



## **Meeting of the Board of Trustees**

September 12, 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)  
(4 cases)
- 2.4. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) or (d)(1) (Case Name and Number)
- 2.5. Conference with Real Property Negotiator pursuant to Government Code section 54956.8
  - Properties:
    - 1888 East Highland Avenue, San Bernardino CA (Property) Sand Canyon Road, Yucaipa, 18.75 Acre Parcel
    - Pro-Swap-Meet, San Bernardino, 22.79 Total Acres
  - 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.
- 2.6. 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. None

**9. REPORTS**

- 9.1. Board Committee Reports (p7)
- 9.2. Board Information Requests (p10)
- 9.3. Key Performance Indicators (p13)
- 9.4. Good News (p17)
- 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. August 8, 2019 (p18)
- 10.2. August 29, 2019 (p23)

**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 (p25)
- 11.2 Donation – SBVC (p27)
- 11.3 Serve Wine Spirits and Beer at a Campus Events-SBVC (p28)

**Human Resources**

- 11.4 Adjunct and Substitute Academic Employees (p29)
- 11.5 Appointment of Temporary Academic Employees (p33)
- 11.6 Non-Instructional Pay for Academic Employees (p35)
- 11.7 Salary Advancement for Academic Employees (p48)
- 11.8 Payment of Stipends (p50)
- 11.9 Sabbatical Leaves for the 2020-2021 Academic Year (p53)
- 11.10 Appointment of Interim Managers (p54)
- 11.11 Employee Promotions (p56)
- 11.12 Appointment of District Employees (p58)

**Business & Fiscal Services**

- 11.13 Contracts at or Above \$92,600 (p61)
- 11.14 Resolution #2019-09-12-FS01 Authorizing a Separate Bank Account (p63)
- 11.15 Surplus Property (p65)
- 11.16 Vacation Payout (p67)
- 11.17 Board Orientation Handbook (p68)
- 11.18 District & College Expenses (p100)
- 11.19 Individual Memberships (p110)
- 11.20 Travel Requests (p113)
- 11.21 Resolution to Grant Excused Absence of Trustee (p115)

**Facilities**

- 11.22 Small Scale Construction Contract with Allen Communications of Whittier CA (p118)
- 11.23 Award RFQP CC01.3601 and Contract to HMC Architects of Ontario CA (p119)
- 11.24 Resolution #2019-09-12-FPC01 Ratifying Agreement for the Acquisition of Real Property (1888 E Highland Avenue, San Bernardino CA) (p121)

**12. ACTION AGENDA**

- 12.1 Public Hearing on Initial Proposals to Reopen Negotiations Between SBCCD and CSEA Chapter 291 (p138)
- 12.2 Acknowledgement of Initial Proposals to Reopen Negotiations Between SBCCD and CSEA Chapter 291 (p139)
- 12.3 Public Hearing on Initial Proposals to Reopen Negotiations Between SBCCD and the SBCCDTA (p140)
- 12.4 Acknowledgement of Initial Proposals to Reopen Negotiations Between SBCCD and the SBCCDTA (p142)
- 12.5 Public Hearing for CCAP Agreement-CHC (p144)
- 12.6 Adoption of College and Career Access Pathways (CCAP) Agreement – CHC (p145)
- 12.7 Public Hearing on the Final Budget for Fiscal Year 2019-20 (p161)
- 12.8 Final Budget for Fiscal Year 2019-20 (p162)
- 12.9 San Manuel Band of Mission Indians Building Naming Rights (p163)
- 12.10 Resolution #2019-09-12-GA01 To Increase Public Awareness Around Census 2020 (p164)

**13. INFORMATION ITEMS**

- 13.1. Advancement in Rank –CHC (p166)
- 13.2. Applause Cards (p168)
- 13.3. Budget Report (p171)
- 13.4. CCFS-320 Apportionment Attendance Report for FY 2019 Period 3 (p191)
- 13.5. Clery Report (p195)
- 13.6. Contracts Below \$92,600 (p197)
- 13.7. District Volunteers (p212)
- 13.8. General Fund Cash Flow Analysis (p225)
- 13.9. MOUs between SBCCD and the CSEA (p227)
- 13.10. Professional Expert, Short-Term, and Substitute Employees (p231)
- 13.11. Purchase Orders (p238)
- 13.12. Resignations and Retirements (p250)

**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: Study Session - College Educational Master Plan Updates (spring activities) on September 26, 2019, at 12pm.





## BOARD OF TRUSTEES

### PRESIDENT

JOHN LONGVILLE

### VICE PRESIDENT

DR. ANNE L. VIRICEL

### CLERK

JOSEPH WILLIAMS

### MEMBERS

GLORIA MACIAS HARRISON

DR. STEPHANIE HOUSTON

FRANK REYES

DR. DONALD L. SINGER

### STUDENT TRUSTEES

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 909.382.4091

[www.sbccd.edu](http://www.sbccd.edu)

## BOARD MEETINGS

*Study Sessions: 12-2pm*

*Business Meetings: 4pm*

*Approved 7/11/19*

- 09/26/19 Study Session: College Ed Master Plan Updates (spring activities)
- 10/10/19 Business Meeting
- 10/24/19 Study Session: District Strategic Plan Update (objectives with targets)
- 11/07/19 Study Session: CTE Programs
- 11/14/19 Business Meeting
- 12/12/19 Business Meeting
- 12/19/19 Study Session: Hold Date
- 01/09/20 Business Meeting
- 01/30/20 Board Mid-Year Retreat
- 02/13/20 Business Meeting
- 02/27/20 Study Session: College Ed Master Plan Updates (fall activities)
- 03/12/20 Business Meeting @SBVC SBVC B-100
- 03/26/20 Study Session: Hold Date
- 04/09/20 Business Meeting @CHC LRC-231
- 04/23/20 Study Session: Hold Date
- 05/14/20 Business Meeting
- 05/28/20 Study Session: Preliminary Budget Presentation
- 06/11/20 Business Meeting
- 06/23/20 Board Retreat (Day 1)
- 06/24/20 Board Retreat (Day 2)
- 07/09/20 Business Meeting

## UPCOMING CONFERENCES

*Approved 6/20/19*

10/05/19-10/07/19

HACU Annual Conference

*Attending: Reyes*

10/16/19-10/19/19

ACCT Leadership Congress

*Attending: Singer, Viricel, Reyes*

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, Reyes*

01/26/20-01/27/20

CCLC Annual Legislative Conference

*Attending: Singer, Reyes*

02/09/20-02/12/20

ACCT National Legislative Summit

*Attending: Singer, Williams, Reyes*

04/21/20-04/22/20

HACU Annual Capitol Forum

*Attending: Reyes*

05/01/20-05/03/20

CCLC Annual Trustee Conference

*Attending: Singer, Reyes*



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** September 12, 2019

**SUBJECT:** Board Committee Reports

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

Per Board Policy 2220, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Standing committees of the Board can be found on the Board of Trustees page of the District Website [http://www.sbccd.org/Board\\_of\\_Trustees](http://www.sbccd.org/Board_of_Trustees)

### **ANALYSIS**

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. Updates are 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.

### **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.



## Committees of the Board

BOT STANDING COMMITTEES (with committee charge)	2019 BOARD MEMBERS (chairs are bold)
<p><b>Finance Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf.</li> <li>• Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.</li> <li>• Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum.</li> <li>• Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees.</li> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures.</li> </ul>	<ol style="list-style-type: none"> <li><b>1. Gloria Harrison</b></li> <li>2. Donald Singer</li> <li>3. Anne Viricel</li> <li>4. Elijah Gerard (Student Trustee is not included in quorum)</li> </ol>
<p><b>Legislative Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• To develop and enhance relationships with legislators and legislative groups that represent the communities served by the district.</li> <li>• To advocate for legislative change that can positively impact SBCCD and its mission to serve students.</li> <li>• To examine proposed legislation and determine what legislation should be supported through Board resolutions.</li> </ul>	<ol style="list-style-type: none"> <li><b>1. Frank Reyes</b></li> <li>2. Anne Viricel</li> <li>3. John Longville</li> </ol>

BOT AD HOC COMMITTEES (with committee charge)	2019 BOARD MEMBERS (chairs are bold)
<p><b>Executive Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Reviewing the board agenda with the Chancellor, prior to and after printing, and to offer guidance and initial direction to the Chancellor in items of board importance, prior to them coming to the Board for further discussion and/or action.</li> <li>• Reviewing current board policies and administrative procedures in accordance with the requirements for accreditation and to stay current with any statutory or legal changes.</li> <li>• It may also develop new policies at the direction of the Board of Trustees.</li> </ul>	<ol style="list-style-type: none"> <li><b>1. John Longville, President</b></li> <li>2. Dr. Anne L. Viricel, VP</li> <li>3. Joseph Williams, Clerk</li> </ol>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** September 12, 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.



## BOT Information Requests

Updated as of August 28, 2019

**Date of Request:** 4/18/2019

**Requested by:** Williams

**Request:** Future presentations referring to FTES should also include the head count.

**Planned Completion Date:** Ongoing

**Comments:** This will be applied to future presentations.

**Date of Request:** 6/13/2019

**Requested by:** Board Retreat

**Request:** Requests from Board Retreat:

1. Board agenda supporting documents – are they legally required?
2. Cliff Notes/Executive Summary on all communications.
3. Add Trustee Houston to the BOT Budget Committee meeting notifications
4. Consider a monthly podcast to send information out.
5. BOT Budget Committee –change to Finance Committee and change meeting time closer to BOT meeting so all board members can attend. Share meeting minutes to all members of the board.
6. If the Board finds it necessary to create a KVCR/Media Ad Hoc committee, Trustee Houston and President Longville will work on the committee charge.
7. Provide an update on where are we on KVCR, IFF and commissions.
8. CTE Study Session will take place in the fall.

**Planned Completion Date:** 8/30/19 - see comments

**Comments:**

1. ONGOING: The Chancellor will work with staff to eliminate supporting documents that are not legally required.
2. ONGOING: The Chancellor will provide executive summaries with his communications to the Board.
3. COMPLETED: Trustee Houston was added to the BOT Budget Committee meeting notifications.
4. 8/30/19: The Chancellor will work with staff to see if a podcast is feasible.
5. COMPLETED: The BOT Budget Committee meeting time was changed to 2:00pm on Board Meeting days.
6. 8/30/19: Chancellor will work with the Executive Board to determine best course of action.
7. 8/30/19: The Chancellor will provide an update.
8. COMPLETED: CTE Programs Study Session is scheduled for 11/7/19.

<p><b>Date of Request:</b> 7/11/2019  <b>Requested by:</b> Williams</p> <p><b>Request:</b> Update on measure CC and the groundbreaking of the CTE building.</p>	<p><b>Planned Completion Date:</b> 9/12/19  <b>Comments:</b> The BOT Finance Committee will discuss at their 9/12/19 meeting.</p>
<p><b>Date of Request:</b> 4/11/2019  <b>Requested by:</b> Houston</p> <p><b>Request:</b> Would like to see updates on the progress of diversity in hiring.</p>	<p><b>Planned Completion Date:</b> 10/31/19  <b>Comments:</b> The Chancellor will have updates under Reports every six months, beginning at October's meeting.</p>
<p><b>Date of Request:</b> 6/20/2019  <b>Requested by:</b> Williams</p> <p><b>Request:</b> Make certain we publicize the policy for student stipends so our students are aware it is available to them.</p>	<p><b>Planned Completion Date:</b> 12/31/19  <b>Comments:</b> The policy has to go through the collegial consultation process and is expected to come to the Board for approval by December 2019. The Chancellor will ensure the approved policy is communicated district-wide and to the students through the Offices of Student Life.</p>
<p><b>Date of Request:</b> 5/16/2019  <b>Requested by:</b> Williams</p> <p><b>Request:</b> Move KPI report to the front of the agenda (with Board Information Requests).</p>	<p><b>Planned Completion Date:</b> Completed  <b>Comments:</b> 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.</p>



## **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:** September 12, 2019

**SUBJECT:** Key Performance Indicator (KPI) Dashboard Updates

### **RECOMMENDATION**

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

### **OVERVIEW**

The attached data sheets provide updates to the KPIs that have been revised with 2018-19 data.

### **ANALYSIS**

2018-19 data is now available for KPI 3.1 (Higher Education Relationships), KPI 3.2 (PK-12 Relationships), and KPI 3.3 (Business/Workforce Development Relationships). Once all KPIs have been updated with 2018-19 data, the full dashboard will be revised and updated online.

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None.



## Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

### Goal 3 – Partnerships of Strategic Importance

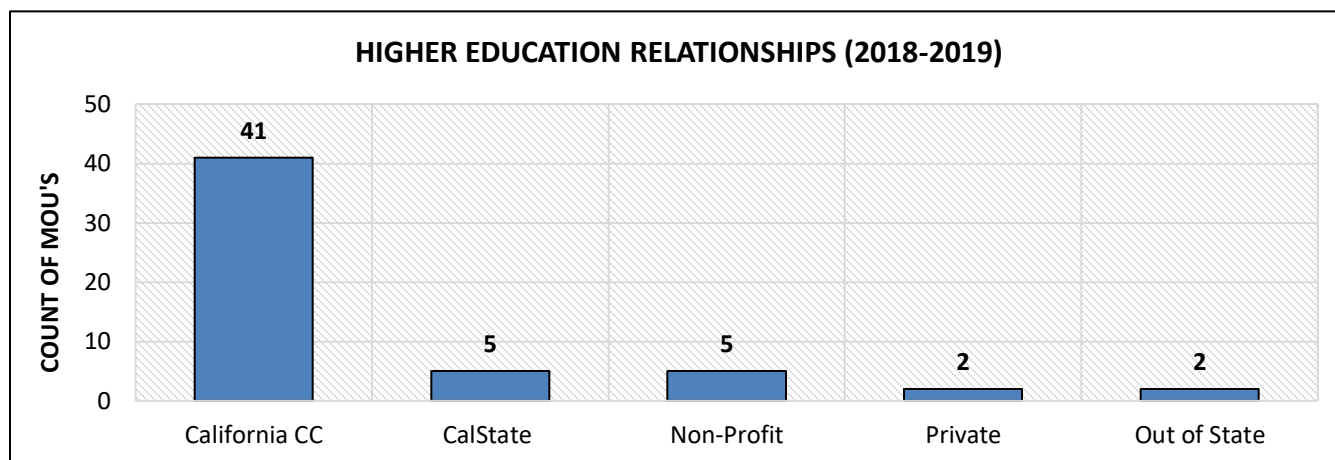
#### KPI 3.1 – Higher Education Relationships

**Objective:** Invest in strategic relationships and collaborative relationships in higher education, PK-12 education, business and workforce development, government, and other community organizations.

**Definition:** A count of the number of relationships SBCCD has with regional institutions of Higher Education. A Higher Education relationship is defined as one having an MOU on file. This is a district total.

**Measurement Frequency:** Annual

KPI 3.1: Higher Education Relationships	2017-2018	2018-2019
SBCCD (Total)	16	55



- ✚ **California Community College:** Butte-Glen; Chabot-Las Positas; Contra Costa; Foothill-Deanza; Rancho Santiago; Riverside; Santa Clarita; Shasta-Teham-Trinity; Sierra; South Orange; State Center; Yosemite; El Camino; Chaffey; Norco; Mt. San Antonio; Mt. San Jacinto; College of the Desert, Barstow; Victor Valley; Moreno Valley; College of the Canyons; Modesto Community College; San Mateo; Coastline; Saddleback; Napa Valley
- ✚ **California State University:** Cal State San Bernardino; Cal State Northridge
- ✚ **Non-Profit:** Career Institute; Growing Inland Achievement; CCC Association for Occupational Education; CCCCCO Doing what Matters; San Diego Continuing Education Foundation
- ✚ **Private College/University:** Azuza Pacific University; University of Laverne
- ✚ **Out of State College/University:** University of Texas, Austin; Grand Canyon University

**Analysis:** SBCCD had a total of 55 new or continuing relationships with 38 Higher Education institutions or organizations in 2018-2019 compared to 16 relationships with 12 institutions in 2017-2018. This is a 244% increase. Most relationships centered on Enrollment, Recruitment, Transfer Articulation, and Adult Education (same pattern as in 2017-2018).



## Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

### Goal 3 – Partnerships of Strategic Importance

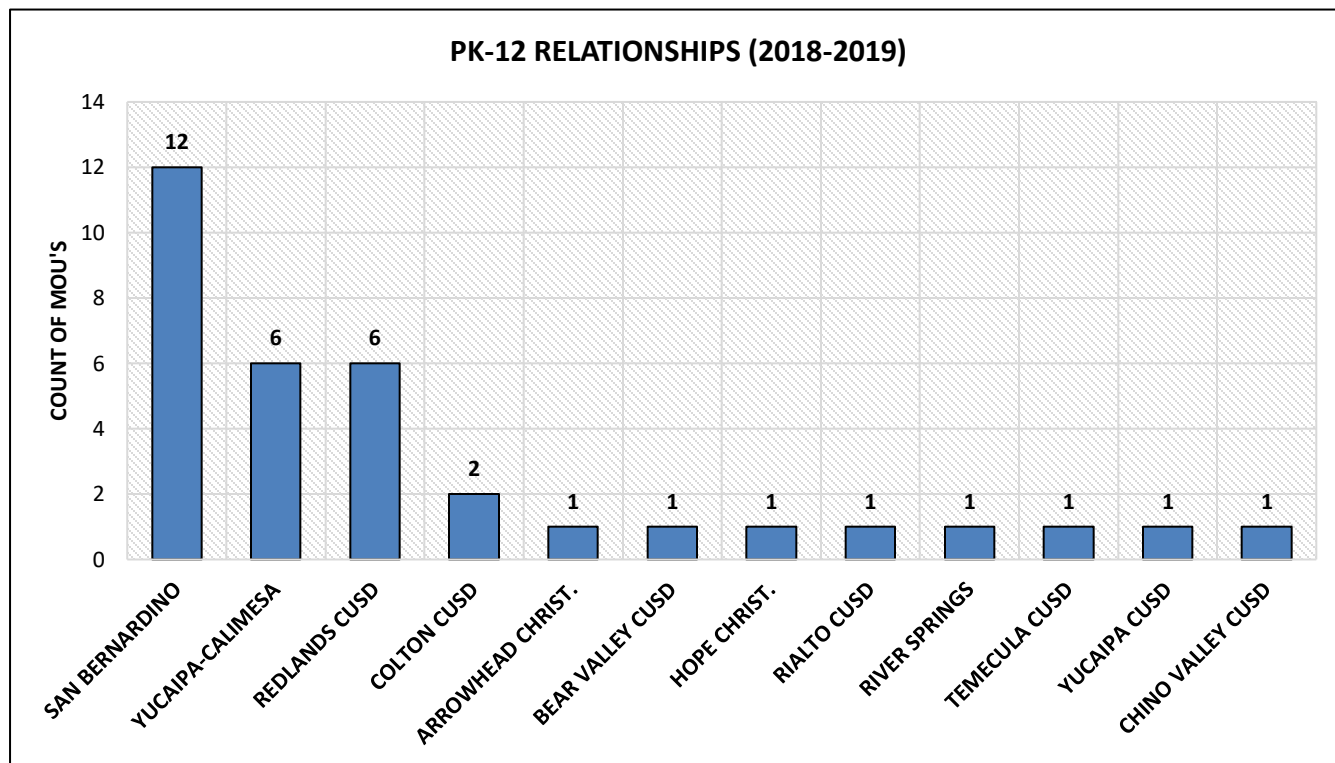
#### KPI 3.2 – PK-12 Relationships

**Objective:** Invest in strategic relationships and collaborative relationships in higher education, PK-12 education, business and workforce development, government, and other community organizations.

**Definition:** A count of the number of relationships SBCCD has with local PK-12 schools. A PK-12 Relationship is defined as having an MOU on file. This is a district total.

**Measurement Frequency:** Annual

KPI 3.2: PK-12 Relationships	2017-2018	2018-2019
SBCCD (Total)	31	35



**Analysis:** SBCCD had 35 relationships with 13 PK-12 school districts/organizations in 2018-2019 compared to 31 relationships with 7 districts in 2017-2018. This is a 13% increase. The most frequent relationship was the use of CHC and SBVC facilities (e.g., auditorium, pool). This is in line with the SBCCD strategy to enhance our value to the community by engaging in local events and developing programs and services that best serve our students, residents and local businesses. The second most frequent relationship centered on the administration of AB104 Adult Education Block Grant programs and services (this was the most frequent in 2017-2018).



## Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

### Goal 3 – Partnerships of Strategic Importance

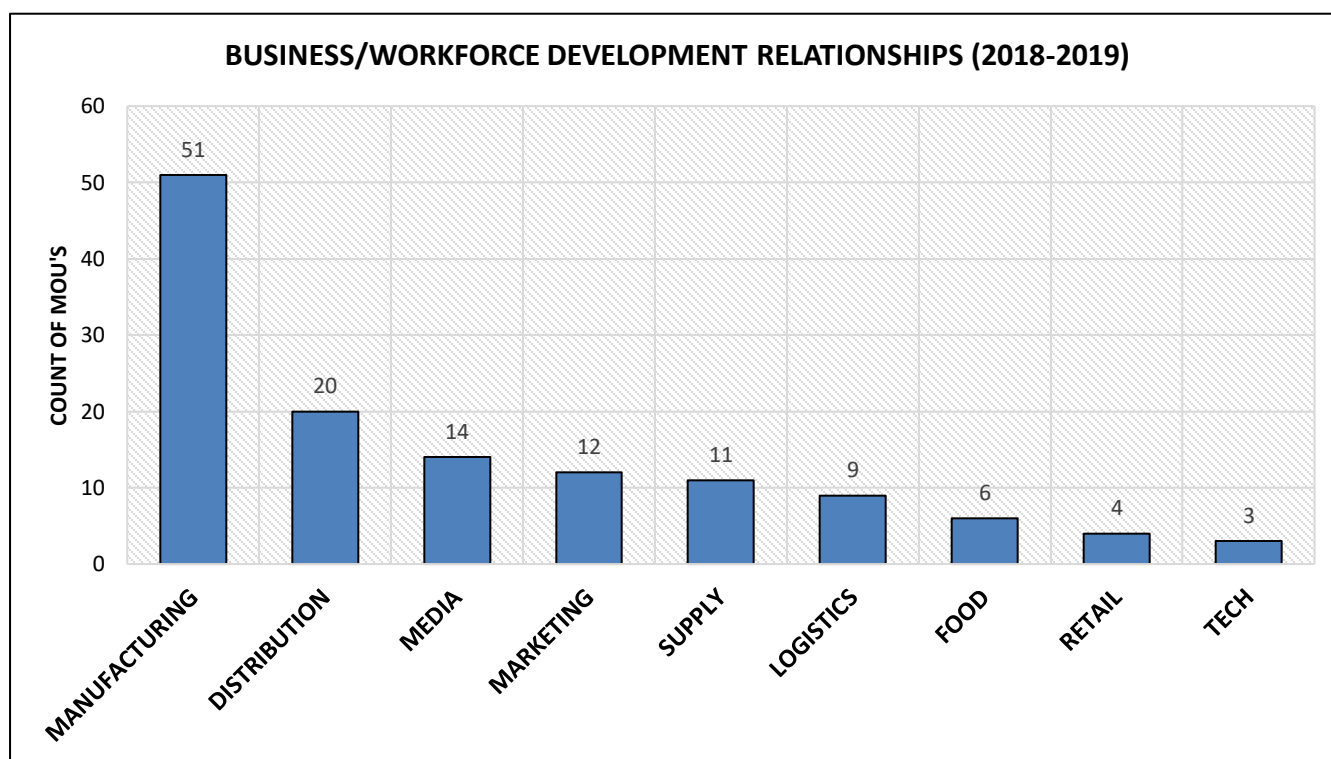
#### KPI 3.3 – Business/Workforce Development Relationships

**Objective:** Invest in strategic relationships and collaborative relationships in higher education, PK-12 education, business and workforce development, government, and other community organizations.

**Definition:** A count of the number of relationships SBCCD has with local and regional Business and Workforce entities. A Business/Workforce Development Relationship is defined as having an MOU on file. This is a district total.

**Measurement Frequency:** Annual

KPI 3.3: Business/Workforce Development Relationships	2017-2018	2018-2019
SBCCD (Total)	77	114



**Analysis:** SBCCD had 114 Business/Workforce relationships across 9 industries in 2018-2019 compared to 77 relationships across 9 industries in 2017-2018. This is a 48% increase. The top 4 relationships were with Manufacturing (51), Distribution (20), Media (14), and Marketing (12) companies. Partnerships included companies like Louis Vuitton, Payless, FedEx Supply Chain, Goodyear Rubber, 3M, Ashley Furniture, Burlington Coat Factory, Converse Inc., Honeyville, Staples, Stater Bros., PEP Boys, Ardent Mills LLC, California Steel Industries, and Mattel.



# GOOD NEWS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

September 2019 Edition



Crafton Hills College | San Bernardino Valley College | Empire KVCR

## REMEMBERING FORMER SBCCD TRUSTEE JOHN FUTCH

SBCCD Former Trustee John M. Futch was a larger-than-life figure for many that knew him or worked with him. John leaves a legacy in our community from the Cross-Cultural Center and Santos Manuel Student Union (SMSU) at CSUSB, to serving as a trustee to the San Bernardino Community College District, through participating in the African American Task Force for the San Bernardino Unified School District, and by leading the San Bernardino NAACP Branch.

Whatever John Futch started, he was compelled to finish, and there was no such thing as a quick fix. For decades, he chipped away to make an impact in areas that he believed counted the most in life – lifting the community and empowering the people.

Futch was as comfortable in the boardroom navigating red tape projects as he was down to earth in reaching back to help all who asked. John's fingerprints will forever be a part of the San Bernardino Community College District and his memory will be cherished by all of the lives he touched.



**JOHN M. FUTCH**  
1950 - 2019

Former Trustee John M. Futch passed away on August 11, 2019.



*Photos Bill Sandefur and IECN.com: A Celebration of Life was held on 8/24/19 for John M. Futch Jr. at the Santos Manuel Student Union at CSUSB. A passionate advocate of education, Futch dedicated his work to honoring culture and diversity.*

## SBCCD COLLEGIAL CONSULTATION COMMITTEES ARE BACK IN SESSION

Welcome back District Collegial Consultation Committees. After taking the summer off in June and July, the District Collegial Consultation Committees have begun to reconvene. The SBCCD Board of Trustees embrace the concept of collegial consultation and to establish procedures to ensure faculty, management, classified staff, and students have the right to participate effectively. For more information please visit [www.SBCCD.edu](http://www.SBCCD.edu)

District Collegial Consultation Committees:  
District Assembly  
District Budget Committee  
District Services Planning and Program Review Committee  
District-wide Institutional Effectiveness Committee  
District Enrollment Management Committee  
TESS Committees  
Academic Calendar Committee

## SBCCD HOSTS JOB FAIR GIVING REENTRY POPULATION SECOND CHANCE

On September 18, 2019, San Bernardino Community College District (SBCCD) in partnership with the California Department of Corrections and Rehabilitation, San Bernardino County 2-1-1, and Good Will of Southern California will be hosting the Employment & Resource Fair for the local reentry population and the general public at the SBCCD Applied Technology Training Center building.

The Employment & Resource Fair will give the opportunity for Inland Southern California employers to publicize their company, promote job openings and screen qualified candidates. The job fair will include diverse industries seeking full-time and part-time employees, and offering internship opportunities.

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](http://www.SBCCD.edu)



## Meeting of the Board of Trustees

August 8, 2019

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

SBCCD Boardroom

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

## MINUTES

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### **MEMBERS PRESENT**

John Longville, President

Joseph Williams, Clerk

Gloria Macías Harrison, Trustee

Dr. Stephanie Houston, Trustee

Frank Reyes, Trustee

Dr. Donald L. Singer, Trustee

Elijah Gerard, CHC Student Trustee (arrived at 5:08pm)

Maritza Mariscal-Medina, SBVC Student Trustee (arrived at 5:08pm)

### **ABSENT**

Dr. Anne L. Viricel, Vice President

### **ADMINISTRATORS PRESENT**

Bruce Baron, Chancellor

Jose Torres, Executive Vice Chancellor

Diana Rodriguez, SBVC President

Kevin Horan, CHC President

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

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

### **2. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

#### **2.1. Conference with Labor Negotiators**

Government Code 54957.6

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

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

Government Code 54957

(2 cases)

#### **2.3. Conference with Legal Counsel – Anticipated Litigation**

Government Code 54956.9(d)(2)

(2 cases)

#### **2.4. Conference with Legal Counsel – Existing Litigation**

Government Code 54956.9(e)(3) (1 case)

Workers Compensation Claim #551119

#### **2.5. 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.

2.6. Public Employee Performance Evaluation  
Government Code 54957(b)(1)  
Title: Chancellor

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

None.

4. **CONVENE CLOSED SESSION**

Closed session convened at 4:05pm.

5. **RECONVENE PUBLIC MEETING**

Public meeting reconvened at 5:02pm.

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

- The Board unanimously separated employee #24245 from employment pursuant to a resignation agreement and general release. Under the terms of the agreement the employee resigned employment with the District effective July 11, 2019 and executed a general waiver and release of claims. In exchange, the employee shall receive a onetime lump sum payment of \$330,000.
- The Board unanimously took action to approve settlement authority of Workers Comp Claim #551119 with employee #6445.
- In closed session, the Board unanimously took action to approve the release of probationary employee #29805 from the position of college police officer.

7. **PUBLIC COMMENTS ON AGENDA ITEMS**

None.

8. **PRESENTATIONS**

8.1. None

9. **REPORTS**

9.1. Board Committee Reports (p7)

- Trustee Harrison gave a brief report from the BOT Finance Committee.
- Trustee Reyes reported the receipt of \$35 million for the CTE Building at SBVC.

9.2. Board Information Requests (p10)

9.3. Good News (p13)

9.4. San Bernardino Valley College Academic Senate

- Celia Huston gave a brief report for SBVC Academic Senate

9.5. San Bernardino Valley College Classified Senate

9.6. San Bernardino Valley College Associated Students

9.7. Crafton Hills College Academic Senate

9.8. Crafton Hills College Classified Senate

9.9. Crafton Hills College Associated Students

9.10. CSEA

- Kevin Palkki reported for CSEA.

9.11. CTA

**10. APPROVAL OF MINUTES**

10.1. July 11, 2019 (p14)

**Trustee Gerard moved approval. Trustee Houston seconded the motion to approve the minutes of July 11, 2019.**

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

**NOES: None**

**ABSENT: Viricel**

**ABSTENTIONS: None**

**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 None

**Human Resources**

11.2 Adjunct and Substitute Academic Employees (p20)

11.3 Appointment of Temporary Academic Employees (p22)

11.4 Non-Instructional Pay for Academic Employees (p24)

11.5 Salary Advancement for Academic Employees (p35)

11.6 Payment of Stipends (p37)

11.7 Appointment of District Employees (p39) – Amended to include the employee listed below to the list of District appointments:

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
Jacques, Paul Theater Arts Instructor CHC Theater Arts	8/15/19	Academic TBD*	TBD*	T. Bryant	Theater Arts General Fund	TBD*

11.8 Employee Promotions (p41)

11.9 Employee Transfers (p43)

11.10 Appointment of Interim Managers (p45)

11.11 Classification Study Findings for Managers (p47)

11.12 Management and or Confidential Job Descriptions (p49)

11.13 Management Tuition Reimbursement (p59)

**Business & Fiscal Services**

11.14 Individual Memberships (p60)

11.15 2019-2020 District and Chancellor Goals (p62)

11.16 District & College Expenses (p65) – Amended to include the expense shown below to the list of district and college expenses:

<b>Site:</b> SBVC <b>Event:</b> Fall 2019 Adjunct Orientation <b>Date of Event:</b> 8/14/19	<b>Item Being Purchased:</b> Meals, refreshments, and supplies. <b>Total Estimated Cost:</b> \$7,000.00 <b>Funding Source:</b> Instruction Office General Fund
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11.17 Travel Requests (p68) – Amended to include the travel shown below to the list of travel requests:

<b>Site:</b> District <b>Department:</b> Board of Trustees <b>Conference Name:</b> Congressional Black Caucus Foundation Annual Legislative Conference <b>Travel Dates:</b> 9/10/2019 - 9/15/2019 <b>City, State:</b> Washington, DC <b>Estimated Cost Per Person:</b> \$2500 <b>Funding Source:</b> Board of Trustees General Fund	<b>Name:</b> Joseph Williams  <b>Purpose:</b> The CBCF Annual Legislative Conference (ALC) is the leading policy conference on issues impacting African Americans and the global black community. Thought leaders, legislators and concerned citizens engage on economic development, civil and social justice, public health and education issues. More than 10,000 people attend 100 public policy forums and much more. Join subject experts, industry leaders, elected officials and citizen activists to explore today's issues from an African-American perspective.
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~~11.18 – Contracts at or Above \$92,600 (p70) Item pulled for separate action.~~

11.19 Sole Source Purchases from Johnson Controls Fire Protection (p73)

11.20 Surplus Property (p74)

11.21 Vacation Payout (p77)

11.22 Amended 2019-2020 Academic Calendar (p78)

11.23 Additional PARS Pension Rate Stabilization Trust (PRST) account for the Empire Network Endowment investment to separate the current investment into two accounts (p81)

**Facilities**

11.24 None

Trustee moved approval. Trustee seconded the motion to approve the consent agenda as amended.

