

# DISTRICT ASSEMBLY AGENDA

May 3, 2016  
3:00pm  
Location: ATTC

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
Call to Order -Stanskas	
Chancellor's Report	
Approval of Minutes – 4/5/16 (p4)	Once approved, minutes and materials will be posted on the District website: <a href="http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a>
<p><b><u>OLD BUSINESS</u></b></p> <p>1. Policies &amp; Procedures for 2<sup>nd</sup> Read and Approval</p> <ul style="list-style-type: none"> <li>○ BP 3225 Awards</li> <li>○ BP/AP 3225 Institutional Effectiveness</li> <li>○ BP/AP 3501 Campus Security and Access</li> <li>○ BP 3540 Sexual and Other Assaults on Campus</li> <li>○ AP 3820 Gifts and Donations</li> <li>○ AP 4102 Career and Technical Education Programs</li> <li>○ BP/AP 4300 Field Trips &amp; Excursions</li> <li>○ BP 5205 Student Accident Insurance</li> <li>○ BP/AP 6150 Designation of Authorized Signatures</li> <li>○ BP/AP 6200 Budget Preparation</li> <li>○ BP/AP 6320 Investments</li> <li>○ BP 6800 Occupational Safety</li> </ul>	
2. Complete Committee Evaluation (p7)	
<p><b><u>NEW BUSINESS</u></b></p> <p>1. Policies &amp; Procedures for 1<sup>st</sup> Read (take to constituency for input)</p> <ul style="list-style-type: none"> <li>○ BP/AP 3420 Equal Employment Opportunity</li> <li>○ BP 3515 Reporting of Crimes</li> <li>○ BP 3720 Computer and Network Use</li> <li>○ BP/AP 4060 Delineaton of Functions Agreements</li> <li>○ BP 4102 Career and Technical Programs</li> <li>○ BP/AP 6250 Budget Management</li> <li>○ BP/AP 6300 Fiscal Management</li> <li>○ BP/AP 7385 Salary Deductions</li> <li>○ BP/AP 7700 Whistleblower</li> </ul>	<p>Policies &amp; Procdures under review are located on the District Assembly Webpage under documents <a href="http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a>.</p> <p>Responsibility for the review process is as follows:</p> <p>Chapter 1: Board of Trustees and the Chancellor Chapter 2: Board of Trustees and the Chancellor Chapter 3: Chancellor and Chancellor's Cabinet Chapter 4: VPs of Instruction, Student Services Chapter 5: VPs of Instruction, Student Services Chapter 6: VC of Fiscal Services and VPs of Administrative Services Chapter 7: VC of Human Resources</p>
2. DA Membership Status (p9)	

<p>3. Election of DA President &amp; Vice President</p>	
<p><b><u>INFORMATION</u></b></p> <p>1. Legally required updates (Update #28) to forward to Board for approval</p> <ul style="list-style-type: none"> <li>○ BP 1100 The San Bernardino CCD</li> <li>○ BP 2010 Board Membership</li> <li>○ BP 4020 Program, Curriculum, and Course Development</li> <li>○ AP 6740 Citizens' Oversight Committee</li> </ul>	
<p>2. Policies &amp; Procedures Deemed Academic &amp; Professional Submitted for Information</p> <ul style="list-style-type: none"> <li>○ None</li> </ul>	
<p><b><u>REPORTS</u></b></p> <ul style="list-style-type: none"> <li>○ AB 86 Update</li> <li>○ Human Resources Update</li> <li>○ Calendar Committee Update</li> <li>○ Non-Credit Updates from Senates</li> <li>○ District Budget &amp; Enrollment Update</li> <li>○ Staffing Plan Update</li> <li>○ Academic Senates</li> <li>○ Classified Senates</li> <li>○ Student Senates</li> </ul>	
<p><b><u>WRITTEN DISTRICT REPORTS</u></b></p> <ul style="list-style-type: none"> <li>○ Business &amp; Fiscal Services Report (p10)</li> <li>○ Strong Workforce Program (p21)</li> </ul>	
<p><b><u>PUBLIC COMMENTS</u></b></p> <p>District Assembly welcomes public comment on any issue within the jurisdiction of the District. 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, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members 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 meeting as possible.</p>	

**FUTURE AGENDA ITEMS**

- AB 86 Update
- District Strategic Plan Update (February)
- Educational & Facilities Master Plan Update (February)
- District Budget & Enrollment Update (April)
- Policy & Procedure Tracking Software (May)
- Annual approval of 6-year AP/BP review schedule (September)
- Fiscal Services Update (written reports Feb, May, Aug, Nov)
- KVCR Update (written reports Feb, July)
- Police Department Update (written reports Apr, Sept)
- TESS Updates (written reports May, Oct)
- Human Resources Update (written reports Jan, Apr, July, Oct)
- EDCT Update (written reports Apr, Dec)

