative Assistant ~~District Office, -Office of the Chancellor~~ (~~Confidential~~)

Confidential Range: +4 19

Board Approved: 04/12/2018 P. 4|6

~~22-23.~~ Performs related duties as required.

### QUALIFICATIONS

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

#### Knowledge of:

- District organization, operations, policies, and objectives.
- Operational characteristics, services, and activities of the functions, programs, and operations of the ~~appropriate senior executive's office~~Office of the Chancellor.
- Work organization and office management principles and practices.
- Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.
- Instructional process and college environment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Processes, procedures, and practices of budget preparation and administration.
- Principles, practices, and procedures of business letter writing.
- Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.
- Principles and procedures used in complex, inter-related record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

#### Ability to:

- Perform difficult and complex administrative and secretarial work to effectively relieve the ~~appropriate senior level executive~~Office of the Chancellor of administrative detail.
- Manage multiple priorities and tasks to meet changing schedules and deadlines. Plan, organize and delegate work to meet schedules and deadlines.
- Work confidentially with discretion.
- Research, compile, assemble, analyze, and interpret data from diverse resources.
- Record and prepare minutes for a variety of meetings.
- Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.
- Understand the organization and operation of ~~the appropriate senior executive's office~~the Office of the Chancellor as necessary to assume assigned responsibilities.
- Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.



## Executive Administrative Assistant District Office, -Office of the Chancellor (Confidential)

Confidential Range: +4 19

Board Approved: 04/12/2018 P. 5|6

- Effectively handle and resolve difficult and sensitive situations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare a variety of clear and concise administrative and financial reports.
- Independently compose and prepare correspondence and memoranda.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized and timely manner.
  - Type at a rate of speed necessary for successful job performance.
  - Take and transcribe dictation at a rate of speed necessary for successful job performance.
  - Use sound judgment in recognizing scope of authority.
  - Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
  - Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
  - Use correct English grammar, spelling, punctuation, and vocabulary.
  - ~~Make math calculations quickly and accurately.~~
  - Understand and follow oral and written directions.
  - Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
  - Work independently with very little or no direction.
  - Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships with those contacted in the course of work.

### Education and Experience Guidelines

#### Education/Training:

An Associate's degree ~~or the equivalent in a related field including specialized training~~ in business, secretarial science, office ~~automation management~~, or a related field. Thirty (30) college units in business, office management, or related field and eight (8) years of increasingly responsible administrative experience may be used in lieu of the associate degree.

#### Experience:

Six (6) years of increasingly responsible ~~secretarial~~ administrative experience involving a high level of public contact, use of computer and office applications, and providing ~~secretarial~~ administrative support to executive and management staff, preferably in an administrative office in an educational environment.



Executive Administrative Assistant District Office, -Office of the Chancellor (~~Confidential~~)

Confidential Range: +4 19

Board Approved: 04/12/2018 P. 6|6

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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

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

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



## Senior Executive Administrative Assistant to Executive Vice Chancellor

Confidential Range: 21

Board Approved: 04/12/2018 P. 1|5

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

### **SUMMARY DESCRIPTION**

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Under general direction, performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of the executive vice chancellor; processes administrative details not requiring the immediate attention of the executive vice chancellor including the coordination of functions, communication of policy, researching information, the preparation of reports, and other administrative tasks.

The senior executive administrative assistant classification provides responsible administrative support to the chief executive vice chancellor. The duties of the senior executive administrative assistant involve a wide variety of diverse, complex, and sensitive/confidential administrative and secretarial tasks, requiring a substantial amount of tact, judgment, and initiative. The incumbent is required to be self-directed and to relieve the executive vice chancellor of various administrative duties and may provide work direction and guidance to clerical personnel assigned to the area. This is the highest level administrative support class to the executive vice chancellor.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Serves as senior executive administrative assistant to the executive vice chancellor; participates and assists in the administration of the chief executive's office, providing relief from a variety of technical and administrative duties; serves frequently as a liaison between the executive and the public, students, staff, and other campus/district officials; promotes and maintains positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.
2. Assists the chief executive in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the district, college, or program area.
3. Plans and organizes office support functions for the chief executive's office; coordinates, oversees, and evaluates the flow of office work and assures that work is performed in a timely and accurate manner; recommends improvements in work flow, procedures, and use of equipment and forms; reviews, updates, and informs the executive vice chancellor and others of essential timelines; discusses and reviews calendar of events on a regular basis with the executive to assure timely coordination of office activities and status of assigned projects; develops schedules related to assigned activities and services.
4. Assists ~~the executive vice chancellor~~ in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develops standardized computer formats for division reports and publications; establishes new and revised office procedures as appropriate.
5. Utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities with other divisions and departments; makes travel arrangements for assigned staff; processes conference reimbursement and other requests.



## Senior Executive Administrative Assistant to Executive Vice Chancellor

Confidential Range: 21

Board Approved: 04/12/2018 P. 2|5

6. Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, recommendations, and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
7. Coordinates and oversees specialized functions or projects independently as assigned; coordinates a variety of special events and district-wide activities for the executive vice chancellor; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
8. Screens office and telephone callers; responds to sensitive questions, complaints, and requests for information from administrative, management, academic, and/or classified staff and the general public; communicates information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
9. Serves as liaison between ~~the executive vice chancellor and Governing board~~ senior level executive staff, administrative and management staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or Program area policies and procedures, or referring callers to the administrator or others as necessary.
10. Assists ~~the executive vice chancellor~~ in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to the executive vice chancellor for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.
11. Recommends expenditures for office equipment, materials, and supplies; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; assures proper functioning of office equipment; posts, monitors, and tracks invoices and other expenditures.
12. Provides staff support to standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
13. Takes and transcribes dictation of sensitive/confidential materials; prepares a variety of correspondence, memoranda, reports, proposals, and other materials; composes and edits correspondence; records and prepares minutes from a variety of meetings; distributes materials as appropriate.
14. Composes correspondence independently; prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff grievances and complaints, for the executive vice chancellor's approval.
15. Establishes and maintains a variety of complex, interrelated filing systems including confidential files; establishes and maintains files for information, records, and reports including those related to budget and cost records; maintains manuals and updated resource materials.
16. Receives and distributes mail and identifies and refers matters to the executive vice chancellor in order of priority.



## Senior Executive Administrative Assistant to Executive Vice Chancellor

Confidential Range: 21

Board Approved: 04/12/2018 P. 3|5

17. Utilizes various computer applications and software packages; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.
18. Performs related duties as required.

### **QUALIFICATIONS**

---

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

#### **Knowledge of:**

- District organization, operations, policies, and objectives.
- Operational characteristics, services, and activities of the functions, programs, and operations of the executive vice chancellor's office.
- Work organization and office management principles and practices.
- Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.
- Instructional process and college environment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Processes, procedures, and practices of budget preparation and administration.
- Principles, practices, and procedures of business letter writing.
- Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.
- Principles and procedures used in complex, inter-related record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

#### **Ability to:**

- Perform difficult and complex administrative and secretarial work to effectively relieve the executive vice chancellor of administrative detail.
- Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.
- Understand the organization and operation of the executive vice chancellor's office as necessary to assume assigned responsibilities.
- Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.
- Effectively handle and resolve difficult and sensitive situations.
- Manage multiple priorities and tasks to meet changing schedules and deadlines.



## Senior Executive Administrative Assistant to Executive Vice Chancellor

Confidential Range: 21

Board Approved: 04/12/2018 P. 4|5

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare a variety of clear and concise administrative and financial reports.
- Independently compose and prepare correspondence and memoranda.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Type at a rate of speed necessary for successful job performance.
- Take and transcribe dictation at a rate of speed necessary for successful job performance.
- Use sound judgment in recognizing scope of authority.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work independently with very little or no direction.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

*A typical way to obtain the knowledge and abilities would be:*

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

A Bachelor's Degree that includes coursework in business administrator, office management, research and writing or related field.

An Associate's degree that includes coursework in business administrator, office management, research and writing or related field, with eight (8) years of experience may be substituted for the Bachelor's Degree.

#### **Required Experience:**

Six (6) years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff, preferably in an administrative office in an educational environment.



## Senior Executive Administrative Assistant to Executive Vice Chancellor

Confidential Range: 21

Board Approved: 04/12/2018 P. 5|5

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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

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

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





## Human Resources ~~and Labor Relations~~ Analyst

Confidential Range: 21

Board Approved: 04/12/2018 P. 1|4

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

### **SUMMARY DESCRIPTION**

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Under direction of the appropriate administrator, Human Resources Analyst performs analytical and specialized functions to support the administration of comprehensive human resources and employer/employee relation programs for academic and classified employees; performs related duties as required.

The Human Resources ~~& Employee Relations~~ Analyst is the senior classification among support staff positions in the Human Resources Office. Performance of duties requires in-depth knowledge of the organizational structure, risk management, employee safety training programs, health and welfare plan administration, leaves of absence administration, District policies, regulations, procedures, union contract provisions, human resources and employer-employee relations processes and practices, legal affairs, resource utilization; worker's compensation, exercise of discretion, and maintenance of confidentiality. Incumbents are assigned a major responsibility in either human resources management or employer-employee relations work, but may be required to perform duties in the alternate area.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Provides administrative support in collective bargaining negotiations, contract interpretation, researches, develops, cost-out and analyzes issues and proposals related to the collective bargaining process, participates in collective bargaining negotiation sessions and strategy meetings.
2. ~~Manages the Human Resources Office Records Retention Program~~, Updates and maintains the District's Classification and Compensation Plan.
3. Assists in the review of laws and regulations pertaining to human resources and labor relations activities.
4. Analyzes project costs, and reports effect of proposed and/or establishes employee contract provisions, policies, programs and activities.
5. Assists in training managers and supervisors in contract implementation, including grievance and disciplinary processes and procedures.
6. Assists in the investigation and response to grievances, unfair labor practice charges, unlawful discrimination claims, and conflict resolution.
7. Facilitates implementation of disciplinary processes, including monitoring timelines and procedures.
- ~~8. Coordinates with the District's legal counsel regarding potential liability and claims litigation.~~
9. Monitors processes, timelines, and facilitates work related to employer-employee relations
10. Coordinates and maintains liability claims administration programs, and acts as liaison with third-party administrators.
11. Monitors due dates, compiles and reports data for State collective bargaining mandated cost reimbursement.



## Human Resources ~~and Labor Relations~~ Analyst

Confidential Range: 21

Board Approved: 04/12/2018 P. 2|4

12. Administers the District's health and welfare benefits program reviews, recommends and administers benefit contracts and consultants providing benefit advice to District. Interprets, explains, and presents District health and welfare policies and procedures to employees, management, outside agencies and the public.
13. Oversees preparation of benefit information and related materials; develops benefit related policies and procedures; serves as staff liaison to employee advisory committees regarding benefit programs; conducts open enrollment procedures.
14. Oversees and monitors the Affordable Care Act program, policies, procedures and processes; ensures compliance with laws, rules and regulations; inputs and compiles data and reports.
15. Submits employee retirement enrollment changes to carriers in a timely manner, assists employees with all concerns related to their health and welfare plans.
16. Administers employee leave program; monitors employee's leaves including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA); coordinates with payroll staff to account for employee leave; maintains records related to eligibility and compliance with established rules and regulations.
17. Analyzes and explains District policies, contracts, and other regulations.
18. Assists in hiring, representing the Human Resources functions, including participating in employment interviews, conducting pre-employment reference inquiries, orientation, and training processes for new employees.
19. Trains and/or arranges for departmental staff training.
20. Assists in planning and implementing management training and staff development programs.
21. Analyzes jobs, conducts job classification and compensation studies.
22. Drafts policies and procedures.
23. Assists in the administration of salary and benefit programs.
24. Facilitates and coordinates the Human Recourse Information System (HRIS).
25. Assists in reporting data for Management Information System (MIS).
26. Coordinates faculty and staff diversity programs and regulations, including training representatives and advising selection committees of equal employment.
27. Develops salary, benefit, budget, and other statistical data.
- ~~28. Assists in projecting and monitoring office budget.~~
- ~~29. Operates electronic data processing keyboard at 50 wpm.~~
30. Utilizes software programs and recommends modifications conducive to increased efficiency.
- ~~31. Communicates (effectively), orally and in writing.~~
- ~~32. Carries our oral and written direction.~~
33. Demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.
- ~~34. Establishes and maintains cooperative working relationships with members of the public, Board of Trustees, staff, and others with whom contact is made during the course of employment.~~



## Human Resources ~~and Labor Relations~~ Analyst

Confidential Range: 21

Board Approved: 04/12/2018 P. 3|4

35. Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

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

#### **Knowledge of:**

- Human Resources and/or employer-employee relations programs and processes.
- Current relevant federal and state laws and regulations related to Human Resources.
- Laws and regulations related to risk management, loss control, workers' compensation programs and workplace safety issues.
- Information sources and resource materials available to California Community Colleges.
- Arithmetic to compute salary, benefit, and budget data.
- Collection and organization of data.
- Equal Employment Opportunities guidelines.
- Research methodologies appropriate for human resources functions.
- Job analysis methodologies and application.
- English, grammar, spelling, and punctuation.

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

*A typical way to obtain knowledge would be:*

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

- A Bachelor's degree in public administration, human resources, business administration, paralegal studies or a related field. Completion of at least sixty (60) college-level semester units and six years of human resources administration experience can be used in the absence of a bachelor's degree.

#### **Experience:**

- Four (4) years of professional experience with increasing responsibilities in human resources management, employer-employee relations, risk management, basic workers' compensation, including classification benefits, or similar programs involving regulatory processes and procedures.

#### **Desirable Experience:**

- Experience in a public agency preferably in the California Community College system.

#### **Special Condition:**

- Positions in this classification may be required to work varied hours according to need.



## Human Resources ~~and Labor Relations~~ Analyst

Confidential Range: 21

Board Approved: 04/12/2018 P. 4|4

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

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

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

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

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



## Administrative Officer to the Chancellor

Confidential Range: 23

Board Approved:

P. 1|5

**(New)**

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

### **SUMMARY DESCRIPTION**

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Under the direction of the Chancellor, the administrative officer oversees the proper function of all administrative activities in the Chancellor's Office. The position provides administrative and professional-level assistance to the chancellor and governing board by coordinating agenda development and logistics for regular, special, and committee meetings of the Board of Trustees; coordinating staffing and providing liaison with appropriate parties on projects, initiatives, events, and activities as designated by the chancellor; and supervising day-to-day operations and staff of the Chancellor and Board Offices. This is the highest level administrative support class to the chancellor and governing board.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Serves as administrative officer to the chancellor and governing board; serves frequently as the primary liaison between the executive and the public, students, staff, and other campus/district officials; promotes and maintains positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.
2. Assists the chief executive in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the district, college, or program area.
3. Organizes and manages the day to day operations of the Chancellor's Office to ensure work is performed in a timely and accurate manner.
4. Oversees all administrative and clerical activities required by the chancellor and governing board.
5. Serves as recording officer for the governing board.
6. Serves as recording officer for District Assembly.
7. Serves as recording officer for the Chancellor's senior and extended cabinet meetings.
8. Prepares agendas; serves as document publisher in the electronic agenda postings online; and ensures the meeting notices comply with the Brown Act.
9. Oversee and maintain a variety of complex, interrelated filing systems including official records, confidential files, files for information, records, and reports.
10. Maintains manuals and updated resource materials.
11. Interprets policies, rules and regulations and operational procedures to staff and members of the public, investigating and recommending alternative solutions to complaints and expressed problems.
12. Manages the district's policies and administrative procedures and ensures that they are reviewed and updated as needed.



## **Administrative Officer to the Chancellor**

### **Confidential Range: 23**

Board Approved:

P. 2|5

13. Assists the chancellor in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develops standardized computer formats for division reports and publications; establishes new and revised office procedures as appropriate.
14. Utilizes electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities with other divisions and departments; makes travel arrangements for assigned staff and board members; processes conference reimbursement and other requests.
15. Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, recommendations, and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
16. Coordinates and oversees specialized functions or projects independently as assigned; coordinates a variety of special events and District-wide activities for the chief executive and governing board; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
17. Serves as the primary liaison between the chief executive and governing board and senior level executive staff, administrative and management staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining district, college, department, or program area policies and procedures, or referring callers to the administrator or others as necessary.
18. Assists the chancellor in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to the chancellor for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.
19. Recommends expenditures for office equipment, materials, and supplies; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; assures proper functioning of office equipment; posts, monitors, and tracks invoices and other expenditures.
20. Provides staff support to standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
21. Composes correspondence independently; takes and transcribes notes of sensitive/confidential nature; composes and edits a variety of correspondence including grievances and complaints, memoranda, reports, proposals, and other materials; distributes materials as appropriate.
22. Performs related duties as required.



## Administrative Officer to the Chancellor

Confidential Range: 23

Board Approved:

P. 3|5

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- District organization, operations, policies, and objectives.
- Operational characteristics, services, and activities of the functions, programs, and operations of the Chancellor and Board Offices.
- Work organization and office management principles and practices.
- Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.
- Instructional process and college environment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Processes, procedures, and practices of budget preparation and administration.
- Principles, practices, and procedures of business letter writing.
- Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.
- Principles and procedures used in complex, inter-related record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

#### **Ability to:**

- Perform difficult and complex administrative and secretarial work to effectively relieve the chancellor and governing board of administrative detail.
- Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.
- Understand the organization and operation of the chief executive's office as necessary to assume assigned responsibilities.
- Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.
- Effectively handle and resolve difficult and sensitive situations.
- Manage multiple priorities and tasks to meet changing schedules and deadlines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare a variety of clear and concise administrative and financial reports.
- Independently compose and prepare correspondence and memoranda.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.



## Administrative Officer to the Chancellor

Confidential Range: 23

Board Approved:

P. 4|5

- Adapt to changing technologies and learn functionality of new equipment and systems.
- Type at a rate of speed necessary for successful job performance.
- Take and transcribe correspondence at a rate of speed necessary for successful job performance.
- Use sound judgment in recognizing scope of authority.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work independently with very little or no direction.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

*A typical way to obtain the knowledge and abilities would be:*

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

A Bachelor's Degree that includes coursework in business administration, office management, research and writing or related field.

#### **Required Experience:**

Eight (8) years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff, preferably in an administrative office in an educational environment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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





## **Administrative Officer to the Chancellor**

**Confidential Range: 23**

Board Approved:

P. 5|5

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

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources

**DATE:** June 20, 2019

**SUBJECT:** Consideration of Approval of Revised Executive Management Salary Schedule

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the revised Executive Management Salary Schedule effective July 1, 2019.

### **OVERVIEW**

In accordance with SBCCD Board Policy 7130 on Compensation, salary schedules are reviewed on a regular basis and changes recommended to the Board of Trustees.

### **ANALYSIS**

The revised Executive Management Salary Schedule reflects a 3% increase for all steps as well as an increase to 5% between steps H-I and I-J.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The financial impact of these changes has been included in the appropriated budgets.

**Executive Management Salary Schedule**  
Submitted for Approval 6/20/2019

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1		\$ 154,018	\$ 158,782	\$ 163,692	\$ 168,755	\$ 173,974	\$ 179,355	\$ 184,902	\$ 190,449	\$ 199,972	\$ 209,970
2		\$ 161,719	\$ 166,721	\$ 171,877	\$ 177,193	\$ 182,673	\$ 188,323	\$ 194,147	\$ 199,972	\$ 209,970	\$ 220,469
3	<ul style="list-style-type: none"> <li>▪ Vice Chancellor, Human Resources</li> <li>▪ Vice Chancellor, Business &amp; Fiscal</li> <li>▪ Vice Chancellor of Workforce Development Advancememnt &amp; Media Systems</li> </ul>	\$ 169,805	\$ 175,057	\$ 180,471	\$ 186,052	\$ 191,807	\$ 197,739	\$ 203,854	\$ 209,970	\$ 220,469	\$ 231,492
4		\$ 178,295	\$ 183,810	\$ 189,494	\$ 195,355	\$ 201,397	\$ 207,626	\$ 214,047	\$ 220,469	\$ 231,492	\$ 243,067
5	▪ College President	\$ 187,210	\$ 193,000	\$ 198,969	\$ 205,123	\$ 211,467	\$ 218,007	\$ 224,750	\$ 231,492	\$ 243,067	\$ 255,220
6	▪ Executive Vice Chancellor	\$ 196,571	\$ 202,650	\$ 208,918	\$ 215,379	\$ 222,040	\$ 228,907	\$ 235,987	\$ 243,067	\$ 255,220	\$ 267,981
7		\$ 206,399	\$ 212,783	\$ 219,363	\$ 226,148	\$ 233,142	\$ 240,353	\$ 247,786	\$ 255,220	\$ 267,981	\$ 281,380

## **SAN BERNARDINO COMMUNITY COLLEGE**

**DISTRICT TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

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

**DATE:** June 20, 2019

**SUBJECT:** Consideration of Amendment of 2019-20 Academic Calendar and Approval of 2020-2021 Academic Calendar

### **RECOMMENDATION**

It is recommended that the Board of Trustees amend the 2019-20 academic calendar and approve the 2020-2021 academic calendar.

### **OVERVIEW**

It is a requirement that the Board adopt the attached 2020-21 academic calendar subject to the guidelines established by the State Chancellor's Office. The 2019-20 had been previously approved but has been amended to include the Christmas Eve day (December 24) holiday.

### **ANALYSIS**

The Academic Calendar Committee, consisting of persons who hold various positions located throughout the District, and using the guidelines established by the State Chancellor's Office, has completed the proposed academic calendar for the fiscal year 2020-2021. This calendar was presented to and approved by District Assembly at its March meeting.

### **INSTITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.

Jul 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	28	30	31			

Aug 2019						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2019						
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29	30					

Oct 2019						
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20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2019						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30

Dec 2019						
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Jan 2020						
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Feb 2020						
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16	17	18	19	20	21	22
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Mar 2020						
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Apr 2020						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2020						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**LEGEND**

Flex Days	Aug 15, Sep 27, Jan 9, Apr 8		
In-Service Days	Aug 16, Jan 10, May 22 (Commencement)		
Term Start Days	Aug 19 (Fall) and Jan 13 (Spring)		
Final Exam Weeks	Dec 14 – 20 (Fall) and May 15 – 21 (Spring)		
Spring Break	March 16 – 21		
Holidays	Jul 4 (Independence Day)	Sep 2 (Labor Day)	Nov 11 (Veterans Day)
	Nov 28 – 30 (Thanksgiving)	Dec 24 – Jan 1 (Winter Break)	Jan 20 (MLK Day)
	Feb 7 (Lincoln's Bday)	Feb 17 (Washington's Bday)	May 25 (Memorial Day)

This side is for quick reference only (see reverse for the Official SBCCD Academic Calendar)

# San Bernardino Community College District

## 2019-2020 Academic Year

### Fall Semester 2019:

Flex Day.....	August 15
Faculty In-Service Day .....	August 16
Instruction Begins .....	August 19
Labor Day .....	September 2
Fall Census Day .....	September 9
Flex Day (no classes in session) .....	September 27
Veterans Day .....	November 11
Thanksgiving Recess .....	November 28 – 30
Final Exams/Saturday Classes .....	December 14
Final Exams .....	December 16 – 20
Fall Semester Ends .....	December 20
Fall Semester Grades Due .....	December 27
Campus Closed .....	December 24 – January 1

### Spring Semester 2020:

Flex Day.....	January 9
Faculty In-Service Day .....	January 10
Instruction Begins.....	January 13
Martin Luther King Day .....	January 20
Spring Census Day .....	February 3
Lincoln’s Birthday .....	February 7
Washington’s Birthday .....	February 17
Spring Recess.....	March 16 – 21
Flex Day (no classes in session).....	April 8
Final Exams .....	May 15 – 21
Final Exams/Saturday Classes .....	May 16
Spring Semester Ends .....	May 22
CHC & SBVC Campus Graduation .....	May 22
Faculty In-Service Day .....	May 22
Memorial Day.....	May 25
Spring Grades Due .....	May 28

**Short Term Courses** ..... Grades due 7 calendar days after last day of class  
**Flex Days** ..... 4 days of Required Flex to be completed by contract faculty

Jul 2020						
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Aug 2020						
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Sep 2020						
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Oct 2020						
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Nov 2020						
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Dec 2020						
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Jan 2021						
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Feb 2021						
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Mar 2021						
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Apr 2021						
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May 2021						
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Jun 2021						
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20	21	22	23	24	25	26
27	28	29	30			

**LEGEND**

Flex Days	Aug 11, Jan 13		
In-Service Days	Aug 12 – 14, Jan 14 – 15, Apr 13, May 26 (Commencement)		
Term Start Days	Aug 17 (Fall) and Jan 19 (Spring)		
Final Exam Weeks	Dec 12 – 18 (Fall) and May 19 – 25 (Spring)		
Recesses	Nov 23 – 25 (Thanksgiving) and March 22 – 27 (Spring Break)		
Holidays	Jul 3 (Ind. Day Observed)	Sep 7 (Labor Day)	Nov 11 (Veterans Day)
	Nov 26 – 28 (Thanksgiving)	Dec 24 – Jan 1 (Winter Break)	Jan 18 (MLK Day)
	Feb 12 (Lincoln's Bday)	Feb 15 (Washington's Bday)	May 31 (Memorial Day)

This side is for quick reference only (see reverse for the Official SBCCD Academic Calendar)

# San Bernardino Community College District

## 2020-2021 Academic Year

### Fall Semester 2020:

Flex Day .....	August 11
Faculty In-Service Days .....	August 12 – 14
Instruction Begins .....	August 17
Labor Day .....	September 7
Fall Census Day .....	September 8
Veterans Day .....	November 11
Thanksgiving Recess .....	November 23 – 28
Final Exams/Saturday Classes .....	December 12
Final Exams .....	December 14 – 18
Fall Semester Ends .....	December 18
Fall Semester Grades Due .....	December 23
Campus Closed .....	December 24 – January 1

### Spring Semester 2021:

Flex Day .....	January 13
Faculty In-Service Days .....	January 14 – 15
Martin Luther King Day .....	January 18
Instruction Begins.....	January 19
Spring Census Day .....	February 8
Lincoln’s Birthday .....	February 12
Washington’s Birthday .....	February 15
Spring Recess.....	March 22 – 27
Faculty In-Service Day (no classes in session).....	April 13
Final Exams .....	May 19 – 25
Final Exams/Saturday Classes .....	May 22
Spring Semester Ends .....	May 26
CHC & SBVC Campus Graduation .....	May 26
Faculty In-Service Day .....	May 26
Memorial Day .....	May 31
Spring Grades Due .....	June 1

**Short Term Courses** ..... Grades due 5 calendar days after last day of class  
**Flex Days** ..... 2 days of Required Flex to be completed by contract faculty



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Larry Strong, Director of Fiscal Services  
**DATE:** June 20, 2019  
**SUBJECT:** Consideration of Approval of 2019-20 Gann Limit

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2019-20 Gann Limit.

### **OVERVIEW**

Government Code Section 7908(c) requires each community college district to report to the Chancellor of the Community Colleges at least annually its appropriation limit. The Gann Limit is a spending limit that restricts growth of tax funded programs and services. The Gann Limit is adjusted annually for population growth, inflation and other factors.

### **ANALYSIS**

The Gann Limit worksheet provides the computation of the 2019-20 appropriations limit for SBCCD. SBCCD's appropriation is well within the legal requirement.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.

**CALIFORNIA COMMUNITY COLLEGES  
GANN LIMIT WORKSHEET  
Fiscal Year 2019-20**

DISTRICT: **San Bernardino Community College District**  
DATE: **June 20, 2019**

<b>I. 2019-20 Appropriations Limit:</b>			
A.	2018-19 Appropriations Limit		\$ 91,414,311
B.	2019-20 Price Factor:	1.0385	
C.	Population factor:		
	1 2017-18 Second Period Actual FTES	15,304.1600	
	2 2018-19 Second Period Actual FTES	15,479.3500	
	3 2019-20 Population change factor	1.0114	
	(line C.2. divided by line C.1.)		
D.	2018-19 Limit adjusted by inflation and population factors		\$ 96,016,007
	(line A multiplied by line B and line C.3.)		
E.	Adjustments to increase limit:		
	1 Transfers in of financial responsibility		
	2 Temporary voter approved increases		
	3 Total adjustments - increase		-
F.	Adjustments to decrease limit:		
	1 Transfers out of financial responsibility		
	2 Temporary voter approved increases		
	3 Total adjustments - decrease		-
G.	2019-20 Appropriations Limit		\$ 96,016,007
<b>II. 2019-20 Appropriations Subject to Limit:</b>			
A.	State Aid <sup>1</sup>		\$ 72,577,646
B.	State Subventions <sup>2</sup>		28,422,015
C.	Local Property taxes		298,027
D.	Estimated excess Debt Service taxes		521,296
E.	Estimated Parcel taxes, Square Foot taxes, etc.		100,776,392
F.	Interest on proceeds of taxes		-
G.	Less: Costs for Unreimbursed Mandates <sup>3</sup>		-
H.	2019-20 Appropriations Subject to Limit		\$ 100,776,392

<sup>1</sup> General Apportionment, Apprenticeship Allowance, Prop 55 Education Protection Account tax revenue

<sup>2</sup> Home Owners Property Tax Relief, Timber Yield Tax, etc...

<sup>3</sup> Local Appropriations for Unreimbursed State, Court, and Federal Mandates

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F Torres, Executive Vice Chancellor  
**PREPARED BY:** Steven Sutorus, Business Manager  
**DATE:** June 20, 2019  
**SUBJECT:** Consideration to Adopt Resolutions and Signature Authorizations for State of California

### **RECOMMENDATION**

It is recommended that the Board of Trustees Adopt Resolutions and Signature Authorizations.

### **OVERVIEW**

The State of California Department of Rehabilitation, Department of Education, Department of Corrections and Rehabilitation, and Department of Social Services all require board action authorizing Steven Sutorus, Business Manager, Jose Torres, Executive Vice Chancellor or Lawrence Strong, Director of Fiscal Services to sign their agreements, requests for reimbursement and all amendments.

### **ANALYSIS**

This is official notification by the Board of Trustees to the State of California and their various departments as to who may sign grant required documents.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

This enables the District to take advantage of grant funding to support program operations.

**RESOLUTION #20190620-BS01 OF THE BOARD OF TRUSTEES OF  
THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Rehabilitation for the purpose of **authorizing the designated personnel to sign contracts, amendments and invoices documents for Fiscal Year 2019/2020.**

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BE IT RESOLVED that the Governing Board of the **San Bernardino Community College District** authorizes entering into local contracts and that the persons who are listed below are authorized to sign the transactions for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Jose Torres</u>	<u>Executive Vice Chancellor</u>	_____
<u>Steven Sutorus</u>	<u>Business Manager</u>	_____
<u>Lawrence Strong</u>	<u>Director of Fiscal Services</u>	_____

PASSED AND ADOPTED THIS 20<sup>th</sup> day of June, 2019, by the Governing Board of the **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Joseph Williams**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino** County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

\_\_\_\_\_  
(Clerk's signature)

\_\_\_\_\_  
(Date)

**RESOLUTION #20190620-BS02 OF THE BOARD OF TRUSTEES OF  
THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of **authorizing the designated personnel to sign contracts, amendments and invoices documents for Fiscal Year 2019/2020.**

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BE IT RESOLVED that the Governing Board of the **San Bernardino Community College District** authorizes entering into local contracts and that the persons who are listed below are authorized to sign the transactions for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Jose Torres</u>	<u>Executive Vice Chancellor</u>	_____
<u>Steven Sutorus</u>	<u>Business Manager</u>	_____
<u>Lawrence Strong</u>	<u>Director of Fiscal Services</u>	_____

PASSED AND ADOPTED THIS 20<sup>th</sup> day of June, 2019, by the Governing Board of the **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Joseph Williams**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino** County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

\_\_\_\_\_  
(Clerk's signature)

\_\_\_\_\_  
(Date)

**RESOLUTION #20190620-BS03 OF THE BOARD OF TRUSTEES OF  
THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Corrections and Rehabilitation for the purpose of **authorizing the designated personnel to sign contract, amendment and invoices documents for Fiscal Year 2019/2020.**

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BE IT RESOLVED that the Governing Board of the **San Bernardino Community College District** authorizes entering into local contracts and that the persons who are listed below, are authorized to sign the transactions for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Jose Torres</u>	<u>Executive Vice Chancellor</u>	_____
<u>Steven Sutorus</u>	<u>Business Manager</u>	_____
<u>Lawrence Strong</u>	<u>Director of Fiscal Services</u>	_____

PASSED AND ADOPTED THIS 20<sup>th</sup> day of June, 2019, by the Governing Board of the **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Joseph Williams**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino** County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

\_\_\_\_\_  
(Clerk's signature)

\_\_\_\_\_  
(Date)

**RESOLUTION #20190620-BS04 OF THE BOARD OF TRUSTEES OF  
THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Social Services for the purpose of **authorizing the designated personnel to sign contracts, amendments and invoices documents for Fiscal Year 2019/2020.**

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BE IT RESOLVED that the Governing Board of the **San Bernardino Community College District** authorizes entering into local contracts and that the persons who are listed below are authorized to sign the transactions for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Jose Torres</u>	<u>Executive Vice Chancellor</u>	_____
<u>Steven Sutorus</u>	<u>Business Manager</u>	_____
<u>Lawrence Strong</u>	<u>Director of Fiscal Services</u>	_____

PASSED AND ADOPTED THIS 20<sup>th</sup> day of June, 2019, by the Governing Board of the **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Joseph Williams**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino** County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

\_\_\_\_\_  
(Clerk's signature)

\_\_\_\_\_  
(Date)

## **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:** June 20, 2019  
**SUBJECT:** Consideration of Approval of Authorized Signature List

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached Authorized Signature List for Fiscal Year 2019-20.

### **OVERVIEW**

In accordance with California legal code, the Board of Trustees may, via annual Board action, delegate its authority to named agents. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions.

### **ANALYSIS**

The Authorized Signature List for Fiscal Year 2019-20 will go into effect July 1, 2019.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications connected with the approval of this item.





# Authorized Signature List for Fiscal Year 2019-20

## Submitted for Board Approval June 20, 2019

[v.6.2.2019.p.1|2]

<b>Contracts, Agreements, and Memos of Understanding</b>	<ul style="list-style-type: none"><li>◆ <i>Bruce Baron, Chancellor</i></li><li>◆ <i>Jose Torres, Executive Vice Chancellor</i></li><li>◆ <i>Larry Strong, Director of Fiscal Services</i></li><li>◆ <i>Steven J. Sutorus, Business Manager</i></li><li>◆ <i>(Employment Only) Kristina Hannon, Executive Director, Human Resources</i></li></ul>
<b>Revenue Clearing Bank Accounts, SBCCD Commercial Property Bank Account &amp; Lockbox</b>	<ul style="list-style-type: none"><li>◆ <i>Bruce Baron, Chancellor</i></li><li>◆ <i>Jose Torres, Executive Vice Chancellor</i></li><li>◆ <i>Larry Strong, Director of Fiscal Services</i></li><li>◆ <i>Steven J. Sutorus, Business Manager</i></li><li>◆ <i>Tenille Alexander, Accounting Manager</i></li></ul>
<b>Revolving Cash Bank Account</b>	<ul style="list-style-type: none"><li>◆ <i>Custodian: Jose Torres, Executive Vice Chancellor</i></li><li>◆ <i>Larry Strong, Director of Fiscal Services</i></li><li>◆ <i>Steven J. Sutorus, Business Manager</i></li><li>◆ <i>Tenille Alexander, Accounting Manager</i></li></ul>
<b>KVCR Educational Foundation Bank Account</b>	<ul style="list-style-type: none"><li>◆ <i>Bruce Baron, Chancellor</i></li><li>◆ <i>Jose Torres, Executive Vice Chancellor</i></li><li>◆ <i>Larry Strong, Director of Fiscal Services</i></li><li>◆ <i>Steven J. Sutorus, Business Manager</i></li></ul>
<b>Safe Deposit Box</b>	<ul style="list-style-type: none"><li>◆ <i>Jose Torres, Executive Vice Chancellor</i></li><li>◆ <i>Larry Strong, Director of Fiscal Services</i></li><li>◆ <i>Steven J. Sutorus, Business Manager</i></li></ul>
<b>Cafeteria, Associated Students, Clubs &amp; Trusts, and Scholarship &amp; Loan Bank Accounts</b>	<ul style="list-style-type: none"><li>◆ <i>Jose Torres, Executive Vice Chancellor</i></li><li>◆ <i>Larry Strong, Director of Fiscal Services</i></li><li>◆ <i>Steven J. Sutorus, Business Manager</i></li><li>◆ <i>Tenille Alexander, Accounting Manager</i></li></ul>
<b>Financial Aid Bank Accounts</b>	<ul style="list-style-type: none"><li>◆ <i>Bruce Baron, Chancellor</i></li><li>◆ <i>Jose Torres, Executive Vice Chancellor</i></li><li>◆ <i>Larry Strong, Director of Fiscal Services</i></li><li>◆ <i>Steven J. Sutorus, Business Manager</i></li><li>◆ <i>Tenille Alexander, Accounting Manager</i></li></ul>
<b>Commercial Warrants and Related Journal Entries</b>	<ul style="list-style-type: none"><li>◆ <i>Bruce Baron, Chancellor</i></li><li>◆ <i>Jose Torres, Executive Vice Chancellor</i></li></ul>
<b>Payroll Orders and Related Journal Entries, and Voluntary Payroll Deductions (PAY620)</b>	<ul style="list-style-type: none"><li>◆ <i>Jose Torres, Executive Vice Chancellor</i></li><li>◆ <i>Larry Strong, Director of Fiscal Services</i></li><li>◆ <i>Colleen Gamboa, Payroll Administrator</i></li></ul>



# Authorized Signature List for Fiscal Year 2019-20

## Submitted for Board Approval June 20, 2019

[v.6.2.2019,p.2|2]

**Notices of Employment for Certificated,  
Classified, and Student and  
Temporary Employees**

- ◆ *Bruce Baron, Chancellor*
- ◆ *Jose Torres, Executive Vice Chancellor*
- ◆ *Kristina Hannon, Executive Director, Human Resources*

**Purchase Orders**  
*(no monetary limit)*

- ◆ *Jose Torres, Executive Vice Chancellor*
- ◆ *Steven J. Sutorus, Business Manager*

**Journal Entries**  
*(not authorized by District or Payroll Orders),  
Interfund Transactions, and Budget Transfers*

- ◆ *Jose Torres, Executive Vice Chancellor*
- ◆ *Larry Strong, Director of Fiscal Services*
- ◆ *Tenille Alexander, Accounting Manager*

**Certify/Attest to Board Action**

- ◆ *Bruce Baron, Chancellor*
- ◆ *Joseph Williams, Clerk of the Board*

**Access to San Bernardino County Schools  
Computer Consortium System with  
Secure I.D. Token**

- ◆ *Larry Strong, Director of Fiscal Services*
- ◆ *Steven J. Sutorus, Business Manager*
- ◆ *Tenille Alexander, Accounting Manager*

**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:** June 20, 2019  
**SUBJECT:** Consideration of Approval to Award Request for Proposal #2019-03 and Contract to Selected Suppliers

**RECOMMENDATION**

It is recommended that the Board of Trustees award Request for Proposal and Contract for RFP #2019-03 Loss Control and Safety Services as shown below:

<b>Supplier</b>	<b>Services</b>	<b>Estimated Annual Amount</b>
Alta Environmental (Long Beach, CA)	Industrial Hygiene & Environmental Services, CA Environmental Reporting Business Plan, Other Safety Services as Required	\$80,000
Safety Center Inc. (Claremont, CA)	Safety Training	\$20,000
Humanscale Corp. (Greenwood Village, CO)	Ergonomic Evaluation Services	\$20,000

**OVERVIEW**

SBCCD has reached the end of the contract period with the existing supplier and therefore a new competitive solicitation for loss control and safety services was needed. With RFP #2019-03, SBCCD was searching for one or more suppliers to provide districtwide loss control and safety services.

**ANALYSIS**

The District received and evaluated five responsive proposals. Through an analysis of the proposals received and a committee based review process, it was determined that three firms demonstrated overall value and strength in specific areas as indicated above. The contract term for these agreements will be an initial two years with an option to renew for up to three more years on a year-to-year basis. The estimated annual amount is based on a contracted rate schedule for the first two years of service.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

The cost of these contracts will be included in the Fiscal Year 2020 budget and subsequent budget years as required.

## **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:** June 20, 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:** Board of Trustees

**Conference Name:** Jack Scott Fundraising  
Institute (JSFI) Workshop

**Travel Dates:** 6/27/2019 - 6/28/2019

**City, State:** Claremont, CA

**Estimated Cost Per Person:** \$1900

**Funding Source:** Board of Trustees General  
Fund

**Name:** Anne Viricel

**Purpose:** Two-day professional leadership developmental program focusing on community college fund-raising best practices and strategies, establishing corporate partnerships, and techniques to building a comprehensive and successful institutional advancement program.

**Site:** District

**Department:** Board of Trustees/Chancellor's  
Office

**Conference Name:** ACCT New Trustee  
Governance Leadership Institutes

**Travel Dates:** 8/7/2019 - 8/11/2019

**City, State:** Washington, DC

**Estimated Cost Per Person:** \$ 5000

**Funding Source:** Board of  
Trustees/Chancellor's Office General Fund

**Name:** Not to Exceed 7 Board Members and 2 Staff

**Purpose:** Governance Leadership Institute (GLI) for a crucial orientation to board governance. This Institute is a must attend for newly elected or appointed trustees, college presidents, and board staff.

---

**Site:** District  
**Department:** Board of Trustees  
**Conference Name:** CCLC Student Trustees Workshop  
**Travel Dates:** 8/15/2019 - 8/19/2019  
**City, State:** San Diego, CA  
**Estimated Cost Per Person:** \$3000  
**Funding Source:** Board of Trustees General Fund

---

**Name:** Not to Exceed 2 Board Members

**Purpose:** This workshop is designed to help student board members become knowledgeable, influential, education policy-makers. It also provides the opportunity to meet and talk with other student trustees from around the state.

---

**Site:** District  
**Department:** Board of Trustees/Chancellor's Office  
**Conference Name:** HACU Annual Conference  
**Travel Dates:** 10/4/2019 - 10/8/2019  
**City, State:** Chicago, IL  
**Estimated Cost Per Person:** \$ 5000  
**Funding Source:** Board of Trustees/Chancellor's Office General Fund

---

**Name:** Not to Exceed 7 Board Members and 2 Staff

**Purpose:** To promote the development of member colleges and universities; to improve access to and the quality of postsecondary educational opportunities for Hispanic students; and to meet the needs of business, industry and government through the development and sharing of resources, information and expertise.

---

**Site:** District  
**Department:** Board of Trustees/Chancellor's Office  
**Conference Name:** ACCT Leadership Congress  
**Travel Dates:** 10/15/2019 - 10/20/2019  
**City, State:** San Francisco, CA  
**Estimated Cost Per Person:** \$ 3000  
**Funding Source:** Board of Trustees/Chancellor's Office General Fund

---

**Name:** Not to Exceed 7 Board Members and 2 Staff

**Purpose:** Trustees, presidents, chancellors, government officials, foundation representatives, and experts exchange critical information and ideas on successful new models, innovations, programs, and actively network with community college leaders from across the country.

---

**Site:** District  
**Department:** Board of Trustees/Chancellor's Office  
**Conference Name:** CCLC Annual Convention  
**Travel Dates:** 11/20/2019 - 11/24/2019  
**City, State:** Riverside, CA  
**Estimated Cost Per Person:** \$ 1000  
**Funding Source:** Board of Trustees/Chancellor's Office General Fund

---

**Name:** Not to Exceed 7 Board Members and 2 Staff

**Purpose:** Professional development event for California's community college leaders. This event brings together CEOs, trustees, faculty, staff, administrators, and partners of the community college system to share tools, models, and solutions to system issues.

---

**Site:** District  
**Department:** Board of Trustees/Chancellor's Office  
**Conference Name:** CCLC Effective Trusteeship & Board Chair Workshops  
**Travel Dates:** 1/23/2020 - 1/27/2020  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$ 3000  
**Funding Source:** Board of Trustees/Chancellor's Office General Fund

---

**Name:** Not to Exceed 7 Board Members and 2 Staff

**Purpose:** A workshop for both trustees and board chairs to learn the duties expected of board members of California's Community Colleges. State leaders and experienced trustees will provide comprehensive information on the knowledge and skills necessary to be an effective trustee.

---

**Site:** District  
**Department:** Board of Trustees/Chancellor's Office  
**Conference Name:** CCLC Annual Legislative Conference  
**Travel Dates:** 1/25/2020 - 1/28/2020  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$ 3000  
**Funding Source:** Board of Trustees/Chancellor's Office General Fund

---

**Name:** Not to Exceed 7 Board Members and 2 Staff

**Purpose:** Connect with new and veteran advocates of the higher education system and meet with members of the State Legislature. Share tips, tricks, and learn inside information on how to be a successful advocate.

---

**Site:** District  
**Department:** Board of Trustees/Chancellor's Office  
**Conference Name:** ACCT National Legislative Summit  
**Travel Dates:** 2/8/2020 - 2/13/2020  
**City, State:** Washington, DC  
**Estimated Cost Per Person:** \$ 5000  
**Funding Source:** Board of Trustees/Chancellor's Office General Fund

---

**Name:** Not to Exceed 7 Board Members and 2 Staff

**Purpose:** The National Legislative Summit is the premier community college advocacy event in Washington, DC, bringing together more than 1,000 community college leaders. The event shines a spotlight on the importance of our nation's community colleges for Congress and the Administration.

**Site:** District  
**Department:** Board of Trustees/Chancellor's Office  
**Conference Name:** HACU Annual Capitol Forum  
**Travel Dates:** 4/20/2020 - 4/23/2020  
**City, State:** Washington, DC  
**Estimated Cost Per Person:** \$ 5000  
**Funding Source:** Board of Trustees/Chancellor's Office General Fund

---

**Name:** Not to Exceed 7 Board Members and 2 Staff

**Purpose:** Join policymakers, key federal agency leaders, allied organizations, corporate, community and philanthropic representatives at what has become a powerful national platform for winning public- and private-sector support for Hispanic higher education.

**Site:** District  
**Department:** Board of Trustees/Chancellor's Office  
**Conference Name:** CCLC Annual Trustee Conference  
**Travel Dates:** 4/30/2020 - 5/4/2020  
**City, State:** La Jolla, CA  
**Estimated Cost Per Person:** \$ 3000  
**Funding Source:** Board of Trustees/Chancellor's Office General Fund

---

**Name:** Not to Exceed 7 Board Members and 2 Staff

**Purpose:** The Annual Trustees Conference is designed to strengthen the skills and knowledge required of trustees to lead California's community colleges and safeguard the quality of education for all Californians.



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**Site:** District  
**Department:** EDCT Foundation  
**Conference Name:** Professional Development Conference  
**Travel Dates:** 6/26/2019 - 6/28/2019  
**City, State:** Claremont, CA  
**Estimated Cost Per Person:** \$ 2345  
**Funding Source:** EDCT Foundation General Fund

---

**Name:** Ashley Gaines

**Purpose:** This workshop will help leaders develop best practices and strategies to establish corporate partnerships with private sector, resulting in opportunities for growth and financial benefit.

**Site:** District  
**Department:** EDCT  
**Conference Name:** Visit and tour of University of Nevada, Las Vegas  
**Travel Dates:** 7/21/2019 - 7/23/2019  
**City, State:** Las Vegas, Nevada  
**Estimated Cost Per Person:** \$ 842  
**Funding Source:** EDCT Categorical Funds

---

**Name:** Richard Galope

**Purpose:** This visit and tour of UNLV's hospitality program will open doors for collaboration and partnerships to engage in opportunities for new SBCCD educationa/career programs

**Site:** Empire Network  
**Department:** KVCR/FNX  
**Conference Name:** PBS Annual Meeting  
**Travel Dates:** 5/27/2019 - 6/1/2019  
**City, State:** Nashville, TN  
**Estimated Cost Per Person:** \$ 3000  
**Funding Source:** FNX San Manuel Grant

---

**Name:** Frank Blanquet

**Purpose:** This conference was board approved on 4/11/19. Frank Blanquet will be conducting an interview with the Native American Indian Association of Tennessee on May 27th so it is necessary to add an additional travel date to Frank's itinerary.

---

**Site:** Empire Network  
**Department:** KVCR/FNX  
**Conference Name:** Public Media Development and Marketing Conference  
**Travel Dates:** 7/7/2019 - 7/12/2019  
**City, State:** Dallas, TX  
**Estimated Cost Per Person:** \$ 3000  
**Funding Source:** FNX San Manuel Grant

**Name:** Lillian Vasquez

**Purpose:** This conference is funded by a grant. The grant requires training on Marketing and Development and PMDMC is the only conference which offeres this type of training.

---

**Site:** Empire Network  
**Department:** KVCR/FNX  
**Conference Name:** PMDMC 19  
**Travel Dates:** 7/8/2019 - 7/12/2019  
**City, State:** Dallas, TX  
**Estimated Cost Per Person:** \$ 1460  
**Funding Source:** FNX San Manuel Grant

**Name:** Sipel Taha

**Purpose:** This conference is funded by a grant. The grant requires training on Marketing and Development and PMDMC is the only conference which offeres this type of training.

---

**Site:** TESS  
**Department:** Technology and Educational Support Services  
**Conference Name:** Instructure Con  
**Travel Dates:** 7/8/2019 - 7/12/2019  
**City, State:** Long Beach, CA  
**Estimated Cost Per Person:** \$ 3017  
**Funding Source:** DE General Fund

**Name:** Cherishea Coats

**Purpose:** Instructure Con offers streamlining teaching tasks, improving student success, and learning about the power of technology to impact education in our Canvas LMS. These highly interactive sessions help build expertise and help develop skills that can immediately be put to work at San Bernardino Community College District (SBCCD).

---

**Site:** SBVC

**Department:** Applied Technology

**Conference Name:** California Community College Association for Occupational Education (CCCAOE) Spring 2019 Conference

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

**City, State:** Sacramento, CA

**Estimated Cost Per Person:** \$ 2330

**Funding Source:** Strong Workforce Grant Funds

**Name:** 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.

RATIFICATION. This item was originally approved at the March board. However, the original Purchase Requisition was processed only for registration and no all other expenses.

---

**Site:** SBVC

**Department:** Computer Information Technology

**Conference Name:** 23rd Colloquium for Information Systems Security Education (CISSE)

**Travel Dates:** 6/10/2019 - 6/12/2019

**City, State:** Las Vegas, NV

**Estimated Cost Per Person:** \$ 750

**Funding Source:** Professional Development General Fund

**Name:** Dr. Reginald Metu

**Purpose:** This is the leading cyber security and information security conference offered once a year in North America. Attendees will learn new trends in the field to better teach our students.

**Site:** SBVC  
**Department:** Computer Information Technology  
**Conference Name:** 2019 Faculty Development Workshop  
**Travel Dates:** 6/24/2019 - 6/28/2019  
**City, State:** Garden Grove, CA  
**Estimated Cost Per Person:** \$ 1333  
**Funding Source:** Math and Science Department General Fund

---

**Name:** Dr. Reginald Metu

**Purpose:** This is a five day faculty development workshop. The goal is to help faculty throughout California Community Colleges to learn new skills. The attendee's goal is to learn Python programming language during the week long program.

**Site:** SBVC  
**Department:** Student Services  
**Conference Name:** Association of Title IX Administrators (ATIXA) Civil Rights Investigator Training and Certification Course  
**Travel Dates:** 6/24/2019 - 6/25/2019  
**City, State:** Pasadena, CA  
**Estimated Cost Per Person:** \$ 2600  
**Funding Source:** EEO Fund

**Name:** Raymond Carlos, Marco Cota, Maria Del Carmen Rodriguez and Scott Thayer

**Purpose:** A training certification course for civil rights investigators, deputies, and Title IX Coordinators to acquire training that builds on skill sets with a strong focus on questioning, record keeping and note-taking, managing complex investigations, and a topical exploration that broadens beyond the sexual misconduct focus of Level One. This training provides tools to enhance skills which will help better serve students at SBVC.

---

**Site:** SBVC  
**Department:** Arts & Humanities  
**Conference Name:** 2019 Association for Academic Museums and Galleries Annual Conference  
**Travel Dates:** 6/26/2019 - 6/30/2019  
**City, State:** Minneapolis, MN  
**Estimated Cost Per Person:** \$ 2213  
**Funding Source:** Arts & Humanities General Fund

---

**Name:** Emily McNichols

**Purpose:** This activity will give the attendee the opportunity to learn more about curation and efficiency for our art gallery. By improving presentations in the gallery, it will benefit the district as it will encourage community participation as well as with other campus departments and outside organizations and schools.

**Site:** SBVC  
**Department:** Student Services and Veterans Resource Center  
**Conference Name:** Western Association of Veterans Education Specialists (WAVES) Annual Conference  
**Travel Dates:** 7/6/2019 - 7/11/2019  
**City, State:** New Orleans, LA  
**Estimated Cost Per Person:** \$ 3081  
**Funding Source:** Veterans Resource Categorical Funds

---

**Name:** Jason Alvarez and Nicholas Chavez

**Purpose:** The conference will provide information and training on effective practices that can be shared between faculty, administrators and staff who work with student veterans. Staff will learn how to make the Veterans Resources center and its services more comprehensive to enhance service for students at SBVC.

**Site:** SBVC  
**Department:** Adult Education Block Grant  
**Conference Name:** General Educational Development (GED) Annual Conference  
**Travel Dates:** 7/24/2019 - 7/26/2019  
**City, State:** Chicago, IL  
**Estimated Cost Per Person:** \$ 1639  
**Funding Source:** Adult Education Block Grant Fund

---

**Name:** Emma Diaz

**Purpose:** This conference will give the attendee the opportunity to attend several workshops that will give her the opportunity to see best practices on a state level. This will help with the legislation of AB-705 and help with the transition of students from the adult schools to SBCCD.

**Site:** SBVC  
**Department:** Student Services  
**Conference Name:** Hispanic Association of Colleges and Universities (HACU) 33rd Annual Conference  
**Travel Dates:** 10/4/2019 - 10/8/2019  
**City, State:** Chicago, IL  
**Estimated Cost Per Person:** \$ 5000  
**Funding Source:** Student Services General Fund

---

**Name:** Scott Thayer

**Purpose:** The conference provides a unique forum for the sharing of information and ideas for the best and most promising practices in the education of Hispanics. Staff will share in a platform of successful programs; promote and expand opportunities; deliberate policy issues; promote greater Hispanic participation in scholarships; and discuss emerging trends.

**Site:** CHC  
**Department:** Mathematics  
**Conference Name:** Institute on High-Impact Practices and Student Success  
**Travel Dates:** 6/17/2019 - 6/22/2019  
**City, State:** Villanova, PA  
**Estimated Cost Per Person:** \$ 1823  
**Funding Source:** Student Equity Categorical Funding

---

**Name:** Artour Aslanian, Jodi Hanley, Scott Rippy

**Purpose:** For training in teaching methods to help with implementation of the California Acceleration Project guidelines.

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

**Site:** CHC  
**Department:** Veterans Services  
**Conference Name:** WAVES 2019 Conference  
**Travel Dates:** 7/7/2019 - 7/10/2019  
**City, State:** New Orleans, LA  
**Estimated Cost Per Person:** \$2245  
**Funding Source:** CHC Veterans Education

---

**Name:** Steven Rush

**Purpose:** Provides an opportunity for training and networking among school VA Certifying Officials at post-secondary institutions. Sessions include training on certifying procedures for Veterans Administration Education benefits.

**Site:** CHC  
**Department:** Emergency Medical Services  
**Conference Name:** Learnin' Safari  
**Travel Dates:** 7/9/2019 - 7/11/2019  
**City, State:** Long Beach, CA  
**Estimated Cost Per Person:** \$ 1788  
**Funding Source:** Perkins Categorical Funding

---

**Name:** Laurie Green

**Purpose:** Purpose of this conference is to learn how to build On-line courses and Canvas instruction.

**Site:** CHC  
**Department:** Counseling  
**Conference Name:** 2019 Curriculum Institute  
**Travel Dates:** 7/10/2019 - 7/13/2019  
**City, State:** Burlingame, CA  
**Estimated Cost Per Person:** \$2246  
**Funding Source:** Guided Pathways Categorical Funding

---

**Name:** Troy Dial

**Purpose:** The institute will cover a multitude of curriculum issues including the implementation of AB-705, Title 5 changes, the Student Centered Funding Formula, quantitative reasoning, guided pathways, UC Transfer Pathways, Curriculum streamlining, noncredit, CTE, credit for prior learning, and the Chancellor's Office Curriculum Inventory (COCI).

**Site:** CHC  
**Department:** Office of Instruction  
**Conference Name:** AVID Summer Institute 2019  
**Travel Dates:** 7/16/2019 - 7/20/2019  
**City, State:** Denver, CO  
**Estimated Cost Per Person:** \$ 3134  
**Funding Source:** AVID and Student Equity Categorical Funding

---

**Name:** Ashley Hayes, Mark McConnell, Christopher Olivera

**Purpose:** AVID Summer Institute is an annual professional learning event where contracted sites come to learn the latest in AVID methodologies and strategies to successfully implement AVID in their schools.

## **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:** June 20, 2019  
**SUBJECT:** Consideration of Ratification for Contracts at or Above \$92,600

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the contracts on the attached list which are routine in nature, support the ongoing operation of the District, and have a total contract cost at or above \$92,600.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. District staff is presenting the attached purchase and/or contract requests, which meet or exceed the formal bid limits, for Board approval in the form of ratification.

### **ANALYSIS**

The California 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 calendar year has been set at \$92,600. Ratification of the contracts on the attached list will allow for the successful ongoing operation of the District. Construction services are not included in this board item

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The attached purchase and or contract requests have been budgeted for via purchase requisition.



# Contracts & Agreements for Ratification

**Board Date 06-20-2019**

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
18192	<b>Animiki See Distribution, Inc.</b>	Program Acquisitions	FNX/KVCR	\$265,650.00	
<p>Program Acquisition for; "First Contact, Red Earth Uncovered - Season 1, Sasquatch N, Chaos &amp; Courage, Kaha Wi- The Cycle of Life, Potlatch Keepers, Cashing in - All Seasons, Indigenous Day Live 2018, Underexposed, Fit First, Fit First Youth Edition, Amy's Mythic Mornings , Coyote's Crazy Smart Science Show, and Tribal Police Files Season 1"</p>					
18290	<b>CDW Government Inc.</b>	CMAS Contract	Business Services/ SBCCD	\$500,000.00	
<p>Information Technology Goods and Services CMAS 3-18-70-0793J</p>					
18310	<b>KI - Krueger International</b>	CMAS Contract	Facilities Planning/ SBCCD	\$800,000.00	
<p>Purchase, Installation, and Warranty of Furniture Products CMAS 4-09-71-0075B</p>					
16861	<b>Quick Caption Inc.</b>	Professional Services	DSPS/SBVC & CHC	\$150,000.00	
<p>Captioning Services and Translators for students while in class</p>					

Total Number of Contracts 4

Totals

\$1,715,650.00

## **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:** June 20, 2019

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

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the requests for District/College Expenses as required by Administrative Procedure 6925 and/or 6330.

### **OVERVIEW**

AP 6925 requires the Board of Trustees to authorize the expenditure of funds related to various functions planned for the colleges and district office.

For meetings or trainings attended only by employees and/or currently enrolled students are authorized for up to a total \$500 for that meeting or training. Expenditures in excess of \$500 require Board approval prior to the meeting or training.

For meetings or training attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, are authorized for up to \$100. Expenditures in excess of a total \$100 for that meeting or training require Board approval prior to the meeting or training.

Events are defined as activities in which non-employees and/or non-students will be or can be attending and/or participating (e.g. job fair, holiday event, recruitment event); or is on a large enough scale to be considered neither a meeting nor training. Any refreshments and/or meals for an event require Board approval prior to the event.

### **INSTITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.

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

**Site:** District

**Event:** District Support Services meetings, special events, trainings, workshops, and supplies for Fiscal Year 2019-20.

**Date of Event:** 7/1/19-6/30/20

**Item Being Purchased:** Refreshments and supplies

**Total Estimated Cost:** \$ 20000

**Funding Source:** Controller, Human Resources and Facilities Planning & Construction General Funds

---

**Site:** District

**Event:** Meetings, special events, and supplies for Fiscal Year 2019-20 for the Board of Trustees, Office of the Chancellor, and Office of Research, Planning & Institutional Effectiveness.

**Date of Event:** 7/1/19-6/30/20

**Item Being Purchased:** Refreshments and supplies

**Total Estimated Cost:** \$ 45000

**Funding Source:** Board of Trustees, Office of the Chancellor, Office of Research, Planning, and Institutional Effectiveness General Funds

---

**Site:** District

**Event:** Marketing/PR and Legislative meetings, special events, and supplies for Fiscal Year 2019-20.

**Date of Event:** 7/1/19-6/30/20

**Item Being Purchased:** Refreshments and supplies

**Total Estimated Cost:** \$ 10000

**Funding Source:** Marketing General Fund

---

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

**Site:** District

**Event:** Workforce Development, Advancement and Media Systems, KVCR, FNX and Inland Futures Foundation meetings, special events, fundraising events, trainings, and workshops for Fiscal Year 2019-20.

**Date of Event:** 7/1/19-6/30/20

**Item Being Purchased:** Refreshments and supplies

**Total Estimated Cost:** \$ 30000

**Funding Source:** EDCT categorical and general funds, KVCR general fund, FNX grant fund and Inland Futures Foundation general and categorical funds

**Site:** SBVC

**Event:** Paradigm Shift Retreat

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

**Item Being Purchased:** Refreshments, continental breakfast and lunch buffet, snacks and promotional items. Sponsored by the Guided Pathways Committee, faculty, staff, students and administrators from SBVC will attend this conference. Anticipated attendance is 125 faculty, staff, students and administrators will be attending. Vice Presidents Dina Humble, Scott Thayer & Scott Stark will be overseeing this event.

**Total Estimated Cost:** \$ 24000

**Funding Source:** Guided Pathways Grant Fund

**RATIFICATION:** This retreat was planned to bring together stakeholders from across the college to work in cross-functional groups in the exploration and understanding of college and state initiatives. Participant groups worked to clarify roles in serving student success during this paradigm transformation. It was imperative for this event to occur before the summer session in order to capture momentum leading into the SBCCD Promise application and the implementation of several other initiatives in the fall.

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

**Site:** SBVC

**Event:** Spring Dean's Retreat

**Date of Event:** 06/21/19

**Item Being Purchased:** Refreshments

This event will give the Deans and their Vice President a place and time to discuss and plan the upcoming school year. Six (6) Deans and one (1) Vice President will attend. The location has yet to be decided. Dina Humble will be overseeing this event.

**Total Estimated Cost:** \$ 1000

**Funding Source:** Vice President of Instruction's General Fund

---

**Site:** SBVC

**Event:** Parent Meetings

**Date of Event:** 09/20/19,02/21/20,04/17/20

**Item Being Purchased:** Refreshments, supplies, and transportation. Sponsored by Counseling and Matriculation and co-sponsored by Student Equity and Success and Outreach and Recruitment; Parent meetings will cover and discuss pertinent information on the academic success of their children while also recruiting adult students. Anticipated attendance is 200 student, faculty, staff, and community members. Carmen Rodriguez, Marco Cota, Amanda Moody and Anita Moore will serve as chaperones.

**Total Estimated Cost:** \$ 15000

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

---

**Site:** SBVC

**Event:** Disability Awareness Fair

**Date of Event:** 10/01/19

**Item Being Purchased:** Meals/refreshments, promotional items, giveaways and supplies, contracts.

Sponsored by Disable Student Program & Services and co-sponsored by Student Equity, this event will focus and highlight the campus and community resources available to our students with disabilities. Anticipated attendance is 300 students, faculty and staff. Marty Milligan, Laurie Sullivan, Alicia Hallex, and Michelle Crofer will serve as chaperones.

**Total Estimated Cost:** \$ 20000

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

---

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

**Site:** CHC  
**Event:** EOPS/CARE/CalWORKs Graduation  
and Scholars Ceremony  
**Date of Event:** 5/10/19

**Item Being Purchased:** Refreshments. Sponsored by CalWORKs and EOPS.  
Attendees will be students who are graduating from CHC and students who have  
completed 24 units or more with a GPA of 3.0 and above.  
**Total Estimated Cost:** \$ 5000  
**Funding Source:** CalWorks and EOPS General Fund  
Got a quote for food in June 2018 (one year in advance) and was this board  
approved June 21, 2018 for \$3500.00. The cost has increased.

---

**Site:** CHC  
**Event:** EOPS Summer Bridge Field Trip to  
CSUSB  
**Date of Event:** 7/11/19

**Item Being Purchased:** Transportation. Sponsored by the EOPS Department, 30  
students and 4 chaperones to visit CSUSB. The EOPS Summer Bridge Program  
supports incoming students who are making the transition from adult education to  
college. This exposes students to the UC/CSU/Private Universities.  
**Total Estimated Cost:** \$ 1250  
**Funding Source:** EOPS General Fund

---

**Site:** CHC  
**Event:** EOPS Summer Bridge at UCR  
**Date of Event:** 7/17/19

**Item Being Purchased:** Transportation. Sponsored by the EOPS Department, 30  
students and 4 chaperones to visit UCR. The EOPS Summer Bridge Program  
supports incoming students who are making the transition from adult education to  
college. This exposes students to the UC/CSU/Private Universities.  
**Total Estimated Cost:** \$ 1250  
**Funding Source:** EOPS General Fund

---

**Site:** CHC  
**Event:** EOPS Summer Bridge at Cal Poly  
Pomona  
**Date of Event:** 7/25/19

**Item Being Purchased:** Transportation. Sponsored by the EOPS Department, 30  
students and 4 chaperones to visit Cal Poly Pomona. The EOPS Summer Bridge  
Program supports incoming students who are making the transition from adult  
education to college. This exposes students to the UC/CSU/Private Universities.  
**Total Estimated Cost:** \$ 1250  
**Funding Source:** EOPS General Fund

---

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

**Site:** CHC  
**Event:** EOPS Summer Bridge at John Paul Getty Museum  
**Date of Event:** 8/1/19

**Item Being Purchased:** Transportation. Sponsored by the EOPS Department, 30 students and 4 chaperones to visit the John Paul Getty Museum. The EOPS Summer Bridge Program supports incoming students who are making the transition from adult education to college. The John Paul Getty Museum field trip meets the diversity component of the program.  
**Total Estimated Cost:** \$ 1250  
**Funding Source:** EOPS General Fund

---

**Site:** CHC  
**Event:** EOPS Summer Bridge Graduation  
**Date of Event:** 8/8/19

**Item Being Purchased:** Refreshments. The EOPS Summer Bridge Graduation ceremony will be to honor the students who completed the EOPS Summer Bridge Program.  
**Total Estimated Cost:** \$ 3000  
**Funding Source:** EOPS General Fund

---

**Site:** CHC  
**Event:** Fall 2019 CARE/CalWORKs Mini Conference  
**Date of Event:** 8/9/19

**Item Being Purchased:** Refreshments. This mini conference is for new and continuing students in the CARE and CalWORKs program.  
**Total Estimated Cost:** \$ 3000  
**Funding Source:** CARE General Fund, CalWORKs General Fund

---

**Site:** KVCR  
**Event:** Community Matter Event  
**Date of Event:** 10/27/19

**Item Being Purchased:** Tables Rented; Food; Beverage; Give-Aways  
**Total Estimated Cost:** \$ 5000  
**Funding Source:** KVCR TV

---

## **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:** June 20, 2019  
**SUBJECT:** Consideration of Approval of District Bank Accounts

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve SBCCD's existing bank accounts.

### **OVERVIEW**

According to the California Budget and Accounting Manual, it is the intent of the California Board of Governors and the Chancellor's Office to encourage sound fiscal management practices among community college districts to facilitate the most efficient and effective use of moneys under district control. To that end, SBCCD may, for the purpose of expediting business transactions in accordance with sound business practices, establish separate bank accounts for functions or revenue-producing activities, or operations not directly associated with, but complementary to, the regular instructional and non-instructional functions of the district and colleges.

All such authorized separate bank accounts are to be annually presented to the governing board for its review and confirmation of continuing need.

### **ANALYSIS**

The list of bank accounts currently held by SBCCD is attached.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications connected with the approval of this item.





## District Bank Accounts

Submitted for Board Approval June 20, 2019

[v.6.2.2019.p.1|1]

Fund	Accounts	Type	Institution
General	<ul style="list-style-type: none"> <li>♦ Revenue Clearing</li> <li>♦ Revolving Cash</li> </ul>	Checking	Citizens Business Bank
Bond Interest & Redemption	<ul style="list-style-type: none"> <li style="width: 50%;">♦ SBCCD 17 GORB ESC FD</li> <li style="width: 50%;">♦ SBCCD GO 08A BOND</li> <li style="width: 50%;">♦ SBCCD 17 GORB ESC FD A</li> <li style="width: 50%;">♦ SBCCD GO 08A CNST</li> <li style="width: 50%;">♦ SBCCD 17 GORB ESC FD B</li> <li style="width: 50%;">♦ SBCCD GO 08A COI</li> <li style="width: 50%;">♦ SBCCD 17AB GORB DS FD</li> <li style="width: 50%;">♦ SBCCD GOB 02 D DBT SER</li> <li style="width: 50%;">♦ SBCCD 17AB GORB COI FD</li> <li style="width: 50%;">♦ SBCCD GOB 08 B DBT SER</li> <li style="width: 50%;">♦ SBCCD 17B GORB COI FD</li> <li style="width: 50%;">♦ SBCCD GOB 02 E DBT SER</li> <li style="width: 50%;">♦ SBCCD GO RFDG05 PRIN IN</li> <li style="width: 50%;">♦ SBCCD GOB 08 C DBT SER</li> </ul>	Investment	The Bank of New York Mellon Trust Company, N.A.
Other Special Revenue	<ul style="list-style-type: none"> <li>♦ KVCR Educational Foundation</li> </ul>	Checking	Citizens Business Bank
Enterprise Funds	<ul style="list-style-type: none"> <li>♦ Cafeteria</li> </ul>	Checking	Citizens Business Bank
	<ul style="list-style-type: none"> <li>♦ Commercial Property</li> </ul>	Checking/Lockbox	Citizens Business Bank
Self-Insurance	<ul style="list-style-type: none"> <li>♦ Property &amp; Liability/Keenan &amp; Associates Administrators</li> </ul>	Checking	Bank of America
	<ul style="list-style-type: none"> <li>♦ Workers Comp/ Keenan &amp; Associates Administrators</li> </ul>	Checking	Union Bank
Associated Students	<ul style="list-style-type: none"> <li>♦ CHC Student Government/Clubs &amp; Trusts*</li> </ul>	Checking	Bank of America
ASB/Clubs & Trusts/Student Rep.	<ul style="list-style-type: none"> <li>♦ SBVC/CHC ASB, Clubs &amp; Trusts, Student Rep</li> </ul>	Checking	Citizens Business Bank
Financial Aid	<ul style="list-style-type: none"> <li>♦ Grants/Federal Funds</li> <li>♦ Student Loans/Federal Perkins</li> <li>♦ Grants/State</li> </ul>	Checking	Citizens Business Bank
Scholarship & Emergency Loan	<ul style="list-style-type: none"> <li>♦ Scholarship &amp; Emergency Loan</li> </ul>	Checking	Citizens Business Bank

## **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:** June 20, 2019  
**SUBJECT:** Consideration of Approval to Adopt Fiscal Year 2019-20 Tentative Budget

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt the Fiscal Year 2019-20 Tentative Budget as presented.

### **OVERVIEW**

The Tentative Budget is adopted prior to July 1 so that the District can make expenditures after June 30, 2019.

### **ANALYSIS**

The Tentative Budget is a preliminary projection of income and expenditures based on the current information available. The Final Budget will be submitted to the Board of Trustees in September per the budget calendar approved November 8, 2018 and the California Budget and Accounting Manual.

There will be many changes between now and then based on year-end activity and the final budget approved by the State.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The proposed Tentative Budget complies with the Prioritized Board Directives approved February 21, 2019.



# Fiscal Year 2019-20

## Tentative Budget

Presented for Adoption  
June 20, 2019

## Table of Contents

Overview .....	3
Unrestricted General Fund Multi-Year Forecast .....	9
Budget Forecast by Fund – All Funds.....	15
Budget Forecast by Department	
Fund 110 Unrestricted General Fund.....	17
Fund 125 Restricted General Fund.....	29
Fund 215 Bond Interest & Redemption.....	53
Fund 335 Child Development.....	54
Fund 390 KVCR Unrestricted.....	55
Fund 395 KVCR Restricted.....	56
Fund 410 Capital Outlay Projects .....	57
Fund 435 General Obligation Bond Fund .....	58
Fund 445 General Obligation Bond Fund Measure CC .....	59
Fund 520 Cafeteria .....	60
Fund 590 FCC Auction Proceeds .....	61
Fund 615 Workers Compensation .....	62
Fund 620 Self-Insurance.....	63
Fund 690 Retiree Benefit .....	64
Fund 710 Associated Students .....	65
Fund 720 Student Representation Fee .....	66
Fund 730 Student Body Center Fee .....	67
Fund 745 Student Financial Aid .....	68
Fund 755 Scholarship and Loan .....	69
Fund 765 OPEB Investment Trust .....	70
Fund 775 PARS Investment Trust .....	71
Fund 810 Student Clubs & Trusts .....	72
Fund 825 KVCR FNX.....	79
Fund 890 Inland Futures Foundation.....	80
Fund 895 Inland Futures Foundation Restricted.....	81
Budget Forecast by Department – All Funds .....	83

## Overview

### Integrated Planning and Budgeting

The colleges and District Support Services have each used their program review and/or strategic planning processes to determine their highest priority goals and objectives. Consequently, the budget reflects resources allocated to departments based on those prioritized requirements, in an effort to match resources with the highest priority goals and objectives throughout the San Bernardino Community College District.

### Multi-Year Budgeting

This budget includes a four-year, long-range financial plan that incorporates enrollment management projections by college, personnel and benefit costs, revenue projections, and cost of living adjustments. It provides clear direction to the colleges, allows SBCCD to make changes as necessary, and helps measure progress on established goals as well as identify and minimize risks.

### Board Directives

This budget adheres to prioritized directives for the General Fund budget<sup>1</sup> approved by the Board of Trustees at its February 21, 2019 meeting.

*SBCCD's budget shall be prepared in accordance with Title 5, the California Community Colleges Budget and Account Manual, and all other related state and federal laws and regulations.*

- 1. Align unrestricted general fund and student success funding with the State Chancellor's Vision for Success.*
- 2. Allocate funding to support the implementation of the SBCCD Promise.*
- 3. Maintain a fund balance range of 10-15% in the Unrestricted General Fund (state minimum is 5%), unless fund balance is utilized for specially identified one-time<sup>2</sup> needs as authorized by the Board of Trustees.*
- 4. Allocate funding through the resource allocation model to provide for safe, energy efficient and well-maintained facilities that contribute to student success.*
- 5. Funding for any new positions must be approved through the process of program review or any other prioritization process as established at the colleges and district offices.*

---

<sup>1</sup> For purposes of these directives, General Fund refers to both restricted and unrestricted.

<sup>2</sup> One-time is defined as an expenditure that has no ongoing commitment. While one-time needs may be repeated in future years, the nature of the expenditure must conform to the definition.

**California 2018-19 May Revise Update**

The following information is an excerpt from the Community College League of California and addresses the proposed State Budget as of the Governor's May revise.

**League Update on the Governor's 2019-20 May Revision<sup>3</sup>**

Today, Governor Newsom presented a May Revision against a backdrop of increasing national risks and the inextricable linkage between fiscal resiliency and the state's ability to promote affordability and economic opportunity. Building on the January Budget proposal, Governor Gavin Newsom identified three investment themes in the May Revision: an effective government, promoting affordability and opportunity, and supporting just and dignified treatment for all Californians.

The Governor maintains four notable expenditures for California Community Colleges in the 2019-20 May Revision:

1. A second year of free tuition to first-time full-time students and other local College Promise strategies,
2. Implementation of the Student Centered Funding Formula (SCFF) with adjustments to definition of transfer,
3. A buy-down of STRS rate increases, and
4. Increased award amounts and expansion of Cal Grant programs.

The May Revision includes a cost-of-living adjustment (COLA) of 3.26%, down from 3.46% in January, and new funding, of approximately \$39 million, for deferred maintenance and instructional equipment. The May Revision fully funds Strong Workforce, allocating all but \$1.4 million from ongoing funds. Note that funding for the current year (2018-19) is lower than January's proposal.

**Economic Context:** While the state is on pace to build a Rainy-Day Fund at the constitutional cap two years earlier than anticipated, bringing the 2019-20 total to \$16.5 billion, the May Revision proposal is designed to anticipate increasing costs to address natural disasters, a mild recession, inadequately funded pension obligations, and uncertainty about federally-funded programs.

**Proposition 98 and Community Colleges:** Governor Newsom aligns investments to his "cradle-to-career" framework. The Proposition 98 K-14 guarantee increased by \$389.3 million for a total of \$81.1 billion. For community colleges, the Governor's 2019-20 May Revision increased by \$340 million over the 2018-19 current year budget. Importantly, Governor Newsom honors the split of a 10.93% share of Proposition 98 for community colleges. Worth spotlighting is a new and problematic practice of funding programs, many of which only support K-12 education, prior to calculating the CCC share of Proposition 98. This practice further decreases funding dedicated to critical community college programs that enable Californians to reach their educational and career goals. Programs funded prior to the Proposition 98 split include: the Adult Education Block Grant and K-12 Strong Workforce programs (\$515 million, \$706 million, and \$724 million in the prior, current, and budget years, respectively). The League will continue advocating for a more accurate accounting of funds.

The League, in collaboration with the Association of Chief Business Officials, the Association of California Community College Administrators, and the Chancellor's Office, have crafted a technical joint analysis of the Governor's May Revision. Its purpose is to provide factual information about the

<sup>3</sup> <https://mailchi.mp/ccleague/league-update-on-the-governors-2019-20-may-revision?e=f916ea8e75>

Governor's May Revision as a common starting point for each organization's further analyses and advocacy efforts.

**The Joint Analysis of the State Budget: Immediate Update on Governor's Budget is [available here](#).**

#### Primary Proposal in the 2019-20 May Revision

**Funding Formula** – The Governor's May Revision acknowledges the need to make technical adjustments to the new Student Centered Funding Formula (SCFF) to support an effective transition. As stated in the May Revision Joint Analysis, "under the Governor's May Revision estimates, the revenues would be sufficient to cover 2018-19 Total Computational Revenue (TCR), which would mean the Chancellor's Office would not administer a deficit." While this is a relief for districts, it's important to clarify that the Governor's proposals reduce apportionments in 2018-19 mainly by reducing the transfer counts in the student success allocation (\$49 million worth) rather than fully funding the SCFF as approved by the 2018 Budget Act.

While the Administration's proposed adjustments remain relatively unchanged, they emphasize consideration of revisions to the SCFF as part of the 2020-21 budget process, once the work of the state Oversight Committee has concluded. For 2019-20, the Administration's adjustments to the SCFF include:

1. Mirroring 2018-19 rates plus a COLA funding rates for 2019-20, thereby maintaining the 70/20/10 percentage distribution.
2. Capping year-to-year growth in a district's student success allocation to 10% beginning in 2019-20.
3. Adjustments to the definition of transfer outcomes for the student success allocation. Under the proposed definition, a student's successful transfer would be attributed to the student's district of residence. The League has identified this definition of transfer as problematic and counter to students' right of college choice and free-flow.

Further, the Administration proposes to extend a "hold harmless" provision, specifying that districts will receive at least the 2017-18 TCR, adjusted by COLA, through 2021-22.

**Pension Liabilities** – The May Revision maintains the unique one-time \$2.3 billion pay down of a share of unfunded liabilities within CalSTRS. The resources are allocated from the non-Proposition 98 General Fund and could reduce the district contribution rate by about four-tenths of a percentage point beginning in 2021-22.

**College Promise and Free-Tuition** – The Governor's May Revision retains an allocation of \$40 million for local College Promise programs, which includes resources to fund a second year of free tuition to first-time full-time students with incomes above the California College Promise Grant thresholds. The program continues to provide districts flexibility to cover students' essential non-tuition costs and implement strategies to build a college-going culture.

**Cal Grants and Financial Aid** – Currently, the Cal Grant program distributes less than 10% of Cal Grant resources to California community college students, despite the fact that our students comprise two-thirds of the higher education population. Unfortunately, the Administration maintains this longstanding inequity and does not include a financial aid program to specifically support California's community college students. The 2019-20 May Revision remains largely unchanged and proposes \$121.6 million to increase or provide new access awards for students with dependent children attending a public higher education institution. The Cal Grant A access award is increased to \$6,000 from \$1,672, the Cal Grant B

award is increased from \$1,648 to \$6,000, and the Cal Grant C award is increased from \$1,094 to \$4,000.

Advocacy & Call to Action

The League has identified an immediate need for advocacy to address several concerning proposals in the 2019-20 May Revision. Most concerning are:

1. The absence of an automatic backfill of the SCFF and local property taxes,
2. Exclusion of several shovel-ready and Board of Governors’ approved Capital Outlay projects, and
3. Practices that divert Proposition 98 funds from community colleges prior to the calculation of the statutory split.

**Fully Fund the SCFF and Automatically Backfill Local Property Tax Shortfalls** – California Community Colleges confront an inequitable fiscal burden when the State’s property tax estimates are higher than actualized revenues. Additionally, the deviation from the commitment to fully fund the SCFF has caused uncertainty and shortfalls in the current budget year just weeks from college graduations and the end of the academic year. Colleges are forced to absorb the shortfalls at the expense of student academic services and instruction. Funding protections recognize the 21st Century labor market necessitates at least some postsecondary education, and equalizes CCC with K-12 which already benefits from a mechanism to supplement shortfalls from property taxes or the SCFF. We implore state leaders to treat community colleges equally and automatically adjust the General Fund allocation to community colleges corresponding to any shortfalls in property taxes.

**Our advocacy request is to fully fund the SCFF and protect districts from a \$49 million cut in the current fiscal year.**

**Bond and Capital Outlay** – In 2016, California voters approved a facilities bond providing a \$2 billion infrastructure investment in California’s community colleges. The 2019-20 May Revision only funds 12 of the 39 projects submitted by the Chancellor’s Office. State level decisions about the slow and inconsistent release of projects has resulted in confusion for districts, as projects are effectively being subjected to two competing standards. Our urgency is exacerbated by California Community Colleges’ unmet facilities need of \$42 billion over the next 10 years and growing escalation cost of 2-3% per month. Failure to fund these capital projects is a missed opportunity to create jobs and to cultivate a skilled and educated workforce in communities throughout the state.

Governor's Proposed CCC Capital Outlay Projects		
	College	Project
<b>Continuing Projects</b>		
	Santa Monica College	Math/Science Addition
	Laney College	Learning Resource Center
	Mt. San Antonio College	New Physical Education Complex
	Santa Rosa Junior College	Science & Mathematics Replacement Building
	Orange Coast College	Language Arts & Social Sciences Building
	Allan Hancock College	Fine Arts Complex
	Golden West College	Language Arts Complex
	North District Center	Center Expansion
	Santa Ana College	Russell Hall Replacement
	Solano College	Library Building 100 Replacement
	Compton College	Instructional Building 2 Replacement



	Mission College	MT Portables Replacement Building
	Merritt College	Child Development Center
	Imperial College	Academic Buildings Modernization
	Pacific Coast Campus	Construction Trades Phase 1
<b>New Projects</b>		
	San Bernardino Valley College	Technical Building Replacement
	College of the Redwoods	Phys Ed Replacement
	American River College	Technical Building Modernization
	Saddleback College	Gateway Building
	College of Alameda	Replacement of Buildings B & E (Auto & Diesel Technologies)
	Los Angeles City College	Theater Arts Replacement
	Merced College	Agriculture Science & Industrial Technologies Complex
	Santa Monica College	Art Complex Replacement
	Rio Hondo College	Music/Wray Theater Renovation
	College of the Sequoias	Basic Skills Center
	Fresno City College	New Child Development Center
	Butte College	Technology Remodel
	Skyline College	Workforce and Economic Development
	Cañada College	Multiple Program Instructional Center
	Rio Hondo College	Music/Wray Theatre Renovation
	College of the Canyons	Modernize Academic Building – Boykin Hall

**Affordability, Food & Housing Access** – The state of California continues to value the success and dignity of students at the UC or CSU more than community college students. This is evidenced by a May Revision proposal of \$6.5 million ongoing General Fund to support rapid rehousing of homeless students at CSU’s and \$3.5 million ongoing General Fund for students in the UC system, yet no General Funds are provided for homeless community college students.

The Governor’s full budget summary is [available here](#).

We look forward to working with Governor Newsom, Members of Legislature, legislative staff, and representatives from the Department of Finance in the weeks ahead to support a budget that strengthens California’s community colleges and the 2.2 million students it serves.

**Resource Allocation Model Guidelines & Assumptions**

Due to the current transitional nature of the Student Centered Funding Formula, SBCCD's existing Resource Allocation Model is no longer applicable. Fiscal Services and the District Budget Committee will work toward revising it once SCFF data becomes more reliable. Assumptions used in the development of the 2019-20 Tentative Budget include the following.

**General Fund**

- › Growth Target – 0.48%
- › COLA – 3.26%
- › Base Augmentation – None

**One-Time Funding**

At this time the budget does not contain any one-time funding.

**Categorical**

- › Student Equity, Student Success & Support Program, and Basic Skills – Same as 2018-19
- › Physical Plant & Instructional Equipment – \$40,000,000, or about \$542,200 for SBCCD

**Other Revenue**

Eligible Revenue will be allocated based on the latest allocation percent; and it is updated as information becomes available from the State Chancellor's Office.

## Unrestricted General Fund Multi-Year Forecast

Multi Year Forecast	2018-2019 Estimated Actuals			
	SBVC	CHC	District Support Services	SBCCD Total
<b>Section A - State Base Revenue</b>				
1 Base Allocation Revenue (Medium and Small Colleges)				\$8,488,485
2 Credit FTES Percent	68.68%	31.32%		
3 District Funded Credit FTES	10,398.00	4,741.00		15,139.00
4 State Funded Rate Credit FTES				\$3,727.00
5 Total Credit FTES Funding				\$56,423,053
6 District Funded Enhanced Non-Credit FTES	115.00	5.00		354.02
7 State Funded Rate Enhanced Non-Credit FTES				\$5,457.00
8 Total Enhanced Non-Credit FTES Funding				\$1,931,887
9 Total District Noncredit FTES				0.00
10 District Funded Non-Credit FTES	185.00	36.00		314.07
11 State Funded Rate Non-Credit FTES				\$3,347.00
12 Total Non-Credit FTES Funding				\$1,051,192
13 Total District FTES	10,698.00	4,782.00		15,807.09
14 Supplemental Component (Pell, AB 540, Promise Grant)	16,607.68	7,572.32		24,180.00
15 Supplemental Component Rate				\$919
16 Total Supplemental Component				\$22,221,420
17 Student Success Incentive Component				21,570.00
18 Student Success Incentive Component Rate (Combined)				455.12
19 Total Student Success Incentive Component				\$9,816,883
20 Total State Base Revenue				\$99,932,921
21 Revenue Shortfall Percent				-0.68%
22 Revenue Shortfall Amount				-\$680,000
23 Adjusted State Base Revenue (line 14 - line 16)	\$0	\$0	\$0	\$99,252,960
30 Proposed Base Allocation Increase				
31 Total State Revenue (add lines 17 - 23)	\$0	\$0	\$0	\$99,252,960
32 Change From Prev. Year State Base Revenue				
<b>Section C - Other Revenue</b>				
33 District Part-time Faculty Funding	\$407,486	\$185,794		\$593,280
34 District Full-time Faculty Funding	\$466,899	\$212,884		\$679,783
35 District Lottery Funding	\$1,608,057	\$733,198		\$2,341,255
36 District Interest Income	\$235,051	\$107,172		\$342,223
37 Other Campus Revenue per Campus Projections	\$1,015,965	\$463,233		\$1,479,198
38 STRS/PERS Trust Interest Revenue	\$0	\$0		\$0
40 Other Revenue	\$1,031,376	\$435,313		\$1,466,689
41 Total District Revenue (add lines 24, 26-33)				\$106,155,388
42 Total Site Budget Allocation	-\$12,332,032	-\$5,204,987	\$17,537,019	\$106,155,388
43 1000 - Academic Salaries	\$28,167,403	\$13,091,889	\$614,672	\$41,873,964
44 2000 - Classified Salaries	\$10,768,316	\$6,279,688	\$8,839,395	\$25,887,399
45 3000 - Benefits	\$12,213,364	\$6,327,130	\$4,344,856	\$22,885,350
46 4000 - Supplies	\$600,355	\$201,804	\$252,888	\$1,055,047
47 5000 - Other Expenses and Services	\$4,734,203	\$1,701,053	\$2,618,353	\$9,053,609
48 6000 - Capital Outlay	\$516,928	\$45,878	\$96,855	\$659,661
49 7000 - Other Outgo	\$17,043	\$20,340	\$770,000	\$807,383
51 Site Budgeted / Projected Actual Expenditures	\$57,017,612	\$27,667,782	\$17,537,019	\$102,222,413
52 Percentages of Budget by Site	55.78%	27.07%	17.16%	
53 Excess/(Deficit)				\$3,932,975
<b>Section F - One-Time Adjustments &amp; Fund Balance</b>				
55 FCC Legal Fees Reimbursement				
58 Salary Increases (Retro)	-\$157,537	-\$111,194	-\$355,761	-\$624,492
59 Annual Increase/(Decrease) to Fund Balance				\$3,308,483
60 Prior Year Audit Adjustments to Fund Balance				
61 Site Fund Balance July 1, Year Beginning				\$24,688,776
62 Site Fund Balance June 30, Year Ending	\$0	\$0	\$0	\$27,997,259
63 Unrestricted Fund Balance				27.39%
				\$27,997,259

Multi Year Forecast		2019-20 Tentative Budget			
		SBVC	CHC	District Support Services	SBCCD Total
<b>Section A - State Base Revenue</b>					
1	Base Allocation Revenue (Medium and Small Colleges)				\$8,782,165
2	Credit FTES Percent	68.68%	31.32%		
3	District Funded Credit FTES	10,449.99	4,764.71		15,214.70
4	State Funded Rate Credit FTES				\$3,849.00
5	Total Credit FTES Funding				\$58,561,361
6	District Funded Enhanced Non-Credit FTES	115.64	5.06		120.70
7	State Funded Rate Enhanced Non-Credit FTES				\$5,635.00
8	Total Enhanced Non-Credit FTES Funding				\$680,142
9	Total District Noncredit FTES				0.00
10	District Funded Non-Credit FTES	186.03	36.45		222.47
11	State Funded Rate Non-Credit FTES				\$3,456.00
12	Total Non-Credit FTES Funding				\$768,868
13	Total District FTES	10,751.65	4,806.22		15,557.87
14	Supplemental Component (Pell, AB 540, Promise Grant)	16,607.68	7,572.32		24,180.00
15	Supplemental Component Rate				\$951
16	Total Supplemental Component				\$22,995,180
17	Student Success Incentive Component				21,570.00
18	Student Success Incentive Component Rate (Combined)				\$470
19	Total Student Success Incentive Component				\$10,136,914
20	Total State Base Revenue				\$101,924,630
21	Revenue Shortfall Percent				0.00%
22	Revenue Shortfall Amount				\$0
23	Adjusted State Base Revenue (line 14 - line 16)				\$101,924,630
30	Proposed Base Allocation Increase				\$0
31	Total State Revenue (add lines 17 - 23)				\$101,924,630
32	Change From Prev. Year State Base Revenue				\$2,671,670
<b>Section C - Other Revenue</b>					
33	District Part-time Faculty Funding	\$213,512	\$97,352		\$310,864
34	District Full-time Faculty Funding	\$466,899	\$212,884		\$679,783
35	District Lottery Funding	\$1,552,299	\$707,776		\$2,260,075
36	District Interest Income	\$204,696	\$93,332		\$298,027
37	Other Campus Revenue per Campus Projections	\$929,790	\$423,941		\$1,353,731
38	STRS/PERS Trust Interest Revenue	\$1,441,560	\$608,440		\$2,050,000
40	Other Revenue	\$313,779	\$132,437	\$1,000,000	\$1,446,216
41	Total District Revenue (add lines 24, 26-33)				\$110,323,326
42	Total Site Budget Allocation	-\$15,511,536	-\$6,933,983	\$22,445,519	\$110,323,326
43	1000 - Academic Salaries	\$31,932,231	\$15,249,015	\$819,393	\$48,000,639
44	2000 - Classified Salaries	\$11,133,251	\$6,641,522	\$9,878,255	\$27,653,028
45	3000 - Benefits	\$13,518,370	\$7,130,360	\$5,065,231	\$25,713,961
46	4000 - Supplies	\$787,548	\$275,525	\$380,235	\$1,443,308
47	5000 - Other Expenses and Services	\$5,955,030	\$2,174,071	\$5,134,655	\$13,263,756
48	6000 - Capital Outlay	\$306,375	\$58,200	\$367,750	\$732,325
49	7000 - Other Outgo	\$5,716	\$20,340	\$800,000	\$826,056
51	Site Budgeted / Projected Actual Expenditures	\$63,638,521	\$31,549,033	\$22,445,519	\$117,633,073
52	Percentages of Budget by Site	54.10%	26.82%	19.08%	
53	Excess/(Deficit)				-\$7,309,747
<b>Section F - One-Time Adjustments &amp; Fund Balance</b>					
55	FCC Legal Fees Reimbursement				\$2,000,000
58	Salary Increases (Retro)				
59	Annual Increase/(Decrease) to Fund Balance				-\$5,309,747
60	Prior Year Audit Adjustments to Fund Balance				
61	Site Fund Balance July 1, Year Beginning				\$27,997,259
62	Site Fund Balance June 30, Year Ending				\$22,687,512
63	Unrestricted Fund Balance				19.29%
					\$22,687,512

Multi Year Forecast		2020-21 Forecast			
		SBVC	CHC	District Support Services	SBCCD Total
<b>Section A - State Base Revenue</b>					
1	Base Allocation Revenue (Medium and Small Colleges)				\$9,136,086
2	Credit FTES Percent	68.68%	31.32%		
3	District Funded Credit FTES	10,502.24	4,788.53		15,290.77
4	State Funded Rate Credit FTES				\$3,964.47
5	Total Credit FTES Funding				\$60,619,793
6	District Funded Enhanced Non-Credit FTES	115.64	5.06		120.70
7	State Funded Rate Enhanced Non-Credit FTES				\$5,804.05
8	Total Enhanced Non-Credit FTES Funding				\$700,547
9	Total District Noncredit FTES				0.00
10	District Funded Non-Credit FTES	186.03	36.45		222.47
11	State Funded Rate Non-Credit FTES				\$3,559.68
12	Total Non-Credit FTES Funding				\$791,934
13	Total District FTES	10,803.90	4,830.04		15,633.94
14	Supplemental Component (Pell, AB 540, Promise Grant)	16,607.68	7,572.32		24,180.00
15	Supplemental Component Rate				\$980
16	Total Supplemental Component				\$23,685,035
17	Student Success Incentive Component				21,570.00
18	Student Success Incentive Component Rate (Combined)				484.05
19	Total Student Success Incentive Component				\$10,441,021
20	Total State Base Revenue				\$105,374,416
21	Revenue Shortfall Percent				0.00%
22	Revenue Shortfall Amount				\$0
23	Adjusted State Base Revenue (line 14 - line 16)				\$105,374,416
30	Proposed Base Allocation Increase				\$0
31	Total State Revenue (add lines 17 - 23)				\$105,374,416
32	Change From Prev. Year State Base Revenue				\$3,449,786
<b>Section C - Other Revenue</b>					
33	District Part-time Faculty Funding	\$213,512	\$97,352		\$310,864
34	District Full-time Faculty Funding	\$466,899	\$212,884		\$679,783
35	District Lottery Funding	\$1,552,299	\$707,776		\$2,260,075
36	District Interest Income	\$204,696	\$93,332		\$298,027
37	Other Campus Revenue per Campus Projections	\$929,790	\$423,941		\$1,353,731
38	STRS/PERS Trust Interest Revenue	\$1,441,560	\$608,440		\$2,050,000
40	Other Revenue	\$306,477	\$139,739		\$446,216
41	Total District Revenue (add lines 24, 26-33)			\$0	\$112,773,112
42	Total Site Budget Allocation	-\$15,647,278	-\$6,995,339	\$22,642,617	\$112,773,112
43	1000 - Academic Salaries	\$32,152,719	\$15,352,944	\$819,393	\$48,325,056
44	2000 - Classified Salaries	\$11,288,335	\$6,741,190	\$9,995,280	\$28,024,806
45	3000 - Benefits	\$13,738,962	\$7,211,931	\$5,145,304	\$26,096,197
46	4000 - Supplies	\$787,548	\$275,525	\$380,235	\$1,443,308
47	5000 - Other Expenses and Services	\$5,955,030	\$2,174,071	\$5,134,655	\$13,263,756
48	6000 - Capital Outlay	\$306,375	\$58,200	\$367,750	\$732,325
49	7000 - Other Outgo	\$0	\$0	\$800,000	\$800,000
51	Site Budgeted / Projected Actual Expenditures	\$64,228,969	\$31,813,862	\$22,642,617	\$118,685,447
52	Percentages of Budget by Site	54.12%	26.81%	19.08%	
53	Excess/(Deficit)				-\$5,912,335
<b>Section F - One-Time Adjustments &amp; Fund Balance</b>					
55	FCC Legal Fees Reimbursement				
58	Salary Increases (Retro)				
59	Annual Increase/(Decrease) to Fund Balance				-\$5,912,335
60	Prior Year Audit Adjustments to Fund Balance				
61	Site Fund Balance July 1, Year Beginning				\$22,687,512
62	Site Fund Balance June 30, Year Ending				\$16,775,177
63	Unrestricted Fund Balance				14.13%
					\$16,775,177

Multi Year Forecast	2021-22 Forecast			
	SBVC	CHC	District Support Services	SBCCD Total
<b>Section A - State Base Revenue</b>				
1				\$9,485,816
2	68.68%	31.32%		
3	10,554.75	4,812.47		15,367.22
4				\$4,075.48
5				\$62,628,733
6	115.64	5.06		120.70
7				\$5,966.56
8				\$720,162
9				0.00
10	186.03	36.45		222.47
11				\$3,659.35
12				\$814,108
13	10,856.41	4,853.98		15,710.40
14	16,607.68	7,572.32		24,180.00
15				\$1,007
16				\$24,348,216
17				21,570.00
18				\$498
19				\$10,733,370
20				\$108,730,404
21				0.00%
22				\$0
23				\$108,730,404
30				\$0
31				\$108,730,404
32				\$3,355,988
<b>Section C - Other Revenue</b>				
33	\$213,512	\$97,352		\$310,864
34	\$466,899	\$212,884		\$679,783
35	\$1,552,299	\$707,776		\$2,260,075
36	\$204,696	\$93,332		\$298,027
37	\$929,790	\$423,941		\$1,353,731
38	\$1,441,560	\$608,440		\$2,050,000
40	\$306,477	\$139,739		\$446,216
41			\$0	\$116,129,101
42	-\$15,785,575	-\$7,057,845	\$22,843,420	\$116,129,101
43	\$32,376,514	\$15,458,432	\$819,393	\$48,654,339
44	\$11,445,745	\$6,842,354	\$10,114,061	\$28,402,160
45	\$13,964,983	\$7,295,287	\$5,227,327	\$26,487,596
46	\$787,548	\$275,525	\$380,235	\$1,443,308
47	\$5,955,030	\$2,174,071	\$5,134,655	\$13,263,756
48	\$306,375	\$58,200	\$367,750	\$732,325
49	\$0	\$0	\$800,000	\$800,000
51	\$64,836,195	\$32,103,869	\$22,843,420	\$119,783,484
52	54.13%	26.80%	19.07%	
53				-\$3,654,383
<b>Section F - One-Time Adjustments &amp; Fund Balance</b>				
55				
58				
59				-\$3,654,383
60				
61				\$16,775,177
62				\$13,120,794
63				10.95%
				\$13,120,794

Multi Year Forecast	2022-23 Forecast			
	SBVC	CHC	District Support Services	SBCCD Total
<b>Section A - State Base Revenue</b>				
1				\$9,883,423
2	68.68%	31.32%		
3	10,607.52	4,836.53		15,444.06
4				\$4,204.26
5				\$64,930,840
6	115.64	5.06		120.70
7				\$6,155.11
8				\$742,919
9				0.00
10	186.03	36.45		222.47
11				\$3,774.99
12				\$839,834
13	10,909.19	4,878.04		15,787.23
14	16,607.68	7,572.32		24,180.00
15				\$1,039
16				\$25,117,620
17				21,570.00
18				513.33
19				\$11,072,544
20				\$112,587,180
21				0.00%
22				\$0
23				\$112,587,180
30				\$0
31				\$112,587,180
32				\$3,856,775
<b>Section C - Other Revenue</b>				
33	\$213,512	\$97,352		\$310,864
34	\$466,899	\$212,884		\$679,783
35	\$1,552,299	\$707,776		\$2,260,075
36	\$204,696	\$93,332		\$298,027
37	\$929,790	\$423,941		\$1,353,731
38	\$1,441,560	\$608,440		\$2,050,000
40	\$306,477	\$139,739		\$446,216
41			\$0	\$119,985,876
42	-\$15,926,480	-\$7,121,526	\$23,048,006	\$119,985,876
43	\$32,603,667	\$15,565,502	\$819,393	\$48,988,562
44	\$11,605,517	\$6,945,035	\$10,234,623	\$28,785,174
45	\$14,196,578	\$7,380,470	\$5,311,350	\$26,888,399
46	\$787,548	\$275,525	\$380,235	\$1,443,308
47	\$5,955,030	\$2,174,071	\$5,134,655	\$13,263,756
48	\$306,375	\$58,200	\$367,750	\$732,325
49	\$0	\$0	\$800,000	\$800,000
51	\$65,454,715	\$32,398,803	\$23,048,006	\$120,901,524
52	54.14%	26.80%	19.06%	
53				-\$915,648
<b>Section F - One-Time Adjustments &amp; Fund Balance</b>				
55				
58				
59				-\$915,648
60				
61				\$13,120,794
62				\$12,205,146
63				10.10%
				\$12,205,146

Multi Year Forecast		2023-24 Forecast			
		SBVC	CHC	District Support Services	SBCCD Total
<b>Section A - State Base Revenue</b>					
1	Base Allocation Revenue (Medium and Small Colleges)				\$10,297,697
2	Credit FTES Percent	68.68%	31.32%		
3	District Funded Credit FTES	10,660.56	4,860.72		15,521.28
4	State Funded Rate Credit FTES				\$4,337.11
5	Total Credit FTES Funding				\$67,317,568
6	District Funded Enhanced Non-Credit FTES	115.64	5.06		120.70
7	State Funded Rate Enhanced Non-Credit FTES				\$6,349.61
8	Total Enhanced Non-Credit FTES Funding				\$766,395
9	Total District Noncredit FTES				0.00
10	District Funded Non-Credit FTES	186.03	36.45		222.47
11	State Funded Rate Non-Credit FTES				\$3,894.28
12	Total Non-Credit FTES Funding				\$866,372
13	Total District FTES	10,962.23	4,902.23		15,864.45
14	Supplemental Component (Pell, AB 540, Promise Grant)	16,607.68	7,572.32		24,180.00
15	Supplemental Component Rate				\$1,072
16	Total Supplemental Component				\$25,911,337
17	Student Success Incentive Component				21,570.00
18	Student Success Incentive Component Rate (Combined)				\$530
19	Total Student Success Incentive Component				\$11,422,437
20	Total State Base Revenue				\$116,581,805
21	Revenue Shortfall Percent				0.00%
22	Revenue Shortfall Amount				\$0
23	Adjusted State Base Revenue (line 14 - line 16)				\$116,581,805
30	Proposed Base Allocation Increase				\$0
31	Total State Revenue (add lines 17 - 23)				\$116,581,805
32	Change From Prev. Year State Base Revenue				\$3,994,626
<b>Section C - Other Revenue</b>					
33	District Part-time Faculty Funding	\$213,512	\$97,352		\$310,864
34	District Full-time Faculty Funding	\$466,899	\$212,884		\$679,783
35	District Lottery Funding	\$1,552,299	\$707,776		\$2,260,075
36	District Interest Income	\$204,696	\$93,332		\$298,027
37	Other Campus Revenue per Campus Projections	\$929,790	\$423,941		\$1,353,731
38	STRS/PERS Trust Interest Revenue	\$1,441,560	\$608,440		\$2,050,000
40	Other Revenue	\$306,477	\$139,739		\$446,216
41	Total District Revenue (add lines 24, 26-33)			\$0	\$123,980,502
42	Total Site Budget Allocation	-\$16,069,013	-\$7,185,944	\$23,254,958	\$123,980,502
43	1000 - Academic Salaries	\$32,834,226	\$15,674,179	\$819,393	\$49,327,798
44	2000 - Classified Salaries	\$11,767,685	\$7,049,256	\$10,356,993	\$29,173,934
45	3000 - Benefits	\$14,429,656	\$7,466,405	\$5,395,931	\$27,291,992
46	4000 - Supplies	\$787,548	\$275,525	\$380,235	\$1,443,308
47	5000 - Other Expenses and Services	\$5,955,030	\$2,174,071	\$5,134,655	\$13,263,756
48	6000 - Capital Outlay	\$306,375	\$58,200	\$367,750	\$732,325
49	7000 - Other Outgo	\$0	\$0	\$800,000	\$800,000
51	Site Budgeted / Projected Actual Expenditures	\$66,080,521	\$32,697,635	\$23,254,958	\$122,033,113
52	Percentages of Budget by Site	54.15%	26.79%	19.06%	
53	Excess/(Deficit)				\$1,947,388
<b>Section F - One-Time Adjustments &amp; Fund Balance</b>					
55	FCC Legal Fees Reimbursement				
58	Salary Increases (Retro)				
59	Annual Increase/(Decrease) to Fund Balance				\$1,947,388
60	Prior Year Audit Adjustments to Fund Balance				
61	Site Fund Balance July 1, Year Beginning				\$12,205,146
62	Site Fund Balance June 30, Year Ending				\$14,152,535
63	Unrestricted Fund Balance				11.60%
					\$14,152,535



## Budget Forecast by Fund - ALL FUNDS

Budget Year: 2020

(5/30/2019 10:03:41 AM)

Fund Department	2020 Budget
<b>Revenues</b>	<b>263,271,704</b>
Fund 110 - General Fund Unrestricted	110,063,251
Fund 110 - General Fund Unrestricted Legacy	2,260,075
Fund 125 - General Fund Restricted	66,561,823
Fund 215 - Bond Interest and Redemption Restricted	25,703,480
Fund 335 - Child Development	3,570,141
Fund 390 - KVCR Unrestricted	2,876,000
Fund 395 - KVCR Restricted	1,173,545
Fund 410 - Capital Outlay Projects	1,445,000
Fund 435 - General Obligation Bond Fund	39,900
Fund 520 - Cafeteria	590,000
Fund 590 - FCC Auction Proceeds	6,022,966
Fund 615 - Workers Compensation Legacy	1,177,000
Fund 620 - Self Insurance	550,000
Fund 690 - Retiree Benefit	190,500
Fund 710 - Associated Students	129,550
Fund 720 - Student Representation	78,500
Fund 730 - Student Body Center Fee	304,192
Fund 745 - Student Financial Aid	24,537,131
Fund 755 - Scholarship and Loan	157,205
Fund 765 - OPEB Investment Trust Fund	749,118
Fund 775 - PARS Investment Trust Fund	9,550,000
Fund 810 - Student Clubs & Trusts	37,540
Fund 825 - KVCR FNX Fund	3,015,000
Fund 890 - Inland Futures Foundation	1,841,000
Fund 895 - Inland Futures Foundation Restricted	648,786
<b>Expenses</b>	<b>292,615,726</b>
Fund 110 - General Fund Unrestricted	115,372,998
Fund 110 - General Fund Unrestricted Legacy	2,260,075
Fund 125 - General Fund Restricted	67,652,027
Fund 215 - Bond Interest and Redemption Restricted	29,169,261
Fund 335 - Child Development	3,570,141
Fund 390 - KVCR Unrestricted	3,397,744
Fund 395 - KVCR Restricted	1,173,545
Fund 410 - Capital Outlay Projects	2,119,250
Fund 435 - General Obligation Bond Fund	6,773,111
Fund 445 - Measure CC Bond Fund	3,773,361
Fund 520 - Cafeteria	593,887
Fund 590 - FCC Auction Proceeds	19,306,520
Fund 615 - Workers Compensation Legacy	1,177,000
Fund 620 - Self Insurance	875,000
Fund 690 - Retiree Benefit	250,200
Fund 710 - Associated Students	129,550
Fund 720 - Student Representation	78,500

## Budget Forecast by Fund - ALL FUNDS

Budget Year: 2020

(5/30/2019 10:03:41 AM)

Fund Department	2020 Budget
Fund 730 - Student Body Center Fee	304,192
Fund 745 - Student Financial Aid	24,537,131
Fund 755 - Scholarship and Loan	144,371
Fund 775 - PARS Investment Trust Fund	3,550,000
Fund 810 - Student Clubs & Trusts	193,076
Fund 825 - KVCR FNX Fund	3,015,000
Fund 890 - Inland Futures Foundation	2,551,000
Fund 895 - Inland Futures Foundation Restricted	648,786
<b>Net Total</b>	<b><u><u>(29,344,023)</u></u></b>

## Budget Forecast by Department - Fund 110 Unrestricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:18 AM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
110.00.00000000.0000.0000 - General Program	98,810,143.19	104,924,630.00	6,114,486.81	6.19%
110.01.00000001.0000.0000 - General Program	0.00	3,173,107.00	3,173,107.00	100.00%
110.01.09470001.0000.0000 - Diesel Dept	115,000.00	0.00	(115,000.00)	-100.00%
110.01.09500001.0000.0000 - Aeronautics Department - Main	150,000.00	0.00	(150,000.00)	-100.00%
110.01.09563001.0000.0000 - Machine Shop Department	75,000.00	0.00	(75,000.00)	-100.00%
110.01.61900501.2146.0000 - SBVC-Prop 30 EPA Funds	0.00	0.00	0.00	0.00%
110.01.64400101.0000.0000 - Student Health Services	9,800.00	0.00	(9,800.00)	-100.00%
110.01.65701701.0000.0000 - Unrestricted Lottery	1,637,595.00	1,552,299.00	(85,296.00)	-5.21%
110.01.69100101.0000.0000 - Bookstore	397,523.00	0.00	(397,523.00)	-100.00%
110.02.00000002.0000.0000 - General Program	0.00	1,398,188.00	1,398,188.00	100.00%
110.02.17010202.3269.0000 - CHC-Contract Education	26,680.00	26,680.00	0.00	0.00%
110.02.64400102.0000.0000 - Student Health Services	7,000.00	7,500.00	500.00	7.14%
110.02.65701102.0000.0000 - Utilities - Electricity	45,000.00	0.00	(45,000.00)	-100.00%
110.02.65701702.0000.0000 - Unrestricted Lottery	703,660.00	707,776.00	4,116.00	0.58%
110.02.65900102.0000.0000 - Administrative Services - Other M&O	0.00	4,746.00	4,746.00	100.00%
110.02.67200702.2146.0000 - CHC-Prop 30 EPA Funds	0.00	0.00	0.00	0.00%
110.02.69100102.0000.0000 - Bookstore	241,311.00	141,971.00	(99,340.00)	-41.17%
110.02.70100302.3281.0000 - CHC-Redlands USD Contract Education-Contract Ed/Special Projects	50,160.00	50,160.00	0.00	0.00%
110.02.71000302.0000.0000 - Administrative Services - Physical Property & Related Acquisitions	47,161.00	50,307.00	3,146.00	6.67%
110.15.73000501.0000.0000 - WIA Carryover	5,716.00	5,716.00	0.00	0.00%
110.25.70100302.3281.0000 - CHC-Redlands USD Contract Education-Contract Ed/Special Projects	241,439.35	241,439.00	(0.35)	0.00%
110.25.73200002.3278.0000 - CHC-PSASB-Contract Education-Student Aid	38,807.46	38,807.46	0.00	0.00%
	<b>102,601,996.00</b>	<b>112,323,326.46</b>	<b>9,721,330.46</b>	<b>9.47%</b>
<b>Expenditures</b>				
110.00.00000000.0000.0000 - General Program	220,000.00	(140,733.00)	(360,733.00)	-163.97%
110.01.02010001.0000.0000 - Architecture Department	138,707.11	151,379.21	12,672.10	9.14%
110.01.04010001.0000.0000 - Biology, General	539,120.98	564,241.59	25,120.61	4.66%
110.01.04010101.0000.0000 - Microbiology Biology General	153,035.50	100,103.27	(52,932.23)	-34.59%

## Budget Forecast by Department - Fund 110 Unrestricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:18 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.01.04030001.0000.0000 - Microbiology - Microbiology	149,836.67	159,459.82	9,623.15	6.42%
110.01.04100001.0000.0000 - Biology Department - Anatomy And Physiology	306,917.33	336,897.68	29,980.35	9.77%
110.01.05010001.0000.0000 - Business Division - Business And Commerce, General	7,341.00	7,649.00	308.00	4.20%
110.01.05020001.0000.0000 - Accounting	274,569.99	297,047.70	22,477.72	8.19%
110.01.05040001.0000.0000 - Business Admin, Finance, Ins	270,034.84	289,841.66	19,806.82	7.33%
110.01.05140001.0000.0000 - Computer Info Tech	678,838.64	719,503.65	40,665.01	5.99%
110.01.06040001.0000.0000 - Radio/Television Instruction	192,773.83	192,177.21	(596.62)	-0.31%
110.01.07010001.0000.0000 - Computer Science Department	3,474.00	3,778.00	304.00	8.75%
110.01.08350001.0000.0000 - P.E - Physical Education	1,029,190.34	1,122,685.91	93,495.57	9.08%
110.01.08350101.0000.0000 - Mens Athletics - Physical Education	256,592.00	311,072.00	54,480.00	21.23%
110.01.08352001.0000.0000 - Athletic Trainer - Physical Education	131,033.32	146,818.60	15,785.28	12.05%
110.01.09010001.0000.0000 - Technical Training Division - Engineering	25,762.31	51,297.89	25,535.58	99.12%
110.01.09340001.0000.0000 - Electronics Department	315,386.39	353,089.38	37,702.99	11.95%
110.01.09460001.0000.0000 - Refrigeration	179,904.87	272,927.16	93,022.29	51.71%
110.01.09470001.0000.0000 - Diesel Dept	228,073.93	126,838.96	(101,234.97)	-44.39%
110.01.09480101.0000.0000 - Automotive Department	769,853.44	720,553.93	(49,299.52)	-6.40%
110.01.09500001.0000.0000 - Aeronautics Department - Main	448,714.74	340,320.68	(108,394.07)	-24.16%
110.01.09563001.0000.0000 - Machine Shop Department	227,383.90	159,437.17	(67,946.73)	-29.88%
110.01.09565001.0000.0000 - Welding	266,459.51	401,663.10	135,203.58	50.74%
110.01.09580001.0000.0000 - Water Supply Technology	288,455.65	311,613.41	23,157.76	8.03%
110.01.09990101.0000.0000 - Technical Training Division - Other Engineering & Related Industrial Technologies	153,677.20	163,048.17	9,370.98	6.10%
110.01.10020001.0000.0000 - Art Department	484,135.89	518,773.60	34,637.71	7.15%
110.01.10040001.0000.0000 - Music Department	187,174.39	172,969.47	(14,204.93)	-7.59%
110.01.10070001.0000.0000 - Drama Department - Dramatic Arts	146,148.39	160,193.78	14,045.38	9.61%
110.01.10080001.0000.0000 - Dance Department	1,505.00	1,900.00	395.00	26.25%
110.01.11010001.0000.0000 - Modern Languages	657,285.59	702,365.84	45,080.25	6.86%
110.01.12210001.0000.0000 - Pharmacy Technology	4,714.00	4,714.00	0.00	0.00%
110.01.12301101.0000.0000 - Registered Nursing Program	945,334.28	1,357,435.23	412,100.95	43.59%
110.01.12390001.0000.0000 - Psychiatric Tech	421,390.99	449,801.86	28,410.87	6.74%

## Budget Forecast by Department - Fund 110 Unrestricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:18 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.01.12600001.0000.0000 - Allied Health Department - Health Professions, Transfer Core Curriculum	5,056.00	4,556.00	(500.00)	-9.89%
110.01.13050101.0000.0000 - Child Development/Early Care And Education	407,873.76	428,585.80	20,712.04	5.08%
110.01.13070001.0000.0000 - Restaurant Management Program	258,025.58	277,591.38	19,565.81	7.58%
110.01.15010001.0000.0000 - English Department	2,061,943.97	2,220,112.77	158,168.80	7.67%
110.01.15060001.0000.0000 - Speech Department	480,307.48	505,678.80	25,371.31	5.28%
110.01.15090001.0000.0000 - Philosophy	224,158.08	255,669.13	31,511.05	14.06%
110.01.17010001.0000.0000 - Mathematics Department	2,053,224.67	2,229,529.85	176,305.18	8.59%
110.01.17990101.0000.0000 - Math & Science	44,051.00	44,556.00	505.00	1.15%
110.01.19010001.0000.0000 - Science Division-General	15,602.00	15,602.00	0.00	0.00%
110.01.19020001.0000.0000 - Physics Department	428,765.76	485,031.45	56,265.69	13.12%
110.01.19050001.0000.0000 - Chemistry Department	830,033.37	902,993.81	72,960.44	8.79%
110.01.19140001.0000.0000 - Geology Department	99,454.30	119,028.83	19,574.53	19.68%
110.01.20010001.0000.0000 - Psychology	192,211.89	259,114.53	66,902.64	34.81%
110.01.21050001.0000.0000 - Administration Of Justice	135,258.64	147,114.47	11,855.82	8.77%
110.01.22010001.0000.0000 - Social Science, General	7,175.00	7,725.00	550.00	7.67%
110.01.22020001.0000.0000 - Anthropology	126,611.58	145,705.93	19,094.35	15.08%
110.01.22040001.0000.0000 - Economics	227,143.10	252,437.30	25,294.20	11.14%
110.01.22050001.0000.0000 - History	544,364.75	595,557.67	51,192.92	9.40%
110.01.22060001.0000.0000 - Geography Department	220,231.71	247,572.28	27,340.57	12.41%
110.01.22070001.0000.0000 - Political Science	104,218.51	115,880.91	11,662.40	11.19%
110.01.22080001.0000.0000 - Sociology	255,719.40	272,413.96	16,694.56	6.53%
110.01.22990101.0000.0000 - Human Services Department	220,605.88	250,035.46	29,429.58	13.34%
110.01.49300101.0000.0000 - Office Of Instruction - Adjuncts	10,620,662.97	12,371,339.52	1,750,676.55	16.48%
110.01.49300901.0000.0000 - Tutorial Center	66,954.79	227,034.16	160,079.37	239.09%
110.01.49301001.0000.0000 - Counseling - General Studies	23,409.90	25,992.85	2,582.96	11.03%
110.01.49303001.0000.0000 - Disabled Student Prog/Services - General Studies	51,929.81	0.00	(51,929.81)	-100.00%
110.01.49307001.0000.0000 - Reading Program	460,368.65	507,024.99	46,656.34	10.13%
110.01.60100101.0000.0000 - P.E - Academic Administration	119,207.11	124,569.60	5,362.49	4.50%
110.01.60100201.0000.0000 - Business Division - Academic Administration	94,713.26	98,770.03	4,056.77	4.28%