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

**NOES:** None

**ABSENT:** Viricel

**ABSTENTIONS:** None

**ITEMS PULLED FROM CONSENT FOR SEPARATE ACTION**

11.18 Contracts at or Above \$92,600.

Trustee Longville moved approval. Trustee Singer seconded the motion to approve contracts at or above \$92,600.

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

**NOES:** None

**ABSENT:** Viricel

**ABSTENTIONS:** Houston

**12. ACTION AGENDA**

**12.1 – Approval of Employment Contract for the Chancellor**

Trustee Harrison moved to table item 12.1. Trustee Singer seconded the motion.

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

**NOES:** None

**ABSENT:** Viricel

**ABSTENTIONS:** None

**13. INFORMATION ITEMS**

13.1. Applause Cards (p82)

13.2. Budget Report (p86)

Asked the BOT to review the budget report to ensure clear understanding. The request was to make the budget more understandable (i.e fund balance, overall condition of the district, where we are at a glance).

13.3. CHC-YCJUSD CCAP (p107)

13.4. Clery Report (p122)

13.5. Contracts Below \$92,600 (p124)

13.6. District Volunteers (p135)

13.7. General Fund Cash Flow Analysis (p154)

13.8. Measure M and Local Hire (p156)

13.9. MOUs between SBCCD and the CSEA (p182)

13.10. Professional Expert, Short-Term, and Substitute Employees (p186)

13.11. Purchase Orders (p194)

13.12. Quarterly Investment & Deposit Report (p203)

13.13. Resignations and Retirements (p205)

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

None.

**15. ADJOURN**

The next meeting of the Board: Final Budget Study Session on August 29, 2019, at 12pm.

President Longville adjourned the meeting at 5:44pm.

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Joseph Williams, Clerk  
SBCCD Board of Trustees



## **Study Session of the Board of Trustees**

## **MINUTES**

August 29, 2019

12:00 – 2:00 p.m.

SBCCD Boardroom

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

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### **MEMBERS PRESENT**

John Longville, President

Dr. Anne L. Viricel, Vice President

Gloria Macías Harrison, Trustee

Dr. Stephanie Houston, Trustee

Frank Reyes, Trustee (arrived at 12:14pm)

Dr. Donald L. Singer, Trustee

### **ABSENT**

Joseph Williams, Clerk

Elijah Gerard, CHC Student Trustee

Maritza Mariscal-Medina, SBVC Student Trustee

### **ADMINISTRATORS PRESENT**

Bruce Baron, Chancellor

Jose Torres, Executive Vice Chancellor

Diana Rodriguez, SBVC President

Kevin Horan, CHC President

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

President Longville called the meeting to order at 12:04pm. Trustee Harrison led the pledge of allegiance.

### **2. PUBLIC COMMENTS**

Celia Huston, Budget

### **3. FINAL BUDGET PRESENTATION**

Presenter: Jose Torres, Executive Vice Chancellor

Executive Vice Chancellor Torres presented the final budget. There was discussion around the State Chancellor's decision to implement the new student centered funding formula. The new funding formula prioritizes funding for hold harmless districts to make them whole and provides COLA. Remaining funds are distributed to the successful districts. 26 districts have been held harmless and receive their full funding. The Call to Action Whitepaper summaries the student centered funding formula.

On March 22, 2019, the State Chancellor's Office issued a memorandum where all districts had a shortfall. On April 26, 2019, they reissued the memorandum constraining only the successful districts. The Board agreed to Option 2, to request a change to the current implementation which harms successful districts in the form of constrained revenues and unpredictability; removing the existing 8.13% constraint applied only to successful districts and apply the shortfall equally to all districts. District staff will have conversations with districts in our region, Inland Empire Economic Partnership, and Inland Action to solicit their support through a joint letter to the State Chancellor. The BOT Legislative Committee will meet with legislators (Medina, Reyes, and Leyva) to assist our efforts.

The fund balance includes restricted and unrestricted funds. Trustee Harrison would like clarification of the fund balance by defining restricted and unrestricted funds and identifying the cash available at the bottom of the budget. The BOT Finance Committee will meet next week to have further budget discussions prior to the Board's approval on September 12.

4. **ADJOURN**

The next meeting of the Board: Business Meeting on September 12, 2019, at 4pm.  
President Longville adjourned the meeting at 1:22pm.

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Joseph Williams, Clerk  
SBCCD Board of Trustees

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Kevin Horan, President, CHC  
**PREPARED BY:** Dr. Keith Wurtz, Vice President, Instruction, CHC  
**DATE:** September 12, 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**  
**September 12, 2019**

<b>CORRECTION</b>	
<b>MODIFY COURSE</b>	
<i><b>Changes to the 2019-2020 College Catalog</b></i>	
<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>READ/N 980</b>	<b>FUNDAMENTALS OF READING (NONCREDIT)</b>

**Corequisite:** None  
**Rationale:** READ/N 980 was approved as a modification on March 14, 2019. The corequisite is being revised from ENGL 976 to None.  
**Equate:** Course not offered at SBVC  
**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:** September 12, 2019  
**SUBJECT:** Consideration of Approval of Donation – SBVC

### **RECOMMENDATION**

It is recommended that the Board of Trustees accepts the following donation from Rio Hondo College.

### **OVERVIEW**

The following donation is being made to the ADiesel Program within the Applied Technology, Transportation, and Culinary Arts Division:

#### **Donation**

(1) John Deere Engine  
(1) Allison 3060 Transmission  
(2) Honda Hybrid Engines

#### **Source**

Rio Hondo College  
Rio Hondo College  
Rio Hondo College

### **ANALYSIS**

A donation of this equipment will assist the students within the Diesel Program in furthering their studies in the Automatic Transmission classes.

### **INSTUTIONAL 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:** Diana Z. Rodriguez, President, SBVC  
**PREPARED BY:** Andronik Nazarian, Interim Director, Development & Community Relations  
**DATE:** September 12, 2019  
**SUBJECT:** Consideration of Approval to Serve Alcoholic Beverages at Campus Events – SBVC

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve alcoholic beverages (wine, spirits, beer, etc.) to be served at three upcoming campus events:

1. Thursday, November 7, 2019 from 5:00 p.m. – 8:00 p.m.
  - a. SBVC, Taste & Tour Fundraiser, the event will take place at SBVC outside in the Greek Theatre. (This item was board approved at the April 11, 2019 board meeting and being amended to reflect a location change and a date change from October 24, 2019.)
2. Friday, November 8, 2019 from 6:00 p.m. – 9:00 p.m.
  - a. SBVC, Alumni & Athletics Hall of Fame Induction, the event will take place at SBVC in the small gym.
3. Wednesday, May 6, 2020 from 4:30 p.m. – 5:45 p.m.
  - a. SBVC, Scholarship Donor Reception, the event will take place at SBVC in the Business Conference Room.

### **OVERVIEW**

In the planning of these upcoming events, it has been decided that alcoholic beverages (wine, spirits, beer, etc.) will be served on the SBVC campus.

### **ANALYSIS**

Per Board Policy 3560 and in accordance with the California law, the SBVC Taste & Tour Fundraiser and the Alumni & Athletics Hall of Fame Induction are private events that are open to the public and where wine, spirits and beer will be served and an alcoholic license will be obtained.

The SBVC Scholarship Donor Reception is a private event, by invitation only, event that is not open to the public and where alcohol will not be sold. According to the California Department of Alcoholic Beverage Control, a license is not required if alcohol is not sold and is held for a private (invitation only) event.

### **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:** September 12, 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 budget



# Adjunct and Substitute Academic Employees

## Submitted for Board Approval September 12, 2019

[v.8.23.2019.p.1|3]

### San Bernardino Valley College 2019-20

	Course Subject	Discipline per Minimum Qualifications
Baer, Stephen	Electricity/Electronics	Electricity/Electronics
Barnard, Amber Nichole	RTVF	RTVF
Bouzidi, Djemioui	Physics	Physics
Brunty, Demian	Welding	Welding
Carlos, Christopher	Police Science	Police Science
Chatfield, Walter	Economics	Economics
Chiem, Vihn	Adjunct Counselor	Adjunct Counselor
Chiem, Vihn	Student Development	Student Development
Craddock, Christian A.	Biology	Biology
Garcia-Mata, Marilyn	Child Development	Child Development
Gomez, Nicholas	Music	Music
Graham, Darin	Kinesiology	Kinesiology
Hatch, Timothy B.	English	English
Henderson, Evins	Automotive Technology	Automotive Technology
Kentimeros, Dimos	Aeronautics	Aeronautics
Jauregui, Janeth	Adjunct Counselor	Adjunct Counselor
Jauregui, Janeth	Student Development	Student Development
Lee Myers, Timothy	Biology	Biology
Lewis, Rosalind W.	Police Science	Police Science
Lochard, Armone	Adjunct Counselor	Adjunct Counselor
Lowe, Andrew	Biology	Biology
Maness, Christopher	Physics	Physics
Mansouri, Cymphonee	Biology	Biology
Martinez, Leilani M	English	English
Nelson, Kevin	Biology	Biology
Ng, Yu On	Electricity/Electronics	Electricity/Electronics
Schiefelbein, Ryan	Biology	Biology
Serrano, Alisha	Communication Studies	Communication Studies
Sun, Shu-Wei	Biology	Biology
Teuscher, John	Athletics	Athletics
Villanueva, Romana	Adjunct Counselor	Adjunct Counselor
Villanueva, Romana	Student Development	Student Development
Wallace, Christopher	Adjunct Counselor	Adjunct Counselor
Wallace, Christopher	Student Development	Student Development



## Adjunct and Substitute Academic Employees

### Submitted for Board Approval September 12, 2019

[v.8.23.2019.p.2|3]

#### San Bernardino Valley College 2019-20

	Course Subject	Discipline per Minimum Qualifications
Waltzer, Eric	Machine Technology	Machine Technology
White, Amanda M.	English	English
Wilbur, Benjamin	Human Services	Human Services
Williams, Adrian	Biology	Biology
Yong, Huayong	Physics	Physics

#### Crafton Hills College 2019-20

	Course Subject	Discipline per Minimum Qualifications
Atkisson, Bryan	Computer Information Systems	Computer Information Systems
Beechko, Alex	Anatomy and Physiology	Biological Sciences
Bell, Jacqueline	Art	Art
Bouzidi, Djemoui	Astronomy	Astronomy
Buiter, Rachel	Mathematics	Mathematics
Cowans, Nicole	Art	Art
Davalos, Vanessa	English	English
Davila, Rosa	Mathematics	Mathematics
Ferrari, Edward	English (Intern)	English (Intern)
Gilchrist, Andrew	Theatre Arts	Theatre Arts
Grinbold, Alexis	Art	Art
Harmon, Lacey	Mathematics	Mathematics
Houlihan, Frances	Art	Art
Kano, David	Communication Studies	Communication Studies
Keissieh, Claude	Engineering	Engineering
Montejano, Jordan	English	English
Mariquez, Adam	Mathematics	Mathematics
Matsuda, Stanley	Mathematics	Mathematics
Mattson, Carol	Counseling	Counseling
Montiel-Doucette, Liliana	English	English
Moreno, Melissa	Communication Studies	Communication Studies
Nambela, Grace	English	English
Robertson, Jillian	Mathematics	Mathematics



## **Adjunct and Substitute Academic Employees**

### **Submitted for Board Approval September 12, 2019**

[v.8.23.2019,p.3|3]

#### **Crafton Hills College 2019-20**

	Course Subject	Discipline per Minimum Qualifications
Robinson, Jesse	Mathematics	Mathematics
Saucedo, Antonio	Mathematics	Mathematics
Senn, IvyLee	Kinesiology	Kinesiology
Smith, Deborah	Mathematics	Mathematics
Tohami, Ali	Anatomy and Physiology	Biological Sciences
Troiano, Kyle	Kinesiology	Kinesiology
Valencia, Samantha	Communication Studies	Communication Studies
Zarate, Tabitha	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:** September 12, 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 September 12, 2019

[v.8.28.2019.p.1|1]

	From	To	Range & Step	Rate	Fund	Live Scan Clearance
<b>Khan, Naveen</b> Health Science Skills Lab Instructional Specialist SBVC Science	7/1/19	12/31/19	D9	\$87,200.17 Per Year	Science	10/31/18

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

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

**DATE:** September 12, 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**

Academic employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested due to the periodic need for academic employees to assist with various department research, projects, committee work, or campus/community events.

### **ANALYSIS**

As of July 1, 2019, non-instructional rates of pay are based on the Tentative Agreement by and between SBCCD and the CTA regarding *Article 10 Wages*, which was board approved May 16, 2019.

### **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 September 12, 2019

[v.8.22.2019.p.1|12]

## San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Ababat, Anthony</b> Strong Workforce Grant Fund	9/13/19	12/20/19	\$52	40	\$2,080	Coordinating with regional consortium, industry and employer developing non-credit.
<b>Adams, Kathryn</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Al-Husseini, Maha</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Assuma, Michael</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Babin, Danny</b> Strong Workforce Grant Fund	9/13/19	12/20/19	\$52	40	\$2,080	Collaborating with Industry partners/outreach and recruitment.
<b>Brooks, Robert</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Burns-Peters, Davena</b> California Virtual Campus-Online Education Initiative Grant Fund	7/1/19	8/15/19	\$52	85	\$4,420	Work associated with preparation and implementation of summer Distance Education Training as part of the CTE Online Pathways grant <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>





# Non-Instructional Pay for Academic Employees

Submitted for Board Approval September 12, 2019

[v.8.22.2019.p.2|12]

## San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Burns-Peters, Davena</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Cescolini, Diana</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Chiem, Vihn</b> Student Equity Categorical Fund	9/13/19	12/31/19	\$54	410	\$22,140	Adjunct Counseling
<b>Courts, Janet</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Day, Ben</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Evans-Perry, Virginia</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Gifford, Mercedes</b> Instruction Office General Fund	8/19/19	6/30/20	\$58	400	\$23,200	Library Reference Desk - Back fill <i>Ratification: Due to an oversight by library admin the hours were not submitted until now.</i>



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval September 12, 2019

[v.8.22.2019.p.3|12]

## San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Halabi, Tarif</b> Office of Instruction General Fund	<del>5/28/19</del> 1/14/19	6/30/19	\$52	100	\$5,200	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB - 705. <i>Amendment: These hours were previously approved at the June 20, 2019, board meeting to begin in May and end at the end of June. However, as agreed upon in the new CTA contract, the hours need to be amended to allow faculty chairs to perform non-routine activities during the spring 2019 semester.</i>
<b>Heibel, Todd</b> Big Bear General Funds	8/14/19	6/30/20	\$52	15	\$780	Faculty support for the Big Bear Interactive TV Technology Program <i>Ratification: Due to an oversight by interim dean we were unable to submit request on time.</i>
<b>Hird, Scott</b> Big Bear General Funds	8/14/19	6/30/20	\$58	50	\$2,900	Substitute for Big Bear Coordinator <i>Ratification: Due to an oversight by interim dean, we were unable to submit request on time.</i>
<b>Jamison, Dana</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Jamison, Dana</b> Mathematics & Science General Fund	9/13/19	12/31/19	\$52	50	\$2,600	Note Taking Project- Professor Jamison will be developing a DSPS online notetaking portal, which will launch initially in Math, Business and Computer Technology Division, and later college wide.
<b>Jauregui, Janeth</b> Student Equity Categorical Fund	9/13/19	12/31/19	\$54	410	\$22,140	Adjunct Counseling



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval September 12, 2019

[v.8.22.2019.p.4|12]

## San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Kelly, Mathew</b> Instruction Office General Fund	8/19/19	6/30/20	\$58	400	\$23,200	Library Reference Desk - Back fill <i>Ratification: Due to an oversight by library admin the hours were not submitted until now.</i>
<b>Knight, Denise</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Lyon, Kevin</b> SBVC RTVF Multi-Media Grant Fund	10/26/19	10/26/19	\$52	4	\$208	The faculty will facilitate "Set Tech 101" during the IEMA workshop on October 26, 2019, at MC 143, SBVC.
<b>Martinez, Carlos</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Metu, Reginald</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Meyer, Stacy</b> Office of Instruction General Fund	<del>5/28/19</del> 1/14/19	6/30/19	\$52	100	\$5,200	Department Chair duties- These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB - 705. <i>Amendment: These hours were previously approved at the June 20, 2019, board meeting to begin in May and end at the end of June. However, as agreed upon in the new CTA contract, the hours need to be amended to allow faculty chairs to perform non-routine activities during the spring 2019 semester.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval September 12, 2019

[v.8.22.2019.p.5|12]

### San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Notarangelo, Maria</b> Library General Fund	8/19/19	6/30/20	\$58	400	\$23,200	Library Reference Desk <i>Ratification: Due to an oversight by library admin the hours were not submitted until now.</i>
<b>Penniman, Walter</b> Regional Strong Workforce Grant Fund	5/1/19	6/30/19	\$52	100	\$5,200	Clinical Coordinator - Recruitment for the Psychiatric Technology program and enrollment. Will oversee and supervise students assigned to clinical sites, assists with career counseling to promote professional career pathways. <i>Ratification: Due to an oversight by interim dean and changes in staff , we were unable to submit MEMO on time.</i>
<b>Price, Brandi</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Rodriguez, Andrea</b> STAR Program Categorical Fund	9/13/19	6/30/20	\$54	400	\$21,600	Counseling Advising and Workshops
<b>Smith, Julie</b> Big Bear General Funds	8/14/19	6/30/20	\$52	232	\$12,064	Co-Coordinator Big Bear Program <i>Ratification: Due to an oversight by interim dean, we were unable to submit request on time.</i>
<b>Stauble, Vernon</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Tarango, Miguel</b> SBVC RTVF Multi-Media Grant Fund	10/26/19	10/26/19	\$52	4	\$208	The faculty will facilitate "Experimental Film" during the IEMA workshop on October 26, 2019, at MC 143, SBVC.



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval September 12, 2019

[v.8.22.2019.p.6|12]

## San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Trehella, Donna</b> SBVC RTVF Multi-Media Grant Fund	9/28/19	9/28/19	\$52	4	\$208	The faculty will facilitate "Exposing in a 4K World" during the IEMA workshop on September 28, 2019, at MC 143, SBVC.
<b>Underwood, Bruce</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Urell, Mary</b> Student Success and Support Program Categorical Fund	7/1/19	6/30/20	\$54	410	\$22,140	Adjunct Counseling <i>Ratification: Request was submitted after the board deadline due to an oversight by staff.</i>
<b>Vasquez, Leo</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Vecchio, Anthony</b> Big Bear General Funds	8/14/19	6/30/20	\$52	220	\$11,440	Co-Coordinator Big Bear Program <i>Ratification: Due to an oversight by interim dean, we were unable to submit request on time.</i>
<b>Villanueva, Romana</b> Student Equity Categorical Fund	9/13/19	12/31/19	\$54	410	\$22,140	Adjunct Counseling
<b>Voisard, Steven</b> Library General Fund	8/19/19	6/30/20	\$58	400	\$23,200	Library Reference Desk <i>Ratification: Due to an oversight by library admin the hours were not submitted until now.</i>
<b>Wall, Patricia</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Wallace, Christopher</b> Student Equity Categorical Fund	9/13/19	12/31/19	\$54	410	\$22,140	Adjunct Counseling



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval September 12, 2019

[v.8.22.2019.p.7|12]

### San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Worsley, Margaret</b> California Virtual Campus-Online Education Initiative Grant Fund	7/1/19	8/15/19	\$52	75	\$3,900	Work associated with preparation and implementation of summer Distance Education Training as part of the CTE Online Pathways grant <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>
<b>Worsley, Margaret</b> California Virtual Campus-Online Education Initiative Grant Fund	7/22/19	7/25/19	\$52	20	\$1,040	Attending "Teaching Online Summer Boot camp: Meeting Minimum Qualifications for Teaching Online". <i>Ratification: The grant award information was received too late to make it to the previous board meeting.</i>

### Crafton Hills College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Andrews, Breanna</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	50	\$2,600	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>
<b>Buiter, Rachel</b> Tutoring General Funds	8/5/19	12/20/19	\$52	423	\$21,996	Math Tutoring Curriculum <i>Ratification: The instructor was a late summer hire and missed the August board date for approval.</i>



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval September 12, 2019

[v.8.22.2019.p.8|12]

## Crafton Hills College

Not to Exceed						
	From	To	Rate	Hours	Amount	Project
<b>Cervantez, Jeff</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	50	\$2,600	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>
<b>George, Kenneth</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	100	\$5,200	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>
<b>Green, Laurie</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	50	\$2,600	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>
<b>Hellerman, Steve</b> Honors Program General Fund	3/14/19	5/23/19 <del>4/16/18</del>	\$52	13 <del>40</del>	\$676 <del>\$156</del>	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Originally approved at the March 14, 2019, Board meeting for 10 hours. The total hours have increased to 13 due to three additional students. Also correcting end date clerical error.</i>





# Non-Instructional Pay for Academic Employees

Submitted for Board Approval September 12, 2019

[v.8.22.2019.p.9|12]

## Crafton Hills College

Not to Exceed						
	From	To	Rate	Hours	Amount	Project
<b>Hogrefe, Richard</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	50	\$2,600	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>
<b>Maloney-Hinds, Colleen</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	100	\$5,200	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>
<b>McCoy, Danielle</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	50	\$2,600	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>
<b>McKee, Julie</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	50	\$2,600	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>





# Non-Instructional Pay for Academic Employees

Submitted for Board Approval September 12, 2019

[v.8.22.2019.p.10|12]

## Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>McLaren, Meridyth</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	100	\$5,200	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>
<b>Montejano, Jordan</b> Tutoring General Funds	8/5/19	12/20/19	\$52	423	\$21,996	English Tutoring Curriculum <i>Ratification: The instructor was a late summer hire and missed the August board date for approval.</i>
<b>Rojas, Danny</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	50	\$2,600	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>
<b>Sheahan, Michael</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	50	\$2,600	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>
<b>Truong, Sam</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	100	\$5,200	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval September 12, 2019

[v.8.22.2019.p.11|12]

### Crafton Hills College

Not to Exceed						
	From	To	Rate	Hours	Amount	Project
<b>Urbanovich, Tessa</b> Honors Program General Fund	6/3/19	8/19/19	\$52	10	\$520	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Submitted late because Honors course was created at beginning of summer term and faculty was assigned one week before start of term when Honors Coordinator was out of the office.</i>
<b>Wilson, Sherri</b> Office of Instruction General Fund	7/1/18	6/30/19 <del>5/23/19</del>	\$52	50	\$2,600	Faculty Chair duties required to be performed on campus during the Summer, Spring, and winter breaks. <i>Amendment: Originally approved at the September 13, 2018, Board meeting. The end date is being revised from May 23, 2019, to June 30, 2019.</i>

### District Office

Not to Exceed						
	From	To	Rate	Hours	Amount	Project
<b>Jones, Carol</b> Human Resources General Fund	6/4/19	7/9/19	\$52	3.00	\$156	Lab Tech, Chemistry Hiring Committee
<b>Murillo, Joan</b> Human Resources General Fund	6/4/19	7/9/19	\$52	3.50	\$182	Lab Tech, Chemistry Hiring Committee <i>Ratification: Submitted late because of navigating around summer schedule.</i>
<b>Simonson, Scott</b> Human Resources General Fund	6/26/19	7/24/19	\$52	32.75	\$1,703	Theater Arts Instructor, Hiring Committee <i>Ratification: Submitted late; occurred after August board due date.</i>



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval September 12, 2019

[v.8.22.2019.p.12|12]

## District Office

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>McConnell, Mark</b> Human Resources General Fund	6/26/19	7/24/19	\$52	20.75	\$1,079	Theater Arts Instructor, Hiring Committee <i>Ratification: Submitted late; occurred after August board due date.</i>
<b>Azenaro, Renee</b> Human Resources General Fund	6/26/19	7/24/19	\$52	24.75	\$1,287	Theater Arts Instructor, Hiring Committee <i>Ratification: Submitted late; occurred after August board due date.</i>
<b>Lillard, Sheri</b> Human Resources General Fund	7/9/19	7/29/19	\$52	8.50	\$442	Lab Tech, Chemistry Hiring Committee <i>Ratification: Submitted late; occurred after August board due date.</i>
<b>Fry, Maureen</b> Human Resources General Fund	7/10/19	7/10/19	\$52	2.00	\$104	Alternate Media & Assistive Technology Specialist Hiring Committee <i>Ratification: Submitted late because of navigating around summer schedule.</i>
<b>Murillo, Joan</b> Human Resources General Fund	6/24/19	7/17/19	\$52	9.50	\$494	Lab Tech, A/P Hiring Committee <i>Ratification: Submitted late; occurred after August board due date.</i>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** September 12, 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 September 12, 2019

[v.8.23.2019,p.1|1]

	From	To	Effective Date
<b>Carter, Yancie</b> Matriculation Coordinator/Counselor SBVC Counseling	Column D Step 7 221 Days \$103,631.32 per year	Column F Step 7 221 Days \$111,012.72 per year	7/01/19
<b>Tinoco, Michelle</b> Counselor SBVC Counseling	Column D Step 3 200 Days \$83,330.00 per year	Column D Step 4 194 Days \$86,246.00 per year	7/15/19

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

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

**DATE:** September 12, 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 SBCCDTA.

### **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 September 12, 2019

[v.8.30.2019.p.1|2]

## Faculty Chair – 2019-2020\*

Site & Department		Stipend
<b>Alvarez, Vicente</b>	SBVC Mathematics	\$9,000
<b>Assuma, Michael</b>	SBVC Business Administration	\$8,000
<b>Avelar, Amy</b>	SBVC Chemistry, Architecture, Physical Science	\$9,000
<b>Banola, Erwin</b>	SBVC Kinesiology, Health	\$9,000
<b>Barnett, Kellie</b>	SBVC Child Development (Co-Chair)	\$4,000
<b>Batalo, Manuela</b>	SBVC Art	\$8,000
<b>Burnham, Lorrie</b>	SBVC Biology & Pharmacy Tech	\$9,000
<b>Burns-Peters, Davena</b>	SBVC Modern Languages (Co-Chair)	\$4,500
<b>Cacho, Bryce</b>	SBVC Machine Trades, Welding, Inspection Technology (Co-Chair)	\$3,500
<b>Calderon, Colleen</b>	SBVC History	\$8,000
<b>Caldwell-Betties, Melita</b>	SBVC Water Supply Technology	\$6,000
<b>Croy, Jeremy</b>	SBVC Administration of Justice	\$5,000
<b>Dulgeroff, James (J.D.)</b>	SBVC Economics	\$5,000
<b>Evans-Perry, Virginia</b>	SBVC Academic Success & Learning Services	\$5,000
<b>Halabi, Tarif (Terry)</b>	SBVC Aeronautics, Electricity, Electronics, HVAC/R, Technical Calculations	\$9,000
<b>Hecht, Andrea</b>	SBVC Counseling	\$4,500
<b>Hector, Leticia</b>	SBVC Communication Studies & RTVF	\$8,000
<b>Heibel, Todd</b>	SBVC Geography, Geology, Geographic Information Systems, Oceanography (Co-Chair)	\$4,000
<b>Herrera, Jamie</b>	SBVC Counseling	\$4,500
<b>Hunter, Diane</b>	SBVC English	\$9,000
<b>Jakpor, Riase</b>	SBVC Political Science	\$6,000
<b>Jefferson, Kimberly</b>	SBVC Reading & Study Skills	\$8,000
<b>King, Melissa</b>	SBVC Anthropology	\$6,000
<b>Knight, Denise</b>	SBVC Child Development (Co-Chair)	\$4,000
<b>Lysak, Michael</b>	SBVC Physics/Astronomy & Engineering	\$7,000
<b>Melancon, Berchman</b>	SBVC Automotive, Diesel	\$8,000
<b>Metu, Reginald</b>	SBVC Computer Information Technology	\$8,000
<b>Meyer, Stacy</b>	SBVC Culinary Arts, Food & Nutrition	\$7,000
<b>Milligan, Joshua</b>	SBVC Machine Trades, Welding, Inspection Technology (Co-Chair)	\$3,500
<b>Moneymaker, Melinda</b>	SBVC Human Services	\$7,000



## Payment of Stipends

Submitted for Board Approval September 12, 2019

[v.8.30.2019.p.2|2]

### Faculty Chair – 2019-2020\*

Site & Department		Stipend
Moore, Sandra	SBVC Psychology	\$8,000
Pave, Adam	SBVC Philosophy, Religious Studies	\$7,000
Pires, Romana	SBVC Sociology	\$7,000
Robles, Matt	SBVC Geography, Geology, Geographic Information Systems, Oceanography (Co-Chair)	\$4,000
Scully, Madeliene	SBVC Performing Arts (Co-Chair)	\$4,000
Simentel, Yolanda	SBVC Nursing	\$9,000
Sogomonian, Nori	SBVC Modern Languages (Co-Chair)	\$4,500
Valdez, Maria	SBVC Psychiatric Technology	\$7,000
Worsley, Margaret	SBVC Performing Arts (Co-Chair)	\$4,000

*\*Due to an oversight by VPI office. The chair stipends were submitted late by divisions.*

### Head Coach – Fall 2019

Site & Department		Stipend
Montenegro, Danielle*	CHC Water Polo	\$7,000
Senn, Ivylee	CHC Women's Water Polo	\$7,000
Troiano, Kyle	CHC Men's Water Polo	\$7,000

*\*Ivylee Senn is replacing Danielle Montenegro as Head Coach of Women's Water Polo originally Board approved June 21, 2019.*

### Assistant Coach – Fall 2019

Site & Department		Stipend
Charles, Rawlston	SBVC Men's Basketball	\$4,500
Graham, Darin	SBVC Men's Basketball	\$1,500
Nelson, Kevin	SBVC Football	\$5,000
Reyes, Elliott	SBVC Football	\$5,000
Rodgers, Ryon	SBVC Men's Basketball	\$4,000

### Other Stipend

Site & Department		Stipend*
Massad, Sana (1/7/19 – 6/30/19)*	SBVC Nursing	\$5,000
Massad, Sana (7/1/19 – 12/20/19)*	SBVC Nursing	\$25,000

*\*Ratification is requested in order to compensate Sana for her time and extra work as the Acting Associate Dean of Nursing during that time.*



## **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:** September 12, 2019  
**SUBJECT:** Consideration of Approval to Grant Sabbatical Leaves for the 2020-2021 Academic Year

### **RECOMMENDATION**

It is recommended that the Board of Trustees grant one full year sabbatical leave per campus for the 2020-2021 academic year.

### **OVERVIEW**

The process for awarding sabbatical leaves is based on Article 18, Section H.1. of the bargaining agreement between SBCCD and the CTA. The Sabbatical Leave Committee at each college will evaluate any proposals, and forward the applications and recommendations to the Districtwide Sabbatical Leave Committee. The Districtwide Sabbatical Leave Committee shall forward its recommendations to the Chancellor for review and recommendation to the Board.

Per the bargaining agreement, sabbatical leave recipients must complete a comprehensive written report with specific evaluation of the leave in terms of each of the purposes stated in the original application. The report must identify, as clearly as possible, the benefits to students that have accrued from the sabbatical leave.

### **ANALYSIS**

If the Board determines to grant any sabbatical leaves for the following year, it will notify employees prior to October 1 of the possible number of sabbatical leaves. Such notification, however, is no guarantee of any sabbatical leave for the following school year.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

The cost to SBCCD is the replacement for the instructor's classes.