**ADJOURN**

# DISTRICT ASSEMBLY MINUTES

April 5, 2016  
3:00pm  
Location: Board  
Room

Attendance: See Sign In Sheet

TOPIC	DISCUSSION
<p><b>Call to Order -Stanskas</b></p>	<p>Stanskas called the meeting to order at 3:00pm</p>
<p><b>Chancellor's Report</b></p>	<p>Chancellor Baron reported meeting the retirement goal with 11 faculty and 10 managers/classified. As a result of a resolution presented by the CHC Senate, the Chancellor is sending a Charge to the District Budget Committee to the Board for approval.</p>
<p><b>Approval of Minutes – 3/1/16</b></p> <p>Once approved, minutes and materials will be posted on the District web-site: <a href="http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a></p>	<p>Marshall motioned, Crow seconded a motion to approve the minutes of 3/1/16. Abstentions: Eaton, Huston, Stanskas, Thomas, Tinoco. All others present approved.</p>
<p><b><u>OLD BUSINESS</u></b> <a href="#">Click here to view CCLC Policies &amp; Procedures</a></p> <ol style="list-style-type: none"> <li>1. Policies &amp; Procedures for 2<sup>nd</sup> Read and Approval <ul style="list-style-type: none"> <li>o BP/AP 3820 Gifts and Donations</li> <li>o AP 4102 Career and Technical Education Programs (1<sup>st</sup> read Dec)</li> <li>o BP/AP 5015 Residence Determination (1<sup>st</sup> read Dec)</li> </ul> </li> </ol>	<p>AP 3820 was noted for first read and should come back to DA in May for 2<sup>nd</sup> read.</p> <p>AP 4102 should have brackets removed and come back to DA in May for 2<sup>nd</sup> read.</p> <p>BP 3820 is ready to move forward to Board. BP/AP 5015 are ready to move forward to Board.</p>
<p><b><u>NEW BUSINESS</u></b> <a href="#">Click here to view CCLC Policies &amp; Procedures</a></p> <ol style="list-style-type: none"> <li>1. Policies &amp; Procedures for 1<sup>st</sup> Read <ul style="list-style-type: none"> <li>o BP 3225 Awards</li> <li>o BP/AP 3225 Institutional Effectiveness</li> <li>o BP/AP 3501 Campus Security and Access</li> <li>o BP 3540 Sexual and Other Assaults on Campus</li> <li>o BP/AP 4300 Field Trips &amp; Excursions</li> <li>o BP 5205 Student Accident Insurance</li> <li>o BP/AP 6150 Designation of Authorized Signatures</li> <li>o BP/AP 6200 Budget Preparation</li> <li>o BP/AP 6320 Investments</li> <li>o BP 6800 Occupational Safety</li> </ul> </li> <li>2. Policies &amp; Procedures Deemed Academic &amp; Professional Submitted for Information <ul style="list-style-type: none"> <li>o BP/AP 5140 Disabled Student Programs and Services</li> <li>o AP 5011 Admission and Concurrent Enrollment of HS and Other Young Students</li> <li>o BP/AP 5035 Withholding of Student Records</li> <li>o BP/AP 5052 Open Enrollment</li> </ul> </li> <li>3. District Assembly Nominations &amp; Elections (constitution attached with nomination form)</li> <li>4. Approval of Questions for Committee Evaluation (attached)</li> </ol>	<p>AP 5012 International Students to come back to DA in September for 1<sup>st</sup> read.</p> <p>All others listed in #1 are to be reviewed by constituent groups and brought back to DA in May for 2<sup>nd</sup> read.</p> <p>All in #2 can move forward to Board.</p> <p>Weiss motioned, Briggs seconded the motion to approve the questions for committee evaluation with the removal of question #3 and #16. Unanimous approval.</p>

<p><b><u>INFORMATION</u></b></p> <ol style="list-style-type: none"> <li>1. AP 2510 Collegial Consultation (updated SBVC Mission Statement as approved by the Board 3/10/16)</li> <li>2. Board of Trustees Meet &amp; Greet with District Assembly <ul style="list-style-type: none"> <li>o April 14, 2016 @ CHC LRC 231 @ 1-2pm</li> </ul> </li> </ol>	<p>AP 2510 will be updated and sent to Stacey for submission to the Board for final approval in May.</p>
<p><b><u>REPORTS</u></b></p> <ul style="list-style-type: none"> <li>o AB 86 Update</li> <li>o Human Resources Update</li> <li>o Calendar Committee Update</li> <li>o Non-Credit Updates from Senates</li> <li>o District Budget &amp; Enrollment Update</li> <li>o Staffing Plan Update</li> <li>o Academic Senates</li> <li>o Classified Senates</li> <li>o Student Senates</li> </ul> <p><b><u>WRITTEN DISTRICT REPORTS</u></b></p> <ul style="list-style-type: none"> <li>o EDCT (attached)</li> <li>o District Budget &amp; Enrollment Update (attached)</li> </ul>	<p>Oral reports were given and written reports were distributed.</p>
<p><b><u>PUBLIC COMMENTS</u></b></p> <p>District Assembly welcomes public comment on any issue within the jurisdiction of the District. 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, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members 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 meeting as possible.</p>	<p>None.</p>
<p><b><u>FUTURE AGENDA ITEMS</u></b></p> <ul style="list-style-type: none"> <li>• AB 86 Update</li> <li>• District Strategic Plan Update (February)</li> <li>• Educational &amp; Facilities Master Plan Update (February)</li> <li>• District Budget &amp; Enrollment Update (April)</li> <li>• Policy &amp; Procedure Tracking Software (May)</li> <li>• Annual approval of 6-year AP/BP review schedule (September)</li> <li>• Fiscal Services Update (written reports Feb, May, Aug, Nov)</li> <li>• KVCR Update (written reports Feb, July)</li> <li>• Police Department Update (written reports Apr, Sept)</li> <li>• TESS Updates (written reports May, Oct)</li> <li>• Human Resources Update (written reports Jan, Apr, July, Oct)</li> <li>• EDCT Update (written reports Apr, Dec)</li> </ul>	
<p><b><u>ADJOURN</u></b></p>	<p>Meeting adjourned at 4:25pm</p>

4/5/16.  
John.