## Budget Forecast by Department - Fund 110 Unrestricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:18 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.01.60100301.0000.0000 - Arts And Lectures	20,785.00	20,762.00	(23.00)	-0.11%
110.01.60100401.0000.0000 - Humanities Division	374,920.28	394,418.38	19,498.09	5.20%
110.01.60100501.0000.0000 - Mathematics Division - Academic Administration	280,629.65	290,524.99	9,895.33	3.53%
110.01.60100701.0000.0000 - Science Division - Academic Administration	243,294.61	382,506.10	139,211.49	57.22%
110.01.60100801.0000.0000 - Registered Nursing Program - Academic Administration	234,469.19	248,644.39	14,175.20	6.05%
110.01.60100901.0000.0000 - Allied Health Department - Academic Administration	94,569.81	98,931.58	4,361.77	4.61%
110.01.60101001.0000.0000 - Psychiatric Tech - Academic Administration	17,321.04	18,229.03	907.99	5.24%
110.01.60101101.0000.0000 - Technical Training Division - Academic Administration	276,246.89	294,584.02	18,337.13	6.64%
110.01.60101201.0000.0000 - Social Science, General - Academic Administration	261,818.80	276,069.07	14,250.27	5.44%
110.01.60101301.0000.0000 - Sheriff'S Academy - Academic Administration	1,032,712.58	800,440.68	(232,271.89)	-22.49%
110.01.60101401.0000.0000 - Extended Academy - Academic Administration	184,170.00	200,228.00	16,058.00	8.72%
110.01.60101501.0000.0000 - Office Of Instruction	756,296.18	943,587.17	187,290.99	24.76%
110.01.60101601.0000.0000 - Off-Campus Programs	38,525.00	38,526.00	1.00	0.00%
110.01.60101901.0000.0000 - Honors Program	6,190.00	6,190.00	0.00	0.00%
110.01.60103901.0000.0000 - Art Gallery	1,000.00	1,000.00	0.00	0.00%
110.01.60300101.0000.0000 - Academic Senate	10,801.00	10,801.00	0.00	0.00%
110.01.60900101.0000.0000 - Reassigned Time-SBVC	2,247,196.85	2,365,030.93	117,834.08	5.24%
110.01.60900201.0000.0000 - Accreditation	30,812.00	27,150.00	(3,662.00)	-11.88%
110.01.61100101.0000.0000 - Library - Learning Center	195,284.03	204,206.95	8,922.91	4.57%
110.01.61200101.0000.0000 - Library	1,252,257.12	1,348,413.22	96,156.10	7.68%
110.01.61500101.0000.0000 - Technology Service - Acad Info Systems & Tech	1,297,514.76	1,372,002.88	74,488.12	5.74%
110.01.61900201.0000.0000 - Tutorial Center	802,827.12	791,321.72	(11,505.40)	-1.43%
110.01.61900401.0000.0000 - Grants - Other Instructional Support Sv	127,893.70	154,174.43	26,280.74	20.55%
110.01.61900701.0000.0000 - Planning And Research	329,614.92	350,076.24	20,461.31	6.21%
110.01.61900801.0000.0000 - Resource Development	359,249.68	381,424.82	22,175.14	6.17%
110.01.61912101.0000.0000 - Academic Success/Learning Svcs	537,806.32	557,468.28	19,661.96	3.66%
110.01.61912201.0000.0000 - Humanities Division	91,000.00	0.00	(91,000.00)	-100.00%
110.01.62000101.0000.0000 - Admissions & Records	1,465,147.91	1,541,596.58	76,448.67	5.22%
110.01.62000501.0000.0000 - Student Development-Student Refund Petition	4,200.00	4,200.00	0.00	0.00%

## Budget Forecast by Department - Fund 110 Unrestricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:18 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.01.63100201.0000.0000 - Minority Transfer Program	12,536.00	12,230.00	(306.00)	-2.44%
110.01.63100401.0000.0000 - Counseling - Counseling & Guidance	1,448,563.03	1,570,855.57	122,292.54	8.44%
110.01.63300101.0000.0000 - Articulation Program	1,290.00	1,290.00	0.00	0.00%
110.01.63300201.0000.0000 - Transfer Center	322,310.98	344,746.16	22,435.18	6.96%
110.01.64200101.0000.0000 - Disabled Student Prog/Services - DSPS	267,066.64	275,918.48	8,851.84	3.31%
110.01.64300101.0000.0000 - EOPS	145,896.88	229,760.45	83,863.57	57.48%
110.01.64400101.0000.0000 - Student Health Services	97,639.00	97,639.00	0.00	0.00%
110.01.64500101.0000.0000 - Counseling/Matriculation Division	498,072.56	540,171.13	42,098.57	8.45%
110.01.64500201.0000.0000 - Student Development	386,799.42	474,340.42	87,541.00	22.63%
110.01.64600101.0000.0000 - Financial Aid	974,501.49	1,063,866.70	89,365.21	9.17%
110.01.64601001.0000.0000 - Student Development-Financial Aid	100,000.00	100,000.00	0.00	0.00%
110.01.64700101.0000.0000 - Workforce Readiness - Job Development/Placement Srvc	30,563.29	32,616.70	2,053.41	6.72%
110.01.64900101.0000.0000 - Workforce Readiness - Misc. Student Svcs.	61,295.80	65,716.75	4,420.94	7.21%
110.01.64900201.0000.0000 - Outreach And Recruitment	55,888.00	55,888.00	0.00	0.00%
110.01.64900301.0000.0000 - Commencement	56,871.00	56,871.00	0.00	0.00%
110.01.64900401.0000.0000 - Puente	4,938.00	4,938.00	0.00	0.00%
110.01.64901101.0000.0000 - Middle College	26,347.00	26,807.00	460.00	1.75%
110.01.65100101.0000.0000 - Maintenance	1,134,109.41	1,032,351.15	(101,758.25)	-8.97%
110.01.65300101.0000.0000 - Custodial	1,983,695.96	2,253,518.14	269,822.18	13.60%
110.01.65300501.0000.0000 - Custodial - Student & Co-Curricular	61,792.60	81,370.03	19,577.44	31.68%
110.01.65500101.0000.0000 - Grounds	338,720.39	473,555.50	134,835.11	39.81%
110.01.65700201.0000.0000 - Weekend College	479.00	300.00	(179.00)	-37.37%
110.01.65700301.0000.0000 - Technology Service	2,404.00	504.00	(1,900.00)	-79.03%
110.01.65700401.0000.0000 - Workforce Readiness	300.00	300.00	0.00	0.00%
110.01.65700501.0000.0000 - Counseling/Matriculation Div	456.00	600.00	144.00	31.58%
110.01.65700701.0000.0000 - Utilities - Water	201,000.00	201,000.00	0.00	0.00%
110.01.65700801.0000.0000 - Utilities - Telephone	130,000.00	130,000.00	0.00	0.00%
110.01.65701001.0000.0000 - Utilities - Gas	62,364.00	115,500.00	53,136.00	85.20%
110.01.65701301.0000.0000 - Office of Instruction	540.00	0.00	(540.00)	-100.00%

## Budget Forecast by Department - Fund 110 Unrestricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:18 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.01.65701701.0000.0000 - Unrestricted Lottery	1,549,936.00	1,556,415.00	6,479.00	0.42%
110.01.65702801.0000.0000 - Social Science, General	444.00	444.00	0.00	0.00%
110.01.65900101.0000.0000 - Administrative Services	851,055.05	1,125,913.70	274,858.66	32.30%
110.01.66000101.0000.0000 - Technology Service - Planning, Policymaking, & Coordination	170,270.25	178,546.08	8,275.83	4.86%
110.01.66000301.0000.0000 - Campus President	671,031.36	709,729.68	38,698.32	5.77%
110.01.66000401.0000.0000 - Grants - Planning, Policymaking, & Coordination	140,951.67	271,414.09	130,462.42	92.56%
110.01.67100101.0000.0000 - Marketing & Public Affairs	473,216.96	350,835.11	(122,381.85)	-25.86%
110.01.67200101.0000.0000 - College Business Office	241,521.78	346,858.07	105,336.29	43.61%
110.01.67500101.0000.0000 - Professional Development	138,865.78	155,471.58	16,605.81	11.96%
110.01.67600101.0000.0000 - Diversity	30,031.00	28,910.00	(1,121.00)	-3.73%
110.01.67700101.0000.0000 - Transportation, General	35,805.00	35,805.00	0.00	0.00%
110.01.67700201.0000.0000 - Rideshare Program	17,173.00	26,000.00	8,827.00	51.40%
110.01.67700401.0000.0000 - General Supplies & Services	1,750,902.24	1,272,862.00	(478,040.24)	-27.30%
110.01.67700501.0000.0000 - Auditorium	126,125.20	137,882.06	11,756.86	9.32%
110.01.67700701.0000.0000 - Mailroom and Postage	87,670.15	137,022.53	49,352.38	56.29%
110.01.67900801.0000.0000 - Campus President	1,000.00	0.00	(1,000.00)	-100.00%
110.01.68300101.0000.0000 - Custodial - Community Use Of Facilities	65,402.48	68,355.35	2,952.87	4.51%
110.01.69200201.0000.0000 - Child Development Center	149,458.07	160,826.18	11,368.10	7.61%
110.01.69400201.0000.0000 - Cafeteria	136,582.26	0.00	(136,582.26)	-100.00%
110.01.69600101.0000.0000 - Mens Athletics - Student & Co-Curricular	189,433.70	200,742.21	11,308.51	5.97%
110.01.69600201.0000.0000 - Student Activities	284,360.74	305,434.41	21,073.67	7.41%
110.01.69600501.0000.0000 - Mens Athletics - Baseball	24,975.51	19,250.00	(5,725.51)	-22.92%
110.01.69600601.0000.0000 - Womens Athletics - Volleyball	9,109.18	10,450.00	1,340.82	14.72%
110.01.69600701.0000.0000 - Womens Athletics - Softball	27,886.50	13,970.00	(13,916.50)	-49.90%
110.01.69600801.0000.0000 - Mens Athletics - Basketball	20,238.00	14,080.00	(6,158.00)	-30.43%
110.01.69600901.0000.0000 - Womens Athletics - Basketball	10,214.10	14,320.00	4,105.90	40.20%
110.01.69601001.0000.0000 - Mens Athletics - Track	15,357.17	12,600.00	(2,757.17)	-17.95%
110.01.69601101.0000.0000 - Womens Athletics - Track	8,771.75	9,000.00	228.25	2.60%
110.01.69601201.0000.0000 - Mens Athletics - Cross Country	6,888.25	6,900.00	11.75	0.17%



## Budget Forecast by Department - Fund 110 Unrestricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:18 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.01.69601301.0000.0000 - Womens Athletics - Cross Country	5,260.00	5,500.00	240.00	4.56%
110.01.69601801.0000.0000 - Mens Athletics - Football	39,517.40	35,100.00	(4,417.40)	-11.18%
110.01.69602001.0000.0000 - Mens Athletics - Soccer	7,902.00	8,242.00	340.00	4.30%
110.01.69602101.0000.0000 - Womens Athletics - Soccer	16,190.00	8,900.00	(7,290.00)	-45.03%
110.01.69602201.0000.0000 - Mens Athletics - Athletics	45,839.04	42,770.00	(3,069.04)	-6.70%
110.01.69602301.0000.0000 - Womens Athletics - Athletics	3,900.00	3,800.00	(100.00)	-2.56%
110.01.69602401.0000.0000 - P.E - Athletics	71,588.14	77,688.37	6,100.23	8.52%
110.01.69602501.0000.0000 - Athletic Trainer - Athletic Trainer	500.00	500.00	0.00	0.00%
110.02.04010002.0000.0000 - Biology, General	251,215.60	259,486.48	8,270.88	3.29%
110.02.04030002.0000.0000 - Microbiology Department	230,593.07	261,205.74	30,612.67	13.28%
110.02.04100002.0000.0000 - Anatomy & Physiology Dept - Anatomy And Physiology	194,049.78	203,770.05	9,720.27	5.01%
110.02.05020002.0000.0000 - Accounting	56,169.23	62,963.67	6,794.44	12.10%
110.02.05040002.0000.0000 - Business Admin, Finance, Ins	54,169.23	64,213.67	10,044.44	18.54%
110.02.07010002.0000.0000 - Computer Science Department	198,659.18	371,808.63	173,149.44	87.16%
110.02.08350002.0000.0000 - Physical Education Division	434,920.64	465,820.87	30,900.23	7.10%
110.02.08500102.0000.0000 - Modern Languages - Sign Language	18,754.38	49,672.72	30,918.34	164.86%
110.02.10020002.0000.0000 - Art Department	291,154.66	313,909.22	22,754.56	7.82%
110.02.10040002.0000.0000 - Music Department	47,254.98	49,536.48	2,281.49	4.83%
110.02.10070002.0000.0000 - Drama Department	241,368.03	261,475.49	20,107.46	8.33%
110.02.11010002.0000.0000 - Modern Languages - Foreign Languages, General	394,519.42	406,472.39	11,952.97	3.03%
110.02.12100002.0000.0000 - Resp Therapy Cert Program - Respiratory Care/Therapy	705,617.11	758,048.20	52,431.09	7.43%
110.02.12500002.0000.0000 - Emergency Medicine Program - Emergency Medical Services	674,694.19	785,630.28	110,936.09	16.44%
110.02.13050202.0000.0000 - Early Childhood Education	30,716.14	33,386.57	2,670.43	8.69%
110.02.15010002.0000.0000 - English Department	764,126.47	835,635.02	71,508.55	9.36%
110.02.15060002.0000.0000 - Speech Department	289,688.24	313,876.00	24,187.76	8.35%
110.02.15090002.0000.0000 - Philosophy	164,228.77	178,747.98	14,519.21	8.84%
110.02.17010002.0000.0000 - Mathematics Department	792,609.15	933,223.35	140,614.20	17.74%
110.02.17010202.3269.0000 - CHC-Contract Education	13,340.00	13,340.00	0.00	0.00%
110.02.19020002.0000.0000 - Physics Department	137,097.24	174,750.27	37,653.03	27.46%

## Budget Forecast by Department - Fund 110 Unrestricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:18 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.02.19050002.0000.0000 - Chemistry Department	478,703.11	533,850.43	55,147.31	11.52%
110.02.19110002.0000.0000 - Formerly Astronomy Dept.	75,734.37	82,737.77	7,003.41	9.25%
110.02.19140002.0000.0000 - Geology Department	106,626.44	114,179.22	7,552.78	7.08%
110.02.20010002.0000.0000 - Psychology	438,040.70	464,366.53	26,325.83	6.01%
110.02.21330002.0000.0000 - Fire Science - Fire Technology	435,721.12	512,126.20	76,405.07	17.54%
110.02.21990102.0000.0000 - Public Safety Training	2,180.00	2,220.00	40.00	1.83%
110.02.22020002.0000.0000 - Anthropology	111,331.92	126,886.18	15,554.26	13.97%
110.02.22040002.0000.0000 - Economics	150,228.78	155,614.89	5,386.11	3.59%
110.02.22050002.0000.0000 - History	119,936.58	140,000.93	20,064.35	16.73%
110.02.22060002.0000.0000 - Geography Department	75,423.66	80,230.21	4,806.55	6.37%
110.02.22070002.0000.0000 - Political Science	131,237.35	143,199.66	11,962.31	9.12%
110.02.22080002.0000.0000 - Sociology	127,173.86	135,864.33	8,690.48	6.83%
110.02.49300102.0000.0000 - Office Of Instruction - Adjuncts	4,797,673.00	5,731,238.05	933,565.05	19.46%
110.02.49307002.0000.0000 - Reading Program	130,683.64	142,039.47	11,355.82	8.69%
110.02.60100402.0000.0000 - Humanities Division	157,282.86	167,420.99	10,138.13	6.45%
110.02.60101502.0000.0000 - Office Of Instruction	706,848.25	769,399.69	62,551.44	8.85%
110.02.60101902.0000.0000 - Honors Program	75,608.00	96,202.00	20,594.00	27.24%
110.02.60102102.0000.0000 - Resp Therapy Cert Program - Academic Administration	85,273.22	92,769.52	7,496.29	8.79%
110.02.60102202.0000.0000 - Emergency Medicine Program - Academic Administration	75,623.32	78,367.07	2,743.75	3.63%
110.02.60102302.0000.0000 - Radiologic Technology	5,089.00	5,689.00	600.00	11.79%
110.02.60102402.0000.0000 - Fire Science - Academic Administration	34,582.88	36,178.05	1,595.17	4.61%
110.02.60102502.0000.0000 - Vocational Education	225,828.35	302,637.10	76,808.74	34.01%
110.02.60102602.0000.0000 - Learning Resource Center - Academic Administration	117,894.71	145,749.70	27,854.98	23.63%
110.02.60900102.0000.0000 - Reassigned Time-CHC	1,029,556.59	1,097,695.33	68,138.74	6.62%
110.02.61100202.0000.0000 - Learning Resource Center	405,806.11	489,813.23	84,007.12	20.70%
110.02.61200102.0000.0000 - Library	565,185.59	739,781.73	174,596.14	30.89%
110.02.61900102.0000.0000 - Aquatics Center	37,748.41	34,847.62	(2,900.79)	-7.68%
110.02.61900302.0000.0000 - Grants	10,000.00	0.00	(10,000.00)	-100.00%
110.02.61900502.0000.0000 - Campus President - Other Instructional Support Sv	188,320.01	300,226.65	111,906.63	59.42%

## Budget Forecast by Department - Fund 110 Unrestricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:18 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.02.61900602.0000.0000 - Science Division	199,100.46	180,507.24	(18,593.22)	-9.34%
110.02.61900802.0000.0000 - Resource Development	306,644.91	316,539.60	9,894.70	3.23%
110.02.61900902.0000.0000 - Marketing & Public Affairs - Other Instructional Support Sv	134,566.34	140,998.58	6,432.23	4.78%
110.02.62000102.0000.0000 - Admissions & Records	569,716.45	572,951.13	3,234.68	0.57%
110.02.63100402.0000.0000 - Counseling - Counseling & Guidance	756,945.47	831,739.10	74,793.62	9.88%
110.02.63300102.0000.0000 - Articulation Program	1,875.00	0.00	(1,875.00)	-100.00%
110.02.63300402.0000.0000 - Transfer Center 7/1/05	204,360.90	222,762.05	18,401.15	9.00%
110.02.63400202.0000.0000 - Career Center	205,214.60	224,977.45	19,762.86	9.63%
110.02.64200202.0000.0000 - Disabled Student Prog/Service	244,198.96	268,617.79	24,418.83	10.00%
110.02.64300102.0000.0000 - EOPS	173,915.04	169,918.79	(3,996.25)	-2.30%
110.02.64400102.0000.0000 - Student Health Services	99,325.00	99,280.00	(45.00)	-0.05%
110.02.64500302.0000.0000 - Student Services - Student Personnel Admin.	596,670.98	637,571.62	40,900.64	6.85%
110.02.64600102.0000.0000 - Financial Aid	356,425.64	381,892.61	25,466.97	7.15%
110.02.64900302.0000.0000 - Commencement	11,036.00	10,233.00	(803.00)	-7.28%
110.02.64900502.0000.0000 - Articulation Program	156,386.99	173,087.67	16,700.68	10.68%
110.02.65100102.0000.0000 - Maintenance	694,924.65	672,567.14	(22,357.51)	-3.22%
110.02.65300102.0000.0000 - Custodial	1,488,637.57	1,591,673.65	103,036.08	6.92%
110.02.65300302.0000.0000 - Custodial - Child Development Centers	6,599.85	6,905.54	305.69	4.63%
110.02.65300402.0000.0000 - Custodial - Food Services	3,887.91	4,062.66	174.75	4.49%
110.02.65500202.0000.0000 - Grounds - Grounds Maint & Repairs	245,768.74	286,884.42	41,115.68	16.73%
110.02.65700102.0000.0000 - Telephone Operations & Maint	74,714.15	78,060.53	3,346.38	4.48%
110.02.65700802.0000.0000 - Utilities - Telephone	0.00	50,000.00	50,000.00	100.00%
110.02.65700902.0000.0000 - Parking Lot Improvements	34,559.00	42,538.00	7,979.00	23.09%
110.02.65701102.0000.0000 - Utilities - Electricity	111,745.00	98,938.00	(12,807.00)	-11.46%
110.02.65701202.0000.0000 - Utilities - Fuel Oil	8,000.00	8,000.00	0.00	0.00%
110.02.65701702.0000.0000 - Unrestricted Lottery	703,660.00	703,660.00	0.00	0.00%
110.02.65900102.0000.0000 - Administrative Services - Other M&O	291,372.51	319,398.15	28,025.64	9.62%
110.02.65900302.0000.0000 - Maintenance & Operations - Other M&O	105,944.65	114,064.98	8,120.33	7.66%
110.02.66000302.0000.0000 - Campus President - Planning, Policymaking, & Coordination	317,923.99	448,611.35	130,687.35	41.11%

## Budget Forecast by Department - Fund 110 Unrestricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:18 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.02.66000502.0000.0000 - Planning And Research	418,630.59	441,203.27	22,572.68	5.39%
110.02.67100102.0000.0000 - Marketing & Public Affairs - Community Relations	338,910.68	328,030.42	(10,880.26)	-3.21%
110.02.67200102.0000.0000 - College Business Office - Fiscal Operations	174,874.98	182,440.06	7,565.08	4.33%
110.02.67500102.0000.0000 - Professional Development	12,708.00	12,708.00	0.00	0.00%
110.02.67700602.0000.0000 - Purchasing And Warehousing - Logistical Services	74,298.32	78,683.52	4,385.20	5.90%
110.02.67700702.0000.0000 - Mailroom And Postage * Logistical Services	13,642.00	13,500.00	(142.00)	-1.04%
110.02.67700802.0000.0000 - Administrative Services - Logistical Services	3,500.00	0.00	(3,500.00)	-100.00%
110.02.67900202.0000.0000 - Technology Service - Other Gen Inst.Support Svcs	945,879.43	1,006,255.03	60,375.59	6.38%
110.02.68300202.0000.0000 - College Business Office - Community Use Of Facilities	17,321.04	18,229.03	907.99	5.24%
110.02.69100202.0000.0000 - Purchasing And Warehousing - Bookstores	10,131.59	10,729.57	597.98	5.90%
110.02.69100302.0000.0000 - Custodial - Bookstores	13,371.48	13,195.83	(175.64)	-1.31%
110.02.69200202.0000.0000 - Child Development Center	214,132.56	226,893.96	12,761.41	5.96%
110.02.69500202.0000.0000 - Grounds - Parking	8,447.33	13,828.96	5,381.62	63.71%
110.02.69500302.0000.0000 - Custodial - Parking	939.75	1,007.85	68.11	7.25%
110.02.69500402.0000.0000 - Parking Lot Improvements	45,664.15	223,744.12	178,079.97	389.98%
110.02.69600302.0000.0000 - Student Services - Student & Co-Curricular	151,393.65	163,448.35	12,054.70	7.96%
110.02.69600402.0000.0000 - College Business Office - Student & Co-Curricular	822.16	859.49	37.33	4.54%
110.02.69601402.0000.0000 - CHC-Womens Athletics - Polo	4,428.05	45,685.00	41,256.95	931.72%
110.02.69601502.0000.0000 - Mens Athletics - Polo	4,428.05	45,185.00	40,756.95	920.43%
110.02.69602202.0000.0000 - Mens Athletics - Swim	18,138.00	23,926.00	5,788.00	31.91%
110.02.69602302.0000.0000 - Womens Athletics - Swim	22,890.00	24,451.00	1,561.00	6.82%
110.02.69602402.0000.6191 - P.E. - Athletics	0.00	36,038.00	36,038.00	100.00%
110.02.70100302.3281.0000 - CHC-Redlands USD Contract Education-Contract Ed/Special Projects	43,160.00	43,160.00	0.00	0.00%
110.02.71000102.0000.0000 - Technology Service - Physical Property & Related Acquisitions	8,284.24	8,927.30	643.06	7.76%
110.02.71000202.0000.0000 - Maintenance & Operations - Physical Property & Related Acquisitions	40,747.94	61,419.60	20,671.66	50.73%
110.02.71000302.0000.0000 - Administrative Services - Physical Property & Related Acquisitions	58,123.71	67,706.19	9,582.49	16.49%
110.02.73200002.3269.0000 - CHC-Contract Education	13,340.00	13,340.00	0.00	0.00%
110.02.73200002.3281.0000 - CHC-Redlands USD Contract Education-Student Aid	7,000.00	7,000.00	0.00	0.00%
110.03.60900103.0000.0000 - Reassigned Time-DIST	351,406.83	425,235.56	73,828.73	21.01%

## Budget Forecast by Department - Fund 110 Unrestricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:18 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.03.61500203.0000.0000 - Distance Education - Acad Info Systems & Tech	506,304.25	666,608.76	160,304.51	31.66%
110.03.65100103.0000.0000 - Maintenance	352,584.85	398,408.89	45,824.04	13.00%
110.03.65701303.0000.0000 - Utilities-District Support Services	356,170.18	329,115.91	(27,054.27)	-7.60%
110.03.66000703.0000.0000 - District Chancellor	840,611.24	892,221.87	51,610.64	6.14%
110.03.66000803.0000.0000 - Institutional Effectiveness	485,587.28	502,387.76	16,800.47	3.46%
110.03.66000903.0000.0000 - Board Of Trustees	393,694.53	262,639.79	(131,054.74)	-33.29%
110.03.67100103.0000.0000 - Marketing & Public Affairs	540,952.15	514,411.38	(26,540.77)	-4.91%
110.03.67200203.0000.0000 - Controller	777,408.26	745,451.27	(31,957.00)	-4.11%
110.03.67200303.0000.0000 - Internal Audit	434,457.13	444,720.98	10,263.85	2.36%
110.03.67200403.0000.0000 - Accounting	2,013,412.55	2,074,893.91	61,481.36	3.05%
110.03.67300103.0000.0000 - Human Resources	2,866,048.50	2,712,090.13	(153,958.36)	-5.37%
110.03.67500303.0000.0000 - Employee Benefits - Tuition Reimbursement	30,428.00	11,600.00	(18,828.00)	-61.88%
110.03.67500403.0000.0000 - EMG Planning/Preparedness	137,475.30	145,923.05	8,447.76	6.14%
110.03.67700403.0000.0000 - General Supplies & Services	39,892.18	37,050.00	(2,842.18)	-7.12%
110.03.67700903.0000.0000 - District Health & Safety	126,600.00	145,275.00	18,675.00	14.75%
110.03.67701003.0000.0000 - Purchasing And Warehousing	672,070.69	711,302.77	39,232.09	5.84%
110.03.67701103.0000.0000 - Insurance	291,882.00	75,000.00	(216,882.00)	-74.30%
110.03.67701203.0000.0000 - Police	1,730,065.61	2,388,637.57	658,571.96	38.07%
110.03.67701303.0000.0000 - Printing	1,095,311.53	1,028,674.08	(66,637.45)	-6.08%
110.03.67701403.0000.0000 - Security	666,646.16	738,409.15	71,762.99	10.76%
110.03.67800103.0000.0000 - TESS	3,918,112.49	6,133,215.86	2,215,103.37	56.53%
110.03.67900303.0000.0000 - Employee Benefits - SUI/Excess STRS Sick Leave	126,267.72	120,000.00	(6,267.72)	-4.96%
110.03.70100103.0000.0000 - Professional Development Centr - Contract Education	349,393.05	378,542.08	29,149.03	8.34%
110.03.71000403.0000.0000 - Facilities Planning/Adm.Svcs.	184,951.30	243,162.63	58,211.33	31.47%
110.03.73000403.0000.0000 - Insurance - Property and Liability	550,000.00	550,000.00	0.00	0.00%
110.15.67700401.0000.0000 - General Supplies & Services	140,768.00	0.00	(140,768.00)	-100.00%
110.15.73000501.0000.0000 - WIA Carryover	17,042.79	5,716.00	(11,326.79)	-66.46%
110.25.70100302.3281.0000 - CHC-Redlands USD Contract Education-Contract Ed/Special Projects	241,439.35	241,439.00	(0.35)	0.00%
110.25.73200002.3278.0000 - CHC-PSASB-Contract Education-Student Aid	38,807.46	38,807.46	0.00	0.00%

## Budget Forecast by Department - Fund 110 Unrestricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:18 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.25.73200002.3281.0000 - CHC-Redlands USD Contract Education-Student Aid	0.00	0.00	0.00	0.00%
	<b>106,819,884.71</b>	<b>117,633,072.52</b>	<b>10,813,187.81</b>	<b>10.12%</b>
Total	<b>4,217,888.71</b>	<b>5,309,746.06</b>	<b>1,091,857.35</b>	<b>9.81%</b>

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
125.01.07021001.3516.0702 - SBVC-Multi-Media	1,399,800.00	1,714,800.00	315,000.00	22.50%
125.01.60100401.3163.6820 - SBVC-Media Academy Contracts	1,955.00	1,955.00	0.00	0.00%
125.01.60100801.3509.1911 - SBVC-Planetarium Income	3,600.00	3,600.00	0.00	0.00%
125.01.60101101.2276.6199 - SBVC-Prop 39 Region F Colleges-Technical Training	20,000.00	0.00	(20,000.00)	-100.00%
125.01.60101101.2406.6199 - SBVC-SWP-Positive Incentive Funding	131,872.00	131,872.00	0.00	0.00%
125.01.60101101.2428.6199 - SBVC-Strong Workforce-Technical Training Other Instructional Support	0.00	1,493,632.00	1,493,632.00	100.00%
125.01.60101101.2429.6199 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Instructional Support	901,273.00	637,858.00	(263,415.00)	-29.23%
125.01.60101101.2457.6199 - SBVC-Perkins Title I - Other Instructional Support Sv	359,080.00	461,601.00	102,521.00	28.55%
125.01.60101101.2458.6199 - SBVC-CTE Transitions Grant	39,308.00	43,000.00	3,692.00	9.39%
125.01.60101101.3169.0956 - SBVC-Welding Certification Test Revenue	2,460.00	2,460.00	0.00	0.00%
125.01.60101101.3174.0948 - SBVC-State Referee Program	12,000.00	12,000.00	0.00	0.00%
125.01.60101101.3175.6940 - SBVC-Sun Room Catering	25,000.00	25,000.00	0.00	0.00%
125.01.60101101.3181.1307 - SBVC-Restaurant Management-Restaurant Management Program	50,000.00	50,000.00	0.00	0.00%
125.01.60101201.1213.1305 - SBVC-Child Development Division Consortium	12,500.00	12,500.00	0.00	0.00%
125.01.60101501.2228.4930 - SBVC-Basic Skills-General Studies	466,029.00	466,029.00	0.00	0.00%
125.01.60101501.2285.0000 - SBVC-Economic Development for Distressed Areas	750,000.00	750,000.00	0.00	0.00%
125.01.60101501.2403.6010 - SBVC-Guided Pathways-Office of Instruction	0.00	415,058.00	415,058.00	100.00%
125.01.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	10,391,054.00	10,729,804.00	338,750.00	3.26%
125.01.61900701.2166.6199 - SBVC-Zero Textbook Cost Degree	2,000.00	0.00	(2,000.00)	-100.00%
125.01.61900701.2167.6199 - SBVC-Mesa Grant	74,515.00	60,000.00	(14,515.00)	-19.48%
125.01.61900701.2180.1230 - SBVC-Enrollment Growth/Nursing Program	171,697.00	171,697.00	0.00	0.00%
125.01.61900701.2435.6499 - SBVC-Middle College High School	100,000.00	100,000.00	0.00	0.00%
125.01.61900701.2498.6199 - SBVC-Veterans Resource Center Grant	198,675.00	0.00	(198,675.00)	-100.00%
125.01.61900701.3152.0614 - SBVC-Digital Media Disciplines Grant-Radio/Television Instruction	41,475.00	46,475.00	5,000.00	12.06%
125.01.62000101.1176.6600 - SBVC-Veterans Education	2,200.00	2,200.00	0.00	0.00%
125.01.63100801.2209.6499 - SBVC-Foster Parent Program	158,501.00	160,130.00	1,629.00	1.03%
125.01.63100801.2210.4930 - SBVC-Youth Empowerment STR	22,500.00	22,500.00	0.00	0.00%
125.01.63900101.1150.6499 - SBVC-Title IV-Trio	156,605.00	301,110.00	144,505.00	92.27%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.63900101.2200.6430 - SBVC-EOPS Care Program 2017	109,507.00	109,507.00	0.00	0.00%
125.01.63900101.2201.6430 - SBVC-EOPS 2017	963,980.00	963,980.00	0.00	0.00%
125.01.63900101.2214.6390 - SBVC-Student Equity-Student Equity	1,340,863.00	1,340,863.00	0.00	0.00%
125.01.63900101.3310.6440 - SBVC-Student Health Fees	510,000.00	540,000.00	30,000.00	5.88%
125.01.64200101.2202.6420 - SBVC-Disabled Student Programs	756,312.00	756,312.00	0.00	0.00%
125.01.64400101.2309.6440 - SBVC-Mental Health Support	90,097.00	82,717.00	(7,380.00)	-8.19%
125.01.64400101.3337.6440 - SBVC-Family Pact Contract	16,000.00	16,000.00	0.00	0.00%
125.01.64500101.2232.6320 - SBVC-Matriculation-Matriculation/Student Assessment	3,331,831.00	3,331,831.00	0.00	0.00%
125.01.64500101.2355.6499 - SBVC-Puente Project	4,158.66	5,658.66	1,500.00	36.07%
125.01.64600101.1160.6199 - SBVC-Federal College Work Study - Administrative	342,250.00	342,250.00	0.00	0.00%
125.01.64600101.2161.6460 - SBVC-SFAA-BFAP Adm Allowance	191,950.00	191,950.00	0.00	0.00%
125.01.64600101.2188.6460 - SBVC-Financial Aid Technology	148,325.00	118,325.00	(30,000.00)	-20.23%
125.01.64700101.1265.6499 - SBVC-Transitional Assistance-Transitional Assistance Miscellaneous Student	109,281.00	109,281.00	0.00	0.00%
125.01.64700101.1267.6470 - SBVC-TANF Work Study -01	75,000.00	0.00	(75,000.00)	-100.00%
125.01.64700101.2212.6470 - SBVC-Workability III Grant	142,762.00	142,762.00	0.00	0.00%
125.01.64700101.2266.6470 - SBVC-CalWorks-Workforce Readiness Job Development/Placement Services	646,945.00	646,945.00	0.00	0.00%
125.01.65900101.2235.6770 - SBVC-Lottery Restricted-Administrative Services Logistical Services	574,785.00	574,785.00	0.00	0.00%
125.01.65900101.2428.6770 - SBVC-Strong Workforce-Administrative Services Logistical Services	1,262,332.00	0.00	(1,262,332.00)	-100.00%
125.01.65900101.3304.6950 - SBVC-Parking	208,000.00	224,000.00	16,000.00	7.69%
125.01.65900101.3311.0000 - SBVC-Accident Fee	41,000.00	41,000.00	0.00	0.00%
125.01.65900101.3314.6999 - SBVC-Student Transportation Fee	200,000.00	225,000.00	25,000.00	12.50%
125.01.65900101.3340.6530 - SBVC-Civic Center Act-Custodial	6,000.00	6,000.00	0.00	0.00%
125.01.65900101.3520.0000 - SBVC-FCC Proceeds	1,971,000.00	1,039,850.00	(931,150.00)	-47.24%
125.01.65900101.3521.6599 - SBVC-SBCCD College Promise - Admin Services	0.00	2,737,435.00	2,737,435.00	100.00%
125.02.07021002.3516.0702 - CHC-Multi-Media	600,200.00	0.00	(600,200.00)	-100.00%
125.02.60100402.2228.4930 - CHC-Basic Skills-Counseling General Studies	165,000.00	0.00	(165,000.00)	-100.00%
125.02.60100402.2235.6120 - CHC-Lottery Restricted-Library General	246,980.00	246,980.00	0.00	0.00%
125.02.60101502.2403.6010 - CHC-Guided Pathways	182,153.00	182,153.00	0.00	0.00%
125.02.60101502.3340.6830 - CHC-Civic Center Act-Media Academy Contracts	3,270.00	6,000.00	2,730.00	83.49%



## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.02.60101502.3405.6600 - CHC-Institutional Effectiveness Partnership Initiative	200,000.00	0.00	(200,000.00)	-100.00%
125.02.60102502.1213.1305 - CHC-Child Dev Div Consortium	3,750.00	3,750.00	0.00	0.00%
125.02.60102502.2406.6770 - CHC-SWP-Positive Incentive Funding	56,759.00	56,759.00	0.00	0.00%
125.02.60102502.2428.6770 - CHC-Strong Workforce-Administrative Services Logistical Services	565,960.00	486,303.00	(79,657.00)	-14.07%
125.02.60102502.2429.0516 - CHC-Regional Shares/Strong Workforce-Apprenticeship & Work-Based Learning	0.00	0.00	0.00	0.00%
125.02.60102502.2429.0518 - CHC-Regional Shares/Strong Workforce-Employability Soft Skills	0.00	0.00	0.00	0.00%
125.02.60102502.2429.0707 - CHC-Regional Shares/Strong Workforce-Data Analyst	0.00	0.00	0.00	0.00%
125.02.60102502.2429.0708 - CHC-Regional Shares/Strong Workforce-Cloud-Based Netlab	0.00	0.00	0.00	0.00%
125.02.60102502.2429.1899 - CHC-Regional Shares/Strong Workforce-Veterans Collge Credit	0.00	0.00	0.00	0.00%
125.02.60102502.2429.6470 - CHC-Regional Shares/Strong Workforce-Workforce Readiness Job Development/Placement Services	514,768.00	511,836.00	(2,932.00)	-0.57%
125.02.60102502.2457.6193 - CHC-Perkins Title I-Vocational Education	149,532.00	192,225.00	42,693.00	28.55%
125.02.60102502.2458.6199 - CHC-CTE Transitions Grant	39,308.00	39,000.00	(308.00)	-0.78%
125.02.60102502.3305.6820 - CHC-Community Services	50,000.00	50,000.00	0.00	0.00%
125.02.60102502.3312.1210 - CHC-Respiratory Care Test Fee	3,800.00	3,800.00	0.00	0.00%
125.02.61900102.3316.6191 - CHC-Recreation Fee	65,000.00	65,000.00	0.00	0.00%
125.02.61900102.3340.6191 - CHC-Civic Center Act-Aquatics Center	177,600.00	185,100.00	7,500.00	4.22%
125.02.61900802.3172.6199 - CHC-San Manuel	170,000.00	0.00	(170,000.00)	-100.00%
125.02.63900302.2286.6390 - CHC-Student Equity & Achievement	0.00	2,169,302.00	2,169,302.00	100.00%
125.02.64500302.2214.6600 - CHC-Student Equity-Grants Planning Policymaking & Coordination	577,121.00	0.00	(577,121.00)	-100.00%
125.02.64500302.3521.6450 - CHC-SBCCD College Promise	0.00	1,173,186.00	1,173,186.00	100.00%
125.02.64500502.1265.6499 - CHC-Transitional Assistance - Misc Stu Svcs	37,666.00	37,666.00	0.00	0.00%
125.02.64500502.2200.6430 - CHC-EOPS-Care Program	98,336.00	98,336.00	0.00	0.00%
125.02.64500502.2201.6430 - CHC-EOPS-EOPS	579,825.00	579,825.00	0.00	0.00%
125.02.64500502.2202.6420 - CHC-Disabled Student Programs - DSPS	468,738.00	467,812.00	(926.00)	-0.20%
125.02.64500502.2232.6320 - CHC-Matriculation-Matriculation	1,430,083.00	0.00	(1,430,083.00)	-100.00%
125.02.64500502.2266.6499 - CHC-Calworks-Student Body Center Fee Student Activities/ Miscellaneous Student Services	190,035.00	196,000.00	5,965.00	3.14%
125.02.64500502.3315.6499 - CHC-Assessment Center Revenue	12,000.00	18,250.00	6,250.00	52.08%
125.02.64500602.1160.6199 - CHC-Federal College Work Study - Administrative-Federal College Work Study	140,000.00	140,000.00	0.00	0.00%
125.02.64500602.1176.6450 - CHC-Veterans Education	1,500.00	1,500.00	0.00	0.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.02.64500602.2188.6460 - CHC-Financial Aid Technology	120,077.00	90,000.00	(30,077.00)	-25.05%
125.02.64500602.2309.6440 - CHC-Mental Health Support	36,668.00	32,638.46	(4,029.54)	-10.99%
125.02.64500602.2498.6480 - CHC-Veterans Resource Center Grant	99,954.00	0.00	(99,954.00)	-100.00%
125.02.64500602.3310.6440 - CHC-Student Health Fees	248,000.00	280,000.00	32,000.00	12.90%
125.02.64500602.3337.6440 - CHC-Family Pact Contract	11,000.00	11,000.00	0.00	0.00%
125.02.64600102.2161.6460 - CHC-SFAA-BFAP Adm Allowance	52,913.00	52,913.38	0.38	0.00%
125.02.65900102.3241.6199 - CHC-Medical Clearance	8,400.00	8,400.00	0.00	0.00%
125.02.65900102.3304.6570 - CHC-Parking-04	0.00	0.00	0.00	0.00%
125.02.65900102.3311.0000 - CHC-Accident Fee	19,800.00	20,000.00	200.00	1.01%
125.02.65900102.3520.0000 - CHC-Program Review	3,029,000.00	3,029,000.00	0.00	0.00%
125.02.65900302.3304.6952 - CHC-Parking-Parking Lot Improvements	204,792.00	174,515.00	(30,277.00)	-14.78%
125.02.67900202.3145.6799 - CHC-Copy Revenue	14,500.00	14,500.00	0.00	0.00%
125.02.69600302.3314.6999 - CHC-Student Transportation Fee	99,000.00	120,000.00	21,000.00	21.21%
125.03.60102903.2457.0000 - DIST-Perkins Title I	26,769.00	34,412.00	7,643.00	28.55%
125.03.60102903.2458.0000 - DIST-CTE Transitions Grant	4,138.00	4,138.00	0.00	0.00%
125.03.61500703.2261.0000 - DIST-ATPC-Technology Service Academic Information Systems & Technology	1,700,000.00	1,700,000.00	0.00	0.00%
125.03.61910803.3511.0000 - DIST-Fee For Service	400,000.00	400,000.00	0.00	0.00%
125.03.67100103.3515.0000 - DIST-Educational Orientation Program	0.00	0.00	0.00	0.00%
125.03.67200203.2231.0000 - DIST-Block Grant-Controller	386,443.00	537,156.00	150,713.00	39.00%
125.03.67300103.3518.0000 - Schools First Donation/HR	5,000.00	5,000.00	0.00	0.00%
125.03.67600203.2302.0000 - DIST-Equal Employment Opportunity	50,000.00	50,000.00	0.00	0.00%
125.03.68400203.2402.0000 - DIST-SWP IE Cyberhub Centers-Round 3	0.00	41,400.00	41,400.00	100.00%
125.03.68400203.2407.0000 - DIST-SWP BIW Curriculum Alignment	0.00	25,790.00	25,790.00	100.00%
125.03.68400203.2429.0000 - DIST-Regional Shares/Strong Workforce	0.00	197,000.00	197,000.00	100.00%
125.03.68400203.2495.0000 - DIST-SWP/Cloudbased Netlab-Round 3	372,932.00	384,449.00	11,517.00	3.09%
125.03.68400203.2496.0000 - DIST-SWP Employability/Soft Skills to Create Pathways	122,863.00	72,136.00	(50,727.00)	-41.29%
125.03.68400203.3514.0000 - DIST-Indirect Charges	198,635.53	168,022.74	(30,612.79)	-15.41%
125.03.68400603.2485.0000 - DIST-ICT/Digital Media-ICT/Digital Media	200,000.00	200,000.00	0.00	0.00%
125.03.68400603.3484.0000 - DIST-ICT/Digital Media-ICT/Digital Media	35,000.00	200,000.00	165,000.00	471.43%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.03.68400703.3453.0000 - DIST-Metro Water/ATTC-Metro Water/ATTC	0.00	16,950.00	16,950.00	100.00%
125.03.68401403.2497.0000 - DIST-ETP #7	1,433,728.00	0.00	(1,433,728.00)	-100.00%
125.03.68401703.1439.0000 - DIST-Cal Mfg Tech Consulting	480,000.00	480,000.00	0.00	0.00%
125.03.68402003.3424.0000 - DIST-PDC Local Contracts	10,000.00	10,000.00	0.00	0.00%
125.03.68402103.2488.0000 - DIST-Caltrans-Caltrans/Parolee Work Crew 7/16	0.00	3,091,872.00	3,091,872.00	100.00%
125.03.71000303.3517.0000 - DIST-SolaTube Project/DO/SCE	292,017.00	0.00	(292,017.00)	-100.00%
125.15.60100401.3162.6820 - SBVC-Media Academy Contracts	3,277.44	2,681.00	(596.44)	-18.20%
125.15.60100401.3182.1004 - SBVC-Music Department Donations	2,010.00	2,005.00	(5.00)	-0.25%
125.15.60100401.3277.1101 - SBVC-Rialto USD-Modern Languages Foreign Languages General	73,670.78	0.00	(73,670.78)	-100.00%
125.15.60101101.2276.6199 - SBVC-Prop 39 Region F Colleges	428.37	20,428.37	20,000.00	4,668.86%
125.15.60101101.2428.6199 - SBVC-Strong Workforce-Technical Training Other Instuctional Support	1,055,076.77	837,404.40	(217,672.37)	-20.63%
125.15.60101101.2429.6199 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Instuctional	857,140.00	730,304.07	(126,835.93)	-14.80%
125.15.60101101.2490.6010 - SBVC-CTE Data Unlocked Initiative-01	50,000.00	33,300.00	(16,700.00)	-33.40%
125.15.60101101.3169.0956 - SBVC-Welding Certification Test Revenue	0.00	0.00	0.00	0.00%
125.15.60101101.3175.6940 - SBVC-Sun Room Catering	9,241.42	5,241.00	(4,000.42)	-43.29%
125.15.60101101.3181.1307 - SBVC-Restaurant Management-Restaurant Management Program	114,101.01	100,000.00	(14,101.01)	-12.36%
125.15.60101501.2228.6010 - SBVC-Basic Skills - Academic Administration	582,457.12	350,000.00	(232,457.12)	-39.91%
125.15.60101501.2403.6010 - SBVC-Guided Pathways-Office of Instruction	0.00	753,000.00	753,000.00	100.00%
125.15.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	827,301.47	800,000.00	(27,301.47)	-3.30%
125.15.60103101.2148.6010 - SBVC - AEBG Data & Accountability	90,891.11	0.00	(90,891.11)	-100.00%
125.15.61900701.1153.1901 - SBVC-Success in STEM at HSI	355,939.00	213,702.00	(142,237.00)	-39.96%
125.15.61900701.1461.6840 - SBVC-USDA Grant	106,031.08	0.00	(106,031.08)	-100.00%
125.15.61900701.2166.6199 - SBVC-Zero Textbook Cost Degree	120,270.13	2,000.00	(118,270.13)	-98.34%
125.15.61900701.2167.6199 - SBVC-Mesa Grant	0.00	0.00	0.00	0.00%
125.15.61900701.2498.6199 - SBVC-Veterans Resource Center Grant	0.00	198,675.00	198,675.00	100.00%
125.15.61900701.2502.6750 - SBVC-Staff Development	42.40	42.40	0.00	0.00%
125.15.61900701.3152.0614 - SBVC-Digital Media Disciplines Grant-Radio/Television Instruction	96,399.54	81,494.00	(14,905.54)	-15.46%
125.15.62000101.1176.6600 - SBVC-Veterans Education-01	444.49	4,000.00	3,555.51	799.91%
125.15.62000101.2187.6480 - SBVC-Veterans Resource Center	55,072.00	31,159.43	(23,912.57)	-43.42%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.15.63900101.1150.6499 - SBVC-Title IV-Trio	189,907.41	177,637.63	(12,269.78)	-6.46%
125.15.63900101.2165.6450 - SBVC-Hunger Free Campus Support	22,315.00	107,313.02	84,998.02	380.90%
125.15.63900101.2185.6460 - SBVC-Dreamer Students	24,065.00	24,065.00	0.00	0.00%
125.15.63900101.2214.6390 - SBVC-Student Equity-Student Equity	683,943.04	685,921.66	1,978.62	0.29%
125.15.64400101.3310.6440 - SBVC-Student Health Fees	180,003.71	190,000.00	9,996.29	5.55%
125.15.64400101.3337.6440 - SBVC-Family Pact Contract	37,710.34	40,000.00	2,289.66	6.07%
125.15.64500101.2232.6320 - SBVC-Matriculation-Matriculation	1,040,808.54	800,000.00	(240,808.54)	-23.14%
125.15.65900101.2231.7101 - SBVC-Block Grant-Facilities Planning/Administration Services	579,508.52	0.00	(579,508.52)	-100.00%
125.15.65900101.3277.6770 - SBVC-Rialto USD-General Supplies & Services	0.00	34,122.00	34,122.00	100.00%
125.15.65900101.3279.6770 - SBVC-SBCUSD Contract Ed/MCHS-General Supplies & Services	25,566.92	17,000.00	(8,566.92)	-33.51%
125.15.65900101.3280.6770 - SBVC-Rialto USD Contract Education-General Supplies & Services	27,392.71	6,000.00	(21,392.71)	-78.10%
125.15.65900101.3304.6950 - SBVC-Parking	199,565.62	250,000.00	50,434.38	25.27%
125.15.65900101.3314.6999 - SBVC-Student Transportation Fee	54,015.00	54,015.00	0.00	0.00%
125.15.65900101.3340.6530 - SBVC-Civic Center Act-Custodial	79,297.43	48,066.83	(31,230.60)	-39.38%
125.15.66000301.2404.6600 - SBVC-Campus Safety & Sexual Assault	21,773.00	21,773.00	0.00	0.00%
125.25.07021002.3516.0702 - CHC-Multi-Media	0.00	525,937.00	525,937.00	100.00%
125.25.60100402.2228.6600 - CHC-Basic Skills-Campus President Prior Year	194,524.59	140,000.00	(54,524.59)	-28.03%
125.25.60101502.2403.6010 - CHC-Guided Pathways	151,794.00	250,000.00	98,206.00	64.70%
125.25.60101502.3269.1701 - CHC-Contract Education	87,635.38	87,635.00	(0.38)	0.00%
125.25.60101502.3340.6830 - CHC-Civic Center Act	0.00	25,000.00	25,000.00	100.00%
125.25.60101502.3405.6600 - CHC-Institutional Effectiveness Partnership Initiative	0.00	148,509.00	148,509.00	100.00%
125.25.60102502.2428.6770 - CHC-Strong Workforce-Administrative Services Logistical Services	386,673.17	254,000.00	(132,673.17)	-34.31%
125.25.60102502.2429.6470 - CHC-Regional Shares/Strong Workforce	522,429.00	350,000.00	(172,429.00)	-33.01%
125.25.60102502.2490.6010 - CHC-CTE Data Unlocked Initiative	12,346.15	12,346.15	0.00	0.00%
125.25.60102502.3305.6820 - CHC-Community Services	11,512.21	11,512.21	0.00	0.00%
125.25.60102502.3312.1210 - CHC-Respiratory Care Test Fee	430.00	0.00	(430.00)	-100.00%
125.25.61900102.3316.6191 - CHC-Recreation Fee	10,594.03	11,000.00	405.97	3.83%
125.25.61900102.3340.6191 - CHC-Aquatics Center	71,201.84	71,201.00	(0.84)	0.00%
125.25.61900602.2502.6750 - CHC-Staff Development	205.73	205.73	0.00	0.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.25.61900802.3172.6199 - CHC-San Manuel	9,609.59	0.00	(9,609.59)	-100.00%
125.25.62000102.1176.6450 - CHC-Veterans Education	3,112.82	3,113.00	0.18	0.01%
125.25.64300102.2165.6450 - CHC-Hunger Free Campus Support	10,278.00	45,278.00	35,000.00	340.53%
125.25.64500302.2214.6600 - CHC-Student Equity-Grants Planning Policymaking & Coordination	188,270.39	188,700.00	429.61	0.23%
125.25.64500502.2232.6320 - CHC-Matriculation-Matriculation	283,626.15	200,000.00	(83,626.15)	-29.48%
125.25.64500502.3264.6499 - CHC-Educational Planning Initiative	95,677.02	17,423.00	(78,254.02)	-81.79%
125.25.64500502.3315.6499 - CHC-Assessment Center Revenue	17,234.96	17,235.00	0.04	0.00%
125.25.64500602.2187.6480 - CHC-Veteran's Resource Center	18,767.00	14,000.00	(4,767.00)	-25.40%
125.25.64500602.2498.6480 - CHC-Veterans Resource Center Grant	0.00	85,000.00	85,000.00	100.00%
125.25.64500602.3186.6440 - CHC-Truth Initiative Tobacco Free Campus	17,830.67	7,830.67	(10,000.00)	-56.08%
125.25.64500602.3310.6440 - CHC-Student Health Fees	115,270.37	115,270.37	0.00	0.00%
125.25.64500602.3337.6440 - CHC-Family Pact Contract	29,346.01	29,346.01	0.00	0.00%
125.25.64600102.2185.6460 - CHC-Dreamer Students	13,525.00	13,525.00	0.00	0.00%
125.25.65900102.2231.7100 - CHC-Block Grant-Facilities Planning/Administration Services	175,985.75	0.00	(175,985.75)	-100.00%
125.25.65900102.2404.6600 - CHC-Campus Safety & Sexual Assault	14,776.00	14,776.00	0.00	0.00%
125.25.65900102.3241.6199 - CHC-Medical Clearance	7,572.24	8,200.00	627.76	8.29%
125.25.67900202.2216.6780 - CHC-Telecommunications Technology	4,139.90	4,139.90	0.00	0.00%
125.25.67900202.3145.6799 - CHC-Copy Revenue	32,513.36	36,335.00	3,821.64	11.75%
125.25.69600302.3314.6999 - CHC-Student Transportation Fee	3,511.16	0.00	(3,511.16)	-100.00%
125.31.60101101.2428.6199 - SBVC-Strong Workforce-Technical Training Other Instructional Support	484,362.91	641,734.00	157,371.09	32.49%
125.31.60101101.2429.6199 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Instructional Support	330,554.69	721,569.65	391,014.96	118.29%
125.31.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	1,053,736.00	150,988.00	(902,748.00)	-85.67%
125.31.63100801.2209.6499 - SBVC-Foster Parent Program	11,750.00	0.00	(11,750.00)	-100.00%
125.31.64600101.2161.6460 - SBVC-SFAA-BFAP Adm Allowance	354,397.00	354,397.00	0.00	0.00%
125.32.60102502.2428.6770 - CHC-Strong Workforce FY17	282,772.56	191,232.00	(91,540.56)	-32.37%
125.32.60102502.2429.6470 - CHC-Regional Shares Strong Workforce	271,156.81	350,000.00	78,843.19	29.08%
125.32.64500602.2161.6460 - CHC-SFAA-BFAP Adm Allowance	159,794.00	159,794.00	0.00	0.00%
125.35.61500203.2236.0000 - DIST-3C Media Solutions	52,711.56	1,800.00	(50,911.56)	-96.59%
125.35.67200203.2230.0000 - DIST-Instructional Equipment	96,005.49	96,005.49	0.00	0.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

<u>Program</u>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>Change</b>	<b>% Change</b>
125.35.67200203.2231.0000 - DIST-Block Grant-Controller	762,515.50	0.00	(762,515.50)	-100.00%
125.35.67600203.2302.0000 - DIST-Equal Employment Opportunity	90,712.33	100,000.00	9,287.67	10.24%
125.35.67800203.2216.0000 - DIST-Telecommunications Technology	1,501.27	1,501.27	0.00	0.00%
125.35.68400203.1267.0000 - DIST-TANF Work Study-Professional Development Center	2,018,843.77	2,250,000.00	231,156.23	11.45%
125.35.68400203.2402.0000 - DIST-SWP IE CyberHub Centers-round 2	125,904.70	45,000.00	(80,904.70)	-64.26%
125.35.68400203.2402.0000 - DIST-SWP IE Cyberhub Centers-Round 4	0.00	95,900.00	95,900.00	100.00%
125.35.68400203.2418.0000 - DIST-Riverside County Regional Training	181.31	181.31	0.00	0.00%
125.35.68400203.2429.0000 - DIST-Regional Shares/Strong Workforce	142,667.51	0.00	(142,667.51)	-100.00%
125.35.68400203.2495.0000 - DIST-SWP/Cloudbased Netlab-Round 2	0.00	236,400.00	236,400.00	100.00%
125.35.68400203.2496.0000 - DIST-SWP Employabilty/Soft Skills to Create Pathways	0.00	56,000.00	56,000.00	100.00%
125.35.68400203.3282.0000 - DIST-Goodwill Southern California	139,200.00	50,000.00	(89,200.00)	-64.08%
125.35.68400603.2485.0000 - DIST-ICT/Digital Media-01	0.00	116,000.00	116,000.00	100.00%
125.35.68400603.3484.0000 - DIST-ICT/Digital Media-05	25,205.62	0.00	(25,205.62)	-100.00%
125.35.68400903.3999.0000 - DIST-Restricted Reserve	274,469.50	90,000.00	(184,469.50)	-67.21%
125.35.68401403.2456.0000 - DIST-ETP #5-02	63,143.50	63,143.50	0.00	0.00%
125.35.68401403.2497.0000 - DIST-ETP #7	0.00	1,200,000.00	1,200,000.00	100.00%
125.35.68401703.1439.0000 - DIST-Cal Mfg Tech Consulting	230,106.03	480,000.00	249,893.97	108.60%
125.35.68402003.3424.0000 - DIST-PDC Local Contracts	71,141.43	75,500.00	4,358.57	6.13%
125.35.68402103.2488.0000 - DIST-Caltrans-Caltrans/Parolee Work Crew 7/16	369,624.68	0.00	(369,624.68)	-100.00%
125.35.70100303.3425.0000 - DIST-Contract Ed/Special Projects	49,844.26	2,000.00	(47,844.26)	-95.99%
	<b>62,445,852.48</b>	<b>66,561,823.31</b>	<b>4,115,970.83</b>	<b>6.59%</b>
<b><u>Expenditures</u></b>				
125.01.07021001.3516.0702 - SBVC-Multi-Media	1,399,800.00	1,714,800.00	315,000.00	22.50%
125.01.60100401.2235.1002 - SBVC-Lottery Restricted-Art Department	4,665.00	4,665.00	0.00	0.00%
125.01.60100401.2235.1004 - SBVC-Lottery Restricted-Music Department	3,150.00	3,150.00	0.00	0.00%
125.01.60100401.2235.1007 - SBVC-Lottery Restricted-Drama Department	1,937.00	1,137.00	(800.00)	-41.30%
125.01.60100401.3163.6820 - SBVC-Media Academy Contracts	1,955.00	1,955.00	0.00	0.00%
125.01.60100401.3340.6770 - SBVC-Civic Center Act-Auditorium	2,179.00	3,000.00	821.00	37.68%
125.01.60100501.2235.0514 - SBVC-Lottery Restricted-Computer Info Tech	2,385.00	385.00	(2,000.00)	-83.86%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.60100801.2235.0401 - SBVC-Lottery Restricted-Biology General	23,211.00	25,306.00	2,095.00	9.03%
125.01.60100801.2235.0403 - SBVC-Lottery Restricted-Microbiology Microbiology	29,776.00	37,866.00	8,090.00	27.17%
125.01.60100801.2235.0410 - SBVC-Lottery Restricted-Anatomy & Physiology Department Anatomy and Physiology	34,490.00	37,490.00	3,000.00	8.70%
125.01.60100801.2235.1230 - SBVC-Lottery Restricted-Registered Nursing Program	11,139.00	11,139.00	0.00	0.00%
125.01.60100801.2235.1902 - SBVC-Lottery Restricted-Physics Department	1,554.00	2,554.00	1,000.00	64.35%
125.01.60100801.2235.1905 - SBVC-Lottery Restricted-Chemistry Department	28,466.00	35,466.00	7,000.00	24.59%
125.01.60100801.2235.2206 - SBVC-Lottery Restricted-Geography Department	7,000.00	1,000.00	(6,000.00)	-85.71%
125.01.60100801.3509.1911 - SBVC-Planetarium Income	3,600.00	3,600.00	0.00	0.00%
125.01.60101101.2235.0901 - SBVC-Lottery Restricted-Technical Training Division Engineering	1,050.00	250.00	(800.00)	-76.19%
125.01.60101101.2235.0934 - SBVC-Lottery Restricted-Electronics Department	3,990.00	3,990.00	0.00	0.00%
125.01.60101101.2235.0945 - SBVC-Lottery Restricted-Refrigeration	3,360.00	4,860.00	1,500.00	44.64%
125.01.60101101.2235.0947 - SBVC-Lottery Restricted-Diesel Department	0.00	7,000.00	7,000.00	100.00%
125.01.60101101.2235.0948 - SBVC-Lottery Restricted-Automotive Department	4,200.00	5,200.00	1,000.00	23.81%
125.01.60101101.2235.0949 - SBVC-Lottery Restricted-Automotive Collision Repair Department	0.00	3,000.00	3,000.00	100.00%
125.01.60101101.2235.0950 - SBVC-Lottery Restricted-Aeronautics Department Main	4,200.00	4,200.00	0.00	0.00%
125.01.60101101.2235.0956 - SBVC-Lottery Restricted-Machine Shop Department	14,625.00	2,625.00	(12,000.00)	-82.05%
125.01.60101101.2235.0999 - SBVC-Lottery Restricted-Welding Certification Test Revenue	50,866.00	35,866.00	(15,000.00)	-29.49%
125.01.60101101.2235.1307 - SBVC-Lottery Restricted-Restaurant Management Program	48,000.00	53,000.00	5,000.00	10.42%
125.01.60101101.2276.6199 - SBVC-Prop 39 Region F Colleges-Technical Training	20,000.00	0.00	(20,000.00)	-100.00%
125.01.60101101.2406.6199 - SBVC-SWP-Positive Incentive Funding	131,872.00	131,872.00	0.00	0.00%
125.01.60101101.2428.0604 - SBVC-Strong Workforce-RTVF	0.00	192,000.00	192,000.00	100.00%
125.01.60101101.2428.0799 - SBVC-Strong Workforce-Geographic Information Svcs	0.00	10,600.00	10,600.00	100.00%
125.01.60101101.2428.0934 - SBVC-Strong Workforce-Electronics Department	0.00	67,200.00	67,200.00	100.00%
125.01.60101101.2428.0947 - SBVC-Strong Workforce-Diesel	151,355.00	0.00	(151,355.00)	-100.00%
125.01.60101101.2428.0950 - SBVC-Strong Workforce-Aero	0.00	34,300.00	34,300.00	100.00%
125.01.60101101.2428.0956 - SBVC-Strong Workforce-Machine Shop Dept	28,000.00	150,000.00	122,000.00	435.71%
125.01.60101101.2428.0958 - SBVC-Strong Workforce-Water Supply Technology	0.00	10,000.00	10,000.00	100.00%
125.01.60101101.2428.0999 - SBVC-Strong Workforce-Welding	0.00	143,900.00	143,900.00	100.00%
125.01.60101101.2428.1030 - SBVC-Strong Workforce-Art Department	0.00	11,648.00	11,648.00	100.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.60101101.2428.1217 - SBVC-Strong Workforce-Surgical Technician	153,683.45	0.00	(153,683.45)	-100.00%
125.01.60101101.2428.1221 - SBVC-Strong Workforce-Pharmacy Technology	107,411.58	135,847.27	28,435.69	26.47%
125.01.60101101.2428.1230 - SBVC-Strong Workforce-Registered Nursing Program	25,000.00	126,643.00	101,643.00	406.57%
125.01.60101101.2428.1239 - SBVC-Strong Workforce-Psychiatric Tech	188,600.00	79,352.00	(109,248.00)	-57.93%
125.01.60101101.2428.1306 - SBVC-Strong Workforce-Nutrition, Food and Culinary Arts	268,800.00	176,000.00	(92,800.00)	-34.52%
125.01.60101101.2428.1307 - SBVC-Strong Workforce-Restaurant Management Program	0.00	176,641.73	176,641.73	100.00%
125.01.60101101.2428.2104 - SBVC-Strong Workforce-Human Services Department	0.00	54,500.00	54,500.00	100.00%
125.01.60101101.2428.6120 - SBVC-Strong Workforce-Library Technology Certificate	9,999.00	0.00	(9,999.00)	-100.00%
125.01.60101101.2428.6199 - SBVC-Strong Workforce-Technical Training Other Instructional Support	146,746.00	125,000.00	(21,746.00)	-14.82%
125.01.60101101.2429.0514 - SBVC-Regional Shares/Strong Workforce-Computer Info Tech	14,000.00	54,472.00	40,472.00	289.09%
125.01.60101101.2429.0799 - SBVC-Regional Shares/Strong Workforce-Geographic Information Services	43,619.00	0.00	(43,619.00)	-100.00%
125.01.60101101.2429.0934 - SBVC-Regional Shares/Strong Workforce-Electronics Department	271,536.36	149,999.74	(121,536.63)	-44.76%
125.01.60101101.2429.0948 - SBVC-Regional Shares/Strong Workforce-Automotive Department	0.00	64,000.00	64,000.00	100.00%
125.01.60101101.2429.0956 - SBVC-Regional Shares/Strong Workforce-Machine Shop Department	55,000.00	14,630.00	(40,370.00)	-73.40%
125.01.60101101.2429.0957 - SBVC-Regional Shares/Strong Workforce-Construction Inspection	86,000.00	0.00	(86,000.00)	-100.00%
125.01.60101101.2429.0999 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Engineering & Construction	77,538.00	149,258.00	71,720.00	92.50%
125.01.60101101.2429.1230 - SBVC-Regional Shares/Strong Workforce-Registered Nursing Program	51,202.00	12,090.00	(39,112.00)	-76.39%
125.01.60101101.2429.1299 - SBVC-Regional Shares/Strong Workforce-Enrollment Growth/Nursing Program	51,203.00	85,990.00	34,787.00	67.94%
125.01.60101101.2429.4930 - SBVC-Regional Shares/Strong Workforce-General Studies	0.00	2,500.00	2,500.00	100.00%
125.01.60101101.2429.6010 - SBVC-Regional Shares/Strong Workforce-Technical Training Division Academic Administration	48,416.00	0.00	(48,416.00)	-100.00%
125.01.60101101.2429.6110 - SBVC-Regional Shares/Strong Workforce-Learning Center	0.00	4,480.00	4,480.00	100.00%
125.01.60101101.2429.6199 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Instructional Support	0.00	64,500.26	64,500.26	100.00%
125.01.60101101.2429.6310 - SBVC-Regional Shares/Strong Workforce-Counseling & Guidance	0.00	2,620.00	2,620.00	100.00%
125.01.60101101.2429.6480 - SBVC-Regional Shares/Strong Workforce-Veterans Education	172,052.94	1,500.00	(170,552.94)	-99.13%
125.01.60101101.2429.6499 - SBVC-Regional Shares/Strong Workforce-Outreach and Recruitment	0.00	0.00	0.00	0.00%
125.01.60101101.2429.6750 - SBVC-Regional Shares/Strong Workforce-Staff Development-Staff Development	0.00	6,240.00	6,240.00	100.00%
125.01.60101101.2429.6840 - SBVC-Regional Shares/Strong Workforce-Economic Development	0.00	25,578.00	25,578.00	100.00%
125.01.60101101.2457.0604 - SBVC-Perkins Title I-Radio/Television Instruction	30,500.00	30,500.00	0.00	0.00%
125.01.60101101.2457.0934 - SBVC-Perkins Title I-Electronics Department	18,000.00	18,000.00	0.00	0.00%



## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.60101101.2457.0946 - SBVC-Perkins Title I-Refrigeration	17,000.00	17,000.00	0.00	0.00%
125.01.60101101.2457.0947 - SBVC-Perkins Title I-Diesel Department	21,000.00	21,000.00	0.00	0.00%
125.01.60101101.2457.0948 - SBVC-Perkins Title I-Automotive Department	44,000.00	44,000.00	0.00	0.00%
125.01.60101101.2457.0949 - SBVC-Perkins Title I-Automotive Collision Repair	42,000.00	42,000.00	0.00	0.00%
125.01.60101101.2457.0950 - SBVC-Perkins Title I-Aeronautics Department Main	23,500.00	23,500.00	0.00	0.00%
125.01.60101101.2457.0956 - SBVC-Perkins Title I-Machine Shop Department	18,000.00	18,000.00	0.00	0.00%
125.01.60101101.2457.0958 - SBVC-Perkins Title I-Water Supply Technology	8,000.00	8,000.00	0.00	0.00%
125.01.60101101.2457.0999 - SBVC-Perkins Title I-Welding Certification Test Revenue	53,000.00	53,000.00	0.00	0.00%
125.01.60101101.2457.1030 - SBVC-Perkins Title I-Art Department	7,000.00	7,000.00	0.00	0.00%
125.01.60101101.2457.1221 - SBVC-Perkins Title I-Pharmacy Technology	18,000.00	18,000.00	0.00	0.00%
125.01.60101101.2457.1230 - SBVC-Perkins Title I-Registered Nursing Program	28,000.00	28,000.00	0.00	0.00%
125.01.60101101.2457.1239 - SBVC-Perkins Title I-Psychiatric Tech	12,000.00	12,000.00	0.00	0.00%
125.01.60101101.2457.2206 - SBVC-Perkins Title I-Geography Department	10,000.00	10,000.00	0.00	0.00%
125.01.60101101.2457.6199 - SBVC-Perkins Title I - Other Instructional Support Sv	9,080.00	111,601.00	102,521.00	1,129.09%
125.01.60101101.2458.6199 - SBVC-CTE Transitions Grant	38,569.47	43,000.00	4,430.53	11.49%
125.01.60101101.3169.0956 - SBVC-Welding Certification Test Revenue	2,460.00	2,460.00	0.00	0.00%
125.01.60101101.3174.0948 - SBVC-State Referee Program	12,000.00	12,000.00	0.00	0.00%
125.01.60101101.3175.6940 - SBVC-Sun Room Catering	25,000.00	25,000.00	0.00	0.00%
125.01.60101101.3181.1307 - SBVC-Restaurant Management-Restaurant Management Program	50,000.00	50,000.00	0.00	0.00%
125.01.60101201.1213.1305 - SBVC-Child Development Division Consortium	500.00	500.00	0.00	0.00%
125.01.60101201.1213.7320 - SBVC-Child Development Division Consortium	12,000.00	12,000.00	0.00	0.00%
125.01.60101201.2235.0835 - SBVC-Lottery Restricted-P E Physical Education	4,830.00	4,830.00	0.00	0.00%
125.01.60101301.2235.6010 - SBVC-Restricted Lottery-Extened Academy Academic Administration	8,000.00	8,000.00	0.00	0.00%
125.01.60101501.2228.4930 - SBVC-Basic Skills-General Studies	466,029.00	466,029.00	0.00	0.00%
125.01.60101501.2285.0000 - SBVC-Economic Development for Distressed Areas	750,000.00	750,000.00	0.00	0.00%
125.01.60101501.2403.6010 - SBVC-Guided Pathways-Office of Instruction	395,058.00	415,058.00	20,000.00	5.06%
125.01.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	10,554,227.04	10,729,804.00	175,576.95	1.66%
125.01.61200101.2235.6120 - SBVC-Lottery Restricted-Library General	164,156.00	164,156.00	0.00	0.00%
125.01.61900701.2166.6199 - SBVC-Zero Textbook Cost Degree	2,000.00	0.00	(2,000.00)	-100.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.61900701.2167.6199 - SBVC-Mesa Grant	88,371.79	60,000.00	(28,371.79)	-32.11%
125.01.61900701.2180.1230 - SBVC-Enrollment Growth/Nursing Program	171,697.00	170,697.00	(1,000.00)	-0.58%
125.01.61900701.2180.7320 - SBVC-Enrollment Growth/Nursing Program	0.00	1,000.00	1,000.00	100.00%
125.01.61900701.2435.6499 - SBVC-Middle College High School	100,000.00	100,000.00	0.00	0.00%
125.01.61900701.2498.6199 - SBVC-Veterans Resource Center Grant	198,675.00	0.00	(198,675.00)	-100.00%
125.01.61900701.3152.0614 - SBVC-Digital Media Disciplines Grant-Radio/Television Instruction	35,475.00	40,475.00	5,000.00	14.09%
125.01.61900701.3152.7320 - SBVC-Digital Media Disciplines Grant-ICT/Digital Media	6,000.00	6,000.00	0.00	0.00%
125.01.62000101.1176.6600 - SBVC-Veterans Education	2,200.00	2,200.00	0.00	0.00%
125.01.63100801.2209.6499 - SBVC-Foster Parent Program	158,501.00	160,130.00	1,628.99	1.03%
125.01.63100801.2210.4930 - SBVC-Youth Empowerment STR	19,326.00	20,252.00	926.00	4.79%
125.01.63100801.2210.7320 - SBVC-Youth Empowerment STR-02	3,174.00	2,248.00	(926.00)	-29.17%
125.01.63900101.1150.6499 - SBVC-Title IV-Trio	91,916.17	291,110.00	199,193.84	216.71%
125.01.63900101.1150.7320 - SBVC-Title IV-Trio-04	10,000.00	10,000.00	0.00	0.00%
125.01.63900101.2200.6430 - SBVC-EOPS Care Program 2017	47,235.15	64,446.00	17,210.85	36.44%
125.01.63900101.2200.7320 - SBVC-EOPS Care Program-Student Aid	62,271.84	45,061.00	(17,210.84)	-27.64%
125.01.63900101.2201.6430 - SBVC-EOPS 2017	699,984.61	820,615.00	120,630.40	17.23%
125.01.63900101.2201.7320 - SBVC-EOPS	353,947.38	143,365.00	(210,582.38)	-59.50%
125.01.63900101.2214.6390 - SBVC-Student Equity-Student Equity	1,217,395.00	1,083,398.00	(133,997.00)	-11.01%
125.01.63900101.2214.7320 - SBVC-Student Equity-Student Aid	123,468.00	257,465.00	133,997.00	108.53%
125.01.63900101.3310.6440 - SBVC-Student Health Fees	510,000.00	540,000.00	30,000.00	5.88%
125.01.64200101.2202.4930 - SBVC-Disabled Student Programs	75,814.03	91,255.79	15,441.76	20.37%
125.01.64200101.2202.6420 - SBVC-Disabled Student Programs	685,009.72	665,056.21	(19,953.51)	-2.91%
125.01.64400101.2309.6440 - SBVC-Mental Health Support	90,097.00	82,717.00	(7,380.00)	-8.19%
125.01.64400101.3337.6440 - SBVC-Family Pact Contract	16,000.00	16,000.00	0.00	0.00%
125.01.64500101.2232.6310 - SBVC-Matriculation-Matriculation Counseling & Guidance	36,961.72	39,269.96	2,308.24	6.24%
125.01.64500101.2232.6320 - SBVC-Matriculation-Matriculation/Student Assessment	3,362,188.88	3,292,561.04	(69,627.84)	-2.07%
125.01.64500101.2355.6499 - SBVC-Puente Project	4,158.66	5,658.66	1,500.00	36.07%
125.01.64500301.3521.6450 - SBVC-SBCCD College Promise - Student Services	0.00	2,240,335.28	2,240,335.28	100.00%
125.01.64600101.1160.6199 - SBVC-Federal College Work Study - Administrative	342,250.00	342,250.00	0.00	0.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.64600101.2161.6460 - SBVC-SFAA-BFAP Adm Allowance	193,979.03	191,950.00	(2,029.04)	-1.05%
125.01.64600101.2188.6460 - SBVC-Financial Aid Technology	148,325.00	118,325.00	(30,000.00)	-20.23%
125.01.64700101.1265.6470 - SBVC-Transitional Assistance-Workforce Readiness Job Development/Placement	21,378.67	23,005.50	1,626.84	7.61%
125.01.64700101.1265.6499 - SBVC-Transitional Assistance-Transitional Assistance Miscellaneous Student	0.33	14,504.50	14,504.17	4,395,203.03%
125.01.64700101.1265.7320 - SBVC-Transitional Assistance-Student Aid	87,902.00	71,771.00	(16,131.00)	-18.35%
125.01.64700101.1267.6470 - SBVC-TANF Work Study -01	75,000.00	0.00	(75,000.00)	-100.00%
125.01.64700101.2212.6470 - SBVC-Workability III Grant	142,762.00	142,762.00	0.00	0.00%
125.01.64700101.2266.6470 - SBVC-CalWorks-Workforce Readiness Job Development/Placement Services	367,917.47	333,637.83	(34,279.64)	-9.32%
125.01.64700101.2266.6499 - SBVC-CalWorks-Workforce Readiness Misc. Student Services	279,027.53	283,307.17	4,279.64	1.53%
125.01.64700101.2266.7320 - SBVC-CalWorks-CalWORKs Payments To/For Students	0.00	30,000.00	30,000.00	100.00%
125.01.65900101.2235.4900 - SBVC-Lottery Restricted-General Supplies & Services	86,159.00	0.00	(86,159.00)	-100.00%
125.01.65900101.2235.6770 - SBVC-Lottery Restricted-Administrative Services Logistical Services	0.00	76,565.00	76,565.00	100.00%
125.01.65900101.3304.6950 - SBVC-Parking	213,325.46	224,000.00	10,674.54	5.00%
125.01.65900101.3314.6999 - SBVC-Student Transportation Fee	267,000.00	225,000.00	(42,000.00)	-15.73%
125.01.65900101.3340.6530 - SBVC-Civic Center Act-Custodial	3,821.00	3,000.00	(821.00)	-21.49%
125.01.65900101.3520.0000 - SBVC-FCC Proceeds	1,971,000.00	847,370.00	(1,123,630.00)	-57.01%
125.01.65900101.3520.1501 - SBVC-FCC Proceeds-Writing Center Tutors	0.00	65,440.00	65,440.00	100.00%
125.01.65900101.3520.6199 - SBVC-FCC Proceeds-SI Across Disciplines	0.00	127,040.00	127,040.00	100.00%
125.01.65900101.3521.6599 - SBVC-SBCCD College Promise - Admin Services	0.00	497,099.72	497,099.72	100.00%
125.01.69100101.3519.0000 - SBVC-Bookstore	325,547.27	329,461.03	3,913.77	1.20%
125.01.69600101.2235.4900 - SBVC-Lottery Restricted-Mens Athletics Student & Co Curricular	11,913.00	15,000.00	3,087.00	25.91%
125.01.69600101.2235.6986 - SBVC-Lottery Restricted-Athletic Trainer	8,085.00	11,085.00	3,000.00	37.11%
125.01.69602301.2235.4900 - SBVC-Lottery Restricted-Womens Athletics	2,578.00	15,000.00	12,422.00	481.85%
125.02.07021002.3516.0702 - CHC-Multi-Media	600,200.00	0.00	(600,200.00)	-100.00%
125.02.60100402.2228.4930 - CHC-Basic Skills-Counseling General Studies	165,000.00	0.00	(165,000.00)	-100.00%
125.02.60100402.2235.1007 - CHC-Lottery Restricted-Drama Dept	1,412.00	10,000.00	8,588.00	608.22%
125.02.60100402.2235.4900 - CHC-Lottery Restricted	93,000.00	93,000.00	0.00	0.00%
125.02.60100402.2235.6120 - CHC-Lottery Restricted-Library General	0.00	21,200.00	21,200.00	100.00%
125.02.60101502.2403.6010 - CHC-Guided Pathways	182,153.00	182,153.00	0.00	0.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.02.60101502.3340.6830 - CHC-Civic Center Act-Media Academy Contracts	3,270.00	6,000.00	2,730.00	83.49%
125.02.60101502.3405.6600 - CHC-Institutional Effectiveness Partnership Initiative	200,000.00	0.00	(200,000.00)	-100.00%
125.02.60102502.1213.1305 - CHC-Child Dev Div Consortium	150.00	150.00	0.00	0.00%
125.02.60102502.1213.7320 - CHC-Child Development Division Consortium	3,600.00	3,600.00	0.00	0.00%
125.02.60102502.2235.2001 - CHC-Lottery Restricted-Psychology	1,400.00	1,400.00	0.00	0.00%
125.02.60102502.2406.6770 - CHC-SWP-Positive Incentive Funding	56,759.00	56,759.00	0.00	0.00%
125.02.60102502.2428.0701 - CHC-Strong Workforce-Computer Science Department	47,115.62	136,704.00	89,588.38	190.15%
125.02.60102502.2428.0702 - CHC-Strong Workforce-Computer Science Department	32,757.00	33,700.00	943.00	2.88%
125.02.60102502.2428.1251 - CHC-Strong Workforce-Paramedic	23,884.00	19,200.00	(4,684.00)	-19.61%
125.02.60102502.2428.2133 - CHC-Strong Workforce-Fire Science Fire Technology	73,796.00	76,699.00	2,903.00	3.93%
125.02.60102502.2428.6199 - CHC-Strong Workforce-Grants Other Instructional Support Services	331,868.62	220,000.00	(111,868.62)	-33.71%
125.02.60102502.2429.0506 - CHC-Regional Shares/Strong Workforce-Business Management	78,859.49	111,000.00	32,140.51	40.76%
125.02.60102502.2429.0516 - CHC-Regional Shares/Strong Workforce-Apprenticeship & Work-Based Learning	50,000.00	51,188.00	1,188.00	2.38%
125.02.60102502.2429.0518 - CHC-Regional Shares/Strong Workforce-Employability Soft Skills	93,663.00	0.00	(93,663.00)	-100.00%
125.02.60102502.2429.0707 - CHC-Regional Shares/Strong Workforce-Data Analyst	36,951.49	47,268.19	10,316.70	27.92%
125.02.60102502.2429.0708 - CHC-Regional Shares/Strong Workforce-Cloud-Based Netlab	14,087.00	185,731.81	171,644.81	1,218.46%
125.02.60102502.2429.1899 - CHC-Regional Shares/Strong Workforce-Veterans Collge Credit	87,000.00	0.00	(87,000.00)	-100.00%
125.02.60102502.2429.6470 - CHC-Regional Shares/Strong Workforce-Workforce Readiness Job Development/Placement Services	111,634.53	116,648.00	5,013.47	4.49%
125.02.60102502.2457.0702 - CHC-Perkins Title I-Cisco Academy	5,001.00	5,000.00	(1.00)	-0.02%
125.02.60102502.2457.1210 - CHC-Perkins Title I-Respiratory Therapy Certification Program Respiratory	21,512.00	21,600.00	88.00	0.41%
125.02.60102502.2457.1225 - CHC-Perkins Title I-Radiologic Technology	7,660.00	7,650.00	(10.00)	-0.13%
125.02.60102502.2457.1250 - CHC-Perkins Title I-Emergency Medicine Program Emergency Medical Services	30,766.00	30,900.00	134.00	0.44%
125.02.60102502.2457.1252 - CHC-Perkins Title I-Emergency Medicine Program Academic Administration	12,878.00	13,400.00	522.00	4.05%
125.02.60102502.2457.1305 - CHC-Perkins Title I-Early Childhood Education	6,550.00	6,550.00	0.00	0.00%
125.02.60102502.2457.2133 - CHC-Perkins Title I-Fire Science Academic Administration	47,296.00	0.00	(47,296.00)	-100.00%
125.02.60102502.2457.6193 - CHC-Perkins Title I-Vocational Education	17,869.00	107,125.00	89,256.00	499.50%
125.02.60102502.2458.6199 - CHC-CTE Transitions Grant	25,781.84	27,054.00	1,272.16	4.93%
125.02.60102502.2458.6711 - CHC-CTE Transitions Grant	13,526.16	11,946.00	(1,580.16)	-11.68%
125.02.60102502.3305.6820 - CHC-Community Services	50,000.00	50,000.00	0.00	0.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.02.60102502.3312.1210 - CHC-Respiratory Care Test Fee	3,800.00	3,800.00	0.00	0.00%
125.02.61900102.3316.6191 - CHC-Recreation Fee	65,000.00	65,000.00	0.00	0.00%
125.02.61900102.3340.6191 - CHC-Civic Center Act-Aquatics Center	177,600.01	185,100.00	7,500.00	4.22%
125.02.61900602.2235.0401 - CHC-Lottery Restricted-Microbiology Biology General	17,799.00	11,299.00	(6,500.00)	-36.52%
125.02.61900602.2235.0701 - CHC-Lottery Restricted-Computer Science Department	15,048.00	16,200.00	1,152.00	7.66%
125.02.61900602.2235.1905 - CHC-Lottery Restricted-Chemistry Department	0.00	13,437.00	13,437.00	100.00%
125.02.61900602.2235.4900 - CHC-Lottery Restricted-Anatomy & Physiology	6,904.00	9,444.00	2,540.00	36.79%
125.02.61900802.3172.6199 - CHC-San Manuel	170,000.00	0.00	(170,000.00)	-100.00%
125.02.63900302.2286.6390 - CHC-Student Equity & Achievement	0.00	96,452.97	96,452.97	100.00%
125.02.63900402.2286.6200 - CHC-Student Equity & Achievement-Student Success	0.00	253,473.94	253,473.94	100.00%
125.02.63900402.2286.6310 - CHC-Student Equity & Achievement-Student Success	0.00	911,150.29	911,150.29	100.00%
125.02.63900402.2286.6320 - CHC-Student Equity & Achievement-Student Success	0.00	400,306.99	400,306.99	100.00%
125.02.63900402.2286.6420 - CHC-Student Equity & Achievement-Student Success	0.00	50,117.53	50,117.53	100.00%
125.02.63900402.2286.6499 - CHC-Student Equity & Achievement-Student Success	0.00	39,752.85	39,752.85	100.00%
125.02.63900502.2286.6600 - CHC-Student Equity & Achievement-Instruction	0.00	129,764.93	129,764.93	100.00%
125.02.63900502.2286.6750 - CHC-Student Equity & Achievement-Instruction	0.00	34,690.29	34,690.29	100.00%
125.02.63900502.2286.6792 - CHC-Student Equity & Achievement-Instruction	0.00	71,282.50	71,282.50	100.00%
125.02.63900602.2286.6110 - CHC-Student Equity & Achievement-Learning Resources	0.00	150,424.00	150,424.00	100.00%
125.02.63900702.2286.6480 - CHC-Student Equity & Achievement-Veterans	0.00	31,885.72	31,885.72	100.00%
125.02.64500302.2214.6110 - CHC-Student Equity-Learning Resource Center	126,550.00	0.00	(126,550.00)	-100.00%
125.02.64500302.2214.6430 - CHC-Student Equity-EOPS	601.05	0.00	(601.05)	-100.00%
125.02.64500302.2214.6450 - CHC-Student Equity-Student Services Student Personnel Administration	143,870.36	0.00	(143,870.36)	-100.00%
125.02.64500302.2214.6600 - CHC-Student Equity-Grants Planning Policymaking & Coordination	68,015.16	0.00	(68,015.16)	-100.00%
125.02.64500302.2214.6750 - CHC-Student Equity-Professional Development	31,045.79	0.00	(31,045.79)	-100.00%
125.02.64500302.2214.6792 - CHC-Student Equity-Student Services	63,140.63	0.00	(63,140.63)	-100.00%
125.02.64500302.2232.6600 - CHC-Matriculation-Planning and Research	59,377.77	0.00	(59,377.77)	-100.00%
125.02.64500302.3521.6450 - CHC-SBCCD College Promise	0.00	1,173,186.00	1,173,186.00	100.00%
125.02.64500502.1265.6499 - CHC-Transitional Assistance - Misc Stu Svcs	4,105.00	9,000.00	4,895.00	119.24%
125.02.64500502.1265.7320 - CHC-Transitional Assistance	33,561.00	28,666.00	(4,895.00)	-14.59%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.02.64500502.2200.6430 - CHC-EOPS-Care Program	70,984.56	77,356.00	6,371.44	8.98%
125.02.64500502.2200.7320 - CHC-EOPS-Care Program-Student Aid	24,405.71	20,980.00	(3,425.71)	-14.04%
125.02.64500502.2201.6430 - CHC-EOPS-EOPS	296,840.74	321,656.00	24,815.27	8.36%
125.02.64500502.2201.7320 - CHC-EOPS-Student Aid	262,095.30	258,169.00	(3,926.30)	-1.50%
125.02.64500502.2202.4930 - CHC-Disabled Student Programs	5,612.00	0.00	(5,612.00)	-100.00%
125.02.64500502.2202.6420 - CHC-Disabled Student Programs - DSPS	472,244.23	467,812.00	(4,432.23)	-0.94%
125.02.64500502.2214.6420 - CHC-Student Equity-Disabled Student Program/Service	46,003.68	0.00	(46,003.68)	-100.00%
125.02.64500502.2214.6499 - CHC-Student Equity-Transitional Assistance Miscellaneous Student Services State	34,869.43	0.00	(34,869.43)	-100.00%
125.02.64500502.2232.6310 - CHC-Matriculation-Matriculation Counseling & Guidance	680,561.57	0.00	(680,561.57)	-100.00%
125.02.64500502.2232.6320 - CHC-Matriculation-Matriculation	416,069.83	0.00	(416,069.83)	-100.00%
125.02.64500502.2266.6499 - CHC-Calworks-Student Body Center Fee Student Activities/ Miscellaneous Student	180,663.00	196,000.00	15,336.99	8.49%
125.02.64500502.3315.6499 - CHC-Assessment Center Revenue	12,000.00	18,250.00	6,250.00	52.08%
125.02.64500602.1160.6199 - CHC-Federal College Work Study - Administrative-Federal College Work Study	140,000.00	140,000.00	0.00	0.00%
125.02.64500602.1176.6450 - CHC-Veterans Education	1,500.00	1,500.00	0.00	0.00%
125.02.64500602.2188.6460 - CHC-Financial Aid Technology	120,077.00	90,000.00	(30,077.00)	-25.05%
125.02.64500602.2214.6480 - CHC-Student Equity-Veterans Education	63,939.81	0.00	(63,939.81)	-100.00%
125.02.64500602.2232.6200 - CHC-Matriculation-Admissions & Records	204,655.20	0.00	(204,655.20)	-100.00%
125.02.64500602.2232.6480 - CHC-Matriculation-Veterans Education	63,939.81	0.00	(63,939.81)	-100.00%
125.02.64500602.2309.6440 - CHC-Mental Health Support	36,668.00	32,638.46	(4,029.54)	-10.99%
125.02.64500602.2498.6480 - CHC-Veterans Resource Center Grant	99,954.00	0.00	(99,954.00)	-100.00%
125.02.64500602.3310.6440 - CHC-Student Health Fees	251,192.82	280,000.00	28,807.18	11.47%
125.02.64500602.3337.6440 - CHC-Family Pact Contract	11,000.00	11,000.00	0.00	0.00%
125.02.64600102.2161.6460 - CHC-SFAA-BFAP Adm Allowance	52,913.00	52,913.38	0.39	0.00%
125.02.65900102.2235.1002 - CHC-Lottery Restricted-Art Department	2,788.00	15,000.00	12,212.00	438.02%
125.02.65900102.2235.1225 - CHC-Lottery Restricted	46,000.00	46,000.00	0.00	0.00%
125.02.65900102.2235.1250 - CHC-Lottery Restricted-Emergency Medicine Program Emergency Medical Services	1,500.00	10,000.00	8,500.00	566.67%
125.02.65900102.2235.6600 - CHC-Lottery Restricted	35,129.00	0.00	(35,129.00)	-100.00%
125.02.65900102.3241.6199 - CHC-Medical Clearance	8,400.00	8,400.00	0.00	0.00%
125.02.65900102.3304.6570 - CHC-Parking-04	0.00	0.00	0.00	0.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.02.65900102.3304.6950 - CHC-Parking-College Business Office Parking	2,466.47	0.00	(2,466.47)	-100.00%
125.02.65900102.3304.6951 - CHC-Parking-Administrative Services Parking	4,649.90	0.00	(4,649.90)	-100.00%
125.02.65900102.3520.0000 - CHC-Program Review	3,029,000.00	3,029,000.00	0.00	0.00%
125.02.65900302.3304.6510 - CHC -Parking-Maintenance	10,287.80	0.00	(10,287.80)	-100.00%
125.02.65900302.3304.6550 - CHC-Parking-Grounds Grounds Maintenance & Repairs	69,236.32	56,015.00	(13,221.32)	-19.10%
125.02.65900302.3304.6950 - CHC- Parking-Grounds Parking	82,377.36	0.00	(82,377.36)	-100.00%
125.02.65900302.3304.6952 - CHC-Parking-Parking Lot Improvements	27,235.18	93,500.00	66,264.82	243.31%
125.02.65900302.3304.6953 - CHC-Parking-Maintenance & Operations Parking	16,299.18	25,000.00	8,700.82	53.38%
125.02.67900202.3145.6799 - CHC-Copy Revenue	14,500.00	14,500.00	0.00	0.00%
125.02.69100102.3519.0000 - CHC-Bookstore	138,519.69	150,747.04	12,227.35	8.83%
125.02.69600302.3314.6999 - CHC-Student Transportation Fee	125,000.00	120,000.00	(5,000.00)	-4.00%
125.03.60102903.2457.0000 - DIST-Perkins Title I	29,046.35	34,412.00	5,365.64	18.47%
125.03.60102903.2458.0000 - DIST-CTE Transitions Grant	4,138.00	4,138.00	0.00	0.00%
125.03.61500103.2231.0000 - DIST-Block Grant-Technology Service Academic Information Systems & Technology	386,443.00	560,000.00	173,557.00	44.91%
125.03.61500703.2261.0000 - DIST-ATPC-Technology Service Academic Information Systems & Technology	1,700,000.01	1,700,000.00	(0.00)	0.00%
125.03.61910803.3511.0000 - DIST-Fee For Service	400,000.00	400,000.00	0.00	0.00%
125.03.67100103.3515.0000 - DIST-Educational Orientation Program	0.00	0.00	0.00	0.00%
125.03.67200203.2231.0000 - DIST-Block Grant-Controller	0.00	0.00	0.00	0.00%
125.03.67300103.3518.0000 - Schools First Donation/HR	5,000.00	5,000.00	0.00	0.00%
125.03.67600203.2302.0000 - DIST-Equal Employment Opportunity	50,000.00	50,000.00	0.00	0.00%
125.03.67701103.3311.0000 - DIST-Accident Fee	60,800.00	61,000.00	200.00	0.33%
125.03.68400203.2402.0000 - DIST-SWP IE Cyberhub Centers-Round 3	0.00	41,400.00	41,400.00	100.00%
125.03.68400203.2407.0000 - DIST-SWP BIW Curriculum Alignment	0.00	25,790.00	25,790.00	100.00%
125.03.68400203.2429.0000 - DIST-Regional Shares/Strong Workforce	0.00	197,000.00	197,000.00	100.00%
125.03.68400203.2495.0000 - DIST-SWP/Cloudbased Netlab-Round 3	372,932.00	384,449.00	11,517.00	3.09%
125.03.68400203.2496.0000 - DIST-SWP Employability/Soft Skills to Create Pathways	122,863.00	72,136.00	(50,727.00)	-41.29%
125.03.68400203.3514.0000 - DIST-Indirect Charges	198,635.53	168,022.74	(30,612.79)	-15.41%
125.03.68400603.2485.0000 - DIST-ICT/Digital Media-ICT/Digital Media	198,940.98	200,000.00	1,059.02	0.53%
125.03.68400603.3484.0000 - DIST-ICT/Digital Media-ICT/Digital Media	60,623.73	200,000.00	139,376.27	229.90%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.03.68400703.3453.0000 - DIST-Metro Water/ATTC-Metro Water/ATTC	0.00	16,350.00	16,350.00	100.00%
125.03.68401403.2497.0000 - DIST-ETP #7	1,334,993.18	0.00	(1,334,993.18)	-100.00%
125.03.68401703.1439.0000 - DIST-Cal Mfg Tech Consulting	800,290.73	480,000.00	(320,290.73)	-40.02%
125.03.68402003.3424.0000 - DIST-PDC Local Contracts	10,000.00	10,000.00	0.00	0.00%
125.03.68402103.2488.0000 - DIST-Caltrans-Caltrans/Parolee Work Crew 7/16	0.00	3,091,872.00	3,091,872.00	100.00%
125.03.71000303.3517.0000 - DIST-SolaTube Project/DO/SCE	292,017.00	0.00	(292,017.00)	-100.00%
125.03.73200003.2497.0000 - DIST-ETP #7	1,000.00	0.00	(1,000.00)	-100.00%
125.03.73200003.3453.0000 - DIST-Metro Water/ATTC-Student Aid	0.00	600.00	600.00	100.00%
125.15.60100401.3162.6820 - SBVC-Media Academy Contracts	3,277.44	2,681.00	(596.44)	-18.20%
125.15.60100401.3182.1004 - SBVC-Music Department Donations	2,010.00	2,005.00	(5.00)	-0.25%
125.15.60100401.3277.1101 - SBVC-Rialto USD-Modern Languages Foreign Languages General	34,122.42	0.00	(34,122.42)	-100.00%
125.15.60100401.3279.1101 - SBVC-SBCUSD Contract Ed/MCHS-SBCUSD Contract Ed/MCHS-Arts-Humanities	15,312.00	0.00	(15,312.00)	-100.00%
125.15.60100801.3509.1911 - SBVC-Planetarium Income	45,435.05	45,435.00	(0.05)	0.00%
125.15.60101101.2276.6199 - SBVC-Prop 39 Region F Colleges	428.37	20,428.37	20,000.00	4,668.86%
125.15.60101101.2428.0514 - SBVC-Strong Workforce-Computer Info Tech	210,935.00	0.00	(210,935.00)	-100.00%
125.15.60101101.2428.0934 - SBVC-Strong Workforce-Electronics Department	149,403.00	0.00	(149,403.00)	-100.00%
125.15.60101101.2428.0947 - SBVC-Strong Workforce-Diesel Technology	0.00	3,000.00	3,000.00	100.00%
125.15.60101101.2428.0949 - SBVC-Strong Workforce-Automotive Collision Repair	0.00	0.00	0.00	0.00%
125.15.60101101.2428.0956 - SBVC-Strong Workforce-Machine Shop Dept	0.00	28,000.00	28,000.00	100.00%
125.15.60101101.2428.1030 - SBVC-Strong Workforce-Art Department	7,367.37	0.00	(7,367.37)	-100.00%
125.15.60101101.2428.1217 - SBVC-Strong Workforce-Surgical Technician	2,750.00	20,982.00	18,232.00	662.98%
125.15.60101101.2428.1221 - SBVC-Strong Workforce-Pharmacy Technology	0.00	107,219.00	107,219.00	100.00%
125.15.60101101.2428.1230 - SBVC-Strong Workforce-Registered Nursing Program	94,298.59	25,000.00	(69,298.59)	-73.49%
125.15.60101101.2428.1239 - SBVC-Strong Workforce-Psychiatric Technician	0.00	101,207.91	101,207.91	100.00%
125.15.60101101.2428.1306 - SBVC-Strong Workforce-Nutrition, Food and Culinary Arts	145,396.65	211,395.09	65,998.44	45.39%
125.15.60101101.2428.1307 - SBVC-Strong Workforce-Restaurant Management Program	19,683.00	231,136.25	211,453.25	1,074.29%
125.15.60101101.2428.2104 - SBVC-Strong Workforce-Administration Of Justice	24,379.00	0.00	(24,379.00)	-100.00%
125.15.60101101.2428.6120 - SBVC-Strong Workforce-Library	0.00	10,000.00	10,000.00	100.00%
125.15.60101101.2428.6199 - SBVC-Strong Workforce-Technical Training Other Instructional Support	145,791.88	99,464.16	(46,327.72)	-31.78%



## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.15.60101101.2429.0514 - SBVC-Regional Shares/Strong Workforce-Computer Info Tech	114,975.00	14,000.00	(100,975.00)	-87.82%
125.15.60101101.2429.0799 - SBVC-Regional Shares/Strong Workforce-Geographic Information Services	0.00	43,619.00	43,619.00	100.00%
125.15.60101101.2429.0901 - SBVC-Regional Shares/Strong Workforce-Technical Training Division Engineering	0.00	14,641.00	14,641.00	100.00%
125.15.60101101.2429.0934 - SBVC-Regional Shares/Strong Workforce-Electronics Department	0.00	165,090.00	165,090.00	100.00%
125.15.60101101.2429.0948 - SBVC-Regional Shares/Strong Workforce-Automotive Departments	77,500.00	0.00	(77,500.00)	-100.00%
125.15.60101101.2429.0956 - SBVC-Regional Shares/Strong Workforce-Machine Shop Department	260,500.00	55,000.00	(205,500.00)	-78.89%
125.15.60101101.2429.0957 - SBVC-Regional Shares/Strong Workforce-Construction Inspection	135,552.94	86,000.00	(49,552.94)	-36.56%
125.15.60101101.2429.0999 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Engineering &	161,837.00	77,538.00	(84,299.00)	-52.09%
125.15.60101101.2429.1230 - SBVC-Regional Shares/Strong Workforce-Registered Nursing Program	51,204.00	16,000.00	(35,204.00)	-68.75%
125.15.60101101.2429.1299 - SBVC-Regional Shares/Strong Workforce-Enrollment Growth/Nursing Program	14,641.00	0.00	(14,641.00)	-100.00%
125.15.60101101.2429.6010 - SBVC-Regional Shares/Strong Workforce-Technical Training Division Academic	77,624.00	48,416.00	(29,208.00)	-37.63%
125.15.60101101.2429.6199 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Instructional	0.00	105,000.00	105,000.00	100.00%
125.15.60101101.2429.6480 - SBVC-Regional Shares/Strong Workforce-Veterans Education	0.00	105,000.07	105,000.07	100.00%
125.15.60101101.2490.6010 - SBVC-CTE Data Unlocked Initiative-01	50,000.00	33,300.00	(16,700.00)	-33.40%
125.15.60101101.3169.0956 - SBVC-Welding Certification Test Revenue	0.00	0.00	0.00	0.00%
125.15.60101101.3175.6940 - SBVC-Sun Room Catering	9,241.42	5,241.00	(4,000.42)	-43.29%
125.15.60101101.3181.1307 - SBVC-Restaurant Management-Restaurant Management Program	114,101.01	100,000.00	(14,101.01)	-12.36%
125.15.60101201.3279.2201 - SBVC-SBCUSD Contract Ed/MCHS-Social Science General-Social Sciences	195.55	0.00	(195.55)	-100.00%
125.15.60101501.2228.6010 - SBVC-Basic Skills - Academic Administration	582,457.12	350,000.00	(232,457.12)	-39.91%
125.15.60101501.2403.6010 - SBVC-Guided Pathways-Office of Instruction	345,882.00	753,000.00	407,118.00	117.70%
125.15.60101501.3279.6100 - SBVC-SBCUSD Contract Ed/MCHS-Campus President Other Instructional Support	2,195.37	0.00	(2,195.37)	-100.00%
125.15.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	666,316.75	800,000.00	133,683.25	20.06%
125.15.60103101.2148.6010 - SBVC - AEBG Data & Accountability	90,891.11	0.00	(90,891.11)	-100.00%
125.15.61900701.1153.1901 - SBVC-Success in STEM at HSI	125,907.00	77,938.00	(47,969.00)	-38.10%
125.15.61900701.1153.7320 - SBVC-Success in STEM at HSI	230,032.00	135,764.00	(94,268.00)	-40.98%
125.15.61900701.1461.6840 - SBVC-USDA Grant	106,031.08	0.00	(106,031.08)	-100.00%
125.15.61900701.2166.6199 - SBVC-Zero Textbook Cost Degree	120,270.13	2,000.00	(118,270.13)	-98.34%
125.15.61900701.2167.6199 - SBVC-Mesa Grant	0.00	0.00	0.00	0.00%
125.15.61900701.2498.6199 - SBVC-Veterans Resource Center Grant	0.00	198,675.00	198,675.00	100.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.15.61900701.2502.6750 - SBVC-Staff Development	42.40	42.40	0.00	0.00%
125.15.61900701.3152.0614 - SBVC-Digital Media Disciplines Grant-Radio/Television Instruction	90,999.54	76,094.00	(14,905.54)	-16.38%
125.15.61900701.3152.7320 - SBVC-Digital Media Disciplines Grant-Student Aid	5,400.00	5,400.00	0.00	0.00%
125.15.62000101.1176.6600 - SBVC-Veterans Education-01	444.49	4,000.00	3,555.51	799.91%
125.15.62000101.2187.6480 - SBVC-Veterans Resource Center	68,666.36	31,159.43	(37,506.93)	-54.62%
125.15.63900101.1150.6499 - SBVC-Title IV-Trio	261,254.92	177,637.63	(83,617.28)	-32.01%
125.15.63900101.1150.7320 - SBVC-Title IV-Trio-Student Aid	10,000.00	0.00	(10,000.00)	-100.00%
125.15.63900101.2165.6450 - SBVC-Hunger Free Campus Support	22,315.00	107,313.02	84,998.02	380.90%
125.15.63900101.2185.7320 - SBVC-Dreamer Students	24,065.00	24,065.00	0.00	0.00%
125.15.63900101.2214.6390 - SBVC-Student Equity-Student Equity	698,137.49	685,921.66	(12,215.83)	-1.75%
125.15.63900101.2214.7320 - SBVC-Student Equity-Student Aid	30,000.00	0.00	(30,000.00)	-100.00%
125.15.64400101.3310.6440 - SBVC-Student Health Fees	180,003.71	190,000.00	9,996.29	5.55%
125.15.64400101.3337.6440 - SBVC-Family Pact Contract	37,710.34	40,000.00	2,289.66	6.07%
125.15.64500101.2232.6320 - SBVC-Matriculation-Matriculation	1,040,808.54	800,000.00	(240,808.54)	-23.14%
125.15.65900101.2231.7101 - SBVC-Block Grant-Facilities Planning/Administration Services	275,000.00	0.00	(275,000.00)	-100.00%
125.15.65900101.3277.6770 - SBVC-Rialto USD-General Supplies & Services	17,123.00	34,122.00	16,999.00	99.28%
125.15.65900101.3279.6770 - SBVC-SBCUSD Contract Ed/MCHS-General Supplies & Services	7,864.00	17,000.00	9,136.00	116.17%
125.15.65900101.3280.6770 - SBVC-Rialto USD Contract Education-General Supplies & Services	21,334.86	6,000.00	(15,334.86)	-71.88%
125.15.65900101.3304.6950 - SBVC-Parking	199,565.62	250,000.00	50,434.38	25.27%
125.15.65900101.3314.6999 - SBVC-Student Transportation Fee	54,015.00	54,015.00	0.00	0.00%
125.15.65900101.3340.6530 - SBVC-Civic Center Act-Custodial	79,297.43	48,066.83	(31,230.60)	-39.38%
125.15.66000301.2404.6600 - SBVC-Campus Safety & Sexual Assault	21,773.00	21,773.00	0.00	0.00%
125.25.07021002.3516.0702 - CHC-Multi-Media	0.00	525,937.00	525,937.00	100.00%
125.25.60100402.2228.6600 - CHC-Basic Skills-Campus President Prior Year	194,524.59	140,000.00	(54,524.59)	-28.03%
125.25.60100402.3178.1701 - CHC-Left Lane Project	5,767.66	5,767.66	0.00	0.00%
125.25.60101502.2403.6010 - CHC-Guided Pathways	151,794.00	250,000.00	98,206.00	64.70%
125.25.60101502.3269.1701 - CHC-Contract Education	87,635.38	87,635.00	(0.38)	0.00%
125.25.60101502.3340.6830 - CHC-Civic Center Act	0.00	25,000.00	25,000.00	100.00%
125.25.60101502.3405.6600 - CHC-Institutional Effectiveness Partnership Initiative	0.00	148,509.00	148,509.00	100.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.25.60102502.2428.0701 - CHC-Strong Workforce-Computer Science Department	0.00	15,000.00	15,000.00	100.00%
125.25.60102502.2428.0702 - CHC-Strong Workforce-Computer Science Department	0.00	8,000.00	8,000.00	100.00%
125.25.60102502.2428.1251 - CHC-Strong Workforce-Paramedic	0.00	15,000.00	15,000.00	100.00%
125.25.60102502.2428.2133 - CHC-Strong Workforce-Fire Science Fire Technology	0.00	16,000.00	16,000.00	100.00%
125.25.60102502.2428.6770 - CHC-Strong Workforce-Administrative Services Logistical Services	278,387.36	200,000.00	(78,387.36)	-28.16%
125.25.60102502.2429.0506 - CHC-Regional Shares/Strong Workforce	156,000.00	44,000.00	(112,000.00)	-71.79%
125.25.60102502.2429.0701 - CHC-Regional Shares/Strong Workforce	0.00	134,082.30	134,082.30	100.00%
125.25.60102502.2429.6470 - CHC-Regional Shares/Strong Workforce	426,652.89	171,917.70	(254,735.19)	-59.71%
125.25.60102502.2490.6010 - CHC-CTE Data Unlocked Initiative	12,346.15	12,346.15	0.00	0.00%
125.25.60102502.3173.0701 - CHC-Cisco Academy	7,495.88	7,495.88	0.00	0.00%
125.25.60102502.3305.6820 - CHC-Community Services	11,512.21	11,512.21	0.00	0.00%
125.25.60102502.3312.1210 - CHC-Respiratory Care Test Fee	430.00	0.00	(430.00)	-100.00%
125.25.61900102.3316.6191 - CHC-Recreation Fee	10,594.03	11,000.00	405.97	3.83%
125.25.61900102.3340.6191 - CHC-Aquatics Center	71,201.84	71,201.00	(0.84)	0.00%
125.25.61900602.2502.6750 - CHC-Staff Development	205.73	205.73	0.00	0.00%
125.25.61900602.3242.6199 - CHC-Google Grant	3,031.03	3,031.03	0.00	0.00%
125.25.61900802.3172.6199 - CHC-San Manuel	9,609.59	0.00	(9,609.59)	-100.00%
125.25.62000102.1176.6450 - CHC-Veterans Education	3,112.82	3,113.00	0.18	0.01%
125.25.64300102.2165.6450 - CHC-Hunger Free Campus Support	10,278.00	45,278.00	35,000.00	340.53%
125.25.64500302.2214.6110 - CHC-Student Equity-Learning Resource Center	30,000.00	188,700.00	158,700.00	529.00%
125.25.64500302.2214.6310 - CHC-Student Equity-Counseling	11,200.00	0.00	(11,200.00)	-100.00%
125.25.64500302.2214.6600 - CHC-Student Equity-Grants Planning Policymaking & Coordination	147,070.39	0.00	(147,070.39)	-100.00%
125.25.64500502.2232.6320 - CHC-Matriculation-Matriculation	283,626.15	200,000.00	(83,626.15)	-29.48%
125.25.64500502.3264.6499 - CHC-Educational Planning Initiative	95,677.02	17,423.00	(78,254.02)	-81.79%
125.25.64500502.3315.6499 - CHC-Assessment Center Revenue	17,234.96	17,235.00	0.04	0.00%
125.25.64500602.2187.6480 - CHC-Veteran's Resource Center	18,767.00	14,000.00	(4,767.00)	-25.40%
125.25.64500602.2498.6480 - CHC-Veterans Resource Center Grant	0.00	85,000.00	85,000.00	100.00%
125.25.64500602.3186.6440 - CHC-Truth Initiative Tobacco Free Campus	17,830.67	7,830.67	(10,000.00)	-56.08%
125.25.64500602.3310.6440 - CHC-Student Health Fees	115,270.37	115,270.37	0.00	0.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.25.64500602.3337.6440 - CHC-Family Pact Contract	29,346.01	29,346.01	0.00	0.00%
125.25.64600102.2185.7320 - CHC-Dreamer Students	13,525.00	13,525.00	0.00	0.00%
125.25.64600102.2187.7320 - CHC-Veterans Resource Center	0.00	0.00	0.00	0.00%
125.25.65900102.2231.7100 - CHC-Block Grant-Facilities Planning/Administration Services	4,000.00	0.00	(4,000.00)	-100.00%
125.25.65900102.2404.6600 - CHC-Campus Safety & Sexual Assault	14,776.00	14,776.00	0.00	0.00%
125.25.65900102.3237.6750 - CHC-Emergency Planning/Preparedness	200.62	200.62	0.00	0.00%
125.25.65900102.3241.6199 - CHC-Medical Clearance	7,572.24	8,200.00	627.76	8.29%
125.25.67900202.2216.6780 - CHC-Telecommunications Technology	4,139.90	4,139.90	0.00	0.00%
125.25.67900202.3145.6799 - CHC-Copy Revenue	32,513.36	36,335.00	3,821.64	11.75%
125.25.69600302.3314.6999 - CHC-Student Transportation Fee	3,511.16	0.00	(3,511.16)	-100.00%
125.31.60101101.2428.0514 - SBVC-Strong Workforce-Computer Info Tech	177,354.87	0.00	(177,354.87)	-100.00%
125.31.60101101.2428.0934 - SBVC-Strong Workforce-Electronics	146,376.91	77,561.00	(68,815.91)	-47.01%
125.31.60101101.2428.0946 - SBVC-Strong Workforce-Refrigeration	0.00	20,000.00	20,000.00	100.00%
125.31.60101101.2428.0949 - SBVC-Strong Workforce-Automotive Collision Repair	296.00	0.00	(296.00)	-100.00%
125.31.60101101.2428.0999 - SBVC-Strong Workforce-Welding	0.00	58,481.35	58,481.35	100.00%
125.31.60101101.2428.1030 - SBVC-Strong Workforce-Art Department	5,129.71	7,000.00	1,870.29	36.46%
125.31.60101101.2428.1221 - SBVC-Strong Workforce-Pharmacy Technology	0.00	122,500.00	122,500.00	100.00%
125.31.60101101.2428.1230 - SBVC-Strong Workforce-Registered Nursing Program	87,102.19	45,000.00	(42,102.19)	-48.34%
125.31.60101101.2428.1306 - SBVC-Strong Workforce-Nutrituion, Foods	39,248.75	10,000.00	(29,248.75)	-74.52%
125.31.60101101.2428.1307 - SBVC-Strong Workforce-Restaurant Management	0.00	10,000.00	10,000.00	100.00%
125.31.60101101.2428.2104 - SBVC-Strong Workforce-Human Services Department	21,252.48	48,800.00	27,547.52	129.62%
125.31.60101101.2428.6120 - SBVC-Strong Workforce-Library Technology Certificate	0.00	11,797.00	11,797.00	100.00%
125.31.60101101.2428.6199 - SBVC-Strong Workforce-Technical Training Other Instructional Support	7,602.00	230,594.65	222,992.65	2,933.34%
125.31.60101101.2429.0514 - SBVC-Regional Shares/Strong Workforce-Computer Info Tech	0.00	114,975.00	114,975.00	100.00%
125.31.60101101.2429.0901 - SBVC-Regional Shares/Strong Workforce-Technical Training Division Engineering	0.00	14,641.00	14,641.00	100.00%
125.31.60101101.2429.0934 - SBVC-Regional Shares/Strong Workforce-Electronics Department	83,577.24	0.00	(83,577.24)	-100.00%
125.31.60101101.2429.0948 - SBVC-Regional Shares/Strong Workforce-Automotive Department	19,681.15	12,971.00	(6,710.15)	-34.09%
125.31.60101101.2429.0956 - SBVC-Regional Shares/Strong Workforce-Machine Shop Department	2,980.00	61,000.00	58,020.00	1,946.98%
125.31.60101101.2429.0957 - SBVC-Regional Shares/Strong Workforce-Construction Inspection	0.00	107,375.07	107,375.07	100.00%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.31.60101101.2429.1230 - SBVC-Regional Shares/Strong Workforce-Registered Nursing Program	26,678.97	10,000.00	(16,678.97)	-62.52%
125.31.60101101.2429.1299 - SBVC-Regional Shares/Strong Workforce-Enrollment Growth/Nursing Program	0.00	199,500.00	199,500.00	100.00%
125.31.60101101.2429.6010 - SBVC-Regional Shares/Strong Workforce-Technical Training Division Academic	0.00	63,962.00	63,962.00	100.00%
125.31.60101101.2429.6199 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Instructional	196,898.80	137,145.58	(59,753.22)	-30.35%
125.31.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	1,053,736.00	150,988.00	(902,748.00)	-85.67%
125.31.63100801.2209.6499 - SBVC-Foster Parent Program	11,750.00	0.00	(11,750.00)	-100.00%
125.31.64600101.2161.6460 - SBVC-SFAA-BFAP Adm Allowance	337,753.14	354,397.00	16,643.86	4.93%
125.32.60102502.2428.0702 - CHC-Strong Workforce-Computer Science Department	0.00	10,000.00	10,000.00	100.00%
125.32.60102502.2428.1251 - CHC-Strong Workforce-Paramedic	0.00	31,100.00	31,100.00	100.00%
125.32.60102502.2428.2133 - CHC-Strong Workforce-Fire Science Fire Technology	0.00	10,000.00	10,000.00	100.00%
125.32.60102502.2428.6770 - CHC-Strong Workforce FY17	282,772.56	140,132.00	(142,640.56)	-50.44%
125.32.60102502.2429.0506 - CHC-Regional Shares Strong Workforce	27,720.09	59,500.00	31,779.91	114.65%
125.32.60102502.2429.0518 - CHC-Regional Shares/Strong Workforce-Employability Soft Skills	4,500.00	4,500.00	0.00	0.00%
125.32.60102502.2429.0702 - CHC-Strong Workforce Regional-Computer Information Systems	4,149.63	4,149.63	0.00	0.00%
125.32.60102502.2429.1250 - CHC-Strong Workforce Regional-Emergency Medicine Program Emergency Medical	983.52	983.52	0.00	0.00%
125.32.60102502.2429.1251 - CHC-Strong Workforce Regional-Paramedic	9,112.40	9,112.40	0.00	0.00%
125.32.60102502.2429.2133 - CHC-Strong Workforce Regional-Fire Science Fire Technology	4,048.20	4,048.20	0.00	0.00%
125.32.60102502.2429.6199 - CHC-Strong Workforce Regional-Technical Training Other Instructional Support	14,126.40	14,126.40	0.00	0.00%
125.32.60102502.2429.6470 - CHC-Regional Shares Strong Workforce	200,543.37	247,606.65	47,063.28	23.47%
125.32.60102502.2429.6770 - CHC-Strong Workforce Regional-Administrative Services Logistical Services	5,973.20	5,973.20	0.00	0.00%
125.32.64500602.2161.6460 - CHC-SFAA-BFAP Adm Allowance	159,794.00	159,794.00	(0.01)	0.00%
125.35.61500203.2236.0000 - DIST-3C Media Solutions	52,711.56	1,800.00	(50,911.56)	-96.59%
125.35.61910803.3511.0000 - DIST-Fee For Service	490,295.77	490,295.77	0.00	0.00%
125.35.67200203.2230.0000 - DIST-Instructional Equipment	96,005.49	96,005.49	0.00	0.00%
125.35.67200203.2231.0000 - DIST-Block Grant-Controller	0.00	0.00	0.00	0.00%
125.35.67600203.2302.0000 - DIST-Equal Employment Opportunity	90,712.33	100,000.00	9,287.67	10.24%
125.35.67800203.2216.0000 - DIST-Telecommunications Technology	1,501.27	1,501.27	0.00	0.00%
125.35.67900403.3512.0000 - DIST-ATPC/Ventura Cc Foundation-ATPC/Ventura Cc Foundation	2,130.49	2,130.49	0.00	0.00%
125.35.68400203.1267.0000 - DIST-TANF Work Study-Professional Development Center	1,992,728.60	2,240,000.00	247,271.40	12.41%