## **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:** September 12, 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 September 12, 2019

[v.8.23.2019.p.1|1]

	Effective Dates	Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
<b>Bangasser, Susan</b> Interim Dean, Science SBVC Science	8/5/2019 to 9/20/2019	21D	\$145,774 per year	L. Burnham	Science	9/3/1991

## **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:** September 12, 2019  
**SUBJECT:** Consideration of Approval of Employee Promotions

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

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



## Employee Promotions

Submitted for Board Approval September 12, 2019

[v.8.23.2019.p.1|1]

	From	To	New/ Replacing	Fund	Effective Date
<b>Fisher, Darrell</b>	SBVC Custodial <b>Custodian</b> Classified Salary Schedule Range 27, Step B \$20.46 per hour	SBVC Custodial <b>Lead Custodian</b> Classified Salary Schedule Range 31, Step A \$21.49 per hour	J. Orosco	Custodial General Fund	9/13/19

## **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:** September 12, 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 Approval September 12, 2019

[v.8.26.2019.p.1|2]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
<b>Liang, Hsiao Fang</b> Laboratory Technician, Anatomy & Physiology (F/T) SBVC Science	9/16/19	Classified 38B	\$26.82 per hour	M. Vallejo	Science	2/13/19
<b>Bello, Alexandra</b> Laboratory Technician, Anatomy & Physiology (P/T) SBVC Science	9/16/19	Classified 38A	\$25.53 per hour	New	Science	TBD <sup>†</sup>
<b>Delahanty, Suzanne</b> Alternate Media & Assistive Technology Specialist CHC DSPS	9/16/19	Classified 48A	\$32.71 per hour	V. Rodriguez	DSPS	8/7/19
<b>Cruz, Jesse</b> Clerical Assistant I (P/T) SBVC CDC	9/16/19	Classified 21A	\$16.79 per hour	S. Gibson	CDC	8/30/17
<b>Escobar, Johanna</b> Administrative Coordinator DIST IFF	9/16/19	Classified 44B	\$31.11 per hour	New	Inland Futures Foundation	8/12/19
<b>Robles, Sandra</b> Laboratory Technician, Chemistry SBVC Science	9/16/19	Classified 38A	\$25.53 per hour	D. Stevenson	Science	4/7/16
<b>Grant, Shaneikah</b> Secretary II SBVC Counseling	9/16/19	Classified 33A	\$22.58 per hour	R. Okray	Counseling	1/1/13
<b>Canela, Ynez</b> Local Business Outreach Administrator, Measure CC DIST Facilities	9/16/19	Management 16A	\$104,233 per year	New	Measure CC	TBD <sup>†</sup>

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



## Appointment of District Employees

Submitted for Board Approval September 12, 2019

[v.8.26.2019.p.2|2]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
<b>Kiana Gleason</b> Athletic Trainer (P/T) SBVC Athletics	9/16/19	Classified 42A	\$28.21 per hour	New	Athletics	TBD <sup>†</sup>

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



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** September 12, 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 09-12-2019**

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
18478	<b>Alma Strategies, LLC</b>		Facilities/SBCCD	\$200,000.00	\$100,000.00
On demand consulting services for facilities planning and reporting required by the State; this is to approve Amendment 01 - extend end date and increase by \$100,000				Term 04/14/2017 - 06/30/2020	
18696	<b>Interior Office Solutions</b>		Facilities/SBCCD	\$200,000.00	
CMAS 4-17-71-0149B; Haworth Products, purchase, installation design layout, and reconfiguration of furniture products				Term 12/08/2017 - 02/07/2021	
16204	<b>NCA Studio Inc.</b>		Facilities/SBCCD	\$275,420.00	\$75,000.00
Project management services to program and design the KVCR Modernization Project; this is to approve Amendment 03 to increase services for additional cost of \$75,000				Term 12/01/2017 - 01/31/2020	

Total Number of Contracts    2

Total Value

\$675,420.00

## **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, Fiscal Services

**DATE:** September 12, 2019

**SUBJECT:** Consideration of Approval to Adopt Resolution #2019-09-12-FS01  
Authorizing a Separate Bank Account

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution #2019-09-12-FS01 authorizing a separate bank account for the Inland Futures Foundation of the San Bernardino Community College District.

### **OVERVIEW**

The California Community Colleges Budget and Accounting Manual requires that separate bank accounts be established by a resolution of the governing board.

### **ANALYSIS**

It is necessary to establish a bank account to be used as a clearing account for the Inland Futures Foundation of the San Bernardino Community College District receipts from pledges, donations and various income sources.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Financial implications associated with this board item include reasonable bank account fees.

RESOLUTION #2019-09-12-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO ESTABLISH A SEPARATE BANK ACCOUNT FOR THE  
INLAND FUTURES FOUNDATION OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

[v.8.28.2019.p.1|1]

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

WHEREAS, it is necessary to establish a separate bank account to be used as a clearing account for the Inland Futures Foundation of the San Bernardino Community College District receipts from pledges, donations and various income sources,

WHEREAS, the District custodians and signers of this account will be:

- Bruce Baron, Chancellor
- Jose Torres, Executive Vice Chancellor
- Larry Strong, Director of Fiscal Services
- Steve Sutorus, Business Manager
- Tenille Alexander, Associate Director of Fiscal Services

NOW, THEREFORE, BE IT RESOLVED THAT the Governing Board of the San Bernardino Community College District hereby authorizes the opening of a separate bank account at Citizens Business Bank in San Bernardino, California in the name of Inland Futures Foundation of the San Bernardino Community College District.

PASSED AND ADOPTED by the Governing Board on Thursday, September 12, 2019, by the following vote:

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

STATE OF CALIFORNIA            )  
CITY OF SAN BERNARDINO       )  
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 a regularly called and conducted meeting held on said date.

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

\_\_\_\_\_  
Secretary of the Governing Board

## **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:** September 12, 2019  
**SUBJECT:** Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

### **RECOMMENDATION**

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

### **OVERVIEW**

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at private sale without advertising or disposed of.

### **ANALYSIS**

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Funds for materials sold will be provided to the district after auction and positively impact the budget.

Fixed Assets Surplus Report  
September 12, 2019

Asset #	Date Retired	Description	Initial Value	Current Value
37775	7/25/2019	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37776	7/25/2019	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37778	7/25/2019	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37782	7/25/2019	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
41904	7/25/2019	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41915	7/25/2019	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41935	7/25/2019	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41977	7/25/2019	Dell Latitude 7350 Tablet	\$860.53	\$0.00

Non-Fixed Assets Surplus Report  
September 12, 2019

Description	Quantity
Cisco 7910 Telephone	1 ea
Cisco 7940 Telephone	42 ea
Cisco 7960 Telephone	15 ea
Cisco 7970 Telephone	4 ea

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Executive Vice Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** September 12, 2019  
**SUBJECT:** Consideration of Approval of Vacation Payout

### **RECOMMENDATION**

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

	# Days	Rate	Total
<b>Andrew Chang</b> Director Administrative Application Systems	30.00	\$ 528.28	\$15,848.40
<b>Emma Diaz</b> Director, Adult Education Block Grant	20.00	\$ 488.47	\$ 9,769.40
<b>Iosif Opris</b> Human Resources Manager	10.00	\$ 482.58	\$ 4,825.80
<b>Lawrence Strong</b> Director, Fiscal Services	30.00	\$ 634.96	\$19,048.80
<b>Steven Sutorus</b> Business Manager	25.00	\$ 634.96	\$15,874.00

### **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:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** September 12, 2019

**SUBJECT:** Board Orientation Handbook

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Board Orientation Handbook.

### **OVERVIEW**

The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes a new trustee orientation.

The Chancellor and the Board assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. New Board members are encouraged to attend meetings on a regional basis held as training/information sessions by other organizations.

### **ANALYSIS**

The Board of Trustee Handbook was developed with the input of the Board of Trustees, Chancellor, and constituents from throughout the District. The handbook represents the most current information regarding local policies, procedures, and information trustees must be kept abreast of to perform their governing roles effectively. The handbook is updated at least once per year and compliments the trustee training provided by the Community College League of California.

It is the responsibility of the Chancellor to ensure the Board Orientation Handbook is updated regularly and the responsibility of the President of the Board to ensure that all Board members and student trustees receive training annually.

### **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.





# **BOARD ORIENTATION HANDBOOK**

Submitted for Board Approval September 12, 2019

Board Approved: 10/8/15

Revised: 4/24/17, 12/10/18, 4/22/19, 8/28/19

## **SBCCD Board of Trustees Handbook**

The Board of Trustee Handbook was developed in October 2015, with the input of the Board of Trustees, Chancellor, and constituents from throughout the District. The handbook represents the most current information regarding local policies, procedures, and information trustees must be kept abreast of to perform their governing roles effectively. The handbook is updated regularly and compliments the trustee training provided by the Community College League of California.

It is the responsibility of the Chancellor to ensure that the Board Orientation Handbook is updated regularly and the responsibility of the President of the Board to ensure that all new Board members and student trustees receive training. Each year the new trustee(s), board president, and Chancellor must sign off on a form documenting that they have received this training.

The Board of Trustees of the San Bernardino Community College District consists of seven members, one from each of the seven trustee areas in the District. Qualified voters in each of the seven areas (which include Big Bear, Calimesa, Colton, Fontana, Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, and Yucaipa) elect a trustee for a four-year term. The Chancellor of the District serves as Secretary to the Board.

The Board is the policy-forming body of the District, deriving power from, and subject to, the U.S. Constitution, statutes of the State of California, and directives from the Board of Governors of the California Community Colleges.

The powers and duties of the Board include approval of college policy, community services of the college interpreting the college needs to the public, adoption of an annual budget for the district, approval of expenditure of all District funds, acquisition of property for District purposes, and approval of employment of academic and classified personnel. The Board typically meets on the 2nd Thursdays of the month. You may direct questions or comments to the individual Board members via e-mail or to the Secretary to the Board.

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## Section 1 – Orientation

*The Community College League of California ("League") is a nonprofit public benefit corporation whose voluntary membership consists of the 72 local community college districts in California.*

### **Annual Convention**

The Annual Convention is The League's largest annual meeting featuring educational sessions, special events and networking, state and nationally known speakers, and an educational showcase expo. Trustees, administrators, staff and faculty attend the event.

### **Annual Legislative Conference**

The League's Annual Legislative Conference provides a unique opportunity to connect with other advocates and learn the latest news on higher education in California. During this two-day conference, attendees are encouraged to visit their legislative representatives.

### **Annual Trustees Conference**

This conference helps strengthen the skills and knowledge of trustees and CEOs to lead districts and colleges and be accountable to their communities.

### **Effective Trusteeship & Board Chair Workshops**

This annual workshop is an overview of responsibilities required for board members of California community colleges. State leaders and experienced trustees will provide comprehensive information on the knowledge and skills necessary to be an effective trustee.

### **Student Trustees Workshop**

This workshop is designed to help student board members become knowledgeable, influential, education policy-makers.

*The Association of Community College Trustees (ACCT) is a non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States and beyond. Located in Washington, D.C., ACCT is a major voice of community college trustees to the presidential administration, U.S. Congress, the Departments of Education and Labor and more.*

### **National Legislative Summit**

The National Legislative Summit is the premier community college advocacy event in Washington, DC, bringing together more than 1,000 community college leaders.

### **Government Leadership Institute**

The Governance Leadership Institute for New & Experienced Trustees and Presidents is a great opportunity for the entire board, the president, and board staff! This institute is tailored to review the principles of effective board leadership.

### **Leadership Congress**

Learn about innovative strategies taking place nationwide, network with major foundations, philanthropies, government officials and corporations that support community colleges, stay updated on the latest federal policies affecting your college, and participate in the only national meeting that focuses on providing community college boards the information and tools needed to govern and develop policies that focus on meeting community needs.

## **Section 2 – Chancellor/Chancellor Office Orientation**

2.1 See Appendix 1

2.2 See Appendix 2

### 2.3 Board Member Compensation (Reference: BP 2725)

Members of the Board of Trustees and Student Trustees who attend all Board meetings shall receive compensation per Board Policy 2725. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

### 2.4 Board Membership (Reference: BP 2010)

The Board of Trustees shall consist of seven members elected by the qualified voters of the District. The Board shall be elected by geographical area for terms of four years as defined in BP 2100 titled Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Board unless he/she resigns as an employee.

No member of the Board shall, during the term for which he/she is elected, hold an incompatible office.

No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

### 2.5 Student Trustees (Reference: BP 2015)

The Board of Trustees shall include two (2) non-voting student members (one representing each college in the District). The term of office shall be one year commencing at the first Board meeting in June and terminating on the last Board meeting in May of each academic year.

The student member shall, during the term of service, be enrolled in and maintain a minimum of nine (9) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.5 grade point average (GPA) during the term of office.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.

The student trustees have the responsibility to be contributing and ethical members of the board.

The primary duties of the Student Trustees are to attend and participate in all open board meetings, other duties may include:

- Represent the District at community events
- Advocate for the colleges and students to the legislatures
- Attend ASO/ Associated Student Government meetings
- Meet regularly with senior administrators

On or before May 15 of each year, the Board of Trustees shall consider whether to afford the student trustees any of the following privileges:

- The privilege to receive compensation for meeting attendance per Board Policy 2725. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters, at the discretion of the Board of Trustees.
- The privilege to vote in an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to serve a term commencing on May 15.

### 2.6 Election of Student Trustees (Reference: BP 2105)

Each college will elect a student trustee for a one-year term. An election will be held in the Spring semester so that the office is filled by June 1.

An election will be conducted at each college in accordance with administrative procedures. The successful candidate must receive a simple majority of all votes cast.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures.

If the seat of a student member becomes vacant for any reason during his/her term, the Board of Trustees may authorize the officers of the student body association(s) to appoint a student to serve the remainder of the term in accordance with administrative procedures.

A student trustee may be recalled by the student body at their respective college in a special election held for that purpose in accordance with administrative procedures.

### 2.7 Vacancies on the Board (Reference: BP 2110)

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

Any vacancy on the Board shall be filled by special election or provisional appointment in accordance with the provisions of the Education Code. Vacancies are caused by any of the events specified in the Government Code or by failure to elect. Any resignation must be filed in writing with the County Superintendent of Schools.

Vacancies for the student board member(s) are addressed BP 2105 titled Election of Student Trustees. A vacancy exists in the student Board position when the student Board member resigns



from the Board. A vacancy may occur if the student Board member misses three (3) consecutive Board meetings without authorization, is enrolled for fewer than nine (9) units or does not maintain a cumulative grade point average of 2.5. The unit load and the GPA are to be maintained during the entire term of office.

#### 2.8 Term Limits (Reference: BP 2130)

The District does not currently limit the number of terms a member of the Board of Trustees may serve on the Board.

The Board may adopt, or the residents of the District may propose, by initiative, a proposal to limit the number of terms a member of the Board of Trustees may serve on the Board. Any proposal to limit the number of terms a member of the Board may serve shall not become operative unless it is submitted to the electors of the District at a regularly scheduled election and a majority of the votes cast on the question favor adoption of the proposal. Any such proposal shall be subject to requirements set forth in Elections Code Sections 9500 et seq.

#### 2.9 Personal Use of Public Resources (Reference: BP 2717)

No member of the Board of Trustees 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.

#### 2.10 Communication To/From District Personnel

Except for discussion in or about closed session, any communication with the Chancellor, written or verbal, should be considered public.

Board members should be mindful of their role as members of the board and any comments made should not be presented as views of the Board of Trustees. If there is a question related to the District, it is best to go through the Chancellor's Office. It is inappropriate to call a staff member directly without the permission of the Chancellor. Remember, the Chancellor works for the Board. All other employees of the District work for the Chancellor.

#### 2.11 Campus Visits

Board members are always welcome to visit the District campuses; however, there are protocols that Board members should follow in order to avoid possible miscommunication or an unintended misunderstanding. Following are a few points:

- As a matter of professional courtesy, Board members should always inform the Chancellor when they visit a District campus.
- As a matter of protocol, Board members should always inform the Chancellor's/President's Office of invitations they receive by District groups to visit a District campus.
- If Board members desire to visit a facility that will be discussed as part of an agenda item, the Board members need to contact the Chancellor in order to arrange for an escorted site visit with a staff member.

- When on a District campus, Board members should be aware that their comments can be taken out of context.

## 2.12 Foundations

### Crafton Hills College (independent foundation)

In an effort to extend educational opportunities to CHC students, Crafton Hills College (CHC) established the CHC Foundation. The Foundation is a nonprofit corporation devoted exclusively to raising funds for scholarships, grants, and other types of assistance for CHC students and faculty.

Gifts to the college can be allocated for the college's greatest need or designated specifically. Gifts may be designated to an academic area, to scholarships, to any of the various cultural or community programs of the college, or to current capital projects. You can also remember a loved one by donating a memorial or honorarium in their name.

### San Bernardino Valley College (independent foundation)

We believe everyone should have an opportunity to go to college. Through its work, the San Bernardino Valley College Foundation supports SBVC in providing quality education and services that support a diverse community of learners. The Foundation is a non-profit 501(c)(3) organization; therefore, contributions to the Foundation are tax-deductible.

### Inland Futures Foundation (IFF) (auxiliary foundation)

This board-approved auxiliary foundation provides resource development to support the mission of the San Bernardino Community College District and its programs, initiatives, colleges, and entities. The recognized functions of the Foundation are: facilities and equipment; loans, scholarships, grants-in-aids; workshops, conferences, institutes, and federal projects; gifts, bequests, devises, endowments, and trusts; and public relations programs.

## 2.13 Board Member Health Benefits (Reference: BP 2730)

Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs. The benefits of members of the Board through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District. Board members are afforded the opportunity to opt out of receiving health benefits from the District and be reimbursed under the same terms and conditions as other employees of the District.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

#### 2.14 Board Member Travel (Reference: BP 2735)

Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Board member travel requests shall be made in accordance with the District's travel request and approval processes. Also see BP/AP 7400 titled Travel

#### 2.15 Political Activity (Reference: BP 2716)

Members of the Board of Trustees 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 Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

#### 2.16 Conflict of Interest (Reference: BP 2710)

The public office is a public trust created in the interest and for the benefit of the people. Members of the Board and employees of the District are expected to act with integrity, fidelity, and without bias for the primary benefit of the public.

Financial interests may be direct or indirect. An indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

Board members and employees must avoid conflicts of interest as well as the appearance of impropriety.

If a Board member or employee has a financial interest in a decision being considered by the Board, the financial interest must be disclosed in sufficient detail to the Board during a Board meeting and noted in the official Board minutes. The Board member must disqualify him or herself from discussing and voting on the matter, and must leave the room until after discussion, vote, and any other disposition of the matter is concluded. A Board member or employee who has a financial interest must not influence or attempt to influence the decision.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

#### 2.18 Constituency Groups

The Board embraces the concept of collegial consultation and to establish procedures to ensure faculty, management, classified staff, and students the right to participate effectively in collegial

consultation in particular areas where they have their responsibility and expertise as specified in Title 5 regulations, while retaining its own right and responsibilities in all areas defined by state laws and regulations.

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.

There are many groups and committees that are a part of the District. There are a few groups that the Board regularly has contact with at Board meetings.

### Academic Senate

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Board of Trustees recognizes the definition of “academic and professional matters” as stated in the Title 5 regulations:

1. Curriculum including establishing prerequisites and placing courses within disciplines;
2. degree and certificate requirements;
3. grading policies;
4. education program development;
5. standards or policies regarding student preparation and success;
6. District and college consultation structures, as related to faculty roles;
7. faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. policies for faculty professional development activities;
9. processes for program review;
10. process for institutional planning and budget development; and
11. other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

The Board also recognizes its obligation, under Title 5 Regulations, to “consult collegially” with the Academic Senate on these “academic and professional matters.” Additional academic and professional matters may be added as specified in #11 only through formal resolution of the Board.

The Board further recognizes that, under Title 5, it may choose to “consult collegially” through the option of “mutual agreement” on policy issues, or the option of “relying primarily on the advice and judgment of the senate” when adopting policies and procedures on “academic and professional matters.”

The Board of Trustees shall have the final responsibility for developing all policies governing the community college district, including academic and professional matters. For purposes of academic and professional matters, the Board shall rely primarily on the advice of the Academic Senate. If the Board has a compelling reason for not accepting the advice of the Academic Senate, it shall provide that reason in writing upon request of the Academic Senate. The decision of the Board on all policy shall be final.

#### Classified Senate

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the classified staff will be given every reasonable consideration.

#### Associated Students

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of Board policies and administrative procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

#### California School Employees Association (CSEA)

The California School Employees Association (CSEA) is the bargaining unit for the classified employees.

#### California Teachers Association (CTA)

The California Teachers Association (CTA) is the bargaining unit for the teachers.

#### 2.20 See Appendix 4

#### 2.21 Standard IV

Accreditation Standard IVB1 describes the Board's role and responsibilities. Key points include the following:

- The Board is designated as having the responsibility to set policies for the District and to act in a manner consistent with those policies.
- Through such policies the Board has ultimate responsibility for the educational quality, legal matters, and financial integrity of the institution.
- The Board establishes policies consistent with the mission statement.
- The Board regularly evaluates its policies and practices and revises them as necessary.
- The Board advocates for and defends the institution and protects it from undue influence or pressure.

- The Board is responsible for selecting and evaluating the Chancellor and for delegating full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district.
- Once the Board reaches a decision, it acts as a whole.
- The Board is responsible for Board development, self-evaluation, and improvement.
- The Board has a code of ethics which is enforced by the Board.
- The Board is informed about and involved in the accreditation process.

### **Section 3 – Board of Trustee’s President**

#### 3.1 See Appendix 5

#### 3.2 Board Duties and Responsibilities (Reference: BP 2200)

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Select, hire, and evaluate the Chancellor
- Delegate power and authority to the Chancellor to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

#### 3.4 Board Elections (Reference: BP 2100)

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

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

- Areas 1, 3, 5, and 7 from which governing board members will be elected in November 2016 and every four years thereafter.
- Areas 2, 4, and 6 from which governing board members will be elected in November 2018 and every four years thereafter.

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

### 3.5 Officers of the Board (Reference: BP 2210)

At the annual organizational meeting (See BP 2305 titled Annual Organizational Meeting), the Board of Trustees shall elect officers from among its members. The terms of officers shall be for one year.

#### **Duties of the President of the Board:**

1. Preside over all meetings of the Board;
2. Call emergency and special meetings of the Board as required by law;
3. Consult with the Chancellor on the Board meeting agendas;
4. Communicate with individual Board members about their responsibilities;
5. Ultimately responsible for the orientation process for new Board members and Student Trustees;
6. Assure Board compliance with policies on Board education, Board self-evaluation, and evaluation of the Chancellor;
7. Represent the Board at official events or ensure Board representation.
8. The Board President may contact District legal counsel regarding business of the District as he/she deems necessary and the Board President will provide a report to the Board and Chancellor regarding the topic of the call and the associated costs.
9. The President has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert's Rules of Order.)
10. The Board President shall establish ad hoc committees to comply with Board Policies and deadlines.

#### **Duties of the Vice President of the Board:**

1. To perform in the absence of the President, all the duties of the President;
2. To attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
3. To attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement.

#### **Duties of the Clerk of the Board:**

1. To perform in the absence of the President, or the Vice President all the duties of the President;
2. To attest the signature of the President or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
3. To attest to the signature of the President or other members of the Board on all other documents of the District when the attestation is a legal requirement;

4. To certify copies of records of the District as required.
5. Monitor the board calendar as it refers to meeting dates required by board policy and reminding the board president and the board of impending deadlines.

### **Board Secretary**

The Chancellor of the District shall serve as the Secretary to the Board.

#### **Duties of the Secretary to the Board:**

1. Notify members of the Board of regular, special, emergency, and adjourned meetings;
2. Prepare and post the Board meeting agendas;
3. Have prepared for adoption minutes of the Board meetings;
4. Attend all Board meetings and closed sessions unless excused, and in such cases to assign a designee;
5. Conduct the official correspondence of the Board;
6. Certify as legally required all Board actions;
7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

The Board does not have an official system of rotation or officers; it elects the officers each year from among all its members.

#### **3.6 Committees of the Board (Reference: BP 2220)**

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

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Standing committees of the Board can be found on the Board of Trustees page of the District Website [http://www.sbccd.org/Board\\_of\\_Trustees](http://www.sbccd.org/Board_of_Trustees)

#### **3.7 Board Education (Reference: BP 2740)**

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.

Orientation sessions shall be scheduled for new Board of Trustee appointees. A Special Meeting of the Board for the purpose of the orientation shall be called within 30 days of the appointment of a new trustee. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and current members of the Board of Trustees.

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.

### 3.8 Code of Ethics / Standards of Practice (Reference: BP 2715)

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to:

- Act only in the best interests of the entire community.
- Ensure public input into Board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Prevent conflicts of interest and the perception of conflicts of interest.
- Exercise authority only as a Board.
- Use appropriate channels of communication.
- Respect others; acting with civility.
- Be informed about the District, educational issues, and responsibilities of trusteeship.
- Devote adequate time to Board work.
- Maintain confidentiality of closed sessions.

The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

Charges by any person that a member of the Board of Trustees has violated laws and regulations of the Board's Code of Ethics shall be directed to the President of the Board or the Board itself. The President of the Board may establish an ad hoc committee to examine the charges and recommend further courses of action to the Board. The Board member subject to the charge of misconduct shall not be precluded from presenting information to the committee. Possible courses of action include:

- If alleged behavior violates laws, legal counsel may be sought, at the discretion of the Board of Trustees, and the violations referred to the District Attorney or Attorney General as provided for in law.
- If the alleged behavior violates this Board Policy on ethical conduct, the President of the Board shall alert the Board member in question regarding the violation of policy, the Board

of Trustees may discuss the violation at an open Board Meeting and affirm its policy expectation, and/or the Board may move to censure the trustee.

### 3.9 Board Representatives

At the annual organizational meeting the Board appoints representatives to the various organizations and bodies requiring representation. Currently, the Board appoints the following representatives:

- Representative and Alternate to the Nominating Committee for the County Committee on School District Organization
- Committee Assignment for San Bernardino Regional Emergency Training Center Joint Powers Authority)
- Standing Committees

### 3.10 Meetings of the Board (Reference BP 2310)

All regular and special meetings of the Board of Trustees are open to the public, must be accessible to persons with disabilities, and comply with the Brown Act provisions, except as otherwise required or permitted by law.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted ten days prior to the meeting and shall remain posted until the day and time of the meeting.

Regular meetings of the Board shall be held on the second Thursday of each month. Meetings will be held in the District Assembly Room, 114 S. Del Rosa Avenue, San Bernardino, California, 92408, or as otherwise specified by previous Board action. Meetings will begin at 4:00 p.m. or as otherwise specified by previous Board action. Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in AP 2340 titled Agendas and AP 2345 titled Public Participation at Board Meetings.

### 3.11 See Appendix 5

### 3.12 Meeting Protocol

Board behavior can have both a positive or negative ripple effect throughout the District community. Often a simple comment can take on a life of its own with the original intended meaning misunderstood. The following recommendations may help to keep individual Board members from being misunderstood:

- Keep the Board discussion at the policy level versus getting into how something will be accomplished.
- Ask questions of staff as necessary to make an informed decision, but try to avoid questions that may imply the Board is trying to micromanage the District.
- Be cautious about making statements that might be interpreted as belittling the staff.
- Praise in public and discipline in private.
- Be professional and courteous to fellow Board members.

### 3.13 Quorum and Voting (Reference: BP 2330)

Four Board members, other than the Student Trustees, shall constitute a quorum for the transaction of business. The Board of Trustees shall act by majority vote of all voting members of the Board. In the event of a minimum quorum, all four Board members must vote in favor of motions **to pass motions**.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a **two-third majority** of all members of the Board:

1. Resolution of intention to sell or lease real property (except where a unanimous vote is required);
2. Resolution of intention to dedicate or convey an easement;
3. Resolution authorizing and directing the execution and delivery of a deed;
4. Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
5. Resolution providing for the transfer from the reserve for contingencies to any expenditure classification.
6. Resolution to condemn real property.
7. The following actions require a **unanimous vote** of all members of the Board:
8. Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
9. Resolution authorizing lease of District property under a lease for the production of gas.
10. Any authorization to change an existing construction contract.

### 3.14 Special and Emergency Meetings (Reference: BP 2320)

**Special meetings** may from time to time be called by the President of the Board of Trustees or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

**Emergency meetings** may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

### 3.15 Closed Session (Reference: BP 2315)

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session.
- Advice of counsel on pending litigation, as defined by law;
- Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- Real property transactions;
- Threats to public security;
- Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- Discussion of student disciplinary action, with final action taken in public;
- Conferring of honorary degrees;
- Consideration of gifts from a donor who wishes to remain anonymous.
- To consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

Pursuant to Government Code Section 54957, if any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not first resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee against whom the charges or complaints are directed shall be given at least 24 hours written notice of the closed session and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board of Trustees.

### 3.16 How the Board Takes Action

Official Board action can be taken only at Board meetings and by affirmative action of at least four of the seven voting Board members. No one Board member or administrator makes official commitments for the Board, except as directed by Board action. The Board has final control over District matters and policies, subject to limitations imposed by California and federal law, and all employees and administrators of the District are bound to abide by such policies.

### 3.17 Consent Agenda

Items that are calendared as requiring little or no discussion by the Board or the public are listed on the agenda as "Consent" items. The Board may act on these items in one motion without discussion. Any Board member or individual attending the Board meeting can request at the time of the meeting that an item listed on the consent agenda be considered separately ("pulled from the consent agenda") as part of the regular agenda, thus allowing discussion of the item. The Board reserves the right to consider if an item on the Consent Agenda is pulled.

### 3.18 Preparing for Meetings

Two weeks prior to the Board meeting, the Chancellor meets with the Board President (and the Executive Board, as requested) to review the agenda prior to the board book going to print.

By the Friday preceding the Thursday Board meeting, the Chancellor's Office will deliver Board packets with an agenda and supporting materials. This information is also posted to the District Website. This timeline gives the Board members six days to review the materials prior to the meeting. When possible, Board members should submit their questions to the Chancellor prior to the Board meeting so that the staff can provide a thorough response, prior to or, at the time of the meeting. Also, any Board member can call the Chancellor prior to the Board meeting for clarification regarding any agenda item rather than waiting until the Board meeting. It is always best not to surprise the Chancellor or staff at the Board meeting. Response to information is supplied to all Board members.

The week of the Board meeting the Chancellor meets with each member of the Board to review the agenda to address any questions.

### 3.19 Recording (Reference: BP 2365)

Any audio or video recording of an open and public Board of Trustees Meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Chancellor is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video recording device or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or

broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

### 3.20 Speakers (Reference: BP 2350)

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

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

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

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

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

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

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

A member of the public who wishes to address the Board on an item not on the agenda, but related to the business of the District, is limited to five minutes unless a majority of the Board votes to extend the time limit. The total time for members of the public to speak on the same or a substantially similar subject shall be limited to twenty minutes unless a majority of the Board votes to extend the time limit.

Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters.

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

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

### 3.22 Communications Among Board Members (Reference: BP 2720)

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board of Trustees.

Under California's Public Records Act, "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics" is a public record and must be disclosed to the public upon request unless a provision of the PRA exempts it from disclosure. Gov't Code Section 6252-6253. (see 5.2 Brown Act)

### 3.23 Media/Email

Any Board member is allowed to speak with the media. However, Board members should keep in mind the following:

- When speaking to the press, remind the interviewer that you do not represent the views of the Board, but speak as an individual.
- When contacted by the press, defer to the Chancellor or Board Chair for official Board positions.
- When speaking to the media, be an advocate for the District.
- Never speak about personnel matters or other closed session topics to the press.

Board members should keep in mind that electronic communications can facilitate a Brown Act violation. Emails are subject to disclosure laws per BP and AP 3310.

### 3.24 Annual Retreat

Each year the Board holds an annual retreat with the Board and the Chancellor. This retreat is the opportunity for the Board to conduct its annual self-evaluation and set goals for the upcoming year.

### 3.25 Board Self-Evaluation (Reference: BP 2745)

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

### 3.26 Setting the Board's Goals

The Board uses the results of the self-evaluation to set internal goals for the upcoming year.

### 3.27 Annual Organizational Meeting (Reference: BP 2305)

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

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

### 3.28 Chancellor - Hiring and Contract

Without doubt, the most important role of the Board is to appoint the Chancellor. It is exclusively the Board's role, although the process itself generally includes District personnel who will participate in the interviewing and screening process. A District committee may assist in screening the applications and narrowing the pool of candidates to a manageable group that will be invited for confidential screening interviews. From the confidential interviews, the committee selects a small group of 3-5 finalists to recommend to the Board for interviews and on-campus forums. After the finalists accept the invitation to interview as a finalist, the names of the finalists become public information and usually there will be a press release involved.

From the finalists, the Board selects their top candidate to make an offer. It is not guaranteed that the first choice will accept the offer since it is common for candidates to be finalists in more than one college presidential search at the same time. Therefore, it is important that this part of the process remains confidential until an offer and an acceptance of offer has been reached. During this part of the process the Board must negotiate with the candidate the terms of the contract, which includes salary, starting date, and benefits. The process can easily take from six months to a year.

### 3.29 Evaluation of the Chancellor (Reference: BP 2435)

The Board of Trustees shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The criteria for evaluation shall be based on Board policy, the Chancellor job description, and performance goals and objectives developed in accordance with AP 2435 titled Evaluation of the Chancellor.

### 3.30 Setting the Chancellor's Salary

After the initial starting salary negotiated with the Chancellor at the time of employment, the Board will need to consider the salary of their one employee on an annual basis. This process is usually done in conjunction with the Chancellor's annual evaluation. Although the discussion of the



Chancellor's performance and determination of any salary adjustment is a closed session item, the actual setting of the salary adjustment is an open session agenda item.

### 3.31 Graduation

Graduation is the highlight of both colleges each year. Graduation and graduation activities and times vary from year to year (refer to Master Calendar). Board members participate as part of the processional and the ceremony. The Board President accepts the graduating class and board members wear a graduation robe with the colors of the discipline appropriate for their degree.

## **Section 4 – Chapter 1 and 2 Board Policies and Procedures**

### 4.0 Board Policies

The references to the board policies above represent a snapshot/summary of the policy and may not include the entire policy. For complete policies and procedures, please visit the District website [www.sbccd.org](http://www.sbccd.org) or click the link here [Board Policies & Procedures](#).

## **Section 5 – Orientation Checklist and Sign-Off Form**

### 5.0 Board Member Orientation

Per Board Policy 2740, orientation sessions shall be scheduled for new Board of Trustee appointees. A Special Meeting of the Board for the purpose of the orientation shall be called within 30 days of the appointment of a new trustee. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and current members of the Board of Trustees.

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.

Orientation to the institution includes:

- Walking tours of the district, campuses, and off-site locations
- Institutional data review
- College history and development, and college catalogs
- Lists and contact information for trustees, college personnel, and student leaders
- Structure and operations of board of trustees
- Structure of higher education at the state level
- Briefings on organization, programs, budget, and facilities of the colleges and sites
- Collegial Consultation, inclusive of 10+1 Board handbook, meeting agendas, and minutes
- Affirmative action plans

- Printed college materials
- Opportunities to meet informally with campus leaders and faculty, staff, students, administrators, and fellow trustees
- Email records disclosure responsibilities

Orientation to trusteeship includes:

- Roles of board and of individual trustees
- Attendance at local, state and national meetings, including the League's New Trustee Orientation Workshop and Legislative Conference
- Review of pertinent laws and board policy
- Board Budget

## Appendix 1

### San Bernardino Community College District

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.