District Assembly Sign In Sheet		
First Name	Last Name	Initial Here
Denise	Allen	DA
Bruce	Baron	BB
Aaron	Beavor	
Yvonne	Beebe	
Stephanie	Briggs	SB
T.L.	Brink	12/31
Aaron	Burgess II	
Rejoice	Chavira	
Marco	Cota	
Kathy	Crow	KC
April	Dale Carter	
Jay	Danley	
Grayling	Eation	
John	Feist	
Gloria	Fisher	
Ben	Gamboa	
Stacey	Garcia	
Jeremiah	Gilbert	JG
Alicia	Halex	
Jim	Holbrook	JH
Celia	Huston	
Gabrie	Jaramillo	
Robert	Levesque	RL
Sheri	Lillard	
Cheryl	Marshall	CM
Sarah	Miller	
Ericka	Paddock	
Romana	Pires	
Kathleen	Rowley	
John	Stanskas	JS
Linda	Subero	
Cassandra	Thomas	CT
Michelle	Tinoco	
Esmeralda	Vazquez	
Kay	Weiss	KW
Clyde	Williams	
<b>GUESTS:</b>		
Lisa	Norman	LN
Jose	Torres	
Anne	Vericef	
Cynoh	Gundersen	
Haragluen		
Gloria	Harrison	
John	Longville	
Joseph	Williams	

# San Bernardino Community College District Committee Self-Evaluation

Goal 4 of the SBCCD District Strategic Plan calls for the district to "Improve the District systems to increase administrative and operational efficiency and effectiveness." Committee structures comprise a major component of planning, decision-making, and the improvement of district systems in the district, so an important step in pursuing this goal is to ask committee members for their own observations. That is the purpose of this survey. The results will be shared with the committee itself to help members improve its performance. Aggregated results from all committees will be analyzed by the SBCCD Office of Institutional Effectiveness, Research and Planning, and made available to all constituencies to help the District gauge the overall performance of its planning and decision-making structures and processes.

**If you served on more than one District Services committee during 2015-2016,  
please complete a questionnaire for each.**

Please think about the internal processes, external interactions, and work products or outcomes of each committee on which you served during 2015-2016, and answer each of the following questions as objectively as you can.

**1. Name of committee**

**2. Did you serve as chair or convener of this committee this year?**

Yes .....  No.....

**3. How long have you served continuously on this committee?**

New member this year..  3 years.....   
 2 years.....  4 or more years .....

**4. Do you expect to serve on this committee again next year?**

Yes .....  I don't know .....   
 No.....

**5. On how many other District Services committees did you serve this year?**

0 .....  3 .....   
 1 .....  4 .....   
 2 .....  5 or more .....

**6. What is your primary function in the District?**

FT Faculty .....  Confidential.....   
 PT Faculty .....  Manager .....   
 Classified.....  Student.....

**7. At which location are you primarily assigned?**

Crafton Hills College...  District Office .....  KVCR.....  Big Bear Site.....   
 San Bernardino Valley College .....  District Annex.....  EDCT.....

**8. Please indicate how often the committee's processes, interactions, and outcomes during 2015-16 reflected each of the following characteristics:**

	Almost Always	Often	Some-times	Seldom	Almost Never	No Opinion
<b>Collaborative:</b> Sharing, inclusive, open to input, respectful of diverse opinions, characterized by meaningful dialogue.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transparent:</b> Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the College community.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Evidence-Based:</b> Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Effective:</b> Working properly and productively toward the committee's intended results .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Efficient:</b> Performing well with the least waste of time and effort; characterized by serving the committee's specified purposes in the best possible manner .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please turn the survey over!**

9. Please enter this committee's most significant accomplishment this year:

10. Please enter the improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work:

11. Please indicate the extent to which you agree or disagree with the following statements about your service on this committee overall this year:

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
I feel comfortable contributing ideas .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My ideas are treated with respect, whether or not others agree with them .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have had sufficient opportunities to provide input into committee recommendations.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Please rate the following aspects of the committee's work overall this year:

	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Very Poor</i>	<i>No Opinion</i>
Clarity of the committee's charge.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of communication within the committee .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of information flow from the committee to constituency groups .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of information flow from constituency groups to the committee .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of communication by the committee with the district community as a whole.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to data needed for deliberations.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to meeting space.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to other resources needed for the committee to work effectively.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training or mentoring for you as a committee member.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishment of expectations or norms for committee members and convener(s).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adherence to expectations or norms for committee members and convener(s).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Please describe how the committee's accomplishments align with the San Bernardino Community College District's goals and objectives?