## Budget Forecast by Department - Fund 125 Restricted General Fund

Budget Year 2019-2020

(May 30, 2019 11:27 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.35.68400203.2402.0000 - DIST-SWP IE CyberHub Centers-round 2	125,904.70	45,000.00	(80,904.70)	-64.26%
125.35.68400203.2402.0000 - DIST-SWP IE Cyberhub Centers-Round 4	0.00	95,900.00	95,900.00	100.00%
125.35.68400203.2418.0000 - DIST-Riverside County Regional Training	181.31	181.31	0.00	0.00%
125.35.68400203.2429.0000 - DIST-Regional Shares/Strong Workforce	110,867.42	0.00	(110,867.42)	-100.00%
125.35.68400203.2495.0000 - DIST-SWP/Cloudbased Netlab-Round 2	0.00	236,400.00	236,400.00	100.00%
125.35.68400203.2496.0000 - DIST-SWP Employability/Soft Skills to Create Pathways	0.00	56,000.00	56,000.00	100.00%
125.35.68400203.3282.0000 - DIST-Goodwill Southern California	139,200.00	50,000.00	(89,200.00)	-64.08%
125.35.68400203.3514.0000 - DIST-Indirect Charges	0.00	0.00	0.00	0.00%
125.35.68400603.2485.0000 - DIST-ICT/Digital Media-01	0.00	116,000.00	116,000.00	100.00%
125.35.68400603.3484.0000 - DIST-ICT/Digital Media-05	25,890.45	0.00	(25,890.45)	-100.00%
125.35.68400903.3999.0000 - DIST-Restricted Reserve	491,445.31	90,000.00	(401,445.31)	-81.69%
125.35.68401403.2456.0000 - DIST-ETP #5-02	63,143.50	63,143.50	0.00	0.00%
125.35.68401403.2497.0000 - DIST-ETP #7	0.00	1,200,000.00	1,200,000.00	100.00%
125.35.68401703.1439.0000 - DIST-Cal Mfg Tech Consulting	230,106.03	480,000.00	249,893.97	108.60%
125.35.68402003.3424.0000 - DIST-PDC Local Contracts	71,141.43	74,500.00	3,358.57	4.72%
125.35.68402103.2488.0000 - DIST-Caltrans-Caltrans/Parolee Work Crew 7/16	421,353.65	0.00	(421,353.65)	-100.00%
125.35.69500603.3304.0000 - DIST-Parking	32,795.50	32,795.50	0.00	0.00%
125.35.70100303.3425.0000 - DIST-Contract Ed/Special Projects	49,844.26	2,000.00	(47,844.26)	-95.99%
125.35.71000403.2231.0000 - DIST-Block Grant-Facilities Planning/Administration Services	764,596.77	0.00	(764,596.77)	-100.00%
125.35.73200003.1267.0000 - DIST-TANF Work Study-Professional Development Center	5,000.00	10,000.00	5,000.00	100.00%
125.35.73200003.3424.0000 - DIST-PDC Local Contracts	0.00	1,000.00	1,000.00	100.00%
	<b>63,911,803.53</b>	<b>67,652,027.35</b>	<b>3,740,223.82</b>	<b>5.85%</b>
<b>Total</b>	<b>1,465,951.05</b>	<b>1,090,204.04</b>	<b>(375,747.01)</b>	<b>6.22%</b>

## Budget Forecast by Department - Fund 215 Bond Interest and Redemption

Budget Year 2019-2020

(May 30, 2019 11:29 AM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
215.00.00000000.0000.0000 - General Program	25,703,480.00	25,703,480.00	0.00	0.00%
	<b>25,703,480.00</b>	<b>25,703,480.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenditures</b>				
215.00.00000000.0000.0000 - General Program	29,169,261.00	29,169,261.00	0.00	0.00%
	<b>29,169,261.00</b>	<b>29,169,261.00</b>	<b>0.00</b>	<b>0.00%</b>
Total	<b>3,465,781.00</b>	<b>3,465,781.00</b>	<b>0.00</b>	<b>0.00%</b>

## Budget Forecast by Department - Fund 335 Child Development

Budget Year 2019-2020

(May 30, 2019 11:30 AM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
335.01.69200101.2203.0000 - SBVC-Child Care Food Program 01	1,098,886.00	1,098,886.00	0.00	0.00%
335.01.69200201.1207.0000 - SBVC-Child Development Center 01	234,827.00	234,827.00	0.00	0.00%
335.01.69200301.2205.0000 - SBVC-State Preschool Grant	1,887,636.00	1,887,636.00	0.00	0.00%
335.02.69200102.1207.0000 - CHC-Child Care Food Program	7,500.00	7,500.00	0.00	0.00%
335.02.69200202.0000.0000 - CHC-CDC Quality Start San Bndo	15,896.70	15,291.70	(605.00)	-3.81%
335.02.69200202.2203.0000 - CHC-Child Development	160,000.00	186,000.00	26,000.00	16.25%
335.02.69200202.2245.0000 - CHC-Child Development Parent Fees	140,000.00	140,000.00	0.00	0.00%
	<b>3,544,745.70</b>	<b>3,570,140.70</b>	<b>25,395.00</b>	<b>0.72%</b>
<b>Expenditures</b>				
335.01.69200101.2203.0000 - SBVC-Child Care Food Program 01	1,119,883.39	1,098,886.00	(20,997.40)	-1.87%
335.01.69200201.1207.0000 - SBVC-Child Development Center 01	201,597.67	234,827.00	33,229.33	16.48%
335.01.69200301.2205.0000 - SBVC-State Preschool Grant	1,890,110.73	1,887,636.00	(2,474.74)	-0.13%
335.02.69200102.1207.0000 - CHC-Child Care Food Program	7,500.00	7,500.00	0.00	0.00%
335.02.69200202.0000.0000 - CHC-CDC Quality Start San Bndo	15,896.70	15,291.70	(605.00)	-3.81%
335.02.69200202.2203.0000 - CHC-Child Development	158,519.37	186,000.00	27,480.63	17.34%
335.02.69200202.2245.0000 - CHC-Child Development Parent Fees	135,892.62	140,000.00	4,107.38	3.02%
	<b>3,529,400.49</b>	<b>3,570,140.69</b>	<b>40,740.21</b>	<b>1.15%</b>
Total	<b>(15,345.21)</b>	<b>(0.01)</b>	<b>15,345.21</b>	<b>0.93%</b>



## Budget Forecast by Department - Fund 390 KVCR Unrestricted

Budget Year 2019-2020

(May 30, 2019 11:31 AM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
390.03.70900403.0000.0000 - Radio	979,334.00	540,000.00	(439,334.00)	-44.86%
390.03.70901603.0000.0000 - KVCR, General	376,182.00	1,270,000.00	893,818.00	237.60%
390.03.72000103.0000.0000 - Television	2,661,503.00	1,066,000.00	(1,595,503.00)	-59.95%
	<b>4,017,019.00</b>	<b>2,876,000.00</b>	<b>(1,141,019.00)</b>	<b>-28.40%</b>
<b>Expenditures</b>				
390.03.70900403.0000.0000 - Radio	919,013.31	838,710.69	(80,302.62)	-8.74%
390.03.70901603.0000.0000 - KVCR, General	466,719.69	602,454.94	135,735.24	29.08%
390.03.72000103.0000.0000 - Television	2,656,408.90	1,956,578.63	(699,830.28)	-26.34%
	<b>4,042,141.90</b>	<b>3,397,744.26</b>	<b>(644,397.65)</b>	<b>-15.94%</b>
Total	<b>25,122.90</b>	<b>521,744.26</b>	<b>496,621.35</b>	<b>-22.15%</b>

## Budget Forecast by Department - Fund 395 KVCR Restricted

Budget Year 2019-2020

(May 30, 2019 11:32 AM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
395.03.70900703.3024.0000 - DIST-CPB Interconn	11,968.78	11,968.78	0.00	0.00%
395.03.70902703.3106.0000 - DIST-CPB/CSG Grant FY20	0.00	700,000.00	700,000.00	100.00%
395.03.70902703.3124.0000 - DIST-Healthy Network Initiative	0.00	75,000.00	75,000.00	100.00%
395.03.70903503.3137.0000 - DIST-USSG Grant-01	1,943.00	1,943.00	0.00	0.00%
395.35.70900703.3027.0000 - DIST-CPB Interconn	0.00	7,160.00	7,160.00	100.00%
395.35.70902703.3116.0000 - DIST-CPB/CSF Grant	7,589.35	7,589.35	0.00	0.00%
395.35.70902703.3119.0000 - DIST-CPB/CSG Grant	71,417.26	67,828.26	(3,589.00)	-5.03%
395.35.70902703.3120.0000 - DIST-CPB/CSG Grant FY19	0.00	300,000.00	300,000.00	100.00%
395.35.70902803.3121.0000 - DIST-Univ Service Support	0.00	2,056.00	2,056.00	100.00%
	<b>92,918.39</b>	<b>1,173,545.39</b>	<b>1,080,627.00</b>	<b>1,162.99%</b>
<b>Expenditures</b>				
395.03.70900703.3024.0000 - DIST-CPB Interconn	11,968.78	11,968.78	0.00	0.00%
395.03.70902703.3106.0000 - DIST-CPB/CSG Grant FY20	0.00	700,000.00	700,000.00	100.00%
395.03.70902703.3124.0000 - DIST-Healthy Network Initiative	0.00	75,000.00	75,000.00	100.00%
395.03.70903503.3137.0000 - DIST-USSG Grant-01	1,943.00	1,943.00	0.00	0.00%
395.35.70900703.3027.0000 - DIST-CPB Interconn	0.00	7,160.00	7,160.00	100.00%
395.35.70902703.3116.0000 - DIST-CPB/CSF Grant	7,589.35	7,589.35	0.00	0.00%
395.35.70902703.3119.0000 - DIST-CPB/CSG Grant	71,417.26	67,828.26	(3,589.00)	-5.03%
395.35.70902703.3120.0000 - DIST-CPB/CSG Grant FY19	0.00	300,000.00	300,000.00	100.00%
395.35.70902803.3121.0000 - DIST-Univ Service Support	0.00	2,056.00	2,056.00	100.00%
	<b>92,918.39</b>	<b>1,173,545.39</b>	<b>1,080,627.00</b>	<b>1,162.99%</b>
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,162.99%</b>

## Budget Forecast by Department - Fund 410 Capital Outlay Projects

Budget Year 2019-2020

(May 30, 2019 11:33 AM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
410.03.67200203.0000.0000 - Capital Outlay	0.00	120,000.00	120,000.00	100.00%
410.03.71004803.0000.0000 - Buildings	1,300,000.00	1,325,000.00	25,000.00	1.92%
	<b>1,300,000.00</b>	<b>1,445,000.00</b>	<b>145,000.00</b>	<b>11.15%</b>
<b>Expenditures</b>				
410.01.71000401.0000.0000 - Capital Outlay - Facilities Planning & Construction	450,000.00	0.00	(450,000.00)	-100.00%
410.02.71000402.0000.0000 - Capital Outlay - Facilities Planning & Construction	200,000.00	0.00	(200,000.00)	-100.00%
410.03.67200203.0000.0000 - Capital Outlay	2,535,819.50	500,000.00	(2,035,819.50)	-80.28%
410.03.71000403.0000.0000 - Facilities Planning/Adm.Svcs.	1,613,274.35	288,887.88	(1,324,386.47)	-82.09%
410.03.71002703.0000.0000 - District Network Upgrades	1,284,961.00	1,277,000.00	(7,961.00)	-0.62%
410.03.71004803.0000.0000 - Buildings	159,483.00	53,362.00	(106,121.00)	-66.54%
	<b>6,243,537.85</b>	<b>2,119,249.88</b>	<b>(4,124,287.97)</b>	<b>-66.06%</b>
Total	<b>4,943,537.85</b>	<b>674,249.88</b>	<b>(4,269,287.97)</b>	<b>-52.75%</b>

## Budget Forecast by Department - Fund 435 General Obligation Bond Fund

Budget Year 2019-2020

(May 30, 2019 11:35 AM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
435.03.71001503.3257.0000 - DIST-Measure M-01	0.00	39,900.00	39,900.00	100.00%
	<b>0.00</b>	<b>39,900.00</b>	<b>39,900.00</b>	<b>100.00%</b>
<b>Expenditures</b>				
435.01.71001501.3257.0000 - SBVC-Measure M Program Support	1,575,000.00	23,500.00	(1,551,500.00)	-98.51%
435.01.71009401.3257.0000 - SBVC-Nursing Lab Renovation	600,000.00	0.00	(600,000.00)	-100.00%
435.02.71001302.3257.0000 - CHC-Measure M PE Complex	122,777.63	0.00	(122,777.63)	-100.00%
435.02.71001502.3257.0000 - CHC-Measure M Program Support	100,000.00	3,500.00	(96,500.00)	-96.50%
435.02.71004202.3257.0000 - CHC-Measure M LADM	1,000,000.00	1,130,000.00	130,000.00	13.00%
435.02.71009602.3257.0000 - CHC-Performance Arts Ctr Reno #2	975,000.00	0.00	(975,000.00)	-100.00%
435.03.71009803.3257.0000 - Measure M Printshop	500,000.00	1,316,111.00	816,111.00	163.22%
435.03.71010003.3257.0000 - EDA Funding Match	3,000,000.00	3,000,000.00	0.00	0.00%
435.03.71010203.3257.0000 - SBVC North Hall Roof Replacement	557,541.00	0.00	(557,541.00)	-100.00%
435.03.71010303.3257.0000 - Districtwide Underground Utility Mapping & Surveying	0.00	1,300,000.00	1,300,000.00	100.00%
	<b>8,430,318.63</b>	<b>6,773,111.00</b>	<b>(1,657,207.63)</b>	<b>-19.66%</b>
<b>Total</b>	<b>8,430,318.63</b>	<b>6,733,211.00</b>	<b>(1,697,107.63)</b>	<b>-19.18%</b>

## Budget Forecast by Department - Fund 445 General Obligation Bond Fund Measure CC

Budget Year 2019-2020

(May 30, 2019 11:36 AM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Expenditures</b>				
445.01.71010101.0000.0000 - Measure CC Program Support SBVC	0.00	170,000.00	170,000.00	100.00%
445.02.71010102.0000.0000 - Measure CC Program Support CHC	0.00	170,000.00	170,000.00	100.00%
445.03.71010103.0000.0000 - Measure CC Program Support DSS	212,804.33	3,433,360.70	3,220,556.37	1,513.39%
	<b>212,804.33</b>	<b>3,773,360.70</b>	<b>3,560,556.37</b>	<b>1,673.16%</b>
Total	<b>212,804.33</b>	<b>3,773,360.70</b>	<b>3,560,556.37</b>	<b>1,673.16%</b>

## Budget Forecast by Department - Fund 520 Cafeteria

Budget Year 2019-2020

(May 30, 2019 11:44 AM)

<b>Program</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>Change</b>	<b>% Change</b>
<b><u>Revenue</u></b>				
520.01.69400201.0000.0000 - Cafeteria	584,551.00	590,000.00	5,449.00	0.93%
	<b>584,551.00</b>	<b>590,000.00</b>	<b>5,449.00</b>	<b>0.93%</b>
<b><u>Expenditures</u></b>				
520.01.69400201.0000.0000 - Cafeteria	548,118.48	593,887.39	45,768.90	8.35%
	<b>548,118.48</b>	<b>593,887.39</b>	<b>45,768.90</b>	<b>8.35%</b>
<b>Total</b>	<b>(36,432.52)</b>	<b>3,887.39</b>	<b>40,319.90</b>	<b>4.52%</b>

## Budget Forecast by Department - Fund 590 FCC Auction

Budget Year 2019-2020

(May 30, 2019 11:52 AM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
590.03.67200203.0000.0000 - FCC Auction	2,000,000.00	1,400,000.00	(600,000.00)	-30.00%
590.03.70901603.3516.0000 - KVCR Media Academy	2,000,000.00	0.00	(2,000,000.00)	-100.00%
590.03.70903803.0000.0000 - DIST-550 E. Hospitality Lane	0.00	1,348,330.00	1,348,330.00	100.00%
590.03.70903903.0000.0000 - DIST-560 E. Hospitality Lane	0.00	1,360,208.00	1,360,208.00	100.00%
590.03.70904003.0000.0000 - DIST-658 E. Brier Drive	0.00	1,914,428.00	1,914,428.00	100.00%
	<b>4,000,000.00</b>	<b>6,022,966.00</b>	<b>2,022,966.00</b>	<b>50.57%</b>
<b>Expenditures</b>				
590.03.67200203.0000.0000 - FCC Auction	25,335,133.11	14,662,768.00	(10,672,365.11)	-42.12%
590.03.70901603.3516.0000 - KVCR Media Academy	2,000,000.00	0.00	(2,000,000.00)	-100.00%
590.03.70903803.0000.0000 - DIST-550 E. Hospitality Lane	0.00	723,388.00	723,388.00	100.00%
590.03.70903903.0000.0000 - DIST-560 E. Hospitality Lane	0.00	681,342.00	681,342.00	100.00%
590.03.70904003.0000.0000 - DIST-658 E. Brier Drive	0.00	739,022.00	739,022.00	100.00%
590.03.71009903.0000.0000 - Commercial Property Investment	47,461,100.00	2,500,000.00	(44,961,100.00)	-94.73%
	<b>74,796,233.11</b>	<b>19,306,520.00</b>	<b>(55,489,713.11)</b>	<b>-74.19%</b>
<b>Total</b>	<b>70,796,233.11</b>	<b>13,283,554.00</b>	<b>(57,512,679.11)</b>	<b>-67.85%</b>

## Budget Forecast by Department - Fund 615 Workers Compensation

Budget Year 2019-2020

(May 30, 2019 11:54 AM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
615.03.67701703.3390.0000 - DIST-Self-Insurance Program - Logistical Services	1,257,000.00	1,177,000.00	(80,000.00)	-6.36%
	<b>1,257,000.00</b>	<b>1,177,000.00</b>	<b>(80,000.00)</b>	<b>-6.36%</b>
<b>Expenditures</b>				
615.03.67701703.3390.0000 - DIST-Self-Insurance Program - Logistical Services	1,257,000.00	1,177,000.00	(80,000.00)	-6.36%
	<b>1,257,000.00</b>	<b>1,177,000.00</b>	<b>(80,000.00)</b>	<b>-6.36%</b>
Total	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-6.36%</b>



## Budget Forecast by Department - Fund 620 Self-Insurance

Budget Year 2019-2020

(May 30, 2019 12:08 PM)

<b>Program</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>Change</b>	<b>% Change</b>
<b>Revenue</b>				
620.03.67701803.0000.0000 - Insurance - Logistical Services	550,000.00	550,000.00	0.00	0.00%
	<b>550,000.00</b>	<b>550,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Expenditures</b>				
620.03.67701803.0000.0000 - Insurance - Logistical Services	789,686.60	875,000.00	85,313.40	10.80%
	<b>789,686.60</b>	<b>875,000.00</b>	<b>85,313.40</b>	<b>10.80%</b>
<b>Total</b>	<b>239,686.60</b>	<b>325,000.00</b>	<b>85,313.40</b>	<b>6.37%</b>

## Budget Forecast by Department - Fund 690 Retiree Benefit

Budget Year 2019-2020

(May 30, 2019 12:11 PM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
690.03.59000103.0000.0000 - Employee Benefits - Instructional Staff Retiree	89,400.00	75,300.00	(14,100.00)	-15.77%
690.03.67400103.0000.0000 - Employee Benefits - Non-Instructional Retiree	150,600.00	115,200.00	(35,400.00)	-23.51%
	<b>240,000.00</b>	<b>190,500.00</b>	<b>(49,500.00)</b>	<b>-20.63%</b>
<b>Expenditures</b>				
690.03.59000103.0000.0000 - Employee Benefits - Instructional Staff Retiree	113,000.00	75,000.00	(38,000.00)	-33.63%
690.03.67400103.0000.0000 - Employee Benefits - Non-Instructional Retiree	366,935.30	175,200.00	(191,735.30)	-52.25%
	<b>479,935.30</b>	<b>250,200.00</b>	<b>(229,735.30)</b>	<b>-47.87%</b>
Total	<b>239,935.30</b>	<b>59,700.00</b>	<b>(180,235.30)</b>	<b>-38.79%</b>

## Budget Forecast by Department - Fund 710 Associated Students

Budget Year 2019-2020

(May 30, 2019 12:13 PM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
710.01.69602601.0000.0000 - Associated Students	209,361.00	78,000.00	(131,361.00)	-62.74%
710.02.69602602.0000.0000 - Associated Students	53,700.00	51,550.00	(2,150.00)	-4.00%
	<b>263,061.00</b>	<b>129,550.00</b>	<b>(133,511.00)</b>	<b>-50.75%</b>
<b>Expenditures</b>				
710.01.69602601.0000.0000 - Associated Students	77,771.00	78,000.00	229.00	0.29%
710.02.69602602.0000.0000 - Associated Students	27,595.00	51,550.00	23,955.00	86.81%
	<b>105,366.00</b>	<b>129,550.00</b>	<b>24,184.00</b>	<b>22.95%</b>
Total	<b>(157,695.00)</b>	<b>0.00</b>	<b>157,695.00</b>	<b>-29.67%</b>

## Budget Forecast by Department - Fund 720 Student Representation Fee

Budget Year 2019-2020

(May 30, 2019 12:15 PM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
720.01.69602701.0000.0000 - Student Representation Fee	72,648.00	65,000.00	(7,648.00)	-10.53%
720.02.69602702.0000.0000 - Student Representation Fee	32,016.00	13,500.00	(18,516.00)	-57.83%
	<b>104,664.00</b>	<b>78,500.00</b>	<b>(26,164.00)</b>	<b>-25.00%</b>
<b>Expenditures</b>				
720.01.69602701.0000.0000 - Student Representation Fee	72,648.00	65,000.00	(7,648.00)	-10.53%
720.02.69602702.0000.0000 - Student Representation Fee	22,257.00	13,500.00	(8,757.00)	-39.34%
	<b>94,905.00</b>	<b>78,500.00</b>	<b>(16,405.00)</b>	<b>-17.29%</b>
Total	<b>(9,759.00)</b>	<b>0.00</b>	<b>9,759.00</b>	<b>-21.33%</b>

## Budget Forecast by Department - Fund 730 Student Body Center Fee

Budget Year 2019-2020

(May 30, 2019 12:17 PM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
730.01.69603301.3306.0000 - SBVC-Student Body Center Fee	205,800.00	205,800.00	0.00	0.00%
730.02.64901702.3306.0000 - CHC-Student Body Center Fee	88,900.00	98,391.87	9,491.87	10.68%
	<b>294,700.00</b>	<b>304,191.87</b>	<b>9,491.87</b>	<b>3.22%</b>
<b>Expenditures</b>				
730.01.69603301.3306.0000 - SBVC-Student Body Center Fee	205,800.00	205,800.00	(0.00)	0.00%
730.02.64901702.3306.0000 - CHC-Student Body Center Fee	91,033.52	98,391.87	7,358.35	8.08%
	<b>296,833.52</b>	<b>304,191.87</b>	<b>7,358.35</b>	<b>2.48%</b>
<b>Total</b>	<b>2,133.52</b>	<b>0.00</b>	<b>(2,133.52)</b>	<b>2.85%</b>

## Budget Forecast by Department - Fund 745 Student Financial Aid

Budget Year 2019-2020

(May 30, 2019 12:18 PM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
745.01.64600101.0000.0000 - Student Financial Aid	19,346,819.00	20,223,248.00	876,429.00	4.53%
745.02.64600102.0000.0000 - Student Financial Aid	4,461,125.00	4,313,883.00	(147,242.00)	-3.30%
	<b>23,807,944.00</b>	<b>24,537,131.00</b>	<b>729,187.00</b>	<b>3.06%</b>
<b>Expenditures</b>				
745.01.64600101.0000.0000 - Student Financial Aid	19,346,819.00	20,223,248.00	876,429.00	4.53%
745.02.64600102.0000.0000 - Student Financial Aid	4,461,125.00	4,313,883.00	(147,242.00)	-3.30%
	<b>23,807,944.00</b>	<b>24,537,131.00</b>	<b>729,187.00</b>	<b>3.06%</b>
Total	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.06%</b>

## Budget Forecast by Department - Fund 755 Scholarship and Loan

Budget Year 2019-2020

(May 30, 2019 12:20 PM)

<b>Program</b>	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>Change</b>	<b>% Change</b>
<b><u>Revenue</u></b>				
755.01.69602901.0000.0000 - Scholarship and Loan	205,205.17	103,689.00	(101,516.17)	-49.47%
755.01.69627601.0000.0000 - Psychiatric Technician Scholarship	1,845.51	1,246.00	(599.51)	-32.48%
755.02.69602902.0000.0000 - Scholarship and Loan	90,459.29	52,270.00	(38,189.29)	-42.22%
	<b>297,509.97</b>	<b>157,205.00</b>	<b>(140,304.97)</b>	<b>-47.16%</b>
<b><u>Expenditures</u></b>				
755.01.69602901.0000.0000 - Scholarship and Loan	218,527.77	103,689.00	(114,838.77)	-52.55%
755.01.69627601.0000.0000 - Psychiatric Technician Scholarship	2,445.51	1,246.00	(1,199.51)	-49.05%
755.02.69602902.0000.0000 - Scholarship and Loan	91,576.89	39,436.00	(52,140.89)	-56.94%
	<b>312,550.17</b>	<b>144,371.00</b>	<b>(168,179.17)</b>	<b>-53.81%</b>
<b>Total</b>	<b>15,040.20</b>	<b>(12,834.00)</b>	<b>(27,874.20)</b>	<b>-50.57%</b>

## Budget Forecast by Department - Fund 765 OPEB Investment Trust

Budget Year 2019-2020

(May 30, 2019 12:21 PM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
765.03.00000003.0000.0000 - OPEB Investment Trust Fund	0.00	749,118.00	749,118.00	100.00%
	<b>0.00</b>	<b>749,118.00</b>	<b>749,118.00</b>	<b>100.00%</b>
Total	<b>0.00</b>	<b>(749,118.00)</b>	<b>(749,118.00)</b>	<b>100.00%</b>



## Budget Forecast by Department - Fund 775 PARS Investment Trust

Budget Year 2019-2020

(May 30, 2019 12:25 PM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
775.03.00000003.0000.0000 - PARS Investment Trust Fund	0.00	9,550,000.00	9,550,000.00	100.00%
	<b>0.00</b>	<b>9,550,000.00</b>	<b>9,550,000.00</b>	<b>100.00%</b>
<b>Expenditures</b>				
775.03.00000003.0000.0000 - PARS Investment Trust Fund	0.00	3,550,000.00	3,550,000.00	100.00%
	<b>0.00</b>	<b>3,550,000.00</b>	<b>3,550,000.00</b>	<b>100.00%</b>
Total	<b>0.00</b>	<b>(6,000,000.00)</b>	<b>(6,000,000.00)</b>	<b>100.00%</b>

## Budget Forecast by Department - Fund 810 Student Clubs and Trusts

Budget Year 2019-2020

(May 30, 2019 12:27 PM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
810.01.69603401.0000.0000 - Student Clubs and Trusts	277,025.00	0.00	(277,025.00)	-100.00%
810.02.69603402.0000.0000 - Student Clubs and Trusts	34,922.00	0.00	(34,922.00)	-100.00%
810.02.69603502.0000.0000 - A&P Theatre Guild	0.00	2,581.00	2,581.00	100.00%
810.02.69603602.0000.0000 - Alpha Gamma Sigma Club	0.00	4,536.00	4,536.00	100.00%
810.02.69603702.0000.0000 - Anime Manga Club	0.00	300.00	300.00	100.00%
810.02.69603902.0000.0000 - Aquatics Club	0.00	715.00	715.00	100.00%
810.02.69604202.0000.0000 - Beta II Club	0.00	1,906.00	1,906.00	100.00%
810.02.69604302.0000.0000 - Biology Club	0.00	1,031.00	1,031.00	100.00%
810.02.69604602.0000.0000 - CD Center Trust	0.00	353.00	353.00	100.00%
810.02.69604702.0000.0000 - CHC Alumni Association	0.00	20.00	20.00	100.00%
810.02.69604902.0000.0000 - CHC Silver Anniversary	0.00	142.00	142.00	100.00%
810.02.69605102.0000.0000 - Child Development & Education Club	0.00	1,270.00	1,270.00	100.00%
810.02.69605302.0000.0000 - CH Compser's Collective Club	0.00	84.00	84.00	100.00%
810.02.69605602.0000.0000 - CH Arts League Club	0.00	1,212.00	1,212.00	100.00%
810.02.69605702.0000.0000 - Duane Stemple Trust	0.00	484.00	484.00	100.00%
810.02.69605902.0000.0000 - CHC Paramedic Association	0.00	836.00	836.00	100.00%
810.02.69606002.0000.0000 - Fire Safety Trust	0.00	1,545.00	1,545.00	100.00%
810.02.69606102.0000.0000 - Gala Club	0.00	53.00	53.00	100.00%
810.02.69606202.0000.0000 - Health Science Club	0.00	89.00	89.00	100.00%
810.02.69606402.0000.0000 - Information Technology Trust	0.00	1,065.00	1,065.00	100.00%
810.02.69606502.0000.0000 - Jazz Festival	0.00	410.00	410.00	100.00%
810.02.69606602.0000.0000 - Lunafira Club	0.00	243.00	243.00	100.00%
810.02.69606702.0000.0000 - Math Club	0.00	1,012.00	1,012.00	100.00%
810.02.69606802.0000.0000 - Mecha Club	0.00	746.00	746.00	100.00%
810.02.69607002.0000.0000 - Obsidian Dance Club	0.00	800.00	800.00	100.00%
810.02.69607102.0000.0000 - Paramedic Trust	0.00	6,675.00	6,675.00	100.00%
810.02.69607202.0000.0000 - Phi Beta Lambda	0.00	97.00	97.00	100.00%
810.02.69607302.0000.0000 - Possibilities Club	0.00	100.00	100.00	100.00%

## Budget Forecast by Department - Fund 810 Student Clubs and Trusts

Budget Year 2019-2020

(May 30, 2019 12:27 PM)

Program	2019 Budget	2020 Budget	Change	% Change
810.02.69607402.0000.0000 - Psychology Club	0.00	720.00	720.00	100.00%
810.02.69607602.0000.0000 - Repeat Course Trust	0.00	3,268.00	3,268.00	100.00%
810.02.69607702.0000.0000 - Sand Canyon Review	0.00	1,035.00	1,035.00	100.00%
810.02.69607802.0000.0000 - Sociology Club	0.00	53.00	53.00	100.00%
810.02.69608002.0000.0000 - S.T.E.M G.I.R.L Club	0.00	794.00	794.00	100.00%
810.02.69608202.0000.0000 - Terrestrial Investigation Trust	0.00	864.00	864.00	100.00%
810.02.69608302.0000.0000 - The Baroque Society	0.00	70.00	70.00	100.00%
810.02.69608402.0000.0000 - Computer Science & Tech. Club	0.00	100.00	100.00	100.00%
810.02.69608502.0000.0000 - The Lighthouse Club	0.00	84.00	84.00	100.00%
810.02.69608802.0000.0000 - Veterans Club	0.00	149.00	149.00	100.00%
810.02.69609002.0000.0000 - Walking Tall Club	0.00	50.00	50.00	100.00%
810.02.69609702.0000.0000 - CHC Art Club	0.00	918.00	918.00	100.00%
810.02.69620402.0000.0000 - American Sign Language Club	0.00	399.00	399.00	100.00%
810.02.69626302.0000.0000 - Circle K Club	0.00	50.00	50.00	100.00%
810.02.69626402.0000.0000 - Herbivore Club	0.00	304.00	304.00	100.00%
810.02.69626502.0000.0000 - Metaphysical Explores Club	0.00	377.00	377.00	100.00%
	<b>311,947.00</b>	<b>37,540.00</b>	<b>(274,407.00)</b>	<b>-87.97%</b>
<b>Expenditures</b>				
810.01.69603401.0000.0000 - Student Clubs and Trusts	8.00	0.00	(8.00)	-100.00%
810.01.69603601.0000.0000 - Alpha Gamma Sigma Club	835.81	835.81	0.00	0.00%
810.01.69604401.0000.0000 - Black Student Union	4,411.05	0.00	(4,411.05)	-100.00%
810.01.69606801.0000.0000 - Mecha Club	2,209.30	2,209.30	0.00	0.00%
810.01.69608401.0000.0000 - Computer Science and Computer Engineering Club	1,343.86	1,343.86	0.00	0.00%
810.01.69608801.0000.0000 - Veterans Club	26.59	26.59	0.00	0.00%
810.01.69609101.0000.0000 - Geography Club	600.00	0.00	(600.00)	-100.00%
810.01.69609301.0000.0000 - National Broadcasting Society Club	209.23	0.00	(209.23)	-100.00%
810.01.69609601.0000.0000 - Caduceus Club	1,403.78	0.00	(1,403.78)	-100.00%
810.01.69609701.0000.0000 - Art Club	11,125.68	11,126.00	0.32	0.00%
810.01.69610001.0000.0000 - Architectural Club	136.79	136.79	0.00	0.00%

## Budget Forecast by Department - Fund 810 Student Clubs and Trusts

Budget Year 2019-2020

(May 30, 2019 12:27 PM)

Program	2019 Budget	2020 Budget	Change	% Change
810.01.69610101.0000.0000 - Tumaini Club	1,568.94	1,568.94	0.00	0.00%
810.01.69610201.0000.0000 - History Club	648.97	0.00	(648.97)	-100.00%
810.01.69610401.0000.0000 - Spanish Club	142.16	0.00	(142.16)	-100.00%
810.01.69610501.0000.0000 - Gay-Straight Alliance Club	270.21	270.21	0.00	0.00%
810.01.69610601.0000.0000 - Machine Technical Trust	12.41	0.00	(12.41)	-100.00%
810.01.69610701.0000.0000 - Philosophy Club	710.41	0.00	(710.41)	-100.00%
810.01.69610801.0000.0000 - Football Trust	9,009.38	2,675.47	(6,333.91)	-70.30%
810.01.69610901.0000.0000 - Awards Celebration Trust	95.00	0.00	(95.00)	-100.00%
810.01.69611201.0000.0000 - Cheerleading & Dance Club	389.93	0.00	(389.93)	-100.00%
810.01.69611301.0000.0000 - PDC Econ. Advance Proj.	1,326.71	0.00	(1,326.71)	-100.00%
810.01.69611501.0000.0000 - International Student Trust	310.00	0.00	(310.00)	-100.00%
810.01.69611701.0000.0000 - Camp. Crusade for Christ	476.30	0.00	(476.30)	-100.00%
810.01.69612001.0000.0000 - Comedy Club	22.00	0.00	(22.00)	-100.00%
810.01.69612301.0000.0000 - Culteral Diversity Book Trust	225.00	0.00	(225.00)	-100.00%
810.01.69612401.0000.0000 - R.N Student Rep. Trust	40.00	0.00	(40.00)	-100.00%
810.01.69612501.0000.0000 - Mike Todd Jr. Trust	38.64	0.00	(38.64)	-100.00%
810.01.69612701.0000.0000 - AIDS Education Trust	78.97	0.00	(78.97)	-100.00%
810.01.69612801.0000.0000 - Geology Club	235.46	0.00	(235.46)	-100.00%
810.01.69612901.0000.0000 - Nursing Alumni Trust	2,276.73	0.00	(2,276.73)	-100.00%
810.01.69613201.0000.0000 - Bare Bones Opera Club	150.00	0.00	(150.00)	-100.00%
810.01.69613401.0000.0000 - Volleyball Trust	15,720.59	6,635.26	(9,085.33)	-57.79%
810.01.69613501.0000.0000 - Student Life Trust	16,327.40	16,327.40	0.00	0.00%
810.01.69613701.0000.0000 - Baseball Trust	0.87	87.00	86.13	9,900.00%
810.01.69613801.0000.0000 - Sports Medicine Trust	278.83	278.00	(0.83)	-0.30%
810.01.69613901.0000.0000 - Track & Cross Country	1,870.92	0.00	(1,870.92)	-100.00%
810.01.69614201.0000.0000 - Inter Club Council	5,792.94	5,792.94	0.00	0.00%
810.01.69614301.0000.0000 - Misc. Clearing	1,180.68	0.00	(1,180.68)	-100.00%
810.01.69614401.0000.0000 - Women's Basketball Trust	5,701.53	1,913.18	(3,788.35)	-66.44%
810.01.69614701.0000.0000 - Child Care Parents Club	17.30	0.00	(17.30)	-100.00%

## Budget Forecast by Department - Fund 810 Student Clubs and Trusts

Budget Year 2019-2020

(May 30, 2019 12:27 PM)

Program	2019 Budget	2020 Budget	Change	% Change
810.01.69614801.0000.0000 - Baseball Ring Trust	355.00	0.00	(355.00)	-100.00%
810.01.69614901.0000.0000 - Sun Room Tips Trust	23,498.00	0.00	(23,498.00)	-100.00%
810.01.69615001.0000.0000 - Science and Math Trust	570.10	0.00	(570.10)	-100.00%
810.01.69615201.0000.0000 - Auto Collision Club	492.00	492.00	0.00	0.00%
810.01.69615401.0000.0000 - Theatre Program Trust	20,988.02	18,750.00	(2,238.02)	-10.66%
810.01.69615601.0000.0000 - Project Impact Club	573.48	0.00	(573.48)	-100.00%
810.01.69615801.0000.0000 - Arrowhead Newspaper Trust	870.92	871.00	0.08	0.01%
810.01.69616001.0000.0000 - SBCCD Hospitality Pepsi Trust	14,026.40	0.00	(14,026.40)	-100.00%
810.01.69616101.0000.0000 - Child Development Trust	4,453.82	0.00	(4,453.82)	-100.00%
810.01.69616201.0000.0000 - Los Redoectores Club	700.00	0.00	(700.00)	-100.00%
810.01.69616301.0000.0000 - Culinary Arts Club	2,794.94	2,794.94	0.00	0.00%
810.01.69616601.0000.0000 - Talking Hands	2,652.53	2,652.53	0.00	0.00%
810.01.69616901.0000.0000 - The Poetry Society Club	211.03	0.00	(211.03)	-100.00%
810.01.69617001.0000.0000 - ICC Funding Request Club	6,760.11	6,760.87	0.76	0.01%
810.01.69617101.0000.0000 - Humanities Div. Performing Arts Fund	16,847.85	17,927.00	1,079.15	6.41%
810.01.69617201.0000.0000 - Academic Senate Refreshments Trust	17.84	0.00	(17.84)	-100.00%
810.01.69617301.0000.0000 - Black History Trust	47.76	0.00	(47.76)	-100.00%
810.01.69617401.0000.0000 - PE Fund Trust	1,958.30	0.00	(1,958.30)	-100.00%
810.01.69617501.0000.0000 - Human Services Club	1,222.56	419.00	(803.56)	-65.73%
810.01.69617601.0000.0000 - Student Assistant Program Trust	7,716.69	0.00	(7,716.69)	-100.00%
810.01.69618101.0000.0000 - Sigma Delta Mu Trust	1,211.97	1,420.00	208.03	17.16%
810.01.69618201.0000.0000 - Automotive Tech Club	233.35	0.00	(233.35)	-100.00%
810.01.69618501.0000.0000 - Voices For Success Club	87.26	0.00	(87.26)	-100.00%
810.01.69618701.0000.0000 - Mind and Matter Club	4,724.50	4,725.00	0.50	0.01%
810.01.69619001.0000.0000 - Financial Aid Trust	520.64	0.00	(520.64)	-100.00%
810.01.69619201.0000.0000 - Spring Teaching Symposium Trust	1,212.90	0.00	(1,212.90)	-100.00%
810.01.69619501.0000.0000 - Honors Program Trust	126.62	127.00	0.38	0.30%
810.01.69619601.0000.0000 - Athletics Trust	26,428.07	14,602.00	(11,826.07)	-44.75%
810.01.69620101.0000.0000 - The Puente Club	2,125.99	2,125.99	0.00	0.00%

## Budget Forecast by Department - Fund 810 Student Clubs and Trusts

Budget Year 2019-2020

(May 30, 2019 12:27 PM)

Program	2019 Budget	2020 Budget	Change	% Change
810.01.69620301.0000.0000 - Women's Soccer Trust	20,638.78	2,533.10	(18,105.68)	-87.73%
810.01.69620401.0000.0000 - American Sign Language Program Trust	605.00	0.00	(605.00)	-100.00%
810.01.69620801.0000.0000 - Exploring Strength Developing Success Club	54.50	0.00	(54.50)	-100.00%
810.01.69620901.0000.0000 - Men's Soccer Trust	367.56	367.00	(0.56)	-0.15%
810.01.69621201.0000.0000 - VICA Trust	371.00	0.00	(371.00)	-100.00%
810.01.69621301.0000.0000 - All of Us or None Club	1,023.98	1,023.98	0.00	0.00%
810.01.69621501.0000.0000 - Electronics Dept. Trust	356.31	0.00	(356.31)	-100.00%
810.01.69621601.0000.0000 - Valley Bound Club	59.75	0.00	(59.75)	-100.00%
810.01.69621701.0000.0000 - Anthropology Club	158.00	0.00	(158.00)	-100.00%
810.01.69622001.0000.0000 - Environmental Club	182.24	0.00	(182.24)	-100.00%
810.01.69622101.0000.0000 - SBCCD Managers Association Trust	711.01	0.00	(711.01)	-100.00%
810.01.69622201.0000.0000 - Freedom Faith Club	1,082.00	0.00	(1,082.00)	-100.00%
810.01.69622301.0000.0000 - Transfer Center Trust	461.40	0.00	(461.40)	-100.00%
810.01.69622701.0000.0000 - The Music Appreciation Club	304.38	304.38	0.00	0.00%
810.01.69622801.0000.0000 - Art Dept. Trust	8,555.16	9,595.00	1,039.84	12.15%
810.01.69622901.0000.0000 - Performing Arts Club	1,482.84	1,482.84	0.00	0.00%
810.01.69623301.0000.0000 - Media Academy Trust	56.60	56.00	(0.60)	-1.06%
810.01.69623401.0000.0000 - Psych Tech Class of Aug	681.44	381.44	(300.00)	-44.02%
810.01.69623701.0000.0000 - Women's Tennis Trust	426.83	0.00	(426.83)	-100.00%
810.01.69623901.0000.0000 - Muslim Students Association Club	100.00	0.00	(100.00)	-100.00%
810.01.69624001.0000.0000 - Costa Rica Trust	21.65	0.00	(21.65)	-100.00%
810.01.69624301.0000.0000 - Psych Tech Program Trust	1,403.53	0.00	(1,403.53)	-100.00%
810.01.69624401.0000.0000 - Psych Tech of December	60.89	60.89	0.00	0.00%
810.01.69624501.0000.0000 - Wolverine's Welding Club	65.41	65.41	0.00	0.00%
810.01.69624701.0000.0000 - Sisters with Soul Club	74.25	0.00	(74.25)	-100.00%
810.01.69626001.0000.0000 - SITA	2,985.19	2,985.19	0.00	0.00%
810.01.69626101.0000.0000 - Zero Kelvin	2,390.83	2,390.83	0.00	0.00%
810.01.69626201.0000.0000 - SBCCD Hospitality Vendor Acct.	8,823.11	0.00	(8,823.11)	-100.00%
810.01.69626801.0000.0000 - SBVC Dreamers	75.00	75.00	0.00	0.00%

## Budget Forecast by Department - Fund 810 Student Clubs and Trusts

Budget Year 2019-2020

(May 30, 2019 12:27 PM)

Program	2019 Budget	2020 Budget	Change	% Change
810.01.69626901.0000.0000 - Men's Basketball Trust	10,369.45	5,585.00	(4,784.45)	-46.14%
810.01.69627001.0000.0000 - Career Services Trust	518.80	0.00	(518.80)	-100.00%
810.01.69627101.0000.0000 - Writers Block Trust	20.00	20.00	0.00	0.00%
810.01.69627201.0000.0000 - Softball Trust	656.00	216.00	(440.00)	-67.07%
810.01.69627301.0000.0000 - SBVC Progressives	20.00	0.00	(20.00)	-100.00%
810.01.69627401.0000.0000 - Guardian Scholar's Club	1,000.00	1,000.00	0.00	0.00%
810.01.69628001.0000.0000 - Concert Band Club	0.00	500.00	500.00	100.00%
810.01.69628101.0000.0000 - News/Media Club	0.00	500.00	500.00	100.00%
810.01.69628201.0000.0000 - Gaming Club	0.00	500.00	500.00	100.00%
810.01.69628301.0000.0000 - HACU Club	0.00	500.00	500.00	100.00%
810.01.69628401.0000.0000 - Animal Rights Collective Club	0.00	500.00	500.00	100.00%
810.02.69603402.0000.0000 - Student Clubs and Trusts	639.00	0.00	(639.00)	-100.00%
810.02.69603502.0000.0000 - A&P Theatre Guild	2,581.21	2,581.21	0.00	0.00%
810.02.69603602.0000.0000 - Alpha Gamma Sigma Club	4,535.74	4,536.00	0.26	0.01%
810.02.69603702.0000.0000 - Anime Manga Club	300.00	300.00	0.00	0.00%
810.02.69603902.0000.0000 - Aquatics Club	715.18	715.00	(0.18)	-0.03%
810.02.69604202.0000.0000 - Beta II Club	1,955.37	1,906.00	(49.37)	-2.52%
810.02.69604302.0000.0000 - Biology Club	1,031.18	1,031.00	(0.18)	-0.02%
810.02.69604602.0000.0000 - CD Center Trust	352.64	353.00	0.36	0.10%
810.02.69604702.0000.0000 - CHC Alumni Association	20.00	20.00	0.00	0.00%
810.02.69604902.0000.0000 - CHC Silver Anniversary	142.26	142.00	(0.26)	-0.18%
810.02.69605102.0000.0000 - Child Development & Education Club	1,269.99	1,270.00	0.01	0.00%
810.02.69605302.0000.0000 - CH Compser's Collective Club	83.69	84.00	0.31	0.37%
810.02.69605502.0000.0000 - CPR Training Center	23,928.62	0.00	(23,928.62)	-100.00%
810.02.69605602.0000.0000 - CH Arts League Club	1,211.56	1,212.00	0.44	0.04%
810.02.69605702.0000.0000 - Duane Stemple Trust	484.33	484.00	(0.33)	-0.07%
810.02.69605902.0000.0000 - CHC Paramedic Association	835.70	836.00	0.30	0.04%
810.02.69606002.0000.0000 - Fire Safety Trust	1,545.02	1,545.00	(0.02)	0.00%
810.02.69606102.0000.0000 - Gala Club	52.93	53.00	0.07	0.13%

## Budget Forecast by Department - Fund 810 Student Clubs and Trusts

Budget Year 2019-2020

(May 30, 2019 12:27 PM)

Program	2019 Budget	2020 Budget	Change	% Change
810.02.69606202.0000.0000 - Health Science Club	88.85	89.00	0.15	0.17%
810.02.69606402.0000.0000 - Information Technology Trust	1,064.86	1,065.00	0.14	0.01%
810.02.69606502.0000.0000 - Jazz Festival	409.84	410.00	0.16	0.04%
810.02.69606602.0000.0000 - Lunafira Club	243.44	243.00	(0.44)	-0.18%
810.02.69606702.0000.0000 - Math Club	1,011.93	1,012.00	0.07	0.01%
810.02.69606802.0000.0000 - Mecha Club	745.52	746.00	0.48	0.06%
810.02.69607002.0000.0000 - Obsidian Dance Club	800.00	800.00	0.00	0.00%
810.02.69607102.0000.0000 - Paramedic Trust	6,675.00	6,675.00	0.00	0.00%
810.02.69607202.0000.0000 - Phi Beta Lambda	96.75	97.00	0.25	0.26%
810.02.69607302.0000.0000 - Possibilities Club	100.00	100.00	0.00	0.00%
810.02.69607402.0000.0000 - Psychology Club	720.00	720.00	0.00	0.00%
810.02.69607602.0000.0000 - Repeat Course Trust	3,267.50	3,268.00	0.50	0.02%
810.02.69607702.0000.0000 - Sand Canyon Review	1,035.00	1,035.00	0.00	0.00%
810.02.69607802.0000.0000 - Sociology Club	53.00	53.00	0.00	0.00%
810.02.69608002.0000.0000 - S.T.E.M G.I.R.L Club	794.45	794.00	(0.45)	-0.06%
810.02.69608202.0000.0000 - Terrestrial Investigation Trust	863.64	864.00	0.36	0.04%
810.02.69608302.0000.0000 - The Baroque Society	69.73	70.00	0.27	0.39%
810.02.69608402.0000.0000 - Computer Science & Tech. Club	100.00	100.00	0.00	0.00%
810.02.69608502.0000.0000 - The Lighthouse Club	83.91	84.00	0.09	0.11%
810.02.69608802.0000.0000 - Veterans Club	148.93	149.00	0.07	0.05%
810.02.69609002.0000.0000 - Walking Tall Club	50.00	50.00	0.00	0.00%
810.02.69609702.0000.0000 - CHC Art Club	917.50	918.00	0.50	0.05%
810.02.69620402.0000.0000 - American Sign Language Club	398.84	399.00	0.16	0.04%
810.02.69626302.0000.0000 - Circle K Club	50.00	50.00	0.00	0.00%
810.02.69626402.0000.0000 - Herbivore Club	303.50	304.00	0.50	0.16%
810.02.69626502.0000.0000 - Metaphysical Explores Club	1,196.39	377.00	(819.39)	-68.49%
	<b>359,792.91</b>	<b>193,076.35</b>	<b>(166,716.56)</b>	<b>-46.34%</b>
<b>Total</b>	<b>47,845.91</b>	<b>155,536.35</b>	<b>107,690.44</b>	<b>-65.67%</b>



## Budget Forecast by Department - Fund 825 KVCR FNX

Budget Year 2019-2020

(May 30, 2019 12:29 PM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
825.03.70901503.0000.0000 - FNX	3,018,000.00	3,015,000.00	(3,000.00)	-0.10%
	<b>3,018,000.00</b>	<b>3,015,000.00</b>	<b>(3,000.00)</b>	<b>-0.10%</b>
<b>Expenditures</b>				
825.03.70901503.0000.0000 - FNX	3,075,662.69	3,015,000.00	(60,662.68)	-1.97%
	<b>3,075,662.69</b>	<b>3,015,000.00</b>	<b>(60,662.68)</b>	<b>-1.97%</b>
Total	<b>57,662.69</b>	<b>0.00</b>	<b>(57,662.68)</b>	<b>-1.04%</b>

## Budget Forecast by Department - Fund 890 Inland Futures Foundation

Budget Year 2019-2020

(May 30, 2019 12:33 PM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
890.03.70900303.0000.0000 - Inland Futures Foundation	229,000.00	250,000.00	21,000.00	9.17%
890.03.70901103.0000.0000 - Inland Futures Foundation - TV	1,441,500.00	956,000.00	(485,500.00)	-33.68%
890.03.70901203.0000.0000 - Inland Futures Foundation - General	750,681.00	9,000.00	(741,681.00)	-98.80%
890.03.70903603.0000.0000 - Inland Futures Foundation - Radio	896,000.00	626,000.00	(270,000.00)	-30.13%
	<b>3,317,181.00</b>	<b>1,841,000.00</b>	<b>(1,476,181.00)</b>	<b>-44.50%</b>
<b>Expenditures</b>				
890.03.70900303.0000.0000 - Inland Futures Foundation	263,000.00	220,000.00	(43,000.01)	-16.35%
890.03.70901103.0000.0000 - Inland Futures Foundation - TV	1,441,569.20	956,000.00	(485,569.20)	-33.68%
890.03.70901203.0000.0000 - Inland Futures Foundation - General	616,645.52	749,000.00	132,354.48	21.46%
890.03.70903603.0000.0000 - Inland Futures Foundation - Radio	896,000.00	626,000.00	(270,000.00)	-30.13%
	<b>3,217,214.72</b>	<b>2,551,000.00</b>	<b>(666,214.73)</b>	<b>-20.71%</b>
Total	<b>(99,966.28)</b>	<b>710,000.00</b>	<b>809,966.27</b>	<b>-32.79%</b>

## Budget Forecast by Department - Fund 895 Inland Futures Foundation Restricted

Budget Year 2019-2020

(May 30, 2019 12:35 PM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
895.01.70900301.3493.0000 - SBVC-CCC Maker	250,000.00	0.00	(250,000.00)	-100.00%
895.03.70900303.2285.0000 - DIST-Economic Development for Distressed Areas	250,000.00	250,000.00	0.00	0.00%
895.03.70900303.3136.0000 - DIST-Clean Green Community Initiative-KVCR General	1,000.00	1,000.00	0.00	0.00%
895.03.70900303.3144.0000 - DIST-Veterans Initiative (KVCR)	3,000.00	3,000.00	0.00	0.00%
895.03.70900303.3154.0000 - Education & Literacy Initiative	30,000.00	0.00	(30,000.00)	-100.00%
895.03.70900303.3305.0000 - Inland Futures Foundation-Community Services	30,000.00	34,500.00	4,500.00	15.00%
895.03.70901103.3139.0000 - DIST-Uncovered in the Archives (KVCR)	40,000.00	40,000.00	0.00	0.00%
895.03.70901103.3141.0000 - DIST-Legacy Funds-Television	10,000.00	10,000.00	0.00	0.00%
895.03.70903603.3141.0000 - DIST-Legacy Funds-Radio	2,000.00	2,000.00	0.00	0.00%
895.03.70903703.3140.0000 - DIST-Autism Funds-Television Autism Funds	3,000.00	3,000.00	0.00	0.00%
895.15.70900303.3493.0000 - SBVC-CCC Maker	16,571.00	17,000.00	429.00	2.59%
895.35.70900303.3140.0000 - Dist-Autism Funds-KVCR General-01	36,986.05	28,000.00	(8,986.05)	-24.30%
895.35.70900303.3144.0000 - Dist-Veterans Initiative (KVCR)-01	36,768.53	45,634.13	8,865.60	24.11%
895.35.70900303.3305.0000 - Inland Futures Foundation-Community Service	0.00	22,239.95	22,239.95	100.00%
895.35.70900303.3400.0000 - DIST-Unical Cares	1,387.80	6,222.08	4,834.28	348.34%
895.35.70900303.3401.0000 - DIST-Annenberg Foundation	1,806.87	1,631.37	(175.50)	-9.71%
895.35.70901103.3139.0000 - DIST-Uncovered in the Archives (KVCR)	35,000.00	2,500.00	(32,500.00)	-92.86%
895.35.70901103.3141.0000 - Dist-Legacy Funds-Television-01	138,692.61	160,494.78	21,802.17	15.72%
895.35.70901203.3136.0000 - DIST-Clean Green Community Initiative-01	7,876.68	7,876.68	0.00	0.00%
895.35.70903603.3141.0000 - DIST-Legacy Funds-Radio	6,686.96	13,686.96	7,000.00	104.68%
	<b>900,776.50</b>	<b>648,785.95</b>	<b>(251,990.55)</b>	<b>-27.97%</b>
<b>Expenditures</b>				
895.01.70900301.3493.0000 - SBVC-CCC Maker	250,000.00	0.00	(250,000.00)	-100.00%
895.03.70900303.2285.0000 - DIST-Economic Development for Distressed Areas	250,000.00	250,000.00	0.00	0.00%
895.03.70900303.3136.0000 - DIST-Clean Green Community Initiative-KVCR General	1,000.00	1,000.00	0.00	0.00%
895.03.70900303.3144.0000 - DIST-Veterans Initiative (KVCR)	3,000.00	3,000.00	0.00	0.00%
895.03.70900303.3154.0000 - Education & Literacy Initiative	30,000.00	0.00	(30,000.00)	-100.00%
895.03.70900303.3305.0000 - Inland Futures Foundation-Community Services	30,000.00	34,500.00	4,500.00	15.00%

## Budget Forecast by Department - Fund 895 Inland Futures Foundation Restricted

Budget Year 2019-2020

(May 30, 2019 12:35 PM)

Program	2019 Budget	2020 Budget	Change	% Change
895.03.70901103.3139.0000 - DIST-Uncovered in the Archives (KVCR)	40,000.00	40,000.00	0.00	0.00%
895.03.70901103.3141.0000 - DIST-Legacy Funds-Television	10,000.00	10,000.00	0.00	0.00%
895.03.70903603.3141.0000 - DIST-Legacy Funds-Radio	2,000.00	2,000.00	0.00	0.00%
895.03.70903703.3140.0000 - DIST-Autism Funds-Television Autism Funds	3,000.00	3,000.00	0.00	0.00%
895.15.70900303.3493.0000 - SBVC-CCC Maker	16,571.00	17,000.00	429.00	2.59%
895.35.70900303.3140.0000 - Dist-Autism Funds-KVCR General-01	36,986.05	28,000.00	(8,986.05)	-24.30%
895.35.70900303.3144.0000 - Dist-Veterans Initiative (KVCR)-01	36,768.53	45,634.13	8,865.60	24.11%
895.35.70900303.3305.0000 - Inland Futures Foundation-Community Service	0.00	22,239.95	22,239.95	100.00%
895.35.70900303.3400.0000 - DIST-Unical Cares	1,387.80	6,222.08	4,834.28	348.34%
895.35.70900303.3401.0000 - DIST-Annenberg Foundation	1,806.87	1,631.37	(175.50)	-9.71%
895.35.70901103.3139.0000 - DIST-Uncovered in the Archives (KVCR)	35,000.00	2,500.00	(32,500.00)	-92.86%
895.35.70901103.3141.0000 - Dist-Legacy Funds-Television-01	138,692.61	160,494.78	21,802.17	15.72%
895.35.70901203.3136.0000 - DIST-Clean Green Community Initiative-01	7,876.68	7,876.68	0.00	0.00%
895.35.70903603.3141.0000 - DIST-Legacy Funds-Radio	6,686.96	13,686.96	7,000.00	104.68%
	<b>900,776.50</b>	<b>648,785.95</b>	<b>(251,990.55)</b>	<b>-27.97%</b>
Total	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-27.97%</b>

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
<b>Revenue</b>				
110.00.00000000.0000.0000 - General Program	98,810,143.19	104,924,630.00	6,114,486.81	6.19%
110.01.00000001.0000.0000 - General Program	0.00	3,173,107.00	3,173,107.00	100.00%
110.01.09470001.0000.0000 - Diesel Dept	115,000.00	0.00	(115,000.00)	-100.00%
110.01.09500001.0000.0000 - Aeronautics Department - Main	150,000.00	0.00	(150,000.00)	-100.00%
110.01.09563001.0000.0000 - Machine Shop Department	75,000.00	0.00	(75,000.00)	-100.00%
110.01.61900501.2146.0000 - SBVC-Prop 30 EPA Funds	0.00	0.00	0.00	0.00%
110.01.64400101.0000.0000 - Student Health Services	9,800.00	0.00	(9,800.00)	-100.00%
110.01.65701701.0000.0000 - Unrestricted Lottery	1,637,595.00	1,552,299.00	(85,296.00)	-5.21%
110.01.69100101.0000.0000 - Bookstore	397,523.00	0.00	(397,523.00)	-100.00%
110.02.00000002.0000.0000 - General Program	0.00	1,398,188.00	1,398,188.00	100.00%
110.02.17010202.3269.0000 - CHC-Contract Education	26,680.00	26,680.00	0.00	0.00%
110.02.64400102.0000.0000 - Student Health Services	7,000.00	7,500.00	500.00	7.14%
110.02.65701102.0000.0000 - Utilities - Electricity	45,000.00	0.00	(45,000.00)	-100.00%
110.02.65701702.0000.0000 - Unrestricted Lottery	703,660.00	707,776.00	4,116.00	0.58%
110.02.65900102.0000.0000 - Administrative Services - Other M&O	0.00	4,746.00	4,746.00	100.00%
110.02.67200702.2146.0000 - CHC-Prop 30 EPA Funds	0.00	0.00	0.00	0.00%
110.02.69100102.0000.0000 - Bookstore	241,311.00	141,971.00	(99,340.00)	-41.17%
110.02.70100302.3281.0000 - CHC-Redlands USD Contract Education-Contract Ed/Special Projects	50,160.00	50,160.00	0.00	0.00%
110.02.71000302.0000.0000 - Administrative Services - Physical Property & Related Acquisitions	47,161.00	50,307.00	3,146.00	6.67%
110.15.73000501.0000.0000 - WIA Carryover	5,716.00	5,716.00	0.00	0.00%
110.25.70100302.3281.0000 - CHC-Redlands USD Contract Education-Contract Ed/Special Projects	241,439.35	241,439.00	(0.35)	0.00%
110.25.73200002.3278.0000 - CHC-PSASB-Contract Education-Student Aid	38,807.46	38,807.46	0.00	0.00%
125.01.07021001.3516.0702 - SBVC-Multi-Media	1,399,800.00	1,714,800.00	315,000.00	22.50%
125.01.60100401.3163.6820 - SBVC-Media Academy Contracts	1,955.00	1,955.00	0.00	0.00%
125.01.60100801.3509.1911 - SBVC-Planetarium Income	3,600.00	3,600.00	0.00	0.00%
125.01.60101101.2276.6199 - SBVC-Prop 39 Region F Colleges-Technical Training	20,000.00	0.00	(20,000.00)	-100.00%
125.01.60101101.2406.6199 - SBVC-SWP-Positive Incentive Funding	131,872.00	131,872.00	0.00	0.00%
125.01.60101101.2428.6199 - SBVC-Strong Workforce-Technical Training Other Instructional Support	0.00	1,493,632.00	1,493,632.00	100.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.60101101.2429.6199 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Instructional	901,273.00	637,858.00	(263,415.00)	-29.23%
125.01.60101101.2457.6199 - SBVC-Perkins Title I - Other Instructional Support Sv	359,080.00	461,601.00	102,521.00	28.55%
125.01.60101101.2458.6199 - SBVC-CTE Transitions Grant	39,308.00	43,000.00	3,692.00	9.39%
125.01.60101101.3169.0956 - SBVC-Welding Certification Test Revenue	2,460.00	2,460.00	0.00	0.00%
125.01.60101101.3174.0948 - SBVC-State Referee Program	12,000.00	12,000.00	0.00	0.00%
125.01.60101101.3175.6940 - SBVC-Sun Room Catering	25,000.00	25,000.00	0.00	0.00%
125.01.60101101.3181.1307 - SBVC-Restaurant Management-Restaurant Management Program	50,000.00	50,000.00	0.00	0.00%
125.01.60101201.1213.1305 - SBVC-Child Development Division Consortium	12,500.00	12,500.00	0.00	0.00%
125.01.60101501.2228.4930 - SBVC-Basic Skills-General Studies	466,029.00	466,029.00	0.00	0.00%
125.01.60101501.2285.0000 - SBVC-Economic Development for Distressed Areas	750,000.00	750,000.00	0.00	0.00%
125.01.60101501.2403.6010 - SBVC-Guided Pathways-Office of Instruction	0.00	415,058.00	415,058.00	100.00%
125.01.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	10,391,054.00	10,729,804.00	338,750.00	3.26%
125.01.61900701.2166.6199 - SBVC-Zero Textbook Cost Degree	2,000.00	0.00	(2,000.00)	-100.00%
125.01.61900701.2167.6199 - SBVC-Mesa Grant	74,515.00	60,000.00	(14,515.00)	-19.48%
125.01.61900701.2180.1230 - SBVC-Enrollment Growth/Nursing Program	171,697.00	171,697.00	0.00	0.00%
125.01.61900701.2435.6499 - SBVC-Middle College High School	100,000.00	100,000.00	0.00	0.00%
125.01.61900701.2498.6199 - SBVC-Veterans Resource Center Grant	198,675.00	0.00	(198,675.00)	-100.00%
125.01.61900701.3152.0614 - SBVC-Digital Media Disciplines Grant-Radio/Television Instruction	41,475.00	46,475.00	5,000.00	12.06%
125.01.62000101.1176.6600 - SBVC-Veterans Education	2,200.00	2,200.00	0.00	0.00%
125.01.63100801.2209.6499 - SBVC-Foster Parent Program	158,501.00	160,130.00	1,629.00	1.03%
125.01.63100801.2210.4930 - SBVC-Youth Empowerment STR	22,500.00	22,500.00	0.00	0.00%
125.01.63900101.1150.6499 - SBVC-Title IV-Trio	156,605.00	301,110.00	144,505.00	92.27%
125.01.63900101.2200.6430 - SBVC-EOPS Care Program 2017	109,507.00	109,507.00	0.00	0.00%
125.01.63900101.2201.6430 - SBVC-EOPS 2017	963,980.00	963,980.00	0.00	0.00%
125.01.63900101.2214.6390 - SBVC-Student Equity-Student Equity	1,340,863.00	1,340,863.00	0.00	0.00%
125.01.63900101.3310.6440 - SBVC-Student Health Fees	510,000.00	540,000.00	30,000.00	5.88%
125.01.64200101.2202.6420 - SBVC-Disabled Student Programs	756,312.00	756,312.00	0.00	0.00%
125.01.64400101.2309.6440 - SBVC-Mental Health Support	90,097.00	82,717.00	(7,380.00)	-8.19%
125.01.64400101.3337.6440 - SBVC-Family Pact Contract	16,000.00	16,000.00	0.00	0.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.64500101.2232.6320 - SBVC-Matriculation-Matriculation/Student Assessment	3,331,831.00	3,331,831.00	0.00	0.00%
125.01.64500101.2355.6499 - SBVC-Puente Project	4,158.66	5,658.66	1,500.00	36.07%
125.01.64600101.1160.6199 - SBVC-Federal College Work Study - Administrative	342,250.00	342,250.00	0.00	0.00%
125.01.64600101.2161.6460 - SBVC-SFAA-BFAP Adm Allowance	191,950.00	191,950.00	0.00	0.00%
125.01.64600101.2188.6460 - SBVC-Financial Aid Technology	148,325.00	118,325.00	(30,000.00)	-20.23%
125.01.64700101.1265.6499 - SBVC-Transitional Assistance-Transitional Assistance Miscellaneous Student	109,281.00	109,281.00	0.00	0.00%
125.01.64700101.1267.6470 - SBVC-TANF Work Study -01	75,000.00	0.00	(75,000.00)	-100.00%
125.01.64700101.2212.6470 - SBVC-Workability III Grant	142,762.00	142,762.00	0.00	0.00%
125.01.64700101.2266.6470 - SBVC-CalWorks-Workforce Readiness Job Development/Placement Services	646,945.00	646,945.00	0.00	0.00%
125.01.65900101.2235.6770 - SBVC-Lottery Restricted-Administrative Services Logistical Services	574,785.00	574,785.00	0.00	0.00%
125.01.65900101.2428.6770 - SBVC-Strong Workforce-Administrative Services Logistical Services	1,262,332.00	0.00	(1,262,332.00)	-100.00%
125.01.65900101.3304.6950 - SBVC-Parking	208,000.00	224,000.00	16,000.00	7.69%
125.01.65900101.3311.0000 - SBVC-Accident Fee	41,000.00	41,000.00	0.00	0.00%
125.01.65900101.3314.6999 - SBVC-Student Transportation Fee	200,000.00	225,000.00	25,000.00	12.50%
125.01.65900101.3340.6530 - SBVC-Civic Center Act-Custodial	6,000.00	6,000.00	0.00	0.00%
125.01.65900101.3520.0000 - SBVC-FCC Proceeds	1,971,000.00	1,039,850.00	(931,150.00)	-47.24%
125.01.65900101.3521.6599 - SBVC-SBCCD College Promise - Admin Services	0.00	2,737,435.00	2,737,435.00	100.00%
125.02.07021002.3516.0702 - CHC-Multi-Media	600,200.00	0.00	(600,200.00)	-100.00%
125.02.60100402.2228.4930 - CHC-Basic Skills-Counseling General Studies	165,000.00	0.00	(165,000.00)	-100.00%
125.02.60100402.2235.6120 - CHC-Lottery Restricted-Library General	246,980.00	246,980.00	0.00	0.00%
125.02.60101502.2403.6010 - CHC-Guided Pathways	182,153.00	182,153.00	0.00	0.00%
125.02.60101502.3340.6830 - CHC-Civic Center Act-Media Academy Contracts	3,270.00	6,000.00	2,730.00	83.49%
125.02.60101502.3405.6600 - CHC-Institutional Effectiveness Partnership Initiative	200,000.00	0.00	(200,000.00)	-100.00%
125.02.60102502.1213.1305 - CHC-Child Dev Div Consortium	3,750.00	3,750.00	0.00	0.00%
125.02.60102502.2406.6770 - CHC-SWP-Positive Incentive Funding	56,759.00	56,759.00	0.00	0.00%
125.02.60102502.2428.6770 - CHC-Strong Workforce-Administrative Services Logistical Services	565,960.00	486,303.00	(79,657.00)	-14.07%
125.02.60102502.2429.0516 - CHC-Regional Shares/Strong Workforce-Apprenticeship & Work-Based Learning	0.00	0.00	0.00	0.00%
125.02.60102502.2429.0518 - CHC-Regional Shares/Strong Workforce-Employability Soft Skills	0.00	0.00	0.00	0.00%
125.02.60102502.2429.0707 - CHC-Regional Shares/Strong Workforce-Data Analyst	0.00	0.00	0.00	0.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.02.60102502.2429.0708 - CHC-Regional Shares/Strong Workforce-Cloud-Based Netlab	0.00	0.00	0.00	0.00%
125.02.60102502.2429.1899 - CHC-Regional Shares/Strong Workforce-Veterans Collge Credit	0.00	0.00	0.00	0.00%
125.02.60102502.2429.6470 - CHC-Regional Shares/Strong Workforce-Workforce Readiness Job Development/Placement Services	514,768.00	511,836.00	(2,932.00)	-0.57%
125.02.60102502.2457.6193 - CHC-Perkins Title I-Vocational Education	149,532.00	192,225.00	42,693.00	28.55%
125.02.60102502.2458.6199 - CHC-CTE Transitions Grant	39,308.00	39,000.00	(308.00)	-0.78%
125.02.60102502.3305.6820 - CHC-Community Services	50,000.00	50,000.00	0.00	0.00%
125.02.60102502.3312.1210 - CHC-Respiratory Care Test Fee	3,800.00	3,800.00	0.00	0.00%
125.02.61900102.3316.6191 - CHC-Recreation Fee	65,000.00	65,000.00	0.00	0.00%
125.02.61900102.3340.6191 - CHC-Civic Center Act-Aquatics Center	177,600.00	185,100.00	7,500.00	4.22%
125.02.61900802.3172.6199 - CHC-San Manuel	170,000.00	0.00	(170,000.00)	-100.00%
125.02.63900302.2286.6390 - CHC-Student Equity & Achievement	0.00	2,169,302.00	2,169,302.00	100.00%
125.02.64500302.2214.6600 - CHC-Student Equity-Grants Planning Policymaking & Coordination	577,121.00	0.00	(577,121.00)	-100.00%
125.02.64500302.3521.6450 - CHC-SBCCD College Promise	0.00	1,173,186.00	1,173,186.00	100.00%
125.02.64500502.1265.6499 - CHC-Transitional Assistance - Misc Stu Svcs	37,666.00	37,666.00	0.00	0.00%
125.02.64500502.2200.6430 - CHC-EOPS-Care Program	98,336.00	98,336.00	0.00	0.00%
125.02.64500502.2201.6430 - CHC-EOPS-EOPS	579,825.00	579,825.00	0.00	0.00%
125.02.64500502.2202.6420 - CHC-Disabled Student Programs - DSPS	468,738.00	467,812.00	(926.00)	-0.20%
125.02.64500502.2232.6320 - CHC-Matriculation-Matriculation	1,430,083.00	0.00	(1,430,083.00)	-100.00%
125.02.64500502.2266.6499 - CHC-Calworks-Student Body Center Fee Student Activities/ Miscellaneous Student Activities	190,035.00	196,000.00	5,965.00	3.14%
125.02.64500502.3315.6499 - CHC-Assessment Center Revenue	12,000.00	18,250.00	6,250.00	52.08%
125.02.64500602.1160.6199 - CHC-Federal College Work Study - Administrative-Federal College Work Study Administrative	140,000.00	140,000.00	0.00	0.00%
125.02.64500602.1176.6450 - CHC-Veterans Education	1,500.00	1,500.00	0.00	0.00%
125.02.64500602.2188.6460 - CHC-Financial Aid Technology	120,077.00	90,000.00	(30,077.00)	-25.05%
125.02.64500602.2309.6440 - CHC-Mental Health Support	36,668.00	32,638.46	(4,029.54)	-10.99%
125.02.64500602.2498.6480 - CHC-Veterans Resource Center Grant	99,954.00	0.00	(99,954.00)	-100.00%
125.02.64500602.3310.6440 - CHC-Student Health Fees	248,000.00	280,000.00	32,000.00	12.90%
125.02.64500602.3337.6440 - CHC-Family Pact Contract	11,000.00	11,000.00	0.00	0.00%
125.02.64600102.2161.6460 - CHC-SFAA-BFAP Adm Allowance	52,913.00	52,913.38	0.38	0.00%
125.02.65900102.3241.6199 - CHC-Medical Clearance	8,400.00	8,400.00	0.00	0.00%



## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.02.65900102.3304.6570 - CHC-Parking-04	0.00	0.00	0.00	0.00%
125.02.65900102.3311.0000 - CHC-Accident Fee	19,800.00	20,000.00	200.00	1.01%
125.02.65900102.3520.0000 - CHC-Program Review	3,029,000.00	3,029,000.00	0.00	0.00%
125.02.65900302.3304.6952 - CHC-Parking-Parking Lot Improvements	204,792.00	174,515.00	(30,277.00)	-14.78%
125.02.67900202.3145.6799 - CHC-Copy Revenue	14,500.00	14,500.00	0.00	0.00%
125.02.69600302.3314.6999 - CHC-Student Transportation Fee	99,000.00	120,000.00	21,000.00	21.21%
125.03.60102903.2457.0000 - DIST-Perkins Title I	26,769.00	34,412.00	7,643.00	28.55%
125.03.60102903.2458.0000 - DIST-CTE Transitions Grant	4,138.00	4,138.00	0.00	0.00%
125.03.61500703.2261.0000 - DIST-ATPC-Technology Service Academic Information Systems & Technology	1,700,000.00	1,700,000.00	0.00	0.00%
125.03.61910803.3511.0000 - DIST-Fee For Service	400,000.00	400,000.00	0.00	0.00%
125.03.67100103.3515.0000 - DIST-Educational Orientation Program	0.00	0.00	0.00	0.00%
125.03.67200203.2231.0000 - DIST-Block Grant-Controller	386,443.00	537,156.00	150,713.00	39.00%
125.03.67300103.3518.0000 - Schools First Donation/HR	5,000.00	5,000.00	0.00	0.00%
125.03.67600203.2302.0000 - DIST-Equal Employment Opportunity	50,000.00	50,000.00	0.00	0.00%
125.03.68400203.2402.0000 - DIST-SWP IE Cyberhub Centers-Round 3	0.00	41,400.00	41,400.00	100.00%
125.03.68400203.2407.0000 - DIST-SWP BIW Curriculum Alignment	0.00	25,790.00	25,790.00	100.00%
125.03.68400203.2429.0000 - DIST-Regional Shares/Strong Workforce	0.00	197,000.00	197,000.00	100.00%
125.03.68400203.2495.0000 - DIST-SWP/Cloudbased Netlab-Round 3	372,932.00	384,449.00	11,517.00	3.09%
125.03.68400203.2496.0000 - DIST-SWP Employability/Soft Skills to Create Pathways	122,863.00	72,136.00	(50,727.00)	-41.29%
125.03.68400203.3514.0000 - DIST-Indirect Charges	198,635.53	168,022.74	(30,612.79)	-15.41%
125.03.68400603.2485.0000 - DIST-ICT/Digital Media-ICT/Digital Media	200,000.00	200,000.00	0.00	0.00%
125.03.68400603.3484.0000 - DIST-ICT/Digital Media-ICT/Digital Media	35,000.00	200,000.00	165,000.00	471.43%
125.03.68400703.3453.0000 - DIST-Metro Water/ATTC-Metro Water/ATTC	0.00	16,950.00	16,950.00	100.00%
125.03.68401403.2497.0000 - DIST-ETP #7	1,433,728.00	0.00	(1,433,728.00)	-100.00%
125.03.68401703.1439.0000 - DIST-Cal Mfg Tech Consulting	480,000.00	480,000.00	0.00	0.00%
125.03.68402003.3424.0000 - DIST-PDC Local Contracts	10,000.00	10,000.00	0.00	0.00%
125.03.68402103.2488.0000 - DIST-Caltrans-Caltrans/Parolee Work Crew 7/16	0.00	3,091,872.00	3,091,872.00	100.00%
125.03.71000303.3517.0000 - DIST-SolaTube Project/DO/SCE	292,017.00	0.00	(292,017.00)	-100.00%
125.15.60100401.3162.6820 - SBVC-Media Academy Contracts	3,277.44	2,681.00	(596.44)	-18.20%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.15.60100401.3182.1004 - SBVC-Music Department Donations	2,010.00	2,005.00	(5.00)	-0.25%
125.15.60100401.3277.1101 - SBVC-Rialto USD-Modern Languages Foreign Languages General	73,670.78	0.00	(73,670.78)	-100.00%
125.15.60101101.2276.6199 - SBVC-Prop 39 Region F Colleges	428.37	20,428.37	20,000.00	4,668.86%
125.15.60101101.2428.6199 - SBVC-Strong Workforce-Technical Training Other Instnctional Support	1,055,076.77	837,404.40	(217,672.37)	-20.63%
125.15.60101101.2429.6199 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Instnctional	857,140.00	730,304.07	(126,835.93)	-14.80%
125.15.60101101.2490.6010 - SBVC-CTE Data Unlocked Initiative-01	50,000.00	33,300.00	(16,700.00)	-33.40%
125.15.60101101.3169.0956 - SBVC-Welding Certification Test Revenue	0.00	0.00	0.00	0.00%
125.15.60101101.3175.6940 - SBVC-Sun Room Catering	9,241.42	5,241.00	(4,000.42)	-43.29%
125.15.60101101.3181.1307 - SBVC-Restaurant Management-Restaurant Management Program	114,101.01	100,000.00	(14,101.01)	-12.36%
125.15.60101501.2228.6010 - SBVC-Basic Skills - Academic Administration	582,457.12	350,000.00	(232,457.12)	-39.91%
125.15.60101501.2403.6010 - SBVC-Guided Pathways-Office of Instruction	0.00	753,000.00	753,000.00	100.00%
125.15.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	827,301.47	800,000.00	(27,301.47)	-3.30%
125.15.60103101.2148.6010 - SBVC - AEBG Data & Accountability	90,891.11	0.00	(90,891.11)	-100.00%
125.15.61900701.1153.1901 - SBVC-Success in STEM at HSI	355,939.00	213,702.00	(142,237.00)	-39.96%
125.15.61900701.1461.6840 - SBVC-USDA Grant	106,031.08	0.00	(106,031.08)	-100.00%
125.15.61900701.2166.6199 - SBVC-Zero Textbook Cost Degree	120,270.13	2,000.00	(118,270.13)	-98.34%
125.15.61900701.2167.6199 - SBVC-Mesa Grant	0.00	0.00	0.00	0.00%
125.15.61900701.2498.6199 - SBVC-Veterans Resource Center Grant	0.00	198,675.00	198,675.00	100.00%
125.15.61900701.2502.6750 - SBVC-Staff Development	42.40	42.40	0.00	0.00%
125.15.61900701.3152.0614 - SBVC-Digital Media Disciplines Grant-Radio/Television Instruction	96,399.54	81,494.00	(14,905.54)	-15.46%
125.15.62000101.1176.6600 - SBVC-Veterans Education-01	444.49	4,000.00	3,555.51	799.91%
125.15.62000101.2187.6480 - SBVC-Veterans Resource Center	55,072.00	31,159.43	(23,912.57)	-43.42%
125.15.63900101.1150.6499 - SBVC-Title IV-Trio	189,907.41	177,637.63	(12,269.78)	-6.46%
125.15.63900101.2165.6450 - SBVC-Hunger Free Campus Support	22,315.00	107,313.02	84,998.02	380.90%
125.15.63900101.2185.6460 - SBVC-Dreamer Students	24,065.00	24,065.00	0.00	0.00%
125.15.63900101.2214.6390 - SBVC-Student Equity-Student Equity	683,943.04	685,921.66	1,978.62	0.29%
125.15.64400101.3310.6440 - SBVC-Student Health Fees	180,003.71	190,000.00	9,996.29	5.55%
125.15.64400101.3337.6440 - SBVC-Family Pact Contract	37,710.34	40,000.00	2,289.66	6.07%
125.15.64500101.2232.6320 - SBVC-Matriculation-Matriculation	1,040,808.54	800,000.00	(240,808.54)	-23.14%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.15.65900101.2231.7101 - SBVC-Block Grant-Facilities Planning/Administration Services	579,508.52	0.00	(579,508.52)	-100.00%
125.15.65900101.3277.6770 - SBVC-Rialto USD-General Supplies & Services	0.00	34,122.00	34,122.00	100.00%
125.15.65900101.3279.6770 - SBVC-SBCUSD Contract Ed/MCHS-General Supplies & Services	25,566.92	17,000.00	(8,566.92)	-33.51%
125.15.65900101.3280.6770 - SBVC-Rialto USD Contract Education-General Supplies & Services	27,392.71	6,000.00	(21,392.71)	-78.10%
125.15.65900101.3304.6950 - SBVC-Parking	199,565.62	250,000.00	50,434.38	25.27%
125.15.65900101.3314.6999 - SBVC-Student Transportation Fee	54,015.00	54,015.00	0.00	0.00%
125.15.65900101.3340.6530 - SBVC-Civic Center Act-Custodial	79,297.43	48,066.83	(31,230.60)	-39.38%
125.15.66000301.2404.6600 - SBVC-Campus Safety & Sexual Assault	21,773.00	21,773.00	0.00	0.00%
125.25.07021002.3516.0702 - CHC-Multi-Media	0.00	525,937.00	525,937.00	100.00%
125.25.60100402.2228.6600 - CHC-Basic Skills-Campus President Prior Year	194,524.59	140,000.00	(54,524.59)	-28.03%
125.25.60101502.2403.6010 - CHC-Guided Pathways	151,794.00	250,000.00	98,206.00	64.70%
125.25.60101502.3269.1701 - CHC-Contract Education	87,635.38	87,635.00	(0.38)	0.00%
125.25.60101502.3340.6830 - CHC-Civic Center Act	0.00	25,000.00	25,000.00	100.00%
125.25.60101502.3405.6600 - CHC-Institutional Effectiveness Partnership Initiative	0.00	148,509.00	148,509.00	100.00%
125.25.60102502.2428.6770 - CHC-Strong Workforce-Administrative Services Logistical Services	386,673.17	254,000.00	(132,673.17)	-34.31%
125.25.60102502.2429.6470 - CHC-Regional Shares/Strong Workforce	522,429.00	350,000.00	(172,429.00)	-33.01%
125.25.60102502.2490.6010 - CHC-CTE Data Unlocked Initiative	12,346.15	12,346.15	0.00	0.00%
125.25.60102502.3305.6820 - CHC-Community Services	11,512.21	11,512.21	0.00	0.00%
125.25.60102502.3312.1210 - CHC-Respiratory Care Test Fee	430.00	0.00	(430.00)	-100.00%
125.25.61900102.3316.6191 - CHC-Recreation Fee	10,594.03	11,000.00	405.97	3.83%
125.25.61900102.3340.6191 - CHC-Aquatics Center	71,201.84	71,201.00	(0.84)	0.00%
125.25.61900602.2502.6750 - CHC-Staff Development	205.73	205.73	0.00	0.00%
125.25.61900802.3172.6199 - CHC-San Manuel	9,609.59	0.00	(9,609.59)	-100.00%
125.25.62000102.1176.6450 - CHC-Veterans Education	3,112.82	3,113.00	0.18	0.01%
125.25.64300102.2165.6450 - CHC-Hunger Free Campus Support	10,278.00	45,278.00	35,000.00	340.53%
125.25.64500302.2214.6600 - CHC-Student Equity-Grants Planning Policymaking & Coordination	188,270.39	188,700.00	429.61	0.23%
125.25.64500502.2232.6320 - CHC-Matriculation-Matriculation	283,626.15	200,000.00	(83,626.15)	-29.48%
125.25.64500502.3264.6499 - CHC-Educational Planning Initiative	95,677.02	17,423.00	(78,254.02)	-81.79%
125.25.64500502.3315.6499 - CHC-Assessment Center Revenue	17,234.96	17,235.00	0.04	0.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.25.64500602.2187.6480 - CHC-Veteran's Resource Center	18,767.00	14,000.00	(4,767.00)	-25.40%
125.25.64500602.2498.6480 - CHC-Veterans Resource Center Grant	0.00	85,000.00	85,000.00	100.00%
125.25.64500602.3186.6440 - CHC-Truth Initiative Tobacco Free Campus	17,830.67	7,830.67	(10,000.00)	-56.08%
125.25.64500602.3310.6440 - CHC-Student Health Fees	115,270.37	115,270.37	0.00	0.00%
125.25.64500602.3337.6440 - CHC-Family Pact Contract	29,346.01	29,346.01	0.00	0.00%
125.25.64600102.2185.6460 - CHC-Dreamer Students	13,525.00	13,525.00	0.00	0.00%
125.25.65900102.2231.7100 - CHC-Block Grant-Facilities Planning/Administration Services	175,985.75	0.00	(175,985.75)	-100.00%
125.25.65900102.2404.6600 - CHC-Campus Safety & Sexual Assault	14,776.00	14,776.00	0.00	0.00%
125.25.65900102.3241.6199 - CHC-Medical Clearance	7,572.24	8,200.00	627.76	8.29%
125.25.67900202.2216.6780 - CHC-Telecommunications Technology	4,139.90	4,139.90	0.00	0.00%
125.25.67900202.3145.6799 - CHC-Copy Revenue	32,513.36	36,335.00	3,821.64	11.75%
125.25.69600302.3314.6999 - CHC-Student Transportation Fee	3,511.16	0.00	(3,511.16)	-100.00%
125.31.60101101.2428.6199 - SBVC-Strong Workforce-Technical Training Other Instructional Support	484,362.91	641,734.00	157,371.09	32.49%
125.31.60101101.2429.6199 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Instructional Support	330,554.69	721,569.65	391,014.96	118.29%
125.31.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	1,053,736.00	150,988.00	(902,748.00)	-85.67%
125.31.63100801.2209.6499 - SBVC-Foster Parent Program	11,750.00	0.00	(11,750.00)	-100.00%
125.31.64600101.2161.6460 - SBVC-SFAA-BFAP Adm Allowance	354,397.00	354,397.00	0.00	0.00%
125.32.60102502.2428.6770 - CHC-Strong Workforce FY17	282,772.56	191,232.00	(91,540.56)	-32.37%
125.32.60102502.2429.6470 - CHC-Regional Shares Strong Workforce	271,156.81	350,000.00	78,843.19	29.08%
125.32.64500602.2161.6460 - CHC-SFAA-BFAP Adm Allowance	159,794.00	159,794.00	0.00	0.00%
125.35.61500203.2236.0000 - DIST-3C Media Solutions	52,711.56	1,800.00	(50,911.56)	-96.59%
125.35.67200203.2230.0000 - DIST-Instructional Equipment	96,005.49	96,005.49	0.00	0.00%
125.35.67200203.2231.0000 - DIST-Block Grant-Controller	762,515.50	0.00	(762,515.50)	-100.00%
125.35.67600203.2302.0000 - DIST-Equal Employment Opportunity	90,712.33	100,000.00	9,287.67	10.24%
125.35.67800203.2216.0000 - DIST-Telecommunications Technology	1,501.27	1,501.27	0.00	0.00%
125.35.68400203.1267.0000 - DIST-TANF Work Study-Professional Development Center	2,018,843.77	2,250,000.00	231,156.23	11.45%
125.35.68400203.2402.0000 - DIST-SWP IE CyberHub Centers-round 2	125,904.70	45,000.00	(80,904.70)	-64.26%
125.35.68400203.2402.0000 - DIST-SWP IE Cyberhub Centers-Round 4	0.00	95,900.00	95,900.00	100.00%
125.35.68400203.2418.0000 - DIST-Riverside County Regional Training	181.31	181.31	0.00	0.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.35.68400203.2429.0000 - DIST-Regional Shares/Strong Workforce	142,667.51	0.00	(142,667.51)	-100.00%
125.35.68400203.2495.0000 - DIST-SWP/Cloudbased Netlab-Round 2	0.00	236,400.00	236,400.00	100.00%
125.35.68400203.2496.0000 - DIST-SWP Employability/Soft Skills to Create Pathways	0.00	56,000.00	56,000.00	100.00%
125.35.68400203.3282.0000 - DIST-Goodwill Southern California	139,200.00	50,000.00	(89,200.00)	-64.08%
125.35.68400603.2485.0000 - DIST-ICT/Digital Media-01	0.00	116,000.00	116,000.00	100.00%
125.35.68400603.3484.0000 - DIST-ICT/Digital Media-05	25,205.62	0.00	(25,205.62)	-100.00%
125.35.68400903.3999.0000 - DIST-Restricted Reserve	274,469.50	90,000.00	(184,469.50)	-67.21%
125.35.68401403.2456.0000 - DIST-ETP #5-02	63,143.50	63,143.50	0.00	0.00%
125.35.68401403.2497.0000 - DIST-ETP #7	0.00	1,200,000.00	1,200,000.00	100.00%
125.35.68401703.1439.0000 - DIST-Cal Mfg Tech Consulting	230,106.03	480,000.00	249,893.97	108.60%
125.35.68402003.3424.0000 - DIST-PDC Local Contracts	71,141.43	75,500.00	4,358.57	6.13%
125.35.68402103.2488.0000 - DIST-Caltrans-Caltrans/Parolee Work Crew 7/16	369,624.68	0.00	(369,624.68)	-100.00%
125.35.70100303.3425.0000 - DIST-Contract Ed/Special Projects	49,844.26	2,000.00	(47,844.26)	-95.99%
215.00.00000000.0000.0000 - General Program	25,703,480.00	25,703,480.00	0.00	0.00%
335.01.69200101.2203.0000 - SBVC-Child Care Food Program 01	1,098,886.00	1,098,886.00	0.00	0.00%
335.01.69200201.1207.0000 - SBVC-Child Development Center 01	234,827.00	234,827.00	0.00	0.00%
335.01.69200301.2205.0000 - SBVC-State Preschool Grant	1,887,636.00	1,887,636.00	0.00	0.00%
335.02.69200102.1207.0000 - CHC-Child Care Food Program	7,500.00	7,500.00	0.00	0.00%
335.02.69200202.0000.0000 - CHC-CDC Quality Start San Bndo	15,896.70	15,291.70	(605.00)	-3.81%
335.02.69200202.2203.0000 - CHC-Child Development	160,000.00	186,000.00	26,000.00	16.25%
335.02.69200202.2245.0000 - CHC-Child Development Parent Fees	140,000.00	140,000.00	0.00	0.00%
390.03.70900403.0000.0000 - Radio	979,334.00	540,000.00	(439,334.00)	-44.86%
390.03.70901603.0000.0000 - KVCR, General	376,182.00	1,270,000.00	893,818.00	237.60%
390.03.72000103.0000.0000 - Television	2,661,503.00	1,066,000.00	(1,595,503.00)	-59.95%
395.03.70900703.3024.0000 - DIST-CPB Interconn	11,968.78	11,968.78	0.00	0.00%
395.03.70902703.3106.0000 - DIST-CPB/CSG Grant FY20	0.00	700,000.00	700,000.00	100.00%
395.03.70902703.3124.0000 - DIST-Healthy Network Initiative	0.00	75,000.00	75,000.00	100.00%
395.03.70903503.3137.0000 - DIST-USSG Grant-01	1,943.00	1,943.00	0.00	0.00%
395.35.70900703.3027.0000 - DIST-CPB Interconn	0.00	7,160.00	7,160.00	100.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
395.35.70902703.3116.0000 - DIST-CPB/CSF Grant	7,589.35	7,589.35	0.00	0.00%
395.35.70902703.3119.0000 - DIST-CPB/CSG Grant	71,417.26	67,828.26	(3,589.00)	-5.03%
395.35.70902703.3120.0000 - DIST-CPB/CSG Grant FY19	0.00	300,000.00	300,000.00	100.00%
395.35.70902803.3121.0000 - DIST-Univ Service Support	0.00	2,056.00	2,056.00	100.00%
410.03.67200203.0000.0000 - Capital Outlay	0.00	120,000.00	120,000.00	100.00%
410.03.71004803.0000.0000 - Buildings	1,300,000.00	1,325,000.00	25,000.00	1.92%
435.03.71001503.3257.0000 - DIST-Measure M-01	0.00	39,900.00	39,900.00	100.00%
520.01.69400201.0000.0000 - Cafeteria	584,551.00	590,000.00	5,449.00	0.93%
590.03.67200203.0000.0000 - FCC Auction	2,000,000.00	1,400,000.00	(600,000.00)	-30.00%
590.03.70901603.3516.0000 - KVCR Media Academy	2,000,000.00	0.00	(2,000,000.00)	-100.00%
590.03.70903803.0000.0000 - DIST-550 E. Hospitality Lane	0.00	1,348,330.00	1,348,330.00	100.00%
590.03.70903903.0000.0000 - DIST-560 E. Hospitality Lane	0.00	1,360,208.00	1,360,208.00	100.00%
590.03.70904003.0000.0000 - DIST-658 E. Brier Drive	0.00	1,914,428.00	1,914,428.00	100.00%
615.03.67701703.3390.0000 - DIST-Self-Insurance Program - Logistical Services	1,257,000.00	1,177,000.00	(80,000.00)	-6.36%
620.03.67701803.0000.0000 - Insurance - Logistical Services	550,000.00	550,000.00	0.00	0.00%
690.03.59000103.0000.0000 - Employee Benefits - Instructional Staff Retiree	89,400.00	75,300.00	(14,100.00)	-15.77%
690.03.67400103.0000.0000 - Employee Benefits - Non-Instructional Retiree	150,600.00	115,200.00	(35,400.00)	-23.51%
710.01.69602601.0000.0000 - Associated Students	209,361.00	78,000.00	(131,361.00)	-62.74%
710.02.69602602.0000.0000 - Associated Students	53,700.00	51,550.00	(2,150.00)	-4.00%
720.01.69602701.0000.0000 - Student Representation Fee	72,648.00	65,000.00	(7,648.00)	-10.53%
720.02.69602702.0000.0000 - Student Representation Fee	32,016.00	13,500.00	(18,516.00)	-57.83%
730.01.69603301.3306.0000 - SBVC-Student Body Center Fee	205,800.00	205,800.00	0.00	0.00%
730.02.64901702.3306.0000 - CHC-Student Body Center Fee	88,900.00	98,391.87	9,491.87	10.68%
745.01.64600101.0000.0000 - Student Financial Aid	19,346,819.00	20,223,248.00	876,429.00	4.53%
745.02.64600102.0000.0000 - Student Financial Aid	4,461,125.00	4,313,883.00	(147,242.00)	-3.30%
755.01.69602901.0000.0000 - Scholarship and Loan	205,205.17	103,689.00	(101,516.17)	-49.47%
755.01.69627601.0000.0000 - Psychiatric Technician Scholarship	1,845.51	1,246.00	(599.51)	-32.48%
755.02.69602902.0000.0000 - Scholarship and Loan	90,459.29	52,270.00	(38,189.29)	-42.22%
765.03.00000003.0000.0000 - OPEB Investment Trust Fund	0.00	749,118.00	749,118.00	100.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
775.03.00000003.0000.0000 - PARS Investment Trust Fund	0.00	9,550,000.00	9,550,000.00	100.00%
810.01.69603401.0000.0000 - Student Clubs and Trusts	277,025.00	0.00	(277,025.00)	-100.00%
810.02.69603402.0000.0000 - Student Clubs and Trusts	34,922.00	0.00	(34,922.00)	-100.00%
810.02.69603502.0000.0000 - A&P Theatre Guild	0.00	2,581.00	2,581.00	100.00%
810.02.69603602.0000.0000 - Alpha Gamma Sigma Club	0.00	4,536.00	4,536.00	100.00%
810.02.69603702.0000.0000 - Anime Manga Club	0.00	300.00	300.00	100.00%
810.02.69603902.0000.0000 - Aquatics Club	0.00	715.00	715.00	100.00%
810.02.69604202.0000.0000 - Beta II Club	0.00	1,906.00	1,906.00	100.00%
810.02.69604302.0000.0000 - Biology Club	0.00	1,031.00	1,031.00	100.00%
810.02.69604602.0000.0000 - CD Center Trust	0.00	353.00	353.00	100.00%
810.02.69604702.0000.0000 - CHC Alumni Association	0.00	20.00	20.00	100.00%
810.02.69604902.0000.0000 - CHC Silver Anniversary	0.00	142.00	142.00	100.00%
810.02.69605102.0000.0000 - Child Development & Education Club	0.00	1,270.00	1,270.00	100.00%
810.02.69605302.0000.0000 - CH Compser's Collective Club	0.00	84.00	84.00	100.00%
810.02.69605602.0000.0000 - CH Arts League Club	0.00	1,212.00	1,212.00	100.00%
810.02.69605702.0000.0000 - Duane Stemple Trust	0.00	484.00	484.00	100.00%
810.02.69605902.0000.0000 - CHC Paramedic Association	0.00	836.00	836.00	100.00%
810.02.69606002.0000.0000 - Fire Safety Trust	0.00	1,545.00	1,545.00	100.00%
810.02.69606102.0000.0000 - Gala Club	0.00	53.00	53.00	100.00%
810.02.69606202.0000.0000 - Health Science Club	0.00	89.00	89.00	100.00%
810.02.69606402.0000.0000 - Information Technology Trust	0.00	1,065.00	1,065.00	100.00%
810.02.69606502.0000.0000 - Jazz Festival	0.00	410.00	410.00	100.00%
810.02.69606602.0000.0000 - Lunafira Club	0.00	243.00	243.00	100.00%
810.02.69606702.0000.0000 - Math Club	0.00	1,012.00	1,012.00	100.00%
810.02.69606802.0000.0000 - Mecha Club	0.00	746.00	746.00	100.00%
810.02.69607002.0000.0000 - Obsidian Dance Club	0.00	800.00	800.00	100.00%
810.02.69607102.0000.0000 - Paramedic Trust	0.00	6,675.00	6,675.00	100.00%
810.02.69607202.0000.0000 - Phi Beta Lambda	0.00	97.00	97.00	100.00%
810.02.69607302.0000.0000 - Possibilities Club	0.00	100.00	100.00	100.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
810.02.69607402.0000.0000 - Psychology Club	0.00	720.00	720.00	100.00%
810.02.69607602.0000.0000 - Repeat Course Trust	0.00	3,268.00	3,268.00	100.00%
810.02.69607702.0000.0000 - Sand Canyon Review	0.00	1,035.00	1,035.00	100.00%
810.02.69607802.0000.0000 - Sociology Club	0.00	53.00	53.00	100.00%
810.02.69608002.0000.0000 - S.T.E.M G.I.R.L Club	0.00	794.00	794.00	100.00%
810.02.69608202.0000.0000 - Terrestrial Investigation Trust	0.00	864.00	864.00	100.00%
810.02.69608302.0000.0000 - The Baroque Society	0.00	70.00	70.00	100.00%
810.02.69608402.0000.0000 - Computer Science & Tech. Club	0.00	100.00	100.00	100.00%
810.02.69608502.0000.0000 - The Lighthouse Club	0.00	84.00	84.00	100.00%
810.02.69608802.0000.0000 - Veterans Club	0.00	149.00	149.00	100.00%
810.02.69609002.0000.0000 - Walking Tall Club	0.00	50.00	50.00	100.00%
810.02.69609702.0000.0000 - CHC Art Club	0.00	918.00	918.00	100.00%
810.02.69620402.0000.0000 - American Sign Language Club	0.00	399.00	399.00	100.00%
810.02.69626302.0000.0000 - Circle K Club	0.00	50.00	50.00	100.00%
810.02.69626402.0000.0000 - Herbivore Club	0.00	304.00	304.00	100.00%
810.02.69626502.0000.0000 - Metaphysical Explores Club	0.00	377.00	377.00	100.00%
825.03.70901503.0000.0000 - FNX	3,018,000.00	3,015,000.00	(3,000.00)	-0.10%
890.03.70900303.0000.0000 - Inland Futures Foundation	229,000.00	250,000.00	21,000.00	9.17%
890.03.70901103.0000.0000 - Inland Futures Foundation - TV	1,441,500.00	956,000.00	(485,500.00)	-33.68%
890.03.70901203.0000.0000 - Inland Futures Foundation - General	750,681.00	9,000.00	(741,681.00)	-98.80%
890.03.70903603.0000.0000 - Inland Futures Foundation - Radio	896,000.00	626,000.00	(270,000.00)	-30.13%
895.01.70900301.3493.0000 - SBVC-CCC Maker	250,000.00	0.00	(250,000.00)	-100.00%
895.03.70900303.2285.0000 - DIST-Economic Development for Distressed Areas	250,000.00	250,000.00	0.00	0.00%
895.03.70900303.3136.0000 - DIST-Clean Green Community Initiative-KVCR General	1,000.00	1,000.00	0.00	0.00%
895.03.70900303.3144.0000 - DIST-Veterans Initiative (KVCR)	3,000.00	3,000.00	0.00	0.00%
895.03.70900303.3154.0000 - Education & Literacy Initiative	30,000.00	0.00	(30,000.00)	-100.00%
895.03.70900303.3305.0000 - Inland Futures Foundation-Community Services	30,000.00	34,500.00	4,500.00	15.00%
895.03.70901103.3139.0000 - DIST-Uncovered in the Archives (KVCR)	40,000.00	40,000.00	0.00	0.00%
895.03.70901103.3141.0000 - DIST-Legacy Funds-Television	10,000.00	10,000.00	0.00	0.00%



## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
895.03.70903603.3141.0000 - DIST-Legacy Funds-Radio	2,000.00	2,000.00	0.00	0.00%
895.03.70903703.3140.0000 - DIST-Autism Funds-Television Autism Funds	3,000.00	3,000.00	0.00	0.00%
895.15.70900303.3493.0000 - SBVC-CCC Maker	16,571.00	17,000.00	429.00	2.59%
895.35.70900303.3140.0000 - Dist-Autism Funds-KVCR General-01	36,986.05	28,000.00	(8,986.05)	-24.30%
895.35.70900303.3144.0000 - Dist-Veterans Initiative (KVCR)-01	36,768.53	45,634.13	8,865.60	24.11%
895.35.70900303.3305.0000 - Inland Futures Foundation-Community Service	0.00	22,239.95	22,239.95	100.00%
895.35.70900303.3400.0000 - DIST-Unical Cares	1,387.80	6,222.08	4,834.28	348.34%
895.35.70900303.3401.0000 - DIST-Annenberg Foundation	1,806.87	1,631.37	(175.50)	-9.71%
895.35.70901103.3139.0000 - DIST-Uncovered in the Archives (KVCR)	35,000.00	2,500.00	(32,500.00)	-92.86%
895.35.70901103.3141.0000 - Dist-Legacy Funds-Television-01	138,692.61	160,494.78	21,802.17	15.72%
895.35.70901203.3136.0000 - DIST-Clean Green Community Initiative-01	7,876.68	7,876.68	0.00	0.00%
895.35.70903603.3141.0000 - DIST-Legacy Funds-Radio	6,686.96	13,686.96	7,000.00	104.68%
	<b>238,653,346.04</b>	<b>263,271,703.68</b>	<b>24,618,357.64</b>	<b>10.32%</b>

### Expenditures

110.00.00000000.0000.0000 - General Program	220,000.00	(140,733.00)	(360,733.00)	-163.97%
110.01.02010001.0000.0000 - Architecture Department	138,707.11	151,379.21	12,672.10	9.14%
110.01.04010001.0000.0000 - Biology, General	539,120.98	564,241.59	25,120.61	4.66%
110.01.04010101.0000.0000 - Microbiology Biology General	153,035.50	100,103.27	(52,932.23)	-34.59%
110.01.04030001.0000.0000 - Microbiology - Microbiology	149,836.67	159,459.82	9,623.15	6.42%
110.01.04100001.0000.0000 - Biology Department - Anatomy And Physiology	306,917.33	336,897.68	29,980.35	9.77%
110.01.05010001.0000.0000 - Business Division - Business And Commerce, General	7,341.00	7,649.00	308.00	4.20%
110.01.05020001.0000.0000 - Accounting	274,569.99	297,047.70	22,477.72	8.19%
110.01.05040001.0000.0000 - Business Admin, Finance, Ins	270,034.84	289,841.66	19,806.82	7.33%
110.01.05140001.0000.0000 - Computer Info Tech	678,838.64	719,503.65	40,665.01	5.99%
110.01.06040001.0000.0000 - Radio/Television Instruction	192,773.83	192,177.21	(596.62)	-0.31%
110.01.07010001.0000.0000 - Computer Science Department	3,474.00	3,778.00	304.00	8.75%
110.01.08350001.0000.0000 - P.E - Physical Education	1,029,190.34	1,122,685.91	93,495.57	9.08%
110.01.08350101.0000.0000 - Mens Athletics - Physical Education	256,592.00	311,072.00	54,480.00	21.23%
110.01.08352001.0000.0000 - Athletic Trainer - Physical Education	131,033.32	146,818.60	15,785.28	12.05%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.01.09010001.0000.0000 - Technical Training Division - Engineering	25,762.31	51,297.89	25,535.58	99.12%
110.01.09340001.0000.0000 - Electronics Department	315,386.39	353,089.38	37,702.99	11.95%
110.01.09460001.0000.0000 - Refrigeration	179,904.87	272,927.16	93,022.29	51.71%
110.01.09470001.0000.0000 - Diesel Dept	228,073.93	126,838.96	(101,234.97)	-44.39%
110.01.09480101.0000.0000 - Automotive Department	769,853.44	720,553.93	(49,299.52)	-6.40%
110.01.09500001.0000.0000 - Aeronautics Department - Main	448,714.74	340,320.68	(108,394.07)	-24.16%
110.01.09563001.0000.0000 - Machine Shop Department	227,383.90	159,437.17	(67,946.73)	-29.88%
110.01.09565001.0000.0000 - Welding	266,459.51	401,663.10	135,203.58	50.74%
110.01.09580001.0000.0000 - Water Supply Technology	288,455.65	311,613.41	23,157.76	8.03%
110.01.09990101.0000.0000 - Technical Training Division - Other Engineering & Related Industrial Technologies	153,677.20	163,048.17	9,370.98	6.10%
110.01.10020001.0000.0000 - Art Department	484,135.89	518,773.60	34,637.71	7.15%
110.01.10040001.0000.0000 - Music Department	187,174.39	172,969.47	(14,204.93)	-7.59%
110.01.10070001.0000.0000 - Drama Department - Dramatic Arts	146,148.39	160,193.78	14,045.38	9.61%
110.01.10080001.0000.0000 - Dance Department	1,505.00	1,900.00	395.00	26.25%
110.01.11010001.0000.0000 - Modern Languages	657,285.59	702,365.84	45,080.25	6.86%
110.01.12210001.0000.0000 - Pharmacy Technology	4,714.00	4,714.00	0.00	0.00%
110.01.12301101.0000.0000 - Registered Nursing Program	945,334.28	1,357,435.23	412,100.95	43.59%
110.01.12390001.0000.0000 - Psychiatric Tech	421,390.99	449,801.86	28,410.87	6.74%
110.01.12600001.0000.0000 - Allied Health Department - Health Professions, Transfer Core Curriculum	5,056.00	4,556.00	(500.00)	-9.89%
110.01.13050101.0000.0000 - Child Development/Early Care And Education	407,873.76	428,585.80	20,712.04	5.08%
110.01.13070001.0000.0000 - Restaurant Management Program	258,025.58	277,591.38	19,565.81	7.58%
110.01.15010001.0000.0000 - English Department	2,061,943.97	2,220,112.77	158,168.80	7.67%
110.01.15060001.0000.0000 - Speech Department	480,307.48	505,678.80	25,371.31	5.28%
110.01.15090001.0000.0000 - Philosophy	224,158.08	255,669.13	31,511.05	14.06%
110.01.17010001.0000.0000 - Mathematics Department	2,053,224.67	2,229,529.85	176,305.18	8.59%
110.01.17990101.0000.0000 - Math & Science	44,051.00	44,556.00	505.00	1.15%
110.01.19010001.0000.0000 - Science Division-General	15,602.00	15,602.00	0.00	0.00%
110.01.19020001.0000.0000 - Physics Department	428,765.76	485,031.45	56,265.69	13.12%
110.01.19050001.0000.0000 - Chemistry Department	830,033.37	902,993.81	72,960.44	8.79%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.01.19140001.0000.0000 - Geology Department	99,454.30	119,028.83	19,574.53	19.68%
110.01.20010001.0000.0000 - Psychology	192,211.89	259,114.53	66,902.64	34.81%
110.01.21050001.0000.0000 - Administration Of Justice	135,258.64	147,114.47	11,855.82	8.77%
110.01.22010001.0000.0000 - Social Science, General	7,175.00	7,725.00	550.00	7.67%
110.01.22020001.0000.0000 - Anthropology	126,611.58	145,705.93	19,094.35	15.08%
110.01.22040001.0000.0000 - Ecomomics	227,143.10	252,437.30	25,294.20	11.14%
110.01.22050001.0000.0000 - History	544,364.75	595,557.67	51,192.92	9.40%
110.01.22060001.0000.0000 - Geography Department	220,231.71	247,572.28	27,340.57	12.41%
110.01.22070001.0000.0000 - Political Science	104,218.51	115,880.91	11,662.40	11.19%
110.01.22080001.0000.0000 - Sociology	255,719.40	272,413.96	16,694.56	6.53%
110.01.22990101.0000.0000 - Human Services Department	220,605.88	250,035.46	29,429.58	13.34%
110.01.49300101.0000.0000 - Office Of Instruction - Adjuncts	10,620,662.97	12,371,339.52	1,750,676.55	16.48%
110.01.49300901.0000.0000 - Tutorial Center	66,954.79	227,034.16	160,079.37	239.09%
110.01.49301001.0000.0000 - Counseling - General Studies	23,409.90	25,992.85	2,582.96	11.03%
110.01.49303001.0000.0000 - Disabled Student Prog/Services - General Studies	51,929.81	0.00	(51,929.81)	-100.00%
110.01.49307001.0000.0000 - Reading Program	460,368.65	507,024.99	46,656.34	10.13%
110.01.60100101.0000.0000 - P.E - Academic Administration	119,207.11	124,569.60	5,362.49	4.50%
110.01.60100201.0000.0000 - Business Division - Academic Administration	94,713.26	98,770.03	4,056.77	4.28%
110.01.60100301.0000.0000 - Arts And Lectures	20,785.00	20,762.00	(23.00)	-0.11%
110.01.60100401.0000.0000 - Humanities Division	374,920.28	394,418.38	19,498.09	5.20%
110.01.60100501.0000.0000 - Mathematics Division - Academic Administration	280,629.65	290,524.99	9,895.33	3.53%
110.01.60100701.0000.0000 - Science Division - Academic Administration	243,294.61	382,506.10	139,211.49	57.22%
110.01.60100801.0000.0000 - Registered Nursing Program - Academic Administration	234,469.19	248,644.39	14,175.20	6.05%
110.01.60100901.0000.0000 - Allied Health Department - Academic Administration	94,569.81	98,931.58	4,361.77	4.61%
110.01.60101001.0000.0000 - Psychiatric Tech - Academic Administration	17,321.04	18,229.03	907.99	5.24%
110.01.60101101.0000.0000 - Technical Training Division - Academic Administration	276,246.89	294,584.02	18,337.13	6.64%
110.01.60101201.0000.0000 - Social Science, General - Academic Administration	261,818.80	276,069.07	14,250.27	5.44%
110.01.60101301.0000.0000 - Sheriff'S Academy - Academic Administration	1,032,712.58	800,440.68	(232,271.89)	-22.49%
110.01.60101401.0000.0000 - Extended Academy - Academic Administration	184,170.00	200,228.00	16,058.00	8.72%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.01.60101501.0000.0000 - Office Of Instruction	756,296.18	943,587.17	187,290.99	24.76%
110.01.60101601.0000.0000 - Off-Campus Programs	38,525.00	38,526.00	1.00	0.00%
110.01.60101901.0000.0000 - Honors Program	6,190.00	6,190.00	0.00	0.00%
110.01.60103901.0000.0000 - Art Gallery	1,000.00	1,000.00	0.00	0.00%
110.01.60300101.0000.0000 - Academic Senate	10,801.00	10,801.00	0.00	0.00%
110.01.60900101.0000.0000 - Reassigned Time-SBVC	2,247,196.85	2,365,030.93	117,834.08	5.24%
110.01.60900201.0000.0000 - Accreditation	30,812.00	27,150.00	(3,662.00)	-11.88%
110.01.61100101.0000.0000 - Library - Learning Center	195,284.03	204,206.95	8,922.91	4.57%
110.01.61200101.0000.0000 - Library	1,252,257.12	1,348,413.22	96,156.10	7.68%
110.01.61500101.0000.0000 - Technology Service - Acad Info Systems & Tech	1,297,514.76	1,372,002.88	74,488.12	5.74%
110.01.61900201.0000.0000 - Tutorial Center	802,827.12	791,321.72	(11,505.40)	-1.43%
110.01.61900401.0000.0000 - Grants - Other Instructional Support Sv	127,893.70	154,174.43	26,280.74	20.55%
110.01.61900701.0000.0000 - Planning And Research	329,614.92	350,076.24	20,461.31	6.21%
110.01.61900801.0000.0000 - Resource Development	359,249.68	381,424.82	22,175.14	6.17%
110.01.61912101.0000.0000 - Academic Success/Learning Svcs	537,806.32	557,468.28	19,661.96	3.66%
110.01.61912201.0000.0000 - Humanities Division	91,000.00	0.00	(91,000.00)	-100.00%
110.01.62000101.0000.0000 - Admissions & Records	1,465,147.91	1,541,596.58	76,448.67	5.22%
110.01.62000501.0000.0000 - Student Development-Student Refund Petition	4,200.00	4,200.00	0.00	0.00%
110.01.63100201.0000.0000 - Minority Transfer Program	12,536.00	12,230.00	(306.00)	-2.44%
110.01.63100401.0000.0000 - Counseling - Counseling & Guidance	1,448,563.03	1,570,855.57	122,292.54	8.44%
110.01.63300101.0000.0000 - Articulation Program	1,290.00	1,290.00	0.00	0.00%
110.01.63300201.0000.0000 - Transfer Center	322,310.98	344,746.16	22,435.18	6.96%
110.01.64200101.0000.0000 - Disabled Student Prog/Services - DSPS	267,066.64	275,918.48	8,851.84	3.31%
110.01.64300101.0000.0000 - EOPS	145,896.88	229,760.45	83,863.57	57.48%
110.01.64400101.0000.0000 - Student Health Services	97,639.00	97,639.00	0.00	0.00%
110.01.64500101.0000.0000 - Counseling/Matriculation Division	498,072.56	540,171.13	42,098.57	8.45%
110.01.64500201.0000.0000 - Student Development	386,799.42	474,340.42	87,541.00	22.63%
110.01.64600101.0000.0000 - Financial Aid	974,501.49	1,063,866.70	89,365.21	9.17%
110.01.64601001.0000.0000 - Student Development-Financial Aid	100,000.00	100,000.00	0.00	0.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.01.64700101.0000.0000 - Workforce Readiness - Job Development/Placement Srvc	30,563.29	32,616.70	2,053.41	6.72%
110.01.64900101.0000.0000 - Workforce Readiness - Misc. Student Svcs.	61,295.80	65,716.75	4,420.94	7.21%
110.01.64900201.0000.0000 - Outreach And Recruitment	55,888.00	55,888.00	0.00	0.00%
110.01.64900301.0000.0000 - Commencement	56,871.00	56,871.00	0.00	0.00%
110.01.64900401.0000.0000 - Puente	4,938.00	4,938.00	0.00	0.00%
110.01.64901101.0000.0000 - Middle College	26,347.00	26,807.00	460.00	1.75%
110.01.65100101.0000.0000 - Maintenance	1,134,109.41	1,032,351.15	(101,758.25)	-8.97%
110.01.65300101.0000.0000 - Custodial	1,983,695.96	2,253,518.14	269,822.18	13.60%
110.01.65300501.0000.0000 - Custodial - Student & Co-Curricular	61,792.60	81,370.03	19,577.44	31.68%
110.01.65500101.0000.0000 - Grounds	338,720.39	473,555.50	134,835.11	39.81%
110.01.65700201.0000.0000 - Weekend College	479.00	300.00	(179.00)	-37.37%
110.01.65700301.0000.0000 - Technology Service	2,404.00	504.00	(1,900.00)	-79.03%
110.01.65700401.0000.0000 - Workforce Readiness	300.00	300.00	0.00	0.00%
110.01.65700501.0000.0000 - Counseling/Matriculation Div	456.00	600.00	144.00	31.58%
110.01.65700701.0000.0000 - Utilities - Water	201,000.00	201,000.00	0.00	0.00%
110.01.65700801.0000.0000 - Utilities - Telephone	130,000.00	130,000.00	0.00	0.00%
110.01.65701001.0000.0000 - Utilities - Gas	62,364.00	115,500.00	53,136.00	85.20%
110.01.65701301.0000.0000 - Office of Instruction	540.00	0.00	(540.00)	-100.00%
110.01.65701701.0000.0000 - Unrestricted Lottery	1,549,936.00	1,556,415.00	6,479.00	0.42%
110.01.65702801.0000.0000 - Social Science, General	444.00	444.00	0.00	0.00%
110.01.65900101.0000.0000 - Administrative Services	851,055.05	1,125,913.70	274,858.66	32.30%
110.01.66000101.0000.0000 - Technology Service - Planning, Policymaking, & Coordination	170,270.25	178,546.08	8,275.83	4.86%
110.01.66000301.0000.0000 - Campus President	671,031.36	709,729.68	38,698.32	5.77%
110.01.66000401.0000.0000 - Grants - Planning, Policymaking, & Coordination	140,951.67	271,414.09	130,462.42	92.56%
110.01.67100101.0000.0000 - Marketing & Public Affairs	473,216.96	350,835.11	(122,381.85)	-25.86%
110.01.67200101.0000.0000 - College Business Office	241,521.78	346,858.07	105,336.29	43.61%
110.01.67500101.0000.0000 - Professional Development	138,865.78	155,471.58	16,605.81	11.96%
110.01.67600101.0000.0000 - Diversity	30,031.00	28,910.00	(1,121.00)	-3.73%
110.01.67700101.0000.0000 - Transportation, General	35,805.00	35,805.00	0.00	0.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.01.67700201.0000.0000 - Rideshare Program	17,173.00	26,000.00	8,827.00	51.40%
110.01.67700401.0000.0000 - General Supplies & Services	1,750,902.24	1,272,862.00	(478,040.24)	-27.30%
110.01.67700501.0000.0000 - Auditorium	126,125.20	137,882.06	11,756.86	9.32%
110.01.67700701.0000.0000 - Mailroom and Postage	87,670.15	137,022.53	49,352.38	56.29%
110.01.67900801.0000.0000 - Campus President	1,000.00	0.00	(1,000.00)	-100.00%
110.01.68300101.0000.0000 - Custodial - Community Use Of Facilities	65,402.48	68,355.35	2,952.87	4.51%
110.01.69200201.0000.0000 - Child Development Center	149,458.07	160,826.18	11,368.10	7.61%
110.01.69400201.0000.0000 - Cafeteria	136,582.26	0.00	(136,582.26)	-100.00%
110.01.69600101.0000.0000 - Mens Athletics - Student & Co-Curricular	189,433.70	200,742.21	11,308.51	5.97%
110.01.69600201.0000.0000 - Student Activities	284,360.74	305,434.41	21,073.67	7.41%
110.01.69600501.0000.0000 - Mens Athletics - Baseball	24,975.51	19,250.00	(5,725.51)	-22.92%
110.01.69600601.0000.0000 - Womens Athletics - Volleyball	9,109.18	10,450.00	1,340.82	14.72%
110.01.69600701.0000.0000 - Womens Athletics - Softball	27,886.50	13,970.00	(13,916.50)	-49.90%
110.01.69600801.0000.0000 - Mens Athletics - Basketball	20,238.00	14,080.00	(6,158.00)	-30.43%
110.01.69600901.0000.0000 - Womens Athletics - Basketball	10,214.10	14,320.00	4,105.90	40.20%
110.01.69601001.0000.0000 - Mens Athletics - Track	15,357.17	12,600.00	(2,757.17)	-17.95%
110.01.69601101.0000.0000 - Womens Athletics - Track	8,771.75	9,000.00	228.25	2.60%
110.01.69601201.0000.0000 - Mens Athletics - Cross Country	6,888.25	6,900.00	11.75	0.17%
110.01.69601301.0000.0000 - Womens Athletics - Cross Country	5,260.00	5,500.00	240.00	4.56%
110.01.69601801.0000.0000 - Mens Athletics - Football	39,517.40	35,100.00	(4,417.40)	-11.18%
110.01.69602001.0000.0000 - Mens Athletics - Soccer	7,902.00	8,242.00	340.00	4.30%
110.01.69602101.0000.0000 - Womens Athletics - Soccer	16,190.00	8,900.00	(7,290.00)	-45.03%
110.01.69602201.0000.0000 - Mens Athletics - Athletics	45,839.04	42,770.00	(3,069.04)	-6.70%
110.01.69602301.0000.0000 - Womens Athletics - Athletics	3,900.00	3,800.00	(100.00)	-2.56%
110.01.69602401.0000.0000 - P.E - Athletics	71,588.14	77,688.37	6,100.23	8.52%
110.01.69602501.0000.0000 - Athletic Trainer - Athletic Trainer	500.00	500.00	0.00	0.00%
110.02.04010002.0000.0000 - Biology, General	251,215.60	259,486.48	8,270.88	3.29%
110.02.04030002.0000.0000 - Microbiology Department	230,593.07	261,205.74	30,612.67	13.28%
110.02.04100002.0000.0000 - Anatomy & Physiology Dept - Anatomy And Physiology	194,049.78	203,770.05	9,720.27	5.01%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.02.05020002.0000.0000 - Accounting	56,169.23	62,963.67	6,794.44	12.10%
110.02.05040002.0000.0000 - Business Admin, Finance, Ins	54,169.23	64,213.67	10,044.44	18.54%
110.02.07010002.0000.0000 - Computer Science Department	198,659.18	371,808.63	173,149.44	87.16%
110.02.08350002.0000.0000 - Physical Education Division	434,920.64	465,820.87	30,900.23	7.10%
110.02.08500102.0000.0000 - Modern Languages - Sign Language	18,754.38	49,672.72	30,918.34	164.86%
110.02.10020002.0000.0000 - Art Department	291,154.66	313,909.22	22,754.56	7.82%
110.02.10040002.0000.0000 - Music Department	47,254.98	49,536.48	2,281.49	4.83%
110.02.10070002.0000.0000 - Drama Department	241,368.03	261,475.49	20,107.46	8.33%
110.02.11010002.0000.0000 - Modern Languages - Foreign Languages, General	394,519.42	406,472.39	11,952.97	3.03%
110.02.12100002.0000.0000 - Resp Therapy Cert Program - Respiratory Care/Therapy	705,617.11	758,048.20	52,431.09	7.43%
110.02.12500002.0000.0000 - Emergency Medicine Program - Emergency Medical Services	674,694.19	785,630.28	110,936.09	16.44%
110.02.13050202.0000.0000 - Early Childhood Education	30,716.14	33,386.57	2,670.43	8.69%
110.02.15010002.0000.0000 - English Department	764,126.47	835,635.02	71,508.55	9.36%
110.02.15060002.0000.0000 - Speech Department	289,688.24	313,876.00	24,187.76	8.35%
110.02.15090002.0000.0000 - Philosophy	164,228.77	178,747.98	14,519.21	8.84%
110.02.17010002.0000.0000 - Mathematics Department	792,609.15	933,223.35	140,614.20	17.74%
110.02.17010202.3269.0000 - CHC-Contract Education	13,340.00	13,340.00	0.00	0.00%
110.02.19020002.0000.0000 - Physics Department	137,097.24	174,750.27	37,653.03	27.46%
110.02.19050002.0000.0000 - Chemistry Department	478,703.11	533,850.43	55,147.31	11.52%
110.02.19110002.0000.0000 - Formerly Astronomy Dept.	75,734.37	82,737.77	7,003.41	9.25%
110.02.19140002.0000.0000 - Geology Department	106,626.44	114,179.22	7,552.78	7.08%
110.02.20010002.0000.0000 - Psychology	438,040.70	464,366.53	26,325.83	6.01%
110.02.21330002.0000.0000 - Fire Science - Fire Technology	435,721.12	512,126.20	76,405.07	17.54%
110.02.21990102.0000.0000 - Public Safety Training	2,180.00	2,220.00	40.00	1.83%
110.02.22020002.0000.0000 - Anthropology	111,331.92	126,886.18	15,554.26	13.97%
110.02.22040002.0000.0000 - Economics	150,228.78	155,614.89	5,386.11	3.59%
110.02.22050002.0000.0000 - History	119,936.58	140,000.93	20,064.35	16.73%
110.02.22060002.0000.0000 - Geography Department	75,423.66	80,230.21	4,806.55	6.37%
110.02.22070002.0000.0000 - Political Science	131,237.35	143,199.66	11,962.31	9.12%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.02.22080002.0000.0000 - Sociology	127,173.86	135,864.33	8,690.48	6.83%
110.02.49300102.0000.0000 - Office Of Instruction - Adjuncts	4,797,673.00	5,731,238.05	933,565.05	19.46%
110.02.49307002.0000.0000 - Reading Program	130,683.64	142,039.47	11,355.82	8.69%
110.02.60100402.0000.0000 - Humanities Division	157,282.86	167,420.99	10,138.13	6.45%
110.02.60101502.0000.0000 - Office Of Instruction	706,848.25	769,399.69	62,551.44	8.85%
110.02.60101902.0000.0000 - Honors Program	75,608.00	96,202.00	20,594.00	27.24%
110.02.60102102.0000.0000 - Resp Therapy Cert Program - Academic Administration	85,273.22	92,769.52	7,496.29	8.79%
110.02.60102202.0000.0000 - Emergency Medicine Program - Academic Administration	75,623.32	78,367.07	2,743.75	3.63%
110.02.60102302.0000.0000 - Radiologic Technology	5,089.00	5,689.00	600.00	11.79%
110.02.60102402.0000.0000 - Fire Science - Academic Administration	34,582.88	36,178.05	1,595.17	4.61%
110.02.60102502.0000.0000 - Vocational Education	225,828.35	302,637.10	76,808.74	34.01%
110.02.60102602.0000.0000 - Learning Resource Center - Academic Administration	117,894.71	145,749.70	27,854.98	23.63%
110.02.60900102.0000.0000 - Reassigned Time-CHC	1,029,556.59	1,097,695.33	68,138.74	6.62%
110.02.61100202.0000.0000 - Learning Resource Center	405,806.11	489,813.23	84,007.12	20.70%
110.02.61200102.0000.0000 - Library	565,185.59	739,781.73	174,596.14	30.89%
110.02.61900102.0000.0000 - Aquatics Center	37,748.41	34,847.62	(2,900.79)	-7.68%
110.02.61900302.0000.0000 - Grants	10,000.00	0.00	(10,000.00)	-100.00%
110.02.61900502.0000.0000 - Campus President - Other Instructional Support Sv	188,320.01	300,226.65	111,906.63	59.42%
110.02.61900602.0000.0000 - Science Division	199,100.46	180,507.24	(18,593.22)	-9.34%
110.02.61900802.0000.0000 - Resource Development	306,644.91	316,539.60	9,894.70	3.23%
110.02.61900902.0000.0000 - Marketing & Public Affairs - Other Instructional Support Sv	134,566.34	140,998.58	6,432.23	4.78%
110.02.62000102.0000.0000 - Admissions & Records	569,716.45	572,951.13	3,234.68	0.57%
110.02.63100402.0000.0000 - Counseling - Counseling & Guidance	756,945.47	831,739.10	74,793.62	9.88%
110.02.63300102.0000.0000 - Articulation Program	1,875.00	0.00	(1,875.00)	-100.00%
110.02.63300402.0000.0000 - Transfer Center 7/1/05	204,360.90	222,762.05	18,401.15	9.00%
110.02.63400202.0000.0000 - Career Center	205,214.60	224,977.45	19,762.86	9.63%
110.02.64200202.0000.0000 - Disabled Student Prog/Service	244,198.96	268,617.79	24,418.83	10.00%
110.02.64300102.0000.0000 - EOPS	173,915.04	169,918.79	(3,996.25)	-2.30%
110.02.64400102.0000.0000 - Student Health Services	99,325.00	99,280.00	(45.00)	-0.05%



## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.02.64500302.0000.0000 - Student Services - Student Personnel Admin.	596,670.98	637,571.62	40,900.64	6.85%
110.02.64600102.0000.0000 - Financial Aid	356,425.64	381,892.61	25,466.97	7.15%
110.02.64900302.0000.0000 - Commencement	11,036.00	10,233.00	(803.00)	-7.28%
110.02.64900502.0000.0000 - Articulation Program	156,386.99	173,087.67	16,700.68	10.68%
110.02.65100102.0000.0000 - Maintenance	694,924.65	672,567.14	(22,357.51)	-3.22%
110.02.65300102.0000.0000 - Custodial	1,488,637.57	1,591,673.65	103,036.08	6.92%
110.02.65300302.0000.0000 - Custodial - Child Development Centers	6,599.85	6,905.54	305.69	4.63%
110.02.65300402.0000.0000 - Custodial - Food Services	3,887.91	4,062.66	174.75	4.49%
110.02.65500202.0000.0000 - Grounds - Grounds Maint & Repairs	245,768.74	286,884.42	41,115.68	16.73%
110.02.65700102.0000.0000 - Telephone Operations & Maint	74,714.15	78,060.53	3,346.38	4.48%
110.02.65700802.0000.0000 - Utilities - Telephone	0.00	50,000.00	50,000.00	100.00%
110.02.65700902.0000.0000 - Parking Lot Improvements	34,559.00	42,538.00	7,979.00	23.09%
110.02.65701102.0000.0000 - Utilities - Electricity	111,745.00	98,938.00	(12,807.00)	-11.46%
110.02.65701202.0000.0000 - Utilities - Fuel Oil	8,000.00	8,000.00	0.00	0.00%
110.02.65701702.0000.0000 - Unrestricted Lottery	703,660.00	703,660.00	0.00	0.00%
110.02.65900102.0000.0000 - Administrative Services - Other M&O	291,372.51	319,398.15	28,025.64	9.62%
110.02.65900302.0000.0000 - Maintenance & Operations - Other M&O	105,944.65	114,064.98	8,120.33	7.66%
110.02.66000302.0000.0000 - Campus President - Planning, Policymaking, & Coordination	317,923.99	448,611.35	130,687.35	41.11%
110.02.66000502.0000.0000 - Planning And Research	418,630.59	441,203.27	22,572.68	5.39%
110.02.67100102.0000.0000 - Marketing & Public Affairs - Community Relations	338,910.68	328,030.42	(10,880.26)	-3.21%
110.02.67200102.0000.0000 - College Business Office - Fiscal Operations	174,874.98	182,440.06	7,565.08	4.33%
110.02.67500102.0000.0000 - Professional Development	12,708.00	12,708.00	0.00	0.00%
110.02.67700602.0000.0000 - Purchasing And Warehousing - Logistical Services	74,298.32	78,683.52	4,385.20	5.90%
110.02.67700702.0000.0000 - Mailroom And Postage * Logistical Services	13,642.00	13,500.00	(142.00)	-1.04%
110.02.67700802.0000.0000 - Administrative Services - Logistical Services	3,500.00	0.00	(3,500.00)	-100.00%
110.02.67900202.0000.0000 - Technology Service - Other Gen Inst.Support Svcs	945,879.43	1,006,255.03	60,375.59	6.38%
110.02.68300202.0000.0000 - College Business Office - Community Use Of Facilities	17,321.04	18,229.03	907.99	5.24%
110.02.69100202.0000.0000 - Purchasing And Warehousing - Bookstores	10,131.59	10,729.57	597.98	5.90%
110.02.69100302.0000.0000 - Custodial - Bookstores	13,371.48	13,195.83	(175.64)	-1.31%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.02.69200202.0000.0000 - Child Development Center	214,132.56	226,893.96	12,761.41	5.96%
110.02.69500202.0000.0000 - Grounds - Parking	8,447.33	13,828.96	5,381.62	63.71%
110.02.69500302.0000.0000 - Custodial - Parking	939.75	1,007.85	68.11	7.25%
110.02.69500402.0000.0000 - Parking Lot Improvements	45,664.15	223,744.12	178,079.97	389.98%
110.02.69600302.0000.0000 - Student Services - Student & Co-Curricular	151,393.65	163,448.35	12,054.70	7.96%
110.02.69600402.0000.0000 - College Business Office - Student & Co-Curricular	822.16	859.49	37.33	4.54%
110.02.69601402.0000.0000 - CHC-Womens Athletics - Polo	4,428.05	45,685.00	41,256.95	931.72%
110.02.69601502.0000.0000 - Mens Athletics - Polo	4,428.05	45,185.00	40,756.95	920.43%
110.02.69602202.0000.0000 - Mens Athletics - Swim	18,138.00	23,926.00	5,788.00	31.91%
110.02.69602302.0000.0000 - Womens Athletics - Swim	22,890.00	24,451.00	1,561.00	6.82%
110.02.69602402.0000.6191 - P.E. - Athletics	0.00	36,038.00	36,038.00	100.00%
110.02.70100302.3281.0000 - CHC-Redlands USD Contract Education-Contract Ed/Special Projects	43,160.00	43,160.00	0.00	0.00%
110.02.71000102.0000.0000 - Technology Service - Physical Property & Related Acquisitions	8,284.24	8,927.30	643.06	7.76%
110.02.71000202.0000.0000 - Maintenance & Operations - Physical Property & Related Acquisitions	40,747.94	61,419.60	20,671.66	50.73%
110.02.71000302.0000.0000 - Administrative Services - Physical Property & Related Acquisitions	58,123.71	67,706.19	9,582.49	16.49%
110.02.73200002.3269.0000 - CHC-Contract Education	13,340.00	13,340.00	0.00	0.00%
110.02.73200002.3281.0000 - CHC-Redlands USD Contract Education-Student Aid	7,000.00	7,000.00	0.00	0.00%
110.03.60900103.0000.0000 - Reassigned Time-DIST	351,406.83	425,235.56	73,828.73	21.01%
110.03.61500203.0000.0000 - Distance Education - Acad Info Systems & Tech	506,304.25	666,608.76	160,304.51	31.66%
110.03.65100103.0000.0000 - Maintenance	352,584.85	398,408.89	45,824.04	13.00%
110.03.65701303.0000.0000 - Utilities-District Support Services	356,170.18	329,115.91	(27,054.27)	-7.60%
110.03.66000703.0000.0000 - District Chancellor	840,611.24	892,221.87	51,610.64	6.14%
110.03.66000803.0000.0000 - Institutional Effectiveness	485,587.28	502,387.76	16,800.47	3.46%
110.03.66000903.0000.0000 - Board Of Trustees	393,694.53	262,639.79	(131,054.74)	-33.29%
110.03.67100103.0000.0000 - Marketing & Public Affairs	540,952.15	514,411.38	(26,540.77)	-4.91%
110.03.67200203.0000.0000 - Controller	777,408.26	745,451.27	(31,957.00)	-4.11%
110.03.67200303.0000.0000 - Internal Audit	434,457.13	444,720.98	10,263.85	2.36%
110.03.67200403.0000.0000 - Accounting	2,013,412.55	2,074,893.91	61,481.36	3.05%
110.03.67300103.0000.0000 - Human Resources	2,866,048.50	2,712,090.13	(153,958.36)	-5.37%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
110.03.67500303.0000.0000 - Employee Benefits - Tuition Reimbursement	30,428.00	11,600.00	(18,828.00)	-61.88%
110.03.67500403.0000.0000 - EMG Planning/Preparedness	137,475.30	145,923.05	8,447.76	6.14%
110.03.67700403.0000.0000 - General Supplies & Services	39,892.18	37,050.00	(2,842.18)	-7.12%
110.03.67700903.0000.0000 - District Health & Safety	126,600.00	145,275.00	18,675.00	14.75%
110.03.67701003.0000.0000 - Purchasing And Warehousing	672,070.69	711,302.77	39,232.09	5.84%
110.03.67701103.0000.0000 - Insurance	291,882.00	75,000.00	(216,882.00)	-74.30%
110.03.67701203.0000.0000 - Police	1,730,065.61	2,388,637.57	658,571.96	38.07%
110.03.67701303.0000.0000 - Printing	1,095,311.53	1,028,674.08	(66,637.45)	-6.08%
110.03.67701403.0000.0000 - Security	666,646.16	738,409.15	71,762.99	10.76%
110.03.67800103.0000.0000 - TESS	3,918,112.49	6,133,215.86	2,215,103.37	56.53%
110.03.67900303.0000.0000 - Employee Benefits - SUI/Excess STRS Sick Leave	126,267.72	120,000.00	(6,267.72)	-4.96%
110.03.70100103.0000.0000 - Professional Development Centr - Contract Education	349,393.05	378,542.08	29,149.03	8.34%
110.03.71000403.0000.0000 - Facilities Planning/Adm.Svcs.	184,951.30	243,162.63	58,211.33	31.47%
110.03.73000403.0000.0000 - Insurance - Property and Liability	550,000.00	550,000.00	0.00	0.00%
110.15.67700401.0000.0000 - General Supplies & Services	140,768.00	0.00	(140,768.00)	-100.00%
110.15.73000501.0000.0000 - WIA Carryover	17,042.79	5,716.00	(11,326.79)	-66.46%
110.25.70100302.3281.0000 - CHC-Redlands USD Contract Education-Contract Ed/Special Projects	241,439.35	241,439.00	(0.35)	0.00%
110.25.73200002.3278.0000 - CHC-PSASB-Contract Education-Student Aid	38,807.46	38,807.46	0.00	0.00%
110.25.73200002.3281.0000 - CHC-Redlands USD Contract Education-Student Aid	0.00	0.00	0.00	0.00%
125.01.07021001.3516.0702 - SBVC-Multi-Media	1,399,800.00	1,714,800.00	315,000.00	22.50%
125.01.60100401.2235.1002 - SBVC-Lottery Restricted-Art Department	4,665.00	4,665.00	0.00	0.00%
125.01.60100401.2235.1004 - SBVC-Lottery Restricted-Music Department	3,150.00	3,150.00	0.00	0.00%
125.01.60100401.2235.1007 - SBVC-Lottery Restricted-Drama Department	1,937.00	1,137.00	(800.00)	-41.30%
125.01.60100401.3163.6820 - SBVC-Media Academy Contracts	1,955.00	1,955.00	0.00	0.00%
125.01.60100401.3340.6770 - SBVC-Civic Center Act-Auditorium	2,179.00	3,000.00	821.00	37.68%
125.01.60100501.2235.0514 - SBVC-Lottery Restricted-Computer Info Tech	2,385.00	385.00	(2,000.00)	-83.86%
125.01.60100801.2235.0401 - SBVC-Lottery Restricted-Biology General	23,211.00	25,306.00	2,095.00	9.03%
125.01.60100801.2235.0403 - SBVC-Lottery Restricted-Microbiology Microbiology	29,776.00	37,866.00	8,090.00	27.17%
125.01.60100801.2235.0410 - SBVC-Lottery Restricted-Anatomy & Physiology Department Anatomy and Physiology	34,490.00	37,490.00	3,000.00	8.70%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.60100801.2235.1230 - SBVC-Lottery Restricted-Registered Nursing Program	11,139.00	11,139.00	0.00	0.00%
125.01.60100801.2235.1902 - SBVC-Lottery Restricted-Physics Department	1,554.00	2,554.00	1,000.00	64.35%
125.01.60100801.2235.1905 - SBVC-Lottery Restricted-Chemistry Department	28,466.00	35,466.00	7,000.00	24.59%
125.01.60100801.2235.2206 - SBVC-Lottery Restricted-Geography Department	7,000.00	1,000.00	(6,000.00)	-85.71%
125.01.60100801.3509.1911 - SBVC-Planetarium Income	3,600.00	3,600.00	0.00	0.00%
125.01.60101101.2235.0901 - SBVC-Lottery Restricted-Technical Training Division Engineering	1,050.00	250.00	(800.00)	-76.19%
125.01.60101101.2235.0934 - SBVC-Lottery Restricted-Electronics Department	3,990.00	3,990.00	0.00	0.00%
125.01.60101101.2235.0945 - SBVC-Lottery Restricted-Refrigeration	3,360.00	4,860.00	1,500.00	44.64%
125.01.60101101.2235.0947 - SBVC-Lottery Restricted-Diesel Department	0.00	7,000.00	7,000.00	100.00%
125.01.60101101.2235.0948 - SBVC-Lottery Restricted-Automotive Department	4,200.00	5,200.00	1,000.00	23.81%
125.01.60101101.2235.0949 - SBVC-Lottery Restricted-Automotive Collision Repair Department	0.00	3,000.00	3,000.00	100.00%
125.01.60101101.2235.0950 - SBVC-Lottery Restricted-Aeronautics Department Main	4,200.00	4,200.00	0.00	0.00%
125.01.60101101.2235.0956 - SBVC-Lottery Restricted-Machine Shop Department	14,625.00	2,625.00	(12,000.00)	-82.05%
125.01.60101101.2235.0999 - SBVC-Lottery Restricted-Welding Certification Test Revenue	50,866.00	35,866.00	(15,000.00)	-29.49%
125.01.60101101.2235.1307 - SBVC-Lottery Restricted-Restaurant Management Program	48,000.00	53,000.00	5,000.00	10.42%
125.01.60101101.2276.6199 - SBVC-Prop 39 Region F Colleges-Technical Training	20,000.00	0.00	(20,000.00)	-100.00%
125.01.60101101.2406.6199 - SBVC-SWP-Positive Incentive Funding	131,872.00	131,872.00	0.00	0.00%
125.01.60101101.2428.0604 - SBVC-Strong Workforce-RTVF	0.00	192,000.00	192,000.00	100.00%
125.01.60101101.2428.0799 - SBVC-Strong Workforce-Geographic Information Svcs	0.00	10,600.00	10,600.00	100.00%
125.01.60101101.2428.0934 - SBVC-Strong Workforce-Electronics Department	0.00	67,200.00	67,200.00	100.00%
125.01.60101101.2428.0947 - SBVC-Strong Workforce-Diesel	151,355.00	0.00	(151,355.00)	-100.00%
125.01.60101101.2428.0950 - SBVC-Strong Workforce-Aero	0.00	34,300.00	34,300.00	100.00%
125.01.60101101.2428.0956 - SBVC-Strong Workforce-Machine Shop Dept	28,000.00	150,000.00	122,000.00	435.71%
125.01.60101101.2428.0958 - SBVC-Strong Workforce-Water Supply Technology	0.00	10,000.00	10,000.00	100.00%
125.01.60101101.2428.0999 - SBVC-Strong Workforce-Welding	0.00	143,900.00	143,900.00	100.00%
125.01.60101101.2428.1030 - SBVC-Strong Workforce-Art Department	0.00	11,648.00	11,648.00	100.00%
125.01.60101101.2428.1217 - SBVC-Strong Workforce-Surgical Technician	153,683.45	0.00	(153,683.45)	-100.00%
125.01.60101101.2428.1221 - SBVC-Strong Workforce-Pharmacy Technology	107,411.58	135,847.27	28,435.69	26.47%
125.01.60101101.2428.1230 - SBVC-Strong Workforce-Registered Nursing Program	25,000.00	126,643.00	101,643.00	406.57%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.60101101.2428.1239 - SBVC-Strong Workforce-Psychiatric Tech	188,600.00	79,352.00	(109,248.00)	-57.93%
125.01.60101101.2428.1306 - SBVC-Strong Workforce-Nutrition, Food and Culinary Arts	268,800.00	176,000.00	(92,800.00)	-34.52%
125.01.60101101.2428.1307 - SBVC-Strong Workforce-Restaurant Management Program	0.00	176,641.73	176,641.73	100.00%
125.01.60101101.2428.2104 - SBVC-Strong Workforce-Human Services Department	0.00	54,500.00	54,500.00	100.00%
125.01.60101101.2428.6120 - SBVC-Strong Workforce-Library Technology Certificate	9,999.00	0.00	(9,999.00)	-100.00%
125.01.60101101.2428.6199 - SBVC-Strong Workforce-Technical Training Other Instructional Support	146,746.00	125,000.00	(21,746.00)	-14.82%
125.01.60101101.2429.0514 - SBVC-Regional Shares/Strong Workforce-Computer Info Tech	14,000.00	54,472.00	40,472.00	289.09%
125.01.60101101.2429.0799 - SBVC-Regional Shares/Strong Workforce-Geographic Information Services	43,619.00	0.00	(43,619.00)	-100.00%
125.01.60101101.2429.0934 - SBVC-Regional Shares/Strong Workforce-Electronics Department	271,536.36	149,999.74	(121,536.63)	-44.76%
125.01.60101101.2429.0948 - SBVC-Regional Shares/Strong Workforce-Automotive Department	0.00	64,000.00	64,000.00	100.00%
125.01.60101101.2429.0956 - SBVC-Regional Shares/Strong Workforce-Machine Shop Department	55,000.00	14,630.00	(40,370.00)	-73.40%
125.01.60101101.2429.0957 - SBVC-Regional Shares/Strong Workforce-Construction Inspection	86,000.00	0.00	(86,000.00)	-100.00%
125.01.60101101.2429.0999 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Engineering & Construction	77,538.00	149,258.00	71,720.00	92.50%
125.01.60101101.2429.1230 - SBVC-Regional Shares/Strong Workforce-Registered Nursing Program	51,202.00	12,090.00	(39,112.00)	-76.39%
125.01.60101101.2429.1299 - SBVC-Regional Shares/Strong Workforce-Enrollment Growth/Nursing Program	51,203.00	85,990.00	34,787.00	67.94%
125.01.60101101.2429.4930 - SBVC-Regional Shares/Strong Workforce-General Studies	0.00	2,500.00	2,500.00	100.00%
125.01.60101101.2429.6010 - SBVC-Regional Shares/Strong Workforce-Technical Training Division Academic Administration	48,416.00	0.00	(48,416.00)	-100.00%
125.01.60101101.2429.6110 - SBVC-Regional Shares/Strong Workforce-Learning Center	0.00	4,480.00	4,480.00	100.00%
125.01.60101101.2429.6199 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Instructional Support	0.00	64,500.26	64,500.26	100.00%
125.01.60101101.2429.6310 - SBVC-Regional Shares/Strong Workforce-Counseling & Guidance	0.00	2,620.00	2,620.00	100.00%
125.01.60101101.2429.6480 - SBVC-Regional Shares/Strong Workforce-Veterans Education	172,052.94	1,500.00	(170,552.94)	-99.13%
125.01.60101101.2429.6499 - SBVC-Regional Shares/Strong Workforce-Outreach and Recruitment	0.00	0.00	0.00	0.00%
125.01.60101101.2429.6750 - SBVC-Regional Shares/Strong Workforce-Staff Development-Staff Development	0.00	6,240.00	6,240.00	100.00%
125.01.60101101.2429.6840 - SBVC-Regional Shares/Strong Workforce-Economic Development	0.00	25,578.00	25,578.00	100.00%
125.01.60101101.2457.0604 - SBVC-Perkins Title I-Radio/Television Instruction	30,500.00	30,500.00	0.00	0.00%
125.01.60101101.2457.0934 - SBVC-Perkins Title I-Electronics Department	18,000.00	18,000.00	0.00	0.00%
125.01.60101101.2457.0946 - SBVC-Perkins Title I-Refrigeration	17,000.00	17,000.00	0.00	0.00%
125.01.60101101.2457.0947 - SBVC-Perkins Title I-Diesel Department	21,000.00	21,000.00	0.00	0.00%
125.01.60101101.2457.0948 - SBVC-Perkins Title I-Automotive Department	44,000.00	44,000.00	0.00	0.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.60101101.2457.0949 - SBVC-Perkins Title I-Automotive Collision Repair	42,000.00	42,000.00	0.00	0.00%
125.01.60101101.2457.0950 - SBVC-Perkins Title I-Aeronautics Department Main	23,500.00	23,500.00	0.00	0.00%
125.01.60101101.2457.0956 - SBVC-Perkins Title I-Machine Shop Department	18,000.00	18,000.00	0.00	0.00%
125.01.60101101.2457.0958 - SBVC-Perkins Title I-Water Supply Technology	8,000.00	8,000.00	0.00	0.00%
125.01.60101101.2457.0999 - SBVC-Perkins Title I-Welding Certification Test Revenue	53,000.00	53,000.00	0.00	0.00%
125.01.60101101.2457.1030 - SBVC-Perkins Title I-Art Department	7,000.00	7,000.00	0.00	0.00%
125.01.60101101.2457.1221 - SBVC-Perkins Title I-Pharmacy Technology	18,000.00	18,000.00	0.00	0.00%
125.01.60101101.2457.1230 - SBVC-Perkins Title I-Registered Nursing Program	28,000.00	28,000.00	0.00	0.00%
125.01.60101101.2457.1239 - SBVC-Perkins Title I-Psychiatric Tech	12,000.00	12,000.00	0.00	0.00%
125.01.60101101.2457.2206 - SBVC-Perkins Title I-Geography Department	10,000.00	10,000.00	0.00	0.00%
125.01.60101101.2457.6199 - SBVC-Perkins Title I - Other Instructional Support Sv	9,080.00	111,601.00	102,521.00	1,129.09%
125.01.60101101.2458.6199 - SBVC-CTE Transitions Grant	38,569.47	43,000.00	4,430.53	11.49%
125.01.60101101.3169.0956 - SBVC-Welding Certification Test Revenue	2,460.00	2,460.00	0.00	0.00%
125.01.60101101.3174.0948 - SBVC-State Referee Program	12,000.00	12,000.00	0.00	0.00%
125.01.60101101.3175.6940 - SBVC-Sun Room Catering	25,000.00	25,000.00	0.00	0.00%
125.01.60101101.3181.1307 - SBVC-Restaurant Management-Restaurant Management Program	50,000.00	50,000.00	0.00	0.00%
125.01.60101201.1213.1305 - SBVC-Child Development Division Consortium	500.00	500.00	0.00	0.00%
125.01.60101201.1213.7320 - SBVC-Child Development Division Consortium	12,000.00	12,000.00	0.00	0.00%
125.01.60101201.2235.0835 - SBVC-Lottery Restricted-P E Physical Education	4,830.00	4,830.00	0.00	0.00%
125.01.60101301.2235.6010 - SBVC-Restricted Lottery-Extened Academy Academic Administration	8,000.00	8,000.00	0.00	0.00%
125.01.60101501.2228.4930 - SBVC-Basic Skills-General Studies	466,029.00	466,029.00	0.00	0.00%
125.01.60101501.2285.0000 - SBVC-Economic Development for Distressed Areas	750,000.00	750,000.00	0.00	0.00%
125.01.60101501.2403.6010 - SBVC-Guided Pathways-Office of Instruction	395,058.00	415,058.00	20,000.00	5.06%
125.01.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	10,554,227.04	10,729,804.00	175,576.95	1.66%
125.01.61200101.2235.6120 - SBVC-Lottery Restricted-Library General	164,156.00	164,156.00	0.00	0.00%
125.01.61900701.2166.6199 - SBVC-Zero Textbook Cost Degree	2,000.00	0.00	(2,000.00)	-100.00%
125.01.61900701.2167.6199 - SBVC-Mesa Grant	88,371.79	60,000.00	(28,371.79)	-32.11%
125.01.61900701.2180.1230 - SBVC-Enrollment Growth/Nursing Program	171,697.00	170,697.00	(1,000.00)	-0.58%
125.01.61900701.2180.7320 - SBVC-Enrollment Growth/Nursing Program	0.00	1,000.00	1,000.00	100.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.61900701.2435.6499 - SBVC-Middle College High School	100,000.00	100,000.00	0.00	0.00%
125.01.61900701.2498.6199 - SBVC-Veterans Resource Center Grant	198,675.00	0.00	(198,675.00)	-100.00%
125.01.61900701.3152.0614 - SBVC-Digital Media Disciplines Grant-Radio/Television Instruction	35,475.00	40,475.00	5,000.00	14.09%
125.01.61900701.3152.7320 - SBVC-Digital Media Disciplines Grant-ICT/Digital Media	6,000.00	6,000.00	0.00	0.00%
125.01.62000101.1176.6600 - SBVC-Veterans Education	2,200.00	2,200.00	0.00	0.00%
125.01.63100801.2209.6499 - SBVC-Foster Parent Program	158,501.00	160,130.00	1,628.99	1.03%
125.01.63100801.2210.4930 - SBVC-Youth Empowerment STR	19,326.00	20,252.00	926.00	4.79%
125.01.63100801.2210.7320 - SBVC-Youth Empowerment STR-02	3,174.00	2,248.00	(926.00)	-29.17%
125.01.63900101.1150.6499 - SBVC-Title IV-Trio	91,916.17	291,110.00	199,193.84	216.71%
125.01.63900101.1150.7320 - SBVC-Title IV-Trio-04	10,000.00	10,000.00	0.00	0.00%
125.01.63900101.2200.6430 - SBVC-EOPS Care Program 2017	47,235.15	64,446.00	17,210.85	36.44%
125.01.63900101.2200.7320 - SBVC-EOPS Care Program-Student Aid	62,271.84	45,061.00	(17,210.84)	-27.64%
125.01.63900101.2201.6430 - SBVC-EOPS 2017	699,984.61	820,615.00	120,630.40	17.23%
125.01.63900101.2201.7320 - SBVC-EOPS	353,947.38	143,365.00	(210,582.38)	-59.50%
125.01.63900101.2214.6390 - SBVC-Student Equity-Student Equity	1,217,395.00	1,083,398.00	(133,997.00)	-11.01%
125.01.63900101.2214.7320 - SBVC-Student Equity-Student Aid	123,468.00	257,465.00	133,997.00	108.53%
125.01.63900101.3310.6440 - SBVC-Student Health Fees	510,000.00	540,000.00	30,000.00	5.88%
125.01.64200101.2202.4930 - SBVC-Disabled Student Programs	75,814.03	91,255.79	15,441.76	20.37%
125.01.64200101.2202.6420 - SBVC-Disabled Student Programs	685,009.72	665,056.21	(19,953.51)	-2.91%
125.01.64400101.2309.6440 - SBVC-Mental Health Support	90,097.00	82,717.00	(7,380.00)	-8.19%
125.01.64400101.3337.6440 - SBVC-Family Pact Contract	16,000.00	16,000.00	0.00	0.00%
125.01.64500101.2232.6310 - SBVC-Matriculation-Matriculation Counseling & Guidance	36,961.72	39,269.96	2,308.24	6.24%
125.01.64500101.2232.6320 - SBVC-Matriculation-Matriculation/Student Assessment	3,362,188.88	3,292,561.04	(69,627.84)	-2.07%
125.01.64500101.2355.6499 - SBVC-Puente Project	4,158.66	5,658.66	1,500.00	36.07%
125.01.64500301.3521.6450 - SBVC-SBCCD College Promise - Student Services	0.00	2,240,335.28	2,240,335.28	100.00%
125.01.64600101.1160.6199 - SBVC-Federal College Work Study - Administrative	342,250.00	342,250.00	0.00	0.00%
125.01.64600101.2161.6460 - SBVC-SFAA-BFAP Adm Allowance	193,979.03	191,950.00	(2,029.04)	-1.05%
125.01.64600101.2188.6460 - SBVC-Financial Aid Technology	148,325.00	118,325.00	(30,000.00)	-20.23%
125.01.64700101.1265.6470 - SBVC-Transitional Assistance-Workforce Readiness Job Development/Placement	21,378.67	23,005.50	1,626.84	7.61%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.01.64700101.1265.6499 - SBVC-Transitional Assistance-Transitional Assistance Miscellaneous Student	0.33	14,504.50	14,504.17	4,395,203.03%
125.01.64700101.1265.7320 - SBVC-Transitional Assistance-Student Aid	87,902.00	71,771.00	(16,131.00)	-18.35%
125.01.64700101.1267.6470 - SBVC-TANF Work Study -01	75,000.00	0.00	(75,000.00)	-100.00%
125.01.64700101.2212.6470 - SBVC-Workability III Grant	142,762.00	142,762.00	0.00	0.00%
125.01.64700101.2266.6470 - SBVC-CalWorks-Workforce Readiness Job Development/Placement Services	367,917.47	333,637.83	(34,279.64)	-9.32%
125.01.64700101.2266.6499 - SBVC-CalWorks-Workforce Readiness Misc. Student Services	279,027.53	283,307.17	4,279.64	1.53%
125.01.64700101.2266.7320 - SBVC-CalWorks-CalWORKs Payments To/For Students	0.00	30,000.00	30,000.00	100.00%
125.01.65900101.2235.4900 - SBVC-Lottery Restricted-General Supplies & Services	86,159.00	0.00	(86,159.00)	-100.00%
125.01.65900101.2235.6770 - SBVC-Lottery Restricted-Administrative Services Logistical Services	0.00	76,565.00	76,565.00	100.00%
125.01.65900101.3304.6950 - SBVC-Parking	213,325.46	224,000.00	10,674.54	5.00%
125.01.65900101.3314.6999 - SBVC-Student Transportation Fee	267,000.00	225,000.00	(42,000.00)	-15.73%
125.01.65900101.3340.6530 - SBVC-Civic Center Act-Custodial	3,821.00	3,000.00	(821.00)	-21.49%
125.01.65900101.3520.0000 - SBVC-FCC Proceeds	1,971,000.00	847,370.00	(1,123,630.00)	-57.01%
125.01.65900101.3520.1501 - SBVC-FCC Proceeds-Writing Center Tutors	0.00	65,440.00	65,440.00	100.00%
125.01.65900101.3520.6199 - SBVC-FCC Proceeds-SI Across Disciplines	0.00	127,040.00	127,040.00	100.00%
125.01.65900101.3521.6599 - SBVC-SBCCD College Promise - Admin Services	0.00	497,099.72	497,099.72	100.00%
125.01.69100101.3519.0000 - SBVC-Bookstore	325,547.27	329,461.03	3,913.77	1.20%
125.01.69600101.2235.4900 - SBVC-Lottery Restricted-Mens Athletics Student & Co Curricular	11,913.00	15,000.00	3,087.00	25.91%
125.01.69600101.2235.6986 - SBVC-Lottery Restricted-Athletic Trainer	8,085.00	11,085.00	3,000.00	37.11%
125.01.69602301.2235.4900 - SBVC-Lottery Restricted-Womens Athletics	2,578.00	15,000.00	12,422.00	481.85%
125.02.07021002.3516.0702 - CHC-Multi-Media	600,200.00	0.00	(600,200.00)	-100.00%
125.02.60100402.2228.4930 - CHC-Basic Skills-Counseling General Studies	165,000.00	0.00	(165,000.00)	-100.00%
125.02.60100402.2235.1007 - CHC-Lottery Restricted-Drama Dept	1,412.00	10,000.00	8,588.00	608.22%
125.02.60100402.2235.4900 - CHC-Lottery Restricted	93,000.00	93,000.00	0.00	0.00%
125.02.60100402.2235.6120 - CHC-Lottery Restricted-Library General	0.00	21,200.00	21,200.00	100.00%
125.02.60101502.2403.6010 - CHC-Guided Pathways	182,153.00	182,153.00	0.00	0.00%
125.02.60101502.3340.6830 - CHC-Civic Center Act-Media Academy Contracts	3,270.00	6,000.00	2,730.00	83.49%
125.02.60101502.3405.6600 - CHC-Institutional Effectiveness Partnership Initiative	200,000.00	0.00	(200,000.00)	-100.00%
125.02.60102502.1213.1305 - CHC-Child Dev Div Consortium	150.00	150.00	0.00	0.00%



## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.02.60102502.1213.7320 - CHC-Child Development Division Consortium	3,600.00	3,600.00	0.00	0.00%
125.02.60102502.2235.2001 - CHC-Lottery Restricted-Psychology	1,400.00	1,400.00	0.00	0.00%
125.02.60102502.2406.6770 - CHC-SWP-Positive Incentive Funding	56,759.00	56,759.00	0.00	0.00%
125.02.60102502.2428.0701 - CHC-Strong Workforce-Computer Science Department	47,115.62	136,704.00	89,588.38	190.15%
125.02.60102502.2428.0702 - CHC-Strong Workforce-Computer Science Department	32,757.00	33,700.00	943.00	2.88%
125.02.60102502.2428.1251 - CHC-Strong Workforce-Paramedic	23,884.00	19,200.00	(4,684.00)	-19.61%
125.02.60102502.2428.2133 - CHC-Strong Workforce-Fire Science Fire Technology	73,796.00	76,699.00	2,903.00	3.93%
125.02.60102502.2428.6199 - CHC-Strong Workforce-Grants Other Instructional Support Services	331,868.62	220,000.00	(111,868.62)	-33.71%
125.02.60102502.2429.0506 - CHC-Regional Shares/Strong Workforce-Business Management	78,859.49	111,000.00	32,140.51	40.76%
125.02.60102502.2429.0516 - CHC-Regional Shares/Strong Workforce-Apprenticeship & Work-Based Learning	50,000.00	51,188.00	1,188.00	2.38%
125.02.60102502.2429.0518 - CHC-Regional Shares/Strong Workforce-Employability Soft Skills	93,663.00	0.00	(93,663.00)	-100.00%
125.02.60102502.2429.0707 - CHC-Regional Shares/Strong Workforce-Data Analyst	36,951.49	47,268.19	10,316.70	27.92%
125.02.60102502.2429.0708 - CHC-Regional Shares/Strong Workforce-Cloud-Based Netlab	14,087.00	185,731.81	171,644.81	1,218.46%
125.02.60102502.2429.1899 - CHC-Regional Shares/Strong Workforce-Veterans Collge Credit	87,000.00	0.00	(87,000.00)	-100.00%
125.02.60102502.2429.6470 - CHC-Regional Shares/Strong Workforce-Workforce Readiness Job Development/Placement Services	111,634.53	116,648.00	5,013.47	4.49%
125.02.60102502.2457.0702 - CHC-Perkins Title I-Cisco Academy	5,001.00	5,000.00	(1.00)	-0.02%
125.02.60102502.2457.1210 - CHC-Perkins Title I-Respiratory Therapy Certification Program Respiratory	21,512.00	21,600.00	88.00	0.41%
125.02.60102502.2457.1225 - CHC-Perkins Title I-Radiologic Technology	7,660.00	7,650.00	(10.00)	-0.13%
125.02.60102502.2457.1250 - CHC-Perkins Title I-Emergency Medicine Program Emergency Medical Services	30,766.00	30,900.00	134.00	0.44%
125.02.60102502.2457.1252 - CHC-Perkins Title I-Emergency Medicine Program Academic Administration	12,878.00	13,400.00	522.00	4.05%
125.02.60102502.2457.1305 - CHC-Perkins Title I-Early Childhood Education	6,550.00	6,550.00	0.00	0.00%
125.02.60102502.2457.2133 - CHC-Perkins Title I-Fire Science Academic Administration	47,296.00	0.00	(47,296.00)	-100.00%
125.02.60102502.2457.6193 - CHC-Perkins Title I-Vocational Education	17,869.00	107,125.00	89,256.00	499.50%
125.02.60102502.2458.6199 - CHC-CTE Transitions Grant	25,781.84	27,054.00	1,272.16	4.93%
125.02.60102502.2458.6711 - CHC-CTE Transitions Grant	13,526.16	11,946.00	(1,580.16)	-11.68%
125.02.60102502.3305.6820 - CHC-Community Services	50,000.00	50,000.00	0.00	0.00%
125.02.60102502.3312.1210 - CHC-Respiratory Care Test Fee	3,800.00	3,800.00	0.00	0.00%
125.02.61900102.3316.6191 - CHC-Recreation Fee	65,000.00	65,000.00	0.00	0.00%
125.02.61900102.3340.6191 - CHC-Civic Center Act-Aquatics Center	177,600.01	185,100.00	7,500.00	4.22%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.02.61900602.2235.0401 - CHC-Lottery Restricted-Microbiology Biology General	17,799.00	11,299.00	(6,500.00)	-36.52%
125.02.61900602.2235.0701 - CHC-Lottery Restricted-Computer Science Department	15,048.00	16,200.00	1,152.00	7.66%
125.02.61900602.2235.1905 - CHC-Lottery Restricted-Chemistry Department	0.00	13,437.00	13,437.00	100.00%
125.02.61900602.2235.4900 - CHC-Lottery Restricted-Anatomy & Physiology	6,904.00	9,444.00	2,540.00	36.79%
125.02.61900802.3172.6199 - CHC-San Manuel	170,000.00	0.00	(170,000.00)	-100.00%
125.02.63900302.2286.6390 - CHC-Student Equity & Achievement	0.00	96,452.97	96,452.97	100.00%
125.02.63900402.2286.6200 - CHC-Student Equity & Achievement-Student Success	0.00	253,473.94	253,473.94	100.00%
125.02.63900402.2286.6310 - CHC-Student Equity & Achievement-Student Success	0.00	911,150.29	911,150.29	100.00%
125.02.63900402.2286.6320 - CHC-Student Equity & Achievement-Student Success	0.00	400,306.99	400,306.99	100.00%
125.02.63900402.2286.6420 - CHC-Student Equity & Achievement-Student Success	0.00	50,117.53	50,117.53	100.00%
125.02.63900402.2286.6499 - CHC-Student Equity & Achievement-Student Success	0.00	39,752.85	39,752.85	100.00%
125.02.63900502.2286.6600 - CHC-Student Equity & Achievement-Instruction	0.00	129,764.93	129,764.93	100.00%
125.02.63900502.2286.6750 - CHC-Student Equity & Achievement-Instruction	0.00	34,690.29	34,690.29	100.00%
125.02.63900502.2286.6792 - CHC-Student Equity & Achievement-Instruction	0.00	71,282.50	71,282.50	100.00%
125.02.63900602.2286.6110 - CHC-Student Equity & Achievement-Learning Resources	0.00	150,424.00	150,424.00	100.00%
125.02.63900702.2286.6480 - CHC-Student Equity & Achievement-Veterans	0.00	31,885.72	31,885.72	100.00%
125.02.64500302.2214.6110 - CHC-Student Equity-Learning Resource Center	126,550.00	0.00	(126,550.00)	-100.00%
125.02.64500302.2214.6430 - CHC-Student Equity-EOPS	601.05	0.00	(601.05)	-100.00%
125.02.64500302.2214.6450 - CHC-Student Equity-Student Services Student Personnel Administration	143,870.36	0.00	(143,870.36)	-100.00%
125.02.64500302.2214.6600 - CHC-Student Equity-Grants Planning Policymaking & Coordination	68,015.16	0.00	(68,015.16)	-100.00%
125.02.64500302.2214.6750 - CHC-Student Equity-Professional Development	31,045.79	0.00	(31,045.79)	-100.00%
125.02.64500302.2214.6792 - CHC-Student Equity-Student Services	63,140.63	0.00	(63,140.63)	-100.00%
125.02.64500302.2232.6600 - CHC-Matriculation-Planning and Research	59,377.77	0.00	(59,377.77)	-100.00%
125.02.64500302.3521.6450 - CHC-SBCCD College Promise	0.00	1,173,186.00	1,173,186.00	100.00%
125.02.64500502.1265.6499 - CHC-Transitional Assistance - Misc Stu Svcs	4,105.00	9,000.00	4,895.00	119.24%
125.02.64500502.1265.7320 - CHC-Transitional Assistance	33,561.00	28,666.00	(4,895.00)	-14.59%
125.02.64500502.2200.6430 - CHC-EOPS-Care Program	70,984.56	77,356.00	6,371.44	8.98%
125.02.64500502.2200.7320 - CHC-EOPS-Care Program-Student Aid	24,405.71	20,980.00	(3,425.71)	-14.04%
125.02.64500502.2201.6430 - CHC-EOPS-EOPS	296,840.74	321,656.00	24,815.27	8.36%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.02.64500502.2201.7320 - CHC-EOPS-Student Aid	262,095.30	258,169.00	(3,926.30)	-1.50%
125.02.64500502.2202.4930 - CHC-Disabled Student Programs	5,612.00	0.00	(5,612.00)	-100.00%
125.02.64500502.2202.6420 - CHC-Disabled Student Programs - DSPS	472,244.23	467,812.00	(4,432.23)	-0.94%
125.02.64500502.2214.6420 - CHC-Student Equity-Disabled Student Program/Service	46,003.68	0.00	(46,003.68)	-100.00%
125.02.64500502.2214.6499 - CHC-Student Equity-Transitional Assistance Miscellaneous Student Services State	34,869.43	0.00	(34,869.43)	-100.00%
125.02.64500502.2232.6310 - CHC-Matriculation-Matriculation Counseling & Guidance	680,561.57	0.00	(680,561.57)	-100.00%
125.02.64500502.2232.6320 - CHC-Matriculation-Matriculation	416,069.83	0.00	(416,069.83)	-100.00%
125.02.64500502.2266.6499 - CHC-Calworks-Student Body Center Fee Student Activities/ Miscellaneous Student	180,663.00	196,000.00	15,336.99	8.49%
125.02.64500502.3315.6499 - CHC-Assessment Center Revenue	12,000.00	18,250.00	6,250.00	52.08%
125.02.64500602.1160.6199 - CHC-Federal College Work Study - Administrative-Federal College Work Study	140,000.00	140,000.00	0.00	0.00%
125.02.64500602.1176.6450 - CHC-Veterans Education	1,500.00	1,500.00	0.00	0.00%
125.02.64500602.2188.6460 - CHC-Financial Aid Technology	120,077.00	90,000.00	(30,077.00)	-25.05%
125.02.64500602.2214.6480 - CHC-Student Equity-Veterans Education	63,939.81	0.00	(63,939.81)	-100.00%
125.02.64500602.2232.6200 - CHC-Matriculation-Admissions & Records	204,655.20	0.00	(204,655.20)	-100.00%
125.02.64500602.2232.6480 - CHC-Matriculation-Veterans Education	63,939.81	0.00	(63,939.81)	-100.00%
125.02.64500602.2309.6440 - CHC-Mental Health Support	36,668.00	32,638.46	(4,029.54)	-10.99%
125.02.64500602.2498.6480 - CHC-Veterans Resource Center Grant	99,954.00	0.00	(99,954.00)	-100.00%
125.02.64500602.3310.6440 - CHC-Student Health Fees	251,192.82	280,000.00	28,807.18	11.47%
125.02.64500602.3337.6440 - CHC-Family Pact Contract	11,000.00	11,000.00	0.00	0.00%
125.02.64600102.2161.6460 - CHC-SFAA-BFAP Adm Allowance	52,913.00	52,913.38	0.39	0.00%
125.02.65900102.2235.1002 - CHC-Lottery Restricted-Art Department	2,788.00	15,000.00	12,212.00	438.02%
125.02.65900102.2235.1225 - CHC-Lottery Restricted	46,000.00	46,000.00	0.00	0.00%
125.02.65900102.2235.1250 - CHC-Lottery Restricted-Emergency Medicine Program Emergency Medical Services	1,500.00	10,000.00	8,500.00	566.67%
125.02.65900102.2235.6600 - CHC-Lottery Restricted	35,129.00	0.00	(35,129.00)	-100.00%
125.02.65900102.3241.6199 - CHC-Medical Clearance	8,400.00	8,400.00	0.00	0.00%
125.02.65900102.3304.6570 - CHC-Parking-04	0.00	0.00	0.00	0.00%
125.02.65900102.3304.6950 - CHC-Parking-College Business Office Parking	2,466.47	0.00	(2,466.47)	-100.00%
125.02.65900102.3304.6951 - CHC-Parking-Administrative Services Parking	4,649.90	0.00	(4,649.90)	-100.00%
125.02.65900102.3520.0000 - CHC-Program Review	3,029,000.00	3,029,000.00	0.00	0.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.02.65900302.3304.6510 - CHC -Parking-Maintenance	10,287.80	0.00	(10,287.80)	-100.00%
125.02.65900302.3304.6550 - CHC-Parking-Grounds Grounds Maintenance & Repairs	69,236.32	56,015.00	(13,221.32)	-19.10%
125.02.65900302.3304.6950 - CHC- Parking-Grounds Parking	82,377.36	0.00	(82,377.36)	-100.00%
125.02.65900302.3304.6952 - CHC-Parking-Parking Lot Improvements	27,235.18	93,500.00	66,264.82	243.31%
125.02.65900302.3304.6953 - CHC-Parking-Maintenance & Operations Parking	16,299.18	25,000.00	8,700.82	53.38%
125.02.67900202.3145.6799 - CHC-Copy Revenue	14,500.00	14,500.00	0.00	0.00%
125.02.69100102.3519.0000 - CHC-Bookstore	138,519.69	150,747.04	12,227.35	8.83%
125.02.69600302.3314.6999 - CHC-Student Transportation Fee	125,000.00	120,000.00	(5,000.00)	-4.00%
125.03.60102903.2457.0000 - DIST-Perkins Title I	29,046.35	34,412.00	5,365.64	18.47%
125.03.60102903.2458.0000 - DIST-CTE Transitions Grant	4,138.00	4,138.00	0.00	0.00%
125.03.61500103.2231.0000 - DIST-Block Grant-Technology Service Academic Information Systems & Technology	386,443.00	560,000.00	173,557.00	44.91%
125.03.61500703.2261.0000 - DIST-ATPC-Technology Service Academic Information Systems & Technology	1,700,000.01	1,700,000.00	(0.00)	0.00%
125.03.61910803.3511.0000 - DIST-Fee For Service	400,000.00	400,000.00	0.00	0.00%
125.03.67100103.3515.0000 - DIST-Educational Orientation Program	0.00	0.00	0.00	0.00%
125.03.67200203.2231.0000 - DIST-Block Grant-Controller	0.00	0.00	0.00	0.00%
125.03.67300103.3518.0000 - Schools First Donation/HR	5,000.00	5,000.00	0.00	0.00%
125.03.67600203.2302.0000 - DIST-Equal Employment Opportunity	50,000.00	50,000.00	0.00	0.00%
125.03.67701103.3311.0000 - DIST-Accident Fee	60,800.00	61,000.00	200.00	0.33%
125.03.68400203.2402.0000 - DIST-SWP IE Cyberhub Centers-Round 3	0.00	41,400.00	41,400.00	100.00%
125.03.68400203.2407.0000 - DIST-SWP BIW Curriculum Alignment	0.00	25,790.00	25,790.00	100.00%
125.03.68400203.2429.0000 - DIST-Regional Shares/Strong Workforce	0.00	197,000.00	197,000.00	100.00%
125.03.68400203.2495.0000 - DIST-SWP/Cloudbased Netlab-Round 3	372,932.00	384,449.00	11,517.00	3.09%
125.03.68400203.2496.0000 - DIST-SWP Employability/Soft Skills to Create Pathways	122,863.00	72,136.00	(50,727.00)	-41.29%
125.03.68400203.3514.0000 - DIST-Indirect Charges	198,635.53	168,022.74	(30,612.79)	-15.41%
125.03.68400603.2485.0000 - DIST-ICT/Digital Media-ICT/Digital Media	198,940.98	200,000.00	1,059.02	0.53%
125.03.68400603.3484.0000 - DIST-ICT/Digital Media-ICT/Digital Media	60,623.73	200,000.00	139,376.27	229.90%
125.03.68400703.3453.0000 - DIST-Metro Water/ATTC-Metro Water/ATTC	0.00	16,350.00	16,350.00	100.00%
125.03.68401403.2497.0000 - DIST-ETP #7	1,334,993.18	0.00	(1,334,993.18)	-100.00%
125.03.68401703.1439.0000 - DIST-Cal Mfg Tech Consulting	800,290.73	480,000.00	(320,290.73)	-40.02%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.03.68402003.3424.0000 - DIST-PDC Local Contracts	10,000.00	10,000.00	0.00	0.00%
125.03.68402103.2488.0000 - DIST-Caltrans-Caltrans/Parolee Work Crew 7/16	0.00	3,091,872.00	3,091,872.00	100.00%
125.03.71000303.3517.0000 - DIST-SolaTube Project/DO/SCE	292,017.00	0.00	(292,017.00)	-100.00%
125.03.73200003.2497.0000 - DIST-ETP #7	1,000.00	0.00	(1,000.00)	-100.00%
125.03.73200003.3453.0000 - DIST-Metro Water/ATTC-Student Aid	0.00	600.00	600.00	100.00%
125.15.60100401.3162.6820 - SBVC-Media Academy Contracts	3,277.44	2,681.00	(596.44)	-18.20%
125.15.60100401.3182.1004 - SBVC-Music Department Donations	2,010.00	2,005.00	(5.00)	-0.25%
125.15.60100401.3277.1101 - SBVC-Rialto USD-Modern Languages Foreign Languages General	34,122.42	0.00	(34,122.42)	-100.00%
125.15.60100401.3279.1101 - SBVC-SBCUSD Contract Ed/MCHS-SBCUSD Contract Ed/MCHS-Arts-Humanities	15,312.00	0.00	(15,312.00)	-100.00%
125.15.60100801.3509.1911 - SBVC-Planetarium Income	45,435.05	45,435.00	(0.05)	0.00%
125.15.60101101.2276.6199 - SBVC-Prop 39 Region F Colleges	428.37	20,428.37	20,000.00	4,668.86%
125.15.60101101.2428.0514 - SBVC-Strong Workforce-Computer Info Tech	210,935.00	0.00	(210,935.00)	-100.00%
125.15.60101101.2428.0934 - SBVC-Strong Workforce-Electronics Department	149,403.00	0.00	(149,403.00)	-100.00%
125.15.60101101.2428.0947 - SBVC-Strong Workforce-Diesel Technology	0.00	3,000.00	3,000.00	100.00%
125.15.60101101.2428.0949 - SBVC-Strong Workforce-Automotive Collision Repair	0.00	0.00	0.00	0.00%
125.15.60101101.2428.0956 - SBVC-Strong Workforce-Machine Shop Dept	0.00	28,000.00	28,000.00	100.00%
125.15.60101101.2428.1030 - SBVC-Strong Workforce-Art Department	7,367.37	0.00	(7,367.37)	-100.00%
125.15.60101101.2428.1217 - SBVC-Strong Workforce-Surgical Technician	2,750.00	20,982.00	18,232.00	662.98%
125.15.60101101.2428.1221 - SBVC-Strong Workforce-Pharmacy Technology	0.00	107,219.00	107,219.00	100.00%
125.15.60101101.2428.1230 - SBVC-Strong Workforce-Registered Nursing Program	94,298.59	25,000.00	(69,298.59)	-73.49%
125.15.60101101.2428.1239 - SBVC-Strong Workforce-Psychiatric Technician	0.00	101,207.91	101,207.91	100.00%
125.15.60101101.2428.1306 - SBVC-Strong Workforce-Nutrition, Food and Culinary Arts	145,396.65	211,395.09	65,998.44	45.39%
125.15.60101101.2428.1307 - SBVC-Strong Workforce-Restaurant Management Program	19,683.00	231,136.25	211,453.25	1,074.29%
125.15.60101101.2428.2104 - SBVC-Strong Workforce-Administration Of Justice	24,379.00	0.00	(24,379.00)	-100.00%
125.15.60101101.2428.6120 - SBVC-Strong Workforce-Library	0.00	10,000.00	10,000.00	100.00%
125.15.60101101.2428.6199 - SBVC-Strong Workforce-Technical Training Other Instructional Support	145,791.88	99,464.16	(46,327.72)	-31.78%
125.15.60101101.2429.0514 - SBVC-Regional Shares/Strong Workforce-Computer Info Tech	114,975.00	14,000.00	(100,975.00)	-87.82%
125.15.60101101.2429.0799 - SBVC-Regional Shares/Strong Workforce-Geographic Information Services	0.00	43,619.00	43,619.00	100.00%
125.15.60101101.2429.0901 - SBVC-Regional Shares/Strong Workforce-Technical Training Division Engineering	0.00	14,641.00	14,641.00	100.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.15.60101101.2429.0934 - SBVC-Regional Shares/Strong Workforce-Electronics Department	0.00	165,090.00	165,090.00	100.00%
125.15.60101101.2429.0948 - SBVC-Regional Shares/Strong Workforce-Automotive Departments	77,500.00	0.00	(77,500.00)	-100.00%
125.15.60101101.2429.0956 - SBVC-Regional Shares/Strong Workforce-Machine Shop Department	260,500.00	55,000.00	(205,500.00)	-78.89%
125.15.60101101.2429.0957 - SBVC-Regional Shares/Strong Workforce-Construction Inspection	135,552.94	86,000.00	(49,552.94)	-36.56%
125.15.60101101.2429.0999 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Engineering &	161,837.00	77,538.00	(84,299.00)	-52.09%
125.15.60101101.2429.1230 - SBVC-Regional Shares/Strong Workforce-Registered Nursing Program	51,204.00	16,000.00	(35,204.00)	-68.75%
125.15.60101101.2429.1299 - SBVC-Regional Shares/Strong Workforce-Enrollment Growth/Nursing Program	14,641.00	0.00	(14,641.00)	-100.00%
125.15.60101101.2429.6010 - SBVC-Regional Shares/Strong Workforce-Technical Training Division Academic	77,624.00	48,416.00	(29,208.00)	-37.63%
125.15.60101101.2429.6199 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Instructional	0.00	105,000.00	105,000.00	100.00%
125.15.60101101.2429.6480 - SBVC-Regional Shares/Strong Workforce-Veterans Education	0.00	105,000.07	105,000.07	100.00%
125.15.60101101.2490.6010 - SBVC-CTE Data Unlocked Initiative-01	50,000.00	33,300.00	(16,700.00)	-33.40%
125.15.60101101.3169.0956 - SBVC-Welding Certification Test Revenue	0.00	0.00	0.00	0.00%
125.15.60101101.3175.6940 - SBVC-Sun Room Catering	9,241.42	5,241.00	(4,000.42)	-43.29%
125.15.60101101.3181.1307 - SBVC-Restaurant Management-Restaurant Management Program	114,101.01	100,000.00	(14,101.01)	-12.36%
125.15.60101201.3279.2201 - SBVC-SBCUSD Contract Ed/MCHS-Social Science General-Social Sciences	195.55	0.00	(195.55)	-100.00%
125.15.60101501.2228.6010 - SBVC-Basic Skills - Academic Administration	582,457.12	350,000.00	(232,457.12)	-39.91%
125.15.60101501.2403.6010 - SBVC-Guided Pathways-Office of Instruction	345,882.00	753,000.00	407,118.00	117.70%
125.15.60101501.3279.6100 - SBVC-SBCUSD Contract Ed/MCHS-Campus President Other Instructional Support	2,195.37	0.00	(2,195.37)	-100.00%
125.15.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	666,316.75	800,000.00	133,683.25	20.06%
125.15.60103101.2148.6010 - SBVC - AEBG Data & Accountability	90,891.11	0.00	(90,891.11)	-100.00%
125.15.61900701.1153.1901 - SBVC-Success in STEM at HSI	125,907.00	77,938.00	(47,969.00)	-38.10%
125.15.61900701.1153.7320 - SBVC-Success in STEM at HSI	230,032.00	135,764.00	(94,268.00)	-40.98%
125.15.61900701.1461.6840 - SBVC-USDA Grant	106,031.08	0.00	(106,031.08)	-100.00%
125.15.61900701.2166.6199 - SBVC-Zero Textbook Cost Degree	120,270.13	2,000.00	(118,270.13)	-98.34%
125.15.61900701.2167.6199 - SBVC-Mesa Grant	0.00	0.00	0.00	0.00%
125.15.61900701.2498.6199 - SBVC-Veterans Resource Center Grant	0.00	198,675.00	198,675.00	100.00%
125.15.61900701.2502.6750 - SBVC-Staff Development	42.40	42.40	0.00	0.00%
125.15.61900701.3152.0614 - SBVC-Digital Media Disciplines Grant-Radio/Television Instruction	90,999.54	76,094.00	(14,905.54)	-16.38%
125.15.61900701.3152.7320 - SBVC-Digital Media Disciplines Grant-Student Aid	5,400.00	5,400.00	0.00	0.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.15.62000101.1176.6600 - SBVC-Veterans Education-01	444.49	4,000.00	3,555.51	799.91%
125.15.62000101.2187.6480 - SBVC-Veterans Resource Center	68,666.36	31,159.43	(37,506.93)	-54.62%
125.15.63900101.1150.6499 - SBVC-Title IV-Trio	261,254.92	177,637.63	(83,617.28)	-32.01%
125.15.63900101.1150.7320 - SBVC-Title IV-Trio-Student Aid	10,000.00	0.00	(10,000.00)	-100.00%
125.15.63900101.2165.6450 - SBVC-Hunger Free Campus Support	22,315.00	107,313.02	84,998.02	380.90%
125.15.63900101.2185.7320 - SBVC-Dreamer Students	24,065.00	24,065.00	0.00	0.00%
125.15.63900101.2214.6390 - SBVC-Student Equity-Student Equity	698,137.49	685,921.66	(12,215.83)	-1.75%
125.15.63900101.2214.7320 - SBVC-Student Equity-Student Aid	30,000.00	0.00	(30,000.00)	-100.00%
125.15.64400101.3310.6440 - SBVC-Student Health Fees	180,003.71	190,000.00	9,996.29	5.55%
125.15.64400101.3337.6440 - SBVC-Family Pact Contract	37,710.34	40,000.00	2,289.66	6.07%
125.15.64500101.2232.6320 - SBVC-Matriculation-Matriculation	1,040,808.54	800,000.00	(240,808.54)	-23.14%
125.15.65900101.2231.7101 - SBVC-Block Grant-Facilities Planning/Administration Services	275,000.00	0.00	(275,000.00)	-100.00%
125.15.65900101.3277.6770 - SBVC-Rialto USD-General Supplies & Services	17,123.00	34,122.00	16,999.00	99.28%
125.15.65900101.3279.6770 - SBVC-SBCUSD Contract Ed/MCHS-General Supplies & Services	7,864.00	17,000.00	9,136.00	116.17%
125.15.65900101.3280.6770 - SBVC-Rialto USD Contract Education-General Supplies & Services	21,334.86	6,000.00	(15,334.86)	-71.88%
125.15.65900101.3304.6950 - SBVC-Parking	199,565.62	250,000.00	50,434.38	25.27%
125.15.65900101.3314.6999 - SBVC-Student Transportation Fee	54,015.00	54,015.00	0.00	0.00%
125.15.65900101.3340.6530 - SBVC-Civic Center Act-Custodial	79,297.43	48,066.83	(31,230.60)	-39.38%
125.15.66000301.2404.6600 - SBVC-Campus Safety & Sexual Assault	21,773.00	21,773.00	0.00	0.00%
125.25.07021002.3516.0702 - CHC-Multi-Media	0.00	525,937.00	525,937.00	100.00%
125.25.60100402.2228.6600 - CHC-Basic Skills-Campus President Prior Year	194,524.59	140,000.00	(54,524.59)	-28.03%
125.25.60100402.3178.1701 - CHC-Left Lane Project	5,767.66	5,767.66	0.00	0.00%
125.25.60101502.2403.6010 - CHC-Guided Pathways	151,794.00	250,000.00	98,206.00	64.70%
125.25.60101502.3269.1701 - CHC-Contract Education	87,635.38	87,635.00	(0.38)	0.00%
125.25.60101502.3340.6830 - CHC-Civic Center Act	0.00	25,000.00	25,000.00	100.00%
125.25.60101502.3405.6600 - CHC-Institutional Effectiveness Partnership Initiative	0.00	148,509.00	148,509.00	100.00%
125.25.60102502.2428.0701 - CHC-Strong Workforce-Computer Science Department	0.00	15,000.00	15,000.00	100.00%
125.25.60102502.2428.0702 - CHC-Strong Workforce-Computer Science Department	0.00	8,000.00	8,000.00	100.00%
125.25.60102502.2428.1251 - CHC-Strong Workforce-Paramedic	0.00	15,000.00	15,000.00	100.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.25.60102502.2428.2133 - CHC-Strong Workforce-Fire Science Fire Technology	0.00	16,000.00	16,000.00	100.00%
125.25.60102502.2428.6770 - CHC-Strong Workforce-Administrative Services Logistical Services	278,387.36	200,000.00	(78,387.36)	-28.16%
125.25.60102502.2429.0506 - CHC-Regional Shares/Strong Workforce	156,000.00	44,000.00	(112,000.00)	-71.79%
125.25.60102502.2429.0701 - CHC-Regional Shares/Strong Workforce	0.00	134,082.30	134,082.30	100.00%
125.25.60102502.2429.6470 - CHC-Regional Shares/Strong Workforce	426,652.89	171,917.70	(254,735.19)	-59.71%
125.25.60102502.2490.6010 - CHC-CTE Data Unlocked Initiative	12,346.15	12,346.15	0.00	0.00%
125.25.60102502.3173.0701 - CHC-Cisco Academy	7,495.88	7,495.88	0.00	0.00%
125.25.60102502.3305.6820 - CHC-Community Services	11,512.21	11,512.21	0.00	0.00%
125.25.60102502.3312.1210 - CHC-Respiratory Care Test Fee	430.00	0.00	(430.00)	-100.00%
125.25.61900102.3316.6191 - CHC-Recreation Fee	10,594.03	11,000.00	405.97	3.83%
125.25.61900102.3340.6191 - CHC-Aquatics Center	71,201.84	71,201.00	(0.84)	0.00%
125.25.61900602.2502.6750 - CHC-Staff Development	205.73	205.73	0.00	0.00%
125.25.61900602.3242.6199 - CHC-Google Grant	3,031.03	3,031.03	0.00	0.00%
125.25.61900802.3172.6199 - CHC-San Manuel	9,609.59	0.00	(9,609.59)	-100.00%
125.25.62000102.1176.6450 - CHC-Veterans Education	3,112.82	3,113.00	0.18	0.01%
125.25.64300102.2165.6450 - CHC-Hunger Free Campus Support	10,278.00	45,278.00	35,000.00	340.53%
125.25.64500302.2214.6110 - CHC-Student Equity-Learning Resource Center	30,000.00	188,700.00	158,700.00	529.00%
125.25.64500302.2214.6310 - CHC-Student Equity-Counseling	11,200.00	0.00	(11,200.00)	-100.00%
125.25.64500302.2214.6600 - CHC-Student Equity-Grants Planning Policymaking & Coordination	147,070.39	0.00	(147,070.39)	-100.00%
125.25.64500502.2232.6320 - CHC-Matriculation-Matriculation	283,626.15	200,000.00	(83,626.15)	-29.48%
125.25.64500502.3264.6499 - CHC-Educational Planning Initiative	95,677.02	17,423.00	(78,254.02)	-81.79%
125.25.64500502.3315.6499 - CHC-Assessment Center Revenue	17,234.96	17,235.00	0.04	0.00%
125.25.64500602.2187.6480 - CHC-Veteran's Resource Center	18,767.00	14,000.00	(4,767.00)	-25.40%
125.25.64500602.2498.6480 - CHC-Veterans Resource Center Grant	0.00	85,000.00	85,000.00	100.00%
125.25.64500602.3186.6440 - CHC-Truth Initiative Tobacco Free Campus	17,830.67	7,830.67	(10,000.00)	-56.08%
125.25.64500602.3310.6440 - CHC-Student Health Fees	115,270.37	115,270.37	0.00	0.00%
125.25.64500602.3337.6440 - CHC-Family Pact Contract	29,346.01	29,346.01	0.00	0.00%
125.25.64600102.2185.7320 - CHC-Dreamer Students	13,525.00	13,525.00	0.00	0.00%
125.25.64600102.2187.7320 - CHC-Veterans Resource Center	0.00	0.00	0.00	0.00%



## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.25.65900102.2231.7100 - CHC-Block Grant-Facilities Planning/Administration Services	4,000.00	0.00	(4,000.00)	-100.00%
125.25.65900102.2404.6600 - CHC-Campus Safety & Sexual Assault	14,776.00	14,776.00	0.00	0.00%
125.25.65900102.3237.6750 - CHC-Emergency Planning/Preparedness	200.62	200.62	0.00	0.00%
125.25.65900102.3241.6199 - CHC-Medical Clearance	7,572.24	8,200.00	627.76	8.29%
125.25.67900202.2216.6780 - CHC-Telecommunications Technology	4,139.90	4,139.90	0.00	0.00%
125.25.67900202.3145.6799 - CHC-Copy Revenue	32,513.36	36,335.00	3,821.64	11.75%
125.25.69600302.3314.6999 - CHC-Student Transportation Fee	3,511.16	0.00	(3,511.16)	-100.00%
125.31.60101101.2428.0514 - SBVC-Strong Workforce-Computer Info Tech	177,354.87	0.00	(177,354.87)	-100.00%
125.31.60101101.2428.0934 - SBVC-Strong Workforce-Electronics	146,376.91	77,561.00	(68,815.91)	-47.01%
125.31.60101101.2428.0946 - SBVC-Strong Workforce-Refrigeration	0.00	20,000.00	20,000.00	100.00%
125.31.60101101.2428.0949 - SBVC-Strong Workforce-Automotive Collision Repair	296.00	0.00	(296.00)	-100.00%
125.31.60101101.2428.0999 - SBVC-Strong Workforce-Welding	0.00	58,481.35	58,481.35	100.00%
125.31.60101101.2428.1030 - SBVC-Strong Workforce-Art Department	5,129.71	7,000.00	1,870.29	36.46%
125.31.60101101.2428.1221 - SBVC-Strong Workforce-Pharmacy Technology	0.00	122,500.00	122,500.00	100.00%
125.31.60101101.2428.1230 - SBVC-Strong Workforce-Registered Nursing Program	87,102.19	45,000.00	(42,102.19)	-48.34%
125.31.60101101.2428.1306 - SBVC-Strong Workforce-Nutrituion, Foods	39,248.75	10,000.00	(29,248.75)	-74.52%
125.31.60101101.2428.1307 - SBVC-Strong Workforce-Restaurant Management	0.00	10,000.00	10,000.00	100.00%
125.31.60101101.2428.2104 - SBVC-Strong Workforce-Human Services Department	21,252.48	48,800.00	27,547.52	129.62%
125.31.60101101.2428.6120 - SBVC-Strong Workforce-Library Technology Certificate	0.00	11,797.00	11,797.00	100.00%
125.31.60101101.2428.6199 - SBVC-Strong Workforce-Technical Training Other Instructional Support	7,602.00	230,594.65	222,992.65	2,933.34%
125.31.60101101.2429.0514 - SBVC-Regional Shares/Strong Workforce-Computer Info Tech	0.00	114,975.00	114,975.00	100.00%
125.31.60101101.2429.0901 - SBVC-Regional Shares/Strong Workforce-Technical Training Division Engineering	0.00	14,641.00	14,641.00	100.00%
125.31.60101101.2429.0934 - SBVC-Regional Shares/Strong Workforce-Electronics Department	83,577.24	0.00	(83,577.24)	-100.00%
125.31.60101101.2429.0948 - SBVC-Regional Shares/Strong Workforce-Automotive Department	19,681.15	12,971.00	(6,710.15)	-34.09%
125.31.60101101.2429.0956 - SBVC-Regional Shares/Strong Workforce-Machine Shop Department	2,980.00	61,000.00	58,020.00	1,946.98%
125.31.60101101.2429.0957 - SBVC-Regional Shares/Strong Workforce-Construction Inspection	0.00	107,375.07	107,375.07	100.00%
125.31.60101101.2429.1230 - SBVC-Regional Shares/Strong Workforce-Registered Nursing Program	26,678.97	10,000.00	(16,678.97)	-62.52%
125.31.60101101.2429.1299 - SBVC-Regional Shares/Strong Workforce-Enrollment Growth/Nursing Program	0.00	199,500.00	199,500.00	100.00%
125.31.60101101.2429.6010 - SBVC-Regional Shares/Strong Workforce-Technical Training Division Academic Administration	0.00	63,962.00	63,962.00	100.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.31.60101101.2429.6199 - SBVC-Regional Shares/Strong Workforce-Technical Training Other Instructional	196,898.80	137,145.58	(59,753.22)	-30.35%
125.31.60103101.2147.6010 - SBVC-AB104 Adult Ed Block Grant	1,053,736.00	150,988.00	(902,748.00)	-85.67%
125.31.63100801.2209.6499 - SBVC-Foster Parent Program	11,750.00	0.00	(11,750.00)	-100.00%
125.31.64600101.2161.6460 - SBVC-SFAA-BFAP Adm Allowance	337,753.14	354,397.00	16,643.86	4.93%
125.32.60102502.2428.0702 - CHC-Strong Workforce-Computer Science Department	0.00	10,000.00	10,000.00	100.00%
125.32.60102502.2428.1251 - CHC-Strong Workforce-Paramedic	0.00	31,100.00	31,100.00	100.00%
125.32.60102502.2428.2133 - CHC-Strong Workforce-Fire Science Fire Technology	0.00	10,000.00	10,000.00	100.00%
125.32.60102502.2428.6770 - CHC-Strong Workforce FY17	282,772.56	140,132.00	(142,640.56)	-50.44%
125.32.60102502.2429.0506 - CHC-Regional Shares Strong Workforce	27,720.09	59,500.00	31,779.91	114.65%
125.32.60102502.2429.0518 - CHC-Regional Shares/Strong Workforce-Employability Soft Skills	4,500.00	4,500.00	0.00	0.00%
125.32.60102502.2429.0702 - CHC-Strong Workforce Regional-Computer Information Systems	4,149.63	4,149.63	0.00	0.00%
125.32.60102502.2429.1250 - CHC-Strong Workforce Regional-Emergency Medicine Program Emergency Medical	983.52	983.52	0.00	0.00%
125.32.60102502.2429.1251 - CHC-Strong Workforce Regional-Paramedic	9,112.40	9,112.40	0.00	0.00%
125.32.60102502.2429.2133 - CHC-Strong Workforce Regional-Fire Science Fire Technology	4,048.20	4,048.20	0.00	0.00%
125.32.60102502.2429.6199 - CHC-Strong Workforce Regional-Technical Training Other Instructional Support	14,126.40	14,126.40	0.00	0.00%
125.32.60102502.2429.6470 - CHC-Regional Shares Strong Workforce	200,543.37	247,606.65	47,063.28	23.47%
125.32.60102502.2429.6770 - CHC-Strong Workforce Regional-Administrative Services Logistical Services	5,973.20	5,973.20	0.00	0.00%
125.32.64500602.2161.6460 - CHC-SFAA-BFAP Adm Allowance	159,794.00	159,794.00	(0.01)	0.00%
125.35.61500203.2236.0000 - DIST-3C Media Solutions	52,711.56	1,800.00	(50,911.56)	-96.59%
125.35.61910803.3511.0000 - DIST-Fee For Service	490,295.77	490,295.77	0.00	0.00%
125.35.67200203.2230.0000 - DIST-Instructional Equipment	96,005.49	96,005.49	0.00	0.00%
125.35.67200203.2231.0000 - DIST-Block Grant-Controller	0.00	0.00	0.00	0.00%
125.35.67600203.2302.0000 - DIST-Equal Employment Opportunity	90,712.33	100,000.00	9,287.67	10.24%
125.35.67800203.2216.0000 - DIST-Telecommunications Technology	1,501.27	1,501.27	0.00	0.00%
125.35.67900403.3512.0000 - DIST-ATPC/Ventura Cc Foundation-ATPC/Ventura Cc Foundation	2,130.49	2,130.49	0.00	0.00%
125.35.68400203.1267.0000 - DIST-TANF Work Study-Professional Development Center	1,992,728.60	2,240,000.00	247,271.40	12.41%
125.35.68400203.2402.0000 - DIST-SWP IE CyberHub Centers-round 2	125,904.70	45,000.00	(80,904.70)	-64.26%
125.35.68400203.2402.0000 - DIST-SWP IE Cyberhub Centers-Round 4	0.00	95,900.00	95,900.00	100.00%
125.35.68400203.2418.0000 - DIST-Riverside County Regional Training	181.31	181.31	0.00	0.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
125.35.68400203.2429.0000 - DIST-Regional Shares/Strong Workforce	110,867.42	0.00	(110,867.42)	-100.00%
125.35.68400203.2495.0000 - DIST-SWP/Cloudbased Netlab-Round 2	0.00	236,400.00	236,400.00	100.00%
125.35.68400203.2496.0000 - DIST-SWP Employability/Soft Skills to Create Pathways	0.00	56,000.00	56,000.00	100.00%
125.35.68400203.3282.0000 - DIST-Goodwill Southern California	139,200.00	50,000.00	(89,200.00)	-64.08%
125.35.68400203.3514.0000 - DIST-Indirect Charges	0.00	0.00	0.00	0.00%
125.35.68400603.2485.0000 - DIST-ICT/Digital Media-01	0.00	116,000.00	116,000.00	100.00%
125.35.68400603.3484.0000 - DIST-ICT/Digital Media-05	25,890.45	0.00	(25,890.45)	-100.00%
125.35.68400903.3999.0000 - DIST-Restricted Reserve	491,445.31	90,000.00	(401,445.31)	-81.69%
125.35.68401403.2456.0000 - DIST-ETP #5-02	63,143.50	63,143.50	0.00	0.00%
125.35.68401403.2497.0000 - DIST-ETP #7	0.00	1,200,000.00	1,200,000.00	100.00%
125.35.68401703.1439.0000 - DIST-Cal Mfg Tech Consulting	230,106.03	480,000.00	249,893.97	108.60%
125.35.68402003.3424.0000 - DIST-PDC Local Contracts	71,141.43	74,500.00	3,358.57	4.72%
125.35.68402103.2488.0000 - DIST-Caltrans-Caltrans/Parolee Work Crew 7/16	421,353.65	0.00	(421,353.65)	-100.00%
125.35.69500603.3304.0000 - DIST-Parking	32,795.50	32,795.50	0.00	0.00%
125.35.70100303.3425.0000 - DIST-Contract Ed/Special Projects	49,844.26	2,000.00	(47,844.26)	-95.99%
125.35.71000403.2231.0000 - DIST-Block Grant-Facilities Planning/Administration Services	764,596.77	0.00	(764,596.77)	-100.00%
125.35.73200003.1267.0000 - DIST-TANF Work Study-Professional Development Center	5,000.00	10,000.00	5,000.00	100.00%
125.35.73200003.3424.0000 - DIST-PDC Local Contracts	0.00	1,000.00	1,000.00	100.00%
215.00.00000000.0000.0000 - General Program	29,169,261.00	29,169,261.00	0.00	0.00%
335.01.69200101.2203.0000 - SBVC-Child Care Food Program 01	1,119,883.39	1,098,886.00	(20,997.40)	-1.87%
335.01.69200201.1207.0000 - SBVC-Child Development Center 01	201,597.67	234,827.00	33,229.33	16.48%
335.01.69200301.2205.0000 - SBVC-State Preschool Grant	1,890,110.73	1,887,636.00	(2,474.74)	-0.13%
335.02.69200102.1207.0000 - CHC-Child Care Food Program	7,500.00	7,500.00	0.00	0.00%
335.02.69200202.0000.0000 - CHC-CDC Quality Start San Bndo	15,896.70	15,291.70	(605.00)	-3.81%
335.02.69200202.2203.0000 - CHC-Child Development	158,519.37	186,000.00	27,480.63	17.34%
335.02.69200202.2245.0000 - CHC-Child Development Parent Fees	135,892.62	140,000.00	4,107.38	3.02%
390.03.70900403.0000.0000 - Radio	919,013.31	838,710.69	(80,302.62)	-8.74%
390.03.70901603.0000.0000 - KVCR, General	466,719.69	602,454.94	135,735.24	29.08%
390.03.72000103.0000.0000 - Television	2,656,408.90	1,956,578.63	(699,830.28)	-26.34%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
395.03.70900703.3024.0000 - DIST-CPB Interconn	11,968.78	11,968.78	0.00	0.00%
395.03.70902703.3106.0000 - DIST-CPB/CSG Grant FY20	0.00	700,000.00	700,000.00	100.00%
395.03.70902703.3124.0000 - DIST-Healthy Network Initiative	0.00	75,000.00	75,000.00	100.00%
395.03.70903503.3137.0000 - DIST-USSG Grant-01	1,943.00	1,943.00	0.00	0.00%
395.35.70900703.3027.0000 - DIST-CPB Interconn	0.00	7,160.00	7,160.00	100.00%
395.35.70902703.3116.0000 - DIST-CPB/CSF Grant	7,589.35	7,589.35	0.00	0.00%
395.35.70902703.3119.0000 - DIST-CPB/CSG Grant	71,417.26	67,828.26	(3,589.00)	-5.03%
395.35.70902703.3120.0000 - DIST-CPB/CSG Grant FY19	0.00	300,000.00	300,000.00	100.00%
395.35.70902803.3121.0000 - DIST-Univ Service Support	0.00	2,056.00	2,056.00	100.00%
410.01.71000401.0000.0000 - Capital Outlay - Facilities Planning & Construction	450,000.00	0.00	(450,000.00)	-100.00%
410.02.71000402.0000.0000 - Capital Outlay - Facilities Planning & Construction	200,000.00	0.00	(200,000.00)	-100.00%
410.03.67200203.0000.0000 - Capital Outlay	2,535,819.50	500,000.00	(2,035,819.50)	-80.28%
410.03.71000403.0000.0000 - Facilities Planning/Adm.Svcs.	1,613,274.35	288,887.88	(1,324,386.47)	-82.09%
410.03.71002703.0000.0000 - District Network Upgrades	1,284,961.00	1,277,000.00	(7,961.00)	-0.62%
410.03.71004803.0000.0000 - Buildings	159,483.00	53,362.00	(106,121.00)	-66.54%
435.01.71001501.3257.0000 - SBVC-Measure M Program Support	1,575,000.00	23,500.00	(1,551,500.00)	-98.51%
435.01.71009401.3257.0000 - SBVC-Nursing Lab Renovation	600,000.00	0.00	(600,000.00)	-100.00%
435.02.71001302.3257.0000 - CHC-Measure M PE Complex	122,777.63	0.00	(122,777.63)	-100.00%
435.02.71001502.3257.0000 - CHC-Measure M Program Support	100,000.00	3,500.00	(96,500.00)	-96.50%
435.02.71004202.3257.0000 - CHC-Measure M LADM	1,000,000.00	1,130,000.00	130,000.00	13.00%
435.02.71009602.3257.0000 - CHC-Performance Arts Ctr Reno #2	975,000.00	0.00	(975,000.00)	-100.00%
435.03.71009803.3257.0000 - Measure M Printshop	500,000.00	1,316,111.00	816,111.00	163.22%
435.03.71010003.3257.0000 - EDA Funding Match	3,000,000.00	3,000,000.00	0.00	0.00%
435.03.71010203.3257.0000 - SBVC North Hall Roof Replacement	557,541.00	0.00	(557,541.00)	-100.00%
435.03.71010303.3257.0000 - Districtwide Underground Utility Mapping & Surveying	0.00	1,300,000.00	1,300,000.00	100.00%
445.01.71010101.0000.0000 - Measure CC Program Support SBVC	0.00	170,000.00	170,000.00	100.00%
445.02.71010102.0000.0000 - Measure CC Program Support CHC	0.00	170,000.00	170,000.00	100.00%
445.03.71010103.0000.0000 - Measure CC Program Support DSS	212,804.33	3,433,360.70	3,220,556.37	1,513.39%
520.01.69400201.0000.0000 - Cafeteria	548,118.48	593,887.39	45,768.90	8.35%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
590.03.67200203.0000.0000 - FCC Auction	25,335,133.11	14,662,768.00	(10,672,365.11)	-42.12%
590.03.70901603.3516.0000 - KVCR Media Academy	2,000,000.00	0.00	(2,000,000.00)	-100.00%
590.03.70903803.0000.0000 - DIST-550 E. Hospitality Lane	0.00	723,388.00	723,388.00	100.00%
590.03.70903903.0000.0000 - DIST-560 E. Hospitality Lane	0.00	681,342.00	681,342.00	100.00%
590.03.70904003.0000.0000 - DIST-658 E. Brier Drive	0.00	739,022.00	739,022.00	100.00%
590.03.71009903.0000.0000 - Commercial Property Investment	47,461,100.00	2,500,000.00	(44,961,100.00)	-94.73%
615.03.67701703.3390.0000 - DIST-Self-Insurance Program - Logistical Services	1,257,000.00	1,177,000.00	(80,000.00)	-6.36%
620.03.67701803.0000.0000 - Insurance - Logistical Services	789,686.60	875,000.00	85,313.40	10.80%
690.03.59000103.0000.0000 - Employee Benefits - Instructional Staff Retiree	113,000.00	75,000.00	(38,000.00)	-33.63%
690.03.67400103.0000.0000 - Employee Benefits - Non-Instructional Retiree	366,935.30	175,200.00	(191,735.30)	-52.25%
710.01.69602601.0000.0000 - Associated Students	77,771.00	78,000.00	229.00	0.29%
710.02.69602602.0000.0000 - Associated Students	27,595.00	51,550.00	23,955.00	86.81%
720.01.69602701.0000.0000 - Student Representation Fee	72,648.00	65,000.00	(7,648.00)	-10.53%
720.02.69602702.0000.0000 - Student Representation Fee	22,257.00	13,500.00	(8,757.00)	-39.34%
730.01.69603301.3306.0000 - SBVC-Student Body Center Fee	205,800.00	205,800.00	(0.00)	0.00%
730.02.64901702.3306.0000 - CHC-Student Body Center Fee	91,033.52	98,391.87	7,358.35	8.08%
745.01.64600101.0000.0000 - Student Financial Aid	19,346,819.00	20,223,248.00	876,429.00	4.53%
745.02.64600102.0000.0000 - Student Financial Aid	4,461,125.00	4,313,883.00	(147,242.00)	-3.30%
755.01.69602901.0000.0000 - Scholarship and Loan	218,527.77	103,689.00	(114,838.77)	-52.55%
755.01.69627601.0000.0000 - Psychiatric Technician Scholarship	2,445.51	1,246.00	(1,199.51)	-49.05%
755.02.69602902.0000.0000 - Scholarship and Loan	91,576.89	39,436.00	(52,140.89)	-56.94%
775.03.00000003.0000.0000 - PARS Investment Trust Fund	0.00	3,550,000.00	3,550,000.00	100.00%
810.01.69603401.0000.0000 - Student Clubs and Trusts	8.00	0.00	(8.00)	-100.00%
810.01.69603601.0000.0000 - Alpha Gamma Sigma Club	835.81	835.81	0.00	0.00%
810.01.69604401.0000.0000 - Black Student Union	4,411.05	0.00	(4,411.05)	-100.00%
810.01.69606801.0000.0000 - Mecha Club	2,209.30	2,209.30	0.00	0.00%
810.01.69608401.0000.0000 - Computer Science and Computer Engineering Club	1,343.86	1,343.86	0.00	0.00%
810.01.69608801.0000.0000 - Veterans Club	26.59	26.59	0.00	0.00%
810.01.69609101.0000.0000 - Geography Club	600.00	0.00	(600.00)	-100.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
810.01.69609301.0000.0000 - National Broadcasting Society Club	209.23	0.00	(209.23)	-100.00%
810.01.69609601.0000.0000 - Caduceus Club	1,403.78	0.00	(1,403.78)	-100.00%
810.01.69609701.0000.0000 - Art Club	11,125.68	11,126.00	0.32	0.00%
810.01.69610001.0000.0000 - Architectural Club	136.79	136.79	0.00	0.00%
810.01.69610101.0000.0000 - Tumaini Club	1,568.94	1,568.94	0.00	0.00%
810.01.69610201.0000.0000 - History Club	648.97	0.00	(648.97)	-100.00%
810.01.69610401.0000.0000 - Spanish Club	142.16	0.00	(142.16)	-100.00%
810.01.69610501.0000.0000 - Gay-Straight Alliance Club	270.21	270.21	0.00	0.00%
810.01.69610601.0000.0000 - Machine Technical Trust	12.41	0.00	(12.41)	-100.00%
810.01.69610701.0000.0000 - Philosophy Club	710.41	0.00	(710.41)	-100.00%
810.01.69610801.0000.0000 - Football Trust	9,009.38	2,675.47	(6,333.91)	-70.30%
810.01.69610901.0000.0000 - Awards Celebration Trust	95.00	0.00	(95.00)	-100.00%
810.01.69611201.0000.0000 - Cheerleading & Dance Club	389.93	0.00	(389.93)	-100.00%
810.01.69611301.0000.0000 - PDC Econ. Advance Proj.	1,326.71	0.00	(1,326.71)	-100.00%
810.01.69611501.0000.0000 - International Student Trust	310.00	0.00	(310.00)	-100.00%
810.01.69611701.0000.0000 - Camp. Crusade for Christ	476.30	0.00	(476.30)	-100.00%
810.01.69612001.0000.0000 - Comedy Club	22.00	0.00	(22.00)	-100.00%
810.01.69612301.0000.0000 - Culteral Diversity Book Trust	225.00	0.00	(225.00)	-100.00%
810.01.69612401.0000.0000 - R.N Student Rep. Trust	40.00	0.00	(40.00)	-100.00%
810.01.69612501.0000.0000 - Mike Todd Jr. Trust	38.64	0.00	(38.64)	-100.00%
810.01.69612701.0000.0000 - AIDS Education Trust	78.97	0.00	(78.97)	-100.00%
810.01.69612801.0000.0000 - Geology Club	235.46	0.00	(235.46)	-100.00%
810.01.69612901.0000.0000 - Nursing Alumni Trust	2,276.73	0.00	(2,276.73)	-100.00%
810.01.69613201.0000.0000 - Bare Bones Opera Club	150.00	0.00	(150.00)	-100.00%
810.01.69613401.0000.0000 - Volleyball Trust	15,720.59	6,635.26	(9,085.33)	-57.79%
810.01.69613501.0000.0000 - Student Life Trust	16,327.40	16,327.40	0.00	0.00%
810.01.69613701.0000.0000 - Baseball Trust	0.87	87.00	86.13	9,900.00%
810.01.69613801.0000.0000 - Sports Medicine Trust	278.83	278.00	(0.83)	-0.30%
810.01.69613901.0000.0000 - Track & Cross Country	1,870.92	0.00	(1,870.92)	-100.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
810.01.69614201.0000.0000 - Inter Club Council	5,792.94	5,792.94	0.00	0.00%
810.01.69614301.0000.0000 - Misc. Clearing	1,180.68	0.00	(1,180.68)	-100.00%
810.01.69614401.0000.0000 - Women's Basketball Trust	5,701.53	1,913.18	(3,788.35)	-66.44%
810.01.69614701.0000.0000 - Child Care Parents Club	17.30	0.00	(17.30)	-100.00%
810.01.69614801.0000.0000 - Baseball Ring Trust	355.00	0.00	(355.00)	-100.00%
810.01.69614901.0000.0000 - Sun Room Tips Trust	23,498.00	0.00	(23,498.00)	-100.00%
810.01.69615001.0000.0000 - Science and Math Trust	570.10	0.00	(570.10)	-100.00%
810.01.69615201.0000.0000 - Auto Collision Club	492.00	492.00	0.00	0.00%
810.01.69615401.0000.0000 - Theatre Program Trust	20,988.02	18,750.00	(2,238.02)	-10.66%
810.01.69615601.0000.0000 - Project Impact Club	573.48	0.00	(573.48)	-100.00%
810.01.69615801.0000.0000 - Arrowhead Newspaper Trust	870.92	871.00	0.08	0.01%
810.01.69616001.0000.0000 - SBCCD Hospitality Pepsi Trust	14,026.40	0.00	(14,026.40)	-100.00%
810.01.69616101.0000.0000 - Child Development Trust	4,453.82	0.00	(4,453.82)	-100.00%
810.01.69616201.0000.0000 - Los Redochores Club	700.00	0.00	(700.00)	-100.00%
810.01.69616301.0000.0000 - Culinary Arts Club	2,794.94	2,794.94	0.00	0.00%
810.01.69616601.0000.0000 - Talking Hands	2,652.53	2,652.53	0.00	0.00%
810.01.69616901.0000.0000 - The Poetry Society Club	211.03	0.00	(211.03)	-100.00%
810.01.69617001.0000.0000 - ICC Funding Request Club	6,760.11	6,760.87	0.76	0.01%
810.01.69617101.0000.0000 - Humanities Div. Performing Arts Fund	16,847.85	17,927.00	1,079.15	6.41%
810.01.69617201.0000.0000 - Academic Senate Refreshments Trust	17.84	0.00	(17.84)	-100.00%
810.01.69617301.0000.0000 - Black History Trust	47.76	0.00	(47.76)	-100.00%
810.01.69617401.0000.0000 - PE Fund Trust	1,958.30	0.00	(1,958.30)	-100.00%
810.01.69617501.0000.0000 - Human Services Club	1,222.56	419.00	(803.56)	-65.73%
810.01.69617601.0000.0000 - Student Assistant Program Trust	7,716.69	0.00	(7,716.69)	-100.00%
810.01.69618101.0000.0000 - Sigma Delta Mu Trust	1,211.97	1,420.00	208.03	17.16%
810.01.69618201.0000.0000 - Automotive Tech Club	233.35	0.00	(233.35)	-100.00%
810.01.69618501.0000.0000 - Voices For Success Club	87.26	0.00	(87.26)	-100.00%
810.01.69618701.0000.0000 - Mind and Matter Club	4,724.50	4,725.00	0.50	0.01%
810.01.69619001.0000.0000 - Financial Aid Trust	520.64	0.00	(520.64)	-100.00%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
810.01.69619201.0000.0000 - Spring Teaching Symposium Trust	1,212.90	0.00	(1,212.90)	-100.00%
810.01.69619501.0000.0000 - Honors Program Trust	126.62	127.00	0.38	0.30%
810.01.69619601.0000.0000 - Athletics Trust	26,428.07	14,602.00	(11,826.07)	-44.75%
810.01.69620101.0000.0000 - The Puente Club	2,125.99	2,125.99	0.00	0.00%
810.01.69620301.0000.0000 - Women's Soccer Trust	20,638.78	2,533.10	(18,105.68)	-87.73%
810.01.69620401.0000.0000 - American Sign Language Program Trust	605.00	0.00	(605.00)	-100.00%
810.01.69620801.0000.0000 - Exploring Strength Developing Success Club	54.50	0.00	(54.50)	-100.00%
810.01.69620901.0000.0000 - Men's Soccer Trust	367.56	367.00	(0.56)	-0.15%
810.01.69621201.0000.0000 - VICA Trust	371.00	0.00	(371.00)	-100.00%
810.01.69621301.0000.0000 - All of Us or None Club	1,023.98	1,023.98	0.00	0.00%
810.01.69621501.0000.0000 - Electronics Dept. Trust	356.31	0.00	(356.31)	-100.00%
810.01.69621601.0000.0000 - Valley Bound Club	59.75	0.00	(59.75)	-100.00%
810.01.69621701.0000.0000 - Anthropology Club	158.00	0.00	(158.00)	-100.00%
810.01.69622001.0000.0000 - Environmental Club	182.24	0.00	(182.24)	-100.00%
810.01.69622101.0000.0000 - SBCCD Managers Association Trust	711.01	0.00	(711.01)	-100.00%
810.01.69622201.0000.0000 - Freedom Faith Club	1,082.00	0.00	(1,082.00)	-100.00%
810.01.69622301.0000.0000 - Transfer Center Trust	461.40	0.00	(461.40)	-100.00%
810.01.69622701.0000.0000 - The Music Appreciation Club	304.38	304.38	0.00	0.00%
810.01.69622801.0000.0000 - Art Dept. Trust	8,555.16	9,595.00	1,039.84	12.15%
810.01.69622901.0000.0000 - Performing Arts Club	1,482.84	1,482.84	0.00	0.00%
810.01.69623301.0000.0000 - Media Academy Trust	56.60	56.00	(0.60)	-1.06%
810.01.69623401.0000.0000 - Psych Tech Class of Aug	681.44	381.44	(300.00)	-44.02%
810.01.69623701.0000.0000 - Women's Tennis Trust	426.83	0.00	(426.83)	-100.00%
810.01.69623901.0000.0000 - Muslim Students Association Club	100.00	0.00	(100.00)	-100.00%
810.01.69624001.0000.0000 - Costa Rica Trust	21.65	0.00	(21.65)	-100.00%
810.01.69624301.0000.0000 - Psych Tech Program Trust	1,403.53	0.00	(1,403.53)	-100.00%
810.01.69624401.0000.0000 - Psych Tech of December	60.89	60.89	0.00	0.00%
810.01.69624501.0000.0000 - Wolverine's Welding Club	65.41	65.41	0.00	0.00%
810.01.69624701.0000.0000 - Sisters with Soul Club	74.25	0.00	(74.25)	-100.00%



## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
810.01.69626001.0000.0000 - SITA	2,985.19	2,985.19	0.00	0.00%
810.01.69626101.0000.0000 - Zero Kelvin	2,390.83	2,390.83	0.00	0.00%
810.01.69626201.0000.0000 - SBCCD Hospitality Vendor Acct.	8,823.11	0.00	(8,823.11)	-100.00%
810.01.69626801.0000.0000 - SBVC Dreamers	75.00	75.00	0.00	0.00%
810.01.69626901.0000.0000 - Men's Basketball Trust	10,369.45	5,585.00	(4,784.45)	-46.14%
810.01.69627001.0000.0000 - Career Services Trust	518.80	0.00	(518.80)	-100.00%
810.01.69627101.0000.0000 - Writers Block Trust	20.00	20.00	0.00	0.00%
810.01.69627201.0000.0000 - Softball Trust	656.00	216.00	(440.00)	-67.07%
810.01.69627301.0000.0000 - SBVC Progressives	20.00	0.00	(20.00)	-100.00%
810.01.69627401.0000.0000 - Guardian Scholar's Club	1,000.00	1,000.00	0.00	0.00%
810.01.69628001.0000.0000 - Concert Band Club	0.00	500.00	500.00	100.00%
810.01.69628101.0000.0000 - News/Media Club	0.00	500.00	500.00	100.00%
810.01.69628201.0000.0000 - Gaming Club	0.00	500.00	500.00	100.00%
810.01.69628301.0000.0000 - HACU Club	0.00	500.00	500.00	100.00%
810.01.69628401.0000.0000 - Animal Rights Collective Club	0.00	500.00	500.00	100.00%
810.02.69603402.0000.0000 - Student Clubs and Trusts	639.00	0.00	(639.00)	-100.00%
810.02.69603502.0000.0000 - A&P Theatre Guild	2,581.21	2,581.21	0.00	0.00%
810.02.69603602.0000.0000 - Alpha Gamma Sigma Club	4,535.74	4,536.00	0.26	0.01%
810.02.69603702.0000.0000 - Anime Manga Club	300.00	300.00	0.00	0.00%
810.02.69603902.0000.0000 - Aquatics Club	715.18	715.00	(0.18)	-0.03%
810.02.69604202.0000.0000 - Beta II Club	1,955.37	1,906.00	(49.37)	-2.52%
810.02.69604302.0000.0000 - Biology Club	1,031.18	1,031.00	(0.18)	-0.02%
810.02.69604602.0000.0000 - CD Center Trust	352.64	353.00	0.36	0.10%
810.02.69604702.0000.0000 - CHC Alumni Association	20.00	20.00	0.00	0.00%
810.02.69604902.0000.0000 - CHC Silver Anniversary	142.26	142.00	(0.26)	-0.18%
810.02.69605102.0000.0000 - Child Development & Education Club	1,269.99	1,270.00	0.01	0.00%
810.02.69605302.0000.0000 - CH Compser's Collective Club	83.69	84.00	0.31	0.37%
810.02.69605502.0000.0000 - CPR Training Center	23,928.62	0.00	(23,928.62)	-100.00%
810.02.69605602.0000.0000 - CH Arts League Club	1,211.56	1,212.00	0.44	0.04%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
810.02.69605702.0000.0000 - Duane Stemple Trust	484.33	484.00	(0.33)	-0.07%
810.02.69605902.0000.0000 - CHC Paramedic Association	835.70	836.00	0.30	0.04%
810.02.69606002.0000.0000 - Fire Safety Trust	1,545.02	1,545.00	(0.02)	0.00%
810.02.69606102.0000.0000 - Gala Club	52.93	53.00	0.07	0.13%
810.02.69606202.0000.0000 - Health Science Club	88.85	89.00	0.15	0.17%
810.02.69606402.0000.0000 - Information Technology Trust	1,064.86	1,065.00	0.14	0.01%
810.02.69606502.0000.0000 - Jazz Festival	409.84	410.00	0.16	0.04%
810.02.69606602.0000.0000 - Lunafira Club	243.44	243.00	(0.44)	-0.18%
810.02.69606702.0000.0000 - Math Club	1,011.93	1,012.00	0.07	0.01%
810.02.69606802.0000.0000 - Mecha Club	745.52	746.00	0.48	0.06%
810.02.69607002.0000.0000 - Obsidian Dance Club	800.00	800.00	0.00	0.00%
810.02.69607102.0000.0000 - Paramedic Trust	6,675.00	6,675.00	0.00	0.00%
810.02.69607202.0000.0000 - Phi Beta Lambda	96.75	97.00	0.25	0.26%
810.02.69607302.0000.0000 - Possibilities Club	100.00	100.00	0.00	0.00%
810.02.69607402.0000.0000 - Psychology Club	720.00	720.00	0.00	0.00%
810.02.69607602.0000.0000 - Repeat Course Trust	3,267.50	3,268.00	0.50	0.02%
810.02.69607702.0000.0000 - Sand Canyon Review	1,035.00	1,035.00	0.00	0.00%
810.02.69607802.0000.0000 - Sociology Club	53.00	53.00	0.00	0.00%
810.02.69608002.0000.0000 - S.T.E.M G.I.R.L Club	794.45	794.00	(0.45)	-0.06%
810.02.69608202.0000.0000 - Terrestrial Investigation Trust	863.64	864.00	0.36	0.04%
810.02.69608302.0000.0000 - The Baroque Society	69.73	70.00	0.27	0.39%
810.02.69608402.0000.0000 - Computer Science & Tech. Club	100.00	100.00	0.00	0.00%
810.02.69608502.0000.0000 - The Lighthouse Club	83.91	84.00	0.09	0.11%
810.02.69608802.0000.0000 - Veterans Club	148.93	149.00	0.07	0.05%
810.02.69609002.0000.0000 - Walking Tall Club	50.00	50.00	0.00	0.00%
810.02.69609702.0000.0000 - CHC Art Club	917.50	918.00	0.50	0.05%
810.02.69620402.0000.0000 - American Sign Language Club	398.84	399.00	0.16	0.04%
810.02.69626302.0000.0000 - Circle K Club	50.00	50.00	0.00	0.00%
810.02.69626402.0000.0000 - Herbivore Club	303.50	304.00	0.50	0.16%

## Budget Forecast by Department - ALL FUNDS

Budget Year 2019-2020

(May 30, 2019 11:16 AM)

Program	2019 Budget	2020 Budget	Change	% Change
810.02.69626502.0000.0000 - Metaphysical Explores Club	1,196.39	377.00	(819.39)	-68.49%
825.03.70901503.0000.0000 - FNX	3,075,662.69	3,015,000.00	(60,662.68)	-1.97%
890.03.70900303.0000.0000 - Inland Futures Foundation	263,000.00	220,000.00	(43,000.01)	-16.35%
890.03.70901103.0000.0000 - Inland Futures Foundation - TV	1,441,569.20	956,000.00	(485,569.20)	-33.68%
890.03.70901203.0000.0000 - Inland Futures Foundation - General	616,645.52	749,000.00	132,354.48	21.46%
890.03.70903603.0000.0000 - Inland Futures Foundation - Radio	896,000.00	626,000.00	(270,000.00)	-30.13%
895.01.70900301.3493.0000 - SBVC-CCC Maker	250,000.00	0.00	(250,000.00)	-100.00%
895.03.70900303.2285.0000 - DIST-Economic Development for Distressed Areas	250,000.00	250,000.00	0.00	0.00%
895.03.70900303.3136.0000 - DIST-Clean Green Community Initiative-KVCR General	1,000.00	1,000.00	0.00	0.00%
895.03.70900303.3144.0000 - DIST-Veterans Initiative (KVCR)	3,000.00	3,000.00	0.00	0.00%
895.03.70900303.3154.0000 - Education & Literacy Initiative	30,000.00	0.00	(30,000.00)	-100.00%
895.03.70900303.3305.0000 - Inland Futures Foundation-Community Services	30,000.00	34,500.00	4,500.00	15.00%
895.03.70901103.3139.0000 - DIST-Uncovered in the Archives (KVCR)	40,000.00	40,000.00	0.00	0.00%
895.03.70901103.3141.0000 - DIST-Legacy Funds-Television	10,000.00	10,000.00	0.00	0.00%
895.03.70903603.3141.0000 - DIST-Legacy Funds-Radio	2,000.00	2,000.00	0.00	0.00%
895.03.70903703.3140.0000 - DIST-Autism Funds-Television Autism Funds	3,000.00	3,000.00	0.00	0.00%
895.15.70900303.3493.0000 - SBVC-CCC Maker	16,571.00	17,000.00	429.00	2.59%
895.35.70900303.3140.0000 - Dist-Autism Funds-KVCR General-01	36,986.05	28,000.00	(8,986.05)	-24.30%
895.35.70900303.3144.0000 - Dist-Veterans Initiative (KVCR)-01	36,768.53	45,634.13	8,865.60	24.11%
895.35.70900303.3305.0000 - Inland Futures Foundation-Community Service	0.00	22,239.95	22,239.95	100.00%
895.35.70900303.3400.0000 - DIST-Unical Cares	1,387.80	6,222.08	4,834.28	348.34%
895.35.70900303.3401.0000 - DIST-Annenberg Foundation	1,806.87	1,631.37	(175.50)	-9.71%
895.35.70901103.3139.0000 - DIST-Uncovered in the Archives (KVCR)	35,000.00	2,500.00	(32,500.00)	-92.86%
895.35.70901103.3141.0000 - Dist-Legacy Funds-Television-01	138,692.61	160,494.78	21,802.17	15.72%
895.35.70901203.3136.0000 - DIST-Clean Green Community Initiative-01	7,876.68	7,876.68	0.00	0.00%
895.35.70903603.3141.0000 - DIST-Legacy Funds-Radio	6,686.96	13,686.96	7,000.00	104.68%
	<b>332,494,089.85</b>	<b>292,615,726.35</b>	<b>(39,878,363.50)</b>	<b>-11.99%</b>
Total	<b>93,840,743.81</b>	<b>29,344,022.67</b>	<b>(64,496,721.14)</b>	<b>-2.67%</b>

## **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:** June 20, 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:** SBVC

**Name:** Raymond Carlos

**Total Cost:** \$109

**Funding Source:** Student Clubs  
&Trust/Student Life Trust; Associated Student  
Government Body General Fund and Student  
Equity Categorical Fund.

**Membership & Purpose:** Association for Student Conduct Administration, Benefits as a member of the ASCA include: the opportunity to network and receive support from professionals in higher education to promote best practices through educational materials and resources related to student conduct. Members serve as advocates to cultivate an environment of student responsibility and accountability by educating students to become better citizens.

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**Site:** SBVC

**Name:** Raymond Carlos

**Total Cost:** \$100

**Funding Source:** Student Clubs  
&Trust/Student Life Trust; Associated Student  
Government Body General Fund and Student  
Equity Categorical Fund.

**Membership & Purpose:** California Community College Student Affairs Association, Membership due are for the opportunity to advocate for the field of student affairs and student leadership. Members engage in the growth and success of student affairs, programs and services through professional development. Members connect with colleges throughout California to promote community development and student leadership.

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**Site:** SBVC

**Name:** Nick Nazarian

**Total Cost:** \$1656

**Funding Source:** Development & Community  
Relations General Funds

**Membership & Purpose:** Network of California Community College Foundations (NCCCCF), The NCCCCF provides members with networking, educational opportunities, and resources that can't be found elsewhere. The NCCCCF membership includes membership benefits for Council for Advancement and Support of Education (CASE). See why so many resource development professionals have made NCCCCF their professional home

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## **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:** June 20, 2019  
**SUBJECT:** Consideration of Approval to Adopt Resolution #20190620-FS01  
Regarding the Expenditure of Proposition 30 Education Protection  
Account Funds

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt the attached resolution regarding the expenditure of Proposition 30 Education Protection Account Funds.

### **OVERVIEW**

Proposition 30, the Schools and Local Public Safety Protection Act of 2012, provides temporary tax revenues for the funding of local school districts and community colleges by raising the sales and use tax by .25 cents for four years, and by raising the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) for seven years. The Education Protection Account (EPA) was created in the State General Fund to receive and disburse these temporary tax revenues.

Districts have sole authority to determine how the moneys received from the EPA are spent within guidelines, provided that 1) the Governing Board makes these determinations in an open session of a public meeting of the Board and 2) the District does not use any of the funds from the EPA for administrative salaries or benefits, or any other administrative costs.

### **ANALYSIS**

Pursuant to Article XIII, Section 36 of the California Constitution, SBCCD is required to report on its website an accounting of how much money was received from the EPA and how that money was spent. Additionally, the Governing Board is also required to determine and discuss the use of EPA funds at an open public meeting prior to June 30 annually.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The adoption of this resolution will not have a direct financial impact on the budget.

**RESOLUTION #20190620-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT REGARDING EXPENDITURE OF  
PROPOSITION 30 EDUCATION PROTECTION ACCOUNT FUNDS**

[v.6.2.2019.p.1|3]

WHEREAS, the voters approved Proposition 30 on November 6, 2012 and Proposition 55 on November 8, 2016;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012 (sun setting 12/31/2017), and Proposition 55 Article XIII, Section 36(e) to the California Constitution effective November 8, 2016 (commencing 01/01/2018);

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30<sup>th</sup> of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor, or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

**RESOLUTION #20190620-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT REGARDING EXPENDITURE OF  
PROPOSITION 30 EDUCATION PROTECTION ACCOUNT FUNDS**

[v.6.2.2019.p.2]3]

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of June 20, 2019.
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the San Bernardino Community College District has determined to spend the monies received from the Education Protection Act as attached.

PASSED AND ADOPTED by the Governing Board on June 20, 2019, by the following vote:

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

STATE OF CALIFORNIA            )  
COUNTY OF SAN BERNARDINO    )

I, Bruce Baron, Secretary of the Governing Board, 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 \_\_\_\_\_ 2019

\_\_\_\_\_  
Secretary of the Governing Board



**RESOLUTION #20190620-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT REGARDING EXPENDITURE OF  
PROPOSITION 30 EDUCATION PROTECTION ACCOUNT FUNDS**

[v.6.2.2019.p.3]3]

Estimated Expenditures through June 30, 2019

**Expenditures through: June 30, 2019**

**For Fund 01, Resource 1400 Education Protection Account**

<b>Description</b>	<b>Object Codes</b>	<b>Amount</b>
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	0.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	14,091,599
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
<b>TOTAL AVAILABLE</b>		<b>14,091,599</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>		
Instruction	1000-1999	14,091,599
Instruction-Related Services		
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>14,091,599</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</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:** June 20, 2019

**SUBJECT:** Consideration of Approval to Adopt Resolution #20190620-FS02  
Approving Transfers from the Reserve for Contingencies to Various  
Expenditure Classifications

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution #20190620-FS02 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 #20190620-FS02 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
VARIOUS EXPENDITURE CLASSIFICATIONS

[v.6.5.2019.p.1|2]

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

WHEREAS, on the 13<sup>th</sup> day of September, 2018, the San Bernardino Community College District (the District) adopted the 2018-19 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

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

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

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

PASSED AND ADOPTED by the Board of Trustees on June 20, 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 #20190620-FS02 OF THE BOARD OF TRUSTEES OF THE  
 SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
 TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
 VARIOUS EXPENDITURE CLASSIFICATIONS

[v.6.5.2019.p.2]2]

EXHIBIT A

<b>Fund 125</b>			1,057,815	2018-19 Initial Fund Balance	
<b>General Fund, Restricted</b>			(261,630)	Net Change from Previously Approved Transfers	
			796,185	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
6/20/2019	5/14/2019	191301	(6,504)	5000 Other Expenses	To pay prior SBVC bookstore invoices
6/20/2019	5/10/2019	191288	(3,500)	5000 Other Expenses	
			(10,004)	Total Approved at this Board Meeting	
			786,181	Fund Balance After Transfer(s)	

## **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:** June 20, 2019  
**SUBJECT:** Consideration of Approval of Sole Source Purchases from Forest Incentives, Ltd.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve purchasing from Forest Incentives, Ltd. as a sole source vendor for Fiscal Year 2019 – 2020.

### **OVERVIEW**

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

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in the Fiscal Year 2019-2020 budgets.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** June 20, 2019  
**SUBJECT:** Consideration of Approval of Sole Source Purchases from Stanley Convergent Security

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve purchasing from Stanley Convergent Security as a sole source suppliers for Fiscal Year 2019-2020.

### **OVERVIEW**

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

### **ANALYSIS**

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

### **IONSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in the Fiscal Year 2019-2020 budgets.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Executive Vice Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** June 20, 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>James, David</b> Director, Internal Audit & Advisory Services	14	\$439.00	\$6,146.00
<b>Hoffmann, Donna</b> CHC Director of Marketing & Public Relations	25	\$449.80	\$11,245.00

**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:** Farrah Farzaneh, Director, Facilities Planning & Construction  
**DATE:** June 20, 2019  
**SUBJECT:** Consideration of Approval of 2021-22 Five Year Construction Plan

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2021-22 Five Year Construction Plan.

### **OVERVIEW**

Each year the District is required to submit a Five Year Construction Plan to the California Community Colleges Chancellor's Office. The Plan addresses the highest priority capital construction needs throughout SBCCD, including those supported by local funds like Measure CC, and those supported with a combination of State and local funds. The project list and prioritization are the outcome of the comprehensive districtwide master planning process.

### **ANALYSIS**

The Plan summary is attached. Based on an in-depth analysis of the State's criteria for funding projects, the following Initial Project Proposals (IPPs) are being submitted with this year's report:

- › SBVC Instructional & Student Services Building, New Construction;
- › SBVC Physical Sciences and Health & Life Sciences Secondary Effects, Reconstruction;
- › SBVC Warehouse Facilities, New Construction, Replacement;
- › CHC Gym Replacement, New Construction, Replacement; and
- › CHC Central Complex 2 (CHS), Renovation.