#### San Bernardino Valley College

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

#### Crafton Hills College

The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.

#### Economic Development & Corporate Training

The mission of the Economic Development and Corporate Training division of San Bernardino Community College District (EDCT) is to stimulate the economic prosperity of the Inland Empire through workforce development. This mission will be achieved by:

- Offering customized training solutions that meets the human capital development needs of regional employers;
- Providing innovative job training to the workforce in emerging technologies and high growth areas to foster economic prosperity in the region;
- Building and nurturing partnerships to obtain local/state/federal funds necessary for
- Preparing a highly skilled workforce through short-term training.

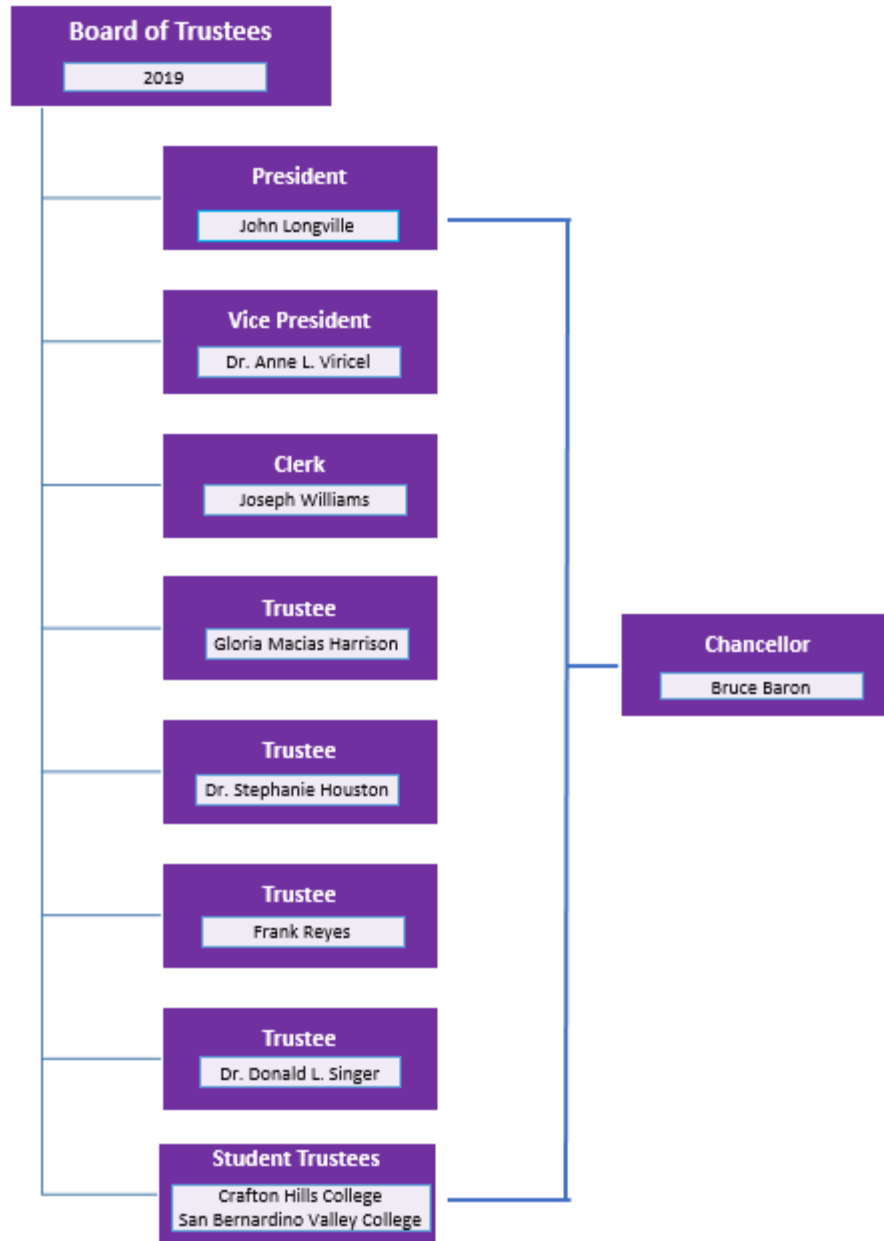
#### EMPIRE NETWORK/KVCR

KVCR's mission is to be the cultural, educational, informational and communication center of the Inland Empire. KVCR additionally will focus its mission on students. KVCR will become a training ground for students who want to train and work in the media world. This will include:

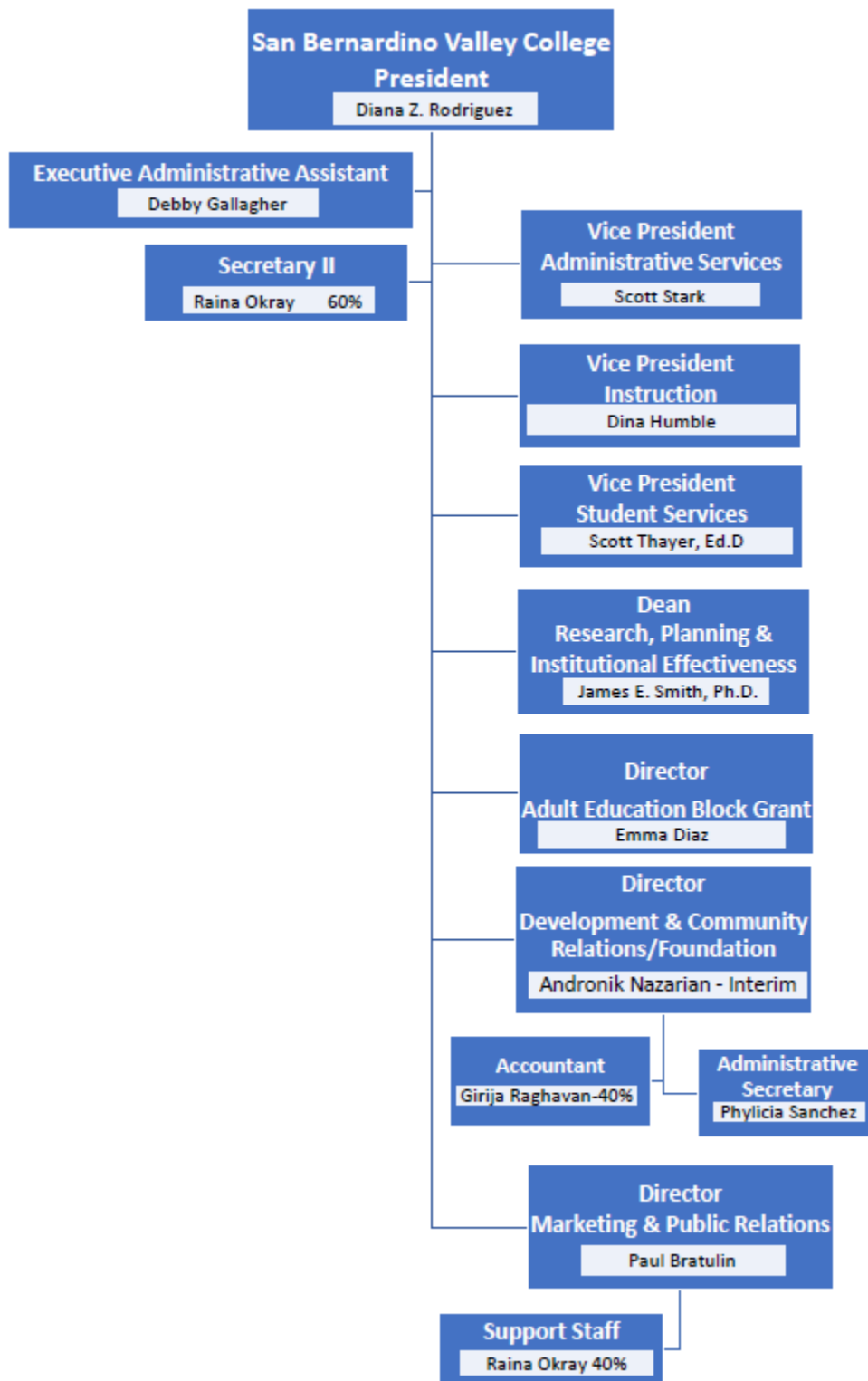
- TV, Radio, Broadband, internet, social media and any form of the media world.

Appendix 2 (as of 8/28/19)

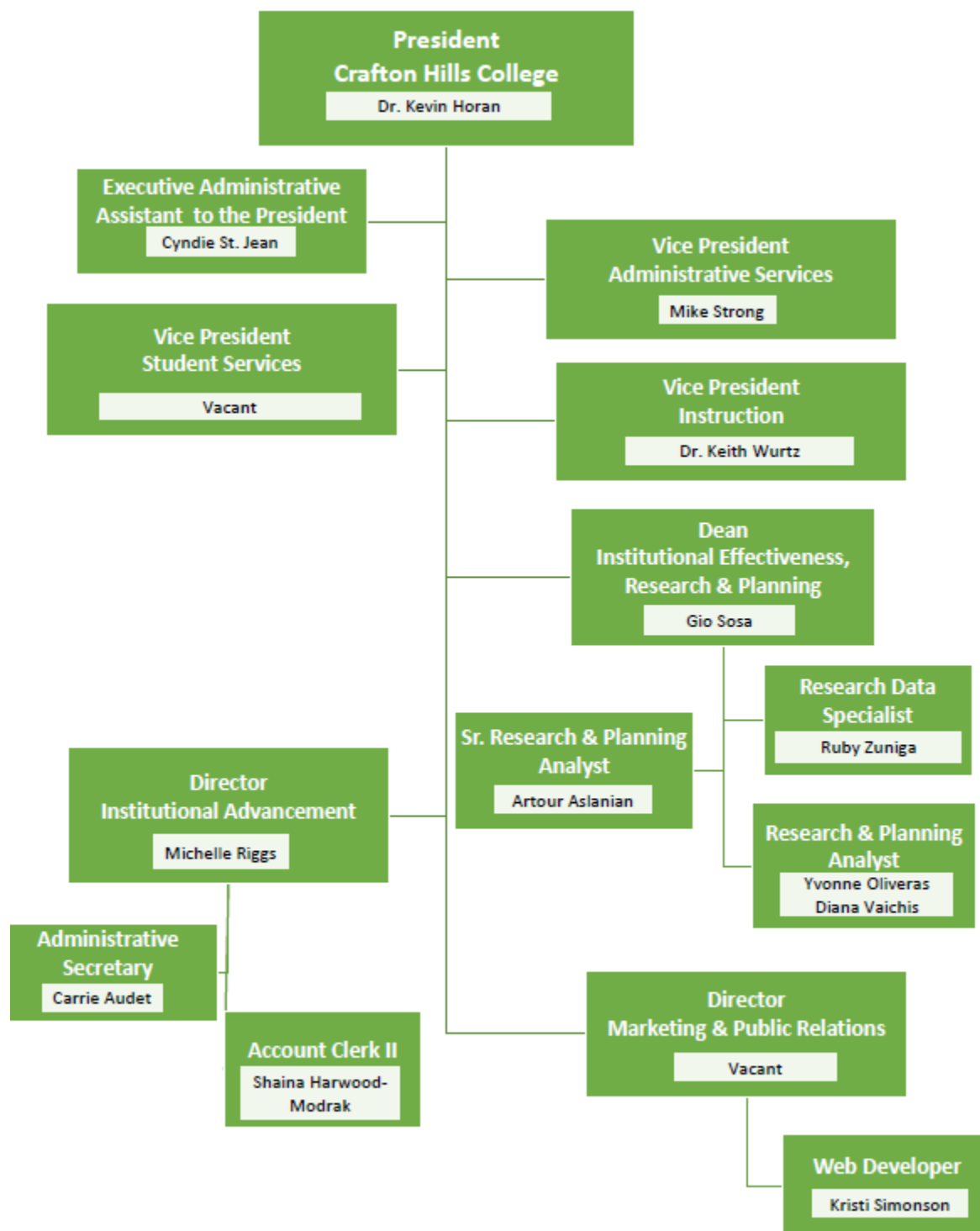
San Bernardino Community College District



San Bernardino Valley College



Crafton Hills College



## Appendix 4

### Board's Role in Accreditation

The Board must be fully informed of all accreditation actions, reports, visits and progress on accreditation recommendations as they pertain to the Colleges. All reports created in response to Commission actions must be approved or ratified by the Board.

The Accrediting Commission for Community and Junior Colleges (ACCJC) provides a list of Standards that are the basis for comprehensive institutional evaluations for reaffirmation of accreditation on their website <http://www.accjc.org/eligibility-requirements-standards>.

## Appendix 5

### 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

### Board Operational Priorities

In order for the Board to support the strategic directions and institutional values, the board will hold itself accountable for the following board activities. They will be a focus of Board inquiry, discussion, and operational priorities.

- Engage & support equity initiatives
- Be more visible on both campuses
- Actively connect to community
- Conduct efficient and effective board meetings focused on big picture
- Monitor the SBCCD Strategic Directions utilizing the quarterly dashboard and student scorecard presentations
- Participate in professional development contributing to an excellent, cohesive, and proactive board

## Appendix 6

### The Brown Act (Open Meeting Law)

The Board is subject to the Brown Act, also known as the Open Meeting Law. The Brown Act requires that public boards conduct their business in the open. This means that all meetings are open to the public except for a limited number of circumstances, as permitted by the Brown Act. Examples of these limited circumstances include agenda items concerning personnel actions, labor negotiations, and the negotiation of real property.

References: For more information regarding the Brown Act, refer to <http://ag.ca.gov/publications/brownAct2003.pdf>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** September 12, 2019

**SUBJECT:** Approval of District and College Expenses

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the requests for district and 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 \$1,000 for that meeting or training. Expenditures in excess of \$1,000 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 \$500. Expenditures in excess of a total \$500 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.

### **ANALYSIS**

The list of district and college expenses is attached for approval.

### **INSTITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.





## District & College Expenses

Submitted for Board Approval September 12, 2019

<p><b>Site:</b> SBVC <b>Event:</b> Student Services Managers Retreat <b>Date of Event:</b> 07/29/19</p>	<p><b>Item Being Purchased:</b> Conference Room Rental, light meals and refreshments. Sponsored by the Student Services Department held at LaQuinta Inn in San Bernardino, CA. The managers retreat will provide a collaborative, team-building environment for student services managers. Anticipated attendance is 15 faculty and staff. Scott Thayer will serve as a chaperone. <b>Total Estimated Cost:</b> \$ 1000 <b>Funding Source:</b> Student Development General Fund <b>AMENDMENT:</b> This item was previously board approved at the July 11, 2019. Item is being amended to reflect an increase in total of \$500 from \$500 to \$1,000 and item description changed to include meals and refreshments.</p>
<p><b>Site:</b> SBVC <b>Event:</b> Transfer 101 Conferences <b>Date of Event:</b> 09/18/19, 09/25/19</p>	<p><b>Item Being Purchased:</b> Meals, Printing, Rental and Advertising. The Transfer Center will be sponsoring the Transfer 101 conferences which will bring together recruiters from local UC, CSU and Private Universities to present information about their schools. Anticipated attendance is 100 students, faculty, staff and community members for each event. Kathy Kafela and transfer staff to serve as chaperones. <b>Total Estimated Cost:</b> \$ 1800 <b>Funding Source:</b> Transfer Center General Fund</p>
<p><b>Site:</b> SBVC <b>Event:</b> Cultural Event-Museum of Tolerance <b>Date of Event:</b> 09/20/19</p>	<p><b>Item Being Purchased:</b> Food, Transportation and entry fee. Sponsored by First Year Experience. FYE will be taking SBVC students to museum as part of the planned cultural/education awareness field trips. Anticipated attendance is 53 SBVC students and staff. Mary Bradley and Heather Johnson will serve as chaperones. <b>Total Estimated Cost:</b> \$ 2700 <b>Funding Source:</b> Student Equity Categorical Fund</p>

<p><b>Site:</b> SBVC  <b>Event:</b> San Diego State and University of California- San Diego Campus Tours  <b>Date of Event:</b> 09/27/19</p>	<p><b>Item Being Purchased:</b> Transportation and meals. Sponsored by Student Equity. Students will go on a tour of the University of California San Diego and San Diego State University to encourage and increase transfer rate from SBVC to the university system. Anticipated attendance is 55 Staff and Students. Kyle Stroud, Jamie Herrera, and Heather Johnson to serve as chaperones.  <b>Total Estimated Cost:</b> \$ 2600  <b>Funding Source:</b> Student Equity and Success Categorical Fund, Student Life Trust, Associated Student Government (ASB) General Fund</p>
<p><b>Site:</b> SBVC  <b>Event:</b> Annual Fall Transfer Fair 2019  <b>Date of Event:</b> 10/02/19</p>	<p><b>Item Being Purchased:</b> Meals, Printing, Rentals, Advertising and Giveaways. Sponsored by Transfer and Career Services. The Transfer Center will be hosting the Annual Fall Transfer Fair 2019 which will help students understand the transfer process and introduce them to different CSU's, UC's and Private Universities. Anticipated attendance is 400 students, staff, and community members. Kathy Kafela and transfer staff will serve as chaperones.  <b>Total Estimated Cost:</b> \$ 7000  <b>Funding Source:</b> Transfer Center General Fund, Student Success and Support Program Categorical Fund &amp; Transfer Center Trust Fund</p>
<p><b>Site:</b> SBVC  <b>Event:</b> American Student Government Association (ASGA): 2019 National Student Government Summit  <b>Date of Event:</b> 10/10/19 - 10/13/19</p>	<p><b>Item Being Purchased:</b> Registration, airfare, hotel, and meals. Student Life will be sponsoring the ASGA Summit in Washington, D.C. where staff and students will learn new trends, share new ideas and tips on how to improve the Student Government. Workshops and presentations will offer valuable tools to implements solutions on campus in a timely manner to better serve the campus community. Anticipated attendance is 28 staff and students. Raymond Carlos and 2 staff members to chaperone.  <b>Total Estimated Cost:</b> \$ 61600  <b>Funding Source:</b> Student Representation Fee Fund</p>

<p><b>Site:</b> SBVC  <b>Event:</b> Cultural Event- San Diego Safari  <b>Date of Event:</b> 10/18/19</p>	<p><b>Item Being Purchased:</b> Food, Transportation and entry fee. Sponsored by First Year Experience. FYE will be taking SBVC students to safari excursion as part of the planned cultural/education awareness field trips. Approximately 53 SBVC students and staff. Mary Bradley and Heather Johnson will serve as chaperones.  <b>Total Estimated Cost:</b> \$ 4850  <b>Funding Source:</b> Student Equity Categorical Fund</p>
<p><b>Site:</b> SBVC  <b>Event:</b> Cooperative Agencies Resources for Education (CARE) Fall Mini Conference  <b>Date of Event:</b> 10/18/19</p>	<p><b>Item Being Purchased:</b> Refreshments and Supplies. Sponsored by the CARE program, the event will target single-parent students who will listen to speakers and participate in workshops relevant to the single-parent student population. Anticipated attendance is 60 students and staff members. Joanne Hinojosa, Rosemary Chavez and Maribel Cisneros will serve as chaperones.  <b>Total Estimated Cost:</b> \$ 3500  <b>Funding Source:</b> CARE Categorical Fund</p>
<p><b>Site:</b> SBVC  <b>Event:</b> Police Academies Museum of Tolerance Field Trip  <b>Date of Event:</b> 10/20/19</p>	<p><b>Item Being Purchased:</b> Admission fee Sponsored by the Extended Academy, this event is to tour the Museum of Tolerance. This event will provide information to police academy students on how to assume responsibility for the future and learn the meaning of tolerance and consequences of intolerance. Anticipated attendance is approximately 42 students and faculty. Chaperones will be Kenneth Greel and Roslind Lewis.  <b>Total Estimated Cost:</b> \$ 500  <b>Funding Source:</b> Extended Academy General Fund</p>

<p><b>Site:</b> SBVC  <b>Event:</b> California Community College Extended Opportunities Program and Services Association (CCCEOPSA) 50th Annual Fall Conference  <b>Date of Event:</b> 10/22/19 - 10/24/19</p>	<p><b>Item Being Purchased:</b> Registration, hotel, and meals. Sponsored by EOPS/CARE, staff will participate in the 50th Annual CCCEOPSA Conference in Palm Springs, California which will inform about new bills and updates from the California Community College Chancellor's office. Student is the recipient for the EOPS Associations Scholarship. Anticipated attendance 7 staff and 1 student. Joanne Hinojosa and EOPS/CARE staff will serve as chaperones.  <b>Total Estimated Cost:</b> \$ 12400  <b>Funding Source:</b> EOPS Categorical Fund</p>
<p><b>Site:</b> SBVC  <b>Event:</b> California Library Association Annual Conference and Exhibition  <b>Date of Event:</b> 10/24/19 - 10/26/19</p>	<p><b>Item Being Purchased:</b> Tabletop (booth) Rental. Sponsored by Strong Workforce Grant Funds. Participation at this conference in Pasadena will allow us to network and advertise our Library Technology Programs new, fully online options in hopes of building participation, enrollment and growth in the program. Virginia Evans-Perry and Patti Wall will be in attendance.  <b>Total Estimated Cost:</b> \$ 925  <b>Funding Source:</b> Strong Workforce Grant Funds</p>
<p><b>Site:</b> SBVC  <b>Event:</b> Blueprint for Success  <b>Date of Event:</b> 10/27/19 - 10/29/19</p>	<p><b>Item Being Purchased:</b> Registration, hotel, transportation and meals. Sponsored by FYE, Guardian Scholars will be taking 5 students to Los Angeles, California to participate in the Blueprint for Success Conference for Foster Youth. They will be participating in youth leadership training provided by California College Pathways. Anticipated attendance is 2 staff and 5 students. Evelyn Luna and Rosemary Rivera-Reza will serve as chaperones.  <b>Total Estimated Cost:</b> \$ 6000  <b>Funding Source:</b> Student Equity Categorical Fund</p>

<p><b>Site:</b> SBVC  <b>Event:</b> Etiquette Luncheon  <b>Date of Event:</b> 11/07/19</p>	<p><b>Item Being Purchased:</b> Lunch and Refreshments. Sponsored by Middle College High School (MCHS), this Etiquette Luncheon at Cal Poly Pomona is for faculty, counselors, coordinators and Middle College High School students. Anticipated attendance is approximately 70 students, staff and faculty. Chaperone is Patty Quach.  <b>Total Estimated Cost:</b> \$ 2300  <b>Funding Source:</b> Middle College High School General Fund</p>
<p><b>Site:</b> SBVC  <b>Event:</b> Lesley Butler, Etiquette Luncheon Speaker  <b>Date of Event:</b> 11/07/19</p>	<p><b>Item Being Purchased:</b> Guest Speaker. Sponsored by Middle College High School (MCHS) at the Etiquette Luncheon at Cal Poly Pomona for faculty, counselors, coordinators and Middle College High School students. Anticipated attendance is approximately 70 students, staff and faculty. Chaperone is Patty Quach.  <b>Total Estimated Cost:</b> \$ 300  <b>Funding Source:</b> Middle College High School General Funds</p>
<p><b>Site:</b> SBVC  <b>Event:</b> Field Trip to University of San Diego and San Diego State University  <b>Date of Event:</b> 11/15/19</p>	<p><b>Item Being Purchased:</b> Bus rental. The Transfer Center will be sponsoring a trip to University of San Diego and San Diego State University for campus tours to increase transfer awareness of SBVC students. Anticipated attendance is 44 staff and students. Keynasia Buffong, Botra Moeung and Cindy Huerta will serve as chaperones.  <b>Total Estimated Cost:</b> \$ 1900  <b>Funding Source:</b> Transfer Center General Fund</p>
<p><b>Site:</b> SBVC  <b>Event:</b> 2019 CARE Holiday Luncheon  <b>Date of Event:</b> 12/13/19</p>	<p><b>Item Being Purchased:</b> Meals and Supplies. Sponsored by the CARE program, the event is to celebrate Fall 2019 accomplishments of CARE students. Donated toys will be distributed to children of the students. Anticipated attendance is 60 student, staff and community members. Joanne Hinojosa, Rosemary Chavez and Maribel Cisneros will serve as chaperones.  <b>Total Estimated Cost:</b> \$ 3000  <b>Funding Source:</b> CARE Categorical Fund</p>

<p><b>Site:</b> SBVC  <b>Event:</b> Cultural Event-African American Museum  <b>Date of Event:</b> 02/28/20</p>	<p><b>Item Being Purchased:</b> Food and Transportation. Sponsored by First Year Experience. FYE will be taking SBVC students to museum as part of the planned cultural/education awareness field trips. Approximately 53 SBVC students and staff. Mary Bradley and Heather Johnson will serve as chaperones.  <b>Total Estimated Cost:</b> \$ 1100  <b>Funding Source:</b> Student Equity Categorical Fund</p>
<p><b>Site:</b> SBVC  <b>Event:</b> Annual Spring Transfer Fair 2020  <b>Date of Event:</b> 04/15/20</p>	<p><b>Item Being Purchased:</b> Meals, Printing, Rentals, and Advertising. The Transfer Center and the Student Success and Support Program will be sponsoring the Annual Spring Transfer Fair 2020. The purpose of the fair is to help students understand the transfer process which will bring more than 30 participating CSU's, UC's, and Private Universities. Anticipated attendance is 350 staff, students, and community members. Kathy Kafela and transfer staff will serve as chaperones.  <b>Total Estimated Cost:</b> \$ 6500  <b>Funding Source:</b> Transfer Center General Fund</p>
<p><b>Site:</b> SBVC  <b>Event:</b> Cooperative Agencies Resources for Education (CARE) Spring Mini Conference  <b>Date of Event:</b> 04/17/20</p>	<p><b>Item Being Purchased:</b> Refreshments and Supplies. Sponsored by the CARE program, the event will target single-parent students who will listen to speakers and participate in workshops relevant to the single-parent student population. Anticipated attendance is 60 students and staff members. Joanne Hinojosa, Rosemary Chavez and Maribel Cisneros will serve as chaperones.  <b>Total Estimated Cost:</b> \$ 3500  <b>Funding Source:</b> CARE Categorical Fund</p>

<p><b>Site:</b> SBVC  <b>Event:</b> Evening Of Achievement  <b>Date of Event:</b> 05/08/20</p>	<p><b>Item Being Purchased:</b> Venue Location, Rentals, Meals and Refreshments, Entertainment and Awards. Sponsored by EOPS/CARE cosponsored by SBVC Foundation. The Evening of Achievement will recognize graduating EOPS/CARE students. District faculty and staff members will be also be recognized for their support to the EOPS/CARE program. Anticipated attendance is 350 students, staff, and community members. Joanne Hinojosa will serve as chaperone.  <b>Total Estimated Cost:</b> \$ 20000  <b>Funding Source:</b> EOPS Categorical Fund</p>
<p><b>Site:</b> TESS  <b>Event:</b> SQL Querying Basic Training for Staff and Faculty  <b>Date of Event:</b> 10/14/2019-10/15/2019</p>	<p><b>Item Being Purchased:</b> Meals, Refreshments  Two-day training for Staff and Faculty Researchers on SQL Querying language to pull information from databases.  <b>Total Estimated Cost:</b> \$ 1000  <b>Funding Source:</b> TESS General Fund</p>
<p><b>Site:</b> CHC  <b>Event:</b> Emergency Medical Services Job Fair  <b>Date of Event:</b> 8/23/19</p>	<p><b>Item Being Purchased:</b> Refreshments for the employers attending the job fair.  <b>Total Estimated Cost:</b> \$ 500  <b>Funding Source:</b> Strong Workforce Job Developer Categorical Funding  The deadline to submit was earlier than the decision for the job fair.</p>
<p><b>Site:</b> CHC  <b>Event:</b> University Transfer Fair  <b>Date of Event:</b> 9/11/19</p>	<p><b>Item Being Purchased:</b> Refreshments for approximately 40 university representatives during the University Transfer Fair event.  <b>Total Estimated Cost:</b> \$ 500  <b>Funding Source:</b> Transfer Center General Fund  State level committee assigns fair dates for all Community Colleges. Received final confirmation on 08-01-19, after deadline to submit to August board.</p>

<b>Site:</b> CHC <b>Event:</b> Hello Major, Hello Career Fair <b>Date of Event:</b> 10/23/19	<b>Item Being Purchased:</b> Refreshments. Sponsored by the CHC Career Center, the Hello Major/Hello Career Fair is geared towards informing all students about the various college majors and careers available. Students will meet with faculty, disciplined based student club organizations and employers about major, career goals and work opportunities. Providing lunch for 80 non-employee attendees and a discounted meal voucher to students for their participation. <b>Total Estimated Cost:</b> \$ 700 <b>Funding Source:</b> Career Center General Fund
<b>Site:</b> CHC <b>Event:</b> Senior Day <b>Date of Event:</b> 10/25/19	<b>Item Being Purchased:</b> Refreshments. Sponsored by Crafton Hills College, Senior Day invites local area high school seniors to the Crafton campus for tours and workshops, which are presented by various departments. We anticipate 700-900 high school seniors to visit our campus that day. <b>Total Estimated Cost:</b> \$ 4600 <b>Funding Source:</b> Counseling General Fund and CHC Foundation
<b>Site:</b> Empire Network <b>Event:</b> KVCR Community Conversations Forum (8 locations tbd) <b>Date of Event:</b> October and November 2019	<b>Item Being Purchased:</b> Refreshments, Give Aways <b>Total Estimated Cost:</b> \$ 10000 <b>Funding Source:</b> Inland Futures Foundation
<b>Site:</b> Empire Network <b>Event:</b> Redlands Market Night <b>Date of Event:</b> 9/26/19	<b>Item Being Purchased:</b> Permit, Equipment Rental, Printing, Refreshments, Give Aways <b>Total Estimated Cost:</b> \$ 4000 <b>Funding Source:</b> KVCR
<b>Site:</b> Empire Network <b>Event:</b> Huck Finn Jubilee at Guasti Park, Rancho Cucamonga <b>Date of Event:</b> 9/27/19 and 9/28/19	<b>Item Being Purchased:</b> Refreshments, Give Aways <b>Total Estimated Cost:</b> \$ 500 <b>Funding Source:</b> KVCR



<b>Site:</b> Empire Network <b>Event:</b> Veteran's Luncheon <b>Date of Event:</b> 10/19/19	<b>Item Being Purchased:</b> Refreshments, Give Aways <b>Total Estimated Cost:</b> \$ 500 <b>Funding Source:</b> Veterans Initiative
<b>Site:</b> Empire Network <b>Event:</b> Veteran's Concert at Loma Linda VA Hospital <b>Date of Event:</b> 10/11/19 to 10/22/19	<b>Item Being Purchased:</b> Refreshments, Give Aways <b>Total Estimated Cost:</b> \$ 500 <b>Funding Source:</b> Veterans Initiative
<b>Site:</b> Empire Network <b>Event:</b> Floral & Charcutier DIY Workshop <b>Date of Event:</b> 10/27/19	<b>Item Being Purchased:</b> Permit, Refreshments, Give Aways <b>Total Estimated Cost:</b> \$ 650 <b>Funding Source:</b> KVCR

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** September 12, 2019

**SUBJECT:** Approval of Individual Memberships

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve 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.



## Individual Memberships

Submitted for Approval September 12, 2019

<p><b>Site:</b> CHC  <b>Name:</b> Kirsten Colvey  <b>Total Cost:</b> \$300  <b>Funding Source:</b> Student Services General Fund</p>	<p><b>Membership &amp; Purpose:</b> Chief Student Services Officers Association, Kirsten Colvey is a member of the Chief Student Services Officers Association. The membership is required in order to participate in the association and attend annual conferences. Membership period is July 1, 2019 through June 30, 2020.</p>
<p><b>Site:</b> SBVC  <b>Name:</b> Jose Alvarez, Laurens Dekoekkoek, Abe Fulgham, Ronald Gordin, Kevin Grishow and Cesar Rojas  <b>Total Cost:</b> \$45.00  <b>Funding Source:</b> Grounds General Funds</p>	<p><b>Membership &amp; Purpose:</b> Pesticide Applicators Professional Association, Continuing educational classes are required in order to renew their Department of Pesticide Regulation Certification every two years.</p>
<p><b>Site:</b> SBVC  <b>Name:</b> Paul Bratulin  <b>Total Cost:</b> \$75.00  <b>Funding Source:</b> Marketing and Public Relations General Fund</p>	<p><b>Membership &amp; Purpose:</b> Community College Public Relations Organization (CCPRO), This is a statewide organization focused on professional development and service organizations that seek to promote excellence in California's community colleges.</p>
<p><b>Site:</b> SBVC  <b>Name:</b> Paul Bratulin  <b>Total Cost:</b> \$275.00  <b>Funding Source:</b> Marketing and Public Relations General Fund</p>	<p><b>Membership &amp; Purpose:</b> National Council for Marketing and Public Relations (NCMPR), This is the leading professional development organization for community and technical college communications. It provides opportunities to network with colleagues across the nation, receive professional development, share ideas, and have access to tools to advocate for our college.</p>

<p><b>Site:</b> SBVC</p> <p><b>Name:</b> Laurens Dekoekkoek, Kevin Grishow and Cesar Rojas</p> <p><b>Total Cost:</b> \$60.00</p> <p><b>Funding Source:</b> Grounds General Funds</p>	<p><b>Membership &amp; Purpose:</b> Department of Pesticide Regulation, The State of California requires all individuals who handle pesticides to be certified to ensure that pesticides are used properly, all applicable regulations are adhered to and all required reports are submitted. The state requires the individual to be certified, not the institution.</p>
<p><b>Site:</b> Empire Network</p> <p><b>Name:</b> Frank Blanquet</p> <p><b>Total Cost:</b> \$300.00</p> <p><b>Funding Source:</b> FNX San Manuel Grant</p>	<p><b>Membership &amp; Purpose:</b> Native American Journalist Association, NAJA serves and empowers Native journalists through programs and actions designed to enrich journalism and promote Native cultures</p>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** September 12, 2019

**SUBJECT:** Consideration to Approve Travel Requests

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the travel requests for employees and students.