14. If you would like to make any additional comments, please do so in the space below.

**Thank you very much for participating in this important effort to improve committee work in the San Bernardino Community College District! Please click the submit button or return the paper surveys to Keith Wurtz!**



**District Assembly  
Terms Ending 2017-2018**

**President: John Stanskas (17)**  
**Vice President: Denise Allen (17)**

**FACULTY**

**Crafton Hills College (4)**

~~T.L. Brink (18)~~  
~~Patricia Menchaca (18)~~  
Jim Holbrook (17)  
Kathy Crow (17)

**San Bernardino Valley College (6)**

~~John Stanskas (18)~~  
~~Celia Huston (18)~~  
~~Jay Danley (18)~~  
~~Stephanie Briggs (18)~~  
Romana Pires (17)  
Yvonne Beebe (17)

**CLASSIFIED STAFF**

**District (1)**

Susan Ryckevic (18)

**Crafton Hills College (2)**

~~Alicia Hallex (18)~~  
Ben Gamboa (17)

**San Bernardino Valley College (3)**

Chris Williams (18)  
Cassandra Thomas (17)  
Sarah Miller (17)

**MANAGEMENT STAFF**

**District (1)**

Robert Levesque (18)

**Crafton Hills College (2)**

~~Ericka Paddock (18)~~  
Rejoice Chavira (17)

**San Bernardino Valley College (3)**

April Dale Carter (17)  
Kay Weiss (18)  
Raymond Carlos (18)

**STUDENTS**

**Crafton Hills College (2)**

~~Aaron Burgess (18)~~  
~~Esmeralda Vazquez (alternate)~~

**San Bernardino Valley College (2)**

~~Linda Subero (18)~~  
~~Gabriel Jaramillo (Alternate)~~

**EX-OFFICIO**

- |    |   |                             |
|----|---|-----------------------------|
| 1. | Chancellor of the District                          | Bruce Baron                 |
| 2. | President of Crafton Hills College                  | <del>Cheryl Marshall</del>  |
| 3. | President of San Bernardino Valley College          | <del>Gloria Fisher</del>    |
| 4. | President of the CHC Academic Senate (18)           | Denise Allen                |
| 5. | President of the SBVC Academic Senate (18)          | Celia Huston                |
| 6. | President of the CHC Classified Senate (18)         | <del>Michelle Tinoco</del>  |
| 7. | President of the SBVC Classified Senate (18)        | <del>Aaron Beaver</del>     |
| 8. | President of the CHC Student Body Association (18)  | <del>Aaron Burgess II</del> |
| 9. | President of the SBVC Student Body Association (18) | <del>Linda Subero</del>     |

**VESTED**

CSEA for the Classified Employees  
CTA for the Faculty  
Black Faculty and Staff Association  
Latino Faculty and Staff Association

Grayling Eaton  
Sheri Lillard  
Clyde Williams  
Marco Cota  
(designee Mary Valdemar)



Business & Fiscal Services  
Department and Committee Report  
Fiscal Year 2015-2016

April 15, 2016

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## Business & Fiscal Services

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Submitted by Jose F. Torres, Vice Chancellor ▪ (909)382-4022 ▪ jtorres@sbccd.cc.ca.us

### All Departments

In alignment with the needs identified in program review and the District Strategic Plan, we are continuing to work toward the implementation of an Enterprise Resource Planning solution (ERP) for the district's Business, Fiscal and Human Resources systems. Yvette Tram of Technology & Educational Support Services is spearheading the implementation process with Oracle and ADP, which will be ongoing through June 30, 2017.

In conjunction with the anticipated approval of the ERP contracts, we have submitted our application to become independent from the County Superintendent of Schools. This process is ongoing.

Ongoing work continues in the following areas:

- Evaluation of Board Policies and Administrative Procedures,
- Development of improved outreach, customer service, and communication, and
- Development of staff.

### Accreditation

Implementation of all recommendations identified by the ACCJC District Ad-Hoc Task Force has occurred. In addition SBCCD is working through the Institutional Effectiveness Partnership Initiative to enhance its response to accreditation recommendations. Meetings with the accreditation team were held the week of April 8 and we are awaiting their response. Accreditation continues to be a recurring agenda item for the District Budget Committee and has been discussed in the District Enrollment Management Committee. We have also participated in presentations to the academic senate at both campuses.

## Business Services

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Submitted by Steve Sutorus, Business Manager ▪ (909)382-4031 ▪ [ssutorus@sbccd.cc.ca.us](mailto:ssutorus@sbccd.cc.ca.us)

### Financial 2000

The Purchasing Department is currently working with SB County Schools on the conversion of the Financial 2000 Purchasing Module to the web-based system. County Schools is currently finalizing trials with select districts and it is anticipated SBCCD will convert sometime over the next six months. Updates on the conversion timeline and associated training will be disseminated when available.

### Fixed Asset Inventory

Physical inventory at CHC and reconciliation of the CHC asset database has been completed. Physical inventory at SBVC has been completed and the reconciliation is scheduled to begin in May 2016.

### Cal-Card Program

Based on recent audit recommendations, Purchasing staff is reviewing Cal-Card program usage procedures and accountability issues. Administrative Procedure 6330 has been updated to reflect new Cal-Card requirements and policies. Training on the updated procedures is underway.

### Vendor Database

An approved Vendor's List was created in FY15 and continues to be updated and utilized into FY16. Purchasing staff is refining the process to register new vendors, including outreach and vendor pre-approval. In anticipation of the conversion to the new ERP, staff is purging the current vendor database. This process will continue up through the ERP conversion.

### Process Improvements

Currently refining the process of vendor pre-approvals, including compliance with department standards and with SB854 – Department of Industrial Relations (DIR) vendor registration program.

## Facilities Planning & Construction

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Submitted by Jose Torres, Vice Chancellor ▪ (909)382-4021 ▪ jtorres@sbccd.cc.ca.us

### Pre-Qualification Program

Currently, we are developing an online application process that could significantly streamline the process for contractors. We expect implementation of this program within the next two months.