Two Final Project Proposals (FPPs) are currently approved and pending with the State; no additional FPPs are being submitted this year. The two pending FPPs are as follows:

- › SBVC Technical Building, for which funding is expected to commence 2019-20; and
- › CHC Performing Arts Center; for which funding by the State is still undecided.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Approval of the Five Year Construction Plan will not impact the 2019-20 budget.



2021-2025 FIVE YEAR CAPITAL OUTLAY PLAN  
(2021-2022 FIRST FUNDING YEAR)

**San Bernardino Community College District**

Prepared in reference to the Community College Construction Act of 1980  
and  
approved on behalf of the local governing board for submission to  
the office of the Chancellor, California Community Colleges

Signed \_\_\_\_\_

Bruce Baron  
(Chief Executive Officer or their designee)

Title \_\_\_\_\_ Chancellor

Date \_\_\_\_\_ 5/4/2019

Contact Person \_\_\_\_\_ Jose Torres

Telephone \_\_\_\_\_ 909-382-4021

Date Received at  
Chancellor's Office:

\_\_\_\_\_

Chancellor's Office  
Reviewed by:

\_\_\_\_\_

Notice of Approval

**San Bernardino Community College District 980**

No. Project			Schedule of Funds						
Campus	Source	Total Cost	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
<b>1 Technical Building Replacement</b>									
San Bernardino Valley College			Phases P, W		Phases C, E				
Occupancy: 2022-23	STATE:	\$27,431,000	\$2,059,000	\$25,373,000					
Net ASF: 6,136	DISTRICT:	\$33,141,000	\$2,058,000	\$31,083,000					
<b>2 Technical Building Demolition</b>									
San Bernardino Valley College			Phases P, W				Phase C		
Occupancy: 2023-24	STATE:	\$0	\$0			\$0			
Net ASF: 0	DISTRICT:	\$1,043,000	\$99,000			\$944,000			
<b>3 M&amp;O Repurposing</b>									
San Bernardino Valley College							Phases P, W	Phase C	Phase E
Occupancy: 2025-26	STATE:	\$0				\$0	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$4,075,000				\$387,000	\$3,474,000	\$214,000	
<b>4 Performing Arts Center Renovation</b>									
Crafton Hills College				Phases P, W	Phases C, E				
Occupancy: 2023-24	STATE:	\$5,972,000		\$516,000	\$5,456,000				
Net ASF: 58	DISTRICT:	\$5,866,000		\$516,000	\$5,350,000				
<b>5 Parking Structure</b>									
San Bernardino Valley College			Phase P	Phase W	Phase C				
Occupancy: 2022-23	STATE:	\$0	\$0	\$0	\$0				
Net ASF: 0	DISTRICT:	\$89,682,000	\$1,121,000	\$7,399,000	\$81,162,000				
<b>6 Softball Field</b>									
San Bernardino Valley College				Phase P	Phase W	Phase C			
Occupancy: 2023-24	STATE:	\$0		\$0	\$0	\$0			
Net ASF: 0	DISTRICT:	\$5,361,000		\$67,000	\$442,000	\$4,852,000			
<b>7 Instructional &amp; Student Services Building</b>									
San Bernardino Valley College						Phases P, W	Phases C, E		
Occupancy: 2026-27	STATE:	\$27,678,000				\$1,857,000	\$25,821,000		
Net ASF: 13,264	DISTRICT:	\$27,678,000				\$1,857,000	\$25,821,000		
<b>8 Administration and Campus Center Repurposing</b>									
San Bernardino Valley College							Phase P	Phase W	
Occupancy: 2027-28	STATE:	\$0					\$0	\$0	
Net ASF: -4,416	DISTRICT:	\$14,104,000					\$176,000	\$1,164,000	
<b>9 East Valley Public Safety Training Center</b>									
Crafton Hills College			Phase P	Phase W	Phase C	Phase E			
Occupancy: 2022-23	STATE:	\$0	\$0	\$0	\$0	\$0			
Net ASF: 4,675	DISTRICT:	\$10,416,000	\$130,000	\$859,000	\$8,880,000	\$547,000			
<b>10 Crafton Hall Renovation (SSC)</b>									
Crafton Hills College							Phase P	Phase W	Phase C
Occupancy: 2026-27	STATE:	\$0					\$0	\$0	\$0
Net ASF: -369	DISTRICT:	\$6,250,000					\$78,000	\$516,000	\$5,329,000
<b>11 West Complex Renovation (CL)</b>									
Crafton Hills College							Phase P	Phase W	Phase C
Occupancy: 2026-27	STATE:	\$0					\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$11,923,000					\$149,000	\$984,000	\$10,164,000
<b>12 Student Support Building Renovation (SSB)</b>									
Crafton Hills College							Phase P	Phase W	Phase C
Occupancy: 2026-27	STATE:	\$0					\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$3,590,000					\$45,000	\$296,000	\$3,060,000

**San Bernardino Community College District 980**

No. Project			Schedule of Funds						
Campus	Source	Total Cost	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
<b>13 Career Pathways Phase 2</b>									
San Bernardino Valley College									
Occupancy: 2028-29	STATE:	\$0							Phase P
Net ASF: 0	DISTRICT:	\$60,200,000							\$0
									\$753,000
<b>14 Physical Sciences &amp; Health and Life Sciences Secondary Effects</b>									
San Bernardino Valley College									
Occupancy: 2025-26	STATE:	\$2,116,000				Phases P, W	Phases C, E		
Net ASF: 0	DISTRICT:	\$2,116,000				\$206,000	\$1,910,000		
						\$206,000	\$1,910,000		
<b>15 Warehouse Facilities</b>									
San Bernardino Valley College									
Occupancy: 2025-26	STATE:	\$2,216,000				Phases P, W	Phase E	Phase C	
Net ASF: 269	DISTRICT:	\$2,216,000				\$203,000	\$10,000	\$2,002,000	
						\$203,000	\$10,000	\$2,002,000	
<b>16 Library Repurposing</b>									
San Bernardino Valley College									
Occupancy: 2027-28	STATE:	\$0						Phase P	Phase W
Net ASF: 0	DISTRICT:	\$4,799,000						\$0	\$0
								\$60,000	\$396,000
<b>17 Joint-Use Tennis Facilities</b>									
Crafton Hills College									
Occupancy: 2027-28	STATE:	\$0						Phase P	Phase W
Net ASF: 0	DISTRICT:	\$6,691,000						\$0	\$0
								\$84,000	\$552,000
<b>18 Greek Theater &amp; Planetarium Renovation</b>									
San Bernardino Valley College									
Occupancy: 2027-28	STATE:	\$0						Phase P	Phase W
Net ASF: 0	DISTRICT:	\$6,301,000						\$0	\$0
								\$79,000	\$520,000
<b>19 Gym Replacement</b>									
Crafton Hills College									
Occupancy: 2025-26	STATE:	\$7,260,000				Phases P, W	Phases C, E		
Net ASF: 0	DISTRICT:	\$7,260,000				\$553,000	\$6,706,000		
						\$553,000	\$6,706,000		
<b>20 Central Complex 2 Renovation (CHS)</b>									
Crafton Hills College									
Occupancy: 2025-26	STATE:	\$4,863,000				Phases P, W	Phases C, E		
Net ASF: 0	DISTRICT:	\$4,863,000				\$379,000	\$4,483,000		
						\$379,000	\$4,483,000		
<b>21 Soccer Field &amp; Outdoor Kinesiology Laboratories</b>									
Crafton Hills College									
Occupancy: 2027-28	STATE:	\$0						Phase P	Phase W
Net ASF: 0	DISTRICT:	\$9,797,000						\$0	\$0
								\$122,000	\$808,000
<b>22 Maintenance &amp; Operations Addition</b>									
Crafton Hills College									
Occupancy: 2027-28	STATE:	\$0						Phase P	Phase W
Net ASF: 0	DISTRICT:	\$6,598,000						\$0	\$0
								\$82,000	\$544,000
<b>23 East Instructional Building</b>									
Crafton Hills College									
Occupancy: 2027-28	STATE:	\$0						Phase P	Phase W
Net ASF: 0	DISTRICT:	\$41,288,000						\$0	\$0
								\$516,000	\$3,406,000
									\$35,198,000
<b>24 Teaching Pool</b>									
Crafton Hills College									
Occupancy: 2027-28	STATE:	\$0						Phase P	Phase W
Net ASF: 0	DISTRICT:	\$5,714,000						\$0	\$0
								\$71,000	\$471,000

**San Bernardino Community College District 980**

No. Project			Schedule of Funds						
Campus	Source	Total Cost	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
<b>25 Child Development Center Renovation</b>									
Crafton Hills College									
Occupancy: 2027-28	STATE:	\$0					Phase P	Phase W	Phase C
Net ASF: 0	DISTRICT:	\$5,767,000					\$0	\$0	\$0
							\$72,000	\$476,000	\$4,917,000
<b>26 Campus-wide Infrastructure</b>									
San Bernardino Valley College									
Occupancy: 2028-29	STATE:	\$0	Phase W	Phase C					
Net ASF: 0	DISTRICT:	\$48,173,000	\$0	\$0					
			\$3,974,000	\$43,597,000					
<b>27 Campus-wide Infrastructure</b>									
Crafton Hills College									
Occupancy: 2028-29	STATE:	\$0	Phase W	Phase C					
Net ASF: 0	DISTRICT:	\$16,974,000	\$0	\$0					
			\$1,400,000	\$15,362,000					
<b>GRAND TOTALS</b>									
	Total Cost		2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
	STATE:	\$77,536,000	\$2,059,000	\$25,889,000	\$5,456,000	\$3,198,000	\$38,930,000	\$2,002,000	\$0
	DISTRICT:	\$441,886,000	\$8,782,000	\$98,883,000	\$95,834,000	\$8,597,000	\$41,121,000	\$11,828,000	\$64,090,000

**District:** San Bernardino Community College District  
**College / Center:** San Bernardino Valley College  
**Project Name:** Instructional & Student Services Building  
**Project Type:** New Construction

#### Project Funding

	<u>State</u>	<u>Non-state</u>	
Land Aquisition:	\$0	\$0	Budget Year: 2022
Prelim. Plans:	\$831,999	\$831,998	Const. Cost Index: 6684
Working Draw:	\$1,025,481	\$1,025,476	5 yr. Plan Priority: 7
Construction:	\$23,555,461	\$23,555,461	Net ASF: 13,264
Equipment:	\$0	\$4,524,456	Total GSF: 100,154
	\$25,412,941	\$29,937,391	

**Total Cost:** **\$55,350,332**

**Project Description:** The Liberal Arts Building on the San Bernardino Valley College campus was constructed in 1970 and the structure has outlived it's usefulness. The facility has significant electrical, plumbing and mechanical problems. Heating and cooling are inadequate, lighting is poor and the building does not have appropriate handicapped access. The facilities condition index (FCI) for this 23,569 asf/39,359 gsf building is 58.6% and climbing.

Vision for Success is a major initiative being implemented at the College and this project will allow many more students, including disabled students, to increase their skills in English as a Second Language (ESL), Math, English and other Language Arts. Student Services functions on campus are currently disjointed between three buildings on campus (Admin/Student Services, Campus Center, and Student Health Center).

This project will construct a Student Services and Instructional building on the SBVC campus and will assist the college in increasing student success and access. The new one-stop center consist of approximately 65,100 ASF (100,000 GSF). The existing Liberal Arts building will be demolished and vacated student services space will be inactivated as secondary effects of this project.

Project proposed as cat. B as building space plan consists of 50/50 split for instructional and faculty office compared to student services.

Plans for deactivated space in Buildings 39 and 45 are included in the 5YCP under the Administration and Campus Center Repurposing project. There currently are no plans to activate Building 46 once it becomes vacated.

**Master Plan Comments:** This project supports the College's Educational Master Plan by providing an increased compliment of `Basic Skills` services to the students in need of remedial education. These services include Basic Skills, Math, English, ESL and special labs for students with disabilities. This project also supports the Chancellors Office Student Success Initiative.

**CEQA Status:**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	No	No	No	Yes
Initial Study	No	No	No	Yes
Negative Declaration	Yes	No	No	No
Draft EIR	No	No	No	Yes
Final EIR	No	No	No	Yes

**Type of Project and Qualifying Information:**

- No **Life Safety Project** - Required Supporting report is attached and establish imminent danger
- Yes **Project Design** - Construction and equipment design conform with State design and cost guidelines
- No **Infrastructure**  
Type of project: N/A
- No **Loss Imminent** - Loss or failure of infrastructure is imminent
- No **Master Planning or Project Planning** - District's general fund's ending balance is less than 5% of the total general fund
- Yes **Instructional Space**  
Type of space: New Construction, Replacement  
Major ASF: Teaching Lab
- Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio
- No **Academic Support, Student Services or Administrative Space**  
Type of space: N/A  
Major ASF: N/A
- No **Other Facility Projects**  
Type of space: N/A  
Primary ASF of request space: N/A

Yes - There is an existing facility building in use for this proposed project

**Supplemental Information and Alternatives Explored**

- Yes - There is an existing facility in use for this proposed project
- Yes - Cost to reconstruct existing building is more than 50% of cost of a new building
- Yes - Usage in the new building will be the same as usage in the building replaced
- Yes - Replaced building will be demolished and costs are included in the project
- Yes - Alternative instructional delivery system, distance learning, other such means
- No - District or private funding sources
- Yes - Other :local bond funds

- Total construction period in number of Months:24

**Additional Forms/Pages enclosed**

- Yes - District Five-Year Construction Plan or project related pages of said document
- NA - Critical Life-safety third party justification
- No - Engineering test or other related documents
- Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- No - Other FPP related forms: JCAF 31 & 33

District Contact: Jose F. Torres

# FUSION2

FACILITIES UTILIZATION  
SPACE INVENTORY OPTIONS NET

## Instructional & Student Services Building

### Initial Project Proposal (IPP)

Date: 05/01/2019 3:53 PM

Fax No:

Prepared By: Bobby Khushal

E-mail Address: bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature / Date

**District:** San Bernardino Community College District  
**College / Center:** San Bernardino Valley College  
**Project Name:** Physical Sciences & Health and Life Sciences Secondary Effects  
**Project Type:** Reconstruction

**Project Funding**

	State	Non-state	
Land Aquisition:	\$0	\$0	Budget Year: 2022
Prelim. Plans:	\$91,556	\$91,555	Const. Cost Index: 6684
Working Draw:	\$114,363	\$114,363	5 yr. Plan Priority: 14
Construction:	\$1,788,979	\$1,788,977	Net ASF: 0
Equipment:	\$121,326	\$121,326	Total GSF: 0
	\$2,116,224	\$2,116,221	

**Total Cost:** \$4,232,445

**Project Description:** This project will repurpose space that is vacated following occupancy of the Career Pathways Phase 2 building. Scope of work includes repurposing and reorganization of space within the Physical Science and Health/Life Science Buildings. Faculty office space will remain as office functions, however, rooms will be reconfigured for efficiency. Instructional classroom and laboratory spaces that are vacated will be reconstructed to read/study learning resource center space for supporting student success and tutoring.

**Master Plan Comments:** The proposed project supports the College's master plan by replacing obsolete areas and upgrade inefficient facilities on campus. This project will allow the College to repurpose vacated areas, modernize instructional and student support space and upgrade building systems and code compliance which responds to the current institutional needs. This project is included with the campus Facilities Master Plan and is also supported within the Educational Master Plans as well as Five Year Construction Plan. The proposed project will not negatively impact any capacity load ratio's at the College.

**CEQA Status:**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

**Type of Project and Qualifying Information:**

- NA **Life Safety Project** - Required Supporting report is attached and establish imminent danger
- Yes **Project Design** - Construction and equipment design conform with State design and cost guidelines
- No **Infrastructure**  
Type of project: N/A
- No **Loss Imminent** - Loss or failure of infrastructure is imminent
- No **Master Planning or Project Planning** - District's general fund's ending balance is less than 5% of the total general fund
- No **Instructional Space**  
Type of space: N/A  
Major ASF: N/A



Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio

Yes **Academic Support, Student Services or Administrative Space**

Type of space: Alteration

Major ASF: Lib/Learning Center

No **Other Facility Projects**

Type of space: N/A

Primary ASF of request space: N/A

Yes - There is an existing facility building in use for this proposed project

### **Supplemental Information and Alternatives Explored**

Yes - There is an existing facility in use for this proposed project

Yes - Cost to reconstruct existing building is more than 50% of cost of a new building

NA - Usage in the new building will be the same as usage in the building replaced

NA - Replaced building will be demolished and costs are included in the project

Yes - Alternative instructional delivery system, distance learning, other such means

No - District or private funding sources

Yes - Other :Local Bond Funds

- Total construction period in number of Months:18

### **Additional Forms/Pages enclosed**

Yes - District Five-Year Construction Plan or project related pages of said document

NA - Critical Life-safety third party justification

No - Engineering test or other related documents

Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule

Yes - Other FPP related forms: JCAF 31, 33

District Contact: Jose Torres Phone No: (909) 382-4021

Date: 05/03/2019 11:58 AM Fax No:

Prepared By: Bobby Khushal E-mail Address: bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature / Date

**District:** San Bernardino Community College District  
**College / Center:** **San Bernardino Valley College**  
**Project Name:** Warehouse Facilities  
**Project Type:** New Construction, Replacement

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Aquisition:	\$0	\$0	Budget Year: 2022
Prelim. Plans:	\$89,834	\$89,834	Const. Cost Index: 6684
Working Draw:	\$113,401	\$113,402	5 yr. Plan Priority: 15
Construction:	\$2,001,985	\$2,001,982	Net ASF: 269
Equipment:	\$10,494	\$10,493	Total GSF: 18,200
	\$2,215,714	\$2,215,711	

**Total Cost:** **\$4,431,425**

**Project Description:** This project will construct a new building to replace existing shipping and receiving, police storage, warehouse, and M&O storage. The Warehouse, Shipping & Receiving, Police Storage, and Storage Buildings 1, 2, and 4 will be demolished and replaced with a single building enclosed with masonry walls and gates. The existing Warehouse was constructed in 1960 while Shipping/Receiving and Police Storage buildings were constructed in 1935. These facilities no longer support storage and operational support needs for the College and require replacement. The new warehouse facility will be approximately 18,200 GSF.

**Master Plan Comments:** The development of a new warehouse facility building is included in the College's master planning documents. This project is consistent with the College's master planning goal by replacing six aged and temporary buildings, including two that were built in the 1930's, and will increase secure storage for the police department and general college needs. This facility will support the management and recycling of waste, including the storage and disposal of hazardous materials. This project is included with the campus Facilities Master Plan and is also supported within the Educational Master Plans as well as Five Year Construction Plan.

**CEQA Status:**

	<b>Project Under Review</b>	<b>Hearing Underway</b>	<b>Approved District/Filed Clearinghouse</b>	<b>Not Required</b>
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

**Type of Project and Qualifying Information:**

- NA **Life Safety Project** - Required Supporting report is attached and establish imminent danger
- Yes **Project Design** - Construction and equipment design conform with State design and cost guidelines
- No **Infrastructure**  
Type of project: N/A
- No **Loss Imminent** - Loss or failure of infrastructure is imminent
- No **Master Planning or Project Planning** - District's general fund's ending balance is less than 5% of the total general fund
- No **Instructional Space**  
Type of space: N/A

Major ASF: N/A

Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio

No **Academic Support, Student Services or Administrative Space**

Type of space: N/A

Major ASF: N/A

Yes **Other Facility Projects**

Type of space: Replacement

Primary ASF of request space: Maintenance, Warehouse

Yes - There is an existing facility building in use for this proposed project

#### **Supplemental Information and Alternatives Explored**

Yes - There is an existing facility in use for this proposed project

Yes - Cost to reconstruct existing building is more than 50% of cost of a new building

Yes - Usage in the new building will be the same as usage in the building replaced

Yes - Replaced building will be demolished and costs are included in the project

Yes - Alternative instructional delivery system, distance learning, other such means

No - District or private funding sources

Yes - Other :Local Bond Funds

- Total construction period in number of Months:18

#### **Additional Forms/Pages enclosed**

Yes - District Five-Year Construction Plan or project related pages of said document

NA - Critical Life-safety third party justification

No - Engineering test or other related documents

Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule

Yes - Other FPP related forms: JCAF 31, 33

District Contact: Jose Torres

Phone No: (909) 382-4021

Date: 05/03/2019 1:04 PM

Fax No:

Prepared By: Bobby Khushal

E-mail Address: bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature / Date

**District:** San Bernardino Community College District  
**College / Center:** **Crafton Hills College**  
**Project Name:** Gym Replacement  
**Project Type:** New Construction, Replacement

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Aquisition:	\$0	\$0	Budget Year: 2022
Prelim. Plans:	\$245,984	\$245,983	Const. Cost Index: 6684
Working Draw:	\$307,241	\$307,241	5 yr. Plan Priority: 19
Construction:	\$6,528,403	\$6,528,399	Net ASF: 0
Equipment:	\$178,079	\$178,078	Total GSF: 42,188
	\$7,259,707	\$7,259,701	

**Total Cost:** **\$14,519,408**

**Project Description:** The proposed project will construct a new Gymnasium to replace the existing building, which was originally constructed in 1975. Replacement of the existing building will provide space necessary to meet the demands of today`s curriculum that focuses on fitness and wellness programs. The kinesiology program requires indoor facilities that are air-conditioned and have adequate ventilation, which do not exist in the current facility. The current locker rooms are extremely inefficient and do not meet current demands. Weight rooms are undersized and therefore cannot meet the needs of students or team sports on campus. A replacement facility will provide better space utilization, gender equity and satisfaction of current program needs. The current Gymnasium Building is rapidly deteriorating and most of the facility is currently inactive. The most logical solution to meet all of current needs of the College is to replace this building.

**Master Plan Comments:** The proposed project supports the College`s master plan by replacing obsolete and inefficient facilities on campus. This project will allow the College to replace an outdated facility that is primarily inactive with a new building that responds to current institutional needs. This project is included with the campus Facilities Master Plan and is also supported within the Educational Master Plans as well as Five Year Construction Plan. The proposed project will not negatively impact any capacity load ratio`s at the College.

**CEQA Status:**

	<b>Project Under Review</b>	<b>Hearing Underway</b>	<b>Approved District/Filed Clearinghouse</b>	<b>Not Required</b>
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

**Type of Project and Qualifying Information:**

- NA **Life Safety Project** - Required Supporting report is attached and establish imminent danger
- Yes **Project Design** - Construction and equipment design conform with State design and cost guidelines
- No **Infrastructure**  
Type of project: N/A
- No **Loss Imminent** - Loss or failure of infrastructure is imminent
- No **Master Planning or Project Planning** - District's general fund's ending balance is less than 5% of the total general fund

No **Instructional Space**

Type of space: N/A

Major ASF: N/A

Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio

No **Academic Support, Student Services or Administrative Space**

Type of space: N/A

Major ASF: N/A

Yes **Other Facility Projects**

Type of space: Replacement

Primary ASF of request space: Physical Educ.

Yes - There is an existing facility building in use for this proposed project

**Supplemental Information and Alternatives Explored**

Yes - There is an existing facility in use for this proposed project

Yes - Cost to reconstruct existing building is more than 50% of cost of a new building

Yes - Usage in the new building will be the same as usage in the building replaced

Yes - Replaced building will be demolished and costs are included in the project

Yes - Alternative instructional delivery system, distance learning, other such means

No - District or private funding sources

Yes - Other :local bond funds

- Total construction period in number of Months:18

**Additional Forms/Pages enclosed**

Yes - District Five-Year Construction Plan or project related pages of said document

NA - Critical Life-safety third party justification

No - Engineering test or other related documents

Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule

Yes - Other FPP related forms: JCAF 31, JCAF 33

District Contact: Jose Torres

Phone No: (909) 382-4021

Date: 05/03/2019 10:03 PM

Fax No:

Prepared By: Bobby Khushal

E-mail Address: bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature / Date

**District:** San Bernardino Community College District  
**College / Center:** **Crafton Hills College**  
**Project Name:** Central Complex 2 Renovation (CHS)  
**Project Type:** Reconstruction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Aquisition:	\$0	\$0	Budget Year: 2022
Prelim. Plans:	\$168,907	\$168,907	Const. Cost Index: 6684
Working Draw:	\$210,180	\$210,179	5 yr. Plan Priority: 20
Construction:	\$3,726,183	\$3,726,180	Net ASF: 0
Equipment:	\$757,260	\$757,260	Total GSF: 0
	\$4,862,530	\$4,862,526	

**Total Cost:** **\$9,725,056**

**Project Description:** This project will renovate the Center Complex 2 (CHS). Instructional space throughout the building will be reconstructed to accommodate academic programs by resizing rooms and rebalancing room use types throughout the facility. The proposed building will result in open interdisciplinary computer labs, flexible counseling/tutoring rooms, and adjunct faculty workspace. The project will include code compliance and building system upgrades, modernize instructional and student support space, and repurpose vacated areas for laboratory and tutoring space.

**Master Plan Comments:** The proposed project supports the College’s master plan by replacing obsolete areas and upgrade inefficient facilities on campus. This project will allow the College to repurpose vacated areas, modernize instructional and student support space and upgrade building systems and code compliance which responds to the current institutional needs. This project is included with the campus Facilities Master Plan and is also supported within the Educational Master Plans as well as Five Year Construction Plan. The proposed project will not negatively impact any capacity load ratio’s at the College.

**CEQA Status:**

	<b>Project Under Review</b>	<b>Hearing Underway</b>	<b>Approved District/Filed Clearinghouse</b>	<b>Not Required</b>
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

**Type of Project and Qualifying Information:**

NA **Life Safety Project** - Required Supporting report is attached and establish imminent danger  
 Yes **Project Design** - Construction and equipment design conform with State design and cost guidelines  
 No **Infrastructure**  
 Type of project: N/A  
 No **Loss Imminent** - Loss or failure of infrastructure is imminent  
 No **Master Planning or Project Planning** - District's general fund's ending balance is less than 5% of the total general fund  
 Yes **Instructional Space**  
 Type of space: Alteration  
 Major ASF: Teaching Lab

Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio

No **Academic Support, Student Services or Administrative Space**

Type of space: N/A

Major ASF: N/A

No **Other Facility Projects**

Type of space: N/A

Primary ASF of request space: N/A

Yes - There is an existing facility building in use for this proposed project

#### **Supplemental Information and Alternatives Explored**

Yes - There is an existing facility in use for this proposed project

Yes - Cost to reconstruct existing building is more than 50% of cost of a new building

NA - Usage in the new building will be the same as usage in the building replaced

NA - Replaced building will be demolished and costs are included in the project

Yes - Alternative instructional delivery system, distance learning, other such means

No - District or private funding sources

Yes - Other :Local Bond Funds

- Total construction period in number of Months:18

#### **Additional Forms/Pages enclosed**

Yes - District Five-Year Construction Plan or project related pages of said document

NA - Critical Life-safety third party justification

No - Engineering test or other related documents

Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule

Yes - Other FPP related forms: JCAF 31, 33

District Contact: Jose Torres

Phone No: (909) 382-4021

Date: 05/03/2019 11:23 PM

Fax No:

Prepared By: Bobby Khushal

E-mail Address: bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature / Date

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Executive Vice Chancellor  
**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning & Construction  
**DATE:** June 20, 2019  
**SUBJECT:** Consideration of Approval to Award Bid #03-1819-02.01 and Contract to Krueger International, Inc of Green Bay, WI

**RECOMMENDATION**

It is recommended that the Board of Trustees award Bid #03-1819-02.01 and contract to Krueger International, Inc of Green Bay, WI for the DSS/TESS Demountable Architectural Wall Project at 550 E. Hospitality Lane in the amount of \$276,327.97. This includes the contract amount of \$251,207.25 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**

As part of the purchase of Commercial Property, the building at 550 E. Hospitality Lane will serve as the new office space for District Support Services (DSS) and Technology and Educational Support Services (TESS). This building will also include a boardroom.

**ANALYSIS**

A public bid opening was conducted on April 9, 2019 and the District received one bid. An analysis of the bid received indicates that Krueger International, Inc. is a responsible and responsive bidder.

<b>Vendor</b>	<b>Total Bid</b>
Krueger International, Inc of Green Bay, WI	\$251,207.25

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

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



## **“Exhibit A”**



**2<sup>nd</sup> Floor  
2 Parkside Building  
(550 E. Hospitality Lane, San Bernardino, CA 92408)**

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning & Construction  
**DATE:** June 20, 2019  
**SUBJECT:** Consideration of Approval of Pay Applications as Disputed Claims for Jampro Construction

**RECOMMENDATION**

It is recommended that the Board of Trustees request San Bernardino County Superintendent of Schools (SBCSS) District Financial Services (DFS) to approve payment of all pay applications submitted for the following contract as a disputed claim. This project is 75% complete. The work is ongoing with everything to date being performed to SBCCD’s satisfaction. DFS, however, has declined the pay applications on the basis that the scope of work in Contract Amendment 01 was not, in their opinion, due to an unforeseen condition.

<b>03-1617-06 KVCR UHF-to-VHF Transition Project at Moreno Valley Tower Facility – (Package #2) Antenna Solution System</b>					
		<u>Original Contract</u>	<u>Change #</u>	<u>Amount of Change</u>	<u>New Contract</u>
Jampro Antenna, Inc. dba Jampro Construction		\$589,064.00	CA-01	\$148,600.00	\$737,664.00

**OVERVIEW**

DFS legal counsel noted that if a scope of work is to be issued under a Contract Amendment, it needs to be either an unforeseen field condition, or demonstrated by the District that the contract is such that competitive proposals would be unavailing or would not produce an advantage, and the advertisement for competitive bid would thus be undesirable, impractical, or impossible.

In 2017 the KVCR UHF- to-VHF Transition project began and a scope of work was compiled for a new broadcast tower in Box Springs, California. At that time, the project team believed that the existing FM antenna could be re-used and moved from the old broadcast tower to the new broadcast tower. The necessary contractors, including Jampro, were then brought on board to relocate the FM antenna. As the engineering team assessed the existing antenna further, it was determined that it could not be relocated since it was on a three-leg tower and the new tower was a four-leg tower. An amendment to the existing Jampro contract was approved by the Board in September 2018 for the revised scope.

## **ANALYSIS**

Jampro Antenna has now completed the FM Antenna fabrication and is preparing for the final installation. We are seeking approval for Jampro Antenna to complete the scope and obtain payment for the FM Antenna as a disputed claim. After consultation with DFS legal counsel, it was determined that this Board action would allow for payment of the contract services rendered.

## **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

## **FINANCIAL IMPLICATIONS**

The cost of this contract and its amendment is included in the Fund 59 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:** Jose F. Torres, Executive Vice Chancellor

**DATE:** May 16, 2019

**SUBJECT:** Consideration of Approval to Adopt Resolution #20190620-FPC01  
Requesting the Board of Supervisors of San Bernardino County to  
Establish a Tax Rate

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution #20190620-FPC01 requesting the Board of Supervisors of San Bernardino County to establish a tax rate for bonds of the San Bernardino Community College District expected to be sold during fiscal year 2019-20, and authorizing necessary actions in connection therewith.

### **OVERVIEW**

An election was held in the San Bernardino Community College District on November 6, 2018 for the issuance and sale of general obligation bonds of the District for various college improvements in the maximum amount of \$470,000,000 ("Measure CC"). The schedule for issuing the first series of bonds authorized under Measure CC currently anticipates selling such bonds after the time that the Auditor-Controller calculates the taxes to be levied for District-bonded debt during fiscal year 2019-20.

This resolution is being brought before the Board of Trustees now to formally request that, pursuant to Education Code Sections 15252-15254, the Board of Supervisors of San Bernardino County adopt a tax rate and levy a tax for the bonds. The tax rate will be based upon an estimated debt service schedule prepared by the District. The resolution further authorizes the District officials to file a certified copy of the resolution with the Board of Supervisors of the County and to deliver copies of the resolution to the Auditor-Controller and Treasurer and Tax Collector.

### **ANALYSIS**

Adoption of this resolution is necessary to ensure that property taxes are levied during fiscal year 2019-20 for the payment of the bonds expected to be sold during fiscal year 2019-20.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There is no fiscal impact to the General Fund resulting from the issuance of the bonds.

RESOLUTION #20190620-FPC01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
REQUESTING THE BOARD OF SUPERVISORS OF SAN BERNARDINO COUNTY  
TO ESTABLISH A TAX RATE FOR BONDS EXPECTED TO BE SOLD DURING FISCAL YEAR 2019-20  
AND AUTHORIZING NECESSARY ACTIONS IN CONNECTION THEREWITH

[v.5.30.2019.p.1|2]

**WHEREAS**, this Board of Trustees (the “Board”) of the San Bernardino Community College District (the “District”), located in San Bernardino County (the “County”), California, is authorized to, and intends to, issue a series of its bonds for purposes authorized by the voters of the District on November 6, 2018 (“Measure CC”);

**WHEREAS**, the Board of Supervisors of the County is required to take action approving a tax rate for payment of indebtedness of the District during Fiscal Year 2019-20, and it is the responsibility of the Auditor-Controller of the County to calculate the several tax rates for the Board of Supervisors’ action thereon;

**WHEREAS**, this Board has determined that it is not possible or advisable to sell the District’s bonds in time to permit the Auditor-Controller, or other appropriate County official, of the County to calculate the tax rates necessary to pay debt service on such bonds in order that such tax rates may be reflected on 2019-20 property tax bills of taxpayers in the District;

**WHEREAS**, the Education Code of the State of California provides that the Board of Supervisors of each county shall annually, at the time of making the levy of taxes for county purposes, estimate the amount of money required to meet the payment of the principal of and interest on the bonds authorized by the electors of the District and not sold, and which the Board of Trustees of the District informs the Board of Supervisors in their belief will be sold before the next tax levy, and further provides that said Board of Supervisors shall levy a tax sufficient to pay the principal and interest so estimated; and

**WHEREAS**, this Board deems it necessary and desirable to issue a series of the District’s bonds during Fiscal Year 2019-20, as authorized by the Government Code, and that the County levy a tax for payment on debt service estimated to come due on such bonds during Fiscal Year 2019-20, and believes that said bonds will be sold during said Fiscal Year.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SAN BERNARDINO COMMUNITY COLLEGE DISTRICT:**

Section 1. Recitals. All of the above recitals are correct.

Section 2. Estimate of Tax Levy. The Chancellor or the Executive Vice Chancellor of the District or such other officer of the District as either authorized officer may designate (each, an “Authorized District Representative”), are hereby authorized and directed to prepare, or cause the investment banker to the District to prepare, an estimate of all payments of principal and interest which shall become due on a series of Measure CC bonds of the District expected to be sold prior to the making of the tax levy for Fiscal Year 2019-20, and to cause the debt service schedule so prepared to be provided to the Board of Supervisors and the Auditor-Controller of the County and to any other officers of the County responsible for preparing the tax levy for bonds of the District and for levying said tax. The District estimates that the sale of its first series of bonds shall be in an estimated amount of \$250 million, an amount within the District’s authorized but unissued bond allowance, and shall be issued during Fiscal Year 2019-20.

Section 3. Request to County to Levy Tax. The Board of Supervisors of the County is hereby requested, in accordance with Education Code Sections 15252-15254, to adopt a tax rate for bonds of the District expected to be sold during Fiscal Year 2019-20, based upon the estimated

RESOLUTION #20190620-FPC01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
REQUESTING THE BOARD OF SUPERVISORS OF SAN BERNARDINO COUNTY  
TO ESTABLISH A TAX RATE FOR BONDS EXPECTED TO BE SOLD DURING FISCAL YEAR 2019-20  
AND AUTHORIZING NECESSARY ACTIONS IN CONNECTION THEREWITH

[v.5.30.2019.p.2|2]

debt service schedule prepared by officers of the District, and to levy a tax in Fiscal Year 2019-20 on all taxable property in the District sufficient to pay said estimated debt service. The proceeds of such tax shall be deposited into the debt service fund of the District established pursuant to the Education Code for bonds of the District.

Section 4. Application of Tax Proceeds. In the event that the bonds of the District are not sold during Fiscal Year 2019-20, or sold in such amount and on such terms that the proceeds of the tax requested in Section 3 hereof, or any portion thereof, are not required for payment of debt service due on the bonds, or payment of other outstanding bonds of the District payable from the debt service fund of the District, this Board hereby requests that the Auditor-Controller, or other appropriate official of the County cause the remaining proceeds of the tax to be held in the debt service fund and applied to debt service on outstanding bonds of the District coming due in Fiscal Year 2020-21.

Section 5. Filing of Resolution. The Secretary of this Board is hereby authorized and directed to file forthwith a certified copy of this Resolution with the Clerk of the Board of Supervisors of the County, and to cause copies of this Resolution to be delivered to the Auditor-Controller and the Treasurer-Tax Collector of the County.

Section 6. Further Authorization. The President of this Board, the Secretary of this Board, or any Authorized District Representative, shall be and they are hereby authorized and directed to take such additional actions consistent with the intent of this Resolution in connection with the sale of the bonds of the District, which any of them deem necessary and desirable to accomplish the purpose hereof.

Section 7. Effective Date. This resolution shall take effect from and after its adoption.

**PASSED AND ADOPTED** this \_\_\_\_th day of June, 2019, by the following vote:

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

\_\_\_\_\_  
President of the Board of Trustees of the  
San Bernardino Community College District

Attested: \_\_\_\_\_  
Secretary of the Board of Trustees of the  
San Bernardino Community College District

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey K. Nikac, Senior Executive Assistant  
**DATE:** June 20, 2019  
**SUBJECT:** 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 as if in attendance at said meeting.

<b>Trustee</b>	<b>Meeting</b>	<b>Amount</b>
Frank Reyes	5/30/19 Study Session	\$200.00
Joseph Williams	5/30/19 Study Session	\$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 #2019-06-20 BOT-1  
TO GRANT EXCUSED ABSENCE AND  
PAY TRUSTEE FOR MEETING ATTENDANCE**

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

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

WHEREAS, the Board finds that the absence of Trustee Williams from the meeting on May 30, 2019 was due to a hardship; and

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

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

PASSED AND ADOPTED by the members of the Board of Trustees of the San Bernardino Community College District on the 20<sup>th</sup> day of June 2019 by a vote of:

AYES:

NOES:

ABSENT:

I, Bruce Baron, Secretary of the Governing Board, do hereby certify the foregoing to be a full, true and correct copy of a motion adopted by said Board at a regular meeting, thereof, held at its regular place of meeting at the time and by the vote above stated, which motion is contained in the minutes of the meeting of said Board.

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Secretary of the Governing Board



**RESOLUTION #2019-06-20 BOT-2  
TO GRANT EXCUSED ABSENCE AND  
PAY TRUSTEE FOR MEETING ATTENDANCE**

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

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

WHEREAS, the Board finds that the absence of Trustee Reyes from the meeting on May 30, 2019 was due to district business; and

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

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

PASSED AND ADOPTED by the members of the Board of Trustees of the San Bernardino Community College District on the 20<sup>th</sup> day of June 2019 by a vote of:

AYES:

NOES:

ABSENT:

I, Bruce Baron, Secretary of the Governing Board, do hereby certify the foregoing to be a full, true and correct copy of a motion adopted by said Board at a regular meeting, thereof, held at its regular place of meeting at the time and by the vote above stated, which motion is contained in the minutes of the meeting of said Board.

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Secretary of the Governing Board

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Diana Rodriguez, President, SBVC  
**PREPARED BY:** Patty Quach, Dean, Academic Success & Learning Services, SBVC  
**DATE:** June 20, 2019  
**SUBJECT:** Public Hearing for College and Career Access Pathways (CCAP) Agreements - SBVC

### **RECOMMENDATION**

It is recommended that the President of the Board of Trustees open a hearing for public comment on the subject of College and Career Access Pathways dual enrollment partnership agreements between the San Bernardino Community College District and the following:

- › Lifelong Learning Administration Corporation (Learn4Life)
- › Provisional Accelerated Learning (PAL) & Charter Academy
- › Rialto Unified School District
- › San Bernardino Unified School District
- › Public Safety Academy

### **OVERVIEW**

On May 16, 2019, the SBCCD Board of Trustees received the CCAP partnership agreements for information. As required by Education Code 76004, the governing board is required to take comments from the public on the proposed agreements.

### **ANALYSIS**

A participating community college district may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

None.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Diana Rodriguez, President, SBVC  
**PREPARED BY:** Patty Quach, Dean, Academic Success & Learning Services, SBVC  
**DATE:** June 20, 2019  
**SUBJECT:** Adoption of College and Career Access Pathways (CCAP) Agreements - SBVC

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt the Career Access Pathways (CCAP) dual enrollment partnership agreements between the San Bernardino Community College District and the following:

- › Lifelong Learning Administration Corporation (Learn4Life)
- › Provisional Accelerated Learning (PAL) & Charter Academy
- › Rialto Unified School District
- › San Bernardino Unified School District
- › Public Safety Academy

### **OVERVIEW**

Staff has reviewed and met the requirements of Education Code 76004, and therefore requests the adoption of the CCAP agreements.

The agreements offer or expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

### **ANALYSIS**

A participating community college district may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

None.

**COLLEGE AND CAREER ACCESS PATHWAYS  
FOR DUAL ENROLLMENT  
2019-2024**

This College and Career Access Pathways Partnership Agreement (“CCAP Agreement”) is entered into between the San Bernardino Community College District (“SBCCD”), 114 South Del Rosa Drive, San Bernardino, California 92408, on behalf of one of its colleges San Bernardino Valley College (“COLLEGE”), and Lifelong Learning Administration Corporation (“LLAC”), whose address is 177 Holston Drive, Lancaster, CA 93535 for the providing of dual enrollment classes to those California charter schools identified in “Exhibit A” attached hereto and incorporated herein (collectively the “SCHOOLS” or individually a “SCHOOL”) which SCHOOLS are licensed to use the Learn4Life trademark and are supported by LLAC through certain educational services agreements.

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within SBVC;

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences;

WHEREAS, the SCHOOLS are public charter schools serving grades 9-12 located in San Bernardino County and within the regional service area of SBCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e);

WHEREAS, SBCCD and LLAC desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities to the SCHOOLS, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” as specified in Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d); and

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, SBCCD and COLLEGE.

NOW THEREFORE, SBCCD, the COLLEGE and LLAC agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall begin on July 1, 2019, will be reviewed annually, and will remain in effect until June 30, 2024. This contract may be cancelled or amended by either party unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement, Exhibit A and the appendix attached hereto outline the terms of the agreement between the parties. The appendix attached to this CCAP Agreement and incorporated by this reference (“Appendix”) shall specify additional detail regarding, but

not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

1.3 The Appendix shall identify a point of contact for the participating community college district (COLLEGE and SBCCD), LLAC and the SCHOOLS. Sec. 2 (c)(2)

1.4 A copy of the COLLEGE AND LLAC CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and California Department of Education before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOLS have been approved in accordance with the policies and guidelines of SBCCD and applicable law. Sec. 2 (a)

2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

## **3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2(a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of this CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through this CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and SBCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in this CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SBCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOLS unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of a CCAP Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - LLAC shall request each of the SCHOOLS to certify that it shall teach SCHOOL’s students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and LLAC (in consultation and coordination with the SCHOOLS) will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The LLAC agrees to work with SCHOOLS to assist COLLEGE in the admission and registration of SCHOOLS students as may be necessary and requested by COLLEGE.

- 4.4 LLAC and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee described in the following California Education Code Sections: 49011 Pupil fees; 76060.5 Student representation fee; 76140, 76141, and 76142 Nonresident tuition and corresponding permissible “capital outlay” fee and/or “processing fee”; 76223 Transcript fees; 76300 Course enrollment fees; 76350 Apprenticeship course fees; and 79121 Child development center fees. Sec. 2 (f)(q)

## **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011 Pupil fees. See also Sec. 2(f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5 Student representation fee; 76140, 76141 and 76142 Nonresident tuition and corresponding permissible “capital outlay” fee and/or “processing fee”; 76223 Transcript fees; 76300 Course enrollment fees; 76350 Apprenticeship course fees; and 79121 Child development center fees.
- 5.2 The total cost of books and instructional materials for SCHOOLS students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOLS.
- 5.3 Participating students must meet all COLLEGE prerequisite requirements as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOLS. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. LLAC shall work with the SCHOOLS to ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOLS.
- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate

information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.

- 5.8 A course dropped within the SBCCD drop “without a W” deadline will not appear on the SCHOOLS’ or the COLLEGE’s transcript.

## **6. CCAP AGREEMENT COURSES**

- 6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and education program is offered on site at the SCHOOLS or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of this CCAP Agreement either at the COLLEGE or SCHOOLS shall be jointly reviewed and approved.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOLS shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with COLLEGE academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOLS shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOLS shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to SBCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOLS. In the event of a conflict between SBCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and the SCHOOLS policies, practices and requirements, the SBCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and or SBCCD shall be permitted by the SCHOOLS to ensure that courses offered as part of



this CCAP Agreement in the SCHOOLS are the same as the courses offered on the COLLEGE campus and in compliance with SBCCD academic standards.

- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with SBCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SBCCD guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOLS, and shall involve collaborative effort between the SCHOOLS and the COLLEGE to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by SBCCD.
- 7.2 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code §121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL site.
- 7.3 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by SBCCD.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOLS shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOLS shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.

- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOLS shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOLS shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and LLAC/SCHOOLS in conformity with SBCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOLS shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between the LLAC/SCHOOLS and COLLEGE in conformity with LLAC/SCHOOLS policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOLS personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with SBCCD policy and COLLEGE procedures and academic standards.
- 9.4 The LLAC shall have the SCHOOLS provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The LLAC's or SCHOOLS' personnel will perform services specified in 9.4 as part of their regular assignment. LLAC or SCHOOLS personnel performing these services will be employees of LLAC or SCHOOLS, subject to the authority of LLAC or SCHOOLS, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and LLAC on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)

- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## 10. APPORTIONMENT

- 10.1 SBCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 The LLAC agrees and acknowledges that SBCCD will claim apportionment for the SCHOOL(S) students enrolled in community college course(s) under this CCAP Agreement. SCHOOLS shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 Effective January 1, 2017, AB 2364, amended California Education Code 76140 to exempt specific nonresident students who live and attend high school in California from nonresident tuition for community college dual enrollment coursework. With the passage of AB 2364 Districts are allowed to claim apportionment for students eligible for nonresident tuition exemption.

## 11. CERTIFICATIONS

- 11.1 SBCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.2 The LLAC agrees and acknowledges that SBCCD will claim apportionment for the SCHOOLS students enrolled in community college course(s) under this CCAP Agreement.
- 11.3 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.4 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)

11.5 The COLLEGE certifies that:

- A community college course offered for college credit at the participating SCHOOL(S) does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
- A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)

11.6 This CCAP Agreement certifies that the LLAC and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

12.1 The COLLEGE and LLAC may annually conduct surveys of participating SCHOOLS pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

13.1 Permanent records of student attendance, grades and achievement will be maintained by LLAC or SCHOOLS for SCHOOLS students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **14. REIMBURSEMENT**

14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

## **15. FACILITIES**

- LLAC shall require the SCHOOLS to provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to SBCCD or students. LLAC agree to have SCHOOLS clean, maintain, and safeguard SCHOOLS' premises. LLAC shall have SCHOOLS warrant that the SCHOOLS' facilities are safe and compliant with all applicable building, fire, and safety codes.

- 15.2 LLAC shall have the SCHOOLS furnish, at their own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOLS students. The parties understand that such equipment and materials are the SCHOOLS' sole property. The instructor shall determine reasonable books and materials to be used during each course offered as part of this CCAP Agreement. LLAC understand that no equipment or materials fee may be charged by the SCHOOLS to students except as may be provided for by Education Code 49011.
- 15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this CCAP Agreement.

## **16. INDEMNIFICATION**

- 16.1 LLAC agrees to and shall indemnify, save and hold harmless the COLLEGE and SBCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of LLAC's performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the LLAC, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 The SBCCD agrees to and shall indemnify, save and hold harmless the LLAC and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SBCCD and COLLEGE'S performance of this CCAP Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SBCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **17. INSURANCE**

- 17.1 LLAC, in order to protect the SBCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this CCAP Agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and LLAC, its agents, employees and officers as an additional insured for the purposes of this CCAP Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE and to SBCCD.
- 17.2 SBCCD and COLLEGE, to protect LLAC and the SCHOOLS, shall secure and maintain in force insurance coverage or an approved program of self-insurance as specified in Section 10a and 10b of the Appendix.

**18. NON-DISCRIMINATION**

18.1 Neither LLAC and the SCHOOLS nor the COLLEGE and SBCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

**19. TERMINATION**

19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

**20. NOTICES**

20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE  
San Bernardino Valley College  
701 South Mount Vernon Avenue  
San Bernardino, CA 92410  
Attn: Patricia Quach

SBCCD  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408  
Attn: Steve Sutorous

LLAC  
Lifelong Learning Administration Corporation  
177 Holston Drive  
Lancaster, CA 93535  
Attn: Vince Varchun

**21. INTEGRATION**

21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

## **22. MODIFICATION AND AMENDMENT**

- 22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

## **23. GOVERNING LAWS**

- 23.1 This CCAP Agreement shall be governed by and construed in accordance with the laws of the State of California.

## **24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

- 24.1 For locations outside the geographical boundaries of SBCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.


## **25. SEVERABILITY**


- 25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.


## **26. COUNTERPARTS**

- 26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on 8/04/19 (date)

By:   
Julie Parra  
Chief Financial Officer  
Alta Vista Innovation High School  
177 Holston Drive  
Lancaster, CA 93535

By:   
Janet Wilson  
Chief Executive Officer  
Vista Norte Public Charter School  
177 Holston Drive  
Lancaster, CA 93535

By:   
Steve Sutorous  
Business Manager  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408


By:   
Diana Rodriguez  
President  
San Bernardino Valley College  
701 South Mount Vernon Avenue  
San Bernardino, CA 92410



EXHIBIT A

ALTA VISTA PUBLIC CHARTER, INC., which operates:

Vista Norte Public Charter School

248 East Base Line Road, Rialto, CA 92376

WESTERN EDUCATIONAL CORPORATION, which operates:

Alta Vista Innovation High School

689 W. 2<sup>nd</sup> St., San Bernardino, CA 92410

3505 East Highland Avenue, Ste C, Highland, CA 92346

**APPENDIX**

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the College and Career Access Pathways Partnership Agreement (“CCAP Agreement”) is between San Bernardino Valley College (“COLLEGE”) a college of the San Bernardino Community College District (“SBCCD”), located at 114 South Del Rosa Drive, San Bernardino, California 92408 and Lifelong Learning Administration Corporation (“LLAC”), located at 177 Holston Dr., Lancaster, CA 93535 that provides certain educational services to those California charter schools licensed to use the “Learn4Life” trademark as identified on “Exhibit A” to the CCAP Agreement (collectively the “SCHOOLS” or individually a “SCHOOL”);

WHEREAS, the COLLEGE and the LLAC agree to record COLLEGE and LLAC specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college;  
Sec. 2 (k)(3)

NOW THEREFORE, SBCCD, the COLLEGE and LLAC agree as follows:

**1. CCAP AGREEMENT**

- a. COLLEGE and LLAC shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and LLAC shall review and establish new or amended CCAP Agreements annually on or before and follow the protocols set forth in (a) and (b) of this section.
- d. SBCCD, COLLEGE and LLAC point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
SBCCD	Steve Sutorus	909-382-4031	ssutorus@sbccd.cc.ca.us
COLLEGE:	Patricia Quach	909-384-8996	pquach@sbccd.cc.ca.us
SCHOOL DISTRICT	1. Vince Varachun	951-992-2629	vvarachun@learn4life.org
	2. Cherie Padilla	951-319-4167	cpadilla@innovationhigh.org

**2. STUDENT SELECTION**

- a. LLAC shall have the SCHOOLS certify that all participating students meet the minimum school day reporting requirements as specified in California Education Code 46114 and 41146. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- b. LLAC shall have the SCHOOLS select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- c. COLLEGE and LLAC shall have the SCHOOLS certify that participating students will have a signed parental consent form on file with the COLLEGE. Preamble and Sec. 2 (c)(1)
- d. COLLEGE and LLAC shall have the SCHOOLS certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. Sec. 2 (p)(1-3)

**3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)**

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOLS or the COLLEGE.

**4. CCAP AGREEMENT PROGRAM YEAR 2019-20 - COLLEGE has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; term; number of sections; the total number of students to be served and projected FTES; and the instructor and employer of record.**

PROGRAM YEAR:	2019-2020
COLLEGE:	San Bernardino Valley College
EDUCATIONAL PROGRAM:	
LLAC:	Lifelong Learning Administration Corporation
HIGH SCHOOL(S):	Learn4Life charter schools listed on <u>Exhibit A</u> to CCAP Agreement

TOTAL NUMBER OF STUDENTS TO BE SERVED:							TOTAL PROJECTED FTES:	
COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
COURSE 1	SDEV-102	2019FA	1	2:00-3:50	TR	STAFF	SBCCD	Alta Vista Innovation High School (San Bernardino)
COURSE 2	SDEV-103	2020SP	1	2:00-3:50	TR	STAFF	SBCCD	Alta Vista Innovation High School (San Bernardino)
COURSE3	ART-103	2020FA	1	2:00-3:50	TR	STAFF	SBCCD	Alta Vista Innovation High School (San Bernardino)
COURSE 4	VOCED 600-601	2021SP	1	2:00-3:50	TR	STAFF	SBCCD	Alta Vista Innovation High School (San Bernardino)

\*Pursuant to 4CD Business Procedure 2.02, Instruction Service submit an ISA if the Employer of Record is the School District for the instructor teaching the course(s) listed.

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1)):

Evaluation of high school transcript to determine progress toward high school diploma. Recommendations from high school teachers and counselor regarding academic and socio/emotional readiness to succeed in a college environment.

**6. MANDATED ANNUAL STATE REPORTING**

- a. COLLEGE and LLAC shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and LLAC shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before date established by the district and shall be reported annually in compliance with all applicable state and federal privacy laws. The 4CD shall annually report the student data to the office of the Chancellor of the California Community Colleges. Sec. 2 (t) (1)(A)
- c. COLLEGE and LLAC shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. Sec. 2 (t) (1)(B)
- d. COLLEGE and LLAC shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. Sec. 2 (t)(1)(C)
- e. COLLEGE and LLAC shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. Sec. 2 (t)(1)(D)
- f. COLLEGE and LLAC shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

**7. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. COLLEGE and LLAC shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

**8. PRIVACY OF STUDENT RECORDS**

- a. COLLEGE and LLAC understand and agree that education records of SCHOOLS' students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and LLAC agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)
- b. Limitation on Use. COLLEGE and LLAC shall use each SCHOOLS student education record that he or she may receive pursuant to this CCAP Agreement solely for a

purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

- c. Recordkeeping Requirements. COLLEGE and LLAC shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, each of COLLEGE and LLAC hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

## **9. FACILITIES USE**

- a. COLLEGE and LLAC shall have SCHOOLS adhere to the terms outlined in Section 15, Facilities, of the CCAP Agreement.
- b. COLLEGE, as part of Section 15.3 of the CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

## **10. INSURANCE**

- a. The SBCCD, in order to protect the LLAC and SCHOOLS, agents, employees and their officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of the CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the LLAC and SCHOOLS, their agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the LLAC.
- b. For the purpose of Workers' Compensation, COLLEGE and SBCCD shall be the "primary employer" for all its personnel who perform services as instructors and support staff. COLLEGE and/or SBCCD shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE AND SBCCD agree to hold harmless, indemnify, and defend LLAC and SCHOOLS, their directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE and/or SBCCD personnel connected with providing

services under this Agreement. COLLEGE and SBCCD are not responsible for non-COLLEGE and/or non-SBCCD personnel who may serve as instructors or students who are not affiliated with the COLLEGE and/or SBCCD.

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2019-2020**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between the San Bernardino Community College District (SBCCD), 114 South Del Rosa Drive, San Bernardino, California 92408, on behalf of one of its colleges San Bernardino Valley College (“COLLEGE”), and Provisional Accelerated Learning Center (PAL) & Charter Academy (“SCHOOL DISTRICT”).

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within SBVC; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in San Bernardino County and within the regional service area of SBCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, SBCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” as specified in Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, SBCCD and COLLEGE;

NOW THEREFORE, SBCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall begin on July 1, 2019, will be reviewed annually, and will remain in effect until June 30, 2024. This contract may be cancelled or amended by either party unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all



applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district (COLLEGE and SBCCD) and SCHOOL DISTRICT partners. Sec. 2 (c)(2)

1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and California Department of Education before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SBCCD and applicable law. Sec. 2 (a)

2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

## **3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will

be determined by COLLEGE and shall be in compliance with applicable law and SBCCD standards and policies.

- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SBCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.

- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee described in the following California Education Code Sections: 49011 Pupil fees; 76060.5 Student representation fee; 76140, 76141, and 76142 Nonresident tuition and corresponding permissible “capital outlay” fee and/or “processing fee”; 76223 Transcript fees; 76300 Course enrollment fees; 76350 Apprenticeship course fees; and 79121 Child development center fees. Sec. 2 (f)(q)

## 5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011 Pupil fees. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5 Student representation fee; 76140, 76141 and 76142 Nonresident tuition and corresponding permissible “capital outlay” fee and/or “processing fee”; 76223 Transcript fees; 76300 Course enrollment fees; 76350 Apprenticeship course fees; and 79121 Child development center fees.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Participating students must meet all COLLEGE prerequisite requirements as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No ass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICTS shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.

- 5.8 A course dropped within the SBCCD drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## 6. CCAP AGREEMENT COURSES

- 6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and education program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with COLLEGE academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to SBCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between SBCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the SBCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and or SBCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with SBCCD academic standards.

- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with SBCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SBCCD guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by SBCCD.
- 7.2 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code §121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.3 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by SBCCD.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.

- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## 9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SBCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between the SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with SBCCD policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)

- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## 10. APPORTIONMENT

- 10.1 SBCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 The SCHOOL DISTRICT agrees and acknowledges that SBCCD will claim apportionment for the SCHOOL DISTRICT(S) students enrolled in community college course(s) under this CCAP Agreement. SCHOOL DISTRICT shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 Effective January 1, 2017, AB 2364, amended California Education Code 76140 to exempt specific nonresident students who live and attend high school in California from nonresident tuition for community college dual enrollment coursework. With the passage of AB 2364 Districts are allowed to claim apportionment for students eligible for nonresident tuition exemption.

## 11. CERTIFICATIONS

- 11.1 SBCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.2 The SCHOOL DISTRICT agrees and acknowledges that SBCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.3 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.4 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.5 The COLLEGE certifies that:

- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
- A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)

11.6 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **14. REIMBURSEMENT**

14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

## **15. FACILITIES**

- The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to SBCCD or students. SCHOOL DISTRICT agree to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrant that its facilities are safe and compliant with all applicable building, fire, and safety codes.

15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL



DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine reasonable books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understand that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

- 15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

## **16. INDEMNIFICATION**

- 16.1 The SCHOOL DISTRICT agree to and shall indemnify, save and hold harmless the COLLEGE and SBCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 The SBCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SBCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SBCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **17. INSURANCE**

- 17.1 The SCHOOL DISTRICT, in order to protect the SBCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE and to SBCCD.

## **18. NON-DISCRIMINATION**

- 18.1 Neither the SCHOOL DISTRICT nor the COLLEGE and SBCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

## **19. TERMINATION**

- 19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

## **20. NOTICES**

- 20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE  
San Bernardino Valley College  
701 South Mount Vernon Avenue  
San Bernardino, CA 92410  
Attn: Patricia Quach

SBCCD  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408  
Attn: Steve Sutorous

SCHOOL DISTRICT  
Provisional Accelerated Learning Center (PAL) & Charter Academy  
2450 Blake Street  
San Bernardino, CA 92407  
Attn: Domonique White

## **21. INTEGRATION**

- 21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

## **22. MODIFICATION AND AMENDMENT**

- 22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

## **23. GOVERNING LAWS**

23.1 This agreement shall be interpreted according to the laws of the State of California.

**24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

24.1 For locations outside the geographical boundaries of SBCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.


**25. SEVERABILITY**


25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

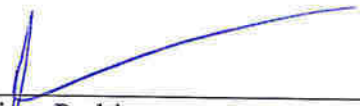
**26. COUNTERPARTS**

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on 3/28/19 (date)

By:   
\_\_\_\_\_  
Dwaine Radden  
Chief Executive Officer  
Provisional Accelerated Learning Center (PAL) & Charter Academy  
2450 Blake Street  
San Bernardino, CA 92407

By:   
\_\_\_\_\_  
Steve Sutorous  
Business Manager  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

By:   
\_\_\_\_\_  
Diana Rodriguez  
President  
San Bernardino Valley College  
701 South Mount Vernon Avenue  
San Bernardino, CA 92410

**APPENDIX**

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between (“COLLEGE”) a college of the San Bernardino Community College District (SBCCD), 114 South Del Rosa Drive, San Bernardino, California 92408 and Provisional Accelerated Learning Center (PAL) & Charter Academy (“SCHOOL DISTRICT”).

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, SBCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

- 1. CCAP AGREEMENT**
  - a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
  - b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
  - c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before March 1st and follow the protocols set forth in (a) and (b) of this section.
  - d. SBCCD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
SBCCD	Steve Sutorus	909-382-4031	ssutorus@sbccd.cc.ca.us
COLLEGE	Patricia Quach	909-384-8996	pquach@sbccd.cc.ca.us
SCHOOL DISTRICT	1. Dwaine Radden	909-887-7002x101	dradden@palcenter.org
	2. Nicole Mitchell	909-887-7002	nmitchell@palcenter.org

	3. Maira Moreno	909-887-7002x122	mmoreno@palcenter.org
	4. Markita Cooper	909-887-7002	mcooper@palcenter.org
	5. Domonique White	909-887-7002x115	dwhite@palcenter.org
	6. Joe Estrada	909-887-7002x137	joestrada@palcenter.org
	7. Kim Hawkins	909-887-7002x107	khawkins@palcenter.org

**2. STUDENT SELECTION**

- a. SCHOOL DISTRICT shall certify that all participating students meet the minimum school day reporting requirements as specified in California Education Code 46114 and 41146. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. Preamble and Sec. 2 (c)(1)
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. Sec. 2 (p)(1-3)

**3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)**

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

**4. CCAP AGREEMENT PROGRAM YEAR 2019-20 - college has identified the following:** program year, educational program(s) and course(s) to be offered at the said date, time and location; term; number of sections; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2019-2020  
 COLLEGE: San Bernardino Valley College  
 EDUCATIONAL PROGRAM:

SCHOOL DISTRICT:

Provisional Accelerated Learning Center (PAL) &  
Charter Academy

HIGH SCHOOL(S):

PAL Charter Academy (Muscoy Campus)  
2450 Blake Street  
San Bernardino, CA 92407

TOTAL NUMBER OF STUDENTS TO BE SERVED: 20

TOTAL PROJECTED FTES: 8

COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
COURSE 1	CUI/ART-101	2019FA	1	12:00 – 1:50	MW or TR	STAFF	SBCCD	PAL Charter Academy (Muscoy Campus)
COURSE 2	CUI/ART-160	2020SP	1	12:00 – 1:50	MW or TR	STAFF	SBCCD	PAL Charter Academy (Muscoy Campus)
COURSE3	CUI/ART-225	2020FA	1	12:00 – 1:50	MW or TR	STAFF	SBCCD	PAL Charter Academy (Muscoy Campus)
COURSE 4	CUI/ART 201	2021SP	1	12:00 – 1:50	MW or TR	STAFF	SBCCD	PAL Charter Academy (Muscoy Campus)

\*Pursuant to 4CD Business Procedure 2.02, Instruction Service submit an ISA if the Employer of Record is the School District for the instructor teaching the course(s) listed.

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1):

Evaluation of high school transcript to determine progress toward high school diploma. Recommendations from high school teachers and counselor regarding academic and socio/emotional readiness to succeed in a college environment.

**5. MANDATED ANNUAL STATE REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before date established by the district and shall be reported annually in compliance with all applicable state and federal privacy laws. The 4CD shall annually report the student data to the office of the Chancellor of the California Community Colleges. Sec. 2 (t) (1)(A)
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. Sec. 2 (t) (1)(B)
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. Sec. 2 (t)(1)(C)
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. Sec. 2 (t)(1)(D)
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

**6. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

**7. PRIVACY OF STUDENT RECORDS**

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)
- b. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for



a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

- c. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

## 8. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
- b. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

## 9. INSURANCE

- a. The SBCCD, in order to protect the SCHOOL DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT.
- b. For the purpose of Workers' Compensation, COLLEGE and SBCCD shall be the "primary employer" for all its personnel who perform services as instructors and support staff. COLLEGE and/or SBCCD shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE AND SBCCD agree to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability

resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE and/or SBCCD personnel connected with providing services under this Agreement. COLLEGE and SBCCD are not responsible for non-COLLEGE and/or non-SBCCD personnel who may serve as instructors or students who are not affiliated with the COLLEGE and/or SBCCD.

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2019-2020**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between the San Bernardino Community College District (SBCCD), 114 South Del Rosa Drive, San Bernardino, California 92408, on behalf of one of its colleges, San Bernardino Valley College (“COLLEGE”), and Rialto Unified School District (“SCHOOL DISTRICT”).

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within SBVC; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in San Bernardino County and within the regional service area of SBCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, SBCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” as specified in Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, SBCCD and COLLEGE;

NOW THEREFORE, SBCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall begin on July 1, 2019, will be reviewed annually, and will remain in effect until cancelled or amended by either party unless otherwise terminated in accordance with Section 19 of this Agreement..
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district (COLLEGE and SBCCD) and SCHOOL DISTRICT partners. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and California Department of Education before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SBCCD and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

## **3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and SBCCD standards and policies.

- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SBCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

**4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.

- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee described in the following California Education Code Sections: 49011 Pupil fees; 76060.5 Student representation fee; 76140, 76141, and 76142 Nonresident tuition and corresponding permissible “capital outlay” fee and/or “processing fee”; 76223 Transcript fees; 76300 Course enrollment fees; 76350 Apprenticeship course fees; and 79121 Child development center fees. Sec. 2 (f)(q)

## 5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011 Pupil fees. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5 Student representation fee; 76140, 76141 and 76142 Nonresident tuition and corresponding permissible “capital outlay” fee and/or “processing fee”; 76223 Transcript fees; 76300 Course enrollment fees; 76350 Apprenticeship course fees; and 79121 Child development center fees.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Participating students must meet all COLLEGE prerequisite requirements as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICTS shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.

- 5.8 A course dropped within the SBCCD drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## 6. CCAP AGREEMENT COURSES

- 6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and education program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with COLLEGE academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to SBCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between SBCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the SBCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and or SBCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with SBCCD academic standards.

- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with SBCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SBCCD guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.  
Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by SBCCD.
- 7.2 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code §121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.3 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by SBCCD.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.



- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## 9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SBCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between the SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with SBCCD policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)

- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## 10. APPORTIONMENT

- 10.1 SBCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 The SCHOOL DISTRICT agrees and acknowledges that SBCCD will claim apportionment for the SCHOOL DISTRICT(S) students enrolled in community college course(s) under this CCAP Agreement. SCHOOL DISTRICT shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)
- 10.5 Effective January 1, 2017, AB 2364, amended California Education Code 76140 to exempt specific nonresident students who live and attend high school in California from nonresident tuition for community college dual enrollment coursework. With the passage of AB 2364 Districts are allowed to claim apportionment for students eligible for nonresident tuition exemption.

## 11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 SBCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that SBCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)

- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.7 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

- 12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

- 13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.
- 13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **14. REIMBURSEMENT**

- 14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

## **15. FACILITIES**

- The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to SBCCD or students. SCHOOL DISTRICT agree to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrant that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine reasonable books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understand that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

## 16. INDEMNIFICATION

- 16.1 The SCHOOL DISTRICT agree to and shall indemnify, save and hold harmless the COLLEGE and SBCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 The SBCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SBCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SBCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## 17. INSURANCE

- 17.1 The SCHOOL DISTRICT, in order to protect the SBCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or

program of self-insurance shall expressly name the COLLEGE and 4CD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE and to SBCCD.

- 17.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agree to hold harmless, indemnify, and defend COLLEGE and SBCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT are not responsible for non-School DISTRICT personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

## 18. NON-DISCRIMINATION

- 18.1 Neither the SCHOOL DISTRICT nor the COLLEGE and SBCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

## 19. TERMINATION

- 19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

## 20. NOTICES

- 20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE  
San Bernardino Valley College  
701 South Mount Vernon Avenue  
San Bernardino, CA 92410  
Attn: Patricia Quach

SBCCD  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408  
Attn: Steve Sutorous

SCHOOL DISTRICT  
Rialto Unified School District  
182 East Walnut Avenue  
Rialto, CA 92376  
Attn: Ed D'Souza

## **21. INTEGRATION**

- 21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

## **22. MODIFICATION AND AMENDMENT**

- 22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

## **23. GOVERNING LAWS**

- 23.1 This agreement shall be interpreted according to the laws of the State of California.

## **24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

- 24.1 For locations outside the geographical boundaries of SBCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

## **25. SEVERABILITY**

- 25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

## **26. COUNTERPARTS**

- 26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on March 15, 2019 (date)

By: Mohammad Z. Islam

Mohammad Z. Islam  
Associate Superintendent  
Rialto Unified School District  
182 East Walnut Avenue  
Rialto, CA 92376

By:

Steve Sutorous  
Steve Sutorous  
Business Manager  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

By:

Diana Rodriguez  
Diana Rodriguez  
President  
San Bernardino Valley College  
701 South Mount Vernon Avenue  
San Bernardino, CA 92410

**APPENDIX**

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between (“COLLEGE”) a college of the San Bernardino Community College District (SBCCD), 114 South Del Rosa Drive, San Bernardino, California 92408 and Rialto Unified School District (“SCHOOL DISTRICT”).

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, SBCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

**I. CCAP AGREEMENT**

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before March 1st and follow the protocols set forth in (a) and (b) of this section.
- d. SBCCD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
SBCCD	Steve Sutorus	909-382-4031	ssutorus@sbccd.cc.ca.us
COLLEGE	Patricia Quach	909-384-8996	pquach@sbccd.cc.ca.us
SCHOOL DISTRICT	I. Edward D’Souza	909-820-7700 x2139	edsouza@rialto.k12.ca.us

*Notes: All referenced Sections from AB 288 (Education Code 76004)*



	2. Juanita Chan	909-879-6010 x2963	jchan@rialto.k12.ca.us
	3. Noaveyar Lee	909-879-6002 x2420	nlee@rialto.k12.ca.us

**2. STUDENT SELECTION**

- a. SCHOOL DISTRICT shall certify that all participating students meet the minimum school day reporting requirements as specified in California Education Code 46114 and 41146. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. Preamble and Sec. 2 (c)(1)
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. Sec. 2 (p)(1-3)

**3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)**

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

- 4. **CCAP AGREEMENT PROGRAM YEAR 2019-20** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; term; number of sections; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2019-2020  
 COLLEGE: San Bernardino Valley College  
 EDUCATIONAL PROGRAM:  
 SCHOOL DISTRICT: Rialto Unified School District  
 HIGH SCHOOL(S): Carter HS, Eisenhower HS, Rialto HS.

TOTAL NUMBER OF STUDENTS TO BE SERVED: 40      TOTAL PROJECTED FTES: 16

COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
COURSE 1	WST-052	2019FA	2	3:30-5:20	MW TR	STAFF	SBCCD	Rialto HS Eisenhower HS
COURSE 2	WST-034	2020SP	2	3:30-5:20	MW TR	STAFF	SBCCD	Rialto HS Eisenhower HS
COURSE4	CD-105	2019FA	1	3:30-5:20	TR	STAFF	SBCCD	Eisenhower HS
COURSE 5	CD-126	2020SP	1	3:30-5:20	TR	STAFF	SBCCD	Eisenhower HS
COURSE 6	CD-113	2020FA	1	3:30-5:20	TR	STAFF	SBCCD	Eisenhower HS
COURSE 7	CD-114	2021SP	1	3:30-5:20	TR	STAFF	SBCCD	Eisenhower HS

*\*Pursuant to 4CD Business Procedure 2.02, Instruction Service submit an ISA if the Employer of Record is the School District for the instructor teaching the course(s) listed.*

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1)):

Evaluation of high school transcript to determine progress toward high school diploma. Recommendations from high school teachers and counselor regarding academic and socio/emotional readiness to succeed in a college environment.

**5. MANDATED ANNUAL STATE REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before date established by the district and shall be reported annually in compliance with all applicable state and federal privacy laws. The 4CD shall annually report the student data to the office of the Chancellor of the California Community Colleges. Sec. 2 (t) (1)(A)
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. Sec. 2 (t) (1)(B)
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. Sec. 2 (t)(1)(C)
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. Sec. 2 (t)(1)(D)
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

**6. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

**7. PRIVACY OF STUDENT RECORDS**

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)
- b. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for

a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

- c. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

## **8. FACILITIES USE**

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
- b. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

## **9. INSURANCE**

- a. The SBCCD, in order to protect the SCHOOL DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT.
- b. For the purpose of Workers' Compensation, COLLEGE and SBCCD shall be the "primary employer" for all its personnel who perform services as instructors and support staff. COLLEGE and/or SBCCD shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE AND SBCCD agree to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability

resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE and/or SBCCD personnel connected with providing services under this Agreement. COLLEGE and SBCCD are not responsible for non-COLLEGE and/or non-SBCCD personnel who may serve as instructors or students who are not affiliated with the COLLEGE and/or SBCCD.

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2019-2020**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between the San Bernardino Community College District (SBCCD), 114 South Del Rosa Drive, San Bernardino, California 92408, on behalf of one of its colleges, San Bernardino Valley College (“COLLEGE”), and San Bernardino City Unified School District (“SCHOOL DISTRICT”).

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within SBVC; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in San Bernardino County and within the regional service area of SBCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, SBCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” as specified in Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, SBCCD and COLLEGE;

NOW THEREFORE, SBCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall begin on July 1, 2019, will be reviewed annually, and will remain in effect until cancelled or amended by either party unless otherwise terminated in accordance with Section 19 of this Agreement..
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all

applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district (COLLEGE and SBCCD) and SCHOOL DISTRICT partners. Sec. 2 (c)(2)

1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and California Department of Education before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SBCCD and applicable law. Sec. 2 (a)

2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

## **3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will

be determined by COLLEGE and shall be in compliance with applicable law and SBCCD standards and policies.

- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SBCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.



- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee described in the following California Education Code Sections: 49011 Pupil fees; 76060.5 Student representation fee; 76140, 76141, and 76142 Nonresident tuition and corresponding permissible “capital outlay” fee and/or “processing fee”; 76223 Transcript fees; 76300 Course enrollment fees; 76350 Apprenticeship course fees; and 79121 Child development center fees. Sec. 2 (f)(q)

## **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011 Pupil fees. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5 Student representation fee; 76140, 76141 and 76142 Nonresident tuition and corresponding permissible “capital outlay” fee and/or “processing fee”; 76223 Transcript fees; 76300 Course enrollment fees; 76350 Apprenticeship course fees; and 79121 Child development center fees.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Participating students must meet all COLLEGE prerequisite requirements as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICTS shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.

- 5.8 A course dropped within the SBCCD drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## 6. CCAP AGREEMENT COURSES

- 6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and education program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with COLLEGE academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to SBCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between SBCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the SBCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and or SBCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with SBCCD academic standards.

- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with SBCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SBCCD guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.  
Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by SBCCD.
- 7.2 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code §121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.3 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by SBCCD.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.

- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SBCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between the SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with SBCCD policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)

- The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

- 10.1 SBCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 The SCHOOL DISTRICT agrees and acknowledges that SBCCD will claim apportionment for the SCHOOL DISTRICT(S) students enrolled in community college course(s) under this CCAP Agreement. SCHOOL DISTRICT shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)
- 10.5 Effective January 1, 2017, AB 2364, amended California Education Code 76140 to exempt specific nonresident students who live and attend high school in California from nonresident tuition for community college dual enrollment coursework. With the passage of AB 2364 Districts are allowed to claim apportionment for students eligible for nonresident tuition exemption.

## **11. CERTIFICATIONS**

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 SBCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that SBCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)

11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)

11.6 The COLLEGE certifies that:

- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
- A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)

11.7 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **14. REIMBURSEMENT**

14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

## **15. FACILITIES**

- The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to SBCCD or students. SCHOOL DISTRICT agree to clean, maintain, and safeguard

SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrant that its facilities are safe and compliant with all applicable building, fire, and safety codes.

- 15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine reasonable books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understand that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

## **16. INDEMNIFICATION**

- 16.1 The SCHOOL DISTRICT agree to and shall indemnify, save and hold harmless the COLLEGE and SBCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 The SBCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SBCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SBCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **17. INSURANCE**

- 17.1 The SCHOOL DISTRICT, in order to protect the SBCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and 4CD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE and to SBCCD.

17.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agree to hold harmless, indemnify, and defend COLLEGE and SBCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT are not responsible for non-School DISTRICT personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

## **18. NON-DISCRIMINATION**

18.1 Neither the SCHOOL DISTRICT nor the COLLEGE and SBCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

## **19. TERMINATION**

19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

## **20. NOTICES**

20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE  
San Bernardino Valley College  
701 South Mount Vernon Avenue  
San Bernardino, CA 92410  
Attn: Patricia Quach

SBCCD  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408  
Attn: Steve Sutorous

SCHOOL DISTRICT  
San Bernardino City Unified School District  
777 North F Street  
San Bernardino, CA 92410  
Attn: Tex Acosta  
Attn: Pamela Kempthorne



**21. INTEGRATION**

21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

**22. MODIFICATION AND AMENDMENT**

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

**23. GOVERNING LAWS**

23.1 This agreement shall be interpreted according to the laws of the State of California.

**24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

24.1 For locations outside the geographical boundaries of SBCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.


**25. SEVERABILITY**

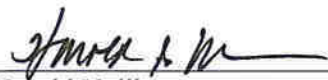
25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**26. COUNTERPARTS**


26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on 4/4/19 (date)

By:   
Dale Marsden  
Superintendent  
San Bernardino City Unified School District  
4030 Georgia Blvd.  
San Bernardino, Ca. 92407

By:   
Harold Vollkommer  
Deputy Superintendent  
San Bernardino City Unified School District  
4030 Georgia Blvd.  
San Bernardino, Ca. 92407

By:   
Steve Sutorous  
Business Manager  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

By:   
Diana Rodriguez  
President  
San Bernardino Valley College  
701 South Mount Vernon Avenue  
San Bernardino, CA 92410

**APPENDIX**

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between (“COLLEGE”) a college of the San Bernardino Community College District (SBCCD), 114 South Del Rosa Drive, San Bernardino, California 92408 and San Bernardino City Unified School District (“SCHOOL DISTRICT”).

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, SBCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. CCAP AGREEMENT**

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before March 1 and follow the protocols set forth in (a) and (b) of this section.
- d. SBCCD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
SBCCD	Steve Sutorus	909-382-4031	ssutorus@sbccd.cc.ca.us
COLLEGE	Patricia Quach	909-384-8996	pquach@sbccd.cc.ca.us
SCHOOL DISTRICT	1. Tex Acosta	909-473-2077	tex.acosta@sbcusd.k12.ca.us

	2. Pamela Kempthorne	909-473-2084	pam.kempthorne@sbcusd.k12.ca.us
	3. Sudha Venkatesan	909-	sudha.venkatesan@sbcusd.k12.ca.us

**2. STUDENT SELECTION**

- a. SCHOOL DISTRICT shall certify that all participating students meet the minimum school day reporting requirements as specified in California Education Code 46114 and 41146. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. Preamble and Sec. 2 (c)(1)
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. Sec. 2 (p)(1-3)

**3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)**

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

**4. CCAP AGREEMENT PROGRAM YEAR 2019-20 - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; term; number of sections; the total number of students to be served and projected FTES; and the instructor and employer of record.**

PROGRAM YEAR: 2019-2020  
 COLLEGE: San Bernardino Valley College  
 EDUCATIONAL PROGRAM:  
 SCHOOL DISTRICT: San Bernardino City Unified School District  
 HIGH SCHOOL(S): Arroyo Valley HS, Cajon HS, Indian Springs HS, Pacific HS, San Bernardino HS, San Gorgonio HS, San Andreas HS, Sierra, HS, and Middle College HS.

TOTAL NUMBER OF STUDENTS TO BE SERVED: 840

TOTAL PROJECTED FTES: 156

COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
COURSE 1	ACAD 001	2019 FA 2021 SP	1 1	3:00 – 4:50 3:00 – 4:50	MW or TR MW or TR	STAFF	SBCCD	San Geronimo HS Pacific HS
COURSE 2	ART 103	2020 SP 2021 SP	1 1	3:00 – 4:50 3:00 – 4:50	MW or TR MW or TR	STAFF	SBCCD	Indian Springs HS Arroyo Valley HS
COURSE 3	BIOL 104	2019 FA	1	3:00 – 4:50	MW or TR	STAFF	SBCCD	Arroyo Valley HS
COURSE 4	CD 105	2020 FA	1	3:00 – 4:50	MW or TR	STAFF	SBCCD	Arroyo Valley HS
COURSE 5	CD 108	2020 SP 2021 SP	1 1	3:00 – 4:50 3:00 – 4:50	MW or TR MW or TR	STAFF	SBCCD	San Bernardino HS Cajon HS
COURSE 6	ECON 201	2019 FA 2020 FA	1 1	3:00 – 4:50 3:00 – 4:50	MW or TR MW or TR	STAFF	SBCCD	San Bernardino HS Cajon HS
COURSE 7	ASTRON 120	2020 SP 2021 SP	1 1	3:00 – 4:50 3:00 – 4:50	MW or TR MW or TR	STAFF	SBCCD	Pacific HS San Geronimo HS
COURSE 8	MUS 100	2019 FA 2021 SP	1 1	3:00 – 4:50 3:00 – 4:50	MW or TR MW or TR	STAFF	SBCCD	Cajon HS San Bernardino HS
COURSE 9	OCEAN 101	2019 FA 2020 SP 2020 FA	1 1 1	3:00 – 4:50 3:00 – 4:50 3:00 – 4:50	MW or TR MW or TR MW or TR	STAFF	SBCCD	Indian Springs HS Cajon HS San Bernardino HS
COURSE 10	POLIT 100	2020 SP 2020 FA	1 1	3:00 – 4:50 3:00 – 4:50	MW or TR MW or TR	STAFF	SBCCD	Indian Springs HS Arroyo Valley HS

\*Pursuant to 4CD Business Procedure 2.02, Instruction Service submit an ISA if the Employer of Record is the School District for the instructor teaching the course(s) listed.

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1)):

Evaluation of high school transcript to determine progress toward high school diploma. Recommendations from high school teachers and counselor regarding academic and socio/emotional readiness to succeed in a college environment.

**TOTAL NUMBER OF STUDENTS TO BE SERVED: 840**

**TOTAL PROJECTED FTES: 156**

COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
COURSE 11	SPAN 101	2020 SP	1	3:00 – 4:50	MW or TR	STAFF	SBCCD	San Geronio HS
		2020 FA	1	3:00 – 4:50	MW or TR	STAFF	SBCCD	Pacific HS
		2021 SP	1	3:00 – 4:50	MW or TR	STAFF	SBCCD	Indian Springs HS
COURSE 12	THART 100	2019 FA	1	3:00 – 4:50	MW or TR	STAFF	SBCCD	Pacific HS
		2020 FA	1	3:00 – 4:50	MW or TR	STAFF	SBCCD	San Geronio HS
COURSE 13	VOCED 600	2020 SP 2020 SM 2021 SP 2021 SM	9	3:00 – 4:50	MW or TR	STAFF	SBCCD	Arroyo Valley HS
			9	3:00 – 4:50	MW or TR	STAFF	SBCCD	Cajon HS
			9	3:00 – 4:50	MW or TR	STAFF	SBCCD	Indian Springs HS
			9	3:00 – 4:50	MW or TR	STAFF	SBCCD	Pacific HS
			9	3:00 – 4:50	MW or TR	STAFF	SBCCD	San Bernardino HS
COURSE 14	VOCED 601	2020 SP 2020 SM 2021 SP 2021 SM	9	3:00 – 4:50	MW or TR	STAFF	SBCCD	San Geronio HS
			9	3:00 – 4:50	MW or TR	STAFF	SBCCD	Middle College HS
			9	3:00 – 4:50	MW or TR	STAFF	SBCCD	San Andreas HS
			9	3:00 – 4:50	MW or TR	STAFF	SBCCD	Sierra HS
			9	3:00 – 4:50	MW or TR	STAFF	SBCCD	Arroyo Valley HS

*\*Pursuant to ACD Business Procedure 2.02, Instruction Service submit an ISA if the Employer of Record is the School District for the instructor teaching the course(s) listed.*

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1)):

Evaluation of high school transcript to determine progress toward high school diploma. Recommendations from high school teachers and counselor regarding academic and socio/emotional readiness to succeed in a college environment.

**TOTAL NUMBER OF STUDENTS TO BE SERVED: 840**

**TOTAL PROJECTED FTES: 156**

COURSE NAME	COURSE NUMBER	TERM	NO. OF SECTIONS	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
COURSE 15	VOCEDD 602	2020 SP	9	3:00 – 4:50	MW or TR	STAFF	SBCCD	Arroyo Valley HS Cajon HS Indian Springs HS Pacific HS
		2020 SM	9	3:00 – 4:50	MW or TR			
		2021 SP	9	3:00 – 4:50	MW or TR			
COURSE 16	VOCEDD 603	2020 SP	9	3:00 – 4:50	MW or TR	STAFF	SBCCD	Arroyo Valley HS Cajon HS Indian Springs HS Pacific HS
		2020 SM	9	3:00 – 4:50	MW or TR			
		2021 SP	9	3:00 – 4:50	MW or TR			
COURSE 17	WKEXP-099	2019 FA	4	Arranged	120 hours	STAFF	SBCCD	San Bernardino Valley College
		2020 SP	4					
		2020 FA 2021 SP	4 4					

\*Pursuant to 4CD Business Procedure 2.02, Instruction Service submit an ISA if the Employer of Record is the School District for the instructor teaching the course(s) listed.

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1)):

Evaluation of high school transcript to determine progress toward high school diploma. Recommendations from high school teachers and counselor regarding academic and socio/emotional readiness to succeed in a college environment.

## **5. MANDATED ANNUAL STATE REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before date established by the district and shall be reported annually in compliance with all applicable state and federal privacy laws. The 4CD shall annually report the student data to the office of the Chancellor of the California Community Colleges. Sec. 2 (t) (1)(A)
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. Sec. 2 (t) (1)(B)
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. Sec. 2 (t)(1)(C)
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. Sec. 2 (t)(1)(D)
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## **6. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## **7. PRIVACY OF STUDENT RECORDS**

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)
- b. Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for



a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

- c. Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

## **8. FACILITIES USE**

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
- b. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

## **9. INSURANCE**

- a. The SBCCD, in order to protect the SCHOOL DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT.
- b. For the purpose of Workers' Compensation, COLLEGE and SBCCD shall be the "primary employer" for all its personnel who perform services as instructors and support staff. COLLEGE and/or SBCCD shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE AND SBCCD agree to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability

resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE and/or SBCCD personnel connected with providing services under this Agreement. COLLEGE and SBCCD are not responsible for non-COLLEGE and/or non-SBCCD personnel who may serve as instructors or students who are not affiliated with the COLLEGE and/or SBCCD.

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2019-2020**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between the San Bernardino Community College District (SBCCD) 114 South Del Rosa Drive San Bernardino California 92408 on behalf of one of its colleges San Bernardino Valley College ( COLLEGE ) and Public Safety Academy ( SCHOOL DISTRICT )

WHEREAS the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within SBVC and

WHEREAS students who complete college credit while enrolled in high school are more likely to earn high school diplomas to enroll in community colleges and four year colleges to attend post secondary education on a full time basis and to complete degrees in those institutions than students without these experiences and

WHEREAS SCHOOL DISTRICT is a public school district serving grades 9 12 located in San Bernardino County and within the regional service area of SBCCD unless otherwise specified and agreed to as specified in Sec 2 (e) and

WHEREAS SBCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities consistent with the provisions of AB 288 for high school students who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates and assisting high school pupils to achieve college and career readiness as specified in Sec 2 (a) and underachieving students those from groups underrepresented in postsecondary education those who are seeking advanced studies while in high school and those seeking a career technical education credential or certificate Sec 1 (d)

WHEREAS instruction will comply with the student selection standards curriculum guidelines recommendations and procedures promulgated by applicable law the California Community College Chancellor's Office SBCCD and COLLEGE

NOW THEREFORE SBCCD the COLLEGE and SCHOOL DISTRICT agree as follows

**1 TERM OF AGREEMENT**

1.1 The term of this CCAP Agreement shall begin on July 1 2019 will be reviewed annually and will remain in effect until June 30 2024 This contract may be cancelled or amended by either party unless otherwise terminated in accordance with Section 19 of this Agreement

1.2 This CCAP Agreement outlines the terms of the Agreement The CCAP Agreement Appendix shall specify additional detail regarding but not be limited to the total number of high school students to be served and the total number of full time equivalent students projected to be claimed by the community college district for those students the scope nature time location and listing of community college courses to be offered and criteria to assess the ability of pupils to benefit from those courses The CCAP Agreement

Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws joint facilities use and parental consent for high school pupils to enroll in community college courses Sec 2 (c)(1)

1 3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district (COLLEGE and SBCCD) and SCHOOL DISTRICT partners Sec 2 (c)(2)

1 4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and California Department of Education before the start of the CCAP partnership Sec 2 (c)(3)

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## 2 DEFINITIONS

2 1 CCAP Agreement Courses Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate or preparation for transfer or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SBCCD and applicable law Sec 2 (a)

2 2 Consistent with AB 288 this CCAP Agreement may include underachieving students those from groups underrepresented in postsecondary education those who are seeking advanced studies while in high school and those seeking a career technical education credential or certificate Sec 1 (d)

2 3 Pupil or Student A resident or nonresident student attending high school in California Pursuant to SB 150 Concurrent enrollment in secondary school and community college nonresident tuition exemption Effective January 1 2014 concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school Students must be special admit part time students who are attending high school in California

## 3 STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

3 1 Student Eligibility Students who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates and assisting high school pupils to achieve college and career readiness Sec 2 (a) and underachieving students those from groups underrepresented in postsecondary education those who are seeking advanced studies while in high school and those seeking a career technical education credential or certificate Sec 1 (d)

3 2 part Student Selection and Enrollment Enrollment shall be open to all eligible students as of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites Student selection criteria may be further specified in the CCAP Agreement Appendix Applicable prerequisite courses training or experience and

standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and SBCCD standards and policies

- 3.3 College Admission and Registration Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SBCCD policy
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix
- 
- 3.5 Priority Enrollment A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001 Sec 2 (3)(g)
- 3.6 As part of a CCAP Agreement a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer improving high school graduation rates or helping high school students achieve career and college readiness Sec 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288 Sec 2 (p)(1)(2)(3) Specifically the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential
- 3.8 Minimum School Day The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142

#### 4 COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements including liability and medical care coverage requirements if any
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE

- 4 4 The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process
- 4 5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee described in the following California Education Code Sections 49011 Pupil fees 76060 5 Student representation fee 76140 76141 and 76142 Nonresident tuition and corresponding permissible capital outlay fee and/or processing fee 76223 Transcript fees 76300 Course enrollment fees 76350 Apprenticeship course fees and 79121 Child development center fees Sec 2 (f)(q)

## 5 PARTICIPATING STUDENTS

- 5 1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011 Pupil fees See also Sec 2 (f)(q) The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part time students described in subdivision (p) from the fee requirements in Sections 76060 5 Student representation fee 76140 76141 and 76142 Nonresident tuition and corresponding permissible capital outlay fee and/or processing fee 76223 Transcript fees 76300 Course enrollment fees 76350 Apprenticeship course fees and 79121 Child development center fees
- 5 2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement Costs will be borne by SCHOOL DISTRICT
- 5 3 Participating students must meet all COLLEGE prerequisite requirements as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement
- 5 4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog
- 5 5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures
- 5 6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT COLLEGE shall ensure that student support services including counseling and guidance assistance with assessment and placement and tutoring are available to participating students at the COLLEGE SCHOOL DISTRICTS shall ensure that support services including counseling and guidance and assistance with assessment and placement are available to students at the SCHOOL DISTRICT
- 5 7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit Students must comply with and submit appropriate

information/paperwork by all published deadlines Transcripts will be annotated according to COLLEGE policy

5 8 A course dropped within the SBCCD drop without a W deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript

## 6 CCAP AGREEMENT COURSES

6 1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement Sec 2 (o)(1)

6 2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course Sec 2 (o)(1)

6 3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and education program is offered on site at the SCHOOL DISTRICT or at the COLLEGE

6 4 The scope nature time location and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement Sec 2 (c)(1)

6 5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved

6 6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with COLLEGE academic standards

6 7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations course descriptions numbers titles and credits

6 8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department

6 9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations policies procedures prerequisites and standards applicable to SBCCD and COLLEGE as well as any corresponding policies practices and requirements of the SCHOOL DISTRICT In the event of a conflict between SBCCD and/or COLLEGE course related regulations policies procedures prerequisites and standards and SCHOOL DISTRICT policies practices and requirements the SBCCD regulations policies procedures prerequisites and standards shall prevail

6 10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and or SBCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses

offered on the COLLEGE campus and in compliance with SBCCD academic standards

6 11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with SBCCD and COLLEGE guidelines policies pertinent statutes and regulations

6 12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SBCCD guidelines policies pertinent statutes and regulations

6 13 COLLEGE has the sole right to control and direct the instructional activities of all instructors

6 14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math English or both on an interim assessment in grade 10 or 11 as determined by the partnering SCHOOL DISTRICT and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college level work upon graduation Sec 2 (n)

## 7 INSTRUCTOR(S)

7 1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations Sections 53410 and 58060 or as amended and be hired by SBCCD

7 2 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code §121525 or as amended In addition to any other prohibition or provision no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site

7 3 The COLLEGE shall determine the number of instructors the ratio of instructors to students and the subject areas of instruction subject to approval by SBCCD

## 8 ASSESSMENT OF LEARNING AND CONDUCT

8 1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus

8 2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus



8 3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.

8 4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## 9 LIAISON AND COORDINATION OF RESPONSIBILITIES

9 1 The COLLEGE shall appoint an educational administrator to be specified in the Appendix to this CCAP Agreement who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SBCCD policies and standards. Sec 2 (c)(2)

9 2 The SCHOOL DISTRICT shall appoint an educational administrator to be specified in the Appendix to this CCAP Agreement who will serve as point of contact to facilitate coordination and cooperation between the SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec 2 (c)(2)

9 3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction, and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities, and compliance with SBCCD policy and COLLEGE procedures and academic standards.

9 4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment, and college applications, the enrollment of eligible students, and other related services as deemed necessary.

9 5 The SCHOOL DISTRICT's personnel will perform services specified in 9 4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.

9 6 This CCAP Agreement requires an annual report as specified in the Appendix to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information. Sec 2 (t)(1)(A-D)

- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec 2 (t)(1)(A)
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec 2 (t)(1)(B)

- The total number and percentage of successful course completions by course category and type and by school site of CCAP partnership participants Sec 2 (t)(C)
- The total number of full time equivalent students generated by CCAP partnership community college district participants Sec 2 (t)(1)(D)

## 10 APPORTIONMENT

10 1 SBCCD shall include the students enrolled in a CCAP Agreement course in its report of full time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law

10 2 For purposes of allowances and apportionments from Section B of the State School Fund a community college district conducting a closed course on a high school campus shall be credited with those units of full time equivalent students attributable to the attendance of eligible high school pupils Sec 2 (o)(2)

10 3 The SCHOOL DISTRICT agrees and acknowledges that SBCCD will claim apportionment for the SCHOOL DISTRICT(S) students enrolled in community college course(s) under this CCAP Agreement SCHOOL DISTRICT shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been or shall be paid an allowance or apportionment Sec 2 (r)

10 4 The attendance of a high school pupil at a community college as a special part time or full time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002 provided that no school district has received reimbursement for the same instructional activity Sec 2 (s)

10 5 Effective January 1 2017 AB 2364 amended California Education Code 76140 to exempt specific nonresident students who live and attend high school in California from nonresident tuition for community college dual enrollment coursework With the passage of AB 2364 Districts are allowed to claim apportionment for students eligible for nonresident tuition exemption

## 11 CERTIFICATIONS

11 1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources

11 2 SBCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources

- 11 3 The SCHOOL DISTRICT agrees and acknowledges that SBCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement
- 11 4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended or any controlled substance offense as defined in Ed Code § 87011 or as amended Sec 2 (h)
- 11 5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus Sec 2 (i)
- 11 6 The COLLEGE certifies that
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE Sec 2 (k)(1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement Sec 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4 and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE Sec 2 (k)(3)
- 11 7 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the faculty member teaching a CCAP Agreement course offered for high school credit Sec 2 (l)

## 12 PROGRAM IMPROVEMENT

- 12 1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils instructors principals and guidance counselors for the purpose of informing practice making adjustments and improving the quality of courses offered as part of this CCAP Agreement

## 13 RECORDS

- 13 1 Permanent records of student attendance grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement Permanent records of student enrollment grades and achievement for COLLEGE students shall be maintained by COLLEGE
- 13 2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes

## 14 REIMBURSEMENT

- 14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement

## 15 FACILITIES

- The SCHOOL DISTRICT will provide adequate classroom space at its facilities or other mutually agreed upon location to conduct the instruction and do so without charge to SBCCD or students. SCHOOL DISTRICT agree to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrant that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2 The SCHOOL DISTRICT will furnish at its own expense all course materials, specialized equipment, books, and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine reasonable books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understand that no equipment or materials fee may be charged to students except as may be provided for by Education Code 4901.1
- 15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement

## 16 INDEMNIFICATION

- 16.1 The SCHOOL DISTRICT agree to and shall indemnify, save and hold harmless the COLLEGE and SBCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents, and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents, and other representatives.
- 16.2 The SBCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents, and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments arising out of SBCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SBCCD and COLLEGE, its officers, employees, independent contractors, subcontractors, agents, and other representatives.

## 17 INSURANCE

- 17.1 The SCHOOL DISTRICT in order to protect the SBCCD, its agents, employees, and officers against claims and liability for death, injury, loss, and damage arising out of or in

any manner connected with the performance and operation of the terms of this agreement shall secure and maintain in force during the entire term of this agreement insurance coverage or an approved program of self insurance in the amount of not less than ONE MILLION DOLLARS (\$1 000 000) per incident and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100 000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California or public entity risk management Joint Powers Authority authorized to provide public liability and property damage insurance in the state of California Said policy of insurance insurance coverage through a public entity risk management JPA or program of self insurance shall expressly name the COLLEGE and 4CD its agents employees and officers as an additional insured for the purposes of this Agreement A certificate of insurance including such endorsement shall be furnished to the COLLEGE and to SBCCD

17 2 For the purpose of Workers Compensation SCHOOL DISTRICT shall be the 'primary employer' for all its personnel who perform services as instructors and support staff SCHOOL DISTRICT shall be solely responsible for processing investigating defending and paying all workers compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement SCHOOL DISTRICT agree to hold harmless indemnify and defend COLLEGE and SBCCD its directors officers agents and employees from any liability resulting from its failure to process investigate defend or pay any workers compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement SCHOOL DISTRICT are not responsible for non School DISTRICT personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT

## 18 NON-DISCRIMINATION

18 1 Neither the SCHOOL DISTRICT nor the COLLEGE and SBCCD shall discriminate on the basis of race or ethnicity gender nationality physical or mental disability sexual orientation religion or any other protected class under California State or federal law

## 19 TERMINATION

19 1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below

## 20 NOTICES

20 1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U S Mail postage to be prepaid to the following addresses

COLLEGE  
 San Bernardino Valley College  
 701 South Mount Vernon Avenue  
 San Bernardino CA 92410

Attn Patricia Quach

SBCCD  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino CA 92408  
Attn Steve Sutorus

SCHOOL DISTRICT  
1 Public Safety Academy  
1482 E Enterprise Drive  
San Bernardino CA 92408  
Attn Jennifer Stuckel

## 21 INTEGRATION

21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

## 22 MODIFICATION AND AMENDMENT

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

## 23 GOVERNING LAWS

23.1 This agreement shall be interpreted according to the laws of the State of California.

## 24 COMMUNITY COLLEGE DISTRICT BOUNDARIES

24.1 For locations outside the geographical boundaries of SBCCD COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations Sections 53000 et seq or as amended concerning approval by adjoining high school or community college districts and use of non district facilities.

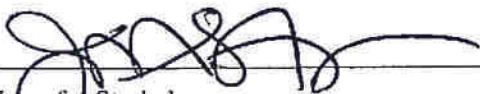
## 25 SEVERABILITY

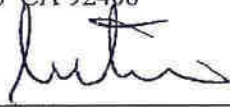
25.1 This CCAP Agreement shall be considered severable such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law and other provisions or parts shall remain in full force and effect.

## 26 COUNTERPARTS

26 1 This CCAP Agreement may be executed by the parties in separate counterparts each of which when so executed and delivered shall be an original but all such counterparts shall together constitute one and the same instrument

Executed on 4/12/19 (date)

By   
Jennifer Stickel  
Principal  
Public Safety Academy  
1482 E Enterprise Dr  
San Bernardino CA 92408

By   
Steve Sutorus  
Business Manager  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino CA 92408

By   
Diana Rodriguez  
President  
San Bernardino Valley College  
701 South Mount Vernon Avenue  
San Bernardino CA 92410

**APPENDIX**

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between ( COLLEGE ) a college of the San Bernardino Community College District (SBCCD) 114 South Del Rosa Drive San Bernardino California 92408 and Public Safety Academy ( SCHOOL DISTRICT )

WHEREAS the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include but not limited to the total number of high school students to be served and the total number of full time equivalent students projected to be claimed by the community college district for those students the scope nature time location and listing of community college courses to be offered and criteria to assess the ability of pupils to benefit from those courses and Sec 2 (c)(1)

WHEREAS the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws joint facilities use and parental consent for high school pupils to enroll in community college courses and Sec 2 (c)(1)

WHEREAS participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4 and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college  
Sec 2 (k)(3)

NOW THEREFORE SBCCD the COLLEGE and SCHOOL DISTRICT agree as follows

**1 CCAP AGREEMENT**

- a COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement Sec 2 (b)
- b COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership Sec 2 (c)(2)
- c COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before \_\_\_\_\_ and follow the protocols set forth in (a) and (b) of this section
- d SBCCD COLLEGE and SCHOOL DISTRICT point of contact Sec 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
SBCCD	Steve Sutorus	909 382 4031	ssutorus@sbccd cc ca us
COLLEGE	Patricia Quach	909 384 8996	pquach@sbccd cc ca us
SCHOOL DISTRICT	Jennifer Stickel	909 382 2211	jstickel@psasb us



2 **STUDENT SELECTION**

- a SCHOOL DISTRICT shall certify that all participating students meet the minimum school day reporting requirements as specified in California Education Code 46114 and 41146. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- b SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include high school students who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates and assisting high school pupils to achieve college and career readiness. Sec 2 (a) and underachieving students those from groups underrepresented in postsecondary education those who are seeking advanced studies while in high school and those seeking a career technical education credential or certificate. Sec 1 (d)
- c COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. Preamble and Sec 2 (c)(1)
- d COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term the units may not constitute more than four courses per term the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. Sec 2 (p)(1-3)

3 **CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)**

- a COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

- 4 **CCAP AGREEMENT PROGRAM YEAR 2019-20** college has identified the following program year educational program(s) and course(s) to be offered at the said date, time and location, term, number of sections, the total number of students to be served and projected FTES, and the instructor and employer of record:

PROGRAM YEAR	2019-2020
COLLEGE	San Bernardino Valley College
EDUCATIONAL PROGRAM	
SCHOOL DISTRICT	Public Safety Academy
HIGH SCHOOL(S)	

TOTAL NUMBER OF STUDENTS TO BE SERVED 20	TOTAL PROJECTED FTES 12
--	-------------------------

COURSE NAME	COURSE NUMBER	TERM	NO OF SECTIONS	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
COURSE 1	Admm Justice 101	FALL 2019	1	3 30 - 4 50	TR	STAFF	SBCCD	Public Safety Acad
COURSE 2	Admm Justice 102	SPRING 2020	1	3 30 - 4 50	TR	STAFF	SBCCD	Public Safety Acad
COURSE 3	Spanish 101	FALL 2019	1	3 30 - 4 50	TR	STAFF	SBCCD	Public Safety Acad
COURSE 4	Spanish 102	SPRING 2020	1	3 30 - 4 50	TR	STAFF	SBCCD	Public Safety Acad

\*Pursuant to FCD Business Procedure 2.02, Instruction Services submit an ISA if the Employer of Record is the School District for the instructor teaching the course(s) listed.

**Required** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec 2 (c)(1))

Evaluation of high school transcript to determine progress toward high school diploma. Recommendations from high school teachers and counselor regarding academic and socio/emotional readiness to succeed in a college environment.

**5 MANDATED ANNUAL STATE REPORTING**

- a COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full time equivalent students generated by CCAP partnership community college district participants
- b COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before date established by the district and shall be reported annually in compliance with all applicable state and federal privacy laws The 4CD shall annually report the student data to the office of the Chancellor of the California Community Colleges Sec 2 (t) (1)(A)
- c COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement Sec 2 (t) (1)(B)
- d COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions by course category and type and by school site Sec 2 (t)(1)(C)
- e COLLEGE and SCHOOL DISTRICT shall report the annual total number of full time equivalent students generated by this CCAP Agreement Sec 2 (t)(1)(D)
- f COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term

**6 CCAP AGREEMENT DATA MATCH AND REPORTING**

- a COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data
- b COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges

**7 PRIVACY OF STUDENT RECORDS**

- a COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U S C § 1232g 34 C F R Part 99 including the disclosure provisions of § 99 30 and state law as set forth in Education Code §§ 49064 and 49076) COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence and further agrees not to re disclose such records except as authorized by applicable law or regulation or by the parent or guardian s prior written consent (34 C F R § 99 33 (a) (b) 34 C F R § 99 34(b) and Education Code §§ 49064 and 49076 )
- b Limitation on Use COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for

a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law as may be applicable (34 C F R § 99.31, 34 C F R § 99.34 and Education Code § 49076 )

- c Recordkeeping Requirements COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of student education records set forth under Title 34 Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable
- d Acknowledgement of Receipt of Notice of FERPA Regulations By signature of its authorized representative or agent on this Agreement COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C F R § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent

## 8 FACILITIES USE

- a COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15 Facilities of this CCAP Agreement
- b COLLEGE as part of Section 15.3 of this CCAP Agreement shall extend access and use of the following COLLEGE facilities

## 9 INSURANCE

- a The SBCCD in order to protect the SCHOOL DISTRICT its agents employees and officers against claims and liability for death injury loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement shall secure and maintain in force during the entire term of this agreement insurance coverage or an approved program of self insurance in the amount of not less than ONE MILLION DOLLARS (\$1 000 000) per incident and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100 000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California or public entity risk management Joint Powers Authority authorized to provide public liability and property damage insurance in the state of California Said policy of insurance insurance coverage through a public entity risk management JPA or program of self insurance shall expressly name the SCHOOL DISTRICT its agents employees and officers as an additional insured for the purposes of this Agreement A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT
- b For the purpose of Workers Compensation COLLEGE and SBCCD shall be the primary employer' for all its personnel who perform services as instructors and support staff COLLEGE and/or SBCCD shall be solely responsible for processing investigating defending and paying all workers compensation claims by their respective personnel made in connection with performing services and receiving instruction under this Agreement COLLEGE AND SBCCD agree to hold harmless indemnify and defend SCHOOL DISTRICT its directors officers agents and employees from any liability

resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE and/or SBCCD personnel connected with providing services under this Agreement. COLLEGE and SBCCD are not responsible for non-COLLEGE and/or non-SBCCD personnel who may serve as instructors or students who are not affiliated with the COLLEGE and/or SBCCD.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** June 20, 2019  
**SUBJECT:** Consideration of Approval to Direct Staff to Revise BP 2015 Student Members to Incorporate Stipends for Student Participation in Specific Capacities

### **RECOMMENDATION**

It is recommended that the Board of Trustees direct staff to revise BP 2015 Student Members at the next available cycle to incorporate stipends for student participation in specific capacities for the District.

### **OVERVIEW**

On May 16, 2019 the Board of Trustees acknowledged the Crafton Hills College Student Senate Resolution for the Equitable Pay of Student Workers on all Matters Involving the San Bernardino Community College District, and requested staff to agendaize it for further action. This item honors the Board's request in addition to providing a recommendation to address the compensation of students for participation in district collegial work.

### **ANALYSIS**

Staff conducted a survey of all 72 districts in the State of California. Of the 29 that responded, 4 provide some type of benefit to students for participating in either Human Resources screening committees or collegial committees, and/or for student association representation.

Based on internal processes and the lack of consistency across the state regarding student compensation, staff is recommending the incorporation of stipends into BP 2015 Student Members to remove barriers for student participation in district collegial work. The recommended stipends are:

#### **Conferences Approved by the Chancellor or Designee**

- Reimbursement of appropriate costs as established in AP 7400 Travel
- Stipend of \$120 per full day (6 hours or more)
- Stipend of \$60 stipend per ½ day (less than 6 hours)

#### **Participation on Collegial Committees Approved by the Chancellor or Designee**

- Stipend of \$25 per committee meeting attended

Participation on Screening/Hiring Committees as Appointed by the Chancellor or Designee

- Stipend of \$25 for each initial meeting attended
- Stipend of \$120 for each interview day attended

Approved amounts will be submitted to revise BP 2015 Student Members at the next available cycle as established in AP 2410 Board Policies and Administrative Procedures.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

An estimated amount will be included in the 2019-20 fiscal year budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey K. Nikac, Senior Executive Assistant  
**DATE:** June 20, 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.

AP 2712 Conflict of Interest Code  
BP 3590 Energy Conservation  
AP 3590 Energy Conservation  
BP 3810 Claims Against the District  
AP 4104 Contract Education  
AP 4222 Remedial Coursework  
AP 5013 Students in the Military  
BP 5020 Nonresident Tuition  
AP 5020 Nonresident Tuition  
AP 5130 Financial Aid  
BP 5530 Student Rights and Grievances  
AP 5530 Student Rights and Grievances  
BP 6150 Designation of Authorized Signatures  
AP 6150 Designation of Authorized Signatures  
BP 6300 Fiscal Management  
AP 6300 Fiscal Management  
AP 6315 Warrants  
BP 6340 Bids and Contracts  
AP 6340 Bids and Contracts  
BP 6925 Refreshments or Meals Served at Meetings and District Events  
AP 6925 Refreshments or Meals Served at Meetings and District Events  
AP 7126 Applicant Background Investigations and Reference Checks  
AP 7145 Personnel Files  
BP 7150 Evaluation  
AP 7150 Evaluation  
AP 7234 Overtime  
AP 7337 Fingerprinting  
BP 7340 Leaves  
AP 7343 Industrial Accident and Illness Leave  
AP 7344 Notifying the District of Illness  
AP 7346 Employees Called to Military Duty



BP 7350 Resignations  
AP 7350 Resignations  
BP 7365 Discipline & Dismissal – Classified Employees  
AP 7365 Discipline & Dismissal – Classified Employees  
BP 7370 Political Activity  
AP 7370 Political Activity  
AP 7371 Personal Use of Public Resources  
BP 7400 Travel  
AP 7400 Travel

### **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.



Current Status: *Draft*

PolicyStat ID: 6342678



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** N/A  
**Owner:** *Chancellor's Cabinet*  
*Chancellor's Cabinet:*  
**Policy Area:** *Chapter 3 General Institution*  
**References:**

## BP 3810 Claims Against the District

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages, and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place for service of claims, lawsuits or other types of legal process upon the District is:

*San Bernardino Community College District*  
*114 S. Del Rosa Dr.*  
*San Bernardino, CA 92408*

### References:

Education Code Section 72502;  
 Government Code Sections 900 et seq. ~~and~~ 910, and 935

### Attachments:

[BP 3810 Claims Against the District - Comments](#)  
[BP 3810 Claims Against the District - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Academic Senates Academic Senates</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	<i>Good Practice/Optional</i>

## AP 5013 Students in the Military

### ~~Residence Determinations for Military Personnel and Dependents~~

#### Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California ~~on active duty~~, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California is entitled to resident classification.

An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty is entitled to resident classification.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student

is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

## ~~Withdrawal Policies for Members of the Military~~

### Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

Districts may reference or include local Administrative Procedures regarding how such a student would withdraw.

## ~~References:~~

### References:

Education Code Sections 68074, 68075, 68075.5, and 68075.7; Title 5 Sections 55023, 55024 54041, 54042, 54050, and 58620; Military and Veterans Code Section 824; 38 U.S. Code Section 3679

## **Attachments:**

[AP 5013 Students in the Military- Comments](#)  
[AP 5013 Students in the Military- Legal Citations](#)  
[SBCCD - Overview for Legal Update 31 Final Version.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:**

## BP 5020 Nonresident Tuition

*(Replaces current SBCCD BP 5020)*

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than ~~February~~ **March** 1 of each year, the Chancellor shall bring to the Board of Trustees for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor is responsible for establishing procedures regarding collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement a capital outlay fee, in an amount established by the board to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/ State Supplementary benefits, or general assistance.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.



**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 5020 Nonresident Tuition

*(Replaces current SBCCD AP 5020)*

**A. Status Defined**

Students who do not establish residence in this State for more than one year immediately preceding the residence determination date prescribed below are classified as "nonresident students." "International students" are students who are citizens and residents of a foreign country.

**B. Authority to Determine Residence**

The College President or designee shall make the determination of residence status. The Office of County Counsel shall act as the reviewing authority if differences arise.

**C. Resident Determination Date**

The "resident determination date" is the day preceding the first day of instruction of the semester or term during which the student proposes to enroll.

**D. Residency Reclassification –**

In order to establish residency, it is necessary that there be a union of act and intent. To establish residency, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

1. A student seeking reclassification as a resident, who was classified as a non- resident in the preceding term, shall be determined financially independent or dependent in accordance with Ed Code 68044.
2. One-Year Waiting Period – The one year residence period which a student must meet to be classified as a resident does not begin until the student is both present in California and has manifested a clear intent, as delineated on the College's approved residency determination form, to become a California resident.
3. Reestablished Residence – If a student or the parents of a minor student relinquish California residence after moving from the state, one full year of physical presence, coupled with one full year of demonstrated intent to be a California resident, is required to reestablish residence for tuition purposes, except as provide in Ed Code section 68070.
4. Physical Presence – A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student. Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence.

5. Intent – Intent to make California the home for other than a temporary purpose may be manifested in many ways. No one factor is controlling. Objective manifestations of intent to establish California residence include but are not limited to (1) ownership of residential property or continuous occupancy of rented Property in California, (2) registering to vote and voting in California, (3) licensing from California for professional practice, (4) active membership in service or social clubs, ( 5) presence of spouse, children or other close relative in the state, (6) showing California as home address on federal income tax form, (7) payment of California state income tax as resident, (8) possessing California motor vehicle license plates, (9) possessing a California driver's license, (10) maintaining permanent military address or home of record in California while in armed forces.

**E. Tuition**

The Board shall determine the nonresident tuition fee prior to ~~February~~ March 1 each year. Fees are due and payable upon completion of the course registration process.

**F. Admission Errors**

Nonresident students subject to payment of nonresident fees, who have been admitted to a class in error without payment of tuition, shall be excluded from attendance until fees have been paid.

**G. Falsification of Residence**

Nonresident students, who have been admitted to a class without the payment of the nonresident fees based on the submission of incomplete or falsified information either by or for them, are subject to immediate exclusion.

**H. Exemptions, including:**

1. Students who are concurrently enrolled in K-12 classes are exempt from nonresident tuition.
2. Students who are members of the military services are exempt from nonresident tuition for one year after their date of assignment in California. After that period, they must take steps to establish residency or pay the nonresident tuition.
3. "Covered individuals" who meet the eligibility criteria as defined in VACA are exempt from nonresident tuition.

**Veterans Access, Choice, and Accountability Act (VACA H.R. 3230)**

In August 2014, President Obama signed the Veterans Access, Choice, and Accountability Act of 2014 ("VACA Act"), into law (Public Law No.: 113-146). Section 702 of the VACA Act (38 U.S.C. 3679(c)) requires the U.S. Department of Veterans Affairs (VA) to disapprove programs of education under the Montgomery GI Bill-Active Duty (MGIB-AD) and Post-9/11 GI Bill education benefit programs (Chapters 30 or 33, respectively, of Title 38, U.S. Code) at institutions of higher learning if the school charges qualifying veterans and dependents ("covered individuals") tuition and fees in excess of the in-state rate for resident students for terms beginning after July 1, 2015. A "covered individual" is defined in the VACA Act as:

- a. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- b. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
- c. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry

Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

- d. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.
4. Any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
- a. either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
  - b. graduation from a California high school or attainment of the equivalent thereof;
  - c. registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
  - d. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
  - e. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
  - f. Any students who meet the following requirements:
    - i. demonstrates financial need;
    - ii. has a parent who has been deported or was permitted to depart voluntarily;
    - iii. moved abroad as a result of that deportation or voluntary departure;
    - iv. lived in California immediately before moving abroad;
    - v. attended a public or private secondary school in the state for three or more years; and
    - vi. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
  - g. Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:
    - i. high school attendance in California for three or more years;
    - ii. graduation from a California high school or attainment of the equivalent thereof;
    - iii. registration or enrollment in a course offered for any term or commencing on or after



January 1, 2002; and

- iv. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.
- h. A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term.
- i. A requirement that the nonresident tuition fee be set not later than ~~February~~ March 1 of each year
- j. A requirement that the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual
- k. Exemptions, if any, due to reciprocity with bordering states
- l. Processing fees, if any, for international students
- m. A requirement that the calculation include the expense of education in the preceding fiscal year
- n. A requirement that the calculation reflect fees in contiguous Districts
- o. A requirement that the calculation provide for students enrolled in more or less than 15 units per term
- p. A requirement that a notice listing persons exempt from paying nonresident tuition be posted on the District's website.

**I. Refunds**

Refunds are subject to conditions set forth in the Refund Policy.

## References:

Education Code Sections 68075.65, 68130.5 and 76140 et seq.;  
Title 5 Section 54045.5

## Attachments:

[AP 5020 Nonresident Tuition- Comments](#)  
[AP 5020 Nonresident Tuition- Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Academic Senates Academic Senates</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	<i>Brand New - required</i>

## AP 5130 Financial Aid

San Bernardino Community College District participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal regulations and requirements.

San Bernardino Community College District offers the following financial aid awards to all students who are enrolled at the colleges within the District:

- Board of Governors Fee Waiver (BOG)
- Chafee Grant
- Cal Grant B and C
- [California DREAM Loan Program](#)
- Federal Pell Grant
- Federal Work Study
- Federal Supplemental Opportunity Grant
- Full Time Student Success Grant
- Outside Scholarships

The financial aid procedures, listed below, provide guidance in the financial aid process within the District and give students information needed to make informed decisions about financing their education. Students should regularly check the financial aid website at the college they are attending, as these procedures and policies are reviewed and updated to remain compliant with federal and state requirements to ensure that the District is supporting the success of our students.