### **OVERVIEW**

Per Administrative Procedure 7400, all travel outside the state of California or with expenses over \$5,000 must be approved in advance by the Board. Travel includes attendance at workshops, seminars, conventions, conferences, webinars, or other meetings of interest to the District; overnight student travel to conferences; and/or the required use of a personal vehicle in the performance of an employee's duty.

Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions.

### **ANALYSIS**

The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.

### **INSITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.



## Travel Requests

Submitted for Board Approval September 12, 2019

**Site:** Empire Network  
**Department:** FNX  
**Conference Name:** Native American Presidential Forum  
**Travel Dates:** 8/18/2019 - 8/23/2019  
**City, State:** Sioux City, IA  
**Estimated Cost Per Person:** \$3000  
**Funding Source:** FNX San Manuel Grant

**Name:** Frank Blanquet

**Purpose:** This is an open forum to discuss the role of Native Americans in the Presidential election.

This event was brought up in a discussion with Richard Galope and it was decided upon that FNX should have a presence there to capture footage and do interviews for broadcast news.

**Site:** District  
**Department:** Inland Futures Foundation  
**Conference Name:** Corporate Support Performance Initiative Training  
**Travel Dates:** 9/10/2019 - 9/13/2019  
**City, State:** Arlington, VA  
**Estimated Cost Per Person:** \$ 2199  
**Funding Source:** Inland Futures Foundation General Fund

**Name:** Scott Carlson and Ashley Gaines

**Purpose:** This training will provide the tools and knowledge needed to create a robust underwriting program to increase revenue for KVCR.

**Site:** District  
**Department:** Inland Futures Foundation  
**Conference Name:** Corporate Support Performance Initiative Training  
**Travel Dates:** 10/21/2019 - 10/26/2019  
**City, State:** Arlington, VA  
**Estimated Cost Per Person:** \$2951  
**Funding Source:** Inland Futures Foundation General Fund

**Name:** Scott Carlson and Ashley Gaines

**Purpose:** This training will provide the tools and knowledge needed to create a robust underwriting program to increase revenue for KVCR.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** September 12, 2019

**SUBJECT:** Adopt Resolution to Grant Excused Absence and Pay Trustee

### **RECOMMENDATION**

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

<b>Trustee</b>	<b>Meeting</b>	<b>Amount</b>
Anne Viricel	08/08/19 Business Meeting	\$200.00
Joseph Williams	08/29/19 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.

### **INSTITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.

**RESOLUTION #2019-09-12 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 Viricel from the meeting on August 8, 2019 was due to a hardship deemed acceptable by the Board; and

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Viricel 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 12<sup>th</sup> day of September 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.

---

Secretary of the Governing Board



**RESOLUTION #2019-09-12 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 Williams from the meeting on August 29, 2019 was due to a hardship deemed acceptable by the Board; 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 12<sup>th</sup> day of September 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.

---

Secretary of the Governing Board

## **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:** September 12, 2019

**SUBJECT:** Consideration of Ratification of a Small Scale Construction Contract with Allen Communications of Whittier, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the award of a small scale construction contract to Allen Communications of Whittier, CA for the 03-1617-06 KVCR Edom Hills Transmitter site project in the amount of \$10,000.

### **OVERVIEW**

This construction agreement and its associated purchase order are necessary for the ongoing operations and transmission of KVCR programming in the Palm Springs area. This contract will provide for emergency support to temporarily restore UHF television broadcast services from the Edom Hill transmitter site servicing Palm Springs and surrounding areas.

### **ANALYSIS**

Per Public Contract Code 22032(a), public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. An informal proposal was solicited as necessary and Allen Communications will best suit the needs of SBCCD for this project.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

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

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning & Construction

**DATE:** September 12, 2019

**SUBJECT:** Consideration of Approval to Award RFQP CC01.3601 and Contract to HMC Architects of Ontario CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award RFQP CC01.3601 and contract to HMC Architects of Ontario CA for architectural and engineering services on the CC01.3601 SBVC Technical Building Replacement CP1 project in an amount not to exceed \$5,132,000.

### **OVERVIEW**

The new Technical building will provide 67,873 assignable square feet (ASF) for Career Technical Education programs on campus. The building will include laboratory, office and study space and is in line with the 2017 SBCCD Comprehensive Master Plan.

### **ANALYSIS**

SBCCD issued a Request for Qualifications/Proposals which closed August 26, 2019. Nine submissions were received and qualifications reviewed by the selection committee. Scoring results determined the top three firms as listed below. A point-based evaluation of the proposals from the top three firms indicated HMC Architects to be the firm that would best meet the needs of SBCCD for this project.

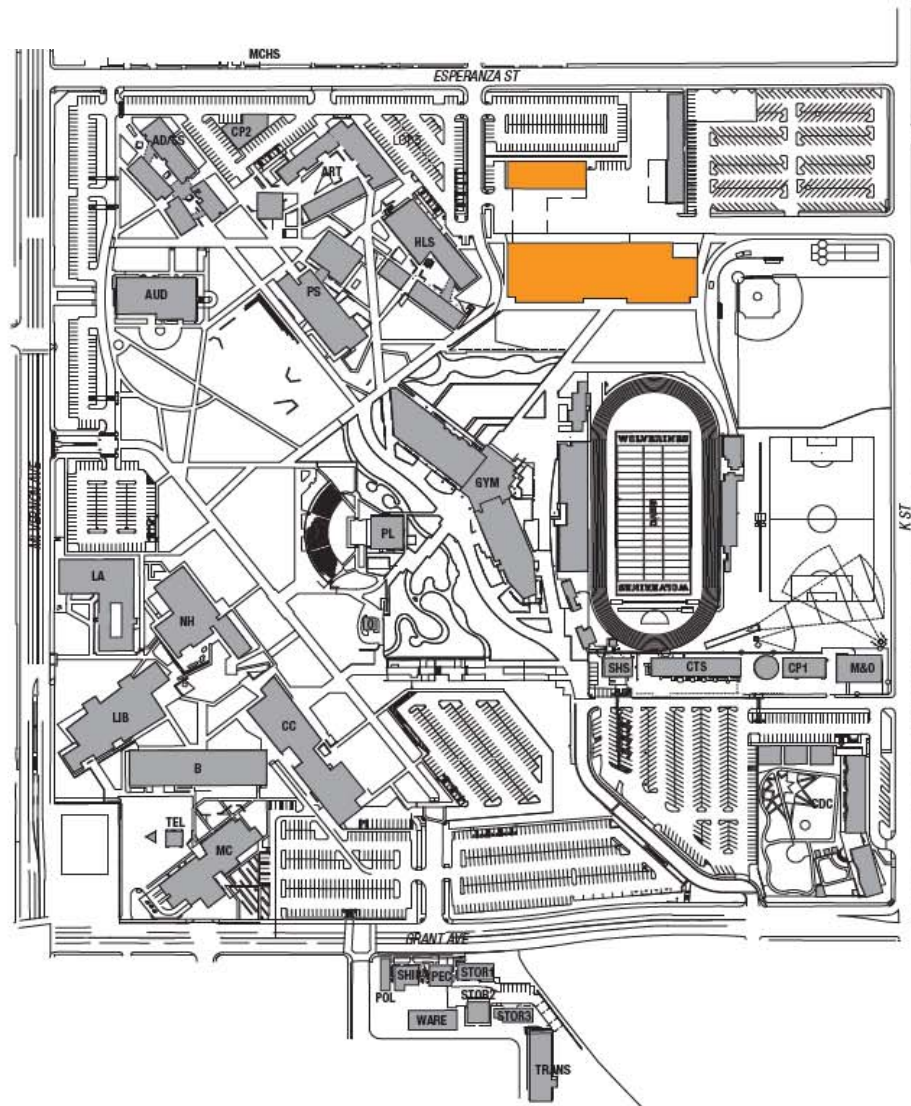
	<b>Proposed Amount</b>
HMC Architects of Ontario CA	\$5,132,000
DLR of Riverside CA	\$5,511,255
HPI of Newport Beach CA	\$5,790,002

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this project will be included in Fund 445 Measure CC, and partially funded by the State's Capital Outlay award.



 NEW TECHNICAL BUILDING

## **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:** September 12, 2019

**SUBJECT:** Consideration of Approval to Adopt Resolution #2019-09-12-FPC01  
Ratifying Agreement for the Acquisition of Real Property (1888 East  
Highland Avenue, San Bernardino CA)

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution #2019-09-12-FPC01 ratifying an agreement for the acquisition of real property (1888 East Highland Avenue, San Bernardino CA).

### **OVERVIEW**

Pursuant to prior direction from the District Board of Trustees, District staff, in consultation with District legal counsel, negotiated a Purchase and Sale Agreement which details the terms and conditions of the sale of the Property to the District, attached hereto as Exhibit "A" of Resolution #2019-09-12-FPC01.

### **ANALYSIS**

Adoption of the attached resolution will establish the Board's directives concerning the acquisition of 1888 E. Highland Avenue, San Bernardino CA.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This purchase will be funded by Measure M.

RESOLUTION #2019-09-12-FPC01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RATIFYING AGREEMENT FOR THE ACQUISITION OF REAL PROPERTY  
(1888 E. Highland Avenue, San Bernardino CA)

[v.8.27.2019.p.1|3]

**WHEREAS**, the San Bernardino Community College District ("District") desires to acquire real property located in San Bernardino, California (the "Property") as is more particularly described in the Agreement as defined below and attached as Exhibit "A;"

**WHEREAS**, pursuant to prior direction from the District Board of Trustees ("Board"), District staff, in consultation with District legal counsel, negotiated the Purchase and Sale Agreement (the "Agreement") with the owner of the Property, Pine Mountain Development, LLC (the "Owner"), which details the terms and conditions of the sale of the Property to the District, attached hereto as Exhibit "A;"

**WHEREAS**, the Agreement was approved in closed session and reported out in open session pursuant to the Brown Act;

**WHEREAS**, after negotiating the Agreement, District staff, in consultation with District legal counsel, continued negotiating the terms of the District's potential purchase of the Property from the Owner;

**WHEREAS**, pursuant to Government Code section 27281, deeds or grants conveying any interest in or easement upon real estate to a political corporation or governmental agency for public purposes cannot be accepted for recordation without the consent of the political corporation or governmental agency evidenced by its certificate or resolution of acceptance attached to or printed on the deed or grant;

**NOW, THEREFORE, BE IT RESOLVED DETERMINED, AND ORDERED AS FOLLOWS:**

Section 1. Recitals. All of the recitals herein contained are true and correct.

Section 2. Agreement. The Board hereby ratifies the Agreement in the form attached hereto as Exhibit "A."

Section 6. Consent. The Board hereby directs the Chancellor, or a designee, is directed, at the close of escrow for the Property, to accept and consent to the conveying of the Property to the District pursuant to Section 27281 of the Government Code and to execute any document necessary to formally accept the Property, where are hereby ratified.

Section 7. Intent. The Chancellor, or a designee, is hereby authorized and directed, for and in the name of and on behalf of the District, to take any further action necessary to effectuate this Resolution.

Section 8. Effective Date. This Resolution shall take effect upon adoption.

RESOLUTION #2019-09-12-FPC01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RATIFYING AGREEMENT FOR THE ACQUISITION OF REAL PROPERTY  
(1888 E. Highland Avenue, San Bernardino CA)

[v.8.27.2019.p.2]3]

**PASSED AND ADOPTED** as of September 12, 2019, by the following vote:

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

I, John Longville, President of the San Bernardino Community College District Board of Trustees does hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by the Board at a regularly scheduled and conducted meeting held on this date, which Resolution shall be kept on file in the office of the Board.

\_\_\_\_\_  
John Longville  
President of the Board of Trustees  
San Bernardino Community College District

I, Bruce Baron, Clerk of the San Bernardino Community College District Board of Trustees, hereby certify that the foregoing Resolution was introduced and adopted by the Board of Trustees at a regularly scheduled meeting thereof held on this date, by the forgoing vote.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of the San Bernardino Community College District on this date.

\_\_\_\_\_  
Bruce Baron  
Clerk of the Board of Trustees  
San Bernardino Community College District

RESOLUTION #2019-09-12-FPC01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RATIFYING AGREEMENT FOR THE ACQUISITION OF REAL PROPERTY  
(1888 E. Highland Avenue, San Bernardino CA)

[v.8.27.2019.p.3|3]

Exhibit A

[Copy of Agreement]



**PURCHASE AND SALE AGREEMENT  
AND JOINT ESCROW INSTRUCTIONS**

THIS PURCHASE AND SALE AGREEMENT AND JOINT ESCROW INSTRUCTIONS (this "Agreement"), dated July 31, 2019 (the "Effective Date") is made by and between Pine Mountain Development, LLC, a California limited liability company ("Seller") and San Bernardino Community College District, a California community college district ("Buyer"), with reference to the following facts:

**RECITALS:**

- A. WHEREAS, Seller owns that certain real property consisting of land and improvements thereon located at 1888 East Highland Avenue, in the City of San Bernardino, State of California, as more particularly described in Exhibit "A" attached hereto and by this reference made a part hereof, which may be revised to reflect a more accurate legal description, if necessary.
- B. WHEREAS, Buyer has completed inspections, tests, and other due diligence activities related to the Property (as hereinafter defined) pursuant to the Right of Entry and Access Agreement entered into by the parties effective September 7, 2018 ("Access Agreement").
- C. WHEREAS, Buyer desires to purchase and acquire from Seller, and Seller desires to sell and convey to Buyer, the Property (as hereinafter defined) subject to the terms and conditions set forth herein.

**AGREEMENT:**

NOW, THEREFORE, in consideration of the foregoing Recitals, the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Buyer hereby agree as follows:

- 1. **Property.** Seller hereby agrees to sell and convey to Buyer, and Buyer hereby agrees to purchase and acquire from Seller "As IS, Where IS, With All Faults," except that Seller shall deliver Real Property free and clear of all mortgages, monetary liens or monetary encumbrances, pending lawsuits affecting the Real Property or the right to use it, and subject to the terms and conditions set forth herein, all of Seller's right, title and interest in and to the following:
  - a. That certain real property located in the city of San Bernardino, State of California, as legally described in Exhibit "A" attached hereto and incorporated herein by this reference (the "**Land**").
  - b. All rights, privileges and easements owned by Seller relating to, or used in connection with or appurtenant to, the Land (collectively, the "**Appurtenances**").

- c. All improvements and structures, and all fixtures owned by Seller, existing on the Land, from and after the date of this Agreement including but not limited to the following items, if any, located on the Property: electrical distribution systems (power panel, bus ducting, conduits, disconnects, lighting fixtures); telephone distribution systems (lines, jacks and connections only); space heaters; heating, ventilating, air conditioning equipment; air lines; fire sprinkler systems; security and fire detection systems; carpets; window coverings; wall coverings (collectively, the "**Improvements**"). The Land, Appurtenances and Improvements are collectively referred to herein as the "**Real Property**".
  - d. All intangible property (the "**Intangible Property**") owned by Seller from and after the date of this Agreement which Intangible Property is appurtenant to the ownership of the Real Property, such as, but not limited to, all governmental and quasi-governmental approvals and rights to utilities for the Real Property. Notwithstanding the foregoing, Intangible Property shall not include any trademarks, service marks, or other intellectual property owned by Seller or the San Manuel Band of Mission Indians or its instrumentalities or entities.
  - e. The Real Property, Personal Property and Intangible Property are collectively referred to herein as the "**Property**".
- 2. **Purchase Price.** The purchase price for the Property ("**Purchase Price**") shall be Three Million and No/100 Dollars (\$3,000,000.00), all-cash, to be paid through Escrow (as hereinafter defined) on the Closing Date (as hereinafter defined).
  - 3. **Deposit.** Buyer shall deliver the sum of Ten Thousand Dollars and No/100 (\$10,000.00) (the "**Deposit**") to Seller within ten (10) business days after the Effective Date. If Buyer approves or waives in writing its Due Diligence Matters, or any other conditions or contingencies to Closing (as hereinafter defined), in Buyer's sole and absolute discretion, it shall be conclusively presumed all contingencies are approved and Buyer's Deposit shall be deemed non-refundable, applicable to the purchase price.
  - 4. **Review Period.** Seller and Buyer agree that Buyer shall have a Review Period (as hereinafter defined) during which Buyer may conduct its review of any and all Due Diligence Matters (as hereinafter defined) or any other conditions or contingencies to Closing. The **Review Period** shall commence upon the Effective Date, and continue for a period of sixty (60) days thereafter.
  - 5. **Escrow.**
    - a. Upon execution and delivery of this Agreement by Buyer and Seller to the Escrow Holder, this Agreement shall serve as the instructions to the Escrow Holder for consummation of the purchase and sale contemplated hereby. The parties shall execute Escrow Holder's standard form of exculpatory instructions and such other instructions as Escrow Holder may reasonably require to carry out this Agreement; provided, however, that in the event of any conflict between Escrow Holder's instructions and this Agreement, the terms and conditions of this Agreement shall

control. The parties expressly agree that any and all escrow cancellation provisions contained in Escrow Holder's standard form escrow instructions shall be deleted. The sale shall be completed through an escrow ("**Escrow**") established with Lawyers Title - Inland Empire, whose address is 10801 Foothill Boulevard, Suite 108, Rancho Cucamonga, CA 91730 (Attn: Carolyn Lamascus, Certified Escrow Officer) ("**Escrow Holder**"). The opening of Escrow shall be deemed to have occurred upon delivery to the Escrow Holder of a duplicate original, or counterpart originals, of this Agreement executed by both Seller and Buyer ("**Escrow Opening Date**"). The Escrow Holder shall notify Buyer and Seller in writing of the Escrow Opening Date. This Agreement shall constitute Buyer's and Seller's joint escrow instructions, provided, however, if the Escrow Holder requires further instructions respecting its duties and obligations, the parties shall execute such instructions provided they do not change any of the substantive terms and provisions of this Agreement.

- b. The Escrow shall be closed (the "**Closing**" or "**Closing Date**") fifteen (15) days after Buyer notifies Seller in writing that Buyer has approved or waived all Due Diligence Matters and all other conditions and contingencies to Closing. Notwithstanding the foregoing, Escrow shall not be deemed closed until the Deed (hereinafter defined) is recorded in the Official Records of the County Recorder in which the Property is located ("**Official Records**").

6. **Actions at Closing.**

- a. Seller's Closing Documents. Seller shall deposit into Escrow at least two (2) business days prior to the Closing Date the following documents:
  - (i) An executed and recordable grant deed ("**Deed**") for the Property in a form customarily used by Escrow in the County of San Bernardino, State of California, reasonably approved by Buyer, conveying title to the Property to Buyer. The Deed shall show Buyer, or Buyer's nominee, as the grantee.
  - (ii) Such documents executed by Seller as are necessary to satisfy as to Seller the provisions of the Foreign Investment in Real Property Tax Act and any similar requirements under the laws of the State of California, and any regulations promulgated under any of the foregoing.
  - (iii) All other documents and sums as Buyer or the Escrow Holder may reasonably request in order to consummate the transaction provided for in this Agreement.
- b. Buyer's Closing Documents. Buyer shall deposit or cause to be deposited into Escrow at least one (1) business day prior to the Closing Date the following:
  - (i) The balance of the Purchase Price in cash or immediately available funds.

- (ii) All other documents and sums as Seller or the Escrow Holder may reasonably request in order to consummate the transaction provided for in this Agreement.
- c. Escrow and Title Charges. Buyer and Seller shall share equally all Escrow closing fees. Seller shall pay all documentary transfer taxes. Seller and Buyer shall pay all title insurance charges and costs in accordance with Section 9 hereof.
- d. Conditions for Disbursement and Recordation. The funds payable to Seller shall not be disbursed and the Deed shall not be effective, recorded or delivered, whichever the case may be, until the following conditions have been satisfied:
  - (i) The Escrow Holder has received all sums to be paid by Buyer and is prepared to deliver or wire to Seller the Purchase Price, less all sums payable by Seller hereunder.
  - (ii) The Escrow Holder has received the Deed to be recorded and is prepared to cause the Title Company (as defined in Section 9 hereof) to record the same in accordance with this Agreement.
  - (iii) The Escrow Holder has received separate estimated closing statements from Buyer and Seller with charges approved by Buyer and Seller, as described in Section 11 hereof.
  - (iv) The Title Company is prepared to issue the Title Policy.
- e. Disbursement, Recordation and Title Policy. If all the conditions specified in Section 6.d hereof are satisfied on or before the Closing Date, then the Escrow Holder shall promptly:
  - (i) Prorate real estate taxes on the latest tax rate.
  - (ii) Deliver executed copies of the closing statement to Seller and to Buyer.
  - (iii) Date and cause to be recorded the Deed in the Official Records, together with any other documents to be recorded.
  - (iv) Pay any documentary transfer taxes required.
  - (v) After deducting all monetary amounts chargeable hereunder to Seller, deliver to Seller the net proceeds of the Purchase Price.
  - (vi) Cause the Title Company to issue the Title Policy.
- f. Delivery of Recorded Documents. As soon as available, the Escrow Holder shall deliver a copy of the recorded Deed to Seller and Buyer, provided that the original Deed shall be designated to be returned directly to Buyer after recordation.

7. **Items to be Delivered by Seller.** No later than five (5) business days following the Escrow Opening Period, unless specifically excepted below, Seller shall deliver to Buyer true, complete and correct copies of the following documents, to the extent such documents are in the possession of Seller:
- a. current preliminary report and copies of documents of record and building survey;
  - b. current property tax bill;
  - c. all plans, maps, and surveys;
  - d. any soils, seismic, environmental, engineering, and other reports relating to the Property;
  - e. any agreements with adjoining landowners, if any, pertaining to the Property and all service contracts (individually, "Contract" and, collectively, the "Contracts");
  - f. building plans and permits; and
  - g. insurance policies.

The matters described in the foregoing clauses a through g, inclusive, shall be collectively referred to herein as the "**Due Diligence Items.**"

8. **Conditions and Contingencies.** In addition to any other conditions set forth in this Agreement, the obligations of Buyer under this Agreement are subject to the approval, satisfaction or waiver of the following conditions and/or contingencies:
- a. **Buyer's Approvals.** The Closing Date and Buyer's obligation to consummate the transactions contemplated in this Agreement are subject to the expiration of the Review Period as provided in Section 4 and the timely satisfaction or deemed satisfaction of the following conditions precedent for Buyer's benefit (the "**Due Diligence Matters**").
    - (i) **Title Matters.** Within five (5) business days after the Escrow Opening Date, Seller shall cause Buyer to be provided with a current preliminary report issued by the Title Company concerning the Property ("**Preliminary Report**"). Seller shall convey to Buyer good, marketable and recordable fee simple title to the Property, subject only to the title exceptions and matters set forth in the Title Policy and the matters set forth in the Surveys (each subject to approval or waiver by Buyer). On or prior to the expiration of the Review Period, Buyer shall have approved title to the Property as disclosed by the Preliminary Report, including, but not limited to (a) the legal description of the Land, and (b) all standard exclusions and exceptions.
    - (ii) **Due Diligence Items.** Buyer shall have approved the Due Diligence Items.

- (iii) Due Diligence Notices. Buyer shall have until the expiration of the Review Period to deliver to Seller written notice ("**Buyer's Due Diligence Notice**") of Buyer's disapproval of any of the Due Diligence Matters. Buyer's failure to timely deliver Buyer's Due Diligence Notice shall be deemed to constitute Buyer's approval of the Due Diligence Matters. If Buyer disapproves or is deemed to have disapproved any Due Diligence Matter, Seller shall give Buyer written notice ("Seller's Due Diligence Notice") within five (5) days after Seller's receipt of Buyer's Due Diligence Notice (or after Buyer's failure to timely deliver Buyer's Due Diligence Notice) of Seller's intention not to cure or eliminate, as applicable, by the Closing Date any Due Diligence Matter disapproved or deemed disapproved by Buyer. If Seller fails to notify Buyer in writing within said five (5) day period, Seller shall be deemed to have elected not to cause such Due Diligence Matter(s) to be cured or eliminated. Thereafter, Buyer shall have five (5) business days within which to notify Seller in writing that Buyer shall waive its objections to the disapproved Due Diligence Matters and nevertheless proceed with the purchase of the Property or that Buyer shall terminate this Agreement. Buyer's failure to notify Seller in writing within said five (5) business day period shall be deemed Buyer's election to terminate this Agreement.
- b. Seller's Performance. Seller shall have duly performed all of its obligations under this Agreement.
- c. Title. Issuance of a written commitment from the Title Company that it will issue on the Closing Date owner's policy of title insurance in the collective amount of the Purchase Price, with Buyer as the insured ("**Title Policy**").
- d. Termination. If this Agreement is terminated automatically or pursuant to either party's termination right set forth in this Agreement, the parties shall have only the respective rights and remedies provided under this Agreement, except that: (a) any indemnification obligations of the parties shall be and remain continuing obligations which shall survive such termination; (b) if the termination is caused by Seller, Buyer shall be entitled to a refund of the Deposit; and (c) the party whose default caused the termination shall pay all escrow and title charges incurred in the transaction (and if both parties shall be in default, they shall bear such charges equally), but if the termination results from any other cause, the parties shall bear such charges equally.
- e. As-Is, Where-Is, With All Faults. Buyer further acknowledges and agrees that the Property is to be purchased, conveyed, and accepted by Buyer in its present condition, "AS-IS," "WHERE-IS," "WITH ALL FAULTS," and that Buyer accepts the Property subject to all patent and/or latent physical conditions of the Property, whether or not known or discovered. Buyer acknowledges and agrees that Seller shall have no obligations whatsoever to maintain, repair, undertake or construct any improvements or facilities to, upon or about the Property or any portion thereof or on any adjacent or other property or to process any entitlements in any way



affecting the Property or any other property after the Closing. Buyer has investigated, or will investigate prior the expiration of the Review Period, and has knowledge of all operative or imposed governmental laws and regulations (including, but not limited to, zoning and environmental laws and regulations, including specifically but without limitation the regulations of the Environmental Protection Agency, the U.S. Army Corps of Engineers, the U.S. Fish & Wildlife Service, the California Department of Fish & Game, and the California Regional Water Quality Control Board, and all applicable land use laws and regulations) to which the Property may be subject, and is acquiring the Property on the basis of its review and determination of the application and effect of such laws and regulations. Buyer acknowledges that, after the Closing, it is Buyer's sole responsibility to comply with any such laws and regulations including any environmental and/or biological mitigation requirements and Seller shall have no responsibility or obligation with respect thereto. Buyer has neither received nor relied upon any representations concerning such laws and regulations made by Seller, Seller's employees, agents, or any other person acting on behalf of Seller.

- f. Environmental Due Diligence. Without limiting the generality of the foregoing, or as otherwise expressly provided in this Agreement, Buyer acknowledges and understands that it must perform its own "due diligence" with respect to all environmental matters relating to the Property, inclusive of any environmental audits or assessments, and that, except for Seller's express representations and warranties set forth in this Agreement, Buyer is not relying on any environmental audits or assessments performed by or on behalf of Seller.
  - g. No Seller Liability for Hazardous Materials. Buyer further understands and agrees that in the event Buyer incurs any loss or liability concerning hazardous materials and/or oil wells and/or underground storage tanks and/or pipelines and/or other conditions relative to the Property attributable to conduct or conditions occurring or existing prior to Buyer's acquisition of the Property, then Buyer may look to prior owners or lessees of the Property or adjacent property, but under no circumstances shall Buyer look to Seller for any liability, contribution or indemnification regarding hazardous materials and/or oil wells and/or underground storage tanks and/or pipelines and/or other conditions relative to the Property. Buyer further understands and agrees that in the event it acquires the Property or any portion thereof pursuant to this Agreement, and except as otherwise expressly provided in this Agreement, such acquisition will be done without any representations or warranties by Seller regarding responsibility for loss or liability incurred with respect to the use, generation, manufacture, storage, transportation, release or disposal of any hazardous materials and/or oil wells and/or underground storage tanks and/or pipelines and/or other conditions relative to the Property.
9. Title Policy. Seller shall pay the title insurance premium for a CLTA title insurance policy in the amount of the Purchase Price, and Buyer shall pay the title insurance premium needed for the Title Policy to be an ALTA title insurance policy. Commonwealth Land Title Company ("**Title Company**") shall issue the Title Policy.

10. **Taxes.** Real property taxes and assessments on the Property shall be prorated as of the Closing Date based upon a twelve (12) month year of thirty (30) day months. Personal property taxes, if any, assessed against any portion of the Property shall be paid in full by Seller through Escrow. If actual tax bills for the current tax year are not available as of the Closing Date and the actual amount of taxes to be paid by Seller cannot be ascertained, the latest available tax information shall be used in determining the amount to be paid by Seller as provided for herein.
11. **Estimated Closing Statement.** Buyer and Seller shall each approve in writing and deliver to the Escrow holder an estimated closing statement approving all proration, charges and expenses to be incurred by Buyer and Seller as set forth in this Agreement; it being understood that Buyer and Seller shall share equally and pay for any closing costs, Buyer and Seller shall pay for their respective prorated share of taxes relating to the Property, title insurance premiums or other charges related to the Closing of the transaction contemplated hereby.
12. **No Brokers.** Neither Buyer nor Seller has employed or made any agreement with any broker, finder or similar agent or any person which will result in the obligation of either party to pay any finder's fee, brokerage fees or commission or similar payment in connection with the transactions contemplated hereby. Notwithstanding the foregoing, Seller and Buyer shall indemnify, defend, protect and hold each other harmless from any and all loss, cost, damage or liability which either party may incur or sustain, including costs of appeal, settlement or defense and including the obligation to undertake or assume the defense of any claim, if so requested by the other, plus actual attorneys' fees related thereto, as a result of any breach by either party of the foregoing representations and warranties or failure to pay any brokerage commission.
13. **Liquidated Damages and Remedies.**
  - a. In the event of any default by either party under this Agreement, the non-defaulting party shall deliver to the defaulting party a written notice, clearly labeled "Notice of Default," declaring such default and the basis thereof. The defaulting party shall have ten (10) business days to cure such default, or if such default cannot reasonably be cured within ten (10) business days, to demonstrate to the non-defaulting party that it is taking steps to promptly cure such default with diligence, and then proceed to cure such default in such manner. In no event shall the cure period for a default exceed thirty (30) days. If the default is not so cured in accordance with this Section 14, the defaulting party may be declared in default of this Agreement by a subsequent written notice by the non-defaulting party. To the extent the cure periods provided for herein to cure any claimed default require an extension of the Closing Date; the Closing Date shall be extended on a day for day basis. In the event of a Buyer default, then Seller shall be entitled only to the remedies described in Section 14b below.
  - b. **BUYER'S REMEDIES:** If Seller is in default of its obligations under this Agreement prior to the Close of Escrow, and Seller fails to cure such default within



five (5) days after receipt of written notice from Buyer, then Buyer shall have the following rights:

- (i) If Seller fails to deposit into escrow the Grant Deed and other items specified in Section 3.5 above at the time and in the manner provided therein, and/or fails to instruct Escrow Holder to close (a "Closing Default"), Buyer may extend the Closing Date (without any additional deposits) for such period as may be determined by Buyer to provide Seller an opportunity to close. In the event Seller does not close escrow by the extended date established by Buyer, then Buyer may thereupon avail itself of the other rights and remedies set forth in this Section.
- (ii) Buyer may terminate this Agreement, whereupon the Deposit shall be returned to Buyer (including any amounts released to Seller) and, in addition, Buyer shall be entitled to receive from Seller Buyer's actual out-of-pocket costs incurred in connection with this Agreement, Buyer's investigations of the Property, and the processing of Buyer's Entitlements, not including the Lot Split, not to exceed the total amount of Ten Thousand and 00/00 Dollars (\$10,000.00).
- (iii) Buyer may initiate an action for specific performance compelling Seller to perform its obligations under this Agreement, including, without limitation, conveying the Property to Buyer in the condition required under this Agreement.

c. BUYER RECOGNIZES THAT THE SUBJECT PROPERTY SHALL BE REMOVED BY SELLER FROM THE MARKET DURING THE EXISTENCE OF THIS AGREEMENT IN ANTICIPATION OF BUYER CONSUMMATING THIS TRANSACTION. BUYER AND SELLER AGREE THAT BECAUSE OF THE NATURE OF THE TRANSACTION CONTEMPLATED BY THIS AGREEMENT IT WOULD BE IMPRACTICAL AND EXTREMELY DIFFICULT TO DETERMINE A PRECISE AMOUNT OF DAMAGES SUFFERED BY SELLER IN THE EVENT OF A DEFAULT BY BUYER. BUYER AND SELLER HAVE DISCUSSED AND NEGOTIATED IN GOOD FAITH THE ISSUE OF DAMAGES TO BE SUFFERED BY SELLER IN THE EVENT OF BUYER'S DEFAULT. THE PARTIES HEREBY AGREE THAT A REASONABLE ESTIMATE OF THE TOTAL DETRIMENT THAT SELLER WOULD SUFFER IN THE EVENT OF BUYER'S DEFAULT IS THE SUM OF THE DEPOSIT PLUS ANY ACCRUED INTEREST THEREON LIQUIDATED DAMAGES ("**LIQUIDATED DAMAGES**"). BUYER AND SELLER HEREBY AGREE THAT IN THE EVENT OF A BUYER DEFAULT, SELLER SHALL PROVIDE BUYER WITH WRITTEN NOTICE THEREOF, TERMINATE THIS AGREEMENT, CANCEL THE ESCROW AND RETAIN THE LIQUIDATED DAMAGES AS SELLER'S SOLE AND EXCLUSIVE REMEDY. SUCH PAYMENT OF THE LIQUIDATED DAMAGES AMOUNT BY BUYER TO SELLER IS INTENDED TO CONSTITUTE LIQUIDATED DAMAGES TO SELLER. FOLLOWING TERMINATION OF THIS AGREEMENT,

CANCELLATION OF THE ESCROW, AND PAYMENT OF THE LIQUIDATED AMOUNT AS LIQUIDATED DAMAGES PURSUANT TO THIS PARAGRAPH, ALL OF THE RIGHTS AND OBLIGATIONS OF BUYER AND SELLER UNDER THIS AGREEMENT SHALL BE TERMINATED, EXCEPT FOR THEIR RESPECTIVE INDEMNITIES CONTAINED IN THIS AGREEMENT.