### Facilities – Block Grant & Fund 41

Several projects are in various stages of implementation, including the SBVC Lockdown and CHC Lockdown, Phase 2, which were awarded at the April 14 board meeting.

### Facilities – Prop 39

The Year 3 project for CHC Lighting has just been awarded and is scheduled to get underway in the near future. For Years 4-5, we are anticipating solar projects at the district office. We are currently working with Opterra to develop plans to address energy savings projects at the district office facilities.

### Measures P and M

We continue to oversee Kitchell/BRj which is implementing our bond program construction projects. The LADM project bid was awarded at the April board meeting. However, the Student Services A project will have to be rebid. See attached bond program update for details on each project.

### Staffing Plan

As we are assessing and getting familiar with our current structure, we are developing a staffing plan to address our needs and challenges. This will be included in Program Review. A consultant has been engaged to assist in handling non-bond construction projects during the current Director of Facilities Planning & Construction leave of absence.

## Fiscal Services

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Submitted by Larry Strong, Director ▪ (909)382-4028 ▪ lstrong@sbccd.cc.ca.us

### 2016-17 Tentative Budget

We completed the district office budget and are now beginning our review of campus budgets. Despite some challenges getting used to the new software, we are pleased with the power and flexibility of Questica. We have held additional training sessions and are happy with the implementation of new tools, including the efficiencies with electronic budget transfers and adjustments.

### Position Control

Position Control has been reconciled and we will continue to enhance Questica for better service to our colleges and district departments. We are improving our communication and procedures to ensure positions in the Human Resources and Questica systems remain in balance.

### Process Improvements

We have made significant changes to our Accounts Payable process and expect to improve the timeliness of payments and eliminate the incidence of documents being lost in inter-office mail.

- We have eliminated specialties among staff. All staff will now process travel, tuition, and US Bank expenses, based on the last name of the employee.
- Payments will be processed for vendors with business (or last) names beginning with letters:
  - A-G by Rhonda Prater, ext. 4024
  - H-Q by Jessica Fuquay, ext. 4025
  - R-Z by Margarita Aguirre, ext. 4071
- We have established an Accounts Payable Department email box and are requesting that all Accounts Payable documents, including approved invoices and travel/tuition requests and documentation, be scanned and emailed to our box at sbccdapd@sbccd.org. (Note: When approving invoices, please write “OK to pay” and sign underneath those words on the invoice page showing the total of the invoice. Make sure you scan and email all invoice pages.)

### Performance Measures

We continue to gather key metrics and other performance measures that will help us monitor the financial performance and stability of the district and colleges, including auxiliary organizations within SBCCD (i.e. Bookstore, Cafeteria, Foundations, KVCR). Our plan is to provide these measurements each quarter, no later than the end of this fiscal year.

## Internal Audit

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Submitted by Erika Almaraz, Interim Director ▪ (909)382-4028 ▪ ealmaraz@sbccd.cc.ca.us

### Audit Reports

Management letter observations noted during the financial and compliance audit for fiscal year 2014-2015 have been addressed.

The financial and compliance audit for fiscal year 2015-2016 is currently in progress. The audit reports for SBCCD, KVCR TV-FM, and KVCR Educational Foundation will be completed by December 2016.

### Internal Audits

The following measures are currently planned or in progress.

- Review of the SBVC Sunroom.
- Review of accounting controls necessary for fiscal independence.
- Ongoing districtwide risk assessment.
- Ongoing monitoring of the Whistleblower Hotline.

The following measures have been completed.

- Completed review of the district's conflict-of-interest policy. Recommendations were made. The policy changes are being reviewed by the Board of Trustees.
- Completed review of user access to the district's financial system. Recommendations were made and are currently being addressed.
- Coordinated training on the new Office of Management & Budget Super Circular guidelines governing the administration of federal awards. There were 23 district employees involved in the administration of federal and state awards who attended the training.



## Committees

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Submitted by Jose Torres, Chair ▪ (909)382-4028 ▪ jtorres@sbccd.cc.ca.us

### District Budget

The District Budget Committee (DBC) met twice since the last report and as of the writing of this report. At those meetings they reviewed Board Directives for the 2016-17 Budget and approved DBC Recommendation 2016-03 on RAM Guidelines for 2016-17. At the April 15 meeting the committee reviewed the district sites budget and program review priorities for the coming fiscal year.

### District Enrollment Management

The District Enrollment Management Committee (DEMC) has met six times since the last report. They have developed and forwarded DEMC Recommendations 2016-01 and 2016-02 on FTES projections for 2016-17, as well as developed and circulated a draft District Enrollment Management Plan.

See attached report to the Board of Trustees on April 21, 2016 for detailed activities of these two committees.