### Application Procedures

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and include either San Bernardino Valley College school code (001272) or Crafton Hills College school code (009272). The application is available beginning in October for the following academic award year. If a student is applying for a State Cal Grant, the FAFSA and a GPA verification form must be completed. Additional information and eligibility requirements are available at the Financial Aid Office. It is important that California Community College students complete the FAFSA application by the state published deadline.

### Student Eligibility

General student eligibility requirements consist of the following:

- Be enrolled as a regular student in an eligible program for the purpose of obtaining an Associate's degree, certificate program, or transfer program
- Cannot be enrolled in an elementary or secondary school
- Must have a high school diploma or equivalent
- Making satisfactory academic progress
- Must meet enrollment status requirements
- Must resolve any drug conviction issues
- Must be a citizen or an eligible noncitizen
- Have resolved any default on a FSA loan or overpayment
- Have a valid social security number
- Males between the ages of 18-25 must register with the Selective Service System or meet an exemption requirement
- Resolve any conflicting information

There are also program specific eligibility requirements that may be required.

#### Payment Procedures

Financial aid disbursements are calculated based on a student's Expected Family Contribution (EFC), financial need, availability of funds, and the number of units in which the student is enrolled in each semester.

Waitlist courses are not considered as enrolled units and are not included in the calculation of eligibility.

Disbursements are refunded electronically to the college issued Debit Card. Students must enroll and request their Debit Card at [www.enroll.moneynetworkedu.com/](http://www.enroll.moneynetworkedu.com/). Students also have the ability to have their refunds transferred to their existing bank account using the ACH option. This option may delay a student receiving their disbursement 3-5 business days depending on the existing banking institution procedures. Students who do not select a refund preference will default to a refund check being processed and mailed to the student's home address as reported with Admissions and Records.

#### Overpayment Recovery

The District will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV Funds (R2T4) requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received within 30 days of being notified. If students do not repay within the 30-day requirements the student account will be forwarded to collections with the department of education. Students who withdraw from all classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received.

Determination of a student's withdrawal date:

- The date the student officially notified the Admissions and Records Office of his or her intent to withdraw;

- The midpoint of the semester for a student who leaves without notifying the college;
- The student's last date of attendance at a document academically-related activity; or
- The date posted by the instructor indicating the last day of attendance.

#### Accounting Requirements

The District ensures internal checks and balances by separating the functions of authorizing payments and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

#### Satisfactory Academic Progress

In accordance with Federal and State regulations, financial aid recipients are required to meet Satisfactory Academic Progress (SAP) requirements. SAP requirements include qualitative, quantitative, and maximum time frame standards by which the financial aid office can determine that students receiving federal financial aid funds are maintaining the satisfactory academic progress required for their course of study. Students who are receiving federal student aid must be enrolled in a course of study leading to an associate's degree, a certificate program, and/or a transfer program to a four-year college. Failure to maintain SAP standards will result in the loss of financial aid assistance. The Financial Aid Office reviews academic progress, annually, at the end of each Spring semester. Satisfactory Academic Progress will evaluate periods of enrollment in which the student did not receive financial aid funds as well as courses that were taken at another college and apply towards their program of study.

Students are required to adhere to the following SAP requirements:

- Maintain a cumulative GPA of 2.0 or above (qualitative);
- Successfully complete a minimum of 67% of the total number of units attempted/ completed (quantitative); and
- Not exceed a maximum of 90 total unit's attempted/completed (maximum time frame).

These procedures may change periodically and may be superseded by current state and federal laws and regulations.

#### **Misrepresentation**

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

#### Loss of Eligibility for BOG Fee Waiver

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on

academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or whenever a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, Homeless and DSPS student status.

Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code section 66025.9(c).

## References:

Education Code Sections [66021.3](#), 66021.6, 66025.9, [and 69514, 70030 et seq.](#), 76300, [and 94912.5](#);

Title 5 Sections 55031, 58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section 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);

ACCJC Accreditation Standard 111. D. 15

## Attachments:

[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:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:**

## BP 7340 Leaves

*(Replaces current SBCCD BP 7340)*

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official or steward of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated; Education Code Sections 87768.5; and 88210; Government Code Section 3558.8
- leave of absence to serve as an elected member of the legislature; Education Code Section 87701;
- pregnancy leave; Education Code Sections 87766; and 88193; Government Code Section 12945;
- use of illness leave for personal necessity; Education Code Sections 87784; and 88207;
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court; Education Code Section 87036; and 87037;
- military service; Education Code Section 87700;
- sabbatical leaves for permanent faculty; academic employees, administrators, and managers.

Vacation leave for members of the classified service, educational administrators, and classified supervisors and managers shall not accumulate beyond 46 days of paid. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

### References:

Education Code Sections 87763 et seq. and 88190 et seq. and additional cites above

### Attachments:

- [BP 7340 Leaves- Comments](#)
- [BP 7340 Leaves- Legal Citations](#)
- [BP 7340 Update #30.pdf](#)
- [BP7340-OLD.pdf](#)



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** N/A  
**Owner:** BOT Board of Trustees:  
**Policy Area:** Chapter 2 Board of Trustees  
**References:** Legally Advised

## AP 2712 Conflict of Interest Code

(Replaces current SBCCD AP 2260)

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the San Bernardino Community College District (District).

Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the District.

### APPENDIX A

#### DESIGNATED POSITIONS

Designated Positions	Disclosure Categories
Board of Trustees	1, 2
Chancellor	1, 2
President, CHC	2
President, SBVC	2
General Manager, KVCR TV/FM	2
<del>Executive Vice Chancellor, Business and Fiscal Services</del>	1, 2
<del>Vice Chancellor, Human Resources</del>	2
Vice President of Instruction	2
Vice President of Student Services	2
Vice President of Administrative Services	2
Business Manager	1, 2

General Counsel	1, 2
<del>Associate Vice Chancellor, TESS</del>	<del>2</del>
<del>Associate Vice Chancellor, EDCT</del>	<del>2</del>
<u>Vice Chancellor, Workforce Development, Advancement &amp; Media Systems</u>	<u>2</u>
Director, Facilities Planning & Construction	1
<u>Executive</u> Director, Human Resources- <del>Ad</del>	2
Director, Fiscal Services	2
<u>Chief Technology Officer</u>	<u>2</u>
Director of Technology Services	2
Director, Campus Technology Services	2
Director, Alternative Text Production	2
Director, Administrative Application Systems	2
Director, Grant Development & Management	2
Director, DSP&S	2
<u>Director, Labor Relations &amp; Compliance</u>	<u>3</u>
Police Chief	3
Deans	2
Associate Deans	2
Cafeteria/Snack Bar Manager	3
Director, Bookstore	3
Director of Maintenance & Operations	3
Consultants/New Positions	*

\*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:

The Chancellor may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

The following positions are NOT covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- **Retirement Board Authority**
- **Investment Advisors**

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a



position is covered by Government Code Section 87200.

## **APPENDIX B**

### **DISCLOSURE CATEGORIES**

**Category 1.** Designated positions assigned to this category must report:

- A. Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the potential site.
- B. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

**Category 2.** Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the District.

**Category 3.** Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position's department.

## **References:**

Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503; Title 2 Section 18730

Any changes to this AP requires approval of the FPPC prior to board approval.

## **Attachments:**

[AP 2712 Conflict of Interest Code - Comments](#)  
[AP 2712 Conflict of Interest Code - Legal Citations](#)  
[FPPC Approval of AP 2712 Conflict of Interest Code.pdf](#)  
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



**Origination:** 05/2013  
**Last Approved:** 03/2019  
**Last Revised:** 03/2019  
**Next Review:** 03/2025  
**Owner:** Farrah Farzaneh  
**Policy Area:** Chapter 3 General Institution  
**References:**

## BP 3590 Energy Conservation

*(Replaces current SBCCD BP 3590)*

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.
- 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](#)  
[BP3590 -OLD.pdf](#)



**Origination:** 05/2013  
**Last Approved:** 03/2019  
**Last Revised:** 03/2019  
**Next Review:** 03/2025  
**Owner:** Farrah Farzaneh  
**Policy Area:** Chapter 3 General Institution  
**References:**

## AP 3590 Energy Conservation

*(Replaces current SBCCD AP 3590)*

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

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

### General

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

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

## Air Conditioning Equipment

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

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

## Heating Equipment

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

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

## Lighting

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

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

## Water

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

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

## Reference:

No references

## Attachments:

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

## Approval Signatures

Step Description	Approver	Date
	Policy Stat	04/2019
	Policy Stat	04/2019
	Policy Stat	04/2019
	Policy Stat	04/2019
	Policy Stat	04/2019
	Policy Stat	04/2019



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

## BP 6150 Designation of Authorized Signatures

*(Replaces current SBCCD BP 2180)*

The Board President and Clerk of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees.

In accordance with the provisions of the legal codes of the State of California, the Board of Trustees may delegate its authority to named agents. Those agents are designated annually by Board action. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, [issuance of warrants](#), employment of personnel, and other legal actions. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year. Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools, if applicable.

In accordance with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees shall annually delegate purchasing and contracting authority to thenamed agents on the authorized signature list. These designated District Officers shall have authority to approve purchase requests, award, sign, and execute contracts, and authorized payments that are under the formal bid limits set by Public Contract Code on behalf of the Board. Such purchase and or contract requests shall be approved or ratified by the Board every 60 days.

### References:

Education Code Sections 70902(d), 72400, 85232, and 85233  
Public Contract Code Sections 17605 and 22034(c)

### Attachments:

- [BP 6150 Designation of Authorized Signatures - Comments](#)
- [BP 6150 Designation of Authorized Signatures - Legal Citations](#)



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

## AP 6150 Designation of Authorized Signatures

*(Replaces current SBCCD AP 2180)*

The Board President and Clerk of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees.

In accordance with the provisions of the legal codes of the State of California, the Board of Trustees may delegate its authority to named agents. Those agents are designated annually by Board action. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, [issuance of warrants](#), employment of personnel, and other legal actions. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year. Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools, if applicable.

In accordance with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees shall annually delegate purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers shall have authority to approve purchase requests, award, sign, and execute contracts, and authorize payments that are under the formal bid limits set by Public Contract Code on behalf of the Board. Such purchase and or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

### References:

Education Code Sections 85232 and 85233  
Public Contract Code Sections 17605 and 22034(c)

### Attachments:

[AP 6150 Designation of Authorized Signatures-Comments](#)  
[AP 6150 Designation of Authorized Signatures-Legal Citations](#)



Current Status: Pending

PolicyStat ID: 3406638



**Origination:** 09/2004  
**Last Approved:** N/A  
**Last Revised:** 09/2018  
**Next Review:** 6 years after approval  
**Owner:** Business & Fiscal Services  
 Business & Fiscal Services  
**Policy Area:** Chapter 6 General Institution  
**References:**

## BP 6300 Fiscal Management

(Replaces current SBCCD BP 6300)

The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 ~~Section~~Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The Chancellor shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

### References:

Education Code Section 84040(c); Title 5 Section 58311;  
ACCJC Accreditation Standard III.D2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.

### Attachments:

[BP 6300 Fiscal Management - Comments](#)  
[BP 6300 Fiscal Management - Legal Citations](#)

### Approval Signatures

Step Description	Approver	Date
	Policy Stat	02/2019





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

## AP 6300 Fiscal Management

(Replaces current SBCCD AP 6300)

# GENERAL ACCOUNTING

### A. Functions

The Accounting staff, under the direction of the ~~Vice Chancellor~~Director of Fiscal Services, shall provide the following functions:

1. Central accounting functions for all District funds.
2. Preparation of documents for transmittal to the County Treasurer's Office for payroll ~~and commercial warrants, if needed.~~
3. Preparation of payroll reports.  
~~Preparation of revolving cash checks.~~
4. Processing of payments to vendors.
5. Preparation of warrants.
6. Disbursement of scholarship, financial aid and loan funds.
7. Accounting services for sponsored programs, student financial aid, auxiliary enterprises, and student body funds.
8. Maintenance of accounting data on the District's ~~data processing~~financial system.
9. Preparation of the District's financial reports.

### B. Internal Controls

To provide adequate internal controls, it is necessary for certain procedures to be followed at the operating level designed to prevent errors from occurring. The work of an employee is verified by the work of another, each working separately and independently. One employee should not have control of a complete financial transaction that includes authorizing the transaction, receiving, disbursing, recording and/or posting the transaction. Instead, different employees should participate at various stages in the transaction so that each will arrive at the same result independently and, without unnecessary duplication of work, verify the accuracy of the work of others. Such a division of duties provides a procedure whereby errors of omission or commission, whether intentional or unintentional, will be minimized.

# ACCOUNTS RECEIVABLE

## A. Types of Accounts Receivable:

1. Receivables from students
2. Sponsored third party receivables
3. Receivables from other District funds
4. Employee receivables

## B. Controls

1. Access to the accounts receivable ledger is controlled by a security code.
2. Each entry to the accounts receivable ledger file is supported by documentary evidence.
3. All invoices are pre-numbered and all numbers are accounted for.
4. Subsidiary ledgers are balanced ~~monthly~~regularly.
5. Postings are made by someone other than those having access to incoming receipts.
6. Statements are mailed in a timely manner by someone other than the bookkeeper or cashier.
7. All non-cash credits such as credit memos, allowances, or bad debts are properly authorized.
8. Holds are placed on student records for students who have a financial obligation to the District.
9. An SBCCD invoice will be prepared for all transactions where an obligation to the District is incurred.
10. A copy of the invoice is kept ~~on file~~ in the Fiscal Services Department ~~in the outstanding invoices file~~ until the remittance is received.
11. All accounts receivable remittances will be sent to the Campus Business Office on campus or to the Fiscal Services Department in the District Office.
12. Accounting staff must be notified of any collection so that ~~the~~it can be applied against the outstanding invoice ~~can be removed from the "outstanding" file~~.
13. The collection of cash receivables should be handled as an ordinary cash transaction according to cash receipting procedures.

## C. Student Loans

1. All student loan transactions will be accounted for through subsidiary ledgers.
2. Billing functions should be separated from collection functions and general ledger postings.
3. Upon receipt of a duly authorized promissory note, a loan receivable record will be initiated by Fiscal Services/Financial Aid Section. The file of these records becomes the subsidiary ledger.
4. The record must contain the student's social security number, loan number, address, telephone number, loan amount, interest rate, payments received, and current balance due.
5. Upon receipt of payment, a cash receipt will be prepared. A copy of the payment will be sent to Fiscal Services/Financial Aid Section for posting to the subsidiary ledger.
6. The receipt will be posted to the general ledger. The subsidiary balance will be reconciled to the general ledger balance on a ~~monthly~~regular basis.
7. The Student file and general ledger may be posted simultaneously, but a District receipt should be prepared as a secondary source document.

#### D. Grant and Sponsored Program Accounting

In addition to the District procedures listed here, state and federal grants require special accounting procedures. General directions are provided in the board policy on Grants and Sponsored Programs. Recipients of grant awards are also cautioned to study specific requirements of the grant that may vary from traditional procedures.

## CASH DISBURSEMENT

#### A. Disbursement Procedures

1. Disbursements must be properly authorized and supported by adequate documentation.
2. All disbursements shall be made by check or electronic payment.
3. All checks shall be pre-numbered.
4. All disbursements shall be substantiated by supporting documents including evidence of purchase, receipt, and approval.
5. All supporting documents shall be canceled in such a manner as to preclude their reuse.
6. Bulk check stock shall be adequately controlled and accounted for.
7. Daily use check stock shall be issued to the check-preparer on an adequate transfer/control document.
8. There shall be adequate separation of duties to reduce the risk of collusion and fraud.
9. The drawing of a warrant to "cash" or "bearer" is prohibited.
10. Electronic signature plates shall be secured and issued only to authorized individuals.
11. For payments from federal awards, the District minimizes the time between transfer of funds and disbursement.

#### B. Documentation

Documentation shall include:

1. A purchase order authorizing the commitment of funds by an appropriate approving authority.
2. An original invoice.
3. An original receiving report or other appropriate method, of an employee acknowledging receipt of goods or services.

#### C. Authorization

All checks must bear a Board authorized signature.

#### D. Controls

1. All invoices and/or supporting documents will be marked with the check number ~~in ink~~ or by another appropriate method, to prevent their reuse.
2. Checks will be recorded in the check registers as of the date written and the register closed promptly at the end of each month.
3. Unused checks shall be adequately controlled through sign-out logs, listing where bulk stock is

located and by warrant number.

4. Voided checks shall be mutilated or spoiled to prevent reuse.
5. Checks shall be signed only after comparing them with authorizations and supporting documents.

#### **Requirements for County-Controlled Funds**

- ~~1. Payments shall be released electronically through the County Superintendent's system only by authorized agents.~~
- ~~2. If a payment batch is chosen for audit, one copy of the District Prelist with an original invoice and other documentation required above shall be submitted to School Claims in one package.~~
- ~~3. Upon receipt of the warrant and warrant listing from the County Superintendent's office, the County Postlist shall be reconciled to the copy of the District Prelist.~~
- ~~4. An employee other than the payment batch preparer shall mail the warrant to the appropriate vendor for payment.~~

#### **E. Records**

1. All original invoices and supporting documents shall be stamped or otherwise appropriately canceled, to prevent duplicate payments.
2. All voucher documents shall be attached to the documentation and filed in the vendor file in ~~alphabetic~~alphabetical order.

## **CASH RECEIPTS**

#### **A. General Provisions**

1. Persons who receive cash shall have no access to post payments to the general ledger. All cash received must be recorded by cash register receipt, pre-numbered cash receipt, or terminal receipt. These documents provide the accounting controls and are prepared by the employee first receiving checks or cash. An independent audit trail must be maintained for all cash receipts. The receipt must be given or mailed to the client.

All cash received must be adequately safeguarded and promptly deposited. All cash shall be deposited in the Campus Business Office within 24 hours of receipt.

2. All checks must be made or endorsed payable to the San Bernardino Community College District, San Bernardino Valley College, or Crafton Hills College.
3. All checks shall be stamped "For Deposit Only" upon receipt with the appropriate endorsement stamp.
4. Payments received in the mail shall be logged and routed to a party who can write receipts and make deposits.
5. Cash registers/drawers/terminals shall be cleared daily even if no receipts are recorded. Tape totals, including those with zero receipts, shall be signed by the individual responsible for the cash drawer and submitted to the Campus Business Office.
6. Cash receipts shall be reconciled against cash register tapes, log-outs and/or handwritten receipts and signed by the individual responsible for the cash drawer.
7. Cash, checks, credit card slips and deposit slips from one register shall not be commingled with receipts from another register. Cash, checks, credit card slips and deposit slips from one receipting

date shall not be commingled with receipts from another date.

#### **B. Deposit of Cash Receipts**

1. All cash receipts shall be received through the Central Cashier in the Campus Business Office except those received authorized by the ~~Vice-Chancellor~~Director of Fiscal Services to receive cash. Cash receipts received in locations other than the Campus Business Office shall be deposited intact in the Campus Business Office as prescribed above. When the deposit is made in the Campus Business Office, the deposit must be verified in the presence of the depositor or the depositor's supervisor.
2. Cash inadvertently received by offices not authorized to accept cash shall promptly be routed to the Campus Business Office for deposit.
3. Deposits of money into any account other than an authorized Campus Business Office account are prohibited. Violation of this policy may result in disciplinary action.

#### **C. Pre-numbered Receipts**

Any area/department that receives cash and does not have a cash register shall use three- part pre-numbered receipts provided by the ~~Vice-Chancellor~~Director of Fiscal Services. Part one goes to the individual/group who makes the payment, part two goes to the Campus Business Office with the cash deposit, and part three stays with the office which accepts the cash.

#### **D. Registration Fees**

1. During periods of registration terminal receipts are required except in those instances where source identification is necessary and/or where the office receiving the fees does not have access to a computer terminal (off-campus, etc.).
2. The operator log-out report will be used as the primary source document. The operator's cash drawer should reconcile to the operator log-out report.
3. Receipts shall be conveyed to the Campus Business Office daily. The Campus Business Office shall prepare a deposit ticket for each day's deposit.
4. Admissions and Records receipting clerks shall reconcile the drawer(s) against the daily log-outs, sign the log-outs verifying the reconciliation, and submit receipts and signed log-outs to the Director of Admissions and Records, Registrar or designee.
5. The Director of Admissions and Records, Registrar, or designee shall verify the receipts and log-outs, prepare and sign the reconciliation form attesting to its accuracy, and prepare the daily receipts for transmission to the Campus Business Office.
6. The Director of Admissions and Records, Registrar, or designee, with college police escort, shall transmit receipts daily to the Campus Business Office.
  - a. When hand-carries are impractical, the receipts are to be transported by the campus via locked bank bag to the Campus Business Office.
  - b. The locked bank bag should be placed in the locked trunk of the police vehicle for transport. Receipts, when transported in this manner, must have been verified by two independent sources prior to giving them to the college police for transport.
  - c. The college police should receive a dated receipt for the locked bank bag from the Campus Business Office.

- d. The Campus Business Office shall verify the daily receipts, provide a receipt to the original source of receipts, and prepare a deposit slip by the close of the next business day following receipting. Any exception requires notification of the ~~Vice Chancellor~~Director of Fiscal Services.

## PETTY CASH

### A. Authorization

A petty cash fund may be approved by the ~~Vice Chancellor~~Director of Fiscal Services to pay for small emergency purchases of supplies or services. The ~~Vice Chancellor~~Director of Fiscal Services will review each request for the establishment of a petty cash fund and set the dollar amount of the fund if it is approved. Approval for expenditures from the fund must be granted by the appropriate Responsibility Center Manager or the fund custodian.

### B. Establishment of a Petty Cash Fund

A Responsibility Center Manager may request a petty cash fund from the ~~Vice Chancellor~~Director of Fiscal Services. The request must identify the fund custodian and a requested dollar amount. Upon approval, a check will be forwarded to the requesting party payable to the designated fund custodian.

### C. Petty Cash Custodian's Responsibility

1. The petty cash custodian will sign for and assume responsibility for the safeguarding and proper utilization of the petty cash fund. The petty cash custodian is the only individual who may make cash transactions. If an authorized change in custodian occurs, the status of the fund should be verified before any transactions are completed by the new custodian. A status memo signed by both the outgoing and incoming custodians must be sent to the ~~Vice Chancellor~~Director of Fiscal Services.
2. The petty cash fund will be maintained at the approved amount, and will at times be kept in balance with cash, petty cash vouchers, and receipts.
3. A copy of the Petty Cash Reconciliation Form will be retained by the custodian for a minimum of two years.
4. All cash, sales receipts, and other related documents shall be kept in a locked metal box. When unattended, the box shall be placed in a safe, desk or cabinet that is ~~also to be~~ kept locked.

### D. Purchase Authorizations and Procedures

1. Single disbursements from petty cash may not exceed 50.00.
2. The petty cash custodian must approve all expenditures from the fund. The custodian must sign a Petty Cash Disbursement Voucher for each expenditure.
3. The purchaser may request a cash advance or be reimbursed for authorized purchases. If a cash advance is made, the purchaser must provide a sales receipt and change, if any, to the custodian and sign a petty cash voucher indicating reimbursement.
4. A sales receipt must be kept with each Petty Cash Disbursement Voucher.

### E. Replenishment Procedure

1. The petty cash fund will be replenished when substantially depleted. ~~On June 30~~At the end of each fiscal year the account must be fully replenished or closed in order for expenditures to be recorded in the proper fiscal year.
2. A request for replenishment will be made on a purchase requisition signed by the Responsibility

Center Manager.

3. An itemized list of expenditures is to be recorded on the Petty Cash Reconciliation Form. A separate Petty Cash Disbursement Voucher with a sales receipt attached shall be presented for each expenditure.
4. Reimbursements of petty cash are to be the only deposits into the fund.

#### F. Accounting/Audit

1. Any shortage must be adequately documented and explained by the fund custodian. Replenishment requests for shortages in excess of \$5 must be approved by the ~~Vice Chancellor~~Director of Fiscal Services. Overages must be deposited with the revolving cash accountant.
2. The ~~Vice Chancellor~~Director of Fiscal Services or designee will periodically make unannounced audit reviews of the petty cash fund. The independent auditors will also make test counts and review the petty cash fund. The fund custodian and the responsible manager should ensure the fund is balanced and available for audit at any time.
3. The internal control checklist is to be completed by each petty cash fund custodian at least once a year. The ~~Vice Chancellor~~Director of Fiscal Services or designee will periodically review the petty cash operation and determine if the operation of the fund is in compliance with the checklist.

## CHANGE FUNDS

### A. Change Funds

A change fund may be approved by the ~~Vice Chancellor~~Director of Fiscal Services for the sole purpose of making change in the conduct of business. The funds shall not be used for cash advances, purchases, reimbursements, or other activities appropriate to a petty cash fund.

### B. Establishment of a Change Fund

A Responsibility Center Manager may request a change fund from the ~~Vice Chancellor~~Director of Fiscal Services. The request must identify the fund custodian and a requested dollar amount. Upon approval a check will be forwarded to the requesting party payable to the designated fund custodian.

### C. Change Fund Custodian's Responsibility

The custodian will sign a receipt for the change fund and assume responsibility for its security and proper use. The Director of Fiscal Services must be notified in writing if there is a change in the custodianship of a change fund. The change fund will be maintained at the approved amount and will at all times be kept in balance.

### D. Accounting/Audit

The Accounting Department will retain records and documentation for all change funds. Change funds must be available for audit at any time.

## ~~REVOLVING CASH~~

### ~~A. Revolving Cash~~

~~The revolving cash fund shall be used only when goods, services, or payroll are required prior to the date~~

~~available within the normal purchasing process. Disbursements shall be supported by proper documentation and authorization as prescribed in the Cash Disbursement Policy. There shall be adequate separation of duties to reduce the risk of collusion and fraud.~~

**B. Procedures**

- ~~1. The fund shall be managed so that accountability for the fund, including proper identification of fund resources, can be readily established.~~
- ~~2. Cash funds are maintained with the same standards of developing documentary evidence as for other disbursements.~~
- ~~3. Disbursements from the fund shall be limited to transactions that cannot be paid through the regular disbursement process in a timely manner.~~
- ~~4. The Accounting Department will review, and the Vice Chancellor of Fiscal Services must approve, requests for payment through the Revolving Cash Fund.~~
- ~~5. Employees shall not authorize revolving fund checks payable to cash or to themselves.~~
- ~~6. Check stock shall be kept in a secure place.~~
- ~~7. The Revolving Cash Fund shall be replenished in a timely manner through the normal purchasing procedure.~~
- ~~8. Daily balances will be maintained on the check stub; the fund shall be reconciled monthly.~~

~~Allowability of Costs for Federal Awards~~

## Allowability of Costs for Federal Awards

The District assumes responsibility for administering federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of federal awards. The accounting practices of the District support the accumulation of costs and provide for adequate documentation to support costs charged to federal awards. The District does not earn or keep any profit resulting from federal financial assistance, unless expressly authorized by the terms and conditions of a federal award.

For federal awards, costs:

1. Are necessary, reasonable for the performance of the federal award, and allocable,
2. Conform to any limitations or exclusions set forth in the federal award,
3. Are consistent with policies and procedures that apply to both federally financed and other activities of the District,
4. Are accorded consistent treatment,
5. Are determined in accordance with Generally Accepted Accounting Principles,
6. Are not included as a cost or used to meet cost sharing or matching requirements of any other federally financed program,
7. Are adequately documented.

In determining reasonableness of a given cost, the District assesses:

1. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the federal award,



2. The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; federal, state and other laws and regulations; and terms and conditions of the federal award,
3. Market prices for comparable goods or services,
4. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students, the public, and the federal government.

The District does not charge any cost allocable to a particular federal award to other federal awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or terms and conditions of the federal awards, or for other reasons. However, this prohibition does not preclude the District from shifting costs that are allowable under two or more federal awards in accordance with existing federal statutes, regulations, or the terms and conditions of the federal awards.

## References:

Education Code Section 84040(c);

Title 5 Section 58311;

ACCJC Accreditation Standard III.D.9 (formerly III.D.2)

Code of Federal Regulations, Title 2, 200.302(b)(6)-(7), 200.305, 200.400 et seq. and Subpart E

## Attachments:

[AP 6300 Fiscal Management- Comments](#)  
[AP 6300 Fiscal Management- Legal Citations](#)  
[Changes to be Reloaded After Approval of Federal Language Change](#)



Current Status: Draft

PolicyStat ID: 6183580



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:	<i>Brand New - advised</i>

## AP 6315 Warrants

All payments from the funds of SBCCD shall be made by written order of the Board of Trustees ~~as prescribed by the San Bernardino County Superintendent of Schools~~. The Board of Trustees shall delegate authority to sign orders in its name to the Executive Vice Chancellor ~~for Business &~~ Director of Fiscal Services, ~~Director of Fiscal Services~~, and other SBCCD officials as deemed appropriate. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year. Refer to BP 6150 titled Designation of Authorized Signatures. No person other than an officer or employee of SBCCD designated by the Board shall be authorized to sign orders.

~~The Chancellor shall establish procedures to sign and issue commercial and payroll orders to the San Bernardino County Superintendent of Schools in accordance with sound fiscal management practices.~~

Each order drawn against the funds of SBCCD shall be numbered and shall state: (a) the particular fund or funds against which it is drawn, (b) the amount of the payment to be made from each fund, and (c) the rate of salary and the period of service of any SBCCD employee for whom an order is issued for payment of salary or wages. If drawn for any purpose other than the payment of salaries or wages, the order shall be accompanied by an invoice or an itemized receipt showing the separate items and the price of each.

The Executive Vice Chancellor ~~for Business & and the Director of~~ Fiscal ~~Service and the Director of Fiscal~~ Services will withhold approval of orders when:

- Disbursements of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

Only authorized personnel may sign orders, as identified in AP 6150 titled Designation of Authorized Signatures.

~~Each signed order shall be transmitted to the San Bernardino~~ Payroll orders are subject to audit by the County Superintendent ~~of Schools for approval. Both commercial and payroll orders are subject to audit by~~ and the County ~~Superintendent and or the County~~ Auditor-Controller. If approved and endorsed by the County Auditor-Controller, warrants will be drawn on the San Bernardino County Treasurer ~~and transmitted to SBCCD for issuance to the payee.~~

## References:

Education Code Sections 85230 et seq.

## Attachments:

No Attachments



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	

## BP 6340 Bids and Contracts

*(Replaces current SBCCD BP 6340)*

The authority to sign and execute contracts on behalf of the San Bernardino Community College District (SBCCD) is vested in the Board of Trustees (the Board). This authority can only be delegated by Board action.

The Chancellor shall establish administrative procedures for bids and contracts, 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 Services webpage. Any contract to procure goods and or services (excluding construction and public works) which meets or exceeds the formal bid limit shall require ~~pre~~-approval by the Board of Trustees to constitute an enforceable agreement.
- In accordance with PCC Section 17605, Section 22034(c) and Section 81656, the Board of Trustees delegates authority to sign, execute, and legally bind contracts less than the formal bid limits mentioned above, to the named agents on the authorized signature list. Such contracts shall not require Board approval, but shall be sent to the Board as an information item every 60 days.
- When bids are required according to PCC Section 20651, SBCCD shall award each such contract to the lowest responsible bidder who meets the specifications published by SBCCD and who shall give such security as SBCCD requires, or reject all bids. SBCCD may award a contract to the lowest responsible bidder on the basis of best value as specified by the type of bid.
- The Board has adopted the Uniform Construction Cost Accounting Procedures under PCC Section 22000 et seq. for the bidding of public works projects. In addition, pursuant to PCC Sections 20101 et seq., the Board has adopted a district-wide Pre-Qualification Program that when applicable provides for the pre-qualification of bidders based on a uniform system of rating. See AP 6345 titled Bids and Contracts – Construction.
- If the best interests of SBCCD will be served by a contract, lease, or purchase order through any other public corporation or agency in accordance with PCC Section 20652, the Chancellor is authorized to proceed with a contract.

Board members, employees and consultants of the District must not participate or attempt to influence decisions to procure or contract for goods or services if he or she has a financial interest in the decision. See BP 2710 titled Conflict of Interest.

### References:

Education Code Sections 81641 , et seq.  
Public Contract s Code Sections 20650 , et seq. ;



**Origination:** 03/2011  
**Last Approved:** 07/2018  
**Last Revised:** 07/2018  
**Next Review:** 07/2024  
**Owner:** *Business & Fiscal Services*  
*Business & Fiscal Services*  
**Policy Area:** *Chapter 6 General Institution*  
**References:**

## AP 6340 Bids and Contracts

### GENERAL CONTRACT PROCEDURES

General contract procedures (parts A through G) are applicable to all types of contracts and agreements – including contracts for goods and non-professional services, professional services, and construction and public works projects.

#### A. Authority to Contract

The authority to sign and execute contracts on behalf of the District is vested in the Board of Trustees. The Board delegates authority to sign and execute contracts less than the formal bid limits set in Public Contract Code, to the named agents on the authorized signature list. The authority to contract includes the amendments, extensions or addendums. Contracts and/or agreements signed by any individual other than those authorized by the Board are not valid or binding on SBCCD. All contracts are between the San Bernardino Community College District and the contracting agency. Individual colleges, programs or departments may not directly enter into a contract or agreement.

#### B. Board Approval

The following contracts require approval by the Board of Trustees to constitute an enforceable agreement:

- Any contract to procure goods or services (excluding construction and public works) which meets or exceeds the formal bid limit set annually by the Board of Governors. The formal bid limit for the current year is published on the Business Services webpage.
- Any contract for construction or public works project which is over the formal bid limit for public works projects.

Contracts under the formal bid limits require approval by one of the authorized district officers, and does not require approval by the Board to be legally enforceable.

#### C. Contract Review

All contracts are reviewed and processed by Business Services. All contracts are subject to the requirements of federal and state codes and regulations. Contracts may require additional legal review. Review procedures must be completed before any contract is executed by an authorized signatory. Any unauthorized individual who signs a contract or agreement will be personally responsible for the value of the contract.

#### D. Supporting Documentation

Contracts submitted for consideration should be accompanied by a purchase requisition if appropriate. Contracts for construction, transportation, or large scale maintenance may require a certificate of liability insurance, certificate of Workers' Compensation coverage, permits, licenses, or bonds.

**E. Contract Format/Negotiations**

Business Services can provide assistance in developing a contract. Contracts must be prepared with great care and protect SBCCD in its dealings. Some contracts require negotiations as to the terms and conditions of the contract between SBCCD and the contracting agency. Many vendors use their own contract format that is always subject to review and/or modification by either party prior to execution.

**F. Subsequent Changes to Contracts**

Any change or alteration of a contract will be done in writing and the cost agreed upon between SBCCD and the contractor. SBCCD may authorize the contractor to proceed with performance of the change or alteration without the formality of securing bids, if the cost so agreed upon does not exceed the greater of the amount specified in Public Contract Code Section 20651 or 20655, whichever is applicable to the original contract, or ten percent (10%) of the original contract price.

**G. Duration of Continuing Contracts for Services and Supplies**

Continuing contracts for work or services furnished to SBCCD are not to exceed five (5) years. Contracts for materials and supplies are not to exceed three (3) years.

**BID REQUIREMENTS – GOODS & NON-PROFESSIONAL SERVICES**

**I. Applicable Contracts**

The bidding requirements in **Section I** to **IX** of this Administrative Procedure are only applicable to contracts for goods and non-professional services. This includes:

- (i.) Equipment, materials, or supplies to be furnished, sold, or leased to SBCCD;
- (ii.) Services (excluding construction services, professional services, insurance services, and work done by day labor or by force account pursuant to PCC Section 20655); and
- (iii.) Repairs, including maintenance as defined in PCC Section 20656, that are not public projects as defined in PCC Section 22002(c).

**II. Bid Limits**

If a contemplated expenditure is less than the formal bid limit set annually by the Board of Governors, please refer the purchasing procedures in **AP 6330** titled **Purchasing**.

If a contemplated expenditure meets or exceeds the formal bid limit set annually by the Board of Governors, a formal bid, request for proposal, or other formal solicitation process must be utilized.

**NOTE:** *The formal bid limit is annually adjusted by the Board of Governors as required by PCC Section 20651(d);*

**III. Bid Specifications**

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

**IV. Notice Calling for Formal Advertised Bids**

Pursuant to PCC Section 20112, SBCCD shall publish at least once a week for two weeks in a newspaper of general circulation published within SBCCD or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on SBCCD's web site or through an electronic portal, a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid shall not be received after that time. SBCCD may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by Business Services. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

Business Services shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of SBCCD, any certified or cashier's check received shall be returned to the respective bidder.

Business Services shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings.

Business Services shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room. When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

#### **V. Awarding of Bids and Contracts**

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by SBCCD.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Solicitations using a Request for Proposal (RFP), Request for Qualifications (RFQ), and Request for Information (RFI) are based on best value and not based solely on lowest priced proposal.
- When formal bidding is required, the award of bid shall be presented to the Board along with a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. SBCCD reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.
- For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the governing board in accordance with this section.
- "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board of Trustees, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.
- Conflict of Interest. Board members and employees of SBCCD are prohibited from participating in the bid evaluation and selection process if he or she has a relationship with or financial interest in any of the bidders. When a Bid Evaluation & Selection Committee is established, all members of the committee will be required to complete a disclosure form prior to participation in the bid evaluation and selection process. The Business Manager will collect and review all disclosure forms for potential conflicts of interest.

**VI. Purchase without Advertising for Bids**

The Business Manager is authorized to make purchases from firms holding public agency contracts without calling for bids where it appears advantageous to do so. The Business Manager may, without advertising for bids, purchase or lease from other public agencies materials or services by authorization of contract or purchase order. The Business Manager may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services, California Multiple Award Schedule (CMAS), Western States Contracting Alliance (WSCA) with California endorsement, Foundation for California Community Colleges (FCCC) and other approved purchasing cooperatives, for goods and services as listed in the approved agreements.

**VII. Emergency Repair Contracts without Bid**

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Business Manager may make a contract on behalf of SBCCD for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.

**VIII. Unlawful to Split Bids**

Pursuant to PCC Section 20657, it shall be unlawful to split or separate into smaller work orders, purchase orders, contracts, or projects any work, project, service, or purchase for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

**IX. Employees as Independent Contractors**

An individual cannot be both an SBCCD employee and an independent contractor with SBCCD at the same time unless it can be clearly demonstrated that the work being performed as an independent contractor has no relationship to work being performed as an employee of SBCCD and such work cannot be construed as falling within the broad definition of the individual's job description or classification as an employee. Any SBCCD employee engaged as an independent contractor is considered an "employee" for payroll purposes and payment for services is subject to appropriate tax withholding.

**References:** Education Code Sections 88003.1, 81641 et seq.;

Government Code Section 53060;

Public Contract Code Sections 20103.7, 20112, 20650 et seq., and 22000 et seq.;

Labor Code Sections 1770 et seq.

ACCJC Accreditation Standard III.D.16

**Approved: 3/17/11**

**Revised:**

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**Attachments:**

- [AP 6340 Bids & Contracts.docx](#)
- [AP 6340 Bids and Contracts - Comments](#)
- [AP 6340 Bids and Contracts - Legal Citations](#)
- [AP6340 -OLD.pdf](#)



[image1.png](#)



Current Status: *Draft*

PolicyStat ID: 6177043



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	

## BP 6925 Refreshments or Meals Served at Meetings and District Events

*(Replaces current SBCCD BP 3750)*

The Board of Trustees authorizes the Chancellor to develop administrative procedures allowing for a limited expenditure of funds for refreshments and/or meals served while conducting District business and District-approved Associated Student Club business.

### References:

None

### Attachments:

[BP 6925 Refreshments or Meals Served at Meetings and District Events - Comments](#)  
[BP 6925 Refreshments or Meals Served at Meetings and District Events - Legal Citations](#)





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

## AP 6925 Refreshments or Meals Served at Meetings and District Events

(Replaces current SBCCD AP 3750)

### A. Refreshments and/or Meals

The Board of Trustees authorizes the expenditure of funds for refreshments and/or meals served at District or approved Associated Students meetings and trainings in order to conduct District business or Associated Student Clubs business under the conditions set forth in sections A.1 and A.2.

#### 1. Attended by Employees and/or Students

For meetings or trainings attended only by employees and/or currently enrolled students are authorized for up to a total \$~~500~~1000 for that meeting or training. Expenditures in excess of \$~~500~~1,000 require Board approval prior to the meeting or training. Bottled water for individual use is exempt from the conditions below.

#### 2. Attended by Employees and/or Students as well as Non-employees or Non-Students

For meetings or training attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, are authorized for up to \$~~100~~500. Expenditures in excess of a total \$~~100~~500 for that meeting or training require Board approval prior to the meeting or training.

### B. Refreshments or Meals for events

Events are defined as activities in which non-employees and/or non-students will be or can be attending and/or participating (e.g. job fair, holiday event, recruitment event); or is on a large enough scale to be considered neither a meeting nor training. Any refreshments and/or meals for an event require Board approval prior to the event.

### C. Refreshments or Meals Charged to Grant Funds

Any expenditure for refreshments or meals charged to grant funds must meet the requirements set forth in paragraphs A and B above. In addition, such expenditures must be specifically authorized by the terms and conditions set forth in the grant agreement.

### D. Purchase Order and/or Requisition

Expenditures for refreshments and/or meals must specify on the District purchase order, trust account requisition, or submitted with Cal Card statement reconciliation:

1. The name(s) of the individuals or group name, or general description of the parties, for which the refreshments or meals are to be served.

2. The agenda or purpose of the meeting, training, or event.
3. The location and date of the meeting, training or event.
4. If required by Section A.1, A.2, or B, the Board approval date for the expenditure.

Expenditures for Associated Student accounts must be made in accordance with Board Policy (BP) 5420 titled Associated Students Finance and approved by appropriate person listed within BP 5420.

## References:

None

## Attachments:

[AP 6925 Refreshments or Meals Served at Mtgs & District Events- Comments](#)  
[AP 6925 Refreshments or Meals Served at Mtgs & District Events- Legal Citations](#)



Current Status: Pending

PolicyStat ID: 3915519



Origination:	11/2016
Last Approved:	N/A
Last Revised:	03/2019
Next Review:	11/2017
Owner:	Human Resources Human Resources
Policy Area:	Chapter 7 Human Resources
References:	Brand New - advised

## AP 7126 Applicant Background Investigations and Reference Checks

Applicants for positions may be subject to background or reference checks.

Where a background investigation is performed by a third party, ~~[designate position]~~ the Executive Director of Human Resources or designee shall make a clear and conspicuous disclosure to the applicant on a separate form before the report is procured. The applicant shall be provided an option to receive or not receive the report. If the applicant is not hired, or the District takes other action that adversely effects any applicant based in whole or in part upon the third-party report, ~~[designate position]~~ Executive Director of Human Resources or designee shall provide oral, written, or electronic notice of:

- the adverse action to the applicant;
- the name, address, and telephone number of the third party agency that furnished the report;
- the applicant's right to obtain a free copy of the report; and
- the applicant's right to dispute the accuracy or completeness of any of the information in the report.

### References:

Civil Code Sections 47, 1785.16, 1785.20, and 1786.16 et seq.;

Federal Fair Credit Reporting Act

### Attachments:

No Attachments



Current Status: *Draft*

PolicyStat ID: 6183211



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** 01/2018  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:** *Brand New - advised*

## AP 7145 Personnel Files

Personnel records are private, accurate, complete, and permanent. ~~*(Insert local procedures that meet this standard.)*~~

Every employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his/her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that were:

- a. obtained prior to the employment of the person involved,
- b. prepared by identifiable examination committee members,
- c. obtained in connection with a promotional examination or interview.

### **References:**

#### References:

Education Code Section 87031;

Labor Code Section 1198.5

### **Attachments:**

No Attachments



Current Status: Active

PolicyStat ID: 5534826



**Origination:** 05/2013  
**Last Approved:** 03/2018  
**Last Revised:** 03/2018  
**Next Review:** 03/2024  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:**

## BP 7150 Evaluation

*(Replaces current SBCCD BP 7251)*

All employees will periodically undergo a performance evaluation, at prescribed intervals. The Chancellor shall assure periodic and systematic evaluations of faculty, managers, confidential employees, and classified members.

The criteria for management and confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

### Reference:

WASC/ACCJC Accreditation Standard III.A.1.b

### Attachments:

- [BP 7150 Evaluation- Comments](#)
- [BP 7150 Evaluation- Legal Citations](#)

### Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018



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:

## AP 7150 Evaluation

(Replaces current SBCCD AP 7251)

~~Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.~~

### ~~Frequency of Evaluation~~

#### Frequency of Evaluation

Each manager will be evaluated once per year for the first two years of employment and every three years thereafter. Evaluations may be held on a more frequent basis as appropriate.

For managers within the first year of evaluation, the ~~supervisor and employee~~supervising manager and manager being evaluated will establish goals and objectives to be accomplished. The supervising manager will be solely responsible for providing an evaluation within the first six months of hire. In the subsequent year, and each year thereafter, the evaluation committee process will be instituted.

Interim ~~Manager assignments~~Managers will be evaluated during the sixth month of interim appointment, and annually thereafter if the assignment is greater than one semester in length. The supervising manager will be solely responsible for providing the evaluation. ~~Evaluations may~~A survey will be held on a more frequent basis as sent campus/district wide for all interims when appropriate. Evaluations may be held on a more frequent basis as appropriate.

### ~~EVALUATION TIMELINE:~~

#### EVALUATION TIMELINE:

No later than October 1 of each calendar year the ~~supervisor and employee~~supervising manager and manager will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year.

By November 1 of each year, the committee shall be formed. The committee will ~~meet and~~ convene and provide a written ~~summary~~ report to the ~~immediate supervisor~~supervising manager no later than December ~~30~~31 of each calendar year.

The final evaluation report shall be provided to the ~~evaluatee~~manager no later than January ~~30~~31 of each calendar year.

# Goals/Objectives

## Goals/Objectives

Each manager will meet with his/her ~~supervisor~~supervising manager at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.

In an effort to ensure that ~~employee~~-evaluations are completed in a timely manner, the following process will be followed by Human Resources:

1. The ~~immediate supervisor of the employee who~~supervising manager will receive an email from Human Resources notifying him or her that an evaluation of the manager is to be evaluated will receive an email directly from HR notifying the supervisor that an evaluation is due.
2. The ~~evaluating supervisor's~~person whom the supervising manager reports will also receive the email and will be responsible for ensuring the evaluation is completed and forwarded to ~~HR~~Human Resources within the required timeframe.
3. The President of the College and the appropriate Vice President will be copied on the email.

# Committee

## Committee

In the case of campus- Directors, Deans, and Vice Presidents, the committee shall include the ~~immediate supervisor~~supervising manager as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed ~~in collaboration with~~by CSEA ~~and hiring manager~~. ~~All supervisors and managers will be evaluated by the hiring manager. Surveys will be sent district wide for input.~~

In the case of the College Presidents, the committee shall include the ~~immediate supervisor~~supervising manager as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed ~~in collaboration with~~by CSEA ~~and hiring manager~~.

In the case of the district-level Directors, Executive Directors, Associate Vice Chancellor(s), Vice Chancellor(s) and Executive Vice Chancellor(s), the committee shall include the ~~immediate supervisor~~supervising manager as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed ~~in collaboration with~~by CSEA ~~and hiring manager~~. ~~All supervisors and managers will be evaluated by the hiring manager. Surveys will be sent district wide for input.~~

All supervisors and managers will be evaluated by the supervising manager.

In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the first committee meeting. Once the committee has met, no new members may be added.

# Campus/District Survey

At the discretion of the supervising manager, committee meetings may take place using teleconference and/or video conferencing.

## Campus/District Survey

As appropriate to the assignment, the ~~hiring~~supervising manager shall seek written feedback from the campus and/or district community. In obtaining this feedback, the ~~hiring~~supervising manager shall use an approved evaluation form. Using the approved form, the ~~hiring~~supervising manager shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the ~~evaluatee~~manager is performing assigned responsibilities. Responses on the approved form shall be signed, and the ~~hiring~~supervising manager shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the committee.

## Evaluatee

### Evaluatee

Prior to the evaluation conference, the manager being evaluated will submit, to their ~~supervisor~~supervising manager, a written self-evaluation of his/her performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives. The manager may submit a portfolio of representative work, or any other items he/she considers appropriate.

## ~~Evaluation Report~~

### Evaluation Report

The ~~hiring~~supervising manager will produce a written evaluation report by January ~~30~~31. The report shall include:

1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
2. A summary list of the goals and objectives from the prior year that have been mutually agreed upon by the manager and his/her ~~supervisor~~supervising manager.
3. An assessment of the extent to which the ~~evaluatee~~manager meets his/her stated goals and objectives.
4. An assessment of the management and leadership strengths of the ~~evaluatee~~manager.
5. The identification of any areas in which the manager can improve his/her performance or management skills.
6. A copy of the consolidated summary of the ratings and comments

The written report shall specify one of the following:

1. Commendation for superior performance;
2. Confirmation of satisfactory performance;
3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the ~~hiring~~supervising manager and the manager before being placed in ~~his/her~~the manager's file. The ~~evaluatee~~manager shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within ~~fifteen~~15 working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish.

An official file of evaluation reports shall be maintained in ~~the District Office~~ Human Resources ~~Department~~. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they



be expunged.

There will be only two copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated and the original will become a part of the official file in ~~the~~ Human Resources ~~Department~~.

## ~~Procedures in the Case of Unsatisfactory Performance of Responsibilities~~

### Procedures in the Case of Unsatisfactory Performance of Responsibilities

When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed and approved by the ~~hiring~~ supervising manager (or Board of Trustees, in the case of the Chancellor) who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the ~~immediate supervisor~~ supervising manager will work with the manager to identify a mentor to provide guidance and advice.

In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the ~~supervisor~~ supervising manager, but in no case later than six months after the initial findings of the ~~evaluation committee~~ supervising manager. The re-evaluation process shall include the submission of new goals and objectives to the ~~immediate supervisor~~ supervising manager, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.

## ~~Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration~~

### Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration

In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract non-renewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.

~~Classified employee evaluations will be conducted in accordance with the Agreement between the District and the Chapter of the California School Employees' Association.~~

~~Confidential employee evaluations will be conducted every three months for the first twelve months of service, then every two years thereafter.~~

~~Faculty evaluations (both full and part time) will be conducted in accordance with the Agreement between the District and Chapter of CCA/CTA/NEA.~~

### Non-Management Employees

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

The criteria for confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Additional documents related to evaluation can be reviewed on the Human Resources web-page.

Also see BP/AP 2435 titled Evaluation of the Chancellor

## **Reference:**

### **Reference:**

Accreditation Standard III.A.5 (formerly III.A.1.b)

## **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 7234 Overtime

Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week. If the Board of Trustees establishes a workday of less than eight hours but seven hours or more and a workweek of less than 40 hours but 35 hours or more for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall be deemed to be overtime.

The foregoing provisions do not apply to:

- classified positions for which a workday of fewer than seven hours and a workweek of fewer than 35 hours has been established,
- positions for which a workday of eight hours and a workweek of 40 hours has been established, but in which positions employees are temporarily assigned to work fewer than eight hours per day or 40 hours per week when such reduction in hours is necessary to avoid layoffs for lack of work or lack of funds and the consent of the majority of affected employees to such reduction in hours has been first obtained.

For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee.

When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the District.

An employee having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following the commencement of his/her workweek, be compensated for at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.

Work performed for the Associated Students is not affected by the college policy. The hourly rate of pay for compensation received from the Associated Students has not been changed. Time and one-half pay is related only to work performed for the college.

Travel time of thirty (30) minutes each way will be allowed if the employee is called back for an emergency situation. If service is continuous, no travel time will be allowed.

All overtime for which employees are to be paid must be authorized in advance by the Chancellor, Chancellor's designee, or college president for the site.

Employees shall not be paid unauthorized overtime.

Overtime shall be reported on the time sheet at the end of the month by dates, hours and emergency or event requiring overtime. The immediate supervisor shall sign the time sheet.

The foregoing provisions are not intended to apply to properly designated part-time positions with an assigned workday of less than eight (8) hours and a workweek of less than forty (40) hours.

Positions in the Security Department are exempt from the provisions of this policy.

Persons serving in supervisory, administrative, or executive positions shall be excluded from these procedures regarding overtime.

## **References:**

Education Code Sections 88027, 88028, 88029, and 88030

## **Attachments:**

No Attachments



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:	Brand New - required

## AP 7337 Fingerprinting

~~NOTE: This procedure is legally required for classified employees and optional for academic employees. Local practice may be inserted. It is legally advised to make fingerprinting mandatory as to all employees.~~

~~Where Live Scan is not available regionally, Districts should continue to use the language of Education Code Sections 87013 and 88024. Districts should note that Live Scan is the Department of Justice's preferred method for the submission of fingerprints.~~

~~The following is excerpted from statute. This format is not legally required. It is provided for the convenience of Districts that want to use it.~~

The ~~Chief Human Resources Officer~~Executive Vice Chancellor will designate one or more employees to receive, store, disseminate and destroy criminal records furnished by the California Department of Justice and to serve as the contact for the California Department of Justice for related issues. Any such employee must be confirmed by the California Department of Justice as required by law and pursuant to California Department of Justice procedures. The Chief Human Resources Officer will notify the California Department of Justice by March 1 of each year beginning on March 1, 2012, of the individuals designated.

All candidates for academic, classified, and contract positions shall be required to have fingerprints taken via Live Scan ten working days prior to the date of employment. The electronic fingerprints and applicable fees will be forwarded to the Department of Justice. The Department of Justice will forward any findings to the Human Resources Office. Human Resources will evaluate findings to ensure all criminal activity was reported, that no offense would disqualify the applicant from employment, and that no conviction would render the candidate unfit for the position. The costs of Live Scan fingerprinting are the sole responsibility of the candidate.

Substitute, temporary employees and professional experts shall be required to have fingerprints taken via Live Scan ten working days prior to the date of employment.

Student workers may be exempt from this procedure. All workers or volunteers in the Child Development Center and in other programs requiring fingerprinting must submit to Live Scan fingerprinting.

The ~~Chief~~Executive Director, Human Resources ~~Officer will~~shall ensure that criminal history record information is destroyed once the District's business need for the information is fulfilled. Applicants may file an appeal to have their criminal record reviewed according to Ed Code 87405.

### ~~Classified Employees~~

~~The District, within 10 working days of date of employment, shall require each person to be employed, or employed in, a nonacademic position to have two 8X8 fingerprint cards bearing the legible rolled and flat~~

~~impressions of that person's fingerprints together with a personal description of the applicant or employee, as the case may be, prepared by [a local law enforcement agency having jurisdiction in the area of the District].~~

~~Identification cards are completed as follows [insert local practice]. The cards shall be prepared by a [local public law enforcement agency having jurisdiction in the area of the District].~~

~~The fee for the service is [as determined by the state Department of Justice to be sufficient to reimburse the department for the costs incurred in processing the application].~~

~~The fee is forwarded to the Department of Justice with two copies of applicant's or employee's fingerprint cards. The District shall collect an additional fee not to exceed two dollars (\$2) payable to the [local public law enforcement agency]. The additional fees are be transmitted to the [city or county treasury].~~

~~The fee [is/is not] reimbursed to an applicant who submits fingerprints in accordance with these procedures and who is subsequently hired by the District within 30 days of the application. Funds not reimbursed to applicants are credited to the general fund of the District.~~

~~If the fingerprint cards forwarded to the Department of Justice are those of a person already in the employ of the Governing Board, the District pays the fee required by this section. The fee shall be a proper charge against the general fund of the District, and no fee shall be charged the employee.~~

~~Substitute and temporary employees employed for less than a school year [are/are not] exempted from these procedures.~~

## **Academic Employees**

***NOTE:*** ~~Insert local practice; the following is an illustrative example:~~

~~Whenever the District employs a person in an academic position and that person has not previously been employed by a school or community college district in this state, the District, within 10 working days of the person's date of employment, requires the individual to have duplicate personal identification cards upon which shall appear the legible fingerprints and a personal description of the employee prepared by **[a local law enforcement agency having jurisdiction in the area of the District]**. The **[law enforcement agency]** transmits the cards, together with any applicable fee, to the Department of Justice.~~

~~The **[local law enforcement agency]**, upon receipt of information from the Department of Justice, excerpts from the history all information regarding any convictions of the employee and shall forward that information to the District.~~

~~The District may provide the means whereby the identification cards may be completed and may charge a fee determined by the Department of Justice to be sufficient to reimburse the Department for the costs incurred in processing the application. The amount of the fee shall be forwarded to the Department of Justice, with two copies of applicant's or employee's fingerprint cards. The District shall collect an additional fee not to exceed two dollars (\$2) payable to the **[local public law enforcement agency]** taking the fingerprints and completing the data on the fingerprint cards.~~

~~All managers shall be required to provide fingerprint cards at the time of hire. The cost of the fingerprinting shall be borne by the employee.~~

~~Substitute and temporary employees employed for less than a school year are exempted from the provisions of this policy.~~

## References:

[Also see AP 7126 titled Applicant Background Checks](#)

Education Code Sections 87013 and 88024; [87405](#)

Penal Code Sections 11102.2 and 11077.1

## Attachments:

No Attachments



**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:** Brand New - required

## AP 7343 Industrial Accident and Illness Leave

### ~~Industrial Accident and Illness Leave~~

~~An employee must have been with the district a minimum of nine months.~~

- Evidence must support the fact that the illness or accident arose out of employment. The Board of Trustees may require a physician's report on probable causes.
- An employee absent from his/her duties due to an accepted industrial accident or illness leave shall receive his/her full pay from the district. The employee is required to endorse temporary disability indemnity checks received from Workers' Compensation to the district. Arrangements may be made with Workers' Compensation to have the checks mailed directly to the district.
- Industrial accident or illness leave of absence shall not exceed sixty days in any one fiscal year for the same accident or illness.
- At such time as the employee has used his full entitlement of sixty days industrial leave, he/she may use his/her accumulated sick leave. Sick leave will be used at a rate equal to the pay received from the district less any contribution from Workers' Compensation. ~~For example: An employee's daily rate is \$20.00; the district receives \$10.00 per day from Workers' Compensation. The employee receives his/her full pay but is charged only one-half sick leave.~~
- Industrial leave is not accumulative.
- When accident or illness overlaps into the next fiscal year, the employee is entitled only to the balance of the sixty days not used.
- ~~The employee may not leave the state during the leave period unless authorized by the Board of Trustees.~~ The employee may not leave the state during the leave period unless authorized by the Board of Trustees.
- When all industrial leave and sick leave benefits have been exhausted, the employee must be placed on the reemployment list for a period of 39 months.

### ~~Academic Employees~~

#### Academic Employees

Academic employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness in any one fiscal year for the same accident.

Allowable leave shall not be accumulated from year to year.



Industrial accident or illness leave shall commence on the first day of absence.

When an academic employee is absent from his/her duties on account of an industrial accident or illness, the employee shall be paid the portion of the salary due him/her for any month in which the absence occurs as, when added to his/her temporary disability indemnity under the Labor Code, will result in a payment to the employee of not more than his/her full salary. "Full salary," shall be computed so that it shall not be less than the employee's "average weekly earnings" as that phrase is used in Labor Code Section 4453. For purposes of this section, however, the maximum and minimum average weekly earnings set forth in Labor Code Section 4453 shall otherwise not be deemed applicable.

Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.

Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Education Code Sections 87780, 87781 and 87786, and, for the purposes of each of these sections, his/her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave. However, if the employee continues to receive temporary disability indemnity, he/she may elect to take as much of his or her accumulated sick leave which, when added to his/her temporary disability indemnity, will result in a payment to the employee of not more than his/her full salary.

During any paid leave of absence, the employee may endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness. The District shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by the salary warrants.

## **~~Classified Employees~~**

### **Classified Employees**

Classified employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness, in any one fiscal year for the same accident.

Allowable leave shall not be accumulative from year to year.

Industrial accident or illness leave of absence will commence on the first day of absence.

Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this state, exceed the normal wage for the day.

Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.

When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under Education Code Section 88191. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation, the person shall

be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full day's wage or salary.

Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.

During all paid leaves of absence, whether industrial accident leave as provided in this procedure, sick leave, vacation, compensated time off or other available leave provided by law or the action of the District, the employee shall endorse to the District wage loss benefit checks received under the workers' compensation laws of this state. The District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this procedure.

When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person, if not placed in another position, shall be placed on a reemployment list for a period of 39 months. When available, during the 39 month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

~~The [designate authority] may require that an employee serve, or have served continuously, [specify time limit, not more than three years] before the benefits provided by this section are made available to the person. All service of an employee prior to the effective date of any such requirement shall be credited in determining compliance with the requirement.~~

~~Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the [designate authority] authorizes travel outside the state.~~

An employee who has been placed on a reemployment list, as provided above, who has been medically released for return to duty and who fails to accept an appropriate assignment, shall be dismissed.

## References:

### References:

Education Code Sections 87787 and 88192

## Attachments:

AP 7343 Industrial Accident & Illness Leave  
Rev. 4-3-17.docx  
AP 7343 Update #30.pdf



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:	Brand New - advised

## AP 7344 Notifying the District of Illness

~~**NOTE:** While there is no law or regulation requiring this procedure, it is **legally advised to establish written procedures requiring employees to notify the District when ill, either here or through collective bargaining. Local practice may be inserted.**~~

### ~~Sample from another District~~

~~Procedures are outlined in respective Collective Bargaining Agreements (CBAs) between units and the District.~~

~~Individual departments are responsible for establishing protocols for absence notification.~~

~~Employees must follow department call-in procedures to notify the department of the reason for lateness and expected arrival time.~~

~~Unless the collective bargaining agreement provides otherwise, employees are required to complete absence forms upon return from absence as follows:~~

- ~~• Submit completed absence report forms to Human Resources.~~
- ~~• Incomplete or incorrect absence reports will be returned to the employee's supervisor for correction.~~

~~Full-time classified employee:~~

- ~~• Use Classified Employee Absence Report form—obtain from supervisor.~~

~~Full-time academic faculty:~~

- ~~• For Absence from regular class load: Use Academic Absence form—obtain from department.~~
- ~~• For Absence from overload class: Use the Hourly/Overload Absence form.~~

~~Part-time associate faculty or full-time academic—overload:~~

- ~~• Use the Hourly / Overload Absence form.~~

~~Complete Hourly/Overload Absence form and retain a copy for employee records.~~

### ~~Sample from another District~~

~~If it is not possible for an employee to report for work, the employee shall notify his/her supervisor or the designated alternate as soon as possible, but not later than thirty (30) minutes after the reporting time. All employees absent because of illness shall inform their supervisor in a timely manner as to when they expect to~~

~~return to work.~~

## ~~Sample from another District~~

While each ~~department~~area should develop and maintain procedures regarding the specific steps to be taken by an employee when notifying the ~~department~~appropriate administrator or designee of an absence, it is the general policy of the District that any employee who will be absent from work due to unexpected illness or other reasons, must report the absence to their immediate supervisor daily, by telephone, ~~and/or email~~ at the beginning of the work period.

Other than for leaves that are requested and approved in advance, supervisor's shall notify Human Resources immediately anytime a regular employee is absent for ~~three~~five or more consecutive work days. This includes absences for employees who follow the established notification of absence procedures as determined by the department and are absent for three consecutive work days.

### Reference:

No specific reference

### Attachments:

[AP 7344 Notifying District of illness.doc](#)



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:	Brand New - advised

## AP 7346 Employees Called to Military Duty

***NOTE: This procedure is legally advised. Some aspects of it may be subject to collective bargaining. The following illustrative example incorporates the minimum requirements of applicable law.***

The following applies to any District employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

### Leave

Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

### Salary

Any District employee called to active duty who has been in the service of the District for at least one year will continue to receive his or her salary for the first 30 calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first 30 calendar days of active service regardless of length of service with the District.

In addition, the District may provide for not more than 180 calendar days as part of the employee's compensation all of the following:

- The difference between the amount of his/her military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty.
- All benefits that he/she would have received had he/she not been called to active military duty unless the benefits are prohibited or limited by vendor contracts.
- Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit.

### Health Benefits

An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than 30 days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of 18 months.

Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.

## **Vacation and Sick Leave**

Employees on military leave accrue any benefits the District provides to other employees, e.g. if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the District for at least one year shall continue to accrue vacation, sick leave and holiday privileges up to a maximum period of 180 days.

## **Reinstatement**

An employee on active duty military leave shall be entitled to return to the position held by him/her at the time of his/her entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

In the case of a contract academic employee, absence on military leave shall not count as part of the service required for the acquisition of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the district for more than one year, but had not yet become a regular academic employee of the district, he/she is entitled to return to the position for the period of time his/her contract of employment had to run at the time he or she entered military service.

In the case of an academic employee, absence on military leave shall not be construed as a break in the continuity of service.

In the case of a classified employee, absence on military leave shall not be construed as a break in the continuity of service.

## **References:**

Education Code Sections 87018, 87700, 87832 and 88116;

Military and Veteran's Code Sections 389 et seq;

38 U.S. Code Sections 4301 et seq.

## **Attachments:**

No Attachments



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 7350 Resignations

(Replaces current SBCCD BP 7350)

• ~~From current SBCCD BP 7350 titled Resignations~~

The Board ~~of Trustees~~of Trustees shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the ~~academic~~fiscal year during which the Board has received the resignation.

~~NOTE: Although not legally required, the following language is -:~~

~~The Board of Trustees hereby delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Chancellor. When accepted by the Chancellor, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification.~~The Board of Trustees hereby delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Chancellor. When accepted by the Chancellor, the resignation is final and may not be rescinded.

The Chancellor or designee is authorized by the Board of Trustees to accept officially the resignation of any employee.

~~Acceptance of the resignation shall be effective at the time of receipt and approval by the Chancellor or designee, except the Board of Trustees retains the authority to rescind the Chancellor's approval of resignations under this policy.~~

### References:

### References:

Education Code Sections 87730; ~~and~~and 88201

### Attachments:

- BP 7350 Resignations - Comments
- BP 7350 Resignations - Legal Citations
- BP7350 -OLD.pdf



Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: 02/2020  
 Owner: Human Resources Human Resources  
 Policy Area: Chapter 7 Human Resources  
 References: Brand New - optional

## AP 7350 Resignations

~~NOTE: BP 7350 titled Resignations spells out the minimum requirements for acceptance of resignation, and delegates the authority to the Superintendent-President to accept a resignation. If there are additional local practices, they can be inserted here.~~

### ~~Sample from another District~~

#### Resigning Employees

~~It is customary to give a minimum of two weeks' notice for classified and confidential staff; a minimum of 30 days' notice for management; a minimum of one semester's notice for faculty, OR, at the earliest feasible moment. All notifications must be submitted in writing to the appropriate manager with a copy to Human Resources, who will inform the Superintendent-President.~~  
It is customary to give a minimum of two weeks' notice for classified and confidential staff; a minimum of 30 days' notice for management; a minimum of one semester's notice for faculty, OR, at the earliest feasible moment. All notifications must be submitted in writing to the appropriate manager with a copy to Human Resources, who will inform the Chancellor.

### ~~Sample from another District~~

~~Normally, a resignation is made in writing to the Chancellor:~~

- ~~• stating the employee's desire to resign, and~~
- ~~• giving the employee's intended last day of service.~~

~~The Chancellor will normally accept the resignation and may countersign, denoting his/her acceptance.~~

~~The Board of Trustees will be informed of resignations at the next earliest meeting of the Trustees.~~

~~Once accepted, a resignation may not be withdrawn. The last day of service will be as indicated by the employee in his/her letter of resignation, subject to the approval of the Chancellor~~

### ~~Sample from another District~~

~~Employees who resign or retire from the District are expected to provide written advance notice. Advance notice of two weeks is appreciated. One month's notice is preferred in the event of a retirement. When notice is given, it should be directed to the employee's department and to Human Resources.~~

~~Individuals who leave employment with the District are expected to return District property, and satisfy outstanding financial or other obligations before the last workday. Administrators are responsible for ensuring~~



~~that all District property is obtained from all terminating employees and that financial obligations are satisfied.~~

~~Upon termination of employment, the supervisor must make appropriate arrangements to discontinue an employee's password and/or access to all District information systems. This may include, but is not limited to, financial, employee, departmental local area network, and student information systems and e-mail accounts. It also includes building and petty cash security system codes and combinations to which the employee may have had access.~~

~~All employees whether they are resigning or retiring must submit a letter of resignation or complete an Employee Separation Form (available on the District website) and submit a copy to his/her department supervisor and send the original to Human Resources.~~

~~The date the resignation will become effective as determined by Human Resources which shall not be later than the last paid day of paid service in the employee's regular assignment. For employees who retire from the District, the resignation date must be prior to the retirement date. The retirement date should be discussed with a PERS/STRS representative.~~

~~All voluntary letters of resignation in lieu of the Employee Separation Form are subject to the approval of the Associate Vice Chancellor of Human Resources. Letters may not include "intention" to resign or retire and may not include "any special conditions of resignation or retirement" outside those already provided in the employee handbooks and/or collective bargaining agreements. Unacceptable letters or resignation forms not complying with policy or these administrative procedures will be returned to the employee with an explanation.~~

~~The District retains the right to negotiate employee resignations when it is determined to be in the best interest of the District and/or the employee. The employee may have a union representative present at these negotiations.~~

~~Once Human Resources receives the resignation document, he/she will date stamp the document as received and prepare an agenda item for subsequent Board of Trustees acceptance. The resignation becomes official when it is accepted by the Board.~~

~~Once the resignation is received by Human Resources, it cannot be rescinded unless approved by the Superintendent President. Such approval must be in writing on the resignation document and forwarded to Human Resources for action.~~

~~Human Resources will forward a confirmation email or letter to the employee after Board of Trustees action to confirm resignation acceptance and the effective date. Human Resources will include in this letter information on completing the Exit Interview Checklist, submission of all absence report forms, and the Voluntary Exit Interview Questionnaire. The checklist and questionnaire forms are available on the District website.~~

~~Human Resources is responsible for providing appropriate documents to the Payroll Office for terminating employees and providing information to the Benefits Specialist for retiring employees.~~

## **Retiring Employees**

### **Retiring Employees**

~~Retiring employees must submit a letter or separation form to document resignation for the purpose of retiring. If submitting a personal letter, the details must include the specific date of resignation. The retirement date may be noted in the letter but is not required.~~  
Retiring employees must submit a letter or separation form to document resignation for the purpose of retiring. If submitting a personal letter, the details must include the specific date of resignation. The retirement date may be noted in the letter but is not required.

~~The retirement date is between the employee and the retirement system. The following information is provided for retiring employees.~~The retirement date is between the employee and the retirement system. The following information is provided for retiring employees.

## **CalPERS**

### **CalPERS**

- ~~Employee must contact CalPERS at 1-888-CalPERS or 1-888-225-7377 to obtain a Service Retirement Election Application and schedule an appointment with a CalPERS counselor.~~Employee must contact CalPERS at 1-888-CalPERS or 1-888-225-7377 to obtain a Service Retirement Election Application and schedule an appointment with a CalPERS counselor.
- ~~Before submitting completed application to CalPERS the employee must contact the Specialist at least 30 days prior to retirement regarding sick leave hours.~~Before submitting completed application to CalPERS the employee must contact the HR Analyst at least 30 days prior to retirement regarding sick leave hours.
- ~~For additional information you may visit the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov)~~For additional information you may visit the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov)

## **CalSTRS**

### **CalSTRS**

- ~~Employee must contact CalSTRS at 1-800-228-5453 to obtain a retirement packet.~~Employee must contact CalSTRS at 1-800-228-5453 to obtain a retirement packet.
- ~~Employee must contact Specialist to obtain an Express Benefits Report to submit with a completed retirement packet to CalSTRS no sooner than the Quarter prior to retirements~~Employee must contact HR Analyst to obtain an Express Benefits Report to submit with a completed retirement packet to CalSTRS no sooner than the Quarter prior to retirements
- ~~Retirement workshops for academic employees are conducted by STRS.~~Retirement workshops for academic employees are conducted by STRS.
- ~~For additional information you may visit the CalSTRS website at [www.calstrs.com](http://www.calstrs.com)~~For additional information you may visit the CalSTRS website at [www.calstrs.com](http://www.calstrs.com)

## **References:**

### **References:**

~~Education Code Sections 87730 and 88201~~Education Code Sections 87730 and 88201

### **Attachments:**

No Attachments



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 7365 Discipline & Dismissal - Classified Employees

(Replaces current SBCCD BP 7365)

~~**NOTE:** Current SBCCD BP 7365 parallels the language recommended by the Policy and Procedure Service.~~

- ~~• From current SBCCD BP 7365 titled Discipline and Dismissal, Classified Employees~~

The Chancellor shall enact procedures for the disciplinary proceedings applicable to all permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code.

The Board's of Trustees' determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arise more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

A permanent member of the classified service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

- Fraud in securing employment or making a false statement on an application for employment.
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position.
- Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision, conform to duly established orders or directions of, or insulting or demeaning the authority of a supervisor or manager.
- Dishonesty involving employment.
- Being impaired by or under the influence of alcohol or illegal drugs or narcotics while on duty, which could impact the ability to do the job.
- Excessive absenteeism.
- Unexcused absence without leave.
- Abuse or misuse of sick leave.
- The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for

dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this Section.

- Discourteous treatment of the public or other employees.
- Improper or unauthorized use of District property.
- Refusal to subscribe to any oath or affirmation which is required by law in connection with District employment.
- Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department, or division.
- Inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of District property.
- Mental or physical impairment which renders the employee unable to perform the essential functions of the job without reasonable accommodation or without presenting a direct threat to the health and safety of self or others.
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his/ or her official duties.
- The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- Willful violation of policies, procedures, and other rules which may be prescribed by the District, college(s) , or departments.
- Working overtime without authorization.

## **References:**

### **References:**

Education Code Section 88013;  
Government Code Sections 3300 et seq.

## **Attachments:**

[BP 7365 Discipline & Dismissal - Classified Employees - Comments](#)  
[BP 7365 Discipline & Dismissal - Classified Employees - Legal Citations](#)  
[BP7365 -OLD.pdf](#)



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: Brand New - required

## AP 7365 Discipline and Dismissal - Classified Employees

### ~~Discipline and Dismissal - Classified Employees~~

No disciplinary action shall be taken for any cause that arose prior to the employee's becoming permanent, or for any cause that arose more than two years preceding the date of the filing of the notice of cause, unless the cause was concealed or not disclosed by the employee when it could have be reasonably assumed that the employee should have disclosed the facts to the District. Ed Code 88013

~~A permanent member of the classified unit shall be subject to disciplinary action, including but not limited to, informal/verbal warning, written warning, letter of reprimand, and/or further action for any of the following grounds:~~  
A permanent member of the classified unit shall be subject to disciplinary action, including but not limited to, informal/verbal warning, written warning, letter of reprimand, and/or further action for any of the following grounds:

Conduct Which is Subject to Disciplinary Action

1. Work Performance
  - A. Any classified employee who fails to maintain satisfactory work performance standards can constitute good cause for disciplinary action, up to and including termination. Work performance includes all aspects of a classified employee's work.
  - B. Work performance is judged by the immediate supervisor's evaluation of the quality and quantity of work performed by each employee. When the work performance does not meet satisfy standards and/or does not comply with the immediate supervisor's instructions will be subject to disciplinary action, up to and including termination.
  - C. The following are examples of work performance subject to disciplinary action. This list is not exhaustive.
    - I. ~~Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.~~ Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
    - II. ~~Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee within his/her position.~~ Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee within his/her position.

1. Conduct

- A. All classified employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Disciplinary action, up to and including termination may be imposed for unacceptable conduct.
- B. The following are examples of conduct subject to disciplinary action. This list is not exhaustive.
- I. Intentionally falsifying any information supplied to the District, including, but not limited to, information supplied on application forms, employment records, or any other District records
- II. Insubordination including the refusal to perform assigned duties or the refusal to obey a lawful directive from a supervisor.
- III. Dishonesty
- IV. Drinking alcoholic beverages on the job, or reporting to work while intoxicated.
- V. Use of narcotics on the job or reporting to work under the influence. The use of drugs under and consistent with the directions of a physician which does not impair the performance of a classified employee is not prohibited.
- VI. ~~Repeated~~Repeated unexcused absence or tardiness
- VII. ~~Unexcused absence without leave.~~Unexcused absence without leave.
- VIII. ~~Abuse or misuse of leaves.~~Abuse or misuse of leaves.
- IX. ~~The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. The Office of Human Resources may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline, or the determination if such conviction is an offense involving moral turpitude. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.~~The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. The Office of Human Resources may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline, or the determination if such conviction is an offense involving moral turpitude. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.
- X. ~~Discourteous treatment of the public or other employees.~~Discourteous treatment of the public or other employees.
- XI. ~~Improper or unauthorized use of District property.~~Improper or unauthorized use of District property.  
Carelessness or negligence in the care and/or use of District property
- XII. ~~Refusal to subscribe to any oath or affirmation that is required by law in connection with District employment.~~Refusal to subscribe to any oath or affirmation that is required by law in connection with District employment.
- XIII. ~~Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.~~Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.

- XIV. ~~Violation of the rules and regulations published in any department.~~Violation of the rules and regulations published in any department.
- XV. Offering of anything of value or offering any service in exchange for special treatment in connection with the classified employee's assigned duties, or the accepting of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- XVI. ~~The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.~~The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- XVII. Negligent or intentional violation of any law concerning the District.
- XVIII. Engaging during required work time in political activity not authorized by law. ~~Example: Those campaigning for or espousing the election or non election of any candidate in national, state, county or municipal elections while on duty and/or during working hours or the dissemination of political material of any kind while on duty and/or during working hours.~~Example: Those campaigning for or espousing the election or non election of any candidate in national, state, county or municipal elections while on duty and/or during working hours or the dissemination of political material of any kind while on duty and/or during working hours.
- XIX. ~~Working overtime without authorization~~Working overtime without authorization.
- XX. ~~The refusal of any officer and or employee of the District to participate and/or fully cooperate in any investigation. Violation of this provision may constitute insubordination and may be grounds for discipline action, up to and including termination.~~The refusal of any officer and or employee of the District to participate and/or fully cooperate in any investigation. Violation of this provision may constitute insubordination and may be grounds for discipline action, up to and including termination.
- XXI. ~~Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the District by the board of governors or by the governing board of the District employing him or her.~~Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the District by the board of governors or by the governing board of the District employing him or her.
- XXII. ~~Discourteous offensive, or abusive conduct or language toward other employees, students, or the public.~~Discourteous offensive, or abusive conduct or language toward other employees, students, or the public.
- XXIII. ~~Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.~~Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.
- XXIV. Personal conduct of an unlawful nature or other conduct which a reasonable person would know may have adverse impact on the District.

# Disciplinary Actions

## Disciplinary Actions

Disciplinary action taken by the District against a permanent member of the classified unit may include, but not be limited to informal/verbal warning, written warning, letter of reprimand, and the following:

- ~~Reduction in pay or demotion~~ Reduction in pay or demotion
- ~~Suspension~~ Suspension
- ~~Reduction hours~~ Reduction hours
- ~~Transfer/reassignment without the unit member's voluntary consent~~ Transfer/reassignment without the unit member's voluntary consent
- ~~Termination~~ Termination

Prior to imposing formal disciplinary action upon a classified unit member, the District shall follow the principles of progressive discipline. Exceptions to progressive discipline include serious cases of misconduct, or cause as defined in Article 17.11 or clauses as defined in this Board Policy. Discipline includes, but is not limited to, oral warning, written warning, written reprimand, suspension without pay, and may lead to termination.

**Step 1 – Informal Conference.** Prior to any formal discipline action, the member's immediate supervisor shall notify the classified employee of the deficiencies in his or her job performance that has been observed. The supervisor shall identify improvements needed and how the classified employee may improve his or her performance. The supervisor shall provide a written improvement plan including coaching and training, as needed, to address the identified deficiencies. The unit member's performance must be reviewed within sixty (6) days to document the unit member's progress, including any recommendations for continued success. Documentation of the coaching shall not be placed in the unit member's personnel file, but may be used as supporting documentation in later steps.

**Step 2 – Verbal Warning.** If the deficiencies identified in Step 1 have not been improved, the unit member may receive a verbal warning. The verbal warning shall consist of the unit member's specific deficient performance and further direction for improvement(s). The verbal warning shall not include incidents or deficiencies that were not discussed in the Step 1 level. Documentation of the verbal warning shall be acknowledged by the member and supervisor with copies to both and shall not be placed in the unit member's personnel file, but may be used as supporting documentation in later steps.

**Step 3 – Written Warning.** If deficiencies identified in Step 2 have not improved, the unit member may receive a written warning. The supervisor shall prepare and send a written warning letter to the bargaining unit member and the CSEA Chapter President or designee. The letter shall consist of the unit member's specific deficient performance and further direction for improvements. The written warning shall not include incidents or deficiencies that were not discussed in the Step 2 level. Documentation of the written warning shall be placed in the unit member's personnel file.

**Step 4 – Letter of Reprimand.** If deficiencies identified in Step 3 have not improved, the unit member's immediate supervisor may prepare a written letter of reprimand and send the letter to the unit member and the CSEA Chapter President or designee. The letter of reprimand shall outline those specific areas or incidents of the unit member's deficient performance and a written improvement plan where appropriate for deficiencies of job performances. The letter of reprimand shall not include any incidents or deficiencies that were not included in the Step 3 level. The Letter of Reprimand shall not be placed in the unit member's personnel file until he or she has been given thirty (30) working days to respond.



**Step 5 – Suspension.** If deficiencies identified in Step 4 have not improved, the immediate supervisor may make a recommendation to the Vice Chancellor of Human Resources or designee that the unit member's deficient performance may warrant a suspension without pay for a period not to exceed five (5) days, as deemed appropriate. Copies of the recommendation shall be sent to the unit member and the CSEA Chapter President and placed in the unit members' personnel file. A notice of the suspension shall be prepared and subject to the disciplinary procedures outlined below in Procedures for Disciplinary Action and Appeal.

**Step 6 – Further Action.** If deficiencies identified in Step 5 have not improved after the above procedures have been followed, the Vice Chancellor of Human Resources or designee may recommend further disciplinary action be taken against the unit member. Additional discipline may include: demotion, suspension, reduction in hours, transfer or reassignment without the unit member's voluntary consent, written reprimand, or termination. Copies of the recommendation shall be sent to the unit member and the CSEA Chapter President. A notice of the recommendation for further action shall be prepared and subject to the disciplinary procedures outlined below in Procedures for Disciplinary Action and Appeal and placed in the unit members' personnel file.

Additional discipline may include: demotion, suspension, reduction in hours, transfer or reassignment without the unit member's voluntary consent, written reprimand, or termination.

## ~~Procedure for Disciplinary Action and Appeal~~

### Procedure for Disciplinary Action and Appeal

The District may, for disciplinary purposes, may demote, suspend, reduce hours, transfer or reassign without the unit member's voluntary consent, or terminate employee holding a position in the classified unit. Demotion shall include reduction in pay from a step within the class to one or more lower steps.

For classified employees demoted, suspended, reduction in hours, transfer or reassign, or terminated the District shall follow a pre-disciplinary procedure as follows:

## ~~Due Process~~

### Due Process

Whenever disciplinary action is being proposed against a unit member, the District must comply with the procedural due process requirements. A unit member shall be given a written notice of discipline, which sets forth the following:

- Notice of the proposed action,
- Cause for the action,
- A statement of the charges signed by the Vice Chancellor of Human Resources or designee setting forth in clear and understandable language the specific act(s), error(s), or omission(s) giving rise to the charges,
- A copy of all materials including statements on which the district relied upon preparing the notice of intent to discipline,
- Copies of any sections of this contract, rules, regulations, or laws which are alleged to have been violated,
- Notice of the right to respond to the charges either verbally or in writing prior to imposed discipline,
- The right to representation at all phases of the disciplinary process, and
- Statement of the employee's right to hearing(s).

# ~~Appeal and Request for Hearing~~

## Appeal and Request for Hearing

**Right to a Pre-Disciplinary Meeting (Skelly Conference).** The "notice of proposed discipline" shall inform the unit member of his/her right to request a pre-disciplinary meeting (Skelly Conference) prior to the imposition of the discipline. In the event of the unit member's timely request of a pre-disciplinary meeting (Skelly Conference), such a meeting shall be held no sooner than (5) days but within a reasonable period of time of upon the unit member's request. At such a meeting the unit member shall be granted a reasonable opportunity, either in person or in writing, to make any representations the unit member believes are relevant to the case and put forth any information as to why the intended action should not proceed.

If a pre-disciplinary hearing is held, the District shall provide the CSEA President or designee and unit member with a written notification of the Skelly Officer's recommendation to either continue, amend, reduce, or dismiss the proposed discipline within ten (10) days.

Subject to the outcome of the pre-disciplinary hearing (Skelly) referenced above, the discipline will commence following the outcome of that pre-disciplinary hearing (Skelly) or, if no pre-disciplinary hearing (Skelly) is requested, on the sixth calendar day following receipt of this notice. If unit member timely request an evidentiary hearing, as addressed above, such a hearing would occur following the commencement of discipline.

**Right to an Evidentiary Hearing.** The "Notice of Proposed Discipline" shall inform the unit member of his/her right to request an evidentiary hearing after a decision is provided resulting from the pre-disciplinary meeting (Skelly Conference). Unit members' have the right, upon request, to an evidentiary hearing before the disciplinary action is final.

~~request an evidentiary hearing after a decision is provided resulting from the pre-disciplinary meeting (Skelly Conference). Unit members' have the right, upon request, to an evidentiary hearing before the disciplinary action is final.~~

~~Such request for an evidentiary hearing must be made in writing within five (5) days from receipt of the "Notice of~~

~~Proposed Discipline" and must be actually received by the Vice Chancellor of Human Resources or designee no later~~

~~than five (5) days after notice is delivered. If the unit member requests an evidentiary hearing within the five (5) day~~

~~period, at such hearing the unit member will be provided an opportunity to present oral and/or documentary evidence,~~

~~confront and cross examine witnesses and to represented by a representative of his/her choice. No evidentiary hearing~~

~~shall be held unless written notice is delivered to the Vice Chancellor of Human Resources or designee within five (5)~~

~~days of the date this notice is served on the unit member.~~

~~Failure to file a timely request for an evidentiary hearing waives the unity members' right to an evidentiary~~

~~hearing and~~

~~no hearing will be held.~~

Such request for an evidentiary hearing must be made in writing within five (5) days from receipt of the "Notice of Proposed Discipline" and must be actually received by the Vice Chancellor of Human Resources or designee no later than five (5) days after notice is delivered. If the unit member requests an evidentiary hearing within the five (5) day period, at such hearing the unit member will be provided an opportunity to present oral and/or documentary evidence, confront and cross examine witnesses and to be represented by a representative of his/her choice. No evidentiary hearing shall be held unless written notice is delivered to the Vice Chancellor of Human Resources or designee within five (5) days of the date this notice is served on the unit member. Failure to file a timely request for an evidentiary hearing waives the unit members' right to an evidentiary hearing and no hearing will be held.

#### **Member's Right During an Evidentiary Hearing.**

- Evidentiary Hearing: All evidentiary hearings shall be conducted by a neutral hearing officer who shall be mutually agreed upon within twenty (20) days by the District and CSEA Association. In the event the parties are unable to reach an agreement on the hearing officer within twenty (20) days from the date of the request for the hearing, a request for a list of five (5) qualified hearing officers will be submitted to the California Mediation and Conciliation Service by the District. The Hearing Officer will be selected from the aforementioned list by alternate strike off. The first strike off will be determined by chance then each party will strike one name from the list until only one name remains. The remaining hearing officer will conduct the hearing. The hearing shall be conducted under rules of procedure established by the hearing officer which are consistent with the law. Both the District and CSEA Association shall have the right to call witnesses, introduce evidence, cross examine any witness, and make motions or objections to the proceedings. All hearings shall be closed to the public unless the affected unit member specifically requests that the hearing be open to the public.
- Witnesses and Evidence: The hearing officer shall have the authority to compel the production of such witnesses and evidence as may be necessary to ensure that the bargaining unit member's due process rights are protected. The technical rules of evidence shall not apply. Hearsay evidence may be submitted to support direct evidence, but may not be sufficient standing alone to support a finding
- Following the Evidentiary Hearing, the Hearing Officer shall render his or her findings, and decision, which shall be served on both parties. The Hearing Officer's decision is a recommendation only and is not binding.
- Unit member have the right to an evidentiary hearing before a neutral hearing officer; however, the Governing Board's determination of the sufficiency of the cause of disciplinary action shall be conclusive.

## ~~Decision of the Board to be Final~~

### Decision of the Board to be Final

The decision of the Board of Trustees in all cases shall be final. The Board may sustain or reject any or all of the charges filed against the employee. The Board may sustain, reject or modify the disciplinary action invoked against the employee. In those cases where the Board has received a proposed decision from a hearing officer or Administrative Law Judge, the Board may adopt the proposed decision, modify the proposed decision or render a new decision. If the Board recommends reinstatement of the terminated employee, the employee is only entitled to back pay minus the sum the employee has earned during the period of absence.

## ~~Record Filed~~

### Record Filed

When final action is taken, the documents shall be placed in the employee's personnel file.

## ~~References:~~

### References:

Education Code Section 88013; Government Code Sections 3300 et seq.

~~Government Code Sections 3300 et seq.~~

## **Attachments:**

No Attachments



Current Status: *Draft*

PolicyStat ID: 6180656



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

## BP 7370 Political Activity

*(Replaces current SBCCD BP 7370)*

~~**NOTE:** Current SBCCD BP 7370 parallels the language recommended by the Policy and Procedure Service.~~

- ~~• From current SBCCD BP 7370 titled Political Activity~~

Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the ~~*governing board*~~ **Board of Trustees** ~~Board of Trustees~~.

This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

### ~~References:~~

### References:

Education Code Sections 7054, and 7056;  
Government Code Section 8314

### Attachments:

BP 2716 Political Activity.docx  
 BP 7370 Political Activity - Comments  
 BP 7370 Political Activity - Legal Citations  
 BP7370 -OLD.pdf



Current Status: *Draft*

PolicyStat ID: 6180650



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Brand New - advised</i>

## AP 7370 Political Activity

~~*NOTE: This procedure is legally advised. Local procedure may be inserted, but should comply with these minimum requirements as excerpted from statute.*~~

No restriction shall be placed on the political activities of any employee of the District except as provided in Board policy and these procedures.

No District funds, services, supplies, or equipment may be used to urge the support or defeat of any ballot measure or candidate, including but not limited to any candidate for election to the Board of Trustees.

District resources may be used to provide information to the public about the possible effects of a bond issue or other ballot measure if both the following conditions are met:

- The informational activities are otherwise authorized by the Constitution or laws of the State of California; and
- The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

Any administrator or Board member may appear before a citizens' group that requests the appearance to discuss the reasons why the Board called an election to submit to the voters a proposition for the issuance of bonds, and to respond to inquiries from the citizens' group.

An officer or employee of the District may solicit or receive political funds or contributions to promote the support or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of officers or employees of the District. Such activities are prohibited during working hours, and entry into buildings and grounds of the District during working hours is prohibited. Such activities are permitted during nonworking time. "Nonworking time" means time outside an employees' working hours, whether before or after the work day or during the employees' lunch period or other breaks during the day.

### **References:**

#### References:

Education Code Sections 7050 et seq.

### **Attachments:**

No Attachments



Current Status: *Draft*

PolicyStat ID: 6180688



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

## AP 7371 Personal Use of Public Resources

*~~NOTE: This procedure is legally required.~~*

No employee or consultant shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

*Also see BP 2717 titled Personal Use of Public Resources*

### ~~References:~~

#### References:

Government Code Section 8314; [Penal Code Section 424](#)

~~[Penal Code Section 424](#)~~

### Attachments:

No Attachments



Current Status: *Draft*

PolicyStat ID: 6172296



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Legally Required</i>

## BP 7400 Travel

*(Replaces current SBCCD BP 7400)*

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

~~All travel outside the state of California and with expenses over \$1,000 must be approved in advance by the Board.~~

If total estimated travel expenses exceed \$5,000 per person, or travel is outside the contiguous United States, travel must have prior Board approval..

### Reference:

Education Code Section 87032; Government Code Section 11139.8

### Attachments:

[BP 2735 Board Member Travel.docx](#)  
[BP 7400 Travel- Comments](#)  
[BP 7400 Travel- Legal Citations](#)  
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)





**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:** Legally Advised

## AP 7400 Travel

(Replaces current SBCCD AP 7400)

### A. Definition

Travel includes:

1. Attendance at workshops, seminars, conventions, conferences, or other meetings of interest to the District; and/or
2. The required use of a personal vehicle in the performance of an employee's duty.

### B. Approval

1. Any travel, which involves reimbursable expenses in excess of \$1,000 and all travel outside of California shall be approved by the Board of Trustees prior to the onset of the travel.
2. Travel within the state with reimbursable expenses of \$1,000 or less must be approved by the College President or designee for campus employees, or the Chancellor or designee for District site employees. Travel for the Chancellor must be approved by the Board President or other designated Board member subject to the above conditions.
3. Any exception must be approved by the Chancellor or designee for employees and the Board President or designee for the Chancellor.

### C. Request for Conference Attendances

If travel involves costs to the District other than mileage or the employee's salary while absent from work, a "Request for Conference Attendance" Form shall be prepared by the employee and shall include a detailed cost estimate. Upon approval of conference attendance request, a purchase requisition must be prepared at 100% of estimated travel expenses. Travel costs must be fully funded at time of request.

### D. Travel Advances

1. A travel advance must be requested on the Travel Form (AC 10) and requires approval by the Chancellor or designee. A travel advance shall not exceed 80% of the anticipated expenses unless conference literature, travel registrations, and hotel brochures indicate actual cost, in which case a request for 100% will be considered, upon written request.
2. If travel requires Board approval, advance request will not be processed until approval by Board of Trustees.
3. All advances must be followed by a resubmission of the Travel Form (AC 10) within thirty (30) days

~~from completion of travel whether or not the claim exceeds the advance. If an advance exceeds actual cost, the claimant shall reimburse the District for the excess within thirty (30) days. Claims submitted to accounts payable after 30 calendar days from completion of travel may be denied.~~

- ~~4. No advance may be allowed if the Travel Form for a previous advance was not filed within the allotted thirty (30) days or if a prior advance has not been resolved.~~

#### **E. Travel Claims**

- ~~1. Whenever travel is properly authorized and costs are incurred, a claim may be filed using a Travel Form (AC-10) which shows in detail all expenditures incurred. Itemized receipts for eligible expenses must be attached to the claim form.~~
- ~~2. The claimant shall certify by signing the Travel Form (AC-10) that all amounts claimed were actual and necessary, that the expenses were for the benefit of the claimant only and only allowable expenses are included. Claims shall be filed within thirty (30) calendar days after return from travel. Claims submitted to accounts payable after 30 calendar days may be denied.~~
- ~~3. A receipt may be one of the following:
  - ~~▪ An itemized invoice or bill stamped PAID by the vendor;~~
  - ~~▪ A photocopy of a canceled check showing both front and back may be used provided itemization is attached;~~
  - ~~▪ An itemized receipt or invoice prepared by the party furnishing the material or service, showing the amount of money received.~~~~

#### **F. Mileage**

~~Please refer to AP-7450 for mileage rate and calculation.~~

#### **G. Meals**

~~Maximum reimbursement shall be based upon flat rate daily per diem rates for the Los Angeles-Orange County area as established by the U.S. General Services Administration ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)). The applicable GSA daily per diem rates shall apply for full days of travel. For first and last days of travel, 75% of the applicable GSA daily per diem rates will apply. The rates shall be updated in accordance with GSA per diem adjustments, which normally occur annually. Reimbursement shall be based upon actual and necessary meal costs, including tax and gratuity. A maximum acceptable gratuity is 20% of allowable meal expenses and taxes. Itemized receipts are required.~~

#### **H. Lodging**

~~Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Itemized bills, showing all charges with proof of payment is required.~~

~~Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.~~

#### **I. Transportation**

~~Private or other mode of transportation shall not exceed the lowest cost of air transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge and road tolls, mileage for one round trip to nearest airport, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized on claim forms. Receipt is required.~~

~~J. Registration/Conference Fees~~

~~Registration fees are authorized. Conference fees for business related events only shall be reimbursed. Receipts are required.~~

~~K. Portage~~

~~Reasonable portage or baggage handling costs are allowed. Receipt is required.~~

~~L. Incidentals~~

~~Other incidental minor costs, as claimed, may be approved by the Chancellor, or his designee, provided such other costs are explained in detail and do not include personal expenses, such as toothpaste, razor blades, or laundry. Receipt is required.~~

~~M. Telephone and/or Internet~~

~~Telephone and/or Internet expenses are permitted for college business purposes only. Receipt is required.~~

~~N. Unallowable Travel Expenses~~

~~Travel expenses which are not "actual and necessary" shall not be reimbursed. Examples are alcohol, movie rentals, personal phone calls and fees for social/recreational activities.~~

~~O. Federal Awards Requirements~~

~~The District reimburses expenses for transportation, lodging, and related items incurred by employees who travel on official business of the District. For travel associated with federal awards, costs incurred by employees and officers must be reasonable and otherwise allowable to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of the District's written travel policy.~~

~~If the District charges these costs directly to a federal award, documentation justify that participation of the individual is necessary to the federal award, and that costs are reasonable and consistent with District's travel policy.~~

A. Application

This procedure should be followed when travel is for District employees or individual student travelers.

Travel includes:

1. Attendance at workshops, seminars, conventions, conferences, webinars, or other meetings of interest to the District; overnight student travel to conferences; and/or
2. The required use of a personal vehicle in the performance of an employee's duty.

B. Travel Requests

1. Travel for employees or students must be requested using the SBCCD Travel/Conference Request and Claim Form (Section A). Travel must be approved by the appropriate administrators prior to the onset of travel and prior to incurring any travel related expenses.
2. A student traveler must include his or her student ID on the SBCCD Travel Conference Request and

Claim Form (Subsection A.1).

3. The SBCCD Travel/Conference Request and Claim Form, including a detailed cost estimate, must be prepared if travel involves costs other than mileage or the employee's salary while absent from work. All costs must be included, including those on the Cal-card.
4. The traveler or designee must also prepare a purchase requisition(s) in the District's financial system to ensure sufficient funds are encumbered for the trip. The traveler or designee should list the purchase requisition number(s) on the SBCCD Travel/Conference Request and Claim Form (Section A) and then electronically route the form to the appropriate administrator, as defined in this Administrative Procedure, for electronic approval. Before submitting the purchase requisition, the traveler or designee must electronically attach the SBCCD Travel/Conference Request and Claim Form, with Section A approved by the appropriate administrator, to the purchase requisition.

**Non-Oracle Users:** The traveler or designee must submit purchase requisitions to cover 100% of estimated travel expenses. All estimated expenses reimbursable to the traveler must be on a single purchase requisition. Any estimated expenses that will be charged to the Cal-card must be on a separate purchase requisition. If any expenses will be prepaid by the District consistent with Part D of this procedure, the traveler or designee must prepare a separate PR for each vendor.

**Oracle Users:** The traveler or designee must submit a single purchase requisition in Oracle that covers 100% of estimated travel expenses, including Cal-card expenses.

5. Once submitted, the purchase requisition is automatically routed to the appropriate Responsibility Center Manager(s) for approval and then to Business Services for final approval. Please note: If Board approval is required, Business Services will not approve travel until Board approval is obtained.
6. A request to travel has been completely approved only if an approved purchase order is in place. The traveler must ensure that approved purchase orders to encumber sufficient funds are in place prior to requesting a travel advance or prepayment of expenses and prior to incurring any travel related expenses.

**C. Travel Requests - Required Approvals**

Travel requests must be approved by the appropriate administrator and documented on the SBCCD Travel/Conference Request and Claim Form (Section A). The appropriate administrator is:

- For employee travel, the traveler's immediate supervisor
- For student travel, the College President
- For the Chancellor's travel, the Board President or other designated Board Member

Additionally, travel requests must be approved by the Responsibility Center Manager(s) and Business Services. Approvals from the Responsibility Center Manager(s) and Business Services are obtained through the electronic routing of the purchase requisition in the District's financial system.

If total estimated travel expenses exceed \$5,000 per person, or travel is outside the contiguous United States, travel must also have **prior Board approval** in addition to the approvals noted above. Travel approval should be listed under the board agenda conference attendance section.

The Chancellor or designee may approve any exceptions for employees or students. Any exceptions for the Chancellor must be approved by the Board President or designee.

**D. District Prepaid Expenses**

The following are the only expenses that may be paid in advance by a District check payable to vendors other than the traveler:

- Conference registration for employees or students.
- Hotel for students only.

Requests to pay travel expenses in advance must be listed on the SBCCD Travel/Conference Request and Claim Form (Section A). For processing of prepayment, the SBCCD Travel/Conference Request and Claim Form (Section A) must be submitted to sbccdapd@sbccd.org (Accounts Payable Department) with the corresponding purchase requisition number, approval by the appropriate administrator, and adequate documentation including:

- Conference literature;
- Conference registration form/brochure or confirmation showing fees if requesting prepayment of conference registration;
- Hotel quotes and hotel confirmation if requesting prepayment of student hotel expense;
- Pro forma invoice or invoice provided by vendor if available.

**E. Travel Advance Payable to the Traveler**

1. A request for a travel advance will only be considered if estimated travel expenses include reimbursable expenses other than mileage and/or meals.
2. **Non-Oracle Users:** Each traveler must request a travel advance on the SBCCD Travel/Conference Request and Claim Form (Section B), electronically sign Section B and attach all required documentation, and email the request to sbccdapd@sbccd.org (Accounts Payable Department). **Oracle Users:** Traveler must request a travel advance through the Oracle Expense Module and electronically attach all required documentation to his or her request.
3. All travel advance requests must be accompanied by the following required documentation:
  - Proper approval to travel and PR number (on the SBCCD Travel/Conference Request and Claim Form, Section A);
  - Conference literature; and
  - Support for all estimated travel-related expenses. This may include conference registration brochure showing registration fees or confirmation; quote for airfare; quote for nightly lodging rate, quote for rental car or shuttle service; MapQuest or Google Maps printout showing total mileage; etc.
4. The travel advance must only be used for reimbursable travel expenses necessary in attending to District business.
5. A travel advance must not exceed 80% of the anticipated expenses unless actual payments have been made and are substantiated in which case a request for 100% will be considered, upon written request.
6. Employees with Cal Cards may not request advances.
7. If travel requires Board approval, no advance request will be processed until approved by the Board of Trustees.
8. All advances must be followed by a resubmission of the SBCCD Travel/Conference Request and

Claim Form or by submitting an Expense Report in Oracle within thirty (30) calendar days of the trip end date. If an advance exceeds actual cost, the claimant must reimburse the District upon submission of the SBCCD Travel/Conference Request and Claim Form.

9. If the trip is cancelled, the requestor will return the advance to Fiscal Services within three (3) business days from the date of cancellation.
10. Employees and students may not have more than two (2) travel advances open at any given time. A travel advance request may be rejected if travel claims from a previous trip have not been submitted in accordance with these procedures.
11. By receiving a travel advance, the requestor authorizes the Payroll Department to automatically deduct the travel advance from the requestor's payroll check or place a hold on the requestor's student records (if applicable) should the requestor fail to return monies owed to the District or fail to submit a completed SBCCD Travel/Conference Request and Claim Form or Expense Report in Oracle in accordance with these procedures.

#### **F. Travel Claims**

1. Whenever travel is properly authorized and costs are incurred, a claim must be filed showing in detail all actual expenditures. The claim must be submitted with all required claim support including:
  - Proper approval to travel and the corresponding PR number(s) (Section A of the SBCCD Travel/Conference Request and Claim Form);
  - Conference literature; and
  - Itemized receipts or invoices for all actual and eligible expenses. Mileage must be supported by a MapQuest or Google Maps printout showing total mileage.

**Non-Oracle User:** Each traveler must file his or her travel claim electronically by resubmitting the SBCCD Travel/Conference Request and Claim Form with all required claim support to sbccdapd@sbccd.org (Accounts Payable Department).

**Oracle User:** Traveler must file his or her travel claim by submitting an Expense Report and attaching all required claim support in Oracle.
2. The traveler must certify that all amounts claimed were actual and necessary, and that only allowable expenses are included.
3. If the traveler paid for another employee's or student's expenses, and the expense is reimbursable, the traveler must obtain a signed waiver from each person for whom the traveler paid for. The signed waivers must be attached to the SBCCD Travel/Conference Request and Claim Form or the Expense Report when submitted.
4. **Non-Oracle User:** After the traveler has completed the SBCCD Travel/Conference Request and Claim Form, the form must be reviewed and electronically signed by the traveler's supervisor if the traveler is an employee, or the Responsibility Center Manager if the traveler is a student.  
**Oracle User:** Once an Expense Report is submitted, it will be automatically routed for proper approvals.
5. If total travel expenses (including any advances) exceed the approved cost estimate in Section A, a change order must be requested and approved by the Responsibility Center Manager to increase the purchase order.
6. Claims must be filed within thirty (30) calendar days after return from travel. Claims submitted after 30 calendar days may be denied. Traveler shall be reimbursed within forty five days (45) from claim submission.

7. A receipt must be an itemized bill or invoice from the vendor showing proof of payment (e.g. invoice stamped PAID or showing the amount of money received). A photocopy of a cancelled check showing both front and back can also be submitted with the vendor's itemized bill or invoice to prove the vendor was paid.

**G. Mileage**

Please refer to AP 7450 for mileage rate and calculation.

**H. Meals and Incidentals**

Reimbursement shall be based on per diem rates for the San Francisco area as established by the U.S. General Services Administration ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)). The applicable GSA per diem rates shall apply for all days of business travel. The rates shall be updated in accordance with GSA per diem adjustments, which normally occur annually. Meals are not reimbursable if provided at the conference or event. Itemized receipts are not required for meals. Cal-card users will be reimbursed for meal expenses that appear on the Cal-card statement up to the per diem rate. Incidentals include fees and tips given to porters, baggage carriers, and hotel staff.

**I. Lodging**

Travelers are expected to use lodging that is necessary and reasonable, selecting the lowest standard room rates available. Travelers attending a conference should make reservations early enough to take advantage of conference rates.

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Itemized bills, showing all charges with proof of payment is required. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.

**J. Transportation**

Private or other mode of transportation shall not exceed the lowest cost of air transportation to the same destination. Purchasing refundable airline tickets is prohibited, unless there is a valid business reason and it is approved by a supervisor.

Streetcar, ferry, taxi and bus fares, bridge and road tolls, mileage for one round trip to nearest airport, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized. Receipt is required.

Toll fees only payable by Internet must be paid by the traveler and are reimbursable.

Necessary rental car expenses (including fuel and insurance) are reimbursable, not to exceed the costs of Compact class cars, unless there is a valid business reason and it is approved by a supervisor.

Itemized receipts for all transportation expenses are required.

**K. Registration/Conference Fees**

Event registration fees will only be reimbursed if the event is related to the traveler's employment at the

District and for the benefit of the District. Student travel must serve an educational purpose. Itemized receipts are required.

Conference literature must be submitted with the SBCCD Travel/Conference Request and Claim Form, or attached to the Expense Report in Oracle. Conference literature must include the cost, dates, location of the event, and the conference agenda, program, or description.

**L. Miscellaneous Expenses**

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. Explanation for these expenses must be attached. Itemized receipts are required. These expenses include reasonable telephone charges, internet charges, and postage, only if necessary for business purposes. These expenses do not include personal expenses such as toothpaste, razor blades, or laundry.

**M. Unallowable Travel Expenses**

Travel expenses which are not "actual and necessary" shall not be reimbursed. Examples are alcohol; personal domestic ATM/credit card fees; traffic, parking or toll citations; movie rentals; personal phone calls; early check in fees; fees for social/recreational activities; and gratuities in excess of 20%.

No reimbursement for lodging or subsistence shall be paid to an employee for travel to a destination for his/her own convenience in advance of the necessary time of arrival, or if he/she remains at the destination following a meeting/conference.

**N. Federal Awards Requirements**

The District reimburses expenses for transportation, lodging, and related items incurred by employees who travel on official business of the District. For travel associated with federal awards, costs incurred by employees and officers must be reasonable and otherwise allowable to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of the District's written travel policy.

If the District charges these costs directly to a federal award, documentation justify that participation of the individual is necessary to the federal award, and that costs are reasonable and consistent with District's travel policy.

## Reference:

Education Code Section 87032

Code of Federal Regulations, Title 2, 200.474

## Attachments:

[AP 2735 Board Member Travel.docx](#)

[AP 7400 Travel- Comments](#)

[AP 7400 Travel- Legal Citations](#)

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)





Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: 04/2019  
 Owner: *Academic Senates Academic Senates*  
 Policy Area: *Chapter 4 Academic Affairs*  
 References:

## AP 4104 Contract Education

~~The District may contract for instructional classes to be offered at the request of public or private agencies or groups.~~ The District may contract for instructional classes to be offered at the request of public or private agencies or groups.

The purpose of contract education is to help the district build capacity to deliver training and services that enhance businesses, the workforce, and the local economy. The goals for contract education include: increased revenue to the district, increased system support for economic and workforce development, and increased retention of economic and workforce development professionals.

Contract education classes may be offered for credit, noncredit or not-for-credit as requested by the outside agency or group. Credit and non-credit contract education courses may be offered by either college.

No state apportionment shall be requested for classes compensated by another public or private agency, corporation, or other body or person.

An agreement between the district and the identified public or private agency, corporation, or other body or person shall be developed and approved by the Board of Trustees.

The agreement shall identify the classes to be taught and the amount of money to be paid to the district. No general fund money shall be utilized for contract education classes.

The district business and fiscal services department shall invoice the agency for all contract education classes as per the billing cycle delineated in the contract education agreement.

When contract education involves academic credit classes, or noncredit classes faculty appointments will be consistent with minimum qualifications, and curriculum approval processes and registration procedures for all students will be followed.

### Reference:

Title 5 Section 55170

### Attachments:

No Attachments



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:	Legally Required

## AP 4222 Remedial Coursework

(Replaces current SBCCD AP 4222)

### A. Course Definition

Remedial coursework refers to non - degree, pre - collegiate, basic skills offered for college credit to include reading, writing, computation, learning skills, study skills, and English as a Second Language designed to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and occupational courses. A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

### B. Remedial English or Mathematics Coursework

No student shall be required to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless placement research that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to success in transfer-level coursework in English and mathematics. A student may be required to enroll in additional concurrent support, including additional language support for English as a Second Language students, during the same semester that they take a transfer-level English or mathematics course, but only if the college determines the support will increase their likelihood of passing the transfer-level English or mathematics course. The college shall minimize the impact on student financial aid and unit requirements for the degree by exploring embedded and low or noncredit support options.

### C. Limits

A student enrolled in remedial coursework as identified above shall not receive credit for more than 30 units of such coursework earned in this District. Remedial coursework earned in another District shall not be counted toward the 30-unit limit. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

### D. Exemptions

All remedial courses taken by students enrolled in English as a Second Language courses and students identified by the District for learning disabled programs are exempted from the limitations imposed above.

### E. Waivers

A student who shows significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may apply for a waiver of the 30-unit limit through the college petitions process. A waiver shall be subject to the following conditions:

1. A student must have been continuously enrolled and have completed at least 24 units of remedial coursework with a grade of C or better.
2. A petition for waiver must have the recommendation of a college counselor.

3. Additional remedial coursework shall be specified in a course list prepared by a college counselor.
4. Additional coursework shall be limited to two additional courses above the 30-unit limit not to exceed eight units.
5. Any coursework approved through the waiver process shall be completed within the semester that immediately follows the reaching of the 30-unit limit.
6. A grade of P (pass) constitutes satisfactory progress.

**F. Academic Probation, Dismissal**

A student enrolled in remedial coursework is subject to the District standards for academic probation and/or dismissal. In addition, a student who does not attain full eligibility status for college-level work within the 30-unit limit described above shall, unless provided with a waiver, be dismissed and referred to adult noncredit education courses. Students enrolled in remedial coursework shall be notified of unsuccessful progress through the regular college counseling and advising process.

**G. Reinstatement**

A student may, upon successful completion of appropriate remedial coursework elsewhere, or upon demonstration of skills levels that will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework by filing a petition with the Vice-President of Student Services.

**H. College Catalog**

The SBVC and the CHC catalogs include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

## Reference:

Title 5 Section 55035  
ACCJC Accreditation Standard II.A.4

## Attachments:

[AP 4222 Remedial Courseworks - Comments](#)  
[AP 4222 Remedial Courseworks - Legal Citations](#)  
[AP4222 -OLD.pdf](#)  
[Legal Update 33 Overview Rev. 10-25-18.docx](#)



Current Status: Draft

PolicyStat ID: 4748469



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 5530 Student Rights and Grievances

(Replaces current SBCCD BP 5530 and BP 5540)

**NOTE:** This policy is unique to SBCCD.

• **From current SBCCD BP 5530 titled Student Grievances**

Students may initiate grievance proceedings against a ~~District~~district employee under the ~~administrative regulations procedures~~procedures provided by the Chancellor.

• **From current SBCCD BP 5540 titled Student Grievances**

~~It is the policy of the San Bernardino Community College. The~~It is the policy of the District ~~that there~~that there shall ~~be provide~~be an appeal process by which a dispute in the assigned final grade received by a student may be resolved in a fair and efficient manner according to State law. (~~See BP and AP 4231 titled Grade Changes~~)See BP and AP 4231 titled Grade Changes)

### References:

Education Code Section 76224(a);

~~Title 5~~ Title 5 Section ~~55025 55760(a)~~ *(Title 5 Section 55760 was repealed)*

~~Title IX, Education Amendments of 1972~~55025

Title IX, Education Amendments of 1972

### Attachments:

- BP 5530 Student Rights and Grievances - Comments
- BP 5530 Student Rights and Grievances - Legal Citations
- BP5530 -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: Legally Required

## AP 5530 Student Rights and Grievances

(Replaces current SBCCD AP 5530 and AP 5540)

~~The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:~~ The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action by an instructor, college official, or by another student has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- ~~• Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972~~
- ~~• Financial aid~~
- ~~• Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.~~
- ~~• The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.~~
- Sex discrimination, in education programs and activities, as prohibited by Title IX of the Higher Education Amendments of 1972. For grievances related to sexual harassment, sexual assault, or illegal discrimination (i.e. age, ancestry, citizenship status, color, disability, ethnic group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or veteran status), students should contact the Human Resources Department and/or the San Bernardino Community College Police. Staff members in those areas will assist students with the correct processes for resolution. Complaint and investigation procedures related to harassment and discrimination (including sexual assault, sexual violence, dating violence, stalking, and domestic violence) can be found in Administrative Procedure 3435.
- Financial aid (see AP 5130 Financial Aid for appeals relating to financial aid):
- Course grades, to the extent permitted by Education Code Section 76224(a) (see AP 4231 Grade Changes for appeals relating to course grades)
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

In addition to San Bernardino Community College District Procedures, a student may address a grievance directly to the California Community Colleges Chancellor's Office by accessing the following website:

<http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>

~~This procedure does not apply to:~~ This procedure does not apply to:

- ~~Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.~~ Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
- ~~Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.~~ Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

## Definitions:

### Definitions

~~Party—The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.~~ Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

~~Chancellor—The Chancellor or a designated representative of the Chancellor.~~ Chancellor – The Chancellor or a designated representative of the Chancellor.

~~Student—A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).~~ Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

~~Respondent—Any person claimed by a grievant to be responsible for the alleged grievance.~~ Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

~~Day—Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.~~ Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

### Informal Resolution

~~Informal Resolution—Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.~~ Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate

supervisor, or the local college administration.

~~The Chancellor shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.~~

~~Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.~~  
Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

~~Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within [number] days of the incident on which the grievance is based, or [number] days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within two days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.~~

~~If at the end of [number] days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.~~

*NOTE: The following is—*

~~Grievance Hearing Committee: The Chancellor shall at the beginning of each semester, including any summer session, establish a standing panel of [number] members of the college community, including [number] students, [number] faculty members and [number] administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit [number] names to the Chancellor for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:~~

- ~~• It shall include [number] students, [number] instructors, and [number] college administrator selected from the panel described above.~~
- ~~• No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may~~

~~challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Chancellor who shall determine whether cause for disqualification has been shown. If the Chancellor feels that sufficient ground for removal of a member of the committee has been presented, the Chancellor shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.~~

- ~~• The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.~~

~~Request for Grievance Hearing — Any request for a grievance hearing shall be filed on a Request for a Grievance Hearing within [number] days after filing the Statement of Grievance as described above.~~

~~Within [number] days following receipt of the request for grievance hearing, the Chancellor shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.~~

## Formal Process

If informal resolution through discussion or mediation does not resolve the conflict, the student shall have the right to request a grievance hearing, in writing, to the Vice president of Student Services. The request for a hearing must be made within 180 calendar days of the incident being grieved.

~~The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:~~ The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- ~~• The statement contains facts which, if true, would constitute a grievance under these procedures;~~ The statement contains facts which, if true, would constitute a grievance under these procedures;
- ~~• The grievant is a student as defined in these procedures, which include applicants and former students;~~ The grievant is a student as defined in these procedures, which include applicants and former students;
- ~~• The grievant is personally and directly affected by the alleged grievance;~~ The grievant is personally and directly affected by the alleged grievance;
- ~~• The grievance was filed in a timely manner;~~ The grievance was filed in a timely manner;
- ~~• The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.~~ The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

~~If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within [number] days of the date the decision is made by the Grievance Hearing Committee.~~ If the grievance does not meet each of the requirements, the Vice president of Student Services shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within five days of the date the decision is made.

~~If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer~~



~~shall schedule a grievance hearing. The hearing will begin within [number] days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than [number] days notice of the date, time and place of the hearing.~~ If the Request for Grievance Hearing satisfies each of the requirements, the Vice president of Student Services shall schedule a grievance hearing. The hearing will begin within ten days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than five days notice of the date, time and place of the hearing.

~~*NOTE: A hearing must comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure is.*~~

## **Hearing Procedure**

~~The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.~~

### **Grievance Hearing**

The formal grievance hearing will be scheduled within 10 days (during which the college is in session) of receipt of the request.

The grievance hearing committee will be composed of the following:

- One student appointed by the Student Senate president.
- One faculty member appointed by the Academic Senate president if the grievance is against a faculty member.
- One staff member appointed by the Classified Senate president if the grievance is against a staff member.
- Vice president of Student Services, who will chair the committee if the grievance is non-academic, or the Vice president of Instruction if the grievance is academic.

No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner.

Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the chair, who shall determine whether cause for disqualification has been shown. If the chair feels that sufficient ground for removal of a member of the committee has been presented, he or she shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

The chair will conduct the hearing. Possible protective measures that may be utilized include, but are not limited to, no-contact orders, remote participation during the hearing (telephone, videoconferencing, use of a privacy screen, etc.), separate waiting areas during hearing, safety escorts, and prohibitions against retaliation.

~~The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.~~ The members of the grievance hearing committee will be provided a copy of the grievance and any written response to the grievance.

~~Each party to the grievance may call witnesses and introduce oral and written testimony relevant to~~

~~the issues of the matter.~~ Each party to the grievance may call witnesses and introduce oral and written testimony. Witnesses unable to be present may submit written statements.