\_\_\_\_\_  
Seller's Initials

\_\_\_\_\_  
Buyer's Initials

14. **General Provisions.**

- a. All representations, warranties, covenants and indemnities contained herein shall survive the Closing Date and the recording of the Deed from Seller to Buyer.
- b. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof. No amendment or other modification of this Agreement shall be effective or enforceable unless in a written amendment duly signed by Seller and Buyer.
- c. This Agreement may be executed in any number of counterparts which together shall constitute the agreement of the parties.
- d. Time shall be of the essence and the performance of each of the duties and obligations of the parties hereunder.
- e. Each party agrees to provide the other such documents, instruments and agreements, executed and acknowledged by such party, if necessary, as the other party shall reasonably require to consummate this transaction.
- f. All notices to be given under this Agreement shall be in writing and sent by:
  - 1) certified mail, return receipt requested, in which case notice shall be deemed delivered three (3) business days after deposit, postage prepaid in the United States Mail, or
  - 2) a nationally recognized overnight courier, in which case notice shall be deemed delivered one (1) business day after deposit with that courier, or
  - 3) facsimile and/or email if a copy of the notice is also sent by United States Certified Mail, in which case notice shall be deemed delivered on transmittal by facsimile and/or email, provided that a transmission report or record is generated reflecting the accurate transmission of the notice.

All notices shall be sent to:

If to Buyer:

San Bernardino Valley Community College District

114 South Del Rosa Drive  
San Bernardino, CA 92408  
Attn: Steve Sutorus  
Email: ssutorus@sbccd.cc.ca.us  
Phone: 909-382-4031

If to Seller: Pine Mountain Development, LLC  
27995 Highland Avenue, Suite 102  
Highland, California 92346  
Attn: Bryan Benso  
Email: bbenso@sanmanuel-nsn.gov  
Phone: 909-864-8933 Ext. 2206

or to such other address or facsimile as Buyer or Seller may respectively designate by written notice to the other.

- g. Buyer may not assign its rights under this Agreement without the prior written consent of Seller, which consent shall not be unreasonably withheld and provided Buyer and its assignee execute an assignment and assumption of this Agreement. This Agreement, including the benefits of any covenants, representations, warranties and indemnities shall inure to the benefit of any successors and assigns of the parties.
- h. In the event any portion of this Agreement shall be held illegal, void or ineffective, the remaining portions hereof shall remain in full force and effect.
- i. No waiver of any breach of any covenant or provision herein contained shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision herein contained. No extension of time for performance of any obligation or act shall be deemed an extension of the time for performance of any other obligation or act except those of the waiving party, which shall be extended by a period of time equal to the period of the delay.
- j. If any date for performance herein falls on a Saturday, Sunday or holiday (as defined in Section 6700 of the California Government Code), the time for such performance shall be extended to 5:00 p.m. on the next business day.
- k. Seller and Buyer shall not disclose any terms of this Agreement or its existence (including but not limited to the Purchase Price), the Access Agreement, the Letter of Intent issued by Buyer to Seller dated February 20, 2019, or other information pertaining to any businesses owned or operated by either party or their affiliates now or in the future to third parties, except as required by law and except for such disclosures as are necessary to be made by either party to the respective boards of directors, executive officers, accountants, attorneys and other professional personnel that require such information in order to properly perform their respective duties and functions or due to Buyer's review of Due Diligence Matters. The provisions of this Section 15k shall survive the Closing.

- l. The Exhibits attached hereto are fully incorporated herein, as though fully set forth in this Agreement.
- m. If litigation is commenced between the parties, the prevailing party in that litigation shall be entitled to recover from the nonprevailing party all actual attorneys' fees and costs.
- n. Buyer and Seller agree that at any time, or from time to time after the execution of this Agreement, and whether before or after the close of Escrow, they will, upon request of the other, execute and deliver such other documents and do such further acts and things as such other party may reasonably request in order to fully effect the purpose of this Agreement.
- o. Copies of this Agreement executed by both parties and deposited into Escrow shall be deemed to be an offer and acceptance of the foregoing terms and conditions and to constitute opening escrow instructions to the Escrow, which is hereby authorized to commence further escrow processes in accordance with its normal and customary procedures forthwith upon such delivery.

IN WITNESS WHEREOF, each of the parties hereto has signed and executed this Agreement or has caused the same to be signed and executed by its authorized representatives as of the date first written above.

**SELLER:**

PINE MOUNTAIN DEVELOPMENT, LLC,  
a California limited liability company

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**BUYER:**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT,  
a California community college district

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Escrow Holder hereby acknowledges receipt of this Agreement and consents to the terms and conditions set forth therein.

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

## **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:** September 12, 2019

**SUBJECT:** Consideration of Approval to Conduct a Public Hearing on Initial Proposals to Reopen Negotiations Between SBCCD and CSEA Chapter 291

### **RECOMMENDATION**

It is recommended that the President of the Board of Trustees open a hearing for public comment on the initial proposals to reopen negotiations between SBCCD and CSEA Chapter 291 as listed below, and following any comments from the public, the President of the Board of Trustees close the hearing.

- As proposed by the District, Article 6: Hours of Work & Overtime – Sections 6.1, 6.2, 6.3, and 6.4; and Article 14: Leaves

### **OVERVIEW**

Government Code 3547 requires that all initial proposals for collective bargaining be presented at a public meeting. This is commonly known as *sunshining*.

In February 2018 the District and CSEA Chapter 291 entered into an agreement for the period July 1, 2017, through June 30, 2020. Article 25 of that agreement allows for the reopening of negotiations for Article 7: Pay and Allowances and Article 10: Health & Welfare Benefits, in 2018-19 and 2019-20. It also allows that the CSEA and the District may each elect to reopen two additional articles every year.

### **ANALYSIS**

This board item makes public the proposal to negotiate the two previously agreed upon articles as well as the two additional articles proposed by SBCCD. Two further reopeners remain available for CSEA Chapter 291 during the 2019-2020 academic year. No further reopeners remain available to the District.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources

**DATE:** September 12, 2019

**SUBJECT:** Consideration of Approval to Acknowledge Initial Proposals to Reopen Negotiations Between SBCCD and CSEA Chapter 291

### **RECOMMENDATION**

It is recommended that, having conducted a public hearing pursuant to Government Code 3547, the Board of Trustees acknowledge the proposals below and that SBCCD and CSEA Chapter 291 commence negotiations.

- As proposed by the District, Article 6: Hours of Work & Overtime – Sections 6.1, 6.2, 6.3, and 6.4; and Article 14: Leaves

### **OVERVIEW**

Government Code 3547 requires that all initial proposals for collective bargaining be presented at a public meeting. This is commonly known as *sunshining*.

In February 2018 the District and CSEA Chapter 291 entered into an agreement for the period July 1, 2017, through June 30, 2020. Article 25 of that agreement allows for the reopening of negotiations for Article 7: Pay and Allowances and Article 10: Health & Welfare Benefits, in 2018-19 and 2019-20. It also allows that the CSEA and the District may each elect to reopen two additional articles every year.

### **ANALYSIS**

This board item makes public the proposal to negotiate the two previously agreed upon articles as well as the two additional articles proposed by SBCCD. Two further reopeners remain available for CSEA Chapter 291 during the 2019-2020 academic year. No further reopeners remain available to the District.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

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

**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources

**DATE:** September 12, 2019

**SUBJECT:** Consideration of Approval to Conduct a Public Hearing on Initial Proposals to Reopen Negotiations between SBCCD and the SBCCDTA

### **RECOMMENDATION**

It is recommended that the President of the Board of Trustees open a hearing for public comment on the initial proposals to reopen negotiations between SBCCD and the SBCCDTA as listed below, and following any comments from the public, the President of the Board of Trustees close the hearing.

- As proposed by the SBCCDTA (attached), Article 11: Health and Welfare Benefits – Full-Time and Part-Time Faculty; and Article 13: Workload – Learning Communities; Lecture, Lab, and Clinical Parity
- As proposed by the District, Article 13: Workload – Section C. Class Size and Article 2: Unit Description/Recognition – Section B.

### **OVERVIEW**

Government Code 3547 requires that all initial proposals for collective bargaining be presented at a public meeting. This is commonly known as *sunshining*.

In April of 2018 the District and SBCCDTA entered into an agreement for the period July 1, 2018, through June 30, 2020. Article 29 of that agreement allows for the reopening of negotiations for Articles 10: Wages and Related Appendices for the Academic Year 2019-2020; Article 11: Health and Welfare Benefits and Related Appendices; and Article 13: Workload, Section A. Work Year. It also allows that each party may elect to reopen two additional articles every year.

### **ANALYSIS**

This board item makes public the proposal to negotiate the three previously agreed upon articles as well as two additional reopeners for the District and one for the SBCCDTA. One reopener remains available for the SBCCDTA during the 2019-2020 academic year; no reopeners remain available for the District.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.





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San Bernardino Community College District Teacher Association

SBCCDTA Sunshine Proposal

July 15, 2019

FROM: San Bernardino Community College District Teachers Association  
(SBCCDTA)  
RE: Sunshine Proposal for 2019 – 2020 Contract Negotiations

Per Article 29, Duration of Agreement, and the tentative agreement reached April 12, 2019, the SBCCDTA Proposes the following Articles be open for discussion and negotiation.

Article 11 – Health and Welfare Benefits: Full-time and part-time faculty.

Article 13 – Workload: Learning Communities; Lecture, Lab, and Clinical Parity.

The SBCCDTA proposes that the remaining Articles in the current contract, not carried over from the Tentative Agreement, remain status quo.

Meridyth McLaren, MS

President, SBCCDTA



## **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:** September 12, 2019

**SUBJECT:** Consideration of Approval to Acknowledge Initial Proposals to Reopen Negotiations between SBCCD and the SBCCDTA

### **RECOMMENDATION**

It is recommended that, having conducted a public hearing pursuant to Government Code 3547, the Board of Trustees acknowledge the proposals below and that the SBCCD and SBCCDTA commence negotiations.

- As proposed by the SBCCDTA (attached), Article 11: Health and Welfare Benefits – Full-Time and Part-Time Faculty; and Article 13: Workload – Learning Communities; Lecture, Lab, and Clinical Parity
- As proposed by the District, Article 13: Workload – Section C. Class Size and Article 2: Unit Description/Recognition – Section B.

### **OVERVIEW**

Government Code 3547 requires that all initial proposals for collective bargaining be presented at a public meeting. This is commonly known as *sunshining*.

In April of 2018 the District and SBCCDTA entered into an agreement for the period July 1, 2018, through June 30, 2020. Article 29 of that agreement allows for the reopening of negotiations for Articles 10: Wages and Related Appendices for the Academic Year 2019-2020; Article 11: Health and Welfare Benefits and Related Appendices; and Article 13: Workload, Section A. Work Year. It also allows that each party may elect to reopen two additional articles every year.

### **ANALYSIS**

This board item makes public the proposal to negotiate the three previously agreed upon articles as well as two additional reopeners for the District and one for the SBCCDTA. One reopener remains available for the SBCCDTA during the 2019-2020 academic year; no reopeners remain available for the District.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



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**San Bernardino Community College District Teacher Association**

SBCCDTA Sunshine Proposal

July 15, 2019

FROM: San Bernardino Community College District Teachers Association  
(SBCCDTA)

RE: Sunshine Proposal for 2019 – 2020 Contract Negotiations

Per Article 29, Duration of Agreement, and the tentative agreement reached April 12, 2019, the SBCCDTA Proposes the following Articles be open for discussion and negotiation.

Article 11 – Health and Welfare Benefits: Full-time and part-time faculty.

Article 13 – Workload: Learning Communities; Lecture, Lab, and Clinical Parity.

The SBCCDTA proposes that the remaining Articles in the current contract, not carried over from the Tentative Agreement, remain status quo.

Meridyth McLaren, MS

President, SBCCDTA



## **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:** September 12, 2019  
**SUBJECT:** Public Hearing for College and Career Access Pathways (CCAP)  
Agreement – CHC

### **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 agreement between the San Bernardino Community College District and the following:

▸ Yucaipa Calimesa Joint Unified School District

### **OVERVIEW**

On August 8, 2019, the SBCCD Board of Trustees received the CCAP partnership agreement for information. As required by Education Code 76004, the governing board is required to take comments from the public on the proposed agreement.

### **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:** Dr. Kevin Horan, President, CHC  
**PREPARED BY:** Dr. Keith Wurtz, Vice President of Instruction, CHC  
**DATE:** September 12, 2019  
**SUBJECT:** Adoption of College and Career Access Pathways (CCAP) Agreement – CHC

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt the Career Access Pathways (CCAP) dual enrollment partnership agreement between the San Bernardino Community College District and the following:

▸ Yucaipa Calimesa Joint Unified School District

### **OVERVIEW**

Staff has reviewed and met the requirements of Education Code 76004, and therefore requests the adoption of the CCAP agreement.

The agreement 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  
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 Yucaipa Calimesa Joint Unified School District ("SCHOOL DISTRICT"), 12797 THIRD ST, YUCAIPA, CA 92399.

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 approval of the COLLEGE.
- 7.10 SCHOOL DISTRICT personnel selected to be instructors will be subject to the authority of the COLLEGE specifically with regard to their duties as instructors.
- 7.11 The COLLEGE and SCHOOL DISTRICT jointly determine the subject areas of instruction. 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  
Yucaipa Calimesa Joint Unified School  
District  
12797 Third St  
Yucaipa, CA 92399  
Attn: Cali Binks, - 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: \_\_\_\_\_  
Cali Binks  
Superintendent  
Yucaipa Calimesa Joint Unified School District  
12797 Third Street  
Yucaipa, CA 92399

By: \_\_\_\_\_  
Steven J. Sutorus  
Business Manager  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

By: \_\_\_\_\_  
Kevin Horan, Ph.D.  
President  
San Bernardino Community College District  
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:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** September 12, 2019  
**SUBJECT:** Consideration of Approval to Conduct a Public Hearing on the Final Budget for Fiscal Year 2019-20

### **RECOMMENDATION**

It is recommended that the President of the Board of Trustees open a public hearing on the Final Budget for Fiscal Year 2019-20, and following any comments from the public, the President of the Board of Trustees close the hearing.

### **OVERVIEW**

SBCCD is required to hold a public hearing prior to the adoption of the final budget each year.

### **ANALYSIS**

Title 5, Section 58301 requires the Board of Trustees to hold a public hearing prior to adopting the final budget for the fiscal year.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item.

## **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:** September 12, 2019

**SUBJECT:** Consideration of Approval to Adopt the Final Budget for  
Fiscal Year 2019-2020

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt the Final Budget for Fiscal Year 2019-2020 as presented or amended.

### **OVERVIEW**

Title 5, Section 58301 requires that the Board of Trustees hold a public hearing and adopt the final budget on or before September 15.

### **ANALYSIS**

This Final Budget incorporates the projected income and expenditures of SBCCD for fiscal year 2019-2020.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The adoption of this budget will enable SBCCD to manage its resources for efficiency, effectiveness and excellence.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Bruce Baron, Chancellor

**FROM:** Richard Galope, Vice Chancellor  
Workforce Development, Advancement & Media Systems

**DATE:** September 12, 2019

**SUBJECT:** Consideration of Approval to Grant Naming Rights of KVCR Studios to Valued Donor, San Manuel Band of Mission Indians

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve facility commemoration of KVCR/FNX Studios in honor of the San Manuel Band of Mission Indians.

### **OVERVIEW**

SBCCD established this Board Policy and Administrative Procedure to assure an appropriate reflection of the history of the District as well as consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with a program, fund, or physical aspect of the District. As gifts can encourage others to give as outlined in Board Policy 6620.

### **ANALYSIS**

The San Manuel Band of Mission Indians is the founding partner, along with the District, of the KVCR First Nations Experience (FNX) Channel, and to date has granted over \$17 million in support of the station and channel since inception of the FNX Channel. This facility commemoration is for the lifetime of the facility, in acknowledgment and honor of our long-term, valued relationship with the San Manuel Band of Mission Indians, and is consistent with Board and Administrative policies:

BP 6620 - Naming of Buildings and Other Properties; and  
AP 6620 - Naming of Buildings and Other Properties.

The facility is the Media Communications/KVCR building located at 701 S. Mt. Vernon Ave., San Bernardino, CA 92410.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

None.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

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

**DATE:** September 12, 2019

**SUBJECT:** Consideration to Approve Resolution in Support of an Accurate 2020 Census: Local Outreach and Promotion

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve a resolution to support the public awareness activities of the 2020 Census.

### **OVERVIEW**

The resolution encourages the San Bernardino Community College District to assist with raising public awareness of Census 2020 activities through Crafton Hills College, San Bernardino Valley College, Empire KVCR and First Nations Experience (FNX).

### **ANALYSIS**

The 2020 Census counts every person living in the United States and five U.S. territories—only once and in the right place. By April 1, 2020, households will receive an invitation to participate in the 2020 Census and have three ways to respond: online, by phone, or by mail.

The U.S. Census Bureau, a nonpartisan government agency, conducts this census every 10 years. The results of the census determine political representation as well as federal funding for states and communities. Every year, more than \$675 billion goes toward hospitals, fire departments, schools, roads, and more. The Constitution requires everyone who lives in the United States to participate in the census count. The United States has counted its population every 10 years since 1790.

### **BOARD IMPERATIVE**

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

### **FINANCIAL IMPLICATIONS**

None.



**RESOLUTION #2019-09-12-GA01  
RESOLUTION IN SUPPORT OF AN ACCURATE 2020 CENSUS:  
LOCAL OUTREACH AND PROMOTION**

WHEREAS, San Bernardino Community College District recognizes the importance of an accurate 2020 Census count to determine the distribution of billions of dollars in federal funds for public services in our community, and ensure the accuracy of political representation at the local, state and federal levels; and

WHEREAS, San Bernardino Community College District understands that an accurate 2020 Census count is even more critical given that California has significant shares of groups that tend to be undercounted – Native Americans, Asian Americans, African Americans, Latinos, renters, very young children, and noncitizens; and

WHEREAS, San Bernardino Community College District has already begun to participate in the Inland Empire Complete Count Committee, which consists of education, government and community-based organizations across Riverside and San Bernardino counties; and

WHEREAS, San Bernardino Community College District is open to assist with raising public awareness of Census 2020 activities through Crafton Hills College, San Bernardino Valley College, Empire KVCR and First Nations Experience (FNX); and

WHEREAS, San Bernardino Community College District values the promotion of Census 2020 activities among all departments, offices, and divisions that work closely with our students daily; and

WHEREAS, San Bernardino Community College District commits to working with public entities including the U.S. Census Bureau, cities, school districts, community-based organizations, foundations and other stakeholders who are dedicated to completing an accurate count.

NOW THEREFORE, the Board of Trustees of the San Bernardino Community College District hereby resolve as follows: That the Board of Trustees advises the Chancellor to take the essential steps to support an accurate 2020 Census through local outreach and engagement of students, faculty, and staff; and That the Board of Trustees direct the Chancellor to distribute this resolution to policymakers and the Inland Empire Complete Count Committee.

PASSED AND ADOPTED by the members of the Board of Trustees of the San Bernardino Community College District on the 12th day of September 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:** Dr. Kevin Horan, President, CHC

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

**DATE:** September 12, 2019

**SUBJECT:** Advancement in Rank - CHC

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

In accordance with AP 7210, the faculty members listed on the attached memo have received advancement in rank.

### **ANALYSIS**

### **BOARD IMPERATIVE**

### **FINANCIAL IMPLICATIONS**

None.



## MEMORANDUM

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**TO:** Dr. Kevin Horan, President, CHC  
**FROM:** Mark McConnell, Academic Senate President  
**Date:** July 31, 2019  
**Re:** Advancement in Rank

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The Academic Senate met on May 15, 2019 to consider the candidates for advancement in rank.

After due consideration of the nomination letters in accordance with AP 7210, the CHC Academic Senate is pleased to recommend the following advancements in rank:

Breanna Andrews, advancement to **Associate Professor**

Patricia Menchaca, advancement to **Associate Professor**

Lynn Lowe, retired after 33 years, advancement to **Professor Emeritus**

Sherri Wilson, retired after 20 years, advancement to **Professor Emeritus**

Mark D. McConnell  
8/22/19

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** September 12, 2019

**SUBJECT:** Applause Cards

### **RECOMMENDATION**

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

### **OVERVIEW**

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.

At the Chancellor's Holiday Party and Service Awards in December, recipients with the most applause cards awarded at SBVC, CHC, and District are recognized and presented with an award.

### **ANALYSIS**

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance.

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None



## Applause Cards

Submitted for Information September 12, 2019

### DISTRICT

Last Name	First Name	Div/Dept/Office	Details of the Service	Recognized By
Aquino	Michael	TESS	Thank you for your hard work in programming Colleague with the logic to generate academic part-time contracts with new hourly rates of pay!	Cory Elmore
Sysawang	Stacy	PDC	Thank you for working above and beyond. I always appreciate your professionalism and willingness!	Corrina Baber
Walters	DyAnn	TESS	Thank you for your support and work on updating Colleague to generate the academic part-time contracts with new hourly rates of pay!	Cory Elmore

### SAN BERNARDINO VALLEY COLLEGE

Last Name	First Name	Div/Dept/Office	Details of the Service	Recognized By
Lawler	Mary	Kinesiology	She makes each student feel important.	Stacy Hull, Student
Lawler	Mary	DSP&S	Miss Mary is a great professor, mentor and leader. I see her as my second mother. Mary has taught me a lot of life lessons. She is the best teacher that I have ever had. Miss Mary... I LOVE YOU VERY MUCH!!!	Angel Bocardo
Luke	Dr. Craig	First Year Experience (FYE)	Dr. Luke spent all morning trying to assist me in my classes long after we realized the system was down. He tried everything at his disposal to get me the classes I need. He sent me home with a plan and I am grateful.	Jacob Cuda, Student
Orozco	Debbie	Counseling	Big shout out to Debbie for taking the initiative multiple times in helping our students during peak time and making sure that every student is being seen.	Andrea Hecht
Shafer	Kristopher	Maintenance	Thank you, Mr. Shafer, for taking care of the kitchen area in B 111A. You removed unsightly wall bolts and painted the wall. It now looks tip-top shape and not so dank. Thank you again!	Vivian Marquez

## CRAFTON HILLS COLLEGE

Last Name	First Name	Div/Dept/Office	Details of the Service	Recognized By
Avila	Jose	CHC Test Center	The knowledge that you display and the professionalism as a certified proctor for various exams is exemplary. You have set the standard for proctors.	Anonymous
Bedoya	Michael	Art	Thank you so much for helping to clean and sort through the kitchen. I appreciate the extra time it took to trash the items that needed it and organize the rest. It is now much more functional and useful for its purpose!	Carrie Audet
Burke	Jeff	Math	Thank you for making a difference in so many of your students' math lives.	Anonymous
Cook	Larry	Facilities	Thank you for your prompt attention to LRC 231! You are much appreciated.	Carrie Audet
Jaco	Herberth "Alex"	Counseling	Thank you for the dedication you show to students and to the programs you represent.	Anonymous
Nguyen	Ben	Custodial	Thank you for your dedicated service for so many years. You have been doing an awesome job and it is much appreciated.	Anonymous
Olivera	Christopher	Microbiology	Dr. Olivera's teachings were not only fun and engaging but he held meetings and workshops out of the classroom to help students learn valuable study skills and work ethics. A professor who truly has gone above and beyond his title.	William Salmon
Pfahler	Diane	Psychology	Your dedication and caring towards others is quiet but not unnoticed. Thank you so much for that.	Anonymous
Pompa	Rebecca	Facilities	Thank you for always working swiftly and professionally. I greatly appreciate it!!	Corrina Baber
Raventos	Ali	Admissions and Records	Ali was very helpful in beginning the log in procedure i.e. username and password, etc.	David Eikhoff
Yamamoto	June	Letters, Arts and Mathematics Division	Thank you so much for helping to clean and sort through the kitchen. I appreciate the extra time it took to trash the items that needed it and organize the rest. It is now much more functional and useful for its purpose!	Carrie Audet

## **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:** September 12, 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 2019-20 fiscal year through August 19, 2019. As of that date, SBCCD was 13.7% through the fiscal year and had spent and/or encumbered approximately 7.5% of its budgeted general fund.

Please note that the numbers in the attached report are based on the Tentative Budget adopted on June 20, 2019. Final Budget is being submitted for approval at this meeting.

### **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 2019-20 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 08/19/2019 *(Based on Tentative Budget; Final Budget Pending Approval)*

	13.7% of Fiscal Year Elapsed						
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		COMMENTS
100 General Fund	\$178,541,662	\$ 8,057,232	4.5%	\$184,933,709	\$ 13,896,386	7.5%	
215 Bond Interest & Redemption	\$ 25,703,480	\$ -	0.0%	\$ 29,169,261	\$ -	0.0%	Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.
335 Child Development	\$ 3,570,141	\$ 734,301	20.6%	\$ 3,570,141	\$ 361,547	10.1%	
390 KVCR	\$ 3,808,227	\$ 3,954	0.1%	\$ 7,564,516	\$ 12,370	0.2%	
410 Capital Outlay Projects	\$ 1,445,000	\$ 34,054	2.4%	\$ 2,537,222	\$ 672,629	26.5%	\$567,437 encumbered for FY20 expenditures.
435 Bond Construction	\$ 39,900	\$ 5,957	14.9%	\$ 5,771,123	\$ 791,003	13.7%	
445 Measure CC	\$ -	\$ -	0.0%	\$ 5,637,737	\$ 26,442	0.5%	Revenue budget in process as the sale of bonds is in process.
590 FCC Auction Proceeds	\$ 6,022,966	\$ 217,033	3.6%	\$ 26,585,833	\$ 831,481	3.1%	
615 Workers Compensation	\$ 1,177,000	\$ 63,309	5.4%	\$ 1,177,000	\$ 367,376	31.2%	\$271,275 encumbered for FY20 expenditures.
620 Self Insurance-Liability	\$ 550,000	\$ 5,357	1.0%	\$ 945,000	\$ 805,593	85.2%	\$783,935 encumbered for FY20 expenditures.
690 Retiree Benefit	\$ 190,500	\$ 21,565	11.3%	\$ 250,200	\$ 36,419	14.6%	
730 Student Body Center Fee	\$ 303,567	\$ 5,945	2.0%	\$ 303,567	\$ 13,266	4.4%	
775 PARS Investment Trust	\$ 10,299,118	\$ -	0.0%	\$ 3,550,000	\$ -	0.0%	
825 FNX	\$ 3,015,000	\$ 5,659	0.2%	\$ 2,918,014	\$ 175,175	6.0%	
890 Inland Futures Foundation	\$ 2,855,967	\$ 529,820	18.6%	\$ 3,578,684	\$ 46,624	1.3%	

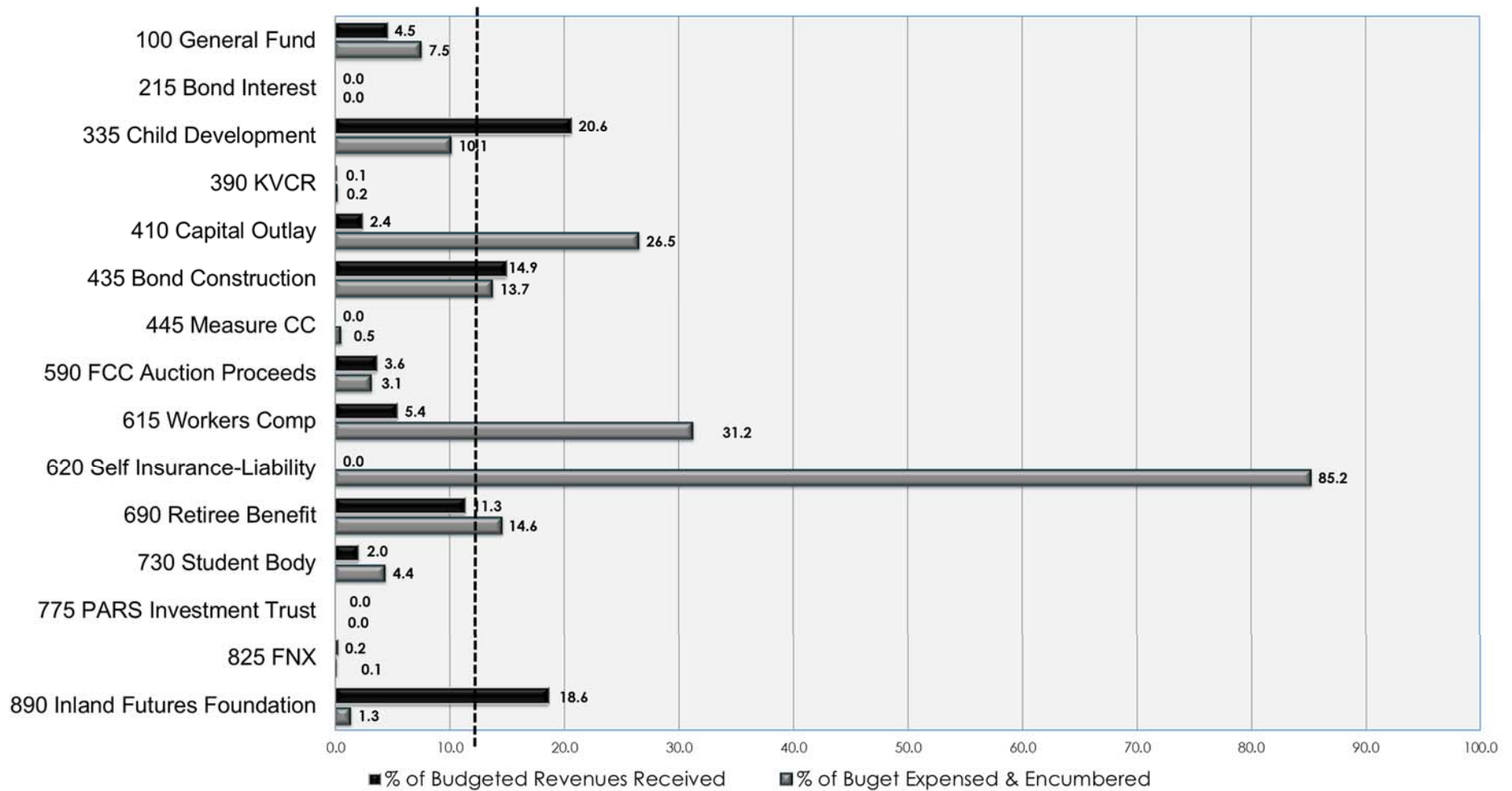




## Budget Revenue & Expenditure Summary

Year to Date 08/19/2019 *(Based on Tentative Budget; Final Budget Pending Approval)*

**Fiscal Year Elapsed - 13.7%**





## Budget Revenue & Expenditure Summary

Year to Date 08/19/2019 *(Based on Tentative Budget; Final Budget Pending Approval)*

Fund	Title	Type	Total
100	General Fund	Expense	\$ 5,233,098.48
215	Bond Interest	Expense	\$ -
335	Child Development	Expense	\$ 115,134.25
390	KVCR	Expense	\$ (140,801.46)
410	Capital Outlay	Expense	\$ 567,437.30
435	Bond Construction	Expense	\$ 769,941.00
445	Measure CC	Expense	\$ -
590	FCC Auction Proceeds	Expense	\$ 504,087.62
615	Worker's Comp.	Expense	\$ 271,275.00
620	Self-Insurance - Liability	Expense	\$ 783,935.00
690	Retiree Benefit	Expense	\$ -
730	Student Body Center Fee	Expense	\$ -
775	PARS Investment Trust	Expense	\$ -
825	KVCR FNX	Expense	\$ 80,820.75
890	Inland Futures Foundation	Expense	\$ (26,579.01)