**Activities Status Report for District Measure M Projects  
APRIL 2016**



**Crafton Hills College**

Project Name	Status
New Science Building (NSB)	The Project is substantially complete as of 12/30/15. Punch list activities are on-going. Contractor is performing the 90 day landscape maintenance period. The Project Manager is working through change order requests, close-out submittals, verification that commissioning is complete and verification of LEED construction submittals. The final completion of the project is estimated at 6/30/16.
New Crafton Center (NCC)	The project is 90% complete in the closeout phase. Substantial completion reached on October 30, 2015. Punch list corrections are ongoing with the bulk of pending items being the fiber concrete panels. The completion of the irrigation and landscaping 90 day maintenance period is scheduled for mid-April 2016. Final Project completion has been delayed due to unaccepted corrective work on the fiber concrete panels. The completion of the fiber concrete panels is currently estimated by mid-August 2016, which will also hold DSA closeout.
Occupational Education 2 Building (OE2)	The project is at 99% completion in the construction phase. Substantial completion was obtained on October 19, 2015, when the campus occupied the building. The contractor is currently completing punchlist corrections, commissioning activities and owner trainings. Current completion projection is April 30, 2016.
PE Complex Building (PEC)	Verification of open items summarized in a Completion List is currently under review between the Contractor and the Project Manager. The District submitted a claim to the Contractor's Surety for value of the completion list and the Contractor is responding to the open items. DSA close out is currently in review with the Project Manager, Architect and Inspector of Record. OCIP claim for the Dance Studio is under review with the Insurance Company. The State Labor Commissioner status will continue to be pending until a final decision is made between the State agency and the Contractor.
Performing Arts Center (PAC) Renovation Project	Campus has elected to suspend this project at the conclusion of design and to transfer all remaining budget to the Student Center/Cafeteria project to cover additional scope of work requirements.
Laboratory/Administration (LADM) Renovation Project	The project is in the Bid and Award phase. The bid opening occurred on March 7, 2016, and a Notice of Intent to Award a contract was transmitted to AMG & Associates, Inc. The board approval of the contract is scheduled for April 14, 2016, with Notice to Proceed and start of construction scheduled to commence on April 15, 2016.
Student Services A (SSA) Renovation Project	The project is 90% complete in the Bid and Award phase. The bid opening was held on March 8, 2016 with ten contractors bidding. The Notice of Intent to Award is on hold at the District's request with an award of contract tentatively scheduled for the May board meeting. A tentative start of construction in mid-May would push final completion out till early-March 2017.
Student Center/Cafeteria (SCC) Renovation Project	Contract negotiations with the Architect of Record to finalize the design phase per Campus added scope is complete. This project is on hold until September 2016 to start the re-programming phase per the scope changes.
Maintenance & Operations (M&O) Renovation Project	The project is 100% complete and closed. Attic stock, warranties and Maintenance Manuals have been turned over to the Crafton Hills Facilities Management.
Wayfinding and Signage	Substantial completion is achieved for this project. Close-out efforts are underway to collect all required documents, final bill, Notice of completion and retainage billing. Forecast June 2016 for all paperwork to be complete.
Campus Moves (CHURN)	Substantial completion is achieved for these Campus moves that affected 90% of the program. Close-out efforts are underway to collect all required documents, final bill, Notice of Completion and retainage billing. Tracking May 2016 for all paperwork to be complete.



**Crafton Hills College (continued)**

Project Name	Status
Multiple Tenant Improvements: OE-1, CHS, MSA , Class Room Bldg.	<p>Project was separated into two phases:</p> <p><u>Phase 1</u> - CHS Building 1st Floor: Contractor was substantially complete on December 11, 2015 for these tenant improvements that consisted of new carpet, paint, marker boards and electrical retrofit. Project Manager is forecasting the Notice of Completion to retainage billing to be 100% complete in May 2016.</p> <p><u>Phase 2</u> - CHS, MSA &amp; OE! Buildings: Contractor was substantially completion on January 9, 2016 for these tenant improvements that consisted of new carpet, paint, cabinets, electrical retrofit and space allocation changes. Close-out efforts are underway to collect all documentation for final billing, Notice of Completion and retainage billing.</p>
West Complex / Classroom Building	<p>This project is in the bid and award phase. The scope of work consists of new carpet, paint, space allocation changes and data. This project will commence with a Notice to Proceed after May Board approval, Construction to start on May 31, 2016 and complete on August 5, 2016 to be ready for fall classes.</p>
CHS Fire Alarm Panel Upgrade	<p>The CHS fire alarm panel is in need of an upgrade that consists of new conduit, new panel and new devices. This project will be a design build project by Simplex Grinnell as this is a proprietary system for the CHC Campus. Design will go through DSA for approximately 12 weeks and execution of the scope of work is 2 weeks, scheduled for Winter of 2016.</p>