~~Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.~~

~~Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.~~

~~Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than [number] days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Chancellor any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.~~

Although the hearing is formal, rules of evidence do not apply as they would in a court of law.

Each party to the grievance will be permitted to make an opening statement; thereafter, the grievant will present evidence followed by the respondent.

The student may bring an advocate or attorney to the hearing provided the Vice president of Student Services is notified at least five calendar days in advance of the hearing. In the event the student gives notification that he or she will have representation, the respondent has the right to legal counsel and a right to receive notification that the student will have counsel present.

The hearing will be recorded, and the recording shall remain in the custody of the Vice president of Student Services. Any party to the grievance may request a copy of the recording.

~~Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than [number] days prior to the date of the hearing.~~ Hearings shall be closed and confidential unless all parties request that they be open to the public. Any such request must be made no less than three calendar days prior to the date of the hearing. In a closed hearing, witnesses will testify and be excused.

~~In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.~~

~~The hearing shall be recorded by the Grievance Officer either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.~~

~~All testimony shall be taken under oath; the oath shall be administered by the Grievance Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.~~

~~Within [number] days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the Chancellor a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.~~  
The grievance hearing committee will recommend a resolution of the grievance after listening to all of the participants. The committee will inform the student and the respondent in writing about its recommendation within 10 days of the hearing. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Within five days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the President a written decision. The recommendation shall include specific factual findings regarding the grievance. The recommendation shall also include relief afforded to the student, if any.

~~**Chancellor's Decision:** Within [number] days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the Chancellor shall send to all parties his/her written decision, together with the Hearing Committee's decision and recommendations. The Chancellor may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the Chancellor does not accept the decision or a finding or recommendation of the Hearing Committee, the Chancellor shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Chancellor shall be final, subject only to appeal as provided below.~~  
Within five days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the President shall send to all parties his/her written decision, together with the Hearing Committee's decision and recommendations. The Chancellor may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the President does not accept the decision or a finding or recommendation of the Hearing Committee, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final, subject only to appeal as provided below

## Appeals

The student may appeal the recommendation of the grievance hearing committee by writing to the president within 10 calendar days of being notified of the grievance hearing committee's recommendation. The president will send the student a final decision in writing within 10 calendar days of receiving the appeal.

~~**Appeal:** Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Chancellor within [number] days of that decision. The Chancellor shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance~~

~~provided in these procedures, but shall not consider any other matters. The Chancellor's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.~~ Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the president within five days of that decision. The president shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Chancellor's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

~~**NOTE: The following section applies only to multi-college Districts.**~~

~~Any party to the grievance may appeal the decision of the Chancellor after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.~~ Any party to the grievance may appeal the decision of the president after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.

~~Any such appeal shall be submitted in writing within five days following receipt of the Chancellor's decision and shall state specifically the grounds for appeal.~~ Any such appeal shall be submitted in writing within five days following receipt of the Chancellor's decision and shall state specifically the grounds for appeal.

~~The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.~~ The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.

~~The Chancellor or designee shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the Chancellor's designee, if any, shall make a written recommendation to the Chancellor regarding the outcome of the appeal.~~ The Chancellor or designee shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the Chancellor's designee, if any, shall make a written recommendation to the Chancellor regarding the outcome of the appeal.

~~The Chancellor may decide to sustain, reverse or modify the decision of the Chancellor's designee. The Chancellor's decision shall be in writing and shall include a statement of reasons for the decision. The Chancellor's decision shall be final.~~

~~The decision on appeal shall be reached within five days after receipt of the appeal documents. Copies of the Chancellor's appeal decision shall be sent to all parties.~~

## ~~Time Limits:~~

### Time Limits

~~Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.~~ Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

- ~~From current SBCCD AP 5530 titled Student Grievances~~

The purpose of this ~~policy procedure~~ is to provide a due process procedure for review and resolution of student grievances.

## ~~Cause and Filing~~

Student grievance proceedings may be initiated against a District employee or another student for any of the following reasons:

1. Any act or threat of intimidation
2. Any act or threat of physical aggression
3. Any arbitrary action or imposition of sanctions without a proper regard to due process as specified in college procedures.

### ~~NOTICE:~~

1. Grades are not grievable (see Board Policy 5540)
2. Sexual Harassment complaints are filed in accordance with Board Policy 3430 and are not covered under Student Grievances.
3. Discrimination complaints are filed in accordance with Board Policy 3430 and are not covered under Student Grievances.

### ~~Who to File a Grievance With?~~

A student may submit a grievance to any manager or employee in any area for delivery to the Vice President of Student Services who will assess which manager or vice president is to oversee the grievance process.

A student grievance is to be handled in the area where the alleged grievance occurred. Examples are:

- Classroom or teacher-related issues would go to the vice president or manager in Instruction
- Student service or counselor-related issues would go to the vice president or manager in Student Services
- Building, grounds, cashiering, or police-related issues would go to the vice president or manager in Administrative Services

## ~~Time for Filing a Grievance Notice~~

The appropriate vice president, district manager, or designee will accept a formal written student grievance when submitted within 180 calendar days of the event's occurrence and under the provisions specified. A grievance may be denied if the events occurred more than 180 calendar days prior to the date in which the grievance was filed in writing.

## ~~Student Status for Filing a Grievance~~

Only registered students may file a student grievance. Non-student grievances may be considered by the designated vice president or manager if the grievance is a result of a dispute arising out of the registration or enrollment process and the grievance is filed within thirty (30) calendar days of the alleged incident.

## ~~Group Grievance~~

If more than one student files a grievance against an individual on the same issue or situation, members of the

group shall select one person to serve as spokesperson/representative for the entire group.

## ~~Informal Student Complaint Resolution Process (Non-written)~~

~~**Step 1.** Every effort shall be made to resolve a student complaint at the lowest level possible. A student must first attempt to resolve the issue directly. If this is not practical or possible, or due to the nature of the problem, or Failing a resolution the grievance progresses to Step 2.~~

~~**Step 2.** A student who is not satisfied with the Step 1 outcome may next attempt to resolve the alleged problem by conferring with the immediate supervisor of the employee with whom the initial conference was held. If the grievance is alleged against another student, Step 2 would be taken to the Director of Student Life. Upon such a request, the administrator shall inform and confer with any employee or student named by the student. In turn, the administrator shall schedule a meeting with the grievant and if requested, all involved parties, not more than ten (10) school days from the date of the initial request.~~

## ~~Formal Procedures~~

~~If the alleged problem is not resolved at the Informal Level, the student may request a formal hearing in writing with the appropriate vice president or designee. This written notice shall state the conditions, practice, alleged act, or injustice that is being grieved, the date(s) of the alleged occurrence and should, if possible, include a proposed remedy or resolution to the problem.~~

~~**Step 1:** Within three (3) working days of receipt of the written student grievance notice, the appropriate Vice President or designee, shall determine if the allegations were filed in a timely manner and meet the criteria outlined. If the student grievance notice fails to meet the above criterion, the Vice President shall notify the student of this determination and the grievance shall be terminated. If the student grievance notice is not terminated, the Vice President shall appoint a Student Grievance Hearing Committee within five (5) working days.~~

~~**Step 2:** Any employee who has conferred with a student who requests a hearing shall prepare a written account of the discussion which shall be forwarded to the appropriate Vice President or designee.~~

~~**Step 3:** The student and any college personnel or student involved in the allegations shall be notified of a hearing and the time and place of the hearing in writing. The notice shall include the names of the Hearing Committee and all documentation relating to the allegation(s).~~

~~**Step 4:** The Hearing Committee shall consist of either a maximum of two faculty or two classified staff members, based on the nature of the classification of staff involved, two students, and one administrator to hear the grievance. The administrator where the issue relates shall serve as chairperson of the hearing committee.~~

## ~~Hearing Procedures~~

- ~~a. The hearing shall convene within ten (10) working days of the receipt of the student grievance notice unless mutually agreed upon for a delay.~~
- ~~b. The hearing shall be closed unless the District employee or student against whom the grievance is brought requests that it be open.~~
- ~~c. The following persons should be present:~~

1. ~~The Hearing Committee~~
  2. ~~The student grievant and non-legal representative/advocate if any;~~
  3. ~~The college employee or student against whom the grievance is brought and a representative of the appropriate bargaining unit, if any;~~
  4. ~~Witnesses, while presenting testimony.~~
- d. ~~Both parties shall notify the appropriate Vice President or designee, in writing within three (3) working days of the hearing if he/she will be accompanied by a representative/advocate. Such notification shall include the name and title of the representative. The Committee Chairperson shall be obligated to immediately notify the parties directly involved.~~
  - e. ~~Although minutes will be taken at the hearing to provide a written record, if all parties agree the hearing may also be tape recorded.~~
  - f. ~~All participants in a hearing shall be advised by the Committee Chairperson that the proceedings are confidential.~~
  - g. ~~Witnesses shall not be required to testify under oath; however, witnesses shall be advised that false testimony will constitute grounds for college disciplinary action.~~
  - h. ~~The proceedings will not be bound by formal rules of evidence nor trial-like procedures. Rather, the procedures will be those upon which reasonable persons would rely in the conduct of serious affairs. The Committee Chairperson shall rule on all procedural issues. If substantive or procedural issues arise during the hearing that require external assistance for resolution, the Hearing Committee Chairperson should recess the hearing and submit the issue to the college president for resolution.~~
  - i. ~~Evidence and/or testimony which may be irrelevant or unduly repetitious may be so noted by the Committee Chairperson.~~
  - j. ~~The burden of proof to sustain a grievance rests with the student.~~
  - k. ~~If the grievant fails to appear at the time and place scheduled for the hearing, and fails to notify the committee of the circumstances the grievance will be considered to have been withdrawn and procedures will be terminated. Depending on the nature of the circumstances, the committee shall determine if the hearing should be rescheduled within a reasonable period of time. It is recommended that the defendant participate in the hearing.~~
  - l. ~~Upon conclusion of the hearing, within five (5) working days, the Committee Chairperson shall submit to the Vice President a written report. The report shall include:~~
    1. ~~A brief summary of evidence submitted;~~
    2. ~~A finding of facts, supported by a preponderance of the evidence;~~
    3. ~~A recommendation that the grievance be sustained or denied; and~~
    4. ~~In the event the recommendation is to sustain the grievance, a recommendation of appropriate corrective action.~~
  - m. ~~Upon review of the Hearing Committee's report, the Vice President or designee shall make a final determination.~~

## **Notification**

Within five (5) working days following receipt of the report of the Hearing Committee chairperson, the Vice President or designee shall provide a written notification to the student/s and to the employee/s directly

involved in the issues as to the final determination.

## ~~Appeal to College President~~

~~If either the complainant or accused is not satisfied with the final college-level disposition of the grievance, the party may, within ten (10) working days, appeal the decision to the College President. The basis of appeals are: All parties shall be notified by the College President of the appeal. The College President shall provide written notification to the student and to other parties directly involved in the issues as to his/her recommendation within five (5) working days.~~

## ~~Appeal to the Chancellor~~

~~If either party is not satisfied with the final college-level disposition of the grievance, he/she may, within ten (10) working days, appeal (state the basis of the appeal again) the decision to the Board of Trustees through the District Chancellor. All parties shall be notified by the Chancellor of the appeal. The Chancellor shall report the grievance in closed session to the Board of Trustees for final determination. The Chancellor shall provide written notification to the student and to other parties directly involved in the issues as to his/her recommendation within five (5) working days. The determination of the Board of Trustees is final.~~

## ~~General Provisions~~

- ~~1. The time limits specified in this procedure may be shortened or extended if there is mutual written concurrence between the parties.~~
- ~~2. At any step of the grievance procedure, the College President may designate a substitute for the designated college officials.~~
- ~~3. Failure of the student grievant to appeal a grievance determination at any step to another step within the specified time limits shall be deemed acceptance of the last determination rendered.~~
- ~~4. It is the intent of this policy that the confidentiality of the discussions, including any documents or written records, be maintained by the participants.~~
- ~~5. It will not be mandatory for any staff member to attend the student grievance meetings nor will the student grievance procedure supersede staff member's contractual rights.~~

### ~~• From current SBCCD AP 5540 titled Student Grade Appeals~~

#### ~~Student Grade Appeals~~

~~BP and AP 4231 titled Grade Changes delineates the process by which grades may be changed.~~

~~Section 76224(a), California Education Code,~~

~~"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."~~

~~Title 5 Section 55025-55760(a), California Code of Regulation~~

~~"In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with section 55758 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record."~~



~~In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.~~

~~For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.~~

~~Procedures for the correction of grades shall be consistent with Education Code Section 76232 or provide an alternative mechanism which will ensure that students receive a reasonable and objective review of the requested grade change. If the procedure requires the student to first request a grade change from the instructor, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available, the student has filed a discrimination complaint or the District determines that it is possible there has been gross misconduct by the original instructor.~~

~~Section 55758 California Code of Regulation~~

~~The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol as authorized in Section 55758 of this part, other than a "W." The governing board may by regulation authorize withdrawal from a class or classes in extenuating circumstances after the last day of the fourteenth week (or 75% of the term, whichever is less) upon petition of the student or his or her representative and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. For purposes of withdrawal policies, the term "appropriate faculty"\* means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.~~

~~**Military Withdrawal:** "Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code. This means that no individual at the college has the authority to change a grade unless persuasive evidence is presented indicating mistake, fraud, bad faith or incompetence on the instructor's part.~~

## ~~INFORMAL PROCESS~~

~~All attempts should be made to resolve the grade dispute at the lowest level possible; however, a student may proceed directly to the formal process.~~

~~**Step 1:** If possible, the student first meets with the faculty member who issued the grade; or, if the faculty member is no longer employed or working at the College, the student then meets with the Department Chair or designee to resolve the grade dispute. If resolved and a grade change is indicated, the instructor or designee completes a Grade Change Form.~~

~~**Step 2:** If unresolved in Step 1, the student then meets with the Department Chair or designee. If resolved and a grade change is indicated, a Grade Change Form is completed. If the dispute is not resolved then a formal appeal process can be initiated.~~

~~According to code, if mistake, fraud, bad faith, or incompetence is the reason for the grade dispute, the burden of proof lies with the student to produce facts that support this allegation, proceeding then to the formal process. If such evidence exists, the student must complete the Grade Appeal Form and make an appointment to see the Dean.~~

# ~~FORMAL PROCESS~~

~~**STEP 1:** The student meets with the Division Dean who will confer with the faculty member and/or Department Chair or designee, to attempt to resolve the grade dispute. If resolved and a grade change is indicated, the faculty member completes a Grade Change Form.~~

~~**STEP 2: Investigation:** If the matter is not resolved, the student may submit the issue to the Director of Admissions and Records, in consultation with the Vice President of Instruction and appropriate instructional dean, where a full investigation will be conducted within 30 work days of the Step 2 filing date, and a determination made as to status of the grade dispute. During the investigation the student will be able to present evidence of mistake, fraud, bad faith, or incompetence of the instructor. The instructor will be able to provide evidence to support the grade. If the investigation shows fraud, bad faith, or incompetence, the investigative report will be provided to the Vice Chancellor of Human Resources for appropriate action. If a mistake has been made and a grade change is indicated, a Grade Change Form is submitted to Admissions and Records.~~

~~**STEP 3: Hearing:** If the matter is not satisfactorily resolved and a grade change may be warranted because evidence shows fraud, bad faith, or incompetence, the student may request a formal hearing by the Grade Appeal Committee through the Office of Admissions and Records. The committee shall be comprised of the Vice President of Instruction, 2 faculty members, 2 students and one educational administrator (not of the division where the accused faculty member works). A meeting will be convened within five (5) working days (unless mutually agreed upon to delay). The student and instructor, if still employed, will be expected to attend the hearing. All attempts will be made to contact an instructor who is no longer employed by the college regarding the grade dispute. The Grade Appeal Committee will provide a written decision to the student within five (5) working days of the date of the hearing. The decision of the Grade Appeal Committee is final. If resolved, the Change of Grade Form, the Grade Appeal Form, the written summary of the investigation findings, and the written decision of the Grade Appeal Committee are submitted to Admissions and Records.~~

## References:

Education Code Section 76224(a);

;Title IX, Education Amendments of 1972;

~~**ACCJC Accreditation Eligibility Requirement 20;**~~

~~**ACCJC Accreditation Standard IV.D** [34 Code of Federal Regulations Parts 106.1 et seq.:](#) [ACCJC Accreditation Eligibility Requirement 20;](#) [ACCJC Accreditation Standard IV.D](#)~~

## Attachments:

AP 5530 Student Rights and Grievances -  
Comments

AP 5530 Student Rights and Grievances - Legal  
Citations

AP5530 -OLD.pdf

SBCCD - Overview for Legal Update 31 Final  
Version.docx

## **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:** June 20, 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 May 16, 2019. Administrative Procedures are submitted for information and review for consistency with Board policies.

BP & AP 2410	Board Policies & Administrative Procedures
AP 6350 (no BP)	Contracts – Construction
BP & AP 7120	Recruitment & Hiring
BP & AP 7160	Professional Development
AP 7232 (no BP)	Classification Review
BP & AP 7310	Nepotism
AP 7336 (no BP)	Certification of Freedom from TB
BP & AP 5500	Standards of Student Conduct
AP 5520 (no BP)	Student Discipline Procedures

### **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:** *BOT Board of Trustees:*  
**Policy Area:** *Chapter 2 Board of Trustees*  
**References:**

## BP 2410 Board Policies and Administrative Procedures

*(Replaces SBCCD BP 2045)*

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

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

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

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

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

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

### Reference:

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

### Attachments:

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



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

## AP 2410 Board Policies and Administrative Procedures

*(Replaces SBCCD AP 2045)*

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

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

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

The annual review of the board policies and administrative procedures shall begin in the fall of each academic year. Each year, at least ten percent (10%) of the SBCCD policies and procedures will be identified for review. At the beginning of each academic year, the Executive Director of Institutional Research and Planning will notify the appropriate parties of the specific BPs or APs identified for review.

Responsibility for the review process is as follows:

Chapter 1: Board of Trustees and the Chancellor (lead)

Chapter 2: Board of Trustees and the Chancellor (lead)

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

Chapter 3: Chancellor (lead) and Chancellor's Cabinet

Chapter 4: ~~Vice-Executive Director of Institutional Research and Planning (lead) and Academic Senate Presidents of Instruction, Student Services, and Academic Senate Presidents~~

Chapter 5: ~~Vice-Executive Director of Institutional Research and Planning (lead) and Academic Senate Presidents of Instruction, Student Services, and Academic Senate Presidents~~

Chapter 6: Executive Vice-Chancellor of Fiscal Services (lead) and Vice-Presidents of Administrative Services

Chapter 7: ~~Vice-Chancellor~~Executive Director of Human Resources (lead)

The process for developing or changing board policies and/or administrative procedures is outlined below:

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

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

### **Annual Review Process**

- A. All policies and procedures will be tracked and revised using the district adopted policy review software.
- B. BPs and APs will be reviewed in pairs whenever possible to ensure the procedure supports the direction delineated in the policy.
- C. Prior to the start of each academic year, the SBCCD Executive Director of Research and Planning will sort the BPs and APs by age and will compile the annual review list, consisting of approximately 10% of the district's BPs & APs with a proportional amount from each chapter.
- D. The SBCCD Executive Director of Research and Planning will meet with the policy leads responsible for facilitating the review of BPs and APs to establish the review timeline.
- E. The annual review timeline, listing the policies and procedures and the leads for each BP & AP will be presented to the District Assembly at the first meeting of the Academic Year. The timeline as well as all revisions to the review timeline will be posted on the DA webpage.
- F. DA constituent group reps will share the annual list with their members and shall provide an opportunity for their members to review and/or provide input as desired.
- G. The SBCCD Executive Director of Research and Planning will email the policies and procedures under review along with the timeline for the year to each of the policy leads.
- H. The BP/AP leads will review, gather input from the campus community as applicable and will input all recommended revisions in policy stat by the agreed upon due date.
- I. Reviewed and/or Revised Policies and Procedures will be submitted to the District Assembly for review and recommendation as a first read with no action as per the established timeline and then as a 2<sup>nd</sup> read for approval at the next regularly scheduled meeting of the District Assembly. (Note: this affords all interested parties 1 additional month to review and request input from their constituents.)
- J. Policies and Procedures included on the DA consent agenda for 2<sup>nd</sup> read may be pulled for discussion, debate and/or revision recommendations prior to approval.
- K. As per BP 2410, the Chancellor will review the recommendations from the District Assembly and will forward the BPs to the Board of Trustees for action and the APs as information items.

### **Review of Policies and Procedures Deemed Academic and Professional**

Prior to finalizing the annual review list, the SBCCD Executive Director of Research and Planning will meet with the Academic Senate Presidents to determine which BPs & APs are academic and Professional. These BPs & APs will be noted as such on the annual review timeline.

~~3. Policies and procedures that fall under the 10+1 (an academic and professional~~Academic and Professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations) will be

submitted for consideration to the Academic Senates on both campuses with as per the agreed upon timeline. BP/AP revision recommendations will be completed by up to four consecutive Academic Senate meetings, beginning with the date the policyBP/procedureAP is presented at District Assembly.

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

The Academic Senates will then submit the revised BPs/APs to the District Assembly as an information item.

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

As per BP 2410, the Chancellor will review the recommendations from the Academic Senate and will forward the BPs to the Board of Trustees for action and the APs as information items.

~~4. Proposals that are not 10+1, under the definition in 3 above, will be submitted to the District Assembly for review and recommendation. The proposal will simultaneously be submitted to the Academic and Classified Senates as an information item-~~

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

#### **References:**

### **Review of Policies and Procedures Not on the Annual Review List**

A proposal for a new board policy or a change in a current policy or administrative procedure not included on the annual review list may be submitted by any interested party. A proposal must be submitted in writing to the Chancellor and/or the District Assembly. The DA will in consultation with the chancellor determine if the BP/AP or a change in current BP/AP is warranted. If so, the BP/AP will be forwarded to the Executive Director of Research and Planning. The SBCCD Executive Director of Research and Planning will meet with the Academic Senate Presidents to determine if the BP and/or AP is Academic and Professional. The Executive Director of Research and Planning will add the BP/AP to the annual review timeline and will forward to the appropriate policy lead. The revised timeline be posted on the District Assembly webpage.

### **Review of Bi-Annual Policy & Procedure Updates from the Community College League of California (CCLC)**

Updates to APs and BPs are reviewed by the SBCCD Executive Director of Research and Planning when forwarded from the Community College League of California (CCLC) in Fall and Spring.

All updates from the CCLC will be reviewed by the chapter leads and the SBCCD Director of Research and Planning. The chapter leads will make a recommendation as to whether each update is either simple or requires review and revisions. (Note if the last Reviewed and Last Approved dates get reset then these all may require a through review)

A. Simple updates (revisions to legal references) will be revised, by the policy lead and when ready will be added to the District Assembly agenda as an information item.

B. New BPs & APs and/or those requiring review and revision:

1. New BPS & APs that are legally advised or optional will be reviewed by the chapter lead to determine if the BP/AP is needed.

a. If yes, then the BP/AP will be forwarded to the District Assembly with a recommendation to

adopt and, if approved by the District Assembly, will be added to the review timeline as per the recommendation of the chapter lead:

- b. If no, then the BP/AP will be forwarded to the District Assembly with a recommendation to not adopt.
- 2. New "Required" BPs & APs as well as those requiring content review and revisions will be added to the annual review timeline as per the recommendation of the chapter leads.
- 3. The revised timeline including the CCLC BPs & APs (notated with the legal update #) will be posted on the District Assembly webpage.

## **References:**

Education Code Section 70902;

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

## **Attachments:**

AP 2410 Board Policies & Admin Procedures -  
Comments  
AP 2410 Board Policies & Admin Procedures -  
Legal Citations  
AP 2410 Board Policies & Admin Procedures -  
revised.docx  
AP 2410 Board Policies & Admin Procedures-  
with Rejected Changes - Comments  
AP 2410 BOT Committee, AS, and BOT Chair  
comments 2/6/18





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:	<i>Brand New - advised</i>

## AP 6350 Contracts - Construction

### References:

The San Bernardino Community College District (SBCCD) follows the California Uniform Public Construction Cost Accounting Act Procedures (UCCAAP) under Public Contract Code (PCC) Section 22000 et seq. for the bidding of public works projects.

Public projects are defined in PCC Section 22002(c) as construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, or painting or repainting of or involving any publicly owned, leased or operated facility. Public projects do not include maintenance work as defined in Section 22002(d).

In addition, SBCCD uses a Pre-Qualification Program for the bidding of construction projects pursuant to PCC Section 20101 et seq. The Pre-Qualification Program shall apply district-wide to any construction expenditure that meets the specified threshold, regardless of the funding source and the construction delivery method (e.g., low bid; design-build; lease lease-back; etc.).

#### I. General Contract Procedures

Refer to AP 6340 titled Bids and Contracts section "General Contract Procedures", parts A through G.

#### II. Bid Limits for UCCAAP & Pre-Qualification Program

The bid limits set in place by the State of California Uniform Construction Cost Accounting Commission will apply.

- If a contemplated expenditure is less than the UCCAAP limit, please refer to the applicable purchasing procedures in **AP 6330** titled **Purchasing**.

- If a contemplated expenditure falls within the UCCAAP limits, the informal bid process established by in PCC Section 22034 must be utilized.

- If a contemplated expenditure is falls between the upper UCCAAP limit and \$3.0 million, the Pre-Qualification Program process established by the Board of Trustees pursuant to PCC Section 20101 et seq. may be utilized.

- If a contemplated expenditure is more than \$3.0 million, the formal bid process established by UCCAAP in PCC Section 22037 must be utilized.

#### III. Unlawful to Split Bids

Pursuant to PCC Section 22033, it is unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the this procedure requiring work to be done by contract after competitive bidding.

#### IV. Labor Code Compliance

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions must contain all documents necessary to assure compliance with these Labor Code sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

Public Projects funded by any future State Bond funds require that the District initiate and enforce a labor compliance program pursuant to Labor Code Section 1771.5.

**V. Award to Low Bidder; No Bids**

All contracts must be awarded to the lowest responsible bidders. If two or more bids are the same and the lowest, SBCCD may accept the one it chooses.

If no bids are received through the formal or informal procedure, the project may be performed by SBCCD employees by force account, or through a negotiated contract without further complying with this procedure.

**VI. Informal Bid Procedures for UCCAAP**

Pursuant to PCC Section 22034, SBCCD will maintain a list of qualified contractors, identified according to categories of work. All contractors on the list for the category of work being bid will be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors will be completed not less than 10 calendar days before bids are due.

In addition, or alternatively, SBCCD may mail, fax, or email a notice inviting informal bids to all construction trade journal specified in PCC Section 22036.

The notice inviting informal bids should describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

**VII. Award of Informally-Bid Contracts**

The Chancellor or designee is authorized to award informal contracts (defined as contracts that fall within the UCCAAP limits).

**VIII. Bids Exceed Informal Bidding Limit**

If all informal bids received exceed UCCAAP limits, and SBCCD determines that the cost estimate was reasonable, SBCCD may award the contract to the lowest responsible bidder, but only up to the limited amount specified by the California Uniform Construction Cost Accounting Commission. Such an award must be approved by a resolution receiving a four-fifths majority vote of the Board of Trustees.

**IX. Pre-Qualification Program Process**

SBCCD will maintain pre-qualified pools of general contractors and subcontractors based on a Pre-Qualification Questionnaire and a uniform rating system.

General contractors and subcontractors are permitted to pre-qualify in more than one pre-qualified pool/category, depending upon its/their experience, skill, licensing, and other relevant factors.

As projects arise, the pre-qualified contractors and subcontractors, as applicable, will be issued a Request for Bids and/or Proposals for each specific project.

Pre-qualification status may be revoked at any time if SBCCD learns the contractor or subcontractor does not meet the pre-qualification criteria.

Contractors and subcontractors will be required to renew their pre-qualification status with SBCCD on an annual basis.

**Appeals Process**

Prospective bidders may appeal their proposed prequalification rating prior to the closing time for receipt of bids. Upon request of the prospective bidder, SBCCD will provide notification to the prospective bidder in writing of the basis for the prospective bidder's disqualification and any supporting evidence that has

been received from others or adduced as a result of an investigation by SBCCD. The prospective bidder will be given the opportunity to rebut any evidence used as a basis for disqualification and to present evidence to SBCCD as to why the prospective bidder should be found qualified. If the prospective bidder chooses not to use this appeals process, the proposed prequalification rating may be assumed without further proceeding.

**X. Formal Bid Procedures for UCCAAP** (for bids over \$3.0 million)

Pursuant to PCC Section 22037, the notice inviting formal bids will state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice will be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the jurisdiction of SBCCD; or, if there is no newspaper printed and published within the jurisdiction of SBCCD, publication will be by posting the notice in at least three places within the jurisdiction of SBCCD as have been designated by ordinance or regulation of SBCCD as places for the posting of its notices. The notice inviting bids will also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals specified in Section 22036. The notice will be sent at least 15 calendar days before the date of opening the bids. In addition, SBCCD may give notice as it deems appropriate.

**XI. Bid Documents for Pre-Qualification & Formal Bids**

The Chancellor or designee, shall approve plans, specifications and working details for all public projects estimated to cost more than the UCCAAP limits.

**XII. When Contractors List Has Not Been Prepared: Proprietary Product or Service**

- If the District has not prepared a list of contractors for the particular category of work to be performed, the notice inviting bids shall be sent to each of the construction trade journals.

- If the product or service is proprietary in nature, such that it can be legally obtained only from a certain contractor(s) pursuant to Public Contract Code Section 3400, the notice inviting informal bids may be sent exclusively to such contractors.

**XIII. Contracts for Maintenance**

Contracts for maintenance work may be bid pursuant to the Informal Bidding Procedures described above. Maintenance work is routine, recurring work done for the preservation or protection of a public facility; minor repainting; landscape maintenance including mowing, watering, trimming, pruning, planting or replacement of plants, and servicing of irrigation systems; work performed to keep, operate, or maintain publicly owned water, power, or waste disposal systems.

**XIV. Rejection of Bids; Re-solicitation; Use of SBCCD Employees**

If SBCCD intends to reject all bids, it must mail the apparent low bidder a written notice of SBCCD's intent to reject the bid at least two business days prior to the hearing at which the bids will be considered. After rejecting all bids, SBCCD may:

- Abandon the project;

- Re-advertise the project; or

- Perform the work with District employees, after passing a resolution by a four-fifths (4/5) majority of the Board of Trustees declaring that the project can be performed more economically by District employees.

**References:**

Education Code ~~Section 81800;~~

~~Public Contract Code Sections 2065081641 et seq. and 22000 et seq.;~~

**~~Note: Procedures on construction contracts are legally advised. Local practice may be inserted. The following language is typical and complies with general requirements.~~**

~~The **[designate position]** shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of college initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.~~

~~The **[designate position]** shall be responsible for preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of buildings and grounds together with estimates of costs.~~

~~The preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, shall be submitted to the Board for approval and authorization to proceed with the working drawings and specifications. Upon completion, the working drawings, specifications and revised cost estimates, if any, will be submitted for approval to the California Community College Chancellor's Office and the State Department of General Services as required by statute in the name of the Board of Trustees.~~

~~The final working drawings and specifications, approved by the State Department of General Services and the California Community College Chancellor's Office, together with revised estimates, if any, shall then be submitted to the Board of Trustees for adoption.~~

~~The letting of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding. (See AP 6340 titled Bids and Contracts)~~

~~**Note:** Districts may, by resolution, elect to become subject to the California Uniform Public Construction Accounting Act (Public Contract Code Sections 22000 et seq.), which provides for an alternative set of bidding procedures. (See AP 6340 titled Bids and Contracts)~~

Labor Code Sections 1770 et seq.:

Public Contract Code Sections 20110 et seq., 20650 et seq., 22000 et seq. (Uniform Public Construction Cost Accounting Act (UPCCAA))

## **Attachments:**

AP 6350 Bids and Contracts -  
Construction.docx



Current Status: Active

PolicyStat ID: 3983651



**Origination:** 06/2004  
**Last Approved:** 04/2018  
**Last Revised:** 12/2014  
**Next Review:** 04/2024  
**Owner:** [Human Resources Human Resources](#)  
**Policy Area:** [Chapter 7 Human Resources](#)  
**References:**

## BP 7120 Recruitment and Hiring

*(Replaces current SBCCD BP 7120)*

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and Board Policy 3420 titled Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring instructional/non-instructional academic employees shall be established and implemented in accordance with board policies and administrative procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established by the Board of Trustees.

### References:

Education Code Sections 70901.2, 70902(b)(7) & (d), and 87100 et seq.;  
 Title 5 Sections 53000, et seq. and 51023.5;  
 ACCJC Accreditation Standard III.A.1

### Attachments:

[BP 7120 Recruitment and Hiring- Comments](#)  
[BP 7120 Recruitment and Hiring- Legal Citations](#)

### Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	07/2018
Board of Trustees 1st reading	Board Board: [SN]	01/2018
District Assembly Recommendation	District Assembly District Assembly: [SN]	11/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	10/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	09/2017



Current Status: Pending

PolicyStat ID: 3915506



**Origination:** 10/2014  
**Last Approved:** N/A  
**Last Revised:** 10/2018  
**Next Review:** 09/2017  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:**

## AP 7120 Recruitment & Hiring

The District employs persons for positions categorized as Faculty, Classified, Confidential, Educational Administrators, and Classified ~~Supervisors and Managers~~ Administrators as outlined in corresponding board policies and administrative procedures:

- BP/AP 7210 titled Faculty
- BP/AP 7230 titled Classified Employees
- BP/AP 7240 titled Confidential Employees
- BP/AP 7250 titled Educational Administrators
- BP/AP 7260 titled Classified ~~Supervisors and Managers~~ Administrators

The information in this procedure does not apply to the recruitment and hiring for the position of Chancellor (see AP 2431 Chancellor Selection).

### Position Approval Process

Every department, program, or discipline in the District, whether associated with a District function or on a campus/college, completes an annual program review, identifying needed positions for the coming fiscal year. Needed positions could be new positions or positions that are vacant at the time of the review. Once the positions are identified, they are submitted to the strategic planning process for review. The various strategic planning committees make recommendations to the site manager. All positions are subject to funding.

### Job Opening/Application Processes

The District utilizes a completely electronic process for posting all job openings and the application process. The online applicant tracking system serves as the mechanism for submittal of recruitment requests, routes them through approval process and serves as the tool for job posting and application submittal. Initial screening is coordinated between Human Resources and screening committee members. Application materials may be submitted to the District Office during regular business hours.

### Job Postings

When a position is approved for recruitment, the job is posted on the District's Human Resources webpage, and advertised in other appropriate venues.

### Applying for a Job

Applicants can apply for any open position by logging onto the District's Human Resources webpage.

Applicants will be expected to electronically attach all required documentation, such as, but not limited to: resume, cover letter, transcripts, certifications, etc., to the application.

The District has established the following hiring qualifications for all educational administrator positions:

- A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.
- B. Meet the minimum qualifications as stated in the job description.
- C. Commitment to participate in the collegiate consultation process of the College and the District.
- D. See BP/AP 3410 Nondiscrimination to ensure the most up-to-date protected classes are addressed.

## Recruitment

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

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. All job specifications including any "required", "desired" or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize shall be reviewed by the appropriate administrator and the Office of Human Resources before the position is announced to ensure conformity with the requirements of Title 5 (53022) and both State and Federal non-discriminatory laws. The content of the job announcement is the responsibility of the appropriate administrator and the Office of Human Resources and must be approved by the ~~Vice Chancellor~~Executive Director of Human Resources ~~& Employee Relations~~ or Designee.

The position announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum qualifications;
3. Additional desirable qualifications that are job related and support the responsibilities of the position;
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing if required; and
6. Legal qualifiers, established by the Office of Human Resources to comply with Federal, State, and District regulations (e.g. Title 5, Title VII, EEO and ADA).

## Pre-Screening Process

The Office of Human Resources will pre-screen the applications to ensure that applicants meet minimum qualifications and requirements as set forth in the position announcement ~~and~~, will consult expertise as needed, and, on that basis, will certify the "qualified" pool of applicants. The District's Office of Human Resources shall conduct applicant pool reviews and take appropriate action as necessary consistent with all of the requirements set forth in Section 53023 of Title 5 of the California Code of Regulations. The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall

be reviewed in conducting the analysis described in section 53006(a).

## The Screening Committee

1. The appropriate administrator in consultation with the Office of Human Resources will designate the composition of the Screening Committee to ensure appropriate representation from the affected department.
2. ~~The Screening Committee for management positions shall have no less than three (3) and no more than nine (9) members who have been trained by the Office of Human Resources.~~ The Screening Committee make up can be found in the Screening Committee Guidelines and in accordance the EEO Plan.
3. All Screening Committee members must receive training on equal opportunity, diversity, and the employment process for each Screening Committee on which they serve. Such training will be provided by the Office of Human Resources.
4. The majority of the members shall be those with applicable knowledge in the job category or classification with at least one member being directly from the affected department.
5. Every Screening Committee shall have at least one management member and one California Schools Employee Association (CSEA) appointee and when appropriate, an appointee from the Academic Senate.
6. The administrator of the vacant position will appoint the remaining members of the Screening Committee. Each Screening Committee will also include an Equal Employment Opportunity representative designated by the Office of Human Resources.
7. The Equal Employment Opportunity representative's role and responsibility is to maintain confidentiality and ensure the hiring process remains fair and equitable.
8. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.
9. The appropriate administrator of the vacant position submits the membership of the Screening Committee to the Office of Human Resources for approval.

## Interview Process

1. In cases where fewer than three (3) candidates are ~~invited for~~ selected for a first level interview, the Screening Committee Chair shall provide written justification to the Office of Human Resources for approval.
2. The screening Committee develops job related interview questions. All questions will be reviewed by the Vice Chancellor of Human Resources & Employee Relations or designee. All Interview questions are confidential.
3. The Screening Committee will determine the candidates, date, and time to interview.
4. The Office of Human Resources will contact the candidates to be interviewed. The appropriate administrator will coordinate with the Office of Human Resources the arrangements for the time and place of the interview.
5. The interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
6. All Screening Committee members must sign a confidentiality statement prior to the interviews and are



required to fill out an evaluation form and rank all interviewees.

7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation unless otherwise determined by the ~~Vice Chancellor of Human Resources & Employee Relations~~ Department.
8. After the 1st level interviews are concluded, each member of the Screening Committee will evaluate the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. The Screening Committee will identify strengths and concerns of all candidates advancing to 2nd level interviews.
9. The supervisor may participate on the 1st level interviews on recommendation of the appropriate administrator. In unique situations where the only representative of the affected department is the supervisor, the Office of Human Resources will assess the particular circumstance.
10. The Screening Committee will recommend at least three (3) candidates to the appropriate administrator for 2nd level interviews. The Screening Committee shall recommend no less than three (3), unless fewer were interviewed or unless the Screening Committee Chair presents written justification for submitting fewer than three (3) for 2nd level interview.
11. Second level interviews will be convened for all finalists by the appropriate administrator or designee. An EEO representative will be present for second level interviews.
12. The Office of Human Resources will contact the finalists to be interviewed at 2nd level and communicate the arrangements for the time and place for the interview, as determined by the appropriate administrator or designee.

## Selection Process

The appropriate administrator and designee shall select one of the finalists, who is best qualified to fill the position and shall recommend such person to the Chancellor. An eligibility list can be established for multiple non academic positions.

The appropriate administrator will submit an online notification to the Office of Human Resources to forward the screening to the Board of Trustees for approval.

## Reference Check

Upon receipt of the selected candidate, the Office of Human Resources or the College President will conduct reference check in accordance with the policies and principles of Equal Employment Opportunity.

The Office of Human Resources will contact the successful candidate to make a provisional offer of employment, contingent upon passing the Department of Justice clearance, pre-employment physical, and Board of Trustee approval.

Once the successful candidate has accepted the offer, the Office of Human Resources will notify the unsuccessful candidates in writing of non-selection. If an eligibility list is established, candidates will be informed of their rank and duration.

## Loyalty Oath

All management personnel will be required to sign the legally prescribed oath of allegiance upon employment with the District.

## Scheduling of Interviews

Applicants who are invited for an initial interview and who live more than ~~200~~<sup>100</sup> miles away will be scheduled for an interview with the college president or chancellor, if possible, in addition to the committee interview on the same day as the initial interview.

Finalists who are invited for a second interview and live more than ~~200~~<sup>200</sup>~~100~~ miles away will be reimbursed for actual travel and meal expenses incurred as set forth in the Employee Travel Policy.

Also see BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity; BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; and AP 7126 Applicant Background Checks

## References:

Education Code Sections 87100 et seq., 87400, and 88003;  
ACCJC Accreditation Standard III.A.1 (formerly III.A)

## Attachments:

[AP 7120 Recruitment and Hiring - Comments](#)  
[AP 7120 Recruitment and Hiring - Legal Citations](#)



Current Status: *Active*

PolicyStat ID: 4298573



**Origination:** 01/2015  
**Last Approved:** 03/2019  
**Last Revised:** 06/2015  
**Next Review:** 03/2025  
**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](#)

### Approval Signatures

Step Description	Approver	Date
	Policy Stat	03/2019
	Policy Stat	03/2019
	Policy Stat	03/2019
	Policy Stat	03/2019
	Policy Stat	03/2019
	Policy Stat	03/2019



Current Status: *Draft*

PolicyStat ID: 6180423



**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:**

## 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 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.

### 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](#)



Current Status: Pending

PolicyStat ID: 3915525



**Origination:** 11/2016  
**Last Approved:** N/A  
**Last Revised:** 12/2018  
**Next Review:** 09/2018  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:** Brand New - advised

## AP 7232 Classification Review

Every position in the classified service in the District shall be assigned a classification.

These classifications will determine the salary levels that shall be applied to these positions.

Review of class specifications shall be undertaken ~~[indicate time period or phrase such as "regularly"]~~ every four years to revise and update the duties and/or responsibilities of positions in the classified service.

### References:

Education Code Sections 88001 and 88009

### Attachments:

No Attachments



Current Status: Pending

PolicyStat ID: 6140855



**Origination:** 06/2004  
**Last Approved:** N/A  
**Last Revised:** 03/2019  
**Next Review:** 6 years after approval  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:** Legally Advised

## BP 7310 Nepotism

*(Replaces current SBCCD BP 7310)*

The District does not prohibit the employment of relatives or domestic partners as defined by Family Code Sections 297 et seq. in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division, or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, discipline, demotion, or salary of the relative or domestic partner as defined by Family Code Sections 297 et seq.

Immediate family means spouse, domestic partner, parents, grandparents, siblings, children, stepchildren, grandchildren, and in-laws or any other relative living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right, where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses in the same department, division, or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

### References:

Government Code Sections 1090 et seq. and 12940 et seq.

~~Family Code Sections 297 et seq.~~

### Attachments:

- [BP 7310 Nepotism- Comments](#)
- [BP 7310 Nepotism- Legal Citations](#)
- [BP7310 -OLD.pdf](#)
- [SBCCD - Overview for Legal Update 31 Final Version.docx](#)



**Origination:** 05/2000  
**Last Approved:** N/A  
**Last Revised:** 03/2019  
**Next Review:** 6 years after approval  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:**

## AP 7310 Nepotism

*(Replaces current SBCCD AP 7310)*

The employment of relatives in the same facility, department, division, office or line of supervisory authority can cause serious problems in the work place which adversely affect productivity, morale, confidentiality, safety, security, and create conflicts of interest. The employment of relatives can also adversely impact the nature of the necessary working relationships between supervisors and employees and between co-employees. Additionally, these problems adversely affect the public trust and confidence in the fairness and efficiency of the employment policies and operations of the District. These adverse effects are caused, in part, by real or perceived favoritism, scheduling conflicts, personal conflicts and hostility in the work place, claims of partiality in providing or awarding favorable working conditions, promotions, transfers or assignments, the compromise or suspected compromise of confidential or privileged information or records, alteration or destruction of records, or the suspected or actual loss or destruction of District property or financial assets. These problems frequently arise when relatives work together.

- A. "Relatives," with the exception of married employees, are defined as persons who are related by blood or marriage, or whose relationship is similar to that of persons who are related by blood or marriage (i.e., adopted child or step parent).
- B. Relatives of currently employed District employees may be hired by the District as employees, promoted or transferred only if: (1) the individuals concerned will not work in a direct supervisory relationship with each other, or be in the same line of authority or supervision; (2) the individual hired, promoted or transferred will not work in the same department, division, office or facility or under the authority of one supervisor; (3) the employment, promotion or transfer will not cause any potential conflicts or disruption to District operations; and (3) the employment, promotion or transfer will not pose any potential articulable problems or conflicts involving supervision, security, safety, confidentiality, performance or morale.
- C. Current District employees are strictly prohibited from participating in, or influencing or attempting to influence the selection process or the employment, promotion or transfer of any relative or their spouse.
- D. The District reserves the right to take prompt action to prevent the attempt of any relative or spouse to influence the selection or any other employment decision involving any relative or spouse.

The employment of spouses in the same department, division or facility involves potential conflicts of interests that are greater for married persons than for other persons. Additionally, the placement of one spouse under the direct supervision of the other frequently leads to problems involving supervision, safety, security or morale. The employment of spouses shall be governed by the rules set forth in the following paragraph E.

E. No employment decision, including but not limited to transfers or promotions, shall be based on whether an individual has a spouse presently employed by the District except in accordance with the following criteria:

1. For business reasons of supervision, safety, security or morale, the District may refuse to place one spouse under the direct supervision of the other spouse.
2. For business reasons of supervision, security or morale, the District may refuse to place both spouses in the same department, division or facility if the work involves potential conflicts of interest or other hazards greater for married couples than for other persons.
3. For co-employees who marry, the District shall make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale.

~~For the purpose of this Paragraph E, a "spouse" is defined as a partner in a marriage between a man and a woman.~~

4. Present employees of the District who marry or who become related by marriage must immediately notify their supervisors. If employees who marry or who become related by marriage do work in a direct supervisory relationship with one another or do cause an actual conflict or difficulty concerning supervision, security, safety, or morale, the District will attempt to reassign one of the employees to another position for which he or she is qualified, if such a position is available, and no other accommodation is reasonable or practicable.
5. Any decision not to employ, promote or transfer the spouse of an employee shall be made on a case-by-case basis by the ~~Vice Chancellor~~Executive Director of Human Resources, or designee, taking into account all of the actual facts and circumstances regarding the particular position and the duties and the relationship of the position and duties performed by the employed spouse. This decision shall involve an assessment of the actual work setting to determine whether that setting would pose, because of the mutual concerns married couples are assumed to share, a potential conflict of interest or other hazards greater for married couples than for other employees. If the potential conflict or hazard is determined to be greater, the District will regulate the employment of spouses to avoid the conflict or other hazard by reasonably matching the severity of its actions toward one or the other spouse to the degree of risk and significance of the potential harm involved.

## ~~Sample from another District~~

~~Applicants for employment must declare on their District applications their relatives or immediate family members who are current District employees, or members of the Board of Trustees.~~

~~Present employees working in the same department or division who become relatives must notify the Human Resources Office. If that relationship causes or it is reasonably foreseeable that it will cause a conflict of interest or a problem with supervision, safety, security, or morale, the District will make every attempt to reassign one of the employees or will make arrangements which mitigate the problems until such a transfer is possible.~~

## ~~Sample from another District~~

~~In the event employees decide to live in the same household, the District shall make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security, or morale. The District may affect a transfer or take other appropriate action to avoid these problems.~~

~~No District employee or Board member shall serve on a committee for the purpose of selecting or~~



~~evaluating an employment candidate if he/she is in the immediate family, living in the same household, or romantically involved with any candidate being considered.~~

## ~~Sample from another District~~

~~The District will allow flexibility in the application of its nepotism policy when relatives (or domestic partners as defined by Family Code Sections 297 et seq.) would be in the same department.~~

~~If two persons in the same department should marry or enter into a domestic partner relationship while both are employed by the District, they may continue their employment in the same department provided they not work in any position that would require one to be in a decision-making role relative to the other.~~

~~In those instances where developments would result in a relative/partner having recommending or decision-making responsibilities over another relative/partner, the appropriate vice president in consultation with superintendent/president will intercede to ensure that there is no conflict of interest. Actions may include reassignment to another department.~~

## ~~References:~~

### References:

Government Code Sections 1090 et seq. and 12940 et seq.

## Attachments:

[AP 7310 Nepotism - Comments](#)  
[AP 7310 Nepotism - Legal Citations](#)  
[AP7310-OLD.pdf](#)

## Approval Signatures

Step Description	Approver	Date
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**Origination:** 11/2016  
**Last Approved:** N/A  
**Last Revised:** 03/2019  
**Next Review:** 10/2019  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:** Brand New - required

## AP 7336 Certification of Freedom from Tuberculosis

Except as provided herein, no person shall be initially employed by the District in an academic or classified position unless the person has within the last 60 days submitted to a tuberculosis risk assessment developed by the State Department of Public Health and the California Tuberculosis Controllers Association and, if risk factors are present, an examination to determine that he/she is free of active tuberculosis, by a physician and surgeon licensed under the California Business and Professions Code. This examination shall consist of an X-ray of the lungs, or an approved intra-dermal tuberculin test, that, if positive, shall be followed by an X-ray of the lungs. This examination is a condition of initial employment and the expense shall be borne by the applicant. Candidates and current employees may go to either campus and have the TB test conducted by the student health centers.

The X-ray film may be taken by a competent and qualified X-ray technician if the X-ray film is subsequently interpreted by a physician and surgeon licensed under the Business and Professions Code.

The ~~{designate position}~~ Executive Director of Human Resources may exempt, for a period not to exceed 60 days following termination of the pregnancy, a pregnant employee from the requirement that a positive intra-dermal tuberculin test be followed by an X-ray of the lungs.

Thereafter, employees who are skin test negative, or were not tested because of a lack of risk factors, are required to undergo the foregoing tuberculosis risk assessment and, if risk factors exist, examination at least once ~~each [time period per board policy that is at least every four years]~~ every four years upon recommendation of the local health officer for so long as the employee remains skin test negative. Once an employee has a documented positive skin test that has been followed by an X-ray, the foregoing tuberculosis risk assessments and examinations shall no longer be required and referral shall be made within 30 days of completion of the examination to the local health officer to determine the need for follow up care.

If risk factors were present at the tuberculosis risk assessment and an examination occurs, after the examination, an employee shall cause to be on file with the District a certificate from the examining physician and surgeon showing the employee was examined and found free from active tuberculosis.

This procedure shall not apply to any employee of the District who files an affidavit stating that he/she adheres to the faith or teachings of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that the applicant is afflicted with active tuberculosis, he/she may be excluded from service until the ~~{designate position}~~ Executive Director of Human Resources is satisfied that he/she is not so

afflicted.

A person who transfers his/her employment from another school or community college District shall be deemed to meet the requirements of this procedure if the person can produce a certificate that shows that he/she within the past four years had a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis, or if it is verified by the college previously employing him/her that it has a certificate on file that contains that showing.

A person who transfers his/her employment from a private or parochial elementary school, secondary school, or nursery school to the District shall be deemed to meet the requirements of this procedure if the person can produce a certificate as provided for in Health and Safety Code Section 121525 that shows that he/she within the last four years had a tuberculosis risk assessment that showed no risk factors were present or was examined and was found to be free of communicable tuberculosis, or if it is verified by the school previously employing him/her that it has the certificate on file.

## **Reference:**

Education Code Section 87408.6

## **Attachments:**

[AP 7336 Update #30.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:

## BP 5500 Standards of Student Conduct

(Replaces current SBCCD BP 5500)

The Chancellor shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state ~~law~~laws and regulations.

The Chancellor shall establish procedures ~~shall that~~ clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

~~The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:~~

- ~~• Causing, attempting to cause, or threatening to cause physical injury to another person.~~
- ~~• Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.~~
- ~~• Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.~~
- ~~• Committing or attempting to commit robbery or extortion.~~
- ~~• Causing or attempting to cause damage to District property or to private property on campus.~~
- ~~• Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.~~
- ~~• Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.~~
- ~~• Sexual assault or sexual exploitation regardless of the victim's affiliation with the district.~~
- ~~• Committing sexual harassment as defined by law or by District policies and procedures.~~
- ~~• Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender~~

~~expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.~~

- ~~• Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying;~~
- ~~• Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.~~
- ~~• Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.~~
- ~~• Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.~~
- ~~• Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.~~
- ~~• Unauthorized entry upon or use of college facilities.~~
- ~~• Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.~~
- ~~• Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.~~
- ~~• Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.~~
- ~~• Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.~~

## References:

### References:

Education Code Sections 66300 and 66301;  
ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)

## Attachments:

[BP 5500 Standards of Student Conduct -  
Comments](#)

[BP 5500 Standards of Student Conduct - 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:

## AP 5500 Standards of Student Conduct

(Replaces current SBCCD AP 5500)

### Definitions:

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student.

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the **[designate position]**.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in California Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.
- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by **[insert local practice]**.
- Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly

~~furnishing false information to the District.~~

- ~~• Unauthorized entry upon or use of District facilities.~~
- ~~• Lewd, indecent or obscene conduct or expression on District owned or controlled property, or at District sponsored or supervised functions.~~
- ~~• Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises, or the violation of lawful District regulations, or the substantial disruption of the orderly operation of the District.~~
- ~~• Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.~~
- ~~• Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.~~

~~Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.~~

## Standards of Student Conduct

The District may impose discipline for the commission, or attempted commission, of the following types of violations by Students, or for aiding or abetting, inciting, conspiring, assisting, hiring or encouraging another person to engage in a violation of this Standards of Student Conduct, or for any violation of state or Federal law. Being under the influence of drugs and/or alcohol, or the existence of other psychological impairment does not excuse a violation of this Standards of Student Conduct.

- A. Academic Misconduct. All forms of academic misconduct including, but not limited to, cheating, fabrication, plagiarism, or facilitating academic dishonesty.
- B. Alcohol. Manufacture, distribution, dispensing, possession, use, consumption or sale of, or the attempted manufacture, distribution, dispensing, distribution, consumption or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, District policy, administrative procedures, or campus regulations.
- C. Assault/Battery. Assault, battery, or any threat of force or violence upon a Student or upon any Member of the District Community. This includes, but is not limited to:
  - 1. Inflicting bodily harm upon any Member of the District Community;
  - 2. taking any action for the purpose of inflicting bodily harm upon any Member of the District Community;
  - 3. taking any reckless, but not accidental action, from which bodily harm could result to any Member of the District Community;
  - 4. Causing a Member of the District Community to believe that the offender or their agent may cause bodily harm to that person or any member of their family or any other Member of the District Community;
  - 5. Inflicting or attempting to inflict bodily harm on oneself.
- D. Bias. Bias-related incidents are behavior that constitutes an expression of hostility against a person or property or another due to the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, marital status, political affiliation, or disability. These acts or behaviors may not rise to the level of a crime, or a violation of state or federal law, but may constitute to creating an unsafe,

negative, or unwelcome environment for the targeted person.

E. Continued Misconduct or Repeat Violation. Repeated misconduct or violations of this Policy, when other means of correction have failed to bring about proper conduct.

F. Dating Violence. Violence committed by a member of the District Community who is, or has been, in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based upon the consideration of the following factors:

1. Length of the relationship
2. The frequency of interaction between the persons involved in the relationship
3. Type of relationship, and

G. Destruction of Property. The damaging, destroying, defacing, or tampering with District Property or the property of any person or business on District Property or at a District function, including but not limited to, taking down, defacing, or otherwise damaging District authorized posters, handbills and/or notices posted on District property.

H. Discrimination. Unlawful discrimination against a person on the basis of race, ethnicity, color, religion, national origin, sex, age, disability, military or veteran status, gender identification, gender expression, marital status, sexual orientation, or genetic information, except where such distinction is authorized by law.

I. Dishonesty. All forms of dishonesty including but not limited to fabricating information, furnishing false information, or reporting a false emergency to the District.

J. Disorderly or lewd conduct. Engaging in disorderly or lewd, indecent or obscene behavior on District Property or at a District function.

K. Disruption of Educational Process. Destruction or disruption on or off District Property of the District educational process(es), including but not limited to interrupting, impeding, obstructing or causing the interruption or impediment of any class, lab, administrative office, teaching, research, administration, disciplinary procedures, District activity or District authorized Student activity or administrative process or other District function; or disturbing the peace on District Property or at any District function.

L. Disruptive Behavior. Disruptive behavior, disobedience, profanity, vulgarity, or the open defiance of the authority of or abuse of District personnel, or which adversely effects the delivery of educational services to Students and the District Community.

M. Disturbing the Peace. Disturbing the peace and good order of the District by, among other things, fighting, quarreling, disruptive behavior, or participation in a disturbance of the peace or unlawful assembly.

N. Drugs. Unlawful or attempted manufacture, distribution, dispensing, possession, use, distribution or sale of, controlled substances, dangerous drugs, restricted dangerous drugs or narcotics, as those terms are used in state or federal statutes on District Property or at any District function. Possession of medicinal marijuana on District premises is prohibited.

O. Endangering Welfare of Others. Violation of any state or federal law relating to the placing at risk of physical or emotional harm of a member of the District Community.

P. Failure to Appear. Failure to appear before a District official when directed to do so.

Q. Failure to Comply or Identify. Failure to identify oneself to, or comply with the directions of, a District Official, employee, policy, law enforcement, or other public officials when requested to do so; or resisting or obstructing such District or other public officials in the performance of or the attempt to perform their



duties.

- R. Failure to Repay Debts or Return District Property. Failure to (a) repay debts to the District; (b) return District property; (c) return property of any member of the District Community.
- S. False Report of Emergency. Knowingly and purposefully, causing, making, and/or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
- T. Forgery. Any forgery alteration, or misuse of any District document, record, key, electronic device, or identification, or knowingly furnishing false information to a District official.
- U. Fraud. Any attempt to steal, take, carry, lead, or take away the personal property of another, or who fraudulently appropriated property which has been entrusted to him or her, or who shall knowingly and designedly, by any false or fraudulent representation or pretense, defraud any other person of money, labor or property, or who causes or procures or obtains credit and thereby, or fraudulently gets or obtains possession of money, or property, or obtains the labor or service of another, is guilty of theft.
- V. Gambling. Unauthorized gambling on District Property or at any District function.
- W. Harassment/Bullying. A specific act, or series or acts, of a verbal or physical nature, including threats, intended to annoy, intimidate, pester, aggravate, irritate, dominate, ridicule, or cause fear to a member of the District Community, occurring within the jurisdiction of the District as set forth in Section 1.4.
- X. Hateful Behavior. Hateful behavior aimed at a specific person or group of people.
- Y. Hazing. Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace which can inflict psychological or emotional harm to any Student or other person.
- Z. Infliction of Mental Harm. (a) Inflicting mental harm upon any member of the District Community; (b) taking any action for the purpose of inflicting mental harm upon any Member of the District Community; (c) taking any reckless, but not accidental action, from which mental harm to Member of the District Community could result; (d) causing a Member of the District Community to believe that the Student or their agent may cause mental harm to that person or any member of their family or any other member of the District Community; (e) any act which purposefully demeans, degrades, or disgraces any person.
- AA. Library Materials. Cutting, defacing, or otherwise damaging or theft of college library or bookstore materials or property.
- AB. Misrepresentation. A false statement or representation based upon the intentional disregard of false or possibly false information, or knowingly entering into a transaction based upon false information, or misrepresenting oneself to be an agent, employee, or representative of the District or its colleges.
- AC. Misuse of Identification. Transferring, lending, borrowing, altering or unauthorized creation of identification.
- AD. Possession of Stolen Property. Possession of District Property, or the property of any other person, when the Student knows or reasonably should know, that the property was stolen.
- AE. Possession of Weapons. Unauthorized possession, use, storage, or manufacture of explosives, dangerous chemicals, firebombs, firearms, or other destructive devices or weapons as defined in Section K of Appendix A.
- AF. Public Intoxication. Public intoxication or being under the influence of alcoholic beverages, any illegal narcotics, or any substance that causes impairment on District/College Property or at any District/College function.

AG. Sexual Harassment. Sexual harassment against a member of the District Community. Sexual harassment is defined as (a) unwelcome verbal harassment, e.g., epithets, derogatory comments, or slurs; (b) physical harassment, e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual; (c) visual forms of harassment, e.g., derogatory posters, cartoons, or drawings; (d) unwelcome sexual advances, requests for sexual favors; or (e) an intimidating, hostile, or offensive environment. "Unwelcome conduct" is defined as conduct which the member of the District Community does not solicit or initiate, and which the person regards as undesirable or offensive.

AH. Sexual Misconduct comprises a broad range of unwelcome behaviors focused on sex and/or gender that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, is a form of Sexual Misconduct under this Procedure. Sexual Misconduct is any form of gender-based harassment, including, but not limited to, sexual harassment, sexual assault, and sexual exploitation, as well as harassment based on gender identity, gender expression, and non-conformity with gender stereotypes. Sexual misconduct may also include acts of a sexual nature, including acts of stalking, domestic violence, and dating violence, intimidation, or for retaliation following an incident where alleged Sexual Misconduct or has occurred.

Sexual Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity and can occur between people of the same or different sex or gender.

- A. Serious Injury or Death. Any intentional, unintentional or reckless action or conduct which results in serious injury or death to a Member of the District Community or their family.
- B. Smoking. Smoking in an area where smoking has been prohibited by law or regulation of the District.
- C. Stalking. Stalking behavior in which a Student repeatedly engages in the course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the College Conduct Officer to create substantial emotional distress, torment, create fear, or to terrorize the person.
- D. Sexual Stalking. The course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress due to another's sexual interest or gender-based stalking. Stalking involves repeated and continued harassment of a sexual or gender-based nature, against the expressed consent of another individual, which causes the targeted individual to feel emotional distress, including fear or apprehension. Such stalking behaviors may include: pursuing or following; unwanted communication or contact—including face-to-face encounters, telephone calls, voice messages, electronic messages, web-based messages, text messages, unwanted gifts, etc.; trespassing; and surveillance or other types of observation.
- E. Theft or Abuse of District's Computers or Electronic Resources. Theft or abuse of District computers and other District electronic resources such as computer and electronic communications facilities, systems, and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others, and interference with the work of others, and with the operation of a computer and electronic communications facilities, systems, and services. Theft or attempted theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen, is prohibited. Sale, possession, or misappropriation of any property or services without the owner's permission is also prohibited.
- F. Theft or Conversion of Property. Theft or conversion of District Property or services, or the property of any person or business on District Property or at a District function, or possession of any property when the

Student had the knowledge or reasonably should have had knowledge that it was stolen.

- G. Trespass and Unauthorized Possession. Unauthorized or forcible trespass on, entry to, possession of, receipt of, or use of any District services, grounds, equipment, resources, properties, structures, vehicles, boats, water craft or facility, including the unauthorized use of District's name, insignia, or seal without permission or authorization.
- H. Unauthorized Recording. Recording any person on District Property or at any District function without that person's knowledge or consent. This definition shall not apply to recordings conducted in public, in a commonly recognized public forum.
- I. Unauthorized Use of Course or Copyrighted Materials. Students of the District will abide by all aspects of United States copyright law, Title 17 of the United States Code, to the extent possible, under the authoritative interpretation of the law. Students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine. In addition, Students shall not sell, prepare, or distribute for any commercial purpose any course lecture notes or video or audio recordings of any course unless authorized by the District in advance and explicitly permitted by the course instructor in writing. The unauthorized sale or commercial distribution of course notes or recordings by a Student is a violation of these Policies whether or not it was the Student or someone else who prepared the notes or recordings. Copying for any commercial purpose handouts, readers or other course materials provided by an instructor as part of a District course unless authorized by the District in advance and explicitly permitted by the course instructor or the copyright holder in writing (if the instructor is not the copyright holder).
- J. Unauthorized Use of District Keys. Unauthorized use, distribution, duplication or possession of any keys issued for any building, laboratory, facility, room, or other District Property.
- K. Unauthorized Use of Electronic Devices. Unauthorized use of an electronic device on District property or at any District function, including but not limited to, classes, lectures, labs, and field trips.
- L. Unauthorized Use of Property or Services. Unauthorized use of property or services or unauthorized possession of District Property or the property of any other person or business.
- M. Unreasonable Demands. Placing repeated, hostile, or unreasonable demands on District staff.
- N. Unwelcome Conduct: conduct of a sexual, gender-based, or harassing nature, which is considered unwelcome if a person did not request or invite it, and considered the conduct to be unwelcome, undesirable, or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), hazing, bullying, or other conduct that may be physically or psychologically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, or directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.
- O. Violation of Driving Regulations. Driving unsafely on District property or while taking part in any District function, or repeated violation of District parking regulations.
- P. Violation of Health & Safety Regulations. Violation of any health, safety or related regulations, rule or ordinance on District property or at any District function.
- Q. Violation of Law. Violation of any federal, state or local law on District property, at a District function or involving a member of the District Community.
- R. Violation of Posted District Rules. Violation of any rule or regulation posted on District property by the District or the College, or printed in any District publication.
- S. Violation of Published Computer/Network Usage Policy(s), Procedures, or Guidelines.

1. Accessing and/or without permission altering, damaging, deleting, destroying, or otherwise using any data, computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
2. Accessing and/or without permission taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
3. Using or causing to be used District computer services without permission.
4. Accessing and/or without permission adding, altering, damaging, deleting, or destroying any data, computer software, or computer programs which reside or exist internal or external to a computer, computer systems, or computer network belonging to or used by the District or any Member of the District Community.
5. Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
6. Providing or assisting in providing a means of accessing, without permission, a computer, computer, system, or computer network belonging to or used by the District or any Member of the District Community.
7. Accessing or causing to be accessed without authorization any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
8. Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to or used by the District or any Member of the District Community.
9. Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
10. Using any account or password without authorization.
11. Allowing or causing to be used an account number or password by any other person without authorization.
12. Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing a pornographic website which is part of the instructional process or assignment for a class the Student is currently enrolled in.
13. Use the District's systems or networks for commercial purposes; for example, by performing work for profit with District resources in a manner not authorized by the district.

## References:

Education Code Sections 66300 ~~and~~, 66301, 66302, 72122, and 76030-76038;

ACCJC Accreditation ~~Standards~~ Standard I.C.8 ~~and 10 (formerly II.A.7.b)~~

## Attachments:

AP 5500 Standards of Student Conduct -  
Comments

AP 5500 Standards of Student Conduct - Legal  
Citations

AP5500 -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:** *Brand New - required*

## AP 5520 Student Discipline Procedures

*(Replaces current SBCCD AP 5500)*

### Student Discipline Procedures

#### Section I

##### A. INTRODUCTION

This Administrative Procedure (AP 5520) is intended to effectively administer Board Policy 5500 and Administrative Procedure 5500 title “Standards of Student Conduct,” and as such, this Administrative Procedure shall constitute the Standards of Student Discipline for all District Students. This Standards of Student Discipline provides District Students with prior notice of behavior deemed unacceptable by the District’s Board of Trustees. This Standards of Student Conduct includes a defined process for the fair and impartial review and determination of alleged improper Student behavior. This Standards of Student Conduct also specifies the various sanctions that may be imposed on District Students for violations of this Standards of Student Conduct. Students are expected to be familiar with the terms of the San Bernardino Community College District’s published Board Policy 5500 and this Administrative Procedure 5500 Standards of Student Conduct.

This Standards of Student Discipline provides for the orderly administration of the Standards of Student Conduct consistent with the principles of due process of law. Reasonable deviations from the Standards of Student Conduct will not invalidate a decision or proceeding.

This process does not supersede standards for specific programs which may have a have different process for program eligibility and retention e.g., Fire Academy, Police Academy, Nursing Program, etc.

The District/campus will strive to follow the timelines outlined in this Administrative Procedure barring unexpected delays or campus closures

##### B. THE USE OF "WILL" AND "SHALL"

In this Standards of Student Discipline, and throughout the District’s Board Policies and Administrative Procedures, the use of the terms "will" and "shall" are used in the mandatory sense.

##### C. NOTICE - PROCESS FOR NOTIFICATION

San Bernardino Community College District's primary correspondence and notification mechanism with Students shall be through the Student’s District assigned e-mail account. At the District’s discretion, Students may be notified via U.S. mail, delivery in person, via SMS text message, by an alternate email

on record from the Student, or by other authorized communication platforms. San Bernardino Community College District reserves the right to notify parents/legal guardians/emergency contacts when it determines that any Student, regardless of age, is in a situation that is threatening to their own health and safety, or that Student has placed another person in a situation that is threatening to their health and safety.

#### D. JURISDICTION

Pursuant to Board Policy 5500, the District's jurisdiction concerning alleged Standards of Student Conduct violations extends to the District, its colleges, and for all activities occurring on District property. This jurisdiction includes, but is not limited to, its main and satellite campuses, and to any non-District property used by the District or its colleges where District Students are present. This also applies to online courses/services and District sponsored/College sponsored programs, activities, and travel. This jurisdiction shall also apply to Student-to-Student or Student-to-employee off-campus conduct and/or actions, and electronic activity (such as e-mail, texting, telephone contact, social media), when the College Conduct Officer, or designee, determines that the off-campus conduct affects, disrupts, or interferes with the educational mission of the college. This Standards of Student Conduct also applies to off-campus conduct when the effects of the off-campus conduct create a Hostile Environment or impact a substantial District/College interest. A substantial District/College interest may include:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, a single or repeated violations of any local, state, or federal criminal statute or ordinance;
2. Any situation where it appears that a Student may present a danger or threat to the health or safety of themselves or others;
3. Any situation that significantly impinges upon the rights, property, or achievements of self or others, or that significantly breaches the peace or causes significant disruption; and
4. Any situation that is detrimental to the educational interest of the District/College. The Student Code of Conduct may apply to online activity and communication that occur outside of the District's/College's control when those online behaviors can be shown to create a Hostile Environment on campus or cause a substantial disruption

#### E. ANTI-DISCRIMINATION STATEMENT

The San Bernardino Community College District does not unlawfully discriminate based upon age, race, ethnicity, sexual orientation or preference, gender, national origin, veteran's status, gender identification, or genetic information in administering District educational policies and procedures. The District complies with the American Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 and Title IX. See Board Policy 3410 Nondiscrimination.

#### F. PARALLEL STUDENT DISCIPLINE PROCEEDINGS

Student Discipline Code proceedings are administrative in nature and are independent from court or other administrative proceedings. Discipline may be instituted against a Student also charged in civil or criminal courts based on the same facts that constitute the alleged violation of the Standards of Student Conduct. The District may elect to proceed before, concurrently with, or after any judicial or other administrative proceedings.

#### G. PARALLEL TITLE IX INVESTIGATION PROCEEDINGS

The District's Title IX Policy and Procedure, BP/AP 3540 Sexual and Other Assaults on Campus, addressing the investigation of allegations of sexual misconduct incorporate the sanctions and general procedures set forth in this Standards of Student Conduct, but are not restricted by this Procedure. Title IX investigations and processes are independent from court or other administrative proceedings. Student

discipline may be instituted against a Student also charged in civil or criminal courts based on the same facts that constitute the alleged violation of Title IX or other law applicable to sexual misconduct. The District may elect to proceed before, concurrently with, or after any judicial or other proceedings.

## **Section II - Student Rights & Responsibilities**

### **A. DUE PROCESS**

Students are entitled to a fundamentally fair process, including reasonable notice of allegations of violations of the Standards of Student Conduct, the opportunity for the Student to be heard and to afford the Student the opportunity to present evidence prior to the administrative determination of the alleged violations. The District reserves the right to make immediate interim suspensions or restrictions when such actions are deemed necessary by the College Conduct Officer or designee pending an investigation and determination of the matter. Any sanction(s) imposed under the Standards of Student Conduct shall be appropriate to the nature of the violation(s). See Section III below.

### **B. STUDENT RIGHTS**

- To be treated with respect by District officials
- To take advantage of campus support resources, such as Counseling, Special Services, Health Services, and other available resources.
- To experience a safe educational environment.
- To not be subjected to retaliation for reporting violations.
- To have complaints heard in substantial accordance with established procedures.
- To fully participate in any process whether the injured individual is serving as the Complainant or the institution is serving as Complainant.
- A complainant may and Respondent shall be informed in writing of the outcome/resolution, any sanctions imposed, and the rationale for the outcome, to the extent permissible under applicable law and Board Policies.

### **C. SPECIAL REQUESTS/ACCOMMODATIONS - STUDENTS WITH DISABILITIES**

Any special requests and/or accommodations by any Party (for example, sign language, the use of assistive technology, service animals, and other accommodations approved by the Office of Disabled Student Programs & Services) must be made at least five (5) calendar days prior to the Administrative Conference. Special requests and accommodations shall also be applicable to Appeal Hearings as set forth in Section 4.2 of this Standards of Student Discipline.

### **D. ROLE OF LEGAL COUNSEL**

An attorney licensed to practice in California may accompany the Student to the hearing. The attorney's role is to provide counsel to the Student without disruption to the hearing process.

The attorney may not make any statements or presentations to the College Conduct Officer, Hearing Panel, or Appeal Committee, examine or cross-examine any witnesses, or present evidence or any written material to the College Conduct Officer or Hearing Panel or Appeal Committee set forth in Section 4.4. The attorney may not, in any way, disrupt or interfere with the hearing process. Any violation of this section shall result in the removal of the attorney. The attorney shall provide the College Conduct Office with a retention letter confirming that they have been retained by the Student at least seven (7) calendar days before the hearing so that the necessary arrangements can be made for a District attorney to be present at the hearing. The attorney's retention letter shall include the attorney's State Bar number and a

telephone number. The requirements of this section shall also be applicable to Appeal Hearings as set forth in Section 4.2 of this Standards of Student Discipline.

**E. STUDENT RIGHT TO REVIEW RECORDS**

Students seeking to review records relating to their investigation or to the outcome should refer to San Bernardino Community College District Board Policy 5040 Student Records Directory Information and Privacy. The District is not obligated to provide copies of student records unless not doing so would prevent the student from their right to inspect the record in question.

**F. RECORDING AND PRESENTING WITNESSES**

Audio/Video Recordings – No audio, video or other recording of any investigation, interview, or meeting is permitted by the student. The student has the right to audio record hearings at their own expense.

Witness Rules and Limitations – only witnesses presenting relevant testimony or information directly related to the alleged violations are permitted. Witness statements relating to the alleged violations may be accepted by the College Conduct Officer at their sole discretion if such statements are deemed to be material and relevant to the proceeding.

The College Conduct Officer or designee shall be responsible for contacting witnesses for all meetings other than the appeal hearing, subject to the Student notifying the college no less than five (5) calendar days prior to the proceeding. The College Conduct Officer reserves the right to exclude redundant testimony from witnesses, or redundancy in witnesses.

**G. CONFIDENTIALITY**

Any information provided to District employees may be shared with other District employees, law enforcement, or other parties, consistent with law, and only on a “need to know” basis. District employees shall endeavor to honor any Complainant or victim’s request for confidentiality; however, confidentiality cannot always be assured. The District may weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the District Community.

Investigative or hearing proceedings are considered private and confidential so as to protect the Parties involved. Hearings or meetings shall not be conducted in public, and are not open to the public. The Parties involved are expected to maintain the privacy of the proceedings.

## **Section III - Student Discipline Process**

**A. FACULTY INITIATED REMOVAL**

Prior to removal, the faculty member is responsible to identify the behavior and inform the student that failure to correct the issue may result in removal from the class. If the behavior persists, the faculty member may remove, for good cause, any student from their class for up to two (2) class sessions. The student shall not return to the class during the period of the removal without permission of the instructor. Nothing herein will prevent the college president or designee from recommending further discipline in accordance with these procedures based on facts that led to the removal. As used in this rule, “good cause” includes those offenses listed in the Student Code of Conduct. In instances of online courses, students access to course content will be removed for a period of time comparable to two class sessions.

**B. COMPLAINT FILED/INCIDENT REPORTED**

San Bernardino Community College District, through its College Conduct Officers, will investigate all reports of alleged violations of the Standards of Student Conduct. Anyone who believes a section of the Code of Conduct has been violated should contact any College Conduct Officers identified at each District



campus. Reports of allegations are entered into a District-wide system where it is assigned to the appropriate College Conduct Officers.

#### C. NOTICE TO STUDENT

In all cases, the College Conduct Officer, or designee, will provide notice to the Parties, providing them with the following information, pursuant to Section 1.3:

- A description of the alleged violation(s).
- A description of the applicable policies.
- A statement of the potential sanctions/responsive actions that could result.
- A required date and time, for the Student, to contact the College Conduct Officer within seven (7) calendar days from the date of initial notification to schedule a hearing/meeting, superseding all other campus and work activities. The Student's failure to contact the College Conduct Officer within this seven (7) calendar day period shall constitute the Student's waiver of their ability to provide a response to the alleged violation(s), and the proceeding shall take place as if the Student has not responded.

D. INTERIM ACTIONS: Interim actions are those temporary sanctions deemed necessary by the College Conduct Officer to protect the safety and security of the District Community pending an investigation into the alleged violations of the Standards of Student Conduct.

1. The College Conduct Officer may take any interim actions deemed necessary to:
  - Protect the District Community from potential threats to health and safety;
  - Protect any particular member of the community;
  - Protect against the risk of substantial disruption to the normal operations of the campus.
2. The College Conduct Officer or designee will inform the Respondent involved of any interim action/restrictions implemented against them pending investigation.
3. Interim Action/Restrictions are effective immediately. There shall be no request to delay the imposition of interim actions. These actions may include:
  - a. Interim Suspension – A Student who is suspended on an interim basis is subject to all of the same restrictions as if they had been suspended as a final sanction. The College Conduct Officer, or designee, may impose an interim restriction of up to fourteen (14) calendar days following notice from the College Conduct Officer.
  - b. Interim Restriction – These restrictions may include, but are not limited to:
    - Any other restrictions deemed by the College Conduct Officer or designee necessary to achieve the goals stated above.
    - No-contact orders with specific individuals;
    - District events;
    - Restricted access to District facilities;
  - c. The College Conduct Officer, or designee, may impose an interim restriction of up to fourteen (14) calendar days following notice from the College Conduct Officer.
4. Interim Suspensions and Request to Stay. Upon notice of an Interim Suspension by the College Conduct Officer, Title IX Coordinator, or designee, the Student has five (5) calendar days (from the date of the notice) to submit reason(s) for a Request to Stay to the Vice President of Student

Services or their designee. The Vice President of Student Services or their designee will render a decision on providing a stay, with or without modifications to the Student's request. The Vice President of Student Services or their designee will provide the Student with a decision within three (3) calendar days of the received Request to Stay. The Interim Suspension remains in effect until a decision from the Vice President of Student Services or designee is rendered

E. INVESTIGATION PROCESS:

The College Conduct Officer will conduct interviews to determine the accuracy of statements or other evidence.

The College Conduct Officer's primary communication to all Parties involved in the investigation shall be through District assigned email addresses, with supplemental forms of communication used as needed as referenced in section 1.3 above.

The College Conduct Officer will investigate each complaint submitted to determine whether it is appropriate to charge a Student with a violation of the Student Conduct Code.

Investigations should generally result in resolution within sixty (60) calendar days after a complaint has been made, barring unexpected delays or campus closures. If circumstances warrant, the College Conduct Officer will provide notice to the Student(s) of any delays or extensions necessary to complete any investigation.

Investigations may comprise of an interview with the reporting Party(s), person(s) alleged to have violated the policy(s), witnesses, and other persons having knowledge.

The College Conduct Officer shall make reasonable efforts to give the Student(s) an opportunity to rebut the accusation or otherwise provide relevant information to the College Conduct Officer or designee regarding the incident(s) which led to the belief by the College Conduct Officer or designee that the Student violated the Standards of Student Conduct in an Administrative Conference.

Should a Student fail to appear for any meeting, that Student may be considered as having waived their right to be present for the meeting and, the investigation may proceed without the Student's input.

F. FINDINGS AND DETERMINATION: Conferences/Hearings for possible violations that occur near or after the academic terms will be held as soon as is practicable, to try to meet the resolution timeline followed by the District. The College Conduct Officer has the discretion to elect any of the following methods for resolution:

- Administrative Resolution – The Respondent admits to the allegations and accepts the recommended sanctions of the College Conduct Officer or designee.
- Formal Finding by the College Conduct Officer – The College Conduct Officer, after completing an investigation, which includes an opportunity for the Respondent's due process, makes a finding and, if appropriate, issues sanctions.
- Formal Finding with Hearing Panel – The College Conduct Officer may elect, at their sole discretion, to refer the findings from their investigation, which includes the Respondent's due process, to a Hearing Panel for recommendation. The Hearing Panel is a panel convened to weigh the evidence presented following an investigation into alleged violations of the Standards of Student Conduct. The Hearing Panel shall be formed pursuant to Section 4.4 herein.

#### G. TYPES OF FINDINGS AFTER INVESTIGATION:

1. Not Responsible – In these cases, College Conduct Officer or designee has determined that insufficient evidence exists, by the Preponderance of Evidence standard, for a finding of Responsible for the alleged violation(s). The case is closed, and a record is retained.
2. Responsible – The College Conduct Officer or designee determines that sufficient evidence exists, by the Preponderance of Evidence standard, for a finding that the Respondent is Responsible for the alleged violation(s). This determination may also be rendered through the Administrative Resolution, where the Respondent has admitted culpability for the alleged violation(s). The College Conduct Officer may close the case.

After the investigation, meetings, and/or hearing, and considering all information relevant to the issue, the College Conduct Officer, or Hearing Chair and their Panel shall then decide whether or not to impose sanctions.

The College Conduct Officer will notify the Student charged with violations of the decision of the College Conduct Officer or Hearing Panel, and of any sanctions imposed. Such Notice shall be in writing from the College Conduct Officer and communicated to the Student pursuant the notice requirements set forth in Section 1.3.

#### H. IMPOSING SANCTIONS:

If a Student is found Responsible, sanctions will be imposed by the College Conduct Officer, as they deem reasonable and appropriate, pursuant to the available sanctions set forth in Appendix C. The Respondent may elect to appeal the findings and sanctions subject to the limitations for grounds for appeal set forth herein.

#### I. STANDARD OF PROOF FOR FINDINGS:

In all cases involving alleged violations of the Standards of Student Conduct, the standard of proof for determining whether a Respondent is Not Responsible or Responsible is the Preponderance of Evidence standard (e.g., more likely than not), as defined in Appendix A herein.

## Section IV - Appeal Process and Grounds for Appeal

An appeal is not intended to be a full review of the allegation(s) and reweighing of the evidence. There is a presumption that the College Conduct Officer has weighed all information following the investigation, and has reached the appropriate determination regarding the finding of Responsibility or Non-Responsibility. Students may appeal determinations or appealable sanctions only once based solely upon any of the following grounds for appeal:

- Excessive sanctions in relation to the violation(s) the Respondent was found Responsible for committing.
- A substantive procedural error which materially and significantly affected the weighing of evidence by the College Conduct Officer.
- New evidence has become available which is sufficient to alter the decision, and which the student was not aware of or could not have been reasonably obtained at the time of the initial review.

The Student must request an appeal in writing by e-mail, U.S. Mail, or by personal delivery of correspondence to the College Conduct Officer's office within seven (7) calendar days of notification of the outcome of the finding and sanctions. The Student must specifically identify which of the above-bulleted grounds their appeal is based on. Student failure to specify the basis for appeal with detailed information shall constitute the dismissal of the appeal without further proceedings.

Any request for an appeal that is not received within seven (7) calendar days of notification of the outcome/ determination shall be deemed untimely and shall constitute a waiver of the Student's right to an appeal.

In all cases, the College Conduct Officer, or designee, will send a notice, pursuant to Section 1.3, to the Parties with the following information:

- A description of the violation(s), a description of the provisions of the Standards of Student Conduct determined to have been violated, and a statement of the sanctions/responsive actions.
- A required date, time, and location of the hearing superseding in priority all other campus and work activities. If a Party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the College Conduct Officer, or designee, may reschedule the hearing; proof may be asked by the College Conduct Officer. Appeal hearings that occur near or after the academic terms will be held as soon as practicable to meet the resolution timeline generally followed by the District. If deemed appropriate by the College Conduct Officer, or designee, interim actions/restrictions and other stipulations that ensure the safety and/or well-being of the campus community will be administered or maintained.
  - The College Conduct Officer, or designee, shall use reasonable efforts to schedule the appeal hearing promptly, generally no sooner than fourteen (14) calendar days after, and not later than thirty (30) calendar days after, the date of the submitted written request for appeal. However, the scheduling of an appeal hearing may be delayed due to events beyond the College Conduct Officer's control. In such circumstances, the College Conduct Officer shall schedule the appeal hearing as promptly as is reasonably possible.
  - The notice of hearing may be amended by the College Conduct Officer at any time, and the College Conduct Officer, or designee, may (but is not required to) postpone the appeal hearing for a reasonable period of time.

#### A. ROLE OF ADVISORS AND LEGAL COUNSEL DURING APPEAL

Student discipline proceedings are not formal court proceedings, but instead, are administrative proceedings conducted by the District. Although District-related sanctions may be imposed, the process is intended to provide an opportunity for learning and to promote a safe educational environment.

If the Student wishes to have an advisor accompany them to the hearing, the Student must provide the College Conduct Office with the name of the individual they have chosen to act as their appeal advisor no less than seven (7) calendar days prior to the appeal hearing. Advisors must maintain confidentiality and will not be permitted to participate or respond on behalf of the Student during the hearing.

If the Student chooses to have their attorney accompany them to the hearing, the name, address and telephone number of the Student's attorney must be submitted to the College Conduct Office no later than seven (7) calendar days prior to the hearing. In addition, no later than seven (7) calendar days prior to the hearing, the Student's attorney must deliver a retention letter, including their State Bar number and telephone number, to the College Conduct Office.

#### B. THE APPEAL HEARING

Appeal hearings are closed to all persons except:

- College Conduct Officer, or designee;
- The Student Hearing Appeal Chair;
- The Student Hearing Appeal Panel;
- Student;

- Advisor;
- an attorney, retained by the District or a Student;
- a court-certified interpreter paid for at the Student's own expense;
- selected members of the Student Hearing Appeal Panel when their determination of findings is at issue ; and
- any person needed to assist the hearing officer.
- In some cases, a campus security/police officer may be present to ensure safety and security during the hearing.
- Witnesses, but not for the duration of the hearing.

#### C. STANDARD OF PROOF FOR AN APPEAL

In all cases involving appeal, the burden of proof is on the Student to establish, to the standard of Clear and Convincing Evidence (as defined herein), that the College Conduct Officer's determination following investigation was erroneous due to any of the following:

- Excessive sanctions in relation to the violation(s) the Respondent was found Responsible for committing.
- A substantive procedural error which materially and significantly affected the weighing of evidence by the College Conduct Officer.
- New evidence has become available which is sufficient to alter the decision, and which the student was not aware of or could not have been reasonably obtained at the time of the initial review.

#### D. APPEAL HEARING PROCEDURES

Evidence—The Appeal Hearing need not be conducted according to technical rules relating to evidence and witnesses. Only relevant and material evidence shall be presented to and considered by the Hearing Appeal Committee. Irrelevant, immaterial, and/or unduly repetitious evidence shall be excluded. No evidence other than that received and weighed at the initial determination of findings shall be considered by the Hearing Appeal Committee. This limitation on admissible evidence shall not exclude the Student from presenting relevant, material evidence excluded by the College Conduct Officer at the initial hearing. The determination of relevancy or the material nature of the Student's offered evidence shall be made by the Hearing Appeal Committee.

1. At the beginning of each school year, each college president or designee shall establish a standing panel from which one or more Hearing Appeal Committees may be appointed. The panel shall be made up of:
  - a. A minimum of five (5) faculty members whose names are obtained from the Academic Senate.
  - b. A minimum of five (5) students whose names are obtained from the Student Senate.
  - c. A minimum of five (5) administrators/supervisors appointed by the College President or designee.
2. The College President or designee will appoint from the panel listed above a Hearing Appeal Committee consisting of a maximum of:
  - Two faculty members
  - Two students
  - One administrator/manager

- A committee chair

### 3. The Hearing

- a. The Chair will call the hearing to order, explain the procedures of the hearing, and have all Parties introduce themselves. Should an advisor be present, they may not make a presentation or represent the Respondent or the Complainant during the hearing. The Parties to the hearing are expected to ask and respond to questions on their own behalf, without representation of their advisors. The advisor may not speak on behalf of the Student to the College Conduct Officer or to the Hearing Appeal Committee hearing the case.
- b. The Chair will present the rules governing the hearing. The Chair shall guarantee control of the hearing, making certain that all participants respect the right of others to make statements, and ensure confidentiality of such statements.
- c. The College Conduct Officer, and if applicable their witness(es), shall have up to thirty (30) minutes total, if necessary, to present relevant evidence to support the determination that violation(s) of the Standards of Student Conduct has occurred.
- d. The Student charged may question any witnesses presented by the College Conduct Officer. Members of the Hearing Appeal Committee may also question any witness presented by the College Conduct Officer. Questioning by the Student or the Hearing Appeal Committee shall not be considered part of the time allotted for presentation of the College Conduct Officer's evidence. Total witness questioning by the College Conduct Officer and the Student shall not exceed a total of thirty (30) minutes of witness testimony for each side. It is within the discretion of the Hearing Appeal Committee Chair to impose a timeline on questioning or to add additional time if warranted.
- e. The Student charged, and if applicable their witness(es), shall have up to thirty (30) minutes in total time, if necessary, to present relevant evidence demonstrating the basis for why College Conduct Officer's decision should be overturned. The College Conduct Officer may question any witnesses presented by the Student. Members of the Hearing Appeal Committee may also question witnesses. Questioning by the Hearing Appeal Committee shall not be considered part of the time allotted for presentation of the Student's evidence. Witness(es) shall provide testimony only on an individual basis, outside of the presence of other witness(es). It is within the discretion of the Hearing Appeal Committee Chair to impose a timeline on questioning or to add additional time if warranted.
- f. The College Conduct Officer, and then the Student appealing, may each make a closing statement to the Hearing Appeal Committee. These closing statements shall be limited to a maximum of three (3) minutes each. The Hearing Appeal Committee Chair shall have the authority to extend the time limits if deemed necessary.
- g. Once all information has been collected, the Chair, or designee, will:reiterate the alleged policy violation(s);
  - i. Reiterate the alleged policy violation(s);
  - ii. Remind all Parties and participants involved of the Standard of Proof (Clear and Convincing), as further defined in Appendix A.
  - iii. Remind all parties and participants of confidentiality and of all imposed sanctions that are active and must be adhered to;
  - iv. Remind all Parties and participants to review the San Bernardino Community College

District's Standards of Student Conduct Board Policy 5500, Administrative Procedures 5500 and 5520, and to understand their Student rights and responsibilities;

- v. Inform all Parties and participants of the deliberation process and the projected timeline for notification; and
  - vi. Remind the Student charged and the Complainant, if applicable, that notification and all communication will be via District email accounts.
- Following the Hearing Appeal Committee Chair's closing statements, all persons will be dismissed from the hearing except for the Committee Chair and the members of the Hearing Appeal Committee for deliberation.

#### E. FAILURE TO APPEAR

A Student who fails to appear before the Hearing Appeal Committee after having been notified of an appeal hearing is deemed to have waived their rights to participate in the appeal. The appeal hearing shall be terminated, and the Hearing Appeal Committee shall be dismissed. Initial sanctions will take effect immediately.

#### F. DELIBERATION AND DECISION

1. The Hearing Appeal Committee shall make its findings for the appeal hearing based on the Clear and Convincing Evidence standard, as further defined in Appendix A, which demonstrates whether or not the College Conduct Officer:
  - a. Issued disproportionate or excessive sanctions in relation to the violation(s) the Respondent was found Responsible for committing.
  - b. Demonstrated unlawful discrimination during the determination of Responsibility, and/or,
  - c. Made a substantive procedural error which materially and significantly affected the weighing of evidence.
2. Following the presentation of evidence, the Hearing Appeal Committee shall privately consider the evidence and shall prepare a written report of its findings and deliver it to the College Conduct Officer, which shall ordinarily be submitted within seven (7) calendar days of the date of the appeal hearing. This report shall include the following:
  - a. A brief summary of the facts as found by the Hearing Appeal Committee, and a determination of evidence indicating whether the College Conduct Officer's findings should or should not be overturned;
  - b. A finding indicating the appropriateness of the disciplinary sanction imposed on the Student by the College Conduct Officer. This finding may state:
    - A finding that the Student is Responsible and that the disciplinary action proposed is appropriate; or
    - A finding that the Student is Responsible, but that the disciplinary action imposed by the College Conduct Officer was excessive to the violation, and as such, a recommendation be made for a lessened sanction;
    - A finding that the College Conduct Officer committed a substantive procedural error during the investigation or finding which would unduly taint the legitimacy of the finding of Responsibility, resulting in the finding to be set aside.
3. The report of the Hearing Appeal Committee shall be sent by the Hearing Appeal Committee Chair to

the Respondent. If the Committee has made a finding evidencing substantive procedural error, the Committee shall provide a copy of the report to the Vice President of Student Services. The College Conduct Office shall copy the Vice President of Student Services on written notification to the Student(s) involved.

4. No finding by the Hearing Appeal Committee recommending the setting aside of a finding of Responsibility due to procedural error by the College Conduct Officer shall act as a bar to a subsequent investigation by another College Conduct Officer from within the District of the underlying facts and evidence of the matter appealed and making a finding and determination of Responsibility.

#### G. RECOMMENDATION FOR EXPULSION

If, after hearing, the Hearing Appeal Committee recommends expulsion to the College President, the College President shall deliver a written recommendation for the Student's expulsion to the Chancellor. A copy of the President's recommendation shall be provided to the Student, or if the Student is a dependent minor to their parent or guardian, by the Office of the President.

The College President's recommendation for expulsion shall contain a statement of the charges against the Student that provides the basis for their request that the Student be expelled, including a factual description of the conduct upon which the charges are based, and the action(s) taken by the Hearing Appeal Committee.

#### H. REVIEW BY THE CHANCELLOR

1. The Student may appeal the College President's recommendation for expulsion, but not for other sanctions, by submitting a letter of appeal via personal delivery, delivery by a professional process server, or by certified mail to the Chancellor's office within ten (10) calendar days of their receipt of the College President's recommendation for expulsion. It is the student's responsibility to ensure the letter of appeal is delivered.
2. The letter of appeal to the Chancellor shall state the reasons why the Student should not be expelled and shall not exceed fifteen (15) pages in length. The Student or any representative of the student does not have the right to meet personally with the Chancellor under this procedure.
  - a. Chancellor's Recommendation to the Board. If the Chancellor has decided to recommend the Student's expulsion, they shall cause to be placed on a Board agenda for action at the next board meeting, their recommendation that the Student be expelled. Minor deviations in the timeline for placement of the Chancellor's recommendation on the Board agenda shall be permitted. The Chancellor shall notify the Student or the Student's parent or guardian if the Student is a dependent minor of their decision to seek expulsion. The Chancellor's notice shall be in writing, setting forth the Board meeting date, time, and location where the Board will consider the recommended expulsion.
  - b. Appeal to the Board of Trustees. The Student may submit a Letter of Opposition to Expulsion to the Board of Trustees, through the Chancellors Office, via personal delivery, delivery by a professional process server, or by certified mail setting forth the Student's basis for opposition to the recommended expulsion. The Student's letter must be received no less than seven (7) calendar days prior to the scheduled Board meeting date.
3. The Student's Letter of Opposition shall not exceed ten (10) pages in length, explaining to the Board why they should not be expelled. The Student may attach to their letter any documents they wish the Board to consider.
4. The Chancellor shall submit the following documents to the Board prior to the Board acting on their



recommendation for expulsion:

- a. A copy of the correspondence provided to the Student informing the Student of the alleged violations of the Standards of Student Conduct;
  - b. A copy of the investigative findings of the College Conduct Officer, including any relevant evidence collected and assessed.
  - c. A copy of the report, if any, of the Hearing Appeal Committee;
  - d. A copy of the President's recommendation for expulsion;
  - e. A copy of any letters or documents submitted by the Student; and
  - f. The Chancellor's recommendation regarding expulsion of the Student.
5. The Board's Decision Regarding Expulsion  
The Board's decision shall be final and shall end the Student's appeal process relating to expulsion.
6. Notification to College Conduct Officer  
The Executive Assistant to the Chancellor's Office shall notify the College Conduct Officer in writing of the Board's decision regarding the Student's expulsion and shall provide the College Conduct Officer with a copy of the meeting minutes evidencing the Board's action.
7. Notification to Student  
The Chancellor's Office shall notify the Student in writing of the Board's decision regarding their status as a Student in the District

#### I. READMISSION AFTER A SUSPENSION

- The following procedures shall apply to a Student's request for readmission.
  - A Student who has been suspended is eligible to apply for readmission if:
    - The term of the Student's long term suspension will expire within thirty (30) calendar days.
    - The Student has complied with all the terms and conditions of their suspension; and
    - During the course of the Student's suspension, the Student has not engaged in any behavior or activity that would be cause for discipline under the Standards of Student Conduct if the individual were a District Student.
1. Procedure for Re-admission Following Long-Term Suspension
- The Student seeking readmission must make a written request for readmission to the College Conduct Office.
  - The College Conduct Officer may request a meeting with the Student seeking readmission to ascertain their eligibility for readmission.
  - Ordinarily, within thirty (30) calendar days of the date of their receipt of a written request for readmission, the College Conduct Officer shall decide whether the request should be granted or denied.
  - The College Conduct Officer shall notify the Student of their decision in writing and shall, in case of denial, include the reasons for such denial.
  - A Student, whose application for readmission has been denied, may not apply for readmission until the next registration cycle after denial of their application.

## Appendix A - Administrative Procedure Definitions

In addition to and in some cases as a supplement to the terms defined elsewhere in this procedure, the following defined terms shall have the meanings set forth in this section for purposes of this procedure.

- A. "Advisor" means a person, not serving as legal counsel, who at the Student's request, accompanies the Student and provides them with emotional or other support at a hearing. The advisor will be expected to maintain confidentiality.
- B. "Attorney" means any person who is admitted to practice law in the State of California.
- C. "Board" means the Governing Board of the San Bernardino Community College District.
- D. "Chancellor" means the Chancellor of the San Bernardino Community College District, or their designee.
- E. "Clear and Convincing Evidence" means the burden of evidence that a Student must present establishing that it is highly probable that the College Conduct Officer's determination process was flawed due to significantly disproportionate sanctions when compared to the offense, procedural error, or new evidence that has become available which is sufficient to alter the decision, and which the student was not aware of or could not have been reasonably obtained at the time of the initial review.
- F. "College Activity" means any activity sponsored by the District including, but not limited to, courses, class, lectures, labs, field trips, club activities, Student Government activities, community education or similar activities, or any other Student sponsored activity.
- G. "College Conduct Office" is the department or division designated by the college campus to oversee the disciplinary process.
- H. "College Conduct Officer" means the College Official(s) designated by the College President, or designee, to administer this policy.
- I. "Community" means San Bernardino Community College District Students, trustees, employees, agents, instructional associate, visitors, representatives, guests of the District and their families, and any persons conducting business with the District.
- J. "Complainant" means the person(s) reporting alleged violations of the Standards of Student Conduct.
- K. "Day" means a calendar day.
- L. "Designee" means a District Official appointed to fulfill responsibilities relating to this procedure.
- M. "District" means the San Bernardino Community College District and each of its colleges.
- N. "District Community" means any employee, contractor, Student, member of the public, or invitee present on District property, or on the property being used by the District. For purposes of this definition, a Student is deemed a member of the District Community while enrolled in, or in the process of applying for, enrollment as a Student at any of the colleges within the District. A Student does not have to be physically located on District property for their behavior to be governed by the Standards of Student Conduct.
- O. "District Official" means any person employed by the District as a Manager, Supervisor, or Officer.
- P. "District Property" means all real, personal and intellectual property owned, controlled, used, or occupied by the District, including property physically removed from any college, the District office, or any place that is the site of a District-approved function.
- Q. "Finding" means an outcome determined by the College Conduct Officer or designee after completion of an investigation and a review of the facts collected during the investigation. Findings include

“Responsible” or “Not Responsible”.

- R. “Hearing Panel” means a panel formed by the College Conduct Officer to make a determination and finding of whether a Student is Responsible or not for alleged violations of the Standards of Student Conduct.
- S. "Instructor" means any faculty member employed by the District for instruction of curriculum or other programs.
- T. "Interpreter" means a sign language interpreter or translator present to assist the Student in understanding and communicating information at any hearing.
- U. “Investigation” means the process following a report of a violation of the Standards of Student Conduct. The investigation includes a review of facts presented by the person reporting the violation, the Student accused of the violation, and any other applicable evidence presented to help the College Conduct Officer make a determination of “Responsible” or “Not Responsible.”
- V. "Mental Health Professional" means a California licensed clinical psychologist or California board-certified psychiatrist.
- W. “Not Responsible” means, based on the applicable evidence collected during the investigation, it is not more likely than not that the Student did not commit a violation of the Standards of Student Conduct.
- X. “Parties” means both the Complainant and the Respondent involved in the alleged violation of this Standards of Student Conduct.
- Y. “Party” means an individual, either the Complainant or the Respondent, involved in the alleged violation of the Standards of Student Conduct.
- Z. "Preponderance of the Evidence" for purposes of this Administrative Procedure, means the weight of the evidence presented by the District at the administrative hearing that has established that it is more likely than not that the Student is Responsible for the alleged violation of a provision within the District's Standards of Student Conduct. This weight of evidence standard applies to any resolution hearing, other than for appeals.
- AA. “Request to Stay” means a request, in writing, from a Student, seeking to have any interim action reconsidered or amended by the College Vice President of Student Services or designee.
- AB. “Respondent” means the person(s) who are alleged to have violated the Standards of Student Conduct.
- AC. “Responsible” means, based on the applicable evidence collected during the investigation, it is more likely than not that the Student committed one or more violation(s) of the Standards of Student Conduct.
- AD. "Retention Letter" means a letter from an attorney stating they have been retained by a Student facing disciplinary proceedings pursuant to the Standards of Student Conduct.
- AE. "Standards of Student Conduct" means the San Bernardino Community College District Board Policy/ Administrative Procedure (BP 5500 and AP 5500, respectively).
- AF. "Student" means any person who has applied for admission, who is or has been enrolled, or who has expressed their intent to enroll for any college program within the District for the period in which the misconduct occurred.
- AG. “Student Hearing Appeals Committee” means a committee formed by a college within the District for the purpose of hearing appeals filed by Students following findings of Responsibility or Non-Responsibility. The composition of this committee is set forth in Section 4.4.
- AH. "Weapon" means any instrument or weapon as defined in Administrative Procedure 3530

## Appendix B - Sanctions

A Student found Responsible for violating any of the Standards of Student Conduct standards (BP/AP 5500) is subject to sanctions set forth herein.

The following sanctions may be imposed for violation of the Standards of Student Conduct. These sanctions are not exclusive.

Administrative Withdrawal From Class prohibits a Student's continued presence in the class if their behavior is disruptive of the class and interferes with the ability of other students in the class to learn or in any way endangers himself/herself or others. When this sanction is applied, the Student will be administratively withdrawn by the College Conduct Officer.

Community Service may be imposed by the College Conduct Officer on any Student who violates the Standards of Student Conduct. Community Service shall consist of the Student performing some act or duty that is of benefit to the campus and/or surrounding community.

Disciplinary Action consists of the following:

- REPRIMAND A verbal or written reprimand regarding the misconduct.
- PROBATION Student conduct probation may include, but is not limited to, ineligibility to participate in extra-curricular activities and certain other student privileges.
- SUSPENSION Exclusion from the colleges and college-sponsored activities for a specified time.
- EXPULSION Exclusion by the District Board of Trustees from the college and all college-sponsored activities.

Disciplinary Probation consists of Written Notice to the Student by the College Conduct Officer that the Student has violated the Standards of Student Conduct and that for a specified period of time, imposed by the College Conduct Officer, the Student must meet certain conditions as imposed by the College Conduct Officer. Any subsequent violations of this policy by the Student during the term of the probation or the Student's failure to comply with any condition of probation imposed by the College Conduct Officer will result in additional sanctions under this policy.

District Restriction. The College Conduct Officer may for a specified period of time restrict the Student's access to parts or areas of the District and/or District Property.

Exclusion from District Activities. Prohibits the Student from participating in any District co-curricular and/or extra-curricular activity(ies) for a period to be determined by the College Conduct Officer.

Expulsion is the permanent removal of the student from the District.

- A. The Board of Trustees may expel a student when other means of correction fail to bring about proper conduct, or it seems probable that the continued presence of the student causes a danger to the physical safety of the student or to others
- B. Whenever this policy calls for or permits a notice or other communication to be delivered by mail, the mailing of such communication by certified mail, postage-paid and addressed to the last known address of the student, shall be deemed sufficient compliance with the provision and it shall be presumed to have been received. A student's failure or refusal to sign a receipt of the communication shall not cause the notice to be null and void.
- C. No fees paid by or for a student for the semester, summer session, or other term in which the student is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester,

summer session, or other term in which the suspension occurred, no additional fees shall be required of the student on account of the suspension.

- D. Should disciplinary action involve the misappropriation of District property or funds, the disciplinary action will remain in effect until full reimbursement is made through appropriate District/College offices.
- E. Any violation or violations of law, ordinance, regulations, or rule regulating, or pertaining to, the parking of vehicles, shall not be cause for the removal, suspension, or expulsion of a student from a community college
- F. The president or the president's designee at a community college shall, upon the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the school is located of any action of the student which may be in violation of Section 245 of the Penal Code.

**Hold on Records.** The College Conduct Officer may issue the withholding of transcripts and/or other Student records. The College Conduct Office may impose such withholding when a Student fails to repay debts to the District, return District equipment or make restitution to the District. A hold on records may also be asserted if a Student does not comply to requests such as, but not limited to, required meeting or appointments and sanctions.

**Interim Suspension –** A Student who is suspended on an interim basis is subject to all of the same restrictions as if they had been suspended as a final sanction. The College Conduct Officer, or designee, may impose an interim restriction of up to ten (10) calendar days following notice from the College Conduct Officer.

**Long Term Suspension** prohibits the Student from attending classes and activities or entering onto any District Property for a period of eleven (11) calendar days up to two (2) academic years as determined by the College Conduct Officer.

**Mental Health Clearance.** Mental Health Clearance may be required before a Student is readmitted to a particular class or allowed to come onto District Property. The College Conduct Office must receive a letter from a licensed mental health professional stating that in their professional judgment the Student will no longer continue the behavior which gave rise to the College Conduct Office taking disciplinary action against him/her or that the Student's continued presence on campus is not a threat to himself/herself or others. The mental health professional must be licensed by the State of California, and the College District Administration must verify that the mental health professional is credentialed to render a professional opinion. The Student shall bear the cost and expense of obtaining mental health clearance.

**No-Contact Order.** The College Conduct Officer or designee may assign a No Contact Order whereby neither student nor [other party] may have any contact with each other, in person or through another party, by telephone, letter, e-mail, or other electronic media, or by any other means. This applies on campus and in the local vicinity, at District/College-sponsored events, and/or through the use of District/College resources (including electronic). The student may not engage in indirect communication, including via social media or any other means. The student must also refrain from any form of harassment, retaliation, or intimidating behavior. If at any time either party feels the need to communicate with the other, they may do so only through the College Conduct Office or through a third party explicitly authorized by the College Conduct Officer.

**Online Education/Training.** The College Conduct Officer or designee will assign Online Education/Training programs that best serve in the education and learning for the Student. The College Conduct Officer determines the content of the workshop.

**Referral.** The College Conduct Officer may refer any student who is the subject of prohibited conduct allegations to Counseling and Psychological Services or the College Health Center. Counseling Services or the College Health Center may, with the written permission of the student, discuss the results of the referral

with the College Conduct Officer. The student may refuse to attend a session with Counseling Services or the College Health Center without penalty at which time the disciplinary process will continue as if no referral were made.

**Reflective Assignment.** The College Conduct Officer, or designee, will assign a topical paper that best serves in the education and learning for the Student. The College Conduct Officer determines the format of the paper.

**Restitution.** The College Conduct Officer may require the Student to repay the District or any person for the cost of replacing or repairing any property taken, destroyed or damaged by the Student. This Student may also be charged a service charge and/or collection fee under the College policy regarding service charges and collection fees.

**Restriction from Attendance at District Events.** The College Conduct Officer may restrict the Student from attending some or all District events for a specified period of time.

**Short Term Removal from Class.** Any College instructor for good cause may remove a Student from the classroom for a period not to exceed two class meetings. Short Term Removal may be imposed by any instructor on a Student who is disrupting the class or otherwise interfering with the ability of other Students in the class to learn. Before removing a Student from class, an instructor shall first give or make reasonable efforts to give the Student notice of their intent to remove the Student and a reasonable opportunity for the Student to modify their behavior. The instructor or program supervisor shall notify the College Conduct Office, in writing, immediately following their removal of a Student under this section, with a copy to the Dean of Student Services/Development. The Student may not return to the class until the Student has been cleared to return. The College Conduct Office may contact the student to arrange a meeting

**Short Term Suspension** prohibits the Student from attending classes and activities or entering onto any District Property for a period of one (1) to ten (10) calendar days as determined by the College Conduct Officer.

**Written Warning** is a written reprimand and warning to the Student by the College Conduct Officer that they have determined that the Student has violated the Standards of Student Conduct and is on warning.

## References:

Education Code Sections 66300, 66301, 66302, 72122, and 76030-76038; ACCJC Accreditation Standard I.C.8

## Attachments:

[AP 5520 Student Discipline Procedures Rev. 10-30-15.docx](#)

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Dr. Rebeccah Warren-Marlatt, Vice President Student Services,  
**DATE:** June 20, 2019  
**SUBJECT:** Final Reading, Crafton Hills College 2019-2022 Student Equity Plan

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2019-2022 Crafton Hills College Student Equity Plan for final reading.

### **OVERVIEW**

To receive Student Equity and Access allocation, colleges must maintain a Student Equity Plan to ensure equal educational opportunities, and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances. The Student Equity Plan must outline the goals and activities needed to remedy disproportionate impact.

### **ANALYSIS**

The Crafton Hills College 2019-2022 Student Equity Plan will be submitted to the state Chancellor's Office by June 30, 2019.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

Categorical funding, included in budget development

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Diana Z. Rodriguez, President, SBVC

**PREPARED BY:** Dr. Scott Thayer, Vice President of Student Services, SBVC

**DATE:** June 20, 2019

**SUBJECT:** Final Reading, San Bernardino Valley College 2019-2022 Student Equity Plan

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2019 - 2022 San Bernardino Valley College Student Equity Plan for final reading.

### **OVERVIEW**

To receive Student Equity and Access allocation, colleges must maintain a Student Equity Plan to ensure equal educational opportunities, and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances. The Student Equity Plan must outline the goals and activities needed to remedy disproportionate impact.

### **ANALYSIS**

The San Bernardino Valley College 2019-2022 Student Equity Plan will be submitted to the state Chancellor's Office by June 30, 2019.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

Categorical funding, included in budget development.