**BEST NET CONSORTIUM**  
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**Budget Summary for Board Meetings**

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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 01 GENERAL FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	3,128,750.72	35,268.00	35,268.00	1.13%	-	3,093,482.72	98.87%
Other State Revenue (860000 to 869999)	144,356,288.33	6,284,864.02	6,284,864.02	4.35%	-	138,071,424.31	95.65%
Other Local Revenue (880000 to 889999)	11,979,654.88	1,501,055.72	1,501,055.72	12.53%	(658,106.38)	11,136,705.54	92.96%
All Other Financing Sources (890000 to 897999)	9,884,561.00	894,150.00	894,150.00	9.05%	-	8,990,411.00	90.95%
Interfund Transfers In (898000 to 898999)	9,192,407.47	0.00	0.00	0.00%	-	9,192,407.47	100.00%
<b>Total Revenue</b>	<b>178,541,662.40</b>	<b>8,715,337.74</b>	<b>8,715,337.74</b>		<b>(658,106.38)</b>	<b>170,484,431.04</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	55,132,468.07	2,536,420.63	2,536,420.63	4.60%	-	52,596,047.44	95.40%
Classified Salary (200000 to 299999)	37,500,101.36	2,722,042.40	2,722,042.40	7.26%	(1,422.68)	34,779,481.64	92.75%
Employee Benefit (300000 to 399999)	30,679,597.07	1,997,500.58	1,997,500.58	6.51%	-	28,682,096.49	93.49%
Books and Supplies (400000 to 499999)	4,301,753.90	97,534.69	97,534.69	2.27%	(410.00)	4,204,629.21	97.74%
Services and Operating Expenditures (500000 to 599999)	39,621,163.25	391,963.78	391,963.78	0.99%	1,017.46	39,228,182.01	99.01%
Capital Outlay (600000 to 699999)	4,636,374.57	767,351.04	767,351.04	16.55%	-	3,869,023.53	83.45%
Interfund Transfers Out (730000 to 739999)	800,000.00	0.00	0.00	0.00%	-	800,000.00	100.00%
Other Transfers Out (740000 to 769999)	12,262,250.50	150,474.50	150,474.50	1.23%	-	12,111,776.00	98.77%
<b>Total Expenditure</b>	<b>184,933,708.72</b>	<b>8,663,287.62</b>	<b>8,663,287.62</b>		<b>(815.22)</b>	<b>176,271,236.32</b>	
<b>Total Fund 01 GENERAL FUND</b>	<b>(6,392,046.32)</b>	<b>52,050.12</b>	<b>52,050.12</b>		<b>(657,291.16)</b>	<b>(5,786,805.28)</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;  
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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 21 BOND INTEREST AND REDEMPTIONF</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	225,744.00	0.00	0.00	0.00%	-	225,744.00	100.00%
Other Local Revenue (880000 to 889999)	25,477,736.00	0.00	0.00	0.00%	-	25,477,736.00	100.00%
<b>Total Revenue</b>	<b>25,703,480.00</b>	<b>0.00</b>	<b>0.00</b>		<b>-</b>	<b>25,703,480.00</b>	
<b>Expenditure</b>							
Other Financing Uses (700000 to 729999)	29,169,261.00	0.00	0.00	0.00%	-	29,169,261.00	100.00%
<b>Total Expenditure</b>	<b>29,169,261.00</b>	<b>0.00</b>	<b>0.00</b>		<b>-</b>	<b>29,169,261.00</b>	
<b>Total Fund 21 BOND INTEREST AND REDEMP</b>	<b>(3,465,781.00)</b>	<b>0.00</b>	<b>0.00</b>		<b>-</b>	<b>(3,465,781.00)</b>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range;  
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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 41 CAPITAL OUTLAY PROJECTS FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,445,000.00	34,053.70	34,053.70	2.36%	-	1,410,946.30	97.64%
<b>Total Revenue</b>	1,445,000.00	34,053.70	34,053.70		-	1,410,946.30	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	200,386.86	8,044.94	8,044.94	4.01%	-	192,341.92	95.99%
Employee Benefit (300000 to 399999)	85,893.09	3,353.59	3,353.59	3.90%	-	82,539.50	96.10%
Services and Operating Expenditures (500000 to 599999)	618,942.00	81,091.77	81,091.77	13.10%	-	537,850.23	86.90%
Capital Outlay (600000 to 699999)	1,632,000.00	12,701.72	12,701.72	0.78%	-	1,619,298.28	99.22%
<b>Total Expenditure</b>	2,537,221.95	105,192.02	105,192.02		-	2,432,029.93	
<b>Total Fund 41 CAPITAL OUTLAY PROJECTS</b>	(1,092,221.95)	(71,138.32)	(71,138.32)		-	(1,021,083.63)	

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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 42 REVENUE BOND CONSTRUCTION FUN</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	39,900.00	5,956.58	5,956.58	14.93%	-	33,943.42	85.07%
<b>Total Revenue</b>	39,900.00	5,956.58	5,956.58		-	33,943.42	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	58,000.00	750.00	750.00	1.29%	-	57,250.00	98.71%
Capital Outlay (600000 to 699999)	5,713,123.00	20,311.50	20,311.50	0.36%	-	5,692,811.50	99.64%
<b>Total Expenditure</b>	5,771,123.00	21,061.50	21,061.50		-	5,750,061.50	
<b>Total Fund 42 REVENUE BOND CONSTRUCTIO</b>	(5,731,223.00)	(15,104.92)	(15,104.92)		-	(5,716,118.08)	

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;  
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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 44 MEASURE CC BOND PROCEEDS FUND</b>							
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	309,894.07	18,465.16	18,465.16	5.96%	-	291,428.91	94.04%
Employee Benefit (300000 to 399999)	132,242.89	7,926.57	7,926.57	5.99%	-	124,316.32	94.01%
Services and Operating Expenditures (500000 to 599999)	3,855,600.00	50.00	50.00	0.00%	-	3,855,550.00	100.00%
Capital Outlay (600000 to 699999)	1,340,000.00	0.00	0.00	0.00%	-	1,340,000.00	100.00%
<b>Total Expenditure</b>	<u>5,637,736.96</u>	<u>26,441.73</u>	<u>26,441.73</u>		-	<u>5,611,295.23</u>	
<b>Total Fund 44 MEASURE CC BOND PROCEEDS</b>	<u>(5,637,736.96)</u>	<u>(26,441.73)</u>	<u>(26,441.73)</u>		-	<u>(5,611,295.23)</u>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range;  
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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 59 ENTERPRISE FUND-FCC AUCTION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	6,022,966.00	217,032.86	217,032.86	3.60%	-	5,805,933.14	96.40%
<b>Total Revenue</b>	6,022,966.00	217,032.86	217,032.86		-	5,805,933.14	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	2,289,513.00	0.00	0.00	0.00%	-	2,289,513.00	100.00%
Capital Outlay (600000 to 699999)	11,383,912.48	327,293.71	327,293.71	2.88%	-	11,056,618.77	97.12%
Interfund Transfers Out (730000 to 739999)	12,912,407.47	0.00	0.00	0.00%	-	12,912,407.47	100.00%
<b>Total Expenditure</b>	26,585,832.95	327,293.71	327,293.71		-	26,258,539.24	
<b>Total Fund 59 ENTERPRISE FUND-FCC AUCT</b>	(20,562,866.95)	(110,260.85)	(110,260.85)		-	(20,452,606.10)	

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;  
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**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)**  
**Budget Summary for Board Meetings**

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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 68 RETIREE BENEFIT FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	190,500.00	21,564.94	21,564.94	11.32%	-	168,935.06	88.68%
<b>Total Revenue</b>	190,500.00	21,564.94	21,564.94		-	168,935.06	
<b>Expenditure</b>							
Employee Benefit (300000 to 399999)	250,200.00	36,418.91	36,418.91	14.56%	-	213,781.09	85.44%
<b>Total Expenditure</b>	250,200.00	36,418.91	36,418.91		-	213,781.09	
<b>Total Fund 68 RETIREE BENEFIT FUND</b>	<u>(59,700.00)</u>	<u>(14,853.97)</u>	<u>(14,853.97)</u>		<u>-</u>	<u>(44,846.03)</u>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range;  
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**BEST NET CONSORTIUM**

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**72 - San Bernardino Community College****Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)****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	0.00	0.00	0.00%	-	545,440.00	100.00%
Other State Revenue (860000 to 869999)	2,810,409.00	731,880.00	731,880.00	26.04%	-	2,078,529.00	73.96%
Other Local Revenue (880000 to 889999)	214,291.70	17,317.86	17,317.86	8.08%	(14,896.73)	211,870.57	98.87%
<b>Total Revenue</b>	<b>3,570,140.70</b>	<b>749,197.86</b>	<b>749,197.86</b>		<b>(14,896.73)</b>	<b>2,835,839.57</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	2,053,353.80	154,115.23	154,115.23	7.51%	-	1,899,238.57	92.49%
Employee Benefit (300000 to 399999)	851,959.74	69,866.92	69,866.92	8.20%	-	782,092.82	91.80%
Books and Supplies (400000 to 499999)	438,481.85	22,331.03	22,331.03	5.09%	-	416,150.82	94.91%
Services and Operating Expenditures (500000 to 599999)	171,545.31	100.00	100.00	0.06%	-	171,445.31	99.94%
Capital Outlay (600000 to 699999)	54,800.00	0.00	0.00	0.00%	-	54,800.00	100.00%
<b>Total Expenditure</b>	<b>3,570,140.70</b>	<b>246,413.18</b>	<b>246,413.18</b>		<b>-</b>	<b>3,323,727.52</b>	
<b>Total Fund 72 CHILD DEVELOPMENT FUND</b>	<b>0.00</b>	<b>502,784.68</b>	<b>502,784.68</b>		<b>(14,896.73)</b>	<b>(487,887.95)</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;  
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**BEST NET CONSORTIUM**  
**72 - San Bernardino Community College**  
**Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)**  
**Budget Summary for Board Meetings**

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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 73 STUDENT BODY CENTER FEE FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	303,567.00	5,949.14	5,949.14	1.96%	(4.00)	297,621.86	98.04%
<b>Total Revenue</b>	303,567.00	5,949.14	5,949.14		(4.00)	297,621.86	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	187,109.31	10,175.20	10,175.20	5.44%	-	176,934.11	94.56%
Employee Benefit (300000 to 399999)	69,039.17	2,879.98	2,879.98	4.17%	-	66,159.19	95.83%
Books and Supplies (400000 to 499999)	4,465.06	210.52	210.52	4.71%	-	4,254.54	95.29%
Services and Operating Expenditures (500000 to 599999)	499.99	0.00	0.00	0.00%	-	499.99	100.00%
Capital Outlay (600000 to 699999)	42,453.47	0.00	0.00	0.00%	-	42,453.47	100.00%
<b>Total Expenditure</b>	303,567.00	13,265.70	13,265.70		-	290,301.30	
<b>Total Fund 73 STUDENT BODY CENTER FEE</b>	0.00	(7,316.56)	(7,316.56)		(4.00)	7,320.56	

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;  
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**BEST NET CONSORTIUM**  
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**Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)**  
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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 74 KVCR FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,593,227.35	96,601.03	96,601.03	6.06%	(92,646.82)	1,589,273.14	99.75%
Interfund Transfers In (898000 to 898999)	2,215,000.00	0.00	0.00	0.00%	-	2,215,000.00	100.00%
<b>Total Revenue</b>	<b>3,808,227.35</b>	<b>96,601.03</b>	<b>96,601.03</b>		<b>(92,646.82)</b>	<b>3,804,273.14</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	3,438,115.07	109,466.39	109,466.39	3.18%	-	3,328,648.68	96.82%
Employee Benefit (300000 to 399999)	1,213,077.17	43,536.56	43,536.56	3.59%	-	1,169,540.61	96.41%
Books and Supplies (400000 to 499999)	82,400.00	(0.68)	(0.68)	0.00%	-	82,400.68	100.00%
Services and Operating Expenditures (500000 to 599999)	2,820,923.35	169.25	169.25	0.01%	-	2,820,754.10	99.99%
Capital Outlay (600000 to 699999)	10,000.00	0.00	0.00	0.00%	-	10,000.00	100.00%
<b>Total Expenditure</b>	<b>7,564,515.59</b>	<b>153,171.52</b>	<b>153,171.52</b>		<b>-</b>	<b>7,411,344.07</b>	
<b>Total Fund 74 KVCR FUND</b>	<b>(3,756,288.24)</b>	<b>(56,570.49)</b>	<b>(56,570.49)</b>		<b>(92,646.82)</b>	<b>(3,607,070.93)</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;  
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**BEST NET CONSORTIUM**  
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**Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)**  
**Budget Summary for Board Meetings**

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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 76 KVCR EDUCATIONAL FOUNDATION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	473,842.76	473,842.76	100.00%	(466,357.76)	(7,485.00)	100.00%
<b>Total Revenue</b>	0.00	473,842.76	473,842.76		(466,357.76)	(7,485.00)	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	0.00	34,053.69	34,053.69	100.00%	-	(34,053.69)	0.00%
Employee Benefit (300000 to 399999)	0.00	14,099.07	14,099.07	100.00%	-	(14,099.07)	0.00%
Books and Supplies (400000 to 499999)	0.00	(2.19)	(2.19)	100.00%	-	2.19	0.00%
Services and Operating Expenditures (500000 to 599999)	0.00	6,362.60	6,362.60	100.00%	-	(6,362.60)	0.00%
<b>Total Expenditure</b>	0.00	54,513.17	54,513.17		-	(54,513.17)	
<b>Total Fund 76 KVCR EDUCATIONAL FOUNDAT</b>	0.00	419,329.59	419,329.59		(466,357.76)	47,028.17	

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;  
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**BEST NET CONSORTIUM**  
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**Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)**  
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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 77 PARS INVESTMENT TRUST FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	4,299,118.00	0.00	0.00	0.00%	-	4,299,118.00	100.00%
Interfund Transfers In (898000 to 898999)	6,000,000.00	0.00	0.00	0.00%	-	6,000,000.00	100.00%
<b>Total Revenue</b>	10,299,118.00	0.00	0.00		-	10,299,118.00	
<b>Expenditure</b>							
Interfund Transfers Out (730000 to 739999)	3,550,000.00	0.00	0.00	0.00%	-	3,550,000.00	100.00%
<b>Total Expenditure</b>	3,550,000.00	0.00	0.00		-	3,550,000.00	
<b>Total Fund 77 PARS INVESTMENT TRUST FU</b>	6,749,118.00	0.00	0.00		-	6,749,118.00	

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;  
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**BEST NET CONSORTIUM**  
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**Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)**  
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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 78 SELF INSURANCE-LIABILITY&amp;PROP</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	5,356.56	5,356.56	100.00%	-	(5,356.56)	0.00%
Interfund Transfers In (898000 to 898999)	550,000.00	0.00	0.00	0.00%	-	550,000.00	100.00%
<b>Total Revenue</b>	550,000.00	5,356.56	5,356.56		-	544,643.44	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	945,000.00	21,658.10	21,658.10	2.29%	-	923,341.90	97.71%
<b>Total Expenditure</b>	945,000.00	21,658.10	21,658.10		-	923,341.90	
<b>Total Fund 78 SELF INSURANCE-LIABILITY</b>	<u>(395,000.00)</u>	<u>(16,301.54)</u>	<u>(16,301.54)</u>		<u>-</u>	<u>(378,698.46)</u>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range;  
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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 79 EDCT FOUNDATION</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	250,000.00	0.00	0.00	0.00%	-	250,000.00	100.00%
Other Local Revenue (880000 to 889999)	2,270,393.32	55,977.02	55,977.02	2.47%	-	2,214,416.30	97.53%
Interfund Transfers In (898000 to 898999)	335,575.42	0.00	0.00	0.00%	-	335,575.42	100.00%
<b>Total Revenue</b>	<b>2,855,968.74</b>	<b>55,977.02</b>	<b>55,977.02</b>		<b>-</b>	<b>2,799,991.72</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	25,000.00	0.00	0.00	0.00%	-	25,000.00	100.00%
Classified Salary (200000 to 299999)	664,171.53	12,738.25	12,738.25	1.92%	-	651,433.28	98.08%
Employee Benefit (300000 to 399999)	271,339.60	4,453.77	4,453.77	1.64%	-	266,885.83	98.36%
Books and Supplies (400000 to 499999)	70,265.74	1,209.25	1,209.25	1.72%	-	69,056.49	98.28%
Services and Operating Expenditures (500000 to 599999)	1,433,907.11	288.80	288.80	0.02%	-	1,433,618.31	99.98%
Capital Outlay (600000 to 699999)	174,000.00	0.00	0.00	0.00%	-	174,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	940,000.00	0.00	0.00	0.00%	-	940,000.00	100.00%
<b>Total Expenditure</b>	<b>3,578,683.98</b>	<b>18,690.07</b>	<b>18,690.07</b>		<b>-</b>	<b>3,559,993.91</b>	
<b>Total Fund 79 EDCT FOUNDATION</b>	<b>(722,715.24)</b>	<b>37,286.95</b>	<b>37,286.95</b>		<b>-</b>	<b>(760,002.19)</b>	

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**Budget Summary for Board Meetings**

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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 82 SCHLRSH&amp;LOAN AGENCY KVCN-FNX</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	3,015,000.00	5,665.72	5,665.72	0.19%	(7.00)	3,009,341.28	99.81%
<b>Total Revenue</b>	3,015,000.00	5,665.72	5,665.72		(7.00)	3,009,341.28	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,151,602.16	70,929.25	70,929.25	6.16%	-	1,080,672.91	93.84%
Employee Benefit (300000 to 399999)	377,257.52	22,609.00	22,609.00	5.99%	-	354,648.52	94.01%
Books and Supplies (400000 to 499999)	96,900.00	376.03	376.03	0.39%	-	96,523.97	99.61%
Services and Operating Expenditures (500000 to 599999)	1,282,253.96	439.25	439.25	0.03%	-	1,281,814.71	99.97%
Capital Outlay (600000 to 699999)	10,000.00	0.00	0.00	0.00%	-	10,000.00	100.00%
<b>Total Expenditure</b>	2,918,013.64	94,353.53	94,353.53		-	2,823,660.11	
<b>Total Fund 82 SCHLRSH&amp;LOAN AGENCY KVC</b>	96,986.36	(88,687.81)	(88,687.81)		(7.00)	185,681.17	

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;  
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**BEST NET CONSORTIUM**  
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Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
<b>Fund 84 WORKERS COMPENSATION FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,177,000.00	63,309.35	63,309.35	5.38%	-	1,113,690.65	94.62%
<b>Total Revenue</b>	1,177,000.00	63,309.35	63,309.35		-	1,113,690.65	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	1,177,000.00	96,100.52	96,100.52	8.16%	-	1,080,899.48	91.84%
<b>Total Expenditure</b>	1,177,000.00	96,100.52	96,100.52		-	1,080,899.48	
<b>Total Fund 84 WORKERS COMPENSATION FUN</b>	0.00	(32,791.17)	(32,791.17)		-	32,791.17	

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;  
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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:** Steven Sutorus, Business Manager

**DATE:** September 12, 2019

**SUBJECT:** CCFS-320 Apportionment Attendance Report for FY 2019 Period 3

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The CCFS-320 Apportionment Attendance Report for FY 2019 Period 3 has been submitted to the State Chancellor's Office.

### **ANALYSIS**

The Period 3 report includes final attendance figures for the period July 1, 2018 – June 30, 2019. The chart below summarizes the District's status as of P3 and provides comparison data.

<b>Comparison – FY18 Annual vs FY19 P3</b>					
<b>FY 18 at Year End</b>			<b>FY 19 at P3</b>		
CHC	4,519		CHC	4,764	245
SBVC	10,785		SBVC	10,468	-317
Total	15,304		Total	15,232	-72

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

**2018-2019 APPORTIONMENT ATTENDANCE REPORT**

Period: Annual

District: San Bernardino

**CERTIFICATION**

I, the District Chief Executive Officer, hereby certify that, to the best of my knowledge and belief (1) this report is true and correct, and (2) all data have been reported and compiled in accordance with provisions of the Education Code and Title 5 regulations adopted by the Board of Governors and instructions on this form.

I further certify that I have determined through consultation with staff directly responsible that (1) FTES reported on this form for State apportionments includes only courses which had received individual prior approval or were part of programs with prior approval by the governing board of the district and the Chancellor's Office; (2) no attendance has been reported for: (a) courses which do not fully comply with Title 5 Section 58051.5 relative to open enrollment and participation by any person who is otherwise qualified and eligible for admission to the college, except for inmate education courses maintained pursuant to Title 5 Section 58051.6, or (b) courses excluded from State apportionments by Education Code Section 8538 or, (c) indentured apprentices in courses of related and supplemental instruction maintained pursuant to Section 3074 of the Labor Code; and (3) all FTES eligible for State support have been reported whether or not funding is available.

The original signature of the district Chief Executive Officer is required.

Chief Executive Officer: Bruce Baron

Signature: Bruce Baron

Signature Date: 7/30/19

Electronic Certification Date: Monday, July 29, 2019

District Contact Person: Steven Sutorus

Title: Business Manager

Phone: (909) 382-4031

EMail: ssutorus@sbccd.edu

Please return completed form to:

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE  
FISCAL SERVICES UNIT  
1102 Q STREET, 4th Floor  
SACRAMENTO, CA 95811-6511

## 2018-2019 APPORTIONMENT ATTENDANCE REPORT

Period: Annual

District: San Bernardino

## PART I. FULL-TIME EQUIVALENT STUDENTS

State Residents (and Nonresidents Attending Noncredit Courses)	
Attendance FTES	Factored FTES

## Summer Intersession (Summer 2018 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	6.22	6.22
2. Credit (Parts III.A.1 + VI.A.1)	1,208.81	1,208.81

## Summer Intersession Courses (Summer 2019 Prior to July 1, 2019)

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	520.62	520.62

## Primary Terms (Exclusive of Summer Intersession)

## 1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	8,008.36	8,008.36
(b) Daily Census Contact Hours (Part III)	1,371.81	1,402.40

## 2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	288.72	288.72
(b) Credit (Part IV.D)	1,055.31	1,074.35

## 3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	1,295.76	1,295.76
(b) Daily Census Procedure Courses (Part V)(Credit)	1,412.38	1,427.35
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

## Total FTES

Total Credit FTES	14,873.05	14,937.65
Total Noncredit FTES	294.94	294.94
Total FTES	15,167.99	15,232.59

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	0.00
Basic Skills Courses and Immigrant Education (Credit)	1,233.10

## 2018-2019 APPORTIONMENT ATTENDANCE REPORT

Period: Annual

District: San Bernardino

## PART I. FULL-TIME EQUIVALENT STUDENTS

## Nonresidents

Attendance FTES

Factored FTES

## Summer Intersession (Summer 2018 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	0.37	0.37
2. Credit (Parts III.A.1 + VI.A.1)	21.22	21.22

## Summer Intersession Courses (Summer 2019 Prior to July 1, 2019)

1. Noncredit (Parts IV.B.1 + VII.B.3)	0.00	0.00
2. Credit (Parts III.B.1 + VI.B.2 + VI.B.1)	10.86	10.86

## Primary Terms (Exclusive of Summer Intersession)

## 1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	168.20	168.20
(b) Daily Census Contact Hours (Part III)	29.52	30.18

## 2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	14.93	14.93
(b) Credit (Part IV.D)	18.17	18.48

## 3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	18.51	18.51
(b) Daily Census Procedure Courses (Part V)(Credit)	23.90	24.16
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

## Total FTES

Total Credit FTES	290.38	291.61
Total Noncredit FTES	15.30	15.30
Total FTES	305.68	306.91

## **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:** September 12, 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 July 2019 (See attached).

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**CLERY ACT CRIMES**  
**July 2019**

**ON CAMPUS:**

**CRAFTON**

NO INCIDENTS TO REPORT

**DISTRICT**

NO INCIDENTS TO REPORT

**VALLEY**

<b>Case #</b>	<b>Reported</b>	<b>Offense</b>	<b>Reportable Clery Crime</b>	<b>Location</b>	<b>Disposition</b>
19-0559	07/01/2019	PC 11364(A)	Possession of Drug Paraphernalia	Auditorium	Subject Arrested
19-0575	7/16/2019	VC 10581	Stolen Vehicle (Golf Cart)	Computer Services	Subject Arrested
19-0582	7/18/2019	PC 11364(A)	Possession of Drug Paraphernalia	HLS	Subject Arrested
19-0619	7/31/2019	BP 25608	Possession Alcohol on School Property	Lot 8	Subject Arrested

**PUBLIC PROPERTY:**

**CRAFTON**

NO INCIDENTS TO REPORT

**DISTRICT**

NO INCIDENTS TO REPORT

**VALLEY**

NO INCIDENTS TO REPORT



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** September 12, 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 Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18631	291 Film Company	Program Acquisition	FNX/KVCR	\$ 6,250.00		
18629	4 Miles LLC	Program Acquisition	FNX/KVCR	\$ 3,500.00		
18527	AAA Cash Register	Repairs	Cafeteria/SBVC	\$ 538.75		
18640	AAF International American Air Filter Company	Maintenance Agreement	Facilities/CHC	\$ 9,214.26		
18574	Agile Sports Technologies	Software/ Online Services	Athletics/SBVC	\$ 1,600.00		
18533	Air Cleaning Technology	Inspection/ repairs	Maintenance/ SBVC	\$ 1,840.00		
17927	Allegiance Fundraising Group, LLC	Software/ Online Services	Inland Futures/SBCCD	\$ 3,000.00		
16415	ALSCO, Inc.	Linen Rental	Restaurant Mgmt./SBVC	\$ 30,000.00		\$ 22,000.00
18555	American Medical Response of Inland Empire	Medical Response	Athletics/SBVC	\$ 2,379.00		
18583	America's Xpress Rent A Car DBA Canada's Auto Sales Inc.	Van Rental	Business Services/SBCCD	\$ 92,000.00		
18634	AMI Graphics Inc.	Production of Logo Items	Marketing/CHC	\$ 1,017.16		
18665	Abaca Technologies dba Xello	Software/ Online Services	Transfer Center/SBVC	\$ 695.00		
18566	Ardent Diagnostics	Medical Testing	EDCT/SBCCD	\$ 5,000.00		

# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18662	Arts Connection	Facilities Use	Administrative Services/ SBVC		\$ 590.05	
16218	ARUP North America Ltd	Professional Services	Facilities Planning/SBCCD	\$ 57,240.00		\$ 47,000.00
18571	Ash Enterprises International Inc.	Repairs	Planetarium/SBVC	\$ 7,400.00		
18559	Association of American Colleges and Universities	Income - Grant	Instruction/CHC		\$ 30,970.00	
18620	Barr Door, Inc.	Repairs	Maintenance/SBVC	\$ 4,862.36		
18595	Basecamp	Software/ Online Services	KVCR/KVCR	\$ 500.00		
18581	Bella John Theatricals-Eagle Rock Fellowship	Income - Facilities Use	Administrative Services/SBVC		\$ 3,145.52	
18524	Berg Fire Protection, Inc. dba Red Star Fire Protection	On Demand Repairs	Facilities/CHC	\$ 3,250.00		
18586	Bergelectric	On Demand Repairs	Maintenance/SBVC	\$ 30,000.00		
18607	Big Top Rentals	Rental	Transfer Center/SBVC	\$ 4,249.52		
18633	Bio-Tox Laboratories, Inc.	Medical Testing	District Police/SBCCD	\$ 700.00		
18532	Brickely Construction Company, Inc. dba Brickely Environmental	Repairs	Maintenance/ SBVC	\$ 11,450.00		

# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18663	Butler, Lesley	Speaker	Middle College/SBVC	\$ 300.00		
18614	BuyShade.com	Production of Logo Items	Athletics/CHC	\$ 3,249.74		
18628	California Bus Service	Bus Rental	Student Life/SBVC	\$ 1,562.79		
18562	California Department of Corrections & Rehabilitation	Braille Transcribing	ATPC/SBCCD	\$ 56,000.00		
18653	California Library Association	Rental	Academic Success/SBVC	\$ 925.00		
18542	Castillo, Salvador	Consultants	KVCR/SBCCD	\$ 70,000.00		
18588	CCC Chancellor's Office	Income - General	Fiscal Services/SBCCD	No Cost		
18526	CEPA Operations, Inc.	On Demand Repairs	Facilities/CHC	\$ 1,420.00		
18553	Certstaffix Training	Training Services	TESS/SBCCD	\$ 10,890.00		
18601	City Career Fair Productions	Rental	Human Resources/SBCCD	\$ 995.00		
18658	Colton, City of	Rental	Athletics/SBVC	\$ 871.00		
18570	Community College League of CA	Software/ Online Services	Library/SBVC	\$ 71,485.54		

# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18519	Compressed Air Specialties Inc.	Repairs	Fire Technology/CHC	\$ 476.00		
18511	ComputerLand of Silicon Valley	Software/ Online Services	Technology Services/CHC	\$ 53,212.00		
18637	Conroy, Christina	Braille Transcribing	ATPC/SBCCD	\$ 60,000.00		
18625	Contributor Development Partnerships PBC	Software/ Online Services	Inland Futures/SBCCD	\$ 2,750.00		
18578	ConvergeOne, Inc.	Software/ Online Services	Computing Services/SBCCD	\$ 66,629.00		
17518	CPS HR Consulting	Consultants	Human Resources/SBCCD	\$ 64,100.00		No Added Cost
18632	Crest Chevrolet/Geo	On Demand Repairs	District Police/SBCCD	\$ 2,500.00		
18546	Daily Saw Acquisition LLC	Maintenance Agreement	TESS/SBCCD	\$ 119.40		
18621	EBSCO Industries Inc.	Subscriptions	Library/SBVC	\$ 17,000.00		
18463	Environmental Management Technologies	Mold Removal	Maintenance/ SBVC	\$ 14,228.50		\$ 1,833.50
18584	Facebook, Inc.	Advertising	Marketing/SBCCD	\$ 500.00		
18515	Fairview Ford	On Demand Repairs	District Police/SBCCD	\$ 4,000.00		
18657	FastSigns	Sign Production	Maintenance/ SBVC	\$ 101.29		

# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18656	FastSigns	Sign Production	Maintenance/ SBVC	\$ 292.68		
18292	File Keepers, LLC	Software/ Online Services	Counseling/CHC	\$ 43,028.30		
18548	Film Emporium	Film Insurance	Theater Arts/SBVC	\$ 14,919.00		
18520	Follett Higher Education Group, Inc.	Rental	Marketing/SBCCD	\$ 340.09		
18521	Follett Higher Education Group, Inc.	Rental	Chancellor/SBCCD	\$ 618.49		
18564	Follett Higher Education Group, Inc.	Bookstore Services	Administrative Services/CHC	\$ 3,200.00		
18654	Fox, Roger E MD dba Fox Occupational Medical	Professional Services	Human Resources/SBCCD	\$ 3,500.00		
18576	Fred's Glass & Mirror, Inc.	On Demand Repairs	Maintenance/ SBVC	\$ 1,000.00		
18563	Frieda Berlinski Foundation, The	Income - Broadcast Licensing	KVCR/SBCCD		\$ 55,400.00	
18589	Frieda Berlinski Foundation, The	Income - Broadcast Licensing	Inland Futures/SBCCD		No Charge	
18525	Fuel Pros, Inc.	On Demand Repairs	Facilities/CHC	\$ 1,300.00		
18592	Global Datebooks	Production Agreements	Counseling/SBVC	\$ 20,160.00		

# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18642	Global Datebooks	Production Agreements	Counseling/SBVC	\$ 5,760.00		
18643	Global Datebooks	Production Agreements	Counseling/SBVC	\$ 2,750.00		
18639	Governmentjobs.com, Inc. dba Neogov	Software/ Online Services	TESS/SBCCD	\$ 48,590.00		
18641	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$ 1,512.43		
18603	H & L Charter Co, Inc.	Bus Rental	First Year/SBVC	\$ 1,885.63		
18604	H & L Charter Co, Inc.	Bus Rental	First Year/SBVC	\$ 1,037.09		
18605	H & L Charter Co, Inc.	Bus Rental	First Year/SBVC	\$ 1,121.95		
18606	H & L Charter Co, Inc.	Bus Rental	Transfer Center/SBVC	\$ 1,770.25		
18544	H & L Charter Co, Inc.	Bus Rental	First Year/SBVC	\$ 663.00		
18545	H & L Charter Co, Inc.	Bus Rental	First Year/SBVC	\$ 663.00		
18602	Hathaway, Sailaja	Braille Transcribing	ATPC/SBCCD	\$ 60,000.00		
18560	Holt, Julie	Speaker	Technical Training/SBVC	\$ 3,500.00		

# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18644	Hoodz of the High Desert/Koch Industrial Cleaning Service	Installation Services	Maintenance/ SBVC	\$ 175.00		
18552	Hoss, Brian dba Hoss Pond Service	On Demand Repairs	Maintenance/CHC	\$ 750.00		
18522	Inland Empire Economic Partnership (IEEP)	Independent Contractor	EDCT/SBCCD	\$ 51,500.00		
18635	Innovative Educators	Software/ Online Services	Student Services/CHC	\$ 23,745.25		
18660	International Security Products	Printing	Admissions/ SBVC	\$ 2,567.25		
18569	JOJO's Grill-A-Dog	Catering	First Year/SBVC	\$ 3,947.42		
18636	KAP7 International	Production of Logo Items	Athletics/CHC	\$ 3,811.46		
18585	Kekoa, Vance dba Sentinel EHS	Speaker	Facilities Planning/SBCCD	\$ 800.00		
18530	K-K Woodworking	Production of Logo Items	Police Science/SBVC	\$ 188.49		
18647	Konica Minolta	Maintenance Agreement	EDCT/SBCCD	\$ 2,500.00		
18591	La Quinta by Wyndham	Rental	Student Services/SBVC	\$ 385.00		
18512	Law Enforcement Medical	Medical Testing	District Police/SBCCD	\$ 400.00		



# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18695	Leighton Consulting Inc.	Consultants	Facilities Planning/SBCCD	\$ 17,900.00		
18518	Letterhead Factory Inc.	Printing	Student Life/SBVC	\$ 265.47		
18645	Loma Linda University Bodies for Science	Cadaver Exchange	Anatomy/Physiology /CHC	\$ 2,639.75		
18593	Macerich Partnership LP, The - Inland Center Mall	Leases	Counseling/SBVC	\$ 30,282.00		
18549	Magnum Range Inc.	Range Services	District Police/SBCCD	\$ 900.00		
18538	Making Hope Happen Foundation	Income - Facilities Use	Administrative Services/SBVC		\$ 191.60	
18580	Mallory Safety & Supply LLC	Novelty Item with Logo	Marketing/SBCCD	\$ 245.24		
18623	MathWorks Inc., The	Software/ Online Services	Instruction/CHC	\$ 900.00		
18630	McSauby, Shane	Program Acquisition	FNX/KVCR	\$ 3,500.00		
18535	Med One Equipment Rental	Rental	Respiratory Care/CHC	\$ 800.00		
18608	Mellin, Linda Marie dba American Printing & Promotions	Novelty Item with Logo	Instruction/SBVC	\$ 5,881.80		
18597	Mellin, Linda Marie dba American Printing & Promotions	Novelty Item with Logo	Student Services/SBVC	\$ 11,043.48		

# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18599	Mellin, Linda Marie dba American Printing & Promotions	Novelty Item with Logo	Student Services/SBVC	\$ 11,135.96		
18514	Mike's Custom Flooring	Installation Services	Maintenance/ SBVC	\$ 1,131.41		
18651	myclinicaexchange LLC	Software/ Online Services	Nursing/SBVC	\$ 4,219.50		
18579	National Educational Telecommunications Association (NETA)	Uplink Services	KVCR/KVCR	\$ 175.00		
18616	National Public Radio, Inc. (NPR)	Maintenance Agreement	KVCR/KVCR	\$ 20,000.00		
18513	New Seed Landscape Service, Inc.	Installation Services	Maintenance/ SBVC	\$ 8,601.00		
18613	Nexus Office Environments Inc.	Installation Services	Instruction/CHC	\$ 27,080.55		
18431	OMNI Entertainment Inc.	Production Agreements	Inland Futures/SBCCD	\$ 47,400.00		\$ (8,000.00)
18523	Oxford Pennant, LLC	Novelty Item with Logo	Marketing/SBCCD	\$ 1,020.60		
18541	Partners in Leadership, LLC	Training Services	Chancellor/SBCCD	No Cost		
18626	Pipit & Finch	Broadcasting Rights	KVCR/KVCR	\$ 1,181.47		
18655	Pratt, Jacob	Program Acquisition	FNX/KVCR	\$ 8,500.00		

# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18667	PRX, Inc	Carriage Fees	KVCR/KVCR	\$ 14,670.84		
18594	QLess	Software/ Online Services	Financial Aid/SBVC	\$ 14,430.00		
18575	Quality Power Solutions	Maintenance Agreement	Facilities/CHC	\$ 27,900.18		
12639	Queen Jen, Inc. dba Queen Bean	Income - General	Administrative Services/CHC		\$ 100,000.00	\$ 40,000.00
18009	R Dependable Construction Inc.	Repairs	Maintenance/ SBVC	\$ 20,000.00		
18531	R Dependable Construction Inc.	Repairs	Maintenance/ SBVC	\$ 19,500.00		
18659	R Dependable Construction Inc.	Repairs	Maintenance/ SBVC	\$ 5,675.00		
18517	Ran Graphics, Inc.	Printing	Instruction/SBVC	\$ 9,971.20		
18550	Rayne Water Conditioning - San Bernardino	Water Conditioning	Science/SBVC	\$ 1,506.00		
18668	Real Journey Academies Inc.	Work Study	CalWORKs/SBVC	\$ 16,000.00		
18646	Redlands Door & Window Company dba Gerber, Guy	Repairs	Maintenance/CHC	\$ 2,870.00		
18650	Rev.com	Closed Captioning	FNX/KVCR	\$ 5,000.00		
18587	RISE Interpreting, Inc.	Sign Language Services	DSP&S/CHC	\$ 18,000.00		

# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18567	Riverside CCD	Income - Grant	Program Development/CHC		\$ 366,723.00	
18556	Riverside CCD	Income - Grant	Technical Training/SBVC		\$ 635,358.00	
18537	Riverside CCD	Income - Grant	EDCT/SBCCD		\$ 184,045.00	
18572	Riverside CCD	Income - Grant	Program Development/CHC		\$ 25,000.00	
18557	Riverside CCD	Income - Grant	Technical Training/SBVC		\$ 25,000.00	
18567	Riverside CCD	Income Grant	Program Development/CHC		\$ 366,723.00	
18556	Riverside CCD	Income Grant	Technical Training/SBVC		\$ 635,358.00	
18083	Robert Yeghoian CO Inc.	Parking Lot Resurfacing	Maintenance/ SBVC	\$ 39,063.00		\$ 5,714.00
18661	Romberg, Brian dba Brian's Bee Removal Service	Bee Removal	Maintenance/CHC	\$ 1,000.00		
18624	RP Group, The	Professional Services	Instruction/CHC	\$ 38,930.00		
18609	Running Springs Fire Department	Educational Site Agreements	Emergency Medical Services/SBVC	\$ 70,000.00		
18528	Sam's Quality Cleaners dba Best Cleaners	Linen Cleaning	Nursing/SBVC	\$ 646.50		

# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18638	San Bernardino Area Chamber of Commerce	Rental	CTE/CHC	\$ 150.00		
18561	San Bernardino Black Culture Foundation	Sponsorship	Marketing/SBCCD	\$ 550.00		
18617	San Bernardino City USD	Subgrantee	Middle College/SBVC	\$ 15,000.00		
18618	San Bernardino City USD	Subgrantee	Middle College/SBVC	\$ 15,000.00		
18619	San Bernardino City USD	Subgrantee	Middle College/SBVC	\$ 4,000.00		
18536	San Bernardino County Fire Protection District	Clinicals	Emergency Medical Services/CHC	No Cost		
18652	San Bernardino, County of	Educational Site Agreements	Academic Success/SBVC	No Cost		
13631	San Bernardino, County of	Workforce Development	EDCT/SBCCD	No Cost		
18582	San Bernardino, County of	Income - Property Lease	Fiscal Services/SBCCD		\$ 7,336,477.00	
18554	San Bernardino, County of	Income - Property Lease	Fiscal Services/SBCCD		\$ 1,409,184.00	
18666	SARS Software Products dba Valsoft Corporation	Software/ Online Services	Computing Services/SBCCD	\$ 500.00		
18558	Siddiqi, Javed	Donation Agreement	Technical Training/SBVC	No Cost		

# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18615	Siembra Mobile, Inc.	Services	Administrative Services/SBVC	\$ 40,000.00		
18590	Sigma Beta Xi, Inc.	Sponsorship	Marketing/SBCCD	\$ 1,500.00		
18565	Sigma Beta Xi, Inc.	Sponsorship	Marketing/SBCCD	\$ 500.00		
18694	Singleton, Philashon	CalWORKs Child Care	CalWORKs/SBVC	\$ 6,000.00		
18627	Smart Riverside	Sponsorship	Marketing/SBCCD	\$ 1,000.00		
18543	Snap-On Industrial	Software/ Online Services	Automotive/SBVC	\$ 250.00		
18573	South Coast Water Co dba Hannah Industries Inc.	On Demand Repairs	Chemistry/SBVC	\$ 1,230.00		
18516	Sport Decals	Novelty Item with Logo	Athletics/SBVC	\$ 434.06		
18598	Summerland Bags, LLC	Novelty Item with Logo	Student Services/SBVC	\$ 37,750.20		
18534	Sunstate Equipment Company	Rental	Facilities/CHC	\$ 2,500.00		
18551	Tambellini Group, LLC, The	Consultants	TESS/SBCCD	\$ 19,995.00		
18648	TeamViewer GMBH	Software/ Online Services	KVCR/KVCR	\$ 1,910.40		
18547	Three Peaks Corp.	On Demand Repairs	Facilities/CHC	\$ 2,500.00		

# Contracts Agreements

## Board Agenda 09-12-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18622	Valley Tire Company	On Demand Repairs	District Police/SBCCD	\$ 3,000.00		
18540	Walker, Daniel	Speaker	Research & Planning/SBVC	\$ 6,000.00		
18568	Water Source Solutions, Inc.	Bottled Water Service	Health Services/CHC	\$ 4,000.00		
18596	Welks Syndication	Broadcasting Rights	KVCR/KVCR	\$ 12,343.00		
17922	Wilbur's Power Equipment	On Demand Repairs	Facilities/CHC	\$ 1,000.00		
18577	Wirz & Company	Production of Logo Items	KVCR/KVCR	\$ 262.44		
18600	Wirz & Company	Printing	FNX/KVCR	\$ 96.98		
18649	WT Consulting Group, LLC dba Cybertime Network Communication	Income - Lease	KVCR/KVCR		\$ 110,832.00	
18529	Xerox Corporation	Equipment Moving	Facilities Planning/SBCCD	\$ 5,691.00		
18664	Yucaipa-Calimesa Joint USD	Facilities Use	Pool/CHC		\$ 46,000.00	

Total Number of Contracts 170

\$ 1,781,512.12 \$ 11,330,997.17

## **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:** September 12, 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 September 12, 2019

[v.8.23.2019.p.1|12]

	Site	Assignment	From	To
Acevedo, Omara	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Acosta, Lisette	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Aellano, Alberto	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Aguayo, Rebecca	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Alamilla, David	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Albidrez, Michael	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Alcazar, Tiffany	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Alejo, Aymia	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Alghanem, Sara	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Alonso, Carmen	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Alva, Jesus	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Alvarado, Beatriz	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Anderson, Tatiana	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Andrade, Anaiz	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Arambula, Rachelle	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Arias, Vladimir	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Arredondo, Aaron	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Arredondo, Cesar	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Arreguin, Melody	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Arreola, Emmanuel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Avelar, Alexi	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Aves, Aliner	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Avila, Lorena	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ayala, Francisco	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ayala, Leslie	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Baldonado, Isaiah	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Balencia, Jeffrey	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Banuelos, Gabriel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Banuelos, Manuel	SBVC	Promise - First Year Experience	9/13/19	12/31/19



## District Volunteers

Presented for Information on September 12, 2019

[v.8.23.2019.p.2|12]

	Site	Assignment	From	To
<b>Barragan, Julio</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Barreras, Michelle</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Barriere, Lundin</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Barrios, Jazmyne</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Beck, Hazel</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Bello, Geraldine</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Benitez, Cynthia</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Bernales, Andrew</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Biddles, Rachel</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Bonilla, Christopher</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Briseno, Serena</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Brunk, Jacob</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Bryson, Javon</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Buchanan, Aaliyan</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Bunn, Dale</b>	SBVC	Athletics	9/13/19	12/31/19
<b>Bustamante, Albert</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Caldwell, Emonie</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Camacho, Jose</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Camacho, Leilani</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Campos, Nancy</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Cardenas, Angelo</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Cardoza, Joseph</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Carino, Samantha</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Carlos, Leslie</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Carlson, Matthew</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Carreon, Julio</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Carrera, Antonio</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Castaneda, Alberto</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Castaneda, Alicia</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19



## District Volunteers

Presented for Information on September 12, 2019

[v.8.23.2019.p.3|12]

	Site	Assignment	From	To
Castillo, Itzel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Castillo, Juan	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Castro, Britney	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Castro, Daniel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ceja-Santamaria, Alfonso	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Chang, Shrey	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Chavez, Michael	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Chinchilla, Jasmin	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Claros, Jose	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Coleman, Marie	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Contreras, Patricia	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Coria, Natalie	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Cornoa, Eduardo	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Cortez, Stephanie	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Cortez, Stephanie	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Coyt, Lauren	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Cruz, Bryan	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Cruz, Gary	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Cruz, Juliana	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Cruz, Luis	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Cruz, Miguel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Currie, Tynan	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Czarnecki, Katelyn	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Davila, Ema	SBVC	Promise - First Year Experience	9/13/19	12/31/19
DeLaCruz, Aileen	SBVC	Promise - First Year Experience	9/13/19	12/31/19
DeLaCruz, Angelique	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Delgado, Michael	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Delira, Jasmine	SBVC	Promise - First Year Experience	9/13/19	12/31/19



## District Volunteers

Presented for Information on September 12, 2019

[v.8.23.2019.p.4|12]

	Site	Assignment	From	To
Diaz, Justin	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Dollison, Alaya	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Dovantes, Noelia	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Driver, Elijah	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Duenas, Fernando	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Duran, Christian	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Duran, Marcos	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Duran, Shawn	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Escobar, Andrew	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Espinoza, Andrea	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Espinoza, Ulises	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Evans, Candee	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Fernandez, Melanie	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Fewer, Haley	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Flores, Erick	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Flores, Jacqueline	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Flores, Saul	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Franco, Matthew	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Franklin, Chalon	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Fuentes, Hannah-lyn	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Fuller, Kristyonna	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gandara, Esmeralda	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Garcia, Amanda	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Garcia, Emmanuel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Garcia, Evelyn	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Garcia, Gustavo	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Garcia, Hunter	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Garcia, Jasmine	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Garcia, Marco	SBVC	Promise - First Year Experience	9/13/19	12/31/19



## District Volunteers

Presented for Information on September 12, 2019

[v.8.23.2019.p.5|12]

	Site	Assignment	From	To
Garcia, Nereyda	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Garcia, Odalys	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Garcia, Raymond	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Garcia, Rosa	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gatica, Leslie	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gilmore, Surrenity	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Giselbach, Destiny	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Godinez, Matthew	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gomez, Andrianna	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gonzalez, Alianna	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gonzalez, Angeles	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gonzalez, Brandon	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gonzalez, Eury	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gonzalez, Evelyn	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gonzalez, Fernando	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gonzalez, Isaac	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gonzalez, Julio	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gonzalez, Luis	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Granados, Marilyn	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Guardiola, Nicandro	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Guerrero, Gonzalo	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Guerrero, Jose	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Guillen, Carmine	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Gutierrez, Betzaira	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Guzman, Joanna	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Hernandez, Brayon	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Hernandez, Bryan	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Hernandez, Daisy	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Hernandez, Destiny	SBVC	Promise - First Year Experience	9/13/19	12/31/19



## District Volunteers

Presented for Information on September 12, 2019

[v.8.23.2019.p.6|12]

	Site	Assignment	From	To
Hernandez, Eileen	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Hernandez, Ivan	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Hernandez, Jackeline	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Hernandez, Kimberly	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Higareda, Louis	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Hill, Kylee	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Holloman, Nyzha	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Huerta, Jose	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ibarra, Fred	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Jacinto, Omar	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Jenkins, Brian	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Jimenez, Dulce	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Jimenez, Elizabeth	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Jimenez, Juan	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Jimenez, Samuel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Joseph, Destine	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Juarez, Esmeralda	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Juarez, Jaylenne	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Juarez, Nathaniel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Kamgar, Omid	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Lakes, Jordan	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Lara Puebla, Andrey	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Lara, Juan	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Lennox, Justin	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Lopez, Anthony	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Lopez, Itzel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Lopez, Jose	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Lopez, Wendy	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Lopez-Felix, Maria	SBVC	Promise - First Year Experience	9/13/19	12/31/19





## District Volunteers

Presented for Information on September 12, 2019

[v.8.23.2019.p.7|12]

	Site	Assignment	From	To
<b>Lorenzo, Juanita</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Magana, Branden</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Maiava, Carolyna</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Marcellina, Sheila</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Marron, Cloe</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Martinez, Adam</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Martinez, Alexi</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Martinez, Alfredo</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Martinez, Christian</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Martinez, David</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Martinez, Nury</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Mascetti, Jason</b>	SBVC	Criminal Justice	9/13/19	12/31/19
<b>Mayfield, Quanieka</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Medina, Anthony</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Medina, Carely</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Medrano, Juan</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Mendoza, Marissa</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Methus, Adam</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Metu, Justin</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Milian, Ruben</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Miller, Zoey</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Miralrio, Nayeli</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Molina, Cristina</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Monroy, Ashley</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Montoya, Crystal</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Montoya, Jesus</b>	SBVC	Athletics	9/13/19	12/31/19
<b>Moreno, Jayzie</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Moreno, Jorge</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Moreno, Saul</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19



## District Volunteers

Presented for Information on September 12, 2019

[v.8.23.2019.p.8|12]

	Site	Assignment	From	To
<b>Morgan, Jose</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Navarez, Bernardo</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Navarro, Esmeralda</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Navarro, Jose</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Nelson, Liam</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Nieto, Sara</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>O'Brien, Hannah</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Olivas, Iris</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Oliveros, Anthony</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Ordonez, Monica</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Orellana, Marlon</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Orozco, Angel</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Pabon, Jasim</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Pacheco, DeAnna</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Padilla, Leslie</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Parra, Noah</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Peralta, Marisa</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Peraza, Alejandro</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Perez, Karen</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Perez, Manuel</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Phan, Dinh</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Pilzon, Janelle</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Pineda, Marc</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Plascencia, Angelica</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Ponce de leon, Kimberly</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Ponce, Kenia</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Potenciano, Caty</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Power, Ethan</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Prudente, Ivone</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19





## District Volunteers

Presented for Information on September 12, 2019

[v.8.23.2019.p.9|12]

	Site	Assignment	From	To
Quintero, Maryanna	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Quiroz-Garcia, Eloy	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ramirez, Adrianna	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ramirez, Gissell	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ramirez, Jaime	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ramos, Luis	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ramos, Sarai	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rangel, Marissa	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rasura, Angel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Raymundo, Elmer	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Regalado, Johny	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Reyes, Aaron	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Reyes, Carlos	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Reyes, Elliott	SBVC	Athletics	9/13/19	12/31/19
Reyes, Jacqueline	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Riddlebaugh, Crystal	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rios, Yarlene	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rivera, Francisco	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rodriguez, Andres	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rodriguez, Jasmine	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rodriguez, Jose	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rodriguez, Noah	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rojas, Selena	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Roman, Ana	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Romero, Ronnie	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rosales, Brianna	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rosales, Bryan	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rosales, Joshay	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Rosas, Jacob	SBVC	Promise - First Year Experience	9/13/19	12/31/19



## District Volunteers

Presented for Information on September 12, 2019

[v.8.23.2019.p.10|12]

	Site	Assignment	From	To
Rubio, Itzel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ruiz, Carlos	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ruiz, Isaiah	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ruiz, Jason	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Ruvalcaba, Saul	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Salazar, Isabel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Salinas, Tania	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Salmeron, Derek	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Sanchez, Destiny	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Sanchez, Edith	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Sanchez, Eric	SBVC	Athletics	9/13/19	12/31/19
Sanchez, Esbeid	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Sanchez, Jasmine	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Sanchez, Jeffrey	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Sanchez, Julianna	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Sanchez, Katrina	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Sanchez, Leslie	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Sanchez, Maritza	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Sanders, Marshawn	SBVC	Promise - First Year Experience	9/13/19	12/31/19
SanRoman, Priscilla	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Santos, Ever	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Santoyo, Isabel	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Scott, Ian	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Serrano, Angelica	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Singh, Jasmeet	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Siordia, Chantal	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Smith, Aaron	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Solis, Jose	SBVC	Promise - First Year Experience	9/13/19	12/31/19
Solis, Vanessa	SBVC	Promise - First Year Experience	9/13/19	12/31/19



## District Volunteers

Presented for Information on September 12, 2019

[v.8.23.2019.p.11|12]

	Site	Assignment	From	To
<b>Sorto, Isaac</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Stebbins, Charles</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Susano, Alex</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Tamayo, Sheila</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Tavarez, Tiffany</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Taylor, Mitchell</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Thomas, Deivon</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Torres, Daniel</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Torres, Esther</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Torres, Hugo</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Tran, Jonathan</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Trejo, Jorge</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Trimble, Tabitha</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Valdez, Roberto</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Valdivia, Anita</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Valencia, Anayurixsi</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Valenzuela, Amber</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Valenzuela, Biviana</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Valenzuela, Cristina</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Valenzuela, Jonathan</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Valero, Emery</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Valledolid, Ricardo</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Vazquez, Ana</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Vazquez, Eduardo</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Vega, Antonio</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Velardez, Alex</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Velasco, Jose</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Villegas, Miriam</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Vldair, Natalie</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19



## District Volunteers

Presented for Information on September 12, 2019

[v.8.23.2019.p.12|12]

	Site	Assignment	From	To
<b>Walczak, Meagan</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Webb, Jesse</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>White, Bernice</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Williams, Mary</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Williams, Mya</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Williams, Sada</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Young, Haeley</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Zamarron, Jose</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Zambrano, Arleen</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Zamora, Veronica</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Zunaby, Belle</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Zuniga, Deanna</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Zuniga, Fernando</b>	SBVC	Promise - First Year Experience	9/13/19	12/31/19
<b>Thomas, Linette</b>	KVCR	KVCR Development	10/10/19	12/31/19
<b>Anagnostopohlus, Dean</b>	KVCR	KVCR Development	10/10/19	12/31/19
<b>Schnaus, Loretta</b>	KVCR	KVCR Development	10/10/19	12/31/19
<b>Fanning, Kathleen</b>	KVCR	KVCR Development	10/10/19	12/31/19
<b>Dubas, Marisa</b>	KVCR	KVCR Development	10/10/19	12/31/19
<b>Murphy, Aisha</b>	KVCR	KVCR Development	10/10/19	12/25/19
<b>Campbell, Gary</b>	KVCR	KVCR Development	10/10/19	12/31/19

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** September 12, 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, 2020, is estimated to be \$30,840,934.

### **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 2019-20

(as of August 21, 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	42,362	42,276	41,190	44,851	40,921	36,925	38,779	33,265	42,760	48,740	42,453	39,374		
Receipts														
Federal	35	-5		479	-82	706	4	1,080	377	224	523	-176		3,164
State	6,276	9,352	17,867	9,726	10,814	14,169	10,710	22,804	15,002	6,707	8,519	12,410		144,356
State Deferrals														
Local	814	214	386	590	876	3,886	426	1,384	140	1,441	999	823		11,980
Temporary Borrowings														
Interfund Transfer & Sale of Assets	894			2				6,031	8,758	2,215	1,963	108		19,971
Accounts Receivable/Accruals	231	275	645	2,419	169	-439	4	787	403	230	379	1,575		6,679
Total Receipts	8,250	9,835	18,898	13,215	11,777	18,322	11,143	32,087	24,681	10,818	12,384	14,740		186,150
Disbursements														
Academic Salaries	6	2,330	4,544	4,981	4,928	5,074	4,968	4,666	5,010	5,140	5,118	8,376		55,141
Classified Salaries	2,370	2,681	4,034	3,009	3,005	3,200	2,949	2,700	2,867	2,933	3,183	4,562		37,493
Benefits	1,170	2,059	2,751	2,548	2,558	2,578	2,550	2,681	2,569	2,595	2,627	3,943		30,629
Supplies & Materials	98	17	128	240	175	236	170	248	267	269	336	2,220		4,404
Other Operating Exp	399	523	2,903	2,074	2,062	3,030	3,914	1,956	1,930	4,937	3,025	13,258		40,012
Capital Outlay	819	3	98	163	291	160	289	25	275	802	621	1,911		5,457
Other Outgo	195		303		2,594	2,123	1,887	-209	903	429	1,733	3,299		13,257
Longterm Post-Employment Benefits	-7	-1	-2	-17	-9	21	-2	-9	5	-9	23	-3		-9
Accounts Payable/Accruals	3,284	3,309	479	4,146	168	48	-69	10,534	4,874	8	-1,202	-14,294		11,287
Total Disbursements	8,335	10,921	15,237	17,145	15,773	16,468	16,657	22,591	18,701	17,105	15,464	23,273		197,671
Increase / (Decrease) in Cash Balance	-86	-1,086	3,661	-3,930	-3,996	1,854	-5,514	9,495	5,980	-6,287	-3,080	-8,533		
Estimated Ending Cash Balance	42,276	41,190	44,851	40,921	36,925	38,779	33,265	42,760	48,740	42,453	39,374	30,841		

## **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:** September 12, 2019  
**SUBJECT:** MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

### **ANALYSIS**

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this information item.



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**August 21, 2019**

**SAMUEL TREJO INTERIM APPOINTMENT TO DIRECTOR, FINANCIAL AID**

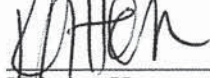
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Samuel Trejo (hereinafter, "Employee"), Financial Aid Coordinator, to Director, Financial Aid, under the following stipulations:

1. The length of assignment will be from August 21, 2019 through December 31, 2019, or until a decision is made by the Employee or management to end the assignment, or the position is filled on a permanent basis.
2. The Employee will be compensated at Range 16 Step A of the Management Salary Schedule. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the Parties.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may avail himself of any and all rights and representation afforded him through affiliation with the Association.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as Director, Financial Aid, or be evaluated during the Out-of-Class assignment.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to his regular classified position as Financial Aid Coordinator.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as Financial Aid Coordinator will continue to accrue and the Out-of-Class assignment will not be construed in any manner as a break in service.

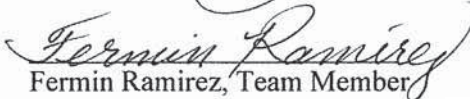
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

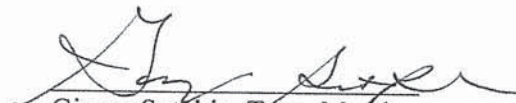


Kristina Hannon, SBCCD  
Executive Director, Human Resources

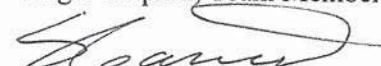
For CSEA

  
Kevin Palkki, President CSEA #291  
Fermin Ramirez, Team Member

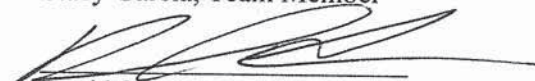




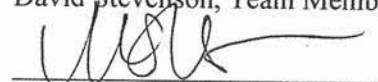
Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

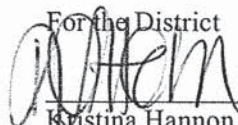
**August 26, 2019**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

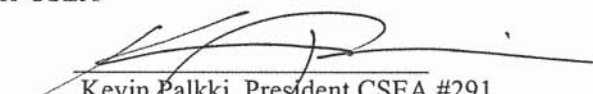
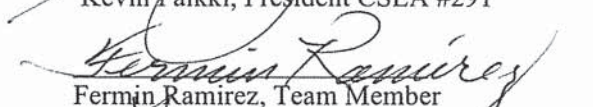
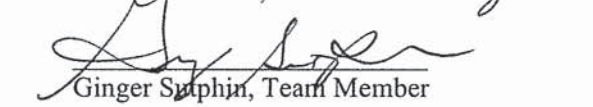
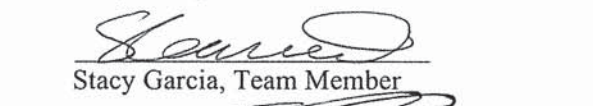
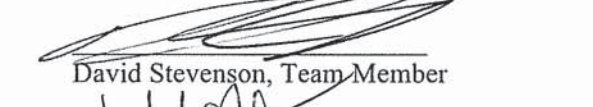

The Parties agree to approve the Out-of-Class assignment for Charlie Taylor (hereinafter, "Employee"), Broadcast Operator, to Traffic Coordinator, Television under the following stipulations:

1. The length of assignment will be from February 11, 2019 through August 26, 2019.
2. The Employee will be compensated at Range 42 Step D of the Classified Salary Schedule. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the Parties.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may avail themselves of all rights and representation afforded through affiliation with the Association.
4. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as Broadcast Operator will continue to accrue and the Out-of-Class assignment will not be construed in any manner as a break in service.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

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

For CSEA

  
Kevin Palkki, President CSEA #291  
  
Fermin Ramirez, Team Member  
  
Ginger Sulphur, 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:** September 12, 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 September 12, 2019

[v.8.23.2019.p.1|6]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Olmos, Araceli</b> CHC Health & Wellness Center	Counseling Trainee	8/7/19	12/31/19	\$15.00
<b>Mekbib, Hawariawe</b> CHC Marketing	Content Specialist	8/5/19	12/30/19	\$25.00
<b>Hernandez, Kristina</b> CHC Marketing	Staff Writer	8/5/19	12/30/19	\$20.00
<b>Braden, Andrew</b> CHC Marketing	Staff Writer/ Photographer	8/7/19	12/31/19	\$20.00
<b>Elite, Evan</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	8/21/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Schuster, Jordan J.</b> CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	8/21/19	12/31/19	\$20.00/ \$25.00/ \$30.00
<b>Nguyen, Nicholas</b> CHC Respiratory	Respiratory Care Clinical	7/1/19	12/31/19	\$40.00
<b>Brinkerhoff, Jonathan</b> CHC Tutoring Center	Tutor III	7/1/19	12/20/19	\$15.50
<b>Pelayo, Edgar</b> SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	8/5/19	12/20/19	\$20.00
<b>Worsley, Barbara</b> SBVC Arts and Humanities	Program Assistant	8/9/19	12/31/19	\$45.00
<b>Briceno, Yesenia</b> SBVC Arts and Humanities	Tutor II	8/13/19	12/31/19	\$13.50
<b>Garcia, Luz</b> SBVC Arts and Humanities	Tutor II	8/13/19	12/31/19	\$13.50
<b>Gomez, Laura</b> SBVC Arts and Humanities	Tutor II	8/13/19	12/31/19	\$13.50
<b>Humphrey, Ruth</b> SBVC Arts and Humanities	Tutor II	8/13/19	12/31/19	\$13.50
<b>Sekhon, Prabhjot</b> SBVC Arts and Humanities	Tutor II	8/13/19	12/31/19	\$13.50
<b>Ibanez, Shakira</b> SBVC Computer Information Technology	Tutor II	8/19/19	12/31/19	\$13.50
<b>Baca, Sarah Marie</b> SBVC DSP&S	Assistant Instructor	9/16/19	12/31/19	\$20.00
<b>Bolivar, Luis Fernando</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	7/1/19	12/31/19	\$45.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on September 12, 2019

[v.8.23.2019.p.2]6]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Smith, Michelle</b> SBVC Geography	Tutor II	7/1/19	8/1/19	\$13.50
<b>Foster, Brandie</b> SBVC Human Services	Training Specialist	7/1/19	12/30/19	\$19.00
<b>Garcia, Lesa</b> SBVC Human Services	Training Specialist	7/1/19	12/30/19	\$19.00
<b>Catalano II, Joseph John</b> SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	8/1/19	12/31/19	\$50.00
<b>Tollefson, Dennis H</b> SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	8/1/19	12/31/19	\$50.00
<b>Carlos, Christopher J</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	8/1/19	12/31/19	\$35.00/ \$50.00
<b>Castillo Jr., Armando</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	9/1/19	12/31/19	\$35.00/ \$50.00
<b>De La Garza Jr, Eloy</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	8/1/19	12/31/19	\$35.00/ \$50.00
<b>Guerra, Lee</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>Guerra, Lisa</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	8/8/19	12/31/19	\$35.00/ \$50.00
<b>Jarrett, Jerry W</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	9/1/19	12/31/19	\$35.00/ \$50.00
<b>Jasso, Gabriel A</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	8/1/19	12/31/19	\$35.00/ \$50.00
<b>Sutcliffe, Andrew A</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	9/1/19	12/31/19	\$35.00/ \$50.00
<b>Torres, Xavier J</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	8/1/19	12/31/19	\$35.00/ \$50.00
<b>Ratti, Joshua L</b> SBVC RTVF, Arts & Humanitites	RTVF Intern I	9/18/19	12/31/19	\$12.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on September 12, 2019

[v.8.23.2019.p.3]6]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Clevenger, Joanna</b> SBVC Writing Center	Tutor III	8/12/19	12/31/19	\$15.50

## Short-Term

	Duties	From	To	Hourly Rate
<b>Curiel, Araceli</b> SBVC Student Equity & Success	Project Assistant I	5/30/19	6/30/19	\$12.00
<b>Jaramillo, Kristina</b> SBVC First Year Experience	Project Assistant II	8/11/19	12/31/19	\$13.50
<b>Cruz, Kenia</b> SBVC Art Department	Model (undraped)	9/12/19	12/23/19	\$16.00
<b>Neuharth, Rose</b> SBVC Art Department	Model (undraped)	9/12/19	12/23/19	\$16.00

## Substitute

	Duties	From	To	Hourly Rate
<b>Bender, ZsaQuita</b> CHC Career Education & Human Development <i>Extension: sick, vacation coverage</i>	Secretary II	6/27/19	6/30/19	\$21.92
<b>Cardenas, Gilda</b> CHC Child Development Center <i>Extension: on call, sick, vacation coverage</i>	Child Development Assistant	8/5/19	10/3/19	\$16.37
<b>Cardenas, Gilda</b> CHC