**Activities Status Report for District Measure M Projects  
APRIL 2016**



**San Bernardino Valley College**

Project Name	Status
Applied Technology Building - Phase 1	The project is in the Warranty Phase. The project received DSA beneficial occupancy, but cannot be DSA certified until the Main building's Men's and Women's restrooms are upgraded to satisfy ADA compliance. The Main building's Men's and Women's restrooms will be addressed in Phase II of the construction.
Applied Technology Building - Phase 2	The project is in the Procurement Phase. The documents for the Restroom Upgrade Project have been DSA-approved. The final drawings for the Evaporative Coolers and Ventilation have been completed. Both sets of documents have been reviewed with, and signed off by, the campus staff. The two projects have been combined into a single Applied Technology Phase II Upgrades package and advertised as a formal bid. The job walk was scheduled for April 5, 2016 with bids due on April 28, 2016, and anticipated approval on June 9, 2016. When the restroom work is completed this summer, we will be able to certify Applied Technology Phase I with DSA.
Auditorium Renovation	The project is in the Procurement Phase. The bid documents have been reviewed with the campus staff and signed off. Because of the extent of abatement work involved, the work was formally bid. A mandatory pre-bid job walk was scheduled for April 7, 2016, with bids due April 26, 2016 and an anticipated award on June 9, 2016.
Gymnasium Building	The project is in Construction Phase at 70% complete. Current activities in the Main Building include: interior and exterior finishes of the building including major deliveries and installation of different systems, such as lockers, gym equipment, storefront, curtain walls, doors/hardware, wall and soffit metal and composite panels, and stucco finishes, painting, restroom finishes, and roofing completion, mechanical, electrical and communication activities, and site work, including fire lanes, hardscape, and landscape. Current activities for visitor facilities include: complete installation of visitor bleachers and block building of Building E. The project is on target for delivering the Main Gymnasium Building A, Visitor Building E, and Visitor Bleachers by July 15, 2016. Potential issues are: 1) Swinerton's Structural Steel subcontractor submitted a \$260K Change Order request for DSA deferred approval changes. Kitchell/BRj and the Architect of Record (AOR) concluded there was no merit and rejected the claim. The Contractor is pursuing the claims process as outlined in their contract. 2) Swinerton's Structural Steel Subcontractor submitted a stop notice against Swinerton's contract and the District withheld \$1.6M per public contract law. The stop notice was filed in January and has not been released and resolved by Swinerton. 3) Due to late procurement items to the Gym, the final completion of the contract has been delayed by 42 calendar days of which it wouldn't impact the delivery of the main Gym by July 15, 2016. Kitchell/BRj secured all Campus furniture, fixed fixtures, Gym equipment, and IT equipment POs, and they are ready to be delivered by the turnover date. Coordination of the move has been coordinated with the Campus and user group to eliminate interruption as much as possible.
KVCR Parking Lot Project	The KVCR Parking Lot Project scope of work is complete and on schedule with the punch list. Two items of work (a lot identification sign and bollards to protect a fire hydrant) were added during the punch list walk. The sign is expected the first week of April. A change order has been issued, and the final project cost has been determined. DSA documents are in the process of being uploaded by the responsible parties to the DSA Box, in preparation for close-out and certification.
Central Plant	The project is in Post-Warranty Maintenance Phase. No construction or design issues have been encountered since January 2015. P2S Engineering has provided the Campus with physical training and step-by-step procedural manuals for preventive maintenance and daily observations. The Campus facility is currently maintaining and operating the Central Plant. The District has approved a current Purchase Order to P2S Engineering to provide on-call consultation services and in-case-of-emergency situations. The Campus facilities previously indicated it would assume full responsibility for the plant by September 30, 2015. The District hired a new HVAC technician who is currently being trained to operate the Central Plant.
Baseball Netting - Outfield Project	The baseball netting project is complete and on schedule, including the "Hitter's Eye" requested by the campus staff. The project is in Closeout Phase.

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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**To:** CEOs, CIOs, CSSOs, CBOs, CTE Deans, CTE Regional Consortia & Other DWM Grantees

**From:** Mario Rodriguez, Acting Vice Chancellor of Finance & Facilities  
Van Ton-Quinlivan, Vice Chancellor of Workforce & Economic Development

**Subject:** Draft Guidance to the Field on the Administration of the  
\$200M Strong Workforce Program

The 2016-17 Governor's Budget proposes \$200 million in ongoing resources for a Strong Workforce program within the Economic and Workforce Development program. These funds are to be used to close California's middle-skills gap by increasing the amount, and improving the quality, of CTE offered at community colleges. The proposed trailer bill language can be found at (<http://goo.gl/RmrxJ7>). In an effort to provide guidance to the colleges on the disbursement and implementation of these funds, the Chancellor's Office drafted this document outlining key provisions of the Governor's proposal and highlighting areas that are being actively deliberated in the legislative process. It is being shared with the understanding that the 2016-17 Governor's Budget proposal is still working its way through the legislative budget process and resulting amendments will impact the content. Once the final details of the 2016-17 State Budget have been determined, we will distribute additional guidance to the field.

**Goal Identified in Trailer Bill Language:**

Increase *number* of students in *quality* CTE (courses, programs, pathways, credentials, certificates, degrees) that lead to successful workforce outcomes; OR invest in new or emerging CTE that is likely to lead to successful workforce outcomes

**Flow of Funds:**

The language requires the funding to be allocated to CTE Regional Consortia (link: <http://goo.gl/W1Kzjm>) that will allocate the funding to colleges through a regional plan. The CCCCO will look to the consortia infrastructure to engage colleges in regional planning – amongst themselves but also with regional partners – rather than build new infrastructure. Colleges must participate in regional planning to be eligible recipients for these funds.

All seven existing CTE Regional Consortia will be asked to submit to the CCCCO, after consultation with their colleges, the following decisions by October 1, 2016:

- 1) Description of its formal decision-making structure. This decision-making structure should include at least one level of escalation for the handling of unresolved conflicts. These documents should also be posted to the web by each CTE Regional Consortia.
- 2) Selection of a district to serve as fiscal agent on behalf of the region. Careful consideration should be given to the efficacy of business processes when a region selects its fiscal agent. More on the roles and responsibilities of the fiscal agent can be found in Appendix A.
- 3) Selection of the ratio of Regional Share to Local Share (only one of the following is allowed):
  - a. 40% regional : 60% local
  - b. 30% regional : 70% local

The Chancellor's Office will model and publish the allocations to every region, including Local Shares available to each college, no later than November 1, 2016.

**Allowable Uses of Local Shares:**

Local colleges shall use the planning template provided in Appendix B to commit its use of Local Shares and submit these plans to the region by January 31<sup>st</sup> of each year for consolidation.