**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:** June 20, 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 - June 2019

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
<b>DISTRICT OFFICE</b>				
Mendez	Israel	Police Department	Thank you to Officer Mendez for checking in on the DSPS department during late hours during our 4-10's schedule. This increases our feeling of safety.	Jamie Sierra
Scudder	Robert	TESS	Robert, Thank you for being so kind and helpful.	Brittany Sysawang
<b>SAN BERNARDINO VALLEY COLLEGE</b>				
Benjamin	Veada	Admissions & Records	Thank you for serving food during the Black Graduation. Your assistance ensured that the line ran smoothly. This event would not be successful without assistance from volunteers like you.	Erik Morden
Bock	Tim	Custodial	Thank-you for doing such a wonderful job cleaning the entire Gym Building! All of the faculty and coaches notice and appreciate your hard work!	Maureen Ryan
Dale-Carter	April	Admissions & Records	Thank you for serving food during the Black Graduation. Your assistance ensured that the line ran smoothly. This event would not be successful without assistance from volunteers like you.	Erik Morden
Gregory	Leslie	EOPS/CalWORKS	Thank you for serving food during the Black Graduation. Your assistance ensured that the line ran smoothly. This event would not be successful without assistance from volunteers like you.	Erik Morden
Hollis	Patrice	Financial Aid	Thank you for serving food during the Black Graduation. Your assistance ensured that the line ran smoothly. This event would not be successful without assistance from volunteers like you.	Erik Morden

## CARING HANDS APPLAUSE CARDS - June 2019

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Jenkins	Robert	Maintenance & Operations	Director Jenkins and his crew have taken it upon themselves to help us take care of our department and get it ready for the BRN visit. I extend our deepest appreciation for all the early morning and weekend efforts on our behalf.	Sana Massad
Lawler	Mary	Kinesiology	For serving food during the Nuestra Graduation. Your assistance ensured that the line ran smoothly. This event would not be successful without volunteers like you.	Erik Morden
Luke	Dr. Craig	First Year Experience	First year experience has done me well and has given me a clearer path as to where I'm heading and want in life.	Eddie McCreight, Student
Luke	Dr. Craig	First Year Experience	Awesome and very helpful.	Patricia, Student
Luke	Dr. Craig	First Year Experience/Valley Bound	I was very delighted in having Dr. Luke as my professor and counselor. He gave me advice when I go through hardships. I am also glad that he prepared me on writing with MLA and APA form for my English classes.	Lissette Villegad, Student
Luke	Dr. Craig	SDEV 103	Professor and counselor was a respectful professor and wants his students to succeed. He always makes things clear for his assignments and takes his time to go through assignments step by step.	Andrew De La Cruz, Student
Luke	Dr. Craig	First Year Experience	Great professor! If you need someone to give you a daily boost then he's the one. Motivational person and always makes sure your on task.	Anonymous, Student

## CARING HANDS APPLAUSE CARDS - June 2019

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Padilla	Gabriela	Financial Aid	For serving food during the Nuestra Graduation. Your assistance ensured that the line ran smoothly. This event would not be successful without volunteers like you.	Erik Morden
Serrato	Michelle	Custodial	Thank-you for doing such a wonderful job cleaning the entire Gym Building! All of the faculty and coaches notice and appreciate your hard work!	Maureen Ryan
<b>CRAFTON HILLS COLLEGE</b>				
Alder	Michael	Career Education & Human Development	Thank you very much for being very kind and supportive of the ISA Program.	Brittany Sysawang
Aycock	Larry	Admissions and Records	Thank you so much for your expertise and guidance in regards to Admissions and Records. You have made working with the ISA program a great journey.	Brittany Sysawang
Bryson	Rich	Custodial	Rich is always SO helpful when I am setting up for an event, and he never complains when I change the set up or have him come back to add an extra table. He is great to work with.	Judy Cannon
Gebara	Andrew	Career Education & Human Development	Thank you for being so kind and helpful.	Brittany Sysawang
Groff	Rick	Career Education & Human Development	Thank you for being so kind and helpful in regards to the Fire Technology and ISA program.	Brittany Sysawang
Olivera	Christopher	Microbiology	Chris did an exceptional job covering topics. The class was challenging and relevant to future professionals. Olivera goes above and beyond for his students. Can't wait to take another class with him.	Nicole Smith

**CARING HANDS APPLAUSE CARDS - June 2019**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Olivera	Christopher	Microbiology	Dr. Olivera educates and clarifies lecture material in a timely manner and assures that the students understand the learning objectives. He also teaches with such a great sense of humor and makes the learning environment fun!	Zachary Emilio Yanez
Saadeh	Miriam	Office of Instruction	Thank you for all your help with building the courses and sections for the ISA program.	Brittany Sysawang
Simpson	Floyd	Admissions and Records	Thank you so much for being so helpful and providing the best guidance when it came to Batch Registration for the ISA program.	Brittany Sysawang
Sullivan	Dan	Career Education & Human Development	Thanks so much for being so kind and helpful with the ISA program.	Brittany Sysawang
White	Anthony	Technology Services	Thank you Anthony for helping me with the share drive issue. You were quick and professional. I appreciate your assistance!	Corrina Baber

## **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:** June 20, 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 May 30, 2019. As of that date, SBCCD was 91.4% through the fiscal year and had spent and/or encumbered approximately 78.2% 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 05/30/2019

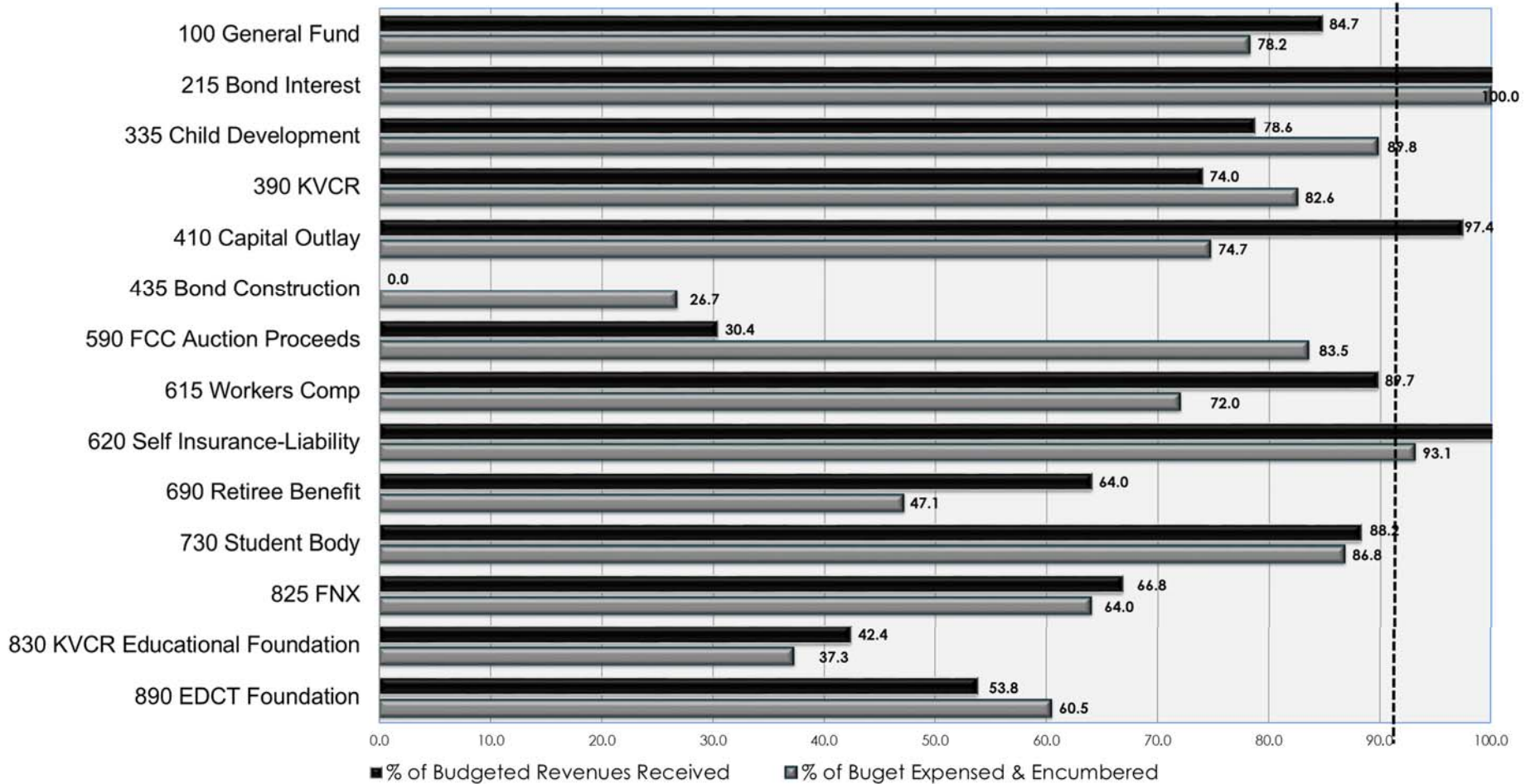
	91.4% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	\$166,969,952	\$ 141,471,802	84.7%	\$172,972,737	\$135,340,035	78.2%	<i>Services and Operating expenditures trending lower than expected.</i>
215 Bond Interest & Redemption	\$ 25,703,480	\$ 30,355,598	118.1%	\$ 29,169,261	\$ 29,159,437	100.0%	<i>Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.</i>
335 Child Development	\$ 3,544,746	\$ 2,787,305	78.6%	\$ 3,544,746	\$ 3,182,763	89.8%	<i>Revenue posted one month in arrears.</i>
390 KVCR	\$ 4,880,375	\$ 3,609,137	74.0%	\$ 4,883,829	\$ 4,032,065	82.6%	<i>Revenue received YTD is lower than expected.</i>
410 Capital Outlay Projects	\$ 1,569,707	\$ 1,528,241	97.4%	\$ 6,644,972	\$ 4,963,930	74.7%	
435 Bond Construction	\$ -	\$ 33,704	n/a	\$ 9,630,319	\$ 2,571,319	26.7%	<i>Budget includes \$3million for EDA funds match and \$1.6million for program support.</i>
590 FCC Auction Proceeds	\$ 4,000,000	\$ 1,214,228	30.4%	\$ 74,706,854	\$ 62,412,556	83.5%	<i>\$2million media academy budget allocated to colleges. Revenue budget for interfund transfer (media academy allocation) to be adjusted.</i>
615 Workers Compensation	\$ 1,257,000	\$ 1,127,831	89.7%	\$ 1,257,000	\$ 904,672	72.0%	<i>Expenditures are consistent with District claims received.</i>
620 Self Insurance-Liability	\$ 550,000	\$ 560,941	102.0%	\$ 789,687	\$ 735,261	93.1%	<i>FY2019 Insurance payment of \$516,488. Interest income received YTD is \$10,941.</i>
690 Retiree Benefit	\$ 240,000	\$ 153,625	64.0%	\$ 479,935	\$ 226,274	47.1%	<i>Revenue posted one month in arrears. Expenditures are consistent with retiree benefit costs.</i>
730 Student Body Center Fee	\$ 294,700	\$ 259,926	88.2%	\$ 294,700	\$ 255,750	86.8%	
825 FNX	\$ 3,018,000	\$ 2,015,844	66.8%	\$ 3,191,671	\$ 2,043,049	64.0%	<i>Expenditures are consistent with the scope of the funding agreement. Final payment from sponsor to be received by June 30, 2018.</i>
830 KVCR Educational Foundation	\$ 3,459,192	\$ 1,465,399	42.4%	\$ 3,459,224	\$ 1,289,040	37.3%	<i>Revenue received YTD is lower than expected.</i>
890 EDCT Foundation	\$ 783,766	\$ 421,716	53.8%	\$ 817,766	\$ 494,434	60.5%	<i>Revenue received YTD is lower than expected.</i>



# Budget Revenue & Expenditure Summary

Year to Date 05/30/2019

Fiscal Year Elapsed - 91.4%







## Oracle Encumbrance Report

Year to Date 05/30/2019

Fund	Title	Type	Total
100	General Fund	Expense	10,132,097
215	Bond Interest	Expense	-
335	Child Development	Expense	227,731
390	KVCR	Expense	645,192
410	Capital Outlay	Expense	995,877
435	Bond Construction	Expense	1,059,574
590	FCC Auction Proceeds	Expense	11,183,804
615	Worker's Comp	Expense	-
620	Self-Insurance - Liability	Expense	38,732
730	Student Body Center Fee	Expense	13
825	FNX	Expense	245,878
830	KVCR Educational Foundation	Expense	182,686
890	EDCT Foundation	Expense	37,370

**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)	2,753,975.61	858,827.24	858,827.24	31.18%	-	1,895,148.37	68.82%
Other State Revenue (860000 to 869999)	106,399,314.20	84,832,838.64	84,832,838.64	79.73%	1,000.00	21,565,475.56	20.27%
Other Local Revenue (880000 to 889999)	39,136,229.49	40,415,773.68	40,415,773.68	103.27%	412,465.04	(1,692,009.23)	(4.32%)
All Other Financing Sources (890000 to 897999)	9,591,054.00	7,861,518.12	7,861,518.12	81.97%	-	1,729,535.88	18.03%
Interfund Transfers In (898000 to 898999)	9,089,378.65	7,000,000.00	7,000,000.00	77.01%	89,378.65	2,000,000.00	22.00%
<b>Total Revenue</b>	<b>166,969,951.95</b>	<b>140,968,957.68</b>	<b>140,968,957.68</b>		<b>502,843.69</b>	<b>25,498,150.58</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	48,174,968.89	43,762,698.69	43,762,698.69	90.84%	(293.86)	4,412,564.06	9.16%
Classified Salary (200000 to 299999)	35,485,899.35	30,516,255.19	30,516,255.19	86.00%	6,439.97	4,963,204.19	13.99%
Employee Benefit (300000 to 399999)	27,302,384.72	23,977,391.33	23,977,391.33	87.82%	(16,397.32)	3,341,390.71	12.24%
Books and Supplies (400000 to 499999)	3,763,827.64	1,276,565.70	1,276,565.70	33.92%	103,423.37	2,383,838.57	63.34%
Services and Operating Expenditures (500000 to 599999)	38,417,432.54	13,833,307.63	13,833,307.63	36.01%	1,466,970.61	23,117,154.30	60.17%
Capital Outlay (600000 to 699999)	8,125,301.01	3,333,633.64	3,333,633.64	41.03%	622,104.02	4,169,563.35	51.32%
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)	10,932,923.02	7,738,085.45	7,738,085.45	70.78%	747,051.56	2,447,786.01	22.39%
<b>Total Expenditure</b>	<b>172,972,737.17</b>	<b>125,207,937.63</b>	<b>125,207,937.63</b>		<b>2,929,298.35</b>	<b>44,835,501.19</b>	
<b>Total Fund 01 GENERAL FUND</b>	<b>(6,002,785.22)</b>	<b>15,761,020.05</b>	<b>15,761,020.05</b>		<b>(2,426,454.66)</b>	<b>(19,337,350.61)</b>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 21 BOND INTEREST AND REDEMPTIONF</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	225,744.00	118,937.09	118,937.09	52.69%	-	106,806.91	47.31%
Other Local Revenue (880000 to 889999)	25,477,736.00	29,495,970.72	29,495,970.72	115.77%	-	(4,018,234.72)	(15.77%)
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>30,355,598.32</b>	<b>30,355,598.32</b>		<b>-</b>	<b>(4,652,118.32)</b>	
<b>Expenditure</b>							
Other Financing Uses (700000 to 729999)	29,169,261.00	29,159,437.25	29,159,437.25	99.97%	-	9,823.75	0.03%
<b>Total Expenditure</b>	<b>29,169,261.00</b>	<b>29,159,437.25</b>	<b>29,159,437.25</b>		<b>-</b>	<b>9,823.75</b>	
<b>Total Fund 21 BOND INTEREST AND REDEMP</b>	<b>(3,465,781.00)</b>	<b>1,196,161.07</b>	<b>1,196,161.07</b>		<b>-</b>	<b>(4,661,942.07)</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	269,707.36	269,707.36	100.00%	-	0.00	0.00%
Other Local Revenue (880000 to 889999)	1,300,000.00	1,261,621.92	1,261,621.92	97.05%	(3,088.00)	41,466.08	3.19%
<b>Total Revenue</b>	<b>1,569,707.36</b>	<b>1,531,329.28</b>	<b>1,531,329.28</b>		<b>(3,088.00)</b>	<b>41,466.08</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	210,085.69	200,569.11	200,569.11	95.47%	-	9,516.58	4.53%
Employee Benefit (300000 to 399999)	84,435.60	71,275.92	71,275.92	84.41%	-	13,159.68	15.59%
Services and Operating Expenditures (500000 to 599999)	1,877,846.52	1,540,950.69	1,540,950.69	82.06%	197,001.15	139,894.68	7.45%
Capital Outlay (600000 to 699999)	4,472,604.34	2,155,257.17	2,155,257.17	48.19%	90,497.21	2,226,849.96	49.79%
<b>Total Expenditure</b>	<b>6,644,972.15</b>	<b>3,968,052.89</b>	<b>3,968,052.89</b>		<b>287,498.36</b>	<b>2,389,420.90</b>	
<b>Total Fund 41 CAPITAL OUTLAY PROJECTS</b>	<b>(5,075,264.79)</b>	<b>(2,436,723.61)</b>	<b>(2,436,723.61)</b>		<b>(290,586.36)</b>	<b>(2,347,954.82)</b>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 42 REVENUE BOND CONSTRUCTION FUN</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	33,704.14	33,704.14	100.00%	-	(33,704.14)	0.00%
<b>Total Revenue</b>	0.00	33,704.14	33,704.14		-	(33,704.14)	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	250,000.00	55,792.39	55,792.39	22.32%	500.00	193,707.61	77.48%
Capital Outlay (600000 to 699999)	9,380,318.63	1,455,952.11	1,455,952.11	15.52%	59,900.00	7,864,466.52	83.84%
<b>Total Expenditure</b>	9,630,318.63	1,511,744.50	1,511,744.50		60,400.00	8,058,174.13	
<b>Total Fund 42 REVENUE BOND CONSTRUCTIO</b>	<b>(9,630,318.63)</b>	<b>(1,478,040.36)</b>	<b>(1,478,040.36)</b>		<b>(60,400.00)</b>	<b>(8,091,878.27)</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 59 ENTERPRISE FUND-FCC AUCTION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,000,000.00	1,214,228.68	1,214,228.68	60.71%	-	785,771.32	39.29%
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>1,214,228.68</b>	<b>1,214,228.68</b>		<b>-</b>	<b>2,785,771.32</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	852,210.00	486,756.64	486,756.64	57.12%	62,224.80	303,228.56	35.58%
Capital Outlay (600000 to 699999)	61,799,644.46	42,191,995.12	42,191,995.12	68.27%	1,464,601.20	18,143,048.14	29.36%
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)	10,055,000.00	8,550,000.00	8,550,000.00	85.03%	89,378.65	1,415,621.35	14.08%
<b>Total Expenditure</b>	<b>74,706,854.46</b>	<b>51,228,751.76</b>	<b>51,228,751.76</b>		<b>1,616,204.65</b>	<b>21,861,898.05</b>	
<b>Total Fund 59 ENTERPRISE FUND-FCC AUCTION</b>	<b>(70,706,854.46)</b>	<b>(50,014,523.08)</b>	<b>(50,014,523.08)</b>		<b>(1,616,204.65)</b>	<b>(19,076,126.73)</b>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 68 RETIREE BENEFIT FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	240,000.00	144,159.58	144,159.58	60.07%	9,464.80	86,375.62	35.99%
<b>Total Revenue</b>	240,000.00	144,159.58	144,159.58		9,464.80	86,375.62	
<b>Expenditure</b>							
Employee Benefit (300000 to 399999)	479,935.30	226,273.55	226,273.55	47.15%	-	253,661.75	52.85%
<b>Total Expenditure</b>	479,935.30	226,273.55	226,273.55		-	253,661.75	
<b>Total Fund 68 RETIREE BENEFIT FUND</b>	<b>(239,935.30)</b>	<b>(82,113.97)</b>	<b>(82,113.97)</b>		<b>9,464.80</b>	<b>(167,286.13)</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 72 CHILD DEVELOPMENT FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	545,440.00	166,059.61	166,059.61	30.45%	-	379,380.39	69.55%
Other State Revenue (860000 to 869999)	2,784,409.00	2,387,417.42	2,387,417.42	85.74%	11,769.46	385,222.12	13.83%
Other Local Revenue (880000 to 889999)	214,896.70	182,479.72	182,479.72	84.92%	39,578.69	(7,161.71)	(3.33%)
<b>Total Revenue</b>	<b>3,544,745.70</b>	<b>2,735,956.75</b>	<b>2,735,956.75</b>		<b>51,348.15</b>	<b>757,440.80</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	2,029,391.34	1,851,972.73	1,851,972.73	91.26%	-	177,418.61	8.74%
Employee Benefit (300000 to 399999)	798,209.97	719,940.47	719,940.47	90.19%	-	78,269.50	9.81%
Books and Supplies (400000 to 499999)	525,020.49	303,435.58	303,435.58	57.79%	37,600.99	183,983.92	35.04%
Services and Operating Expenditures (500000 to 599999)	44,862.72	9,234.70	9,234.70	20.58%	-	35,628.02	79.42%
Capital Outlay (600000 to 699999)	147,261.21	70,448.16	70,448.16	47.84%	48,808.63	28,004.42	19.02%
<b>Total Expenditure</b>	<b>3,544,745.73</b>	<b>2,955,031.64</b>	<b>2,955,031.64</b>		<b>86,409.62</b>	<b>503,304.47</b>	
<b>Total Fund 72 CHILD DEVELOPMENT FUND</b>	<b>(0.03)</b>	<b>(219,074.89)</b>	<b>(219,074.89)</b>		<b>(35,061.47)</b>	<b>254,136.33</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 73 STUDENT BODY CENTER FEE FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	294,700.00	259,601.76	259,601.76	88.09%	323.50	34,774.74	11.80%
<b>Total Revenue</b>	<b>294,700.00</b>	<b>259,601.76</b>	<b>259,601.76</b>		<b>323.50</b>	<b>34,774.74</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	180,791.82	164,719.67	164,719.67	91.11%	-	16,072.15	8.89%
Employee Benefit (300000 to 399999)	64,078.50	61,495.72	61,495.72	95.97%	-	2,582.78	4.03%
Books and Supplies (400000 to 499999)	31,417.22	15,792.45	15,792.45	50.27%	13,106.62	2,518.15	8.02%
Services and Operating Expenditures (500000 to 599999)	8,081.20	3,608.32	3,608.32	44.65%	-	4,472.88	55.35%
Capital Outlay (600000 to 699999)	10,331.28	10,121.03	10,121.03	97.96%	-	210.25	2.04%
<b>Total Expenditure</b>	<b>294,700.02</b>	<b>255,737.19</b>	<b>255,737.19</b>		<b>13,106.62</b>	<b>25,856.21</b>	
<b>Total Fund 73 STUDENT BODY CENTER FEE</b>	<b>(0.02)</b>	<b>3,864.57</b>	<b>3,864.57</b>		<b>(12,783.12)</b>	<b>8,918.53</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 74 KVCR FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,776,056.39	1,342,675.39	1,342,675.39	75.60%	66,462.41	366,918.59	20.66%
Interfund Transfers In (898000 to 898999)	3,104,319.00	1,950,000.00	1,950,000.00	62.82%	250,000.00	904,319.00	29.13%
<b>Total Revenue</b>	<b>4,880,375.39</b>	<b>3,292,675.39</b>	<b>3,292,675.39</b>		<b>316,462.41</b>	<b>1,271,237.59</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,895,760.34	1,616,859.81	1,616,859.81	85.29%	114,734.94	164,165.59	8.66%
Employee Benefit (300000 to 399999)	623,161.26	509,213.01	509,213.01	81.71%	14,965.49	98,982.76	15.88%
Books and Supplies (400000 to 499999)	33,250.00	6,868.06	6,868.06	20.66%	220.17	26,161.77	78.68%
Services and Operating Expenditures (500000 to 599999)	2,191,657.43	1,178,027.59	1,178,027.59	53.75%	90,984.67	922,645.17	42.10%
Capital Outlay (600000 to 699999)	140,000.00	75,904.04	75,904.04	54.22%	-	64,095.96	45.78%
<b>Total Expenditure</b>	<b>4,883,829.03</b>	<b>3,386,872.51</b>	<b>3,386,872.51</b>		<b>220,905.27</b>	<b>1,276,051.25</b>	
<b>Total Fund 74 KVCR FUND</b>	<b>(3,453.64)</b>	<b>(94,197.12)</b>	<b>(94,197.12)</b>		<b>95,557.14</b>	<b>(4,813.66)</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 76 KVCR EDUCATIONAL FOUNDATION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,858,510.83	1,331,223.95	1,331,223.95	46.57%	134,175.40	1,393,111.48	48.74%
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>3,459,191.83</b>	<b>1,331,223.95</b>	<b>1,331,223.95</b>		<b>134,175.40</b>	<b>1,993,792.48</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	514,190.02	259,431.16	259,431.16	50.45%	1,451.73	253,307.13	49.26%
Employee Benefit (300000 to 399999)	187,057.86	79,127.59	79,127.59	42.30%	-	107,930.27	57.70%
Books and Supplies (400000 to 499999)	38,569.20	2,895.58	2,895.58	7.51%	-	35,673.62	92.49%
Services and Operating Expenditures (500000 to 599999)	989,906.55	364,685.87	364,685.87	36.84%	14,125.81	611,094.87	61.73%
Capital Outlay (600000 to 699999)	29,500.00	213.35	213.35	0.72%	-	29,286.65	99.28%
Interfund Transfers Out (730000 to 739999)	1,700,000.00	400,000.00	400,000.00	23.53%	250,000.00	1,050,000.00	61.76%
<b>Total Expenditure</b>	<b>3,459,223.63</b>	<b>1,106,353.55</b>	<b>1,106,353.55</b>		<b>265,577.54</b>	<b>2,087,292.54</b>	
<b>Total Fund 76 KVCR EDUCATIONAL FOUNDAT</b>	<b>(31.80)</b>	<b>224,870.40</b>	<b>224,870.40</b>		<b>(131,402.14)</b>	<b>(93,500.06)</b>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)**  
**Budget Summary for Board Meetings**

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 78 SELF INSURANCE-LIABILITY&amp;PROP</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	10,941.17	10,941.17	100.00%	-	(10,941.17)	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>560,941.17</b>	<b>560,941.17</b>		<b>-</b>	<b>(10,941.17)</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	789,686.60	696,528.50	696,528.50	88.20%	-	93,158.10	11.80%
<b>Total Expenditure</b>	<b>789,686.60</b>	<b>696,528.50</b>	<b>696,528.50</b>		<b>-</b>	<b>93,158.10</b>	
<b>Total Fund 78 SELF INSURANCE-LIABILITY</b>	<b>(239,686.60)</b>	<b>(135,587.33)</b>	<b>(135,587.33)</b>		<b>-</b>	<b>(104,099.27)</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)	516,571.00	159,878.24	159,878.24	30.95%	-	356,692.76	69.05%
Other Local Revenue (880000 to 889999)	47,194.67	41,477.99	41,477.99	87.89%	360.00	5,356.68	11.35%
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>783,765.67</b>	<b>421,356.23</b>	<b>421,356.23</b>		<b>360.00</b>	<b>362,049.44</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	264,377.66	243,611.15	243,611.15	92.15%	(10,643.00)	31,409.51	11.88%
Employee Benefit (300000 to 399999)	53,599.35	49,900.20	49,900.20	93.10%	(1,070.62)	4,769.77	8.90%
Books and Supplies (400000 to 499999)	66,149.67	9,494.68	9,494.68	14.35%	12,809.57	43,845.42	66.28%
Services and Operating Expenditures (500000 to 599999)	312,564.46	44,677.94	44,677.94	14.29%	(4,069.16)	271,955.68	87.01%
Capital Outlay (600000 to 699999)	121,074.54	109,380.32	109,380.32	90.34%	2,552.35	9,141.87	7.55%
<b>Total Expenditure</b>	<b>817,765.68</b>	<b>457,064.29</b>	<b>457,064.29</b>		<b>(420.86)</b>	<b>361,122.25</b>	
<b>Total Fund 79 EDCT FOUNDATION</b>	<b>(34,000.01)</b>	<b>(35,708.06)</b>	<b>(35,708.06)</b>		<b>780.86</b>	<b>927.19</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	2,015,843.51	2,015,843.51	66.79%	-	1,002,156.49	33.21%
<b>Total Revenue</b>	<b>3,018,000.00</b>	<b>2,015,843.51</b>	<b>2,015,843.51</b>		<b>-</b>	<b>1,002,156.49</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,232,267.16	975,301.32	975,301.32	79.15%	(114,734.94)	371,700.78	30.16%
Employee Benefit (300000 to 399999)	412,208.78	279,488.91	279,488.91	67.80%	(14,965.49)	147,685.36	35.83%
Books and Supplies (400000 to 499999)	21,800.00	7,381.55	7,381.55	33.86%	138.05	14,280.40	65.51%
Services and Operating Expenditures (500000 to 599999)	1,450,895.20	501,669.81	501,669.81	34.58%	44,513.75	904,711.64	62.36%
Capital Outlay (600000 to 699999)	74,500.00	33,329.20	33,329.20	44.74%	1,050.78	40,120.02	53.85%
<b>Total Expenditure</b>	<b>3,191,671.14</b>	<b>1,797,170.79</b>	<b>1,797,170.79</b>		<b>(83,997.85)</b>	<b>1,478,498.20</b>	
<b>Total Fund 82 SCHLRSH&amp;LOAN AGENCY KVC</b>	<b>(173,671.14)</b>	<b>218,672.72</b>	<b>218,672.72</b>		<b>83,997.85</b>	<b>(476,341.71)</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	1,031,831.16	1,031,831.16	82.09%	96,000.00	129,168.84	10.28%
<b>Total Revenue</b>	<b>1,257,000.00</b>	<b>1,031,831.16</b>	<b>1,031,831.16</b>		<b>96,000.00</b>	<b>129,168.84</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	1,257,000.00	904,672.42	904,672.42	71.97%	23,966.61	328,360.97	26.12%
<b>Total Expenditure</b>	<b>1,257,000.00</b>	<b>904,672.42</b>	<b>904,672.42</b>		<b>23,966.61</b>	<b>328,360.97</b>	
<b>Total Fund 84 WORKERS COMPENSATION FUN</b>	<b>0.00</b>	<b>127,158.74</b>	<b>127,158.74</b>		<b>72,033.39</b>	<b>(199,192.13)</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

## **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:** June 20, 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 April 2019 (See attached).

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
CLERY ACT CRIMES  
April 2019**

**ON CAMPUS:**

**CRAFTON**

<b>Case #</b>	<b>Reported</b>	<b>Offense</b>	<b>Reportable Clery Crime</b>	<b>Location</b>	<b>Disposition</b>
19-0334	4/10/2019	PC 647 (f)	Under the Influence of Alcohol	PSAH	Subject Arrested
19-0345	4/15/2016	H&S 11350(A)	Possession of Controlled Substance	CNTL	Subject Arrested
19-0377	4/23/2019	H&S 11357(D)	Possession of Marijuana on School Grounds	Lot I	Subject Arrested

**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>
19-0333	4/10/2019	H&S 11364(A)	Possession of Drug Paraphernalia	Library	Subject Arrested
19-0343	4/15/2019	H&S 11364(A)	Possession of Drug Paraphernalia	Lot 10	Subject Arrested
19-0373	4/21/2019	H&S 11364(A)	Possession of Drug Paraphernalia	Lot 12	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:** Dr. Kevin Horan, President, CHC  
**PREPARED BY:** Dr. Keith Wurtz, Vice President of Instruction, CHC  
**DATE:** June 20, 2019  
**SUBJECT:** College and Career Access Pathways (CCAP) – CHC

### **RECOMMENDATION**

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

College and Career Access Pathways (CCAP) dual enrollment partnership agreements:

› Redlands Unified School District

### **OVERVIEW**

Pursuant to Education Code 76004(b), a participating community college district may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

### **ANALYSIS**

The purpose of offering and expanding dual enrollment opportunities is consistent with the provisions of AB 288 for high school students who may not already be college bound or who are underrepresented in higher education.

This complies with the student selection standards, curriculum guidelines, recommendations, and procedures promulgated by applicable law, the California Community College Chancellor's Offices, San Bernardino Community College District, and Crafton Hills College.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

None.

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2019-2022**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between San Bernardino Community College District on behalf of Crafton Hills College ("COLLEGE"), 11711 Sand Canyon Road, Yucaipa, CA 92399, and Redlands Unified School District ("SCHOOL DISTRICT"), 20 W. Lugonia Avenue, Redlands, CA 92374.

WHEREAS, the mission of the COLLEGE includes advancing the educational, career, and personal success of our diverse community through engagement and learning; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades K-12 located in San Bernardino County and within the regional service area of the COLLEGE unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, the COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness" Sec. 2 (a) and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor's Office and COLLEGE;

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for three (3) years beginning on July 1, 2019 and ending on June 30, 2022, and will be subject to renewal, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- 1.3 COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)

- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of the COLLEGE and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

## **3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and the COLLEGE standards and policies.

- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and the COLLEGE policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

## **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Books and instructional materials purchased by the SCHOOL DISTRICT will remain the property of and housed at the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks to remain the same throughout the term of the CCAP agreement. Both SCHOOL DISTRICT and COLLEGE will pursue methods of keeping textbook costs down and will seek additional funding sources including grants to cover textbook costs.
- 5.3 Participating students must meet all prerequisite requirements of the COLLEGE as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.

- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 5.7 Students requiring reasonable accommodations for COLLEGE courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement will receive services through the SCHOOL DISTRICT. Students requiring reasonable accommodations for COLLEGE courses offered at the COLLEGE will receive services through the COLLEGE.
- 5.8 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.9 A course dropped within the COLLEGE drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## **6. CCAP AGREEMENT COURSES**

- 6.1 The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses shall be offered and determined by the COLLEGE with the approval of the Governing Board. Sec. 2 (c)(1)
- 6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with the COLLEGE academic standards.

- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with the COLLEGE academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with the COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE.



- 7.2 The employer of record for purposes of assignment monitoring and reporting to the county office of education will be mutually agreed upon by the SCHOOL DISTRICT and COLLEGE. Sec. 2 (m)(1)
- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 COLLEGE and SCHOOL DISTRICT certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)
- 7.6 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.7 Prior to teaching, faculty shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training may be approved and provided by the COLLEGE.
- 7.8 Faculty will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.9 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the the COLLEGE process delineated in the Collective Bargaining Agreement (CBA).
- 7.10 SCHOOL DISTRICT personnel selected to be instructors will be subject to the authority of the COLLEGE and CBA specifically with regard to their duties and compensation as instructors.

- 7.11 The COLLEGE and SCHOOL DISTRICT jointly determine the courses to be offered. The COLLEGE shall determine the number of instructors and the ratio of instructors to students.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught both at the SCHOOL DISTRICT and on the COLLEGE campus. Both parties will work together in resolving behavioral issues.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with the COLLEGE policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with the COLLEGE policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.

- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 9.6 This CCAP Agreement requires an annual report, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
  - The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

- 10.1 The COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

## 11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 The COLLEGE certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement, whenever possible. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

13.1 Permanent records of student enrollment, attendance, grades and achievement for students under this CCAP agreement shall be maintained by the COLLEGE.

13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **14. REIMBURSEMENT**

14.1 The financial arrangements implied herein may be adjusted annually.

## **15. FACILITIES**

15.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to the COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.

15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties.

## **16. INDEMNIFICATION**

- 16.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **17. INSURANCE**

- 17.1 The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.
- 17.2 For the purpose of Workers' Compensation, the COLLEGE shall be the "primary employer" for all its personnel who perform services as instructors. The COLLEGE shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by COLLEGE personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE agrees to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE personnel connected with providing services under this Agreement.

**18. NON-DISCRIMINATION**

18.1 Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

**19. TERMINATION**

19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

**20. NOTICES**

20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE  
San Bernardino Community College District  
Crafton Hills College  
11711 Sand Canyon Road  
Yucaipa, CA 92399  
Attn: Kevin Horan, Ph.D. – President, Crafton Hills College

SCHOOL DISTRICT  
Redlands Unified School District  
20 W. Lugonia Avenue  
Redlands, CA 92374  
Attn: Mauricio Arellano – Superintendent

**21. INTEGRATION**

21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

**22. MODIFICATION AND AMENDMENT**

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

**23. GOVERNING LAWS**

23.1 This agreement shall be interpreted according to the laws of the State of California.

**24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

24.1 For locations outside the geographical boundaries of, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

**25. SEVERABILITY**

25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**26. COUNTERPARTS**

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on \_\_\_\_\_ 2019

By: \_\_\_\_\_  
Mauricio Arellano  
Superintendent  
Redlands Unified School District  
20 W. Lugonia Avenue  
Redlands, CA 92374

By: \_\_\_\_\_  
Steve Sutorus  
Business Manager  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

By: \_\_\_\_\_  
Kevin Horan  
President  
Crafton Hills College  
11711 Sand Canyon Road  
Yucaipa, CA 92399



## **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:** June 20, 2019  
**SUBJECT:** Contracts Below \$92,600

### **RECOMMENDATION**

This item is being presented for information only. No further action is necessary.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code. Such purchase and/or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days

### **ANALYSIS**

The California 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 calendar year has been set at \$92,600. Construction services are not included in this board item

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The attached purchase and or contract requests have been budgeted for via purchase requisition.

## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
18242	4 Imprint	Novelty Item with Logo	Transfer/SBVC	\$2,163.12		
18337	4 Imprint	Production of Logo Items	Student Success/SBCCCD	\$4,666.04		
18189	4 Imprint	Production of Logo Items	Instruction/SBVC	\$2,186.00		
18230	Adler & Associates Entertainment Inc.	Program Acquisition	FNX Grant/KVCR	\$17,500.00		
18224	All Star Engraving	Production of Logo Items	Calworks/CHC	\$536.59		
18260	All Star Engraving	Production of Logo Items	Student Life/CHC	\$1,224.04		
18180	AMD International Technologies LLC	Income - Contract Ed	EDCT/SBCCCD		\$25,000.00	
18321	American Institute for Foreign Study	Services	Student Equity/SBVC	\$50,000.00		
17130	Anady's Trophies & Engraving	Production of Logo Items	TESS/SBCCCD	\$3,000.00		\$2,000.00
18207	Animiki See Distribution, Inc.	Program Acquisition	FNX/KVCR	\$26,250.00		
18208	Animiki See Distribution, Inc.	Program Acquisition	FNX/KVCR	\$26,250.00		
18178	Apple Computers, Inc.	Software/Online Services	Computer Tech/SBVC	\$5,799.71		
18312	Automotive Training Authority	Income - Facilities Use	Administrative Services/SBVC		\$280.00	
18315	Awesome Blinds & Shutters, Inc.	Installation Services	Counseling/SBVC	\$1,979.39		

## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
18332	Axon Enterprises, Inc.	General	District Police/SBCCCD	\$1,648.34		
17631	BeaconMedaes, LLC	PO as Contract	Maintenance/CHC	\$20,233.30		
18323	BLU Education Foundation	Matriculation MOU	Administrative Services/SBVC	No Cost		
18317	Blue Ribbon Ink & Thread, Inc.	Production of Logo Items	Athletics/SBVC	\$432.00		
17111	Burke, William & Sorensen, LLP	Legal	Chancellor/SBCCD	\$90,000.00		
18259	California Industrial	Maintenance Agreement	Maintenance/SBVC	\$8,000.00		
18326	California State University - San Bernardino	Educational Site Agreements	Health Services/SBVC	No Cost		
18338	California Tool & Welding Supply	Repairs	Technical Training/SBVC	\$2,000.00		
18232	Card Integrators Corporation dba CI Solutions	Production of Logo Items	District Police/SBCCCD	\$100.00		
18170	Casa De Flores	Services	Student Life/SBVC	\$500.00		
18177	CDW Government Inc.	Software/Online Services	Campus Tech/SBVC	\$9,668.29		
18294	CCC Chancellor's Office	Income - Grant	Middle College/SBVC	\$100,000.00		
18281	Chino Valley Independent Fire District	Clinicals	EMS/CHC	No Cost		
18179	Chugach Education Services - Inland Empire Job Corps	Training Services	Calworks/SBVC	No Cost		

## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
17364	Clubessentials dba PrestoSports	Software/Online Services	Athletics/SBVC	\$4,871.63		\$1,500.00
14248	Colton, City of - Fire Dept	Income - AHA Training Site Agreement	EMS/CHC		\$3,000.00	
18302	Community Foundation, The	Services	Inland Futures/SBCCD	\$15,000.00		
18166	Computerized Embroidery Company, The	Novelty Item with Logo	EOP&S/SBVC	\$10,180.51		
18318	Computerized Embroidery Company, The	Novelty Item with Logo	Transfer Center/SBVC	\$1,973.60		
18319	Computerized Embroidery Company, The	Novelty Item with Logo	Transfer Center/SBVC	\$226.80		
18320	Computerized Embroidery Company, The	Novelty Item with Logo	Transfer Center/SBVC	\$457.92		
18297	Consulate of Mexico in San Bernardino	Income - General	Chancellor/SBCCD		\$3,300.00	
18300	Contributor Development Partnerships PBC	Software/Online Services	KVCR/KVCR	No Cost		
18194	Cordero, Karla	Speaker	Art/SBVC	\$1,500.00		
18197	Crown Promotions Group	Novelty Item with Logo	Student Services/SBVC	\$7,349.63		
18316	Crown Promotions Group	Novelty Item with Logo	Counseling/SBVC	\$872.53		
18211	Deluxe Small Business Sales	Novelty Item with Logo	Marketing/CHC	\$3,879.00		

## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
16904	Dewey Pest Control	General	Administrative Services/SBVC	\$60,000.00		
18195	DiPietro, Teresa	Performer	Student Life/CHC	\$800.00		
18241	DJL Audio Video Specialists Inc.	Installation Services	TESS/SBCCD	\$827.13		
18205	Docuseek2	Software/Online Services	Police Science/SBVC	\$450.00		
18304	DoubleTree Hotel - Ontario	Rental	Chancellor/SBCCD	\$795.97		
18237	Dr. Luis Vargas, A Dental Corporation	CalWorks Off-Campus Work Study	Calworks/SBVC	\$5,760.00		
18279	Dude Solutions Inc. dba SchoolDude.com	Software/Online Services	TESS/SBCCD	\$8,845.00		
18191	EDCT Foundation	Production of Logo Items	Instruction/SBVC	\$460.20		
18296	Ellucian Company, Inc.	Software/Online Services	TESS/SBCCD	\$8,837.00		
18333	ENKO Systems	Rental	Instruction/SBVC	\$6,902.00		
18275	Envision Education, LLC	Instructional Agreement	EDCT/SBCCD	\$10,000.00		
18274	Facilities Protection Systems	Maintenance Agreement	TESS/SBCCD	\$1,332.00		
18239	FastSigns	Production of Logo Items	Admissions & Records/SBVC	\$455.83		
18264	Fender Musical Instruments	Independent Contractor	EDCT/SBCCD	\$85,000.00		
18292	File Keepers, LLC	Software/Online Services	Counseling/CHC	\$12,089.30		

## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
18331	Final Draft dba Cast & Crew Productions Software LLC	Software/Online Services	RTVF/SBVC	\$2,270.00		
18250	First Impressions Screen Printing	Novelty Item with Logo	KVCR Foundation/KVCR	\$6,312.60		
18287	Foothill-DeAnza CCD	General	Instruction/CHC	No Cost		
18217	Foreman, Rebecca	Speaker	Mathematics/SBVC	\$1,000.00		
18277	Foundation for California Community Colleges	Software/Online Services	TESS/SBCCD	\$2,500.00		
18278	Foundation for California Community Colleges	Software/Online Services	TESS/SBCCD	\$2,500.00		
18322	Franco, Alex dba Hi-Desert Forklift	Independent Contractor	EDCT/SBCCD	\$20,000.00		
18200	Freeman	Rental	FNX/KVCR	\$1,727.40		
18167	Galvan, Efren	Speaker	EOP&S/SBVC	\$1,000.00		
18227	Global Datebooks	Production Agreements	Counseling/SBVC	\$28,670.00		
18325	Harris, Dennis L. M.S., M.F.T	Professional Services	Health Center/SBVC	\$28,000.00		
18168	Hockridge Florist	Services	Student Life/CHC	\$1,000.00		
18169	Hockridge Florist	Services	Student Life/CHC	\$1,000.00		
18266	Hyland LLC	Consultants	TESS/SBCCD	\$2,500.00		

## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
18267	Hyland LLC	Software/Online Services	TESS/SBCCD	\$68,785.81		
18335	Hyland LLC	Software/Online Services	Financial Aid/CHC	\$15,000.00		
18182	IBM - International Business Machines Corporation	Software/Online Services	Research & Planning/CHC	\$1,399.89		
18270	IBM - International Business Machines Corporation	Software/Online Services	TESS/SBCCD	\$2,419.20		
18198	Informatica LLC	Software/Online Services	TESS/SBCCD	\$38,000.00		
18240	Innovative Printing Concepts	Services	TESS/SBCCD	\$658.95		
18336	Input Precision Eng Inc.	Repairs	Technical Training/SBVC	\$2,000.00		
18254	Island Advertising, Inc.	Novelty Item with Logo	EOP&S/CHC	\$12,470.27		
18255	Island Advertising, Inc.	Novelty Item with Logo	EOP&S/CHC	\$6,808.65		
18268	KGGI 99.1	Income - Facilities Use	Facilities/CHC		No Charge	
18186	Kneifl, John E	Services	Art/SBVC	\$33,000.00		
18273	Kore Technologies, LLC	Software/Online Services	TESS/SBCCD	\$3,462.37		
18234	Kuta Software	Software/Online Services	Mathematics/SBVC	\$223.00		
18171	LeMay Construction	Repairs	TESS/SBCCD	\$450.00		
18257	LeMay Construction	Services	Maintenance/SBVC	\$35,046.00		

## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
18263	Lifelong Learning Administration Corporation	Concurrent Enrollment	Academic Success/SBVC	No Cost		
18282	Loma Linda, City of	Income - Training Agreement	EMS/CHC		\$3,000.00	
18284	Loomly	Software/Online Services	EDCT Foundation/SBCCCD	\$870.00		
18188	Lortondata	Services	KVCR/KVCR	\$504.00		
18299	LTN Global Communications Inc.	Software/Online Services	FNX/KVCR	\$16,800.00		
18214	Maihi, Renae	Program Acquisition	FNX/KVCR	\$5,400.00		
18251	Martinell, Nicholas dba Martinell's Heating & Air Cond	PO as Contract	KVCR/KVCR	\$1,200.00		
18247	Maydell Mascots Inc.	Production of Logo Items	Student Life/SBVC	\$7,000.00		
18334	McColl, Anne	Services	Instruction/SBVC	\$1,500.00		
18210	Mckown, Courtney dba Coco McKown Photography	Services	President/CHC	\$525.00		
18324	Medical Shipment LLC	Repairs	Science/SBVC	\$72.19		
18173	Mike's Custom Flooring	Installation Services	Maintenance/SBVC	\$51,255.75		
18172	Mini Mega Thrift	CalWorks Off-Campus Work Study	Calworks/SBVC	\$2,200.00		
18289	Mountain Measurement, Inc.	Services	Health Science/SBVC	\$670.44		
18203	Myers-Briggs Company, The	Software/Online Services	Fiscal Services/SBCCCD	\$195.00		



## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
18218	Myers-Briggs Company, The	Software/Online Services	Middle College/SBVC	\$2,325.60		
18314	Myers-Briggs Company, The dba CPP, Inc.	Software/Online Services	Transfer Center/SBVC	\$11,205.00		
18288	New Cingular Wireless	Income - Lease	Administrative Services/CHC Facilities	\$159,274.09		
18176	Nutech Fire Alarm & Security	PO as Contract	Planning/SBCCD	\$2,490.00		
18276	OCLC, Inc.	Software/Online Services	TESS/SBCCD	\$52,839.36		
18298	Ontario, City of, Fire Department	Clinicals	EMS/CHC	No Cost		
18236	Open Winter Peak LTD	Program Acquisition	FNX/KVCR	\$6,850.00		
18220	Option House, Inc.	CalWorks Off-Campus Work Study	Calworks/SBVC	\$4,000.00		
18309	Option House, Inc.	CalWorks Off-Campus Work Study	Calworks/SBVC	\$3,000.00		
18252	Pacific Heritage, Inc.	Services	Maintenance/SBVC	\$26,987.42		
18181	Party Plus Rental	Rental	Instruction/SBVC	\$664.00		
18283	Pechanga Fire Department	Income - Training Agreement	EMS/CHC		\$3,000.00	
18330	PlanetBIDs, Inc.	Software/Online Services	TESS/SBCCD	\$70,068.00		
18231	Platinum Wraps, Inc.	Services	District Police/SBCCD	\$841.50		
18246	Positive Promotions	Novelty Item with Logo	Technical Training/SBVC	\$4,999.10		

## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
18256	Post Up Stand	Production of Logo Items	Health Services/SBVC	\$2,000.00		
18291	PreplForward SPC	Training Services	Planning/SBCCD	\$5,000.00		
18206	Prime Entertainment Group	Program Acquisition	FNX/KVCR	\$40,250.00		
18253	Promo - Promo Website	Software/Online Services	EDCT Foundation/SBCCD	\$117.00		
18226	Public Identity, A Division of Banko LLC	Novelty Item with Logo	Calworks/SBVC	\$6,540.43		
18202	R Dependable Const Inc.	Repairs	Maintenance/SBVC	\$8,200.00		
17541	Rancho Santiago CCD	Independent Contractor	EDCT/SBCCD	\$25,000.00		
15323	RCS Investigations & Consulting	Legal - Investigations	Human Resources/SBCCD	\$90,000.00		\$60,000.00
18229	Red Carpet Runway	Production of Logo Items	Marketing/CHC	\$767.18		
18248	Redlands Door & Window Company dba Gerber, Guy	Repairs	Facilities/CHC	\$890.00		
18244	Reflective Design	Production of Logo Items	Technical Training/SBVC	\$620.64		
18327	Refresco	Income - Training Agreement	EDCT/SBCCD		\$25,000.00	
18285	Regroup	Software/Online Services	TESS/SBCCD	\$23,300.00		
18303	Riverside CCD	Income - Grant	EDCT/SBCCD	\$180,000.00		
18249	Roll-A-Shade Inc.	Repairs	Facilities/CHC	\$2,500.00		

## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
18307	Ronald McDonald House Charities of Southern CA	CalWorks Off-Campus Work Study	Calworks/SBVC	\$7,000.00		
18261	Roy, Jeffrey	Independent Contractor	Marketing/CHC	\$1,750.00		
18265	Running Springs Fire Department	Income: AHA Training Site Agreement	EMS/CHC		\$3,000.00	
18238	Rush Order Tees	Production of Logo Items	Student Services/CHC	\$389.86		
18301	San Bernardino City USD	Catering	EDCT/SBCCD	\$500.00		
16806	San Bernardino City USD	Income - Contract Ed	Middle College/SBVC	No Cost		
18272	San Bernardino City USD	Income - Training Agreement	EDCT/SBCCD		\$36,000.00	
13128	San Bernardino County Sheriff's Department	General	Police Science/SBVC	\$36,000.00		Time Extension
18190	San Bernardino International Airport Authority	Rental	Instruction/SBVC	\$2,186.00		
18228	San Bernardino, County of	Services	Calworks/SBVC	No Cost		
15135	San Bernardino, County of	Income	Calworks/SBVC		\$5,050,000.00	\$2,500,000.00
18271	SARS Software Products	Software/Online Services	TESS/SBCCD	\$14,000.00		
18193	Saunders, K. Crom	Speaker	Art/SBVC	\$1,200.00		
18215	Schuyler, Judith	Program Acquisition	FNX/KVCR	\$1,145.00		

## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
18258	Shred-It	Services	Maintenance/SBVC	\$2,200.00		
18245	Smart Care Equipment Solutions	Repairs	Technical Training/SBVC	\$1,200.00		
18328	South Orange County Community College District	Training Services	EDCT/SBCCCD	\$85,000.00		
18305	Southwest Material Handling, Inc. DBA Southwest Toyotalift	PO as Contract	Maintenance/SBVC	\$500.00		
18225	Sun Ridge Systems Inc.	Software/Online Services	District Police/SBCCCD	\$5,000.00		
18077	Superior Service Corp	Repairs	Technical Training/SBVC	\$2,000.00		
18306	Tennis, Bernard	Independent Contractor	FNX/KVCR	\$1,400.00		
18183	Thermo Electron North America LLC	Repairs	Chemistry/SBVC	\$3,526.38		
18184	Thermo Electron North America LLC	Repairs	Chemistry/SBVC	\$3,526.38		
18185	Thermo Electron North America LLC	Repairs	Chemistry/SBVC	\$3,526.38		
18221	Think Together	CalWorks Off-Campus Work Study	Calworks/SBVC	\$4,000.00		
17258	Three Peaks Corp.	General	Maintenance/CHC	\$3,200.00		
18235	Timeless Plaques & Awards	Production of Logo Items	EOP&S/SBVC	\$1,158.85		

## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
18280	TLC Auctions- Liquidation Company, The	Income - General	Business Services/SBCCD		\$5,000.00	
18196	Total Compensation Systems, Inc.	Professional Services	Fiscal Services/SBCCD	\$3,870.00		
18199	TouchBistro USA, Inc.	Software/Online Services	Restaurant Management/SBVC	\$703.80		
18201	TouchBistro USA, Inc.	Software/Online Services	Restaurant Management/SBVC	\$1,238.40		
18212	Trophy Store, The	Production of Logo Items	President/CHC	\$102.58		
18209	Trophy Store, The	Production of Logo Items	President/CHC	\$742.19		
18204	Trophy Store, The	Production of Logo Items	President/CHC	\$521.48		
18219	Trustees of the California State University	Income - Grant	Geography/SBVC		\$30,500.00	
18175	Turf Star, Inc.	Repairs	Facilities/CHC	\$2,000.00		
18293	Universal Professional Personnel Services	Consultants	EDCT/SBCCD	\$20,000.00		
18233	Uptown Auto Craft	Services	District Police/SBCCD	\$3,232.50		
18174	Vanir Development Company	CalWorks Off-Campus Work Study	Calworks/SBVC	\$2,400.00		
18308	Victor Community Support Services Inc.	CalWorks Off-Campus Work Study	Calworks/SBVC	\$3,000.00		
17080	Vortex Industries	Repairs	Grounds/CHC	\$13,000.00		\$1,700.00
18243	Watson Bros	Repairs	Chemistry/SBVC	\$1,820.00		

## Contracts & Agreements

**Board Date 06-20-2019**

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amended
18216	West Coast Lights & Sirens, Inc.	Services	District Police/SBCCCD	\$15,113.95		
18262	Workforce Communications Group Inc.	Advertising	Human Resources/SBCCCD	\$995.00		
18213	Yong Ock Kim, Valerie	Speaker	Instruction/CHC	\$500.00		
18313	Young Visionaries Youth Leadership Academy	Services	EDCT/SBCCCD	\$65,000.00		
18187	Young Visionaries Youth Leadership Academy	Sponsorship	Marketing/SBCCCD	\$1,000.00		
18311	Youth Build Inland Empire	Income - Facilities Use	Administrative Services/SBVC		\$312.90	
18286	Yucaipa Swim Team	Income - Facilities Use	Pool/CHC		\$3,000.00	
18269	Zhang, Zhi	Income - Facilities Use	Pool/CHC		\$2,400.00	
18329	Zumba Fitness	Services	Physical Education/CHC	\$419.00		
Total				\$2,076,196.46	\$5,192,792.90	

Total Number of Contracts 180

**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:** June 20, 2019  
**SUBJECT:** District Volunteers

**RECOMMENDATION**

This item is for information only.

**OVERVIEW**

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

**ANALYSIS**

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## District Volunteers

Presented for Information on June 20, 2019

[v.6.5.2019.p.1|2]

	Site	Assignment	From	To
<b>Anguiano, Anicca</b>	SBVC	Athletics	07/01/19	12/31/19
<b>Bazo, Rachel</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Bryson, Tyease</b>	SBVC	Athletics	07/01/19	12/31/19
<b>Burquez, Edgardo</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Carter, Thomas</b>	SBVC	Athletics	07/01/19	12/31/19
<b>Catt, Kyle</b>	SBVC	Athletics	07/01/19	12/31/19
<b>Cavazos, Stephen</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Delceppo, Mario</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Flores, Bianca</b>	SBVC	Athletics	07/01/19	12/31/19
<b>Gault, Jacob</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Gonzalez, Jose</b>	SBVC	Athletics	07/01/19	12/31/19
<b>Gustafson, Keith</b>	SBVC	Athletics	07/01/19	12/31/19
<b>Hutcheson, Tom</b>	SBVC	Athletics	07/01/19	12/31/19
<b>Jimenez, Isabel</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Jimenez, Juan</b>	SBVC	Chemistry	07/01/19	12/24/19
<b>Kennedy, Shawn</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Kivett, Christopher</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Macias, Miguel</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Madrid, Javier</b>	SBVC	Athletics	07/01/19	12/31/19
<b>Nowak, Barbara</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Ortiz, Celeste</b>	SBVC	Athletics	07/01/19	10/31/19
<b>Patel, Mehul</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Phillips, Maddison</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Placencia, Miguel</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Pruett, Harmony</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Ramos, Corina</b>	SBVC	Athletics	07/01/19	12/31/19
<b>Romero, Laura</b>	SBVC	Athletics	07/01/19	12/31/19
<b>Spletzer, Amelia</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Steinmann, Isaac</b>	SBVC	Chemistry	07/01/19	12/24/19





## District Volunteers

Presented for Information on June 20, 2019

[v.6.5.2019.p.2|2]

	Site	Assignment	From	To
<b>Torres, Karla</b>	SBVC	Chemistry	07/01/19	12/24/19
<b>Vargas, Gabriela</b>	SBVC	Athletics	07/01/19	12/31/19
<b>Vasquez, Arthur</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Zhao, Lily</b>	SBVC	Criminal Justice	07/01/19	12/31/19
<b>Zimmerman, Giovanni</b>	SBVC	Chemistry	07/01/19	12/24/19
<b>Allen, Denise</b>	CHC	Social, Information & Natural Sciences	07/01/19	12/31/19
<b>Morales, Carrita</b>	CHC	Student Life	06/21/19	06/30/19
<b>Morales, Carrita</b>	CHC	Student Life	07/01/19	12/31/19
<b>Ransom, Curtis</b>	CHC	Social, Information & Natural Sciences	06/21/19	06/30/19
<b>Ransom, Curtis</b>	CHC	Social, Information & Natural Sciences	07/01/19	08/08/19

## **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:** June 20, 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 \$30,150,716.

### **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 May 31, 2019, rounded to the nearest \$1,000)

													PROJECTED	
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	35,917	37,386	34,882	36,454	33,008	30,690	42,498	37,998	44,539	46,406	45,306	32,856		
Receipts														
Federal		-1		130	-22	192	1	294	103	61	102	1,895		2,754
State	6,908	6,209	11,863	6,458	7,180	9,408	7,111	15,141	9,961	4,453	141	21,566		106,399
State Deferrals														
Local	1,664	889	1,600	2,448	3,633	16,118	1,766	5,741	583	5,978	-488	206		40,136
Temporary Borrowings														
Inc Transfer & Sale of Assets				1				5,000	7,261	1,837	762	3,819		18,680
Accounts Receivable/Accruals	711	275	645	2,419	169	-439	4	787	403	230	387	59		5,651
Total Receipts	9,284	7,371	14,108	11,456	10,959	25,279	8,881	26,964	18,311	12,559	904	27,545		173,620
Disbursements														
Academic Salaries	-2	2,021	3,941	4,320	4,274	4,401	4,309	4,047	4,345	4,458	4,439	7,622		48,175
Classified Salaries	2,203	2,483	3,737	2,788	2,784	2,964	2,732	2,501	2,656	2,717	2,951	4,970		35,486
Benefits	1,050	1,771	2,366	2,191	2,200	2,218	2,194	2,306	2,210	2,232	2,258	4,306		27,302
Supplies & Materials	-3	11	81	152	111	149	108	157	169	171	171	2,487		3,764
Other Operating Exp	4	277	1,536	1,098	1,091	1,603	2,071	1,035	1,022	2,613	1,437	14,630		28,417
Capital Outlay	-1	4	134	223	398	218	395	34	375	1,095	458	4,792		8,125
Other Outgo			264		2,260	1,849	1,644	-182	786	374	1,513	3,195		11,703
Longterm Post-Employment Benefits	-6	-1	-2	-17	-9	21	-2	-9	5	-9	-2	-4		-33
Accounts Payable/Accruals	4,570	3,309	479	4,146	168	48	-69	10,534	4,874	8	126	-11,747		16,447
Total Disbursements	7,814	9,876	12,536	14,902	13,277	13,471	13,382	20,423	16,443	13,659	13,353	30,250		179,387
Increase / (Decrease) in Cash Balance	1,469	-2,504	1,572	-3,446	-2,318	11,808	-4,500	6,541	1,868	-1,100	-12,450	-2,705		
Estimated Ending Cash Balance	37,386	34,882	36,454	33,008	30,690	42,498	37,998	44,539	46,406	45,306	32,856	30,151		

## **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:** June 20, 2019

**SUBJECT:** MOUs between SBCCD and the San Bernardino Community College District Teachers Association (CTA)

### **RECOMMENDATION**

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

### **OVERVIEW**

SBCCD staff and the CTA met and entered into the attached Memorandums of Understanding, also known as MOUs.

### **ANALYSIS**

The attached MOUs constitute the full and complete Agreement between the District and the CTA.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this information item.

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION  
AND  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**HEALTH AND WELFARE BENEFITS FOR PART-TIME (ADJUNCT) FACULTY**

This Memorandum of Understanding (MOU) is made and entered into this 3<sup>rd</sup> day of May, 2019 between the San Bernardino Community College District (hereinafter, "District") and the San Bernardino Community College District Teachers Association-CTA/NEA (hereinafter, "Association.")

WHEREAS, On April 12, 2019 the District and the Association reached and signed an MOU on Article 11 – Health and Welfare Benefits that included comparison District research to be presented and was incorporated into the overall Tentative Agreement, and

WHEREAS, The District and Association agree to continue to address the goal of providing health and welfare benefits to part-time bargaining unit members as Objective #7 in Appendix A-1 where the existing collective bargaining agreement also indicates that the District shall present a health and welfare plan for part-time bargaining unit members in the 2018-2019 academic year for implementation in 2019-2020, and

WHEREAS, The District has researched various plan offerings with insurance carriers to offer medical, dental and vision health benefits to part-time faculty. The District concluded that upon its research, no financially feasible option could be found that would allow the District to offer a medical plan to part-time faculty.

IT IS THEREFORE AGREED THAT:

To begin to address "D" of Article 11: Health and Welfare Benefits, part-time faculty and their eligible dependents for the 2019-2020 academic year.

The District shall

1. Disseminate a fact/instruction document that will explain vision benefit options, costs, and enrollment. Enrollment and payment of premiums will be coordinated between part-time faculty and VSP directly.
2. Effective September 1, 2019, fund the Delta Dental HMO Direct for eligible part-time faculty and eligible dependents at the 75% employer contribution/ 25% employee contribution. This funding is only for an exploratory process ending June 30, 2020. The maximum enrollment shall be 115 faculty. The established cap shall not be considered as a permanent cap to benefits for part-time faculty.

The following eligibility requirements shall apply:

1. Applicants who have existing coverage elsewhere are not eligible.
2. Applicants with the earliest hire date shall be given priority within the initial enrollment period. Any subsequent enrollments are at discretion of the District.


3. No employee already given approval will be bumped from enrollment.

The exploratory year is an attempt to collect data that will permit the District the opportunity to conduct a more realistic cost analysis of all benefits for part time faculty. The District shall continue to look at all viable benefit options for part-time faculty with the goal of submitting a sustainable health and welfare plan, for implementation on July 1, 2020.

This MOU will sunset June 30, 2020.

This Memorandum of Understanding is agreed to as evidenced by the signatures below.

For the Association:

  
Patricia Menchaca, Lead Negotiator

For the District:

  
Kristina Hannon, Executive Director, Human Resources

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

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

**DATE:** June 20, 2019

**SUBJECT:** New Board Member Orientation

### **RECOMMENDATION**

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

### **OVERVIEW**

Per Board Policy 2740 Board Education, the Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation. To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

The Chancellor and the Board shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. Such assistance shall include, but shall not be limited to, providing of written materials and invitations to attend Board meetings and conferences with the Chancellor. New Board members shall be encouraged to attend meetings on a regional basis held as training/information sessions by other organizations.

- a. Chancellor Baron and President Longville reviewed the Board Orientation Handbook with Maritza Mariscal-Medina on June 11, 2019.

### **ANALYSIS**

Orientation sessions shall be scheduled for new Board of Trustee appointees.

### **INSTITUTIONAL VALUES**

I. Governance and Effective Leadership

### **FINANCIAL IMPLICATIONS**

None

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** June 20, 2019  
**SUBJECT:** Professional Expert, Short-Term, and Substitute Employees

### **RECOMMENDATION**

This item is for information only.

### **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.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- › Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- › Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- › Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

### **ANALYSIS**

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.

### **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

Presented for Information on June 20, 2019

[v.6.4.2019.p.1|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Smith, Veronica</b> CHC Career Education & Human Development	Grant Program Assistant	7/1/19	12/31/19	\$35.00
<b>Hoyt, Laura</b> CHC Career Education & Human Development	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Rodriguez, Heather</b> CHC Career Education & Human Development	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Sysawang, Brittany</b> CHC Career Education & Human Development	Program Assistant	7/1/19	12/31/19	\$45.00
<b>Moore, Joshua</b> CHC CHC Public Safety & Emergency Services	EMT-1 Skills Laboratory Assistant	2/22/19	6/30/19	\$12.00
<b>Anderson, Debra</b> CHC CTE/Radiologic Technology Program	Radiologic Technology Specialist	7/1/19	12/31/19	\$30.00
<b>Yamamoto, June</b> CHC CTE/SBRETC	Business Resources Development Consultant	7/1/19	12/31/19	\$60.00
<b>Franco, David</b> CHC Health & Wellness	Post Masters Counseling Associate I	7/1/19	12/31/19	\$25.00
<b>Estrella, Julie</b> CHC Health & Wellness Center	Mental Health Educator/ Counselor Intern	1/28/19	6/30/19	\$55.00
<b>Agyemang-Boakye, Gilbert</b> CHC Health & Wellness Center	Nurse Practitioner II	7/1/19	12/31/19	\$60.00
<b>Cook, Bruce</b> CHC Kinesiology/Athletics	Program Assistant	7/1/19	12/31/19	\$30.00
<b>Aguilar, Edward</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Arias, Jose</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Beamer, Micahel</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Cardenas, Christopher</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Commander, John</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.2|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Curlowicz, John</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Flores, Terence</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Fuller, Brent</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Garcia, Nathaniel</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Gonerig, Kyle</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Grindle, Gail</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Grounds, John</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Hayes, Eve</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Jeide, William</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Kelly, Claire</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Kibbey, Bryttany K.</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Long, Brandie</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Miller, Cameron</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Moledor, Kevin</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.3|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Moore, Steven</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Nguyen, Phong</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Odebralski, Tim</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Orosco, Jennifer</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Patchen, Dustin</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Saenz, Heather</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Seek, Gabriel</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Taylor, Travis</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Toering, Noelle S.</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Valenti, Richard A.</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Vasquez, Henry</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Wild, Kelwyn</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Williams, Bradford</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Yamamoto, Yoshi</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/19	12/31/19	\$20.00/ \$25.00/ \$30.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.4|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Nguyen, Phong</b> CHC Public Safety & Emergency Services	Medical Director	7/1/19	12/31/19	\$3,500.00/ semester
<b>Sehult, Roger</b> CHC Respiratory Care Department	Medical Director	7/1/19	12/31/19	\$3,000.00/ semester
<b>Berry, Emily J.</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Buan-Rinen, Ernest</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Flores, Allison</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Gaulke, Dawn</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Horton, William</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Iniguez, David</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Manzano, David</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Morris, Nicholas</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Parker, Jacob</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Pirrello, Debra</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Qureshi, Altaf</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Stuart, Timothy</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Suruy, Margarit</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Westholder, Joshua</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Winter, Daniel</b> CHC Respiratory Care Department	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Cruz, Pedro</b> CHC TESS	Program Assistant	7/1/19	12/30/19	\$49.00
<b>Bickel, Daniel</b> CHC Tutoring Center	Tutor II	8/5/19	12/20/19	\$13.50
<b>De Amaya, Brenda</b> CHC Tutoring Center	Tutor II	8/5/19	12/20/19	\$13.50



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.5|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Garcia-Loza, Alberto</b> CHC Tutoring Center	Tutor II	8/5/19	12/20/19	\$13.50
<b>Hasuka, Syunsuke</b> CHC Tutoring Center	Tutor II	8/5/19	12/20/19	\$13.50
<b>Lair, Helen</b> CHC Tutoring Center	Tutor II	8/5/19	12/20/19	\$13.50
<b>Loreto, Giovanni</b> CHC Tutoring Center	Tutor II	8/5/19	12/20/19	\$13.50
<b>Miller, Marissa</b> CHC Tutoring Center	Tutor II	8/5/19	12/20/19	\$13.50
<b>Pasillas, Michael</b> CHC Tutoring Center	Tutor II	8/5/19	12/20/19	\$13.50
<b>Sicard, Nathaniel</b> CHC Tutoring Center	Tutor II	8/5/19	12/20/19	\$13.50
<b>Baker, Jacob</b> CHC Tutoring Center	Tutor II	8/5/19	12/20/19	\$13.50
<b>Lange, David C.</b> CHC Veterans Resource Center	Mental Health Educator/ Counselor Intern	7/1/19	12/31/19	\$55.00
<b>Nair, Avikaash</b> DIST EDCT	Program Assistant	7/1/19	12/31/19	\$36.00
<b>Olma, Tayte</b> DIST EDCT	Program Assistant	7/1/19	12/31/19	\$40.00
<b>Bevenflorez Jr., Gilbert</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$60.00
<b>Boylin, Dennis</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$75.00
<b>Brooks Henson, Sophia</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$55.00
<b>Burgraff, Roger</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$80.00
<b>Cain, Marlene</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$50.00
<b>Cupid, Keshawn</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$80.00
<b>Ehrlich, Rosina</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$50.00
<b>Gonzalez, Procoro N.</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$50.00
<b>Hawkins, Shoshana M.</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$55.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.6]19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Hillard, Roger</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$70.00
<b>Hunter, Glenn W.</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$60.00
<b>Jackson III, Davil</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$30.00
<b>Lampa, Romeo</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$50.00
<b>Loy, John</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$65.00
<b>Miller, Michael</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$62.50
<b>Napoli, William</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$70.00
<b>Ortiz, Frank</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$50.00
<b>Ortiz, Vanessa</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$50.00
<b>Radney, Charles</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$55.00
<b>Romero, Markazan</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$75.00
<b>Rosales, Joseph</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$50.00
<b>Rounds, Michael</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$80.00
<b>Stephens, Edwin</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$75.00
<b>Valle, Samuel</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$50.00
<b>Variyam, Biju</b> DIST EDCT	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$50.00
<b>Diaz, Toni</b> DIST Human Resources	Program Assistant	5/13/19	6/30/19	\$20.00
<b>Coulon-Jackson, Regina</b> DIST Inland Futures Foundation	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Romo, Lucinda</b> DIST Inland Futures Foundation	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Lanier, Alyssa</b> DIST Inland Futures Foundation	Special Events Planner	7/1/19	12/31/19	\$25.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.7|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Treto, Pablo</b> DIST Inland Futures Foundation	Staff Writer/Photographer	7/1/19	12/31/19	\$17.00
<b>Maznokov, Ivan</b> DIST Inland Futures Foundation	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$15.00
<b>Nevaras, Juan</b> DIST Inland Futures Foundation	Workforce Development/ PDC Trainer	7/1/19	12/3/19	\$15.00
<b>Sharp, Christian</b> DIST Inland Futures Foundation	Workforce Development/ PDC Trainer	7/1/19	12/31/19	\$15.00
<b>Fratti, Andrew</b> SBVC Admissions & Records	Program Assistant	7/1/19	12/31/19	\$25.00
<b>Bent, Steven</b> SBVC Applied Tech, Transportation and Culinary Arts Division	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Gutierrez, Nicole</b> SBVC Applied Tech, Transportation and Culinary Arts Division	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Hughes, Kevin</b> SBVC Applied Tech, Transportation and Culinary Arts Division	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Jones, Edward</b> SBVC Applied Tech, Transportation and Culinary Arts Division	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Lu, Brian</b> SBVC Applied Tech, Transportation and Culinary Arts Division	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Moreno Jr., Robert</b> SBVC Applied Tech, Transportation and Culinary Arts Division	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Oey, Yayang</b> SBVC Applied Tech, Transportation and Culinary Arts Division	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Sauer, Tracy</b> SBVC Applied Tech, Transportation and Culinary Arts Division	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Nahuat, Wendy</b> SBVC CalWORKS & Workforce Development	Program Assistant	7/1/19	12/31/19	\$20.00
<b>Beltran, Cynthia</b> SBVC CalWORKS & Workforce Development	Training Specialist	7/1/19	12/31/19	\$19.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.8|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Pleasant, Latoya</b> SBVC Disabled Student Programs & Services	Assistant Instructor	6/14/19	6/30/19	\$20.00
<b>Bojorquez Gonzalez, Manuel</b> SBVC Disabled Student Programs & Services	Assistant Instructor	7/1/19	12/31/19	\$20.00
<b>Mendoza, Jorge</b> SBVC Disabled Student Programs & Services	Assistant Instructor	7/1/19	12/31/19	\$20.00
<b>Pleasant, Latoya</b> SBVC Disabled Student Programs & Services	Assistant Instructor	7/1/19	12/31/19	\$20.00
<b>Sheldon, Patrick</b> SBVC Disabled Student Programs & Services	Assistant Instructor	7/1/19	12/31/19	\$20.00
<b>Alvarez, Antonio</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	7/1/19	12/31/19	\$18.00
<b>Carrera, Angelia</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	7/1/19	12/31/19	\$18.00
<b>Colquette, Renee</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	7/1/19	12/31/19	\$18.00
<b>Gillis, Alex</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	7/1/19	12/31/19	\$18.00
<b>Guerreo, Stephanie</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	7/1/19	12/31/19	\$18.00
<b>Porter, Alisha</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	7/1/19	12/31/19	\$18.00
<b>Raby, Joshua</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	7/1/19	12/31/19	\$18.00
<b>Shumate, Allison</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	7/1/19	12/31/19	\$18.00
<b>Zappia, Nathaniel</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	7/1/19	12/31/19	\$18.00





# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.9|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Ellen, Marlon</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level II	7/1/19	12/31/19	\$21.00
<b>Mele, Aimee</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level II	7/1/19	12/31/19	\$21.00
<b>Nunez, Roberto</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level II	7/1/19	12/31/19	\$21.00
<b>O'Donnell, Shannon</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level II	7/1/19	12/31/19	\$21.00
<b>Picker, Krista</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level II	7/1/19	12/31/19	\$21.00
<b>Steward, Lashon</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level II	7/1/19	12/31/19	\$21.00
<b>Covarrubias, Albert</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level III	7/1/19	12/31/19	\$24.00
<b>Ramirez, Rocio</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level III	7/1/19	12/31/19	\$24.00
<b>Smith, Steffany</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level III	7/1/19	12/31/19	\$24.00
<b>Valencia Viveros, Javier</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level III	7/1/19	12/31/19	\$24.00
<b>Cable, Melissa</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level IV	7/1/19	12/31/19	\$27.00
<b>Guevara, Evan</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level IV	7/1/19	12/31/19	\$27.00
<b>King, Tabatha</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level IV	7/1/19	12/31/19	\$27.00
<b>Santos, Norma</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level IV	7/1/19	12/31/19	\$27.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.10|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Solorzano, Catherine</b> SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level IV	7/1/19	12/31/19	\$27.00
<b>Belton, Lashan</b> SBVC Dual/Concurrent Enrollment	Program Assistant	7/1/19	12/31/19	\$25.00
<b>Miller, Kimberly</b> SBVC Dual/Concurrent Enrollment	Program Assistant	7/1/19	12/31/19	\$25.00
<b>Morales, Brenda</b> SBVC Dual/Concurrent Enrollment	Program Assistant	7/1/19	12/31/19	\$25.00
<b>Tenorio, John</b> SBVC Dual/Concurrent Enrollment	Program Assistant	7/1/19	12/31/19	\$25.00
<b>Bacon, Andrew</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Bautista, Patrick</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Coopriider, Kimberly</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Coopriider, Rosemary</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Dalzell, Victoria</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Dudley, Iris</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Harper, Patricia</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Hernandez Jr., Ruben</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Hill, Shirley</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Hunter, Jessica</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Mc Dowell, Linda</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Pasillas, Faith</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Strong, Patrick</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Tyus, Leah</b> SBVC English Department	Tutor III	7/1/19	12/31/19	\$15.50
<b>Arteaga, Elisa</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	7/1/19	12/31/19	\$45.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.11|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Bradley, Vernon</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	7/1/19	12/31/19	\$45.00
<b>Cooper, Wanda</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	7/1/19	12/31/19	\$45.00
<b>Crain, Daniel</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	7/1/19	12/31/19	\$45.00
<b>Dixon, Karen</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	7/1/19	12/31/19	\$45.00
<b>Hernandez, Rosalinda</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	7/1/19	12/31/19	\$45.00
<b>Hosea, Keith</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	7/1/19	12/31/19	\$45.00
<b>Lane, Wandalyn</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	7/1/19	12/31/19	\$45.00
<b>Razo, Jorge</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	7/1/19	12/31/19	\$45.00
<b>Thornton, Eric</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	7/1/19	12/31/19	\$45.00
<b>Tyler, Ida</b> SBVC Foster & Kinship Care Foundation	Foster Parenting Education	7/1/19	12/31/19	\$45.00
<b>Camacho, Joshua</b> SBVC Marketing & Public Relations	Content Specialist	7/1/19	12/31/19	\$20.00
<b>Garcia, Catherine</b> SBVC Marketing & Public Relations	Content Specialist	7/1/19	12/31/19	\$30.00
<b>Townsend, Anthony</b> SBVC Marketing & Public Relations	Content Specialist	7/1/19	12/31/19	\$30.00
<b>White, Jacy</b> SBVC Marketing & Public Relations	Content Specialist	7/1/19	12/31/19	\$32.00
<b>Wolfe, Taylor</b> SBVC Marketing & Public Relations	Content Specialist	7/1/19	12/31/19	\$30.00
<b>Castro, Omar</b> SBVC Marketing & Public Relations	Program Assistant	7/1/19	12/31/19	\$25.00
<b>Aguilera, Alejandra</b> SBVC Marketing & Public Relations	Social Media Specialist	7/1/19	12/31/19	\$25.00
<b>Luna, Oscar</b> SBVC Marketing & Public Relations	Social Media Specialist	7/1/19	12/31/19	\$25.00
<b>Castaneda, Savannah</b> SBVC Marketing & Public Relations	Staff Writer/Photographer	7/1/19	12/31/19	\$20.00
<b>Godoy, LaVar</b> SBVC Marketing & Public Relations	Staff Writer/Photographer	7/1/19	12/31/19	\$18.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.12|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Saucedo-Daniel, Jorge</b> SBVC Mathematics, Business & Computer Information Technology	Grant Program Assistant	7/1/19	12/31/19	\$35.00
<b>Everman, John</b> SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	5/15/19	6/30/19	\$50.00
<b>Guerra, Lee</b> SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	5/15/19	6/30/19	\$50.00
<b>Phillips, Jacob</b> SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	5/15/19	6/30/19	\$50.00
<b>Everman, John</b> SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	7/1/19	12/31/19	\$50.00
<b>Guerra, Lee</b> SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	7/1/19	12/31/19	\$50.00
<b>Phillips, Jacob</b> SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	7/1/19	12/31/19	\$50.00
<b>Asboth, Gus</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Boatwright, Horace</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Boswell, Ben</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Bracciodieta, Paul</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Campa, Eric</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Chencharick, John</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Corral, Robert</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Enciso, Anthony</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Engen, James</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.13|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Garcia, Ronald</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Gascon, Maria</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Green, Kenneth</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Holsapple, Jeffrey</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Hyde, Robert</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Klug, Jeff</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Lewis, Rosalind</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Martinez, Willie</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>McChristian, Julius</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>McGreevy, William</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Paulino, Joseph</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Perea, Joseph</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Ramos, Sean</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Randolph, Robert</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.14|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Rios, Miguel</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Robinson, Eric</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Robles, Francisco</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Schroeder, Paul</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Skinner Jr., Douglas</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Stanzione, Charles</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Stuart, Doris</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Sutcliffe, James</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Wolfe, Brian</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator- Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Clay, Charles</b> SBVC STAR Program	Policy Analyst	7/1/19	12/31/19	\$60.00
<b>DeLeon, Nicholas</b> SBVC STAR Program	Tutor III	8/19/19	12/20/19	\$15.50
<b>Haddad, Timothaus</b> SBVC STAR Program	Tutor III	8/19/19	12/20/19	\$15.50
<b>Newsom, Helen</b> SBVC Student Health Services	Nurse Practitioner III	7/1/19	12/31/19	\$65.00
<b>Elias Juarez, Marco</b> SBVC Student Health Services	Post Masters Counseling Associate II	7/1/19	12/31/19	\$30.00
<b>Gravesande, Cadisha</b> SBVC Student Health Services	Post Masters Counseling Associate III	7/1/19	12/31/19	\$35.00
<b>Loera, Andrew</b> SBVC Student Health Services	Post Masters Counseling Associate III	7/1/19	12/31/19	\$35.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019  
[v.6.4.2019.p.15|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Anguiano, Alexander</b> SBVC Student Success Center	Tutor I	7/1/19	12/31/19	\$12.00
<b>Barajas, Melinda</b> SBVC Student Success Center	Tutor I	7/1/19	12/31/19	\$12.00
<b>Cardenas, David</b> SBVC Student Success Center	Tutor I	7/1/19	12/31/19	\$12.00
<b>Crawford Tercero, Chris</b> SBVC Student Success Center	Tutor I	7/1/19	12/31/19	\$12.00
<b>Hempstead, David</b> SBVC Student Success Center	Tutor I	7/1/19	12/31/19	\$12.00
<b>Martinez, Erik</b> SBVC Student Success Center	Tutor I	7/1/19	12/31/19	\$12.00
<b>Martinez, Raul</b> SBVC Student Success Center	Tutor I	7/1/19	12/31/19	\$12.00
<b>Rabie, Wageha</b> SBVC Student Success Center	Tutor I	7/1/19	12/31/19	\$12.00
<b>Vasquez, Abel</b> SBVC Student Success Center	Tutor I	7/1/19	12/31/19	\$12.00
<b>Wilkey, Maile</b> SBVC Student Success Center	Tutor I	7/1/19	12/31/19	\$12.00
<b>Acosta, Gustavo</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Acosta, Laura</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Arreola, Joseph</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Chavez, Noe</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Cisneros, Richard</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Cobb, Karissa</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Duran, Henry</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Eyler, John</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Flores Salas, Edwin</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Gonzalez Reyes, Antonio</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019  
[v.6.4.2019.p.16|19]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Huynh, Minh</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Kasouha, Samar</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Kim, Hun Sok</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Kinzel, Charles</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Patel, Jason</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Rodriguez, Salvador</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Rodriguez, Steven</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Rojas, Salvador</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Valdez, Raquel</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$15.50
<b>Valetina, Kasandra</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Velazquez De Lucas, Luis</b> SBVC Student Success Center	Tutor II	7/1/19	12/31/19	\$13.50
<b>Duran, Nancy</b> SBVC Student Success Center	Tutor III	7/1/19	12/31/19	\$15.50
<b>Nguyen, Michael M.</b> SBVC Student Success Center	Tutor III	7/1/19	12/31/19	\$15.50
<b>Pham, Chung Thuy</b> SBVC Student Success Center	Tutor III	7/1/19	12/31/19	\$15.50
<b>Vega, Janet</b> SBVC Student Success Center	Tutor III	7/1/19	12/31/19	\$15.50
<b>Sendejo, Sandy</b> SBVC Veterans Resource Center	Tutor III	7/1/19	12/31/19	\$15.50
<b>Hargrove, Rebekah</b> SBVC Writing Center	Tutor III	7/1/19	12/31/19	\$15.50





# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019  
[v.6.4.2019.p.17|19]

## Short-Term

	Duties	From	To	Hourly Rate
<b>Durkee, Nicole</b> CHC Admin Services/Aquatics	Lifeguard	7/1/19	12/31/19	\$12.00
<b>Gamboa, Ruby</b> CHC Admin Services/Aquatics	Lifeguard	7/1/19	12/31/19	\$12.00
<b>Hamilton, Brendon</b> CHC Admin Services/Aquatics	Lifeguard	7/1/19	12/31/19	\$12.00
<b>Holguin, Dominique</b> CHC Admin Services/Aquatics	Lifeguard	7/1/19	12/31/19	\$12.00
<b>Riggs, Jacob</b> CHC Admin Services/Aquatics	Lifeguard	7/1/19	12/31/19	\$12.00
<b>Sheble, Andrew</b> CHC Admin Services/Aquatics	Lifeguard	7/1/19	12/31/19	\$12.00
<b>Van Hoozen, Meagan</b> CHC Admin Services/Aquatics	Lifeguard	7/1/19	12/31/19	\$12.00
<b>Villa, Jovan</b> CHC Admin Services/Aquatics	Lifeguard	7/1/19	12/31/19	\$12.00
<b>Borden, Christian</b> CHC Admin Services/Aquatics	Project Assistant II	7/1/19	12/31/19	\$13.50
<b>Corona, Eric</b> CHC Admin Services/Aquatics	Project Assistant II	7/1/19	12/31/19	\$13.50
<b>Gomez, Jasmine</b> CHC Admin Services/Aquatics	Project Assistant II	7/1/19	12/31/19	\$13.50
<b>Kunf, Aleksander</b> CHC Admin Services/Aquatics	Project Assistant II	7/1/19	12/31/19	\$13.50
<b>Michelson, Leonard</b> CHC Admin Services/Aquatics	Project Assistant II	7/1/19	12/31/19	\$13.50
<b>Mwaniki, Millicent</b> CHC Admin Services/Aquatics	Project Assistant II	7/1/19	12/31/19	\$13.50
<b>Nunez, Albert</b> CHC Admin Services/Aquatics	Project Assistant II	7/1/19	12/31/19	\$13.50
<b>Salinas, Jakob</b> CHC Admin Services/Aquatics	Project Assistant II	7/1/19	12/31/19	\$13.50
<b>Cabrales, Cameron</b> CHC Counseling	Project Assistant I	7/1/19	12/31/19	\$12.00
<b>Downard, Megan</b> CHC Counseling	Project Assistant I	7/1/19	12/31/19	\$12.00
<b>Espinoza, Marlene</b> CHC Counseling	Project Assistant I	7/1/19	8/15/19	\$12.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.18|19]

## Short-Term

	Duties	From	To	Hourly Rate
<b>Jimenez, Mario</b> CHC Counseling	Project Assistant I	7/1/19	8/15/19	\$12.00
<b>Zavala, Juan</b> DIST EDCT	Project Assistant II	6/1/19	6/30/19	\$13.50
<b>Zavala, Juan</b> DIST EDCT	Project Assistant II	7/1/19	12/31/19	\$13.50
<b>Hovhannesian, Arusyak</b> DIST Inland Futures Foundation	Project Assistant II	5/8/19	6/30/19	\$13.50
<b>Tesfay, Yohanna</b> DIST Inland Futures Foundation	Project Assistant II	7/1/19	12/31/19	\$13.50
<b>Christopher, Alicia</b> SBVC Research & Planning	Project Assistant I	7/1/19	12/31/19	\$12.00
<b>Lopez, Andy</b> SBVC Research & Planning	Project Assistant I	7/1/19	12/31/19	\$12.00
<b>Cruz, Arlene</b> SBVC Student Equity & Success	Project Assistant II	7/1/19	12/31/19	\$13.50
<b>Clark, Sylvia</b> SBVC Student Equity & Success	Project Assistant III	7/1/19	12/31/19	\$15.50
<b>Johnson, Marlandra</b> SBVC Student Equity & Success	Project Assistant III	7/1/19	12/31/19	\$15.50

## Substitute

	Duties	From	To	Hourly Rate
<b>Julio Ramos</b> CHC Custodial <i>New: on call/sick/vacation coverage</i>	Custodian	4/16/19	6/16/19	\$18.90
<b>Miriam Saadeh</b> CHC Office of Instruction <i>New: vacancy in recruitment</i>	Schedule/Catalog Data Specialist	5/8/19	5/31/19	\$30.19
<b>Liu, Sam</b> CHC Library <i>Extension: vacancy in recruitment; on call/sick/vacation coverage</i>	Library Technician II	6/3/19	6/28/19	\$22.46
<b>O'Shaughnessy, Graham</b> CHC DSPS <i>Extension: vacancy in recruitment</i>	Student Services Technician II	5/6/19	6/30/19	\$22.46



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on June 20, 2019

[v.6.4.2019.p.19|19]

## Substitute

	Duties	From	To	Hourly Rate
<b>Bender, Zaquita</b> CHC Career Education & Human Development <i>Extension: sick/vacation coverage</i>	Secretary II	7/1/19	9/20/19	\$21.92
<b>Archavaleta, Angelica</b> DIST Police Department <i>Extension: vacancy in recruitment</i>	College Police Officer	5/2/19	5/16/19	\$33.35
<b>Quigley, James</b> DIST Police Department <i>New: vacancy in recruitment</i>	College Police Officer	5/11/19	5/16/19	\$33.35
<b>Covarrubias, Martha</b> SBVC CDC <i>New: on call/sick/vacation coverage</i>	Child Development Teacher	5/13/19	6/30/19	\$22.87
<b>Covarrubias, Martha</b> SBVC CDC <i>New: on call/sick/vacation coverage</i>	Child Development Assistant	5/13/19	6/30/19	\$15.89
<b>Mora, Jennifer</b> SBVC CDC <i>Extension: on call/sick/vacation coverage</i>	Child Development Assistant	5/2/19	6/30/19	\$15.89
<b>Cruz, Jesse</b> SBVC CDC <i>Extension: vacancy in recruitment</i>	Clerical Assistant I	5/23/19	7/21/19	\$16.30
<b>Clarke, Christopher</b> SBVC Science <i>Extension: vacancy in recruitment</i>	Planetarium Production & Presentation Coordinator	5/3/19	6/30/19	\$33.28
<b>Bonilla, Jose</b> SBVC Biology <i>Extension: vacancy in recruitment</i>	Lab Technician – Anatomy & Physiology	4/24/19	6/22/19	\$24.79
<b>Liang, Hsiao Fang</b> SBVC Biology <i>Extension: vacancy in recruitment</i>	Lab Technician – Anatomy & Physiology	4/29/19	6/27/19	\$24.79

## **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:** June 20, 2019  
**SUBJECT:** Purchase Order Report

### **RECOMMENDATION**

This item is being presented for information only. No further action is necessary.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

### **ANALYSIS**

Purchase orders issued between the dates of 4/24/19 – 5/29/19 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The attached purchase orders are included in the appropriate budgets.

Purchase Order Report  
June 20, 2019

PO#	Supplier Name	Amount
1905608	STAPLES BUSINESS ADVANTAGE	\$ 233.56
1905609	STAPLES BUSINESS ADVANTAGE	\$ 469.88
1905611	MIDWEST LIBRARY SERVICE	\$ 1,500.00
1905612	EBSCO INDUSTRIES INC	\$ 8,000.00
1905613	POWELL'S BOOKS INC	\$ 500.00
1905614	STAPLES BUSINESS ADVANTAGE	\$ 679.70
1905615	STAPLES BUSINESS ADVANTAGE	\$ 170.36
1905616	STAPLES BUSINESS ADVANTAGE	\$ 681.44
1905617	STAPLES BUSINESS ADVANTAGE	\$ 103.57
1905618	STAPLES BUSINESS ADVANTAGE	\$ 1,231.78
1905620	US BANK CORPORATE PMT SYSTEMS	\$ 200.00
1905621	SAN BERNARDINO CCD	\$ 1,500.00
1905623	SAN BERNARDINO CCD	\$ 500.00
1905625	WILSON, BOBBY WAYNE	\$ 10,700.00
1905626	STAPLES BUSINESS ADVANTAGE	\$ 317.38
1905628	BARRA, CLARISSA	\$ 91.33
1905629	HOME DEPOT, THE	\$ 1,602.55
1905630	SBVC FOOD SERVICES	\$ 520.48
1905631	US BANK CORPORATE PMT SYSTEMS	\$ 300.00
1905632	QUEEN BEAN CAFFE	\$ 250.00
1905633	QUEEN BEAN CAFFE	\$ 60.00
1905634	MALONEY-HINDS, COLLEEN	\$ 1,147.88
1905635	US BANK CORPORATE PMT SYSTEMS	\$ 96.64
1905637	CDW LLC	\$ 2,089.36
1905640	US BANK CORPORATE PMT SYSTEMS	\$ 257.92
1905641	PADDOCK, ERICKA	\$ 60.98
1905642	FOLLETT HIGHER EDUCATION GROUP INC	\$ 25,000.00
1905645	AMERICAN RED CROSS	\$ 7,033.05
1905646	STAPLES BUSINESS ADVANTAGE	\$ 210.60
1905647	STAPLES BUSINESS ADVANTAGE	\$ 434.32
1905648	SBVC FOOD SERVICES	\$ 3,778.14
1905651	ACADEMIC SENATE OF CALIFORNIA COMMUNITY COLLEGES	\$ 1,150.00
1905652	US BANK CORPORATE PMT SYSTEMS	\$ 8.63
1905657	US BANK CORPORATE PMT SYSTEMS	\$ 306.25
1905659	US BANK CORPORATE PMT SYSTEMS	\$ 2,155.00
1905660	US BANK CORPORATE PMT SYSTEMS	\$ 229.95
1905662	U SAV-MOR STORES INC	\$ 5,048.46
1905663	GENUINE AUTO PARTS	\$ 1,214.03
1905665	CDW LLC	\$ 558.57
1905669	SBVC FOOD SERVICES	\$ 259.95
1905671	HIGHLAND GUNS	\$ 780.53
1905676	STAPLES BUSINESS ADVANTAGE	\$ 630.20
1905677	STAPLES BUSINESS ADVANTAGE	\$ 261.26
1905678	MEDRANO, ASHLEY	\$ 414.00
1905679	BALL, JENNIFER	\$ 225.00

Purchase Order Report  
June 20, 2019

PO#	Supplier Name	Amount
1905680	RECYCLINGBIN.COM	\$ 1,907.48
1905681	COOPER, AMANDA	\$ 366.00
1905682	WEISSENFELS, KALEIGH	\$ 458.00
1905683	RIVERA, VALERIE	\$ 207.00
1905685	ULINE	\$ 1,267.02
1905687	CINTAS CORPORATION	\$ 2,004.14
1905689	US BANK CORPORATE PMT SYSTEMS	\$ 1,500.00
1905690	LAKESHORE LEARNING MATERIALS	\$ 1,077.50
1905691	US BANK CORPORATE PMT SYSTEMS	\$ -
1905692	SAN BERNARDINO CCD	\$ 230.08
1905693	SAN BERNARDINO CCD	\$ 3,600.00
1905694	CDW LLC	\$ 2,500.07
1905695	US BANK CORPORATE PMT SYSTEMS	\$ 700.00
1905697	ULINE	\$ 142.55
1905698	QUADMED INC	\$ 725.39
1905701	OLMA, TAYTE	\$ 436.92
1905707	POCKET NURSE ENTERPRISES INC	\$ 2,155.00
1905710	SARGENT-WELCH SCIENTIFIC - VWR INTERNATIONAL LLC	\$ 452.44
1905712	US BANK CORPORATE PMT SYSTEMS	\$ 400.00
1905713	NATIONAL BUSINESS FURNITURE LLC	\$ 4,361.42
1905715	ASSOCIATION OF ACADEMIC MUSEUMS & GALLERIES	\$ 355.00
1905716	CDW LLC	\$ 5,403.45
1905717	STAPLES BUSINESS ADVANTAGE	\$ 1,378.13
1905719	CDW LLC	\$ 11,296.24
1905720	STAPLES BUSINESS ADVANTAGE	\$ 221.66
1905721	KANTOLA TRAINING SOLUTIONS LLC	\$ 1,899.55
1905722	US BANK CORPORATE PMT SYSTEMS	\$ 872.00
1905723	US BANK CORPORATE PMT SYSTEMS	\$ 301.49
1905724	STAPLES BUSINESS ADVANTAGE	\$ 261.46
1905725	STAPLES BUSINESS ADVANTAGE	\$ 168.44
1905726	STAPLES BUSINESS ADVANTAGE	\$ 351.58
1905727	STAPLES BUSINESS ADVANTAGE	\$ 440.20
1905730	JOHN F KENNEDY CENTER FOR THE PERFORMING ARTS	\$ 350.00
1905731	DELL COMPUTER COMPANY	\$ 1,151.38
1905732	PADDOCK, ERICKA	\$ 294.79
1905733	CDW LLC	\$ 85,332.02
1905734	PROFORCE LAW ENFORCEMENT	\$ 3,758.78
1905738	FOLLETT HIGHER EDUCATION GROUP INC	\$ 200.00
1905739	PANERA BREAD LLC	\$ 527.98
1905740	PANERA BREAD LLC	\$ 533.36
1905741	US BANK CORPORATE PMT SYSTEMS	\$ 1,300.00
1905743	US BANK CORPORATE PMT SYSTEMS	\$ 2,000.00
1905745	HUERTA, CINDY	\$ 362.60
1905746	CDW LLC	\$ 27,580.77
1905747	AT&T	\$ 1,020.00

Purchase Order Report  
June 20, 2019

PO#	Supplier Name	Amount
1905748	APPLE COMPUTER INC	\$ 2,068.80
1905750	SAN BERNARDINO CCD	\$ 140.46
1905751	FOLLETT HIGHER EDUCATION GROUP INC	\$ 4,738.00
1905752	SAN BERNARDINO CCD	\$ 750.00
1905753	SVM LP	\$ 10,550.00
1905754	MATHYS-POTESTIO, LLC	\$ 6,300.00
1905755	QUADMED INC	\$ 91.31
1905756	ROLLEM CORPORATION OF AMERICA	\$ 11,025.00
1905757	STAPLES BUSINESS ADVANTAGE	\$ 1,326.07
1905759	SAN BERNARDINO CCD	\$ 82.30
1905761	STAPLES BUSINESS ADVANTAGE	\$ 435.67
1905762	US BANK CORPORATE PMT SYSTEMS	\$ 200.00
1905764	SBVC FOUNDATION	\$ 1,000.00
1905765	SAN BERNARDINO CCD	\$ 734.00
1905766	IDEASTAGE PROMOTIONS LLC	\$ 189.37
1905769	PROPHET CORPORATION, THE	\$ 207.76
1905772	ELECTRONIX EXPRESS	\$ 2,155.00
1905774	SAN BERNARDINO CCD	\$ 269.50
1905775	KEN'S SPORTING GOODS	\$ 915.23
1905777	BSN SPORTS INC	\$ 399.47
1905778	US BANK CORPORATE PMT SYSTEMS	\$ 1,700.00
1905779	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
1905781	B&H PHOTO VIDEO	\$ 4,918.26
1905783	NATIONAL ASSOC FOR THE EDUCATION OF YOUNG CHILDREN	\$ 150.00
1905784	FUSION	\$ 295.34
1905787	SAN BERNARDINO CCD	\$ 250.00
1905788	HANSEN, ROSEMARIE	\$ 200.00
1905789	STAPLES BUSINESS ADVANTAGE	\$ 476.68
1905790	STAPLES BUSINESS ADVANTAGE	\$ 218.66
1905791	STAPLES BUSINESS ADVANTAGE	\$ 394.08
1905792	STAPLES BUSINESS ADVANTAGE	\$ 559.66
1905796	BARRIE, TRINETTE	\$ 200.00
1905797	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
1905798	US BANK CORPORATE PMT SYSTEMS	\$ 875.00
1905799	US BANK CORPORATE PMT SYSTEMS	\$ 149.95
1905800	ULINE	\$ 334.98
1905801	COVINGTON ENGINEERING CORP	\$ 663.74
1905802	OUT-FIT	\$ 694.83
1905804	SAN BERNARDINO CCD	\$ 4,025.00
1905805	STAPLES BUSINESS ADVANTAGE	\$ 438.95
1905806	STAPLES BUSINESS ADVANTAGE	\$ 54.02
1905808	STAPLES BUSINESS ADVANTAGE	\$ 1,194.88
1905809	STAPLES BUSINESS ADVANTAGE	\$ 423.54
1905810	STAPLES BUSINESS ADVANTAGE	\$ 60.32
1905811	STAPLES BUSINESS ADVANTAGE	\$ 113.14

Purchase Order Report  
June 20, 2019

PO#	Supplier Name	Amount
1905812	STAPLES BUSINESS ADVANTAGE	\$ 145.49
1905813	STAPLES BUSINESS ADVANTAGE	\$ 614.51
1905814	STAPLES BUSINESS ADVANTAGE	\$ 1,177.28
1905815	STAPLES BUSINESS ADVANTAGE	\$ 61.70
1905816	PROFORCE LAW ENFORCEMENT	\$ 1,347.95
1905818	US BANK CORPORATE PMT SYSTEMS	\$ 1,200.00
1905821	MAXIENT	\$ 550.00
1905822	CALIFORNIA COMM COLLEGE STUDENT AFFAIRS ASSOCIATION	\$ 350.00
1905823	PETROVIC, SNEZANA	\$ 166.69
1905824	SAN BERNARDINO CCD	\$ 945.31
1905825	FOLLETT HIGHER EDUCATION GROUP INC	\$ 499.99
1905827	CONTRIBUTOR REWARDS LLC	\$ 1,077.50
1905834	MICROSOFT CORPORATION	\$ 2,234.82
1905835	US BANK CORPORATE PMT SYSTEMS	\$ 1,000.00
1905836	US BANK CORPORATE PMT SYSTEMS	\$ 1,800.00
1905838	US BANK CORPORATE PMT SYSTEMS	\$ 3,100.00
1905842	CDW LLC	\$ 4,980.91
1905849	CDW LLC	\$ 1,278.93
1905853	PASCO SCIENTIFIC	\$ 115.29
1905854	FLEET FEET SPORTS	\$ 513.40
1905858	US BANK CORPORATE PMT SYSTEMS	\$ 390.00
1905860	SAN BERNARDINO CCD	\$ 215.50
1905861	CDW LLC	\$ 9,668.29
1905863	SAN BERNARDINO CCD	\$ 180.00
1905864	SAN BERNARDINO CCD	\$ 420.00
1905865	PADDOCK, ERICKA	\$ 495.00
1905867	US BANK CORPORATE PMT SYSTEMS	\$ 8,380.17
1905869	CANNON, JUDY	\$ 258.27
1905870	SVM LP	\$ 2,619.70
1905871	US BANK CORPORATE PMT SYSTEMS	\$ 107.75
1905872	US BANK CORPORATE PMT SYSTEMS	\$ 237.05
1905873	US BANK CORPORATE PMT SYSTEMS	\$ 161.63
1905874	US BANK CORPORATE PMT SYSTEMS	\$ 3,200.00
1905876	FOLLETT HIGHER EDUCATION GROUP INC	\$ 250.00
1905877	SAN BERNARDINO CCD	\$ 500.00
1905878	FOLLETT HIGHER EDUCATION GROUP INC	\$ 500.00
1905879	US BANK CORPORATE PMT SYSTEMS	\$ 2,000.00
1905881	SAN BERNARDINO CCD	\$ 977.95
1905882	SUNBELT CONTROLS, INC	\$ 15,945.31
1905883	SAN BERNARDINO CCD	\$ 96.00
1905884	SVM LP	\$ 5,689.06
1905885	SVM LP	\$ 5,689.06
1905886	CALIFORNIA BANK & TRUST	\$ 2,075.76
1905887	US BANK CORPORATE PMT SYSTEMS	\$ 60.00
1905889	POCKET NURSE ENTERPRISES INC	\$ 714.39



Purchase Order Report  
June 20, 2019

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
1905890	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGE	\$ 2,100.00
1905892	CALIFORNIA BANK & TRUST	\$ 211.41
1905893	CALIFORNIA BANK & TRUST	\$ 473.22
1905895	BARCO PRODUCTS COMPANY	\$ 9,699.83
1905897	SAN BERNARDINO CCD	\$ 2,756.70
1905899	STAPLES BUSINESS ADVANTAGE	\$ 307.04
1905900	STAPLES BUSINESS ADVANTAGE	\$ 856.24
1905901	STAPLES BUSINESS ADVANTAGE	\$ 547.31
1905902	STAPLES BUSINESS ADVANTAGE	\$ 4,040.73
1905903	STAPLES BUSINESS ADVANTAGE	\$ 631.49
1905904	STAPLES BUSINESS ADVANTAGE	\$ 393.91
1905905	STAPLES BUSINESS ADVANTAGE	\$ 864.82
1905909	QUINN COMPANY	\$ 323.25
1905910	SAN BERNARDINO CCD	\$ 1,500.00
1905911	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
1905912	PANERA BREAD LLC	\$ 66.94
1905913	ASLANIAN, ARTOUR	\$ 300.00
1905914	US BANK CORPORATE PMT SYSTEMS	\$ 400.00
1905915	US BANK CORPORATE PMT SYSTEMS	\$ 400.00
1905916	FOLLETT HIGHER EDUCATION GROUP INC	\$ 17,130.00
1905918	US BANK CORPORATE PMT SYSTEMS	\$ 499.00
1905920	PESTICIDE APPLICATIONS PROFESSIONALS ASSOCIATIONS INC	\$ 100.00
1905922	CALIFORNIA COMM COLLEGE STUDENT AFFAIRS ASSOCIATION	\$ 100.00
1905924	LAKESHORE LEARNING MATERIALS	\$ 1,591.47
1905925	TELEFLEX MEDICAL INC	\$ 5,089.84
1905926	FISHER SCIENTIFIC COMPANY LLC	\$ 3,870.02
1905929	REAL VOLLEYBALL	\$ 529.54
1905931	STAPLES BUSINESS ADVANTAGE	\$ 192.03
1905932	STAPLES BUSINESS ADVANTAGE	\$ 436.64
1905933	STAPLES BUSINESS ADVANTAGE	\$ 344.22
1905934	STAPLES BUSINESS ADVANTAGE	\$ 3,879.78
1905935	STAPLES BUSINESS ADVANTAGE	\$ 86.62
1905936	STAPLES BUSINESS ADVANTAGE	\$ 441.20
1905937	STAPLES BUSINESS ADVANTAGE	\$ 229.03
1905938	STAPLES BUSINESS ADVANTAGE	\$ 237.20
1905939	STAPLES BUSINESS ADVANTAGE	\$ 182.49
1905940	LU, BRIAN	\$ 150.00
1905941	GUTIERREZ, NICOLE	\$ 150.00
1905942	SNAP-ON INDUSTRIAL	\$ 73,121.90
1905943	FOLLETT HIGHER EDUCATION GROUP INC	\$ 1,809.49
1905944	J & J AUTO FABRICS INC	\$ 1,001.76
1905945	CARD INTEGRATORS CORP	\$ 6,856.41
1905946	FOLLETT HIGHER EDUCATION GROUP INC	\$ 500.00
1905947	U SAV-MOR STORES INC	\$ 1,669.53
1905949	KEN'S SPORTING GOODS	\$ 602.97

Purchase Order Report  
June 20, 2019

PO#	Supplier Name	Amount
1905950	CPR SAVERS & FIRST AID SUPPLY	\$ 708.47
1905951	COLOR CONSULTANTS INC	\$ 1,062.95
1905952	LYNN PEAVEY COMPANY	\$ 35.29
1905953	CALIFORNIA, STATE OF	\$ 592.00
1905954	AIRGAS USA LLC	\$ 4,977.38
1905955	US BANK CORPORATE PMT SYSTEMS	\$ 499.99
1905957	HL CORPORATION	\$ 617.98
1905958	CPR SAVERS & FIRST AID SUPPLY	\$ 156.65
1905959	VERNIER SOFTWARE & TECHNOLOGY	\$ 980.34
1905960	CYNMAR CORPORATION	\$ 2,288.44
1905961	FOLLETT HIGHER EDUCATION GROUP INC	\$ 2,000.00
1905962	STATER BROS MARKETS	\$ 721.26
1905963	STATER BROS MARKETS	\$ 215.50
1905965	US BANK CORPORATE PMT SYSTEMS	\$ 57.72
1905968	US BANK CORPORATE PMT SYSTEMS	\$ 109.00
1905969	US BANK CORPORATE PMT SYSTEMS	\$ 60.00
1905970	US BANK CORPORATE PMT SYSTEMS	\$ 300.00
1905972	US BANK CORPORATE PMT SYSTEMS	\$ 1,000.00
1905973	US BANK CORPORATE PMT SYSTEMS	\$ 2,200.00
1905975	CDW LLC	\$ 170,463.92
1905977	STAPLES BUSINESS ADVANTAGE	\$ 112.05
1905978	US BANK CORPORATE PMT SYSTEMS	\$ 2,345.00
1905979	SAN BERNARDINO CCD	\$ 1,000.00
1905980	STAPLES BUSINESS ADVANTAGE	\$ 167.38
1905983	STAPLES BUSINESS ADVANTAGE	\$ 593.43
1905984	STAPLES BUSINESS ADVANTAGE	\$ 197.00
1905986	STAPLES BUSINESS ADVANTAGE	\$ 734.71
1905987	STAPLES BUSINESS ADVANTAGE	\$ 57.76
1905988	STAPLES BUSINESS ADVANTAGE	\$ 231.18
1905991	STAPLES BUSINESS ADVANTAGE	\$ 455.91
1905992	STAPLES BUSINESS ADVANTAGE	\$ 142.23
1905994	STAPLES BUSINESS ADVANTAGE	\$ 1,027.76
1905995	STAPLES BUSINESS ADVANTAGE	\$ 472.99
1905996	STAPLES BUSINESS ADVANTAGE	\$ 927.73
1905997	STAPLES BUSINESS ADVANTAGE	\$ 64.60
1905998	STAPLES BUSINESS ADVANTAGE	\$ 205.82
1905999	DELGADO, ARLENE	\$ 200.00
1906005	ESCAMILLA, MICAH	\$ 538.75
1906006	AIRCRAFT TOOL SUPPLY COMPANY	\$ 416.18
1906007	US BANK CORPORATE PMT SYSTEMS	\$ 800.00
1906009	GREAT	\$ 11,898.74
1906010	US BANK CORPORATE PMT SYSTEMS	\$ 590.42
1906011	LESTER, WENDY	\$ 300.00
1906012	FOLLETT HIGHER EDUCATION GROUP INC	\$ 1,164.45
1906013	ECO INDUSTRIAL SOLUTIONS LLC	\$ 514.88

Purchase Order Report  
June 20, 2019

PO#	Supplier Name	Amount
1906016	PROVIDENCE PUBLICATIONS	\$ 427.00
1906017	NEW PIG CORPORATION	\$ 3,703.16
1906018	US BANK CORPORATE PMT SYSTEMS	\$ 130.00
1906019	CALIFORNIA ASSOCIATION FOR ALCOHOL/ DRUG EDUCATORS	\$ 300.00
1906020	CINTAS CORPORATION	\$ 2,004.26
1906021	NEOPOST USA INC	\$ 1,773.76
1906022	TEAMWORK SALES INC	\$ 1,000.00
1906023	US BANK CORPORATE PMT SYSTEMS	\$ 297.35
1906024	US BANK CORPORATE PMT SYSTEMS	\$ 202.64
1906025	US BANK CORPORATE PMT SYSTEMS	\$ 499.99
1906027	FERGUSON ENTERPRISES INC	\$ 1,511.32
1906030	CENTER FOR CRIMINAL JUSTICE RESEARCH & TRAINING	\$ 381.00
1906031	MORENO, MARIANA	\$ 50.00
1906033	GONZALES, MELANIE	\$ 210.00
1906038	NEXUS OFFICE ENVIRONMENTS INC	\$ 22,699.19
1906039	SAN BERNARDINO CCD	\$ 7,000.00
1906040	ARBOR SCIENTIFIC	\$ 926.41
1906046	POCKET NURSE ENTERPRISES INC	\$ 8,595.22
1906048	GENUINE AUTO PARTS	\$ 1,196.90
1906049	FLINN SCIENTIFIC INC	\$ 374.52
1906050	FOOD SYSTEMS	\$ 6,465.00
1906051	SAN BERNARDINO CCD	\$ 1,400.00
1906052	SOUTH COAST AQMD	\$ 132.98
1906053	ERGO WORKS INC	\$ 1,027.72
1906054	FORESTRY SUPPLIERS INC	\$ 296.53
1906056	MOHINANI, STEVEN	\$ 1,200.00
1906057	BRACY, FLORENCE	\$ 323.25
1906060	STATER BROS MARKETS	\$ 200.00
1906061	ADVANCED CHEMICAL SENSORS	\$ 386.54
1906062	CDW LLC	\$ 900.57
1906063	US BANK CORPORATE PMT SYSTEMS	\$ 1,849.00
1906064	ZUNIGA, RUBY	\$ 300.00
1906065	US POSTAL SERVICE	\$ 3,000.00
1906066	PETROVIC, SNEZANA	\$ 161.88
1906067	PETROVIC, SNEZANA	\$ 126.45
1906069	CDW LLC	\$ 11,294.94
1906071	SAN BERNARDINO CCD	\$ 200.00
1906072	US BANK CORPORATE PMT SYSTEMS	\$ 107.75
1906074	US BANK CORPORATE PMT SYSTEMS	\$ 585.52
1906075	US BANK CORPORATE PMT SYSTEMS	\$ 73.91
1906076	US BANK CORPORATE PMT SYSTEMS	\$ 200.00
1906077	ROSENDIN ELECTRIC INC	\$ 24,500.00
1906079	SOUTH COAST AQMD	\$ 2,929.38
1906080	CDW LLC	\$ 1,208.57
1906081	ULINE	\$ 873.50

Purchase Order Report  
June 20, 2019

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
1906085	US BANK CORPORATE PMT SYSTEMS	\$ 388.00
1906086	US BANK CORPORATE PMT SYSTEMS	\$ 67.50
1906087	US BANK CORPORATE PMT SYSTEMS	\$ 5,241.00
1906088	US BANK CORPORATE PMT SYSTEMS	\$ 2,208.00
1906095	DELL COMPUTER COMPANY	\$ 29,061.79
1906098	STAPLES BUSINESS ADVANTAGE	\$ 116.22
1906099	JOHNSTONE SUPPLY	\$ 3,496.00
1906100	US BANK CORPORATE PMT SYSTEMS	\$ 165.65
1906101	US BANK CORPORATE PMT SYSTEMS	\$ 2,043.00
1906102	AIR SCIENCE USA LLC	\$ 4,193.49
1906103	MUSE, WILLIAM	\$ 348.15
1906105	VARIDESK LLC	\$ 635.73
1906106	GRAINGER INC	\$ 368.42
1906108	SARGENT-WELCH SCIENTIFIC - VWR INTERNATIONAL LLC	\$ 271.23
1906110	SAN BERNARDINO CCD	\$ 1,817.92
1906112	PASCO SCIENTIFIC	\$ 393.05
1906114	MEDLINE INDUSTRIES INC	\$ 156.60
1906115	ARBOR SCIENTIFIC	\$ 219.55
1906116	WARD'S NATURAL SCIENCE EST INC	\$ 48.43
1906120	WILBUR'S POWER EQUIPMENT	\$ 2,324.17
1906122	CDW LLC	\$ 5,403.45
1906123	US BANK CORPORATE PMT SYSTEMS	\$ 6,270.16
1906124	PADDOCK, ERICKA	\$ 107.75
1906125	CERRO COSO COMMUNITY COLLEGE	\$ 100.00
1906126	FLINN SCIENTIFIC INC	\$ 248.77
1906127	CDW LLC	\$ 3,630.26
1906128	HORAN, MADALYNN	\$ 1,000.00
1906129	EDCT FOUNDATION	\$ 4,296.00
1906131	DELL COMPUTER COMPANY	\$ 6,083.60
1906134	CONVERGEONE INC	\$ 6,216.16
1906135	VS ATHLETICS	\$ 2,287.88
1906136	FOLLETT HIGHER EDUCATION GROUP INC	\$ 513.17
1906137	US BANK CORPORATE PMT SYSTEMS	\$ 2,500.00
1906138	STAPLES BUSINESS ADVANTAGE	\$ 225.42
1906140	US BANK CORPORATE PMT SYSTEMS	\$ 203.01
1906143	CALIFORNIA COALITION EARLY MIDDLE COLLEGES	\$ 875.00
1906144	FOLLETT HIGHER EDUCATION GROUP INC	\$ 3,500.00
1906146	SAN BERNARDINO CCD	\$ 250.00
1906147	AXON ENTERPRISE INC	\$ 2,246.59
1906148	HANNON, KRISTINA	\$ 23.17
1906150	CDW LLC	\$ 141,240.19
1906151	DELL COMPUTER COMPANY	\$ 68,022.58
1906153	US BANK CORPORATE PMT SYSTEMS	\$ 2,500.00
1906154	STAPLES BUSINESS ADVANTAGE	\$ 373.05
1906155	ELECTRONIX EXPRESS	\$ 1,437.51

Purchase Order Report  
June 20, 2019

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
1906156	STAPLES BUSINESS ADVANTAGE	\$ 778.81
1906158	US BANK CORPORATE PMT SYSTEMS	\$ 731.00
1906159	DIBARTOLO, CHERYL	\$ 390.20
1906163	SAN BERNARDINO CCD	\$ 295.00
1906164	BONE CLONES INC	\$ 984.27
1906165	SAN BERNARDINO CCD	\$ 420.23
1906167	FASTSIGNS	\$ 1,045.78
1906169	ITIN SCALE COMPANY INC	\$ 3,870.92
1906170	ALLEN, DENISE	\$ 129.88
1906172	THEATRE EFFECTS	\$ 132.63
1906174	CALIFORNIA BANK & TRUST	\$ 536.51
1906176	DAISY IT SUPPLIES	\$ 1,359.81
1906178	STAPLES BUSINESS ADVANTAGE	\$ 1,194.01
1906179	BARNES & NOBLE INC	\$ 172.40
1906182	US BANK CORPORATE PMT SYSTEMS	\$ 75.00
1906183	US BANK CORPORATE PMT SYSTEMS	\$ 530.00
1906184	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
1906185	CLAREMONT GRADUATE UNIVERSITY	\$ 1,750.00
1906186	CLAREMONT GRADUATE UNIVERSITY	\$ 1,750.00
1906187	CDW LLC	\$ 374.51
1906189	US BANK CORPORATE PMT SYSTEMS	\$ 1,849.00
1906190	SAN BERNARDINO CCD	\$ 200.00
1906191	SAN BERNARDINO CCD	\$ 100.00
1906192	STAPLES BUSINESS ADVANTAGE	\$ 1,408.38
1906193	HOUSTON, STEPHANIE	\$ 500.00
1906194	GLORIA HARRISON	\$ 500.00
1906195	VIRICEL, ANNE	\$ 500.00
1906196	REYES, FRANK	\$ 1,042.30
1906197	JOSEPH WILLIAMS	\$ 749.09
1906198	SINGER, DONALD	\$ 579.49
1906200	UNITED PARCEL SERVICE	\$ 400.00
1906201	DELL COMPUTER COMPANY	\$ 9,225.75
1906202	SAN BERNARDINO CCD	\$ 195.00
1906204	STAPLES BUSINESS ADVANTAGE	\$ 168.27
1906205	US BANK CORPORATE PMT SYSTEMS	\$ 40.00
1906208	COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION	\$ 550.00
1906209	PANERA BREAD LLC	\$ 173.60
1906210	PHILIPS HEALTHCARE	\$ 3,733.54
1906211	US BANK CORPORATE PMT SYSTEMS	\$ 981.20
1906215	G/M BUSINESS INTERIORS	\$ 7,488.10
1906216	SOUTH COAST AQMD	\$ 132.98
1906217	SENCORE	\$ 3,770.17
1906219	US BANK CORPORATE PMT SYSTEMS	\$ 521.96
1906222	US BANK CORPORATE PMT SYSTEMS	\$ 19.98
1906223	SAN BERNARDINO CCD	\$ 2,343.56

Purchase Order Report  
June 20, 2019

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
1906224	US BANK CORPORATE PMT SYSTEMS	\$ 11,500.00
1906225	JEREMY HOUSKA	\$ 252.00
1906227	US BANK CORPORATE PMT SYSTEMS	\$ 220.00
1906228	US BANK CORPORATE PMT SYSTEMS	\$ 674.03
1906229	RIVERSIDE, COUNTY OF, REGISTRAR OF VOTERS	\$ 11,876.36
1906230	US BANK CORPORATE PMT SYSTEMS	\$ 179.88
1906232	SAN BERNARDINO CCD	\$ 508.00
1906234	CANNON, JUDY	\$ 1,200.00
1906236	US BANK CORPORATE PMT SYSTEMS	\$ 1,500.00
1906237	US BANK CORPORATE PMT SYSTEMS	\$ 122.82
1906239	MAILFINANCE	\$ 1,773.76
1906240	AERIAL ESSENTIALS	\$ 3,424.40
1906243	US BANK CORPORATE PMT SYSTEMS	\$ 543.96
1906244	US BANK CORPORATE PMT SYSTEMS	\$ 49.99
1906246	STAPLES BUSINESS ADVANTAGE	\$ 551.96
1906247	US BANK CORPORATE PMT SYSTEMS	\$ 2,000.00
1906248	US BANK CORPORATE PMT SYSTEMS	\$ 932.00

## **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:** June 20, 2019  
**SUBJECT:** Quarterly Financial Status Report

### **RECOMMENDATION**

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

### **OVERVIEW**

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form.

### **ANALYSIS**

The attached report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow needs. Questions regarding this report may be addressed to the Fiscal Services Department.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

**Quarterly Financial Status Report, CCFS-311Q**  
**ENTER OR EDIT CURRENT DATA**

**2018-2019 Q3 Closed For Edits.**

**CHANGE THE PERIOD**

**Fiscal Year: 2018-2019**

**District: (980) SAN BERNARDINO**

**Quarter Ended: (Q3) Mar 31, 2019**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>Closed for edits after May 17, 2019</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	100,261,996	100,261,996	85,361,830	100,261,996
A.2	Other Financing Sources (Object 8900)	2,000,000	2,000,000	1,488	2,000,000
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	102,261,996	102,261,996	85,363,318	102,261,996
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	105,191,202	106,604,937	69,131,063	106,604,937
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	796,056	807,383	784,490	807,383
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	105,987,258	107,412,320	69,915,553	107,412,320
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-3,725,262	-5,150,324	15,447,765	-5,150,324
D.	<b>Fund Balance, Beginning</b>	22,881,969	22,881,969	22,881,969	22,881,969
D.1	Prior Year Adjustments + (-)	-4,641,282	-4,641,282	-4,641,282	-4,641,282
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	18,240,687	18,240,687	18,240,687	18,240,687
E.	<b>Fund Balance, Ending (C. + D.2)</b>	14,515,425	13,090,363	33,688,452	13,090,363
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	13.7%	12.2%	48.2%	12.2%

**SAVE EDITS >>>**

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)				15,479
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Amount as of the Specified Quarter Ended

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

H.1	Cash, excluding borrowed funds	46,423,567
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	46,423,567

**IV. Has the district settled any employee contracts during this quarter?**  Yes  No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management				Academic				Classified	
	Permanent		Temporary		Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
YYYY-YY										
<b>a. SALARIES:</b>										
Year 1:										
Year 2:										
Year 3:										
<b>b. BENEFITS:</b>										
Year 1:										
Year 2:										
Year 3:										

\* As specified in Collective Bargaining Agreement or other Employment Contract

**SAVE EDITS >>>**

**c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.**

2000 Characters Remaining

**V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?**

Yes  No



If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?  
Next year?

Yes  
 Yes

No  
 No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

[«« EXIT WITHOUT SAVING](#)

[SAVE EDITS »»»](#)

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4550  
Sacramento, California 95811

Send questions to:  
Christine Atalig (916)327-5772 [atalig@cccco.edu](mailto:atalig@cccco.edu) or Tracy Britten (916)324-9794 [tbritten@cccco.edu](mailto:tbritten@cccco.edu)

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**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**  
**VIEW QUARTERLY DATA**

CHANGE THE PERIOD

**Fiscal Year: 2018-2019**

**District: (980) SAN BERNARDINO**

**Quarter Ended: (Q3) Mar 31, 2019**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2015-16	Actual 2016-17	Actual 2017-18	Projected 2018-2019
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	98,085,704	96,715,398	95,130,564	100,261,996
A.2	Other Financing Sources (Object 8900)	4,846	16,241	43,023	2,000,000
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>98,090,550</b>	<b>96,731,639</b>	<b>95,173,587</b>	<b>102,261,996</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	83,535,522	89,347,559	93,886,226	106,604,937
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	12,705,000	1,231,356	1,009,397	807,383
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>96,240,522</b>	<b>90,578,915</b>	<b>94,895,623</b>	<b>107,412,320</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>1,850,028</b>	<b>6,152,724</b>	<b>277,964</b>	<b>-5,150,324</b>
D.	<b>Fund Balance, Beginning</b>	<b>14,446,622</b>	<b>16,665,949</b>	<b>22,604,005</b>	<b>22,881,969</b>
D.1	Prior Year Adjustments + (-)	369,299	-214,668	-4,641,282	-4,641,282
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>14,815,921</b>	<b>16,451,281</b>	<b>17,962,723</b>	<b>18,240,687</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>16,665,949</b>	<b>22,604,005</b>	<b>18,240,687</b>	<b>13,090,363</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	17.3%	25%	19.2%	12.2%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	15,352	14,511	15,228	15,479
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2015-16	2016-17	2017-18	2018-2019
H.1	Cash, excluding borrowed funds		37,785,530	37,680,991	46,423,567
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>32,670,844</b>	<b>37,785,530</b>	<b>37,680,991</b>	<b>46,423,567</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	100,261,996	100,261,996	85,361,830	85.1%
I.2	Other Financing Sources (Object 8900)	2,000,000	2,000,000	1,488	0.1%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>102,261,996</b>	<b>102,261,996</b>	<b>85,363,318</b>	<b>83.5%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	105,191,202	106,604,937	69,131,063	64.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	796,056	807,383	784,490	97.2%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>105,987,258</b>	<b>107,412,320</b>	<b>69,915,553</b>	<b>65.1%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-3,725,262</b>	<b>-5,150,324</b>	<b>15,447,765</b>	
L.	Adjusted Fund Balance, Beginning	18,240,687	18,240,687	18,240,687	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>14,515,425</b>	<b>13,090,363</b>	<b>33,688,452</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	13.7%	12.2%		

**V. Has the district settled any employee contracts during this quarter?**

**NO**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? NO**  
**Next year? NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** June 20, 2019  
**SUBJECT:** Resignations & Retirements

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the retirement or resignation of any employee.

### **ANALYSIS**

The employees on the attached list have submitted in writing their intention to either retire or resign.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## Resignations & Retirements

Presented for Information June 20, 2019

[v.5.30.2019.p.1|1]

Resignations	Years of Service	Last Date of Employment
<b>Smith, LaTasha</b> Human Resources Coordinator DIST Human Resources	1.5	5/16/19

Retirements	Years of Service	Last Date of Employment
<b>Petrovic, Snezana</b> Instructor, Art CHC Letters, Arts & Mathematics	18	6/30/19