Carry-over: Local Shares can fund multi-year programming up to 3 years. Local Shares uncommitted after 18 months shall revert to the region for reallocation.

Types of CTE: Local Shares must be used on CTE that meet labor market needs such as:

- CTE with labor market need in the region's priority and emerging industry sectors.
- CTE with labor market need and proven "student success with labor market outcomes."
- CTE with labor market need and public benefit.
- CTE with labor market need and completes a structured pathway, either from secondary to post-secondary, adult education to post-secondary, or to satisfy a community college baccalaureate degree.

Suggested Expenditures: This program focuses on 'student success with workforce outcomes', and provides broad authority for colleges to expend resources in line with a plan to meet their region's middle-skills gap. The trailer bill language does not explicitly articulate what these funds can be spent on, however, during discussions over the past year with faculty and administrators, we have identified some broad areas that these restricted funds should focus in order to increase the number of students in quality CTE program or invest in new or emerging CTE programs likely to lead to successful workforce outcomes:

- Low student-to-instructor courses as required by standard setting or safety bodies
- High cost equipment and consumables
- Minor improvements to facilities
- Professional development, including cost to certify instructor to teach and backfill so that instructor can attend the training
- Regional analysis
- Work-based learning and job placement support; student internships
- Curriculum development and instructional redesign
- New program start-up cost
- Employer and workforce partner engagement that result in internships, job placement and/or co-investments
- No more than 2% of the Local Share can be used as indirect.

**Allowable Uses of Regional Shares:**

- No less than 85% of the Regional Shares shall be used to create a Regional CTE Incentive Fund 1) to incentivize multi-college programming of quality CTE to solve acute regional middle-skills gap and 2) to incentivize high value workforce outcomes.
- Collectively market CTE programs to employers in order to secure internships, and job placements for students and/or co-investment
- Collectively build awareness and early career exploration amongst potential students (and their families) on the value of CTE as a postsecondary option
- Work on region-wide instructional design/redesign and curricular alignment, and professional development of faculty and staff thereof, in furtherance of structured

pathways, such as between secondary to post-secondary and adult education to post-secondary

- Provide region-wide analytics and data support
- Provide capacity for and conduct the coordination activities outlined in, but not limited to, Strong Workforce recommendation #17
- Develop regional initiatives and pilots that respond to industry training/workforce needs.
- No more than 4% of the Regional Share can be used as indirect.

#### **Allocation Formula:**

The language requires the regional formula to consider CTE FTES, job openings, and unemployment in the first year of the program (2016-17), and includes improvements in workforce metrics for the out years. We plan to also include total FTES as a factor in the formula to ensure colleges and regions with a low CTE portfolio is given a chance to increase their offerings with these funds and have a baseline starting point. In addition, we plan to implement a gradual phased-in approach to the workforce metrics component of the allocation formula (no more than 5% in year two) to reflect our understanding that these funds won't make dramatic improvements overnight.

We understand that there is concern by some colleges of the reference to student success with workforce outcomes "as aligned to WIOA metrics" given that the federal Workforce Investment & Opportunities Act is new and some regions find the collaboration with their local workforce entities challenging. Be assured that the newly revised CCCCO Scorecard and CTE Launchboard 2.0 already display WIOA-aligned metrics and so our own system's data will be the source for this metric.

#### **Maintenance of Effort:**

The language requires maintenance of effort for CTE at the college. In our opinion, the current proposal does not provide enough flexibility for colleges to operate given our volatile funding system, which can result in sharp cuts during economic contractions. In an effort to ensure our colleges are not held to a standard that may cause harm to their fiscal health, while also ensuring appropriate fiscal accountability, we are advocating for a maintenance of the same percentage of CTE FTES to total FTES at each college with the 2015-16 being the base year.

#### **Background on 25 Strong Workforce Recommendations:**

The California Community Colleges Task Force on Workforce, Job Creation and a Strong Economy (to be referred to as 'Strong Workforce' Task Force) put forth 25 recommendations to strengthen workforce education throughout the 113 college system with the goal of closing the skills gap that is a barrier to filling existing jobs and fueling job creation. The Task Force goal was to identify and recommend policies and practices to meet California's anticipated shortage of one million industry-valued middle skill credentials. The 25 recommendations built upon the groundwork established under the Student Success Initiative and Doing What MATTERS for Jobs and the Economy, and represent the culmination of extensive input from more than 1,200 stakeholders during a nine-month period to identify recommended actions. In September 2015, these recommendations were presented to the Board of Governors as an informational item. At its November 2015 meeting, the Board adopted all 25 recommendations. The resulting \$200M Strong Workforce Program in the Governor's proposed 2016-17 budget is a direct result of these recommendations.

The Report & Recommendations of the Task Force can be found at <http://bit.ly/TaskForcereport>. The

expert background papers informing Task Force deliberations can be found at:

1. Workforce Data & Outcomes <http://bit.ly/onboardingoutcomes>
2. Curriculum & Instruction <http://bit.ly/onboardingcurriculum>
3. Structured Career Pathways & Student Support Part 1 <http://bit.ly/onboardingpathway1>
4. Structured Career Pathways & Student Support Part 2 <http://bit.ly/onboardingpathway2>
5. Regional Coordination <http://bit.ly/onboardingregionalcoord>
6. Funding <http://bit.ly/onboardingfunding>

Appendix A and B are still under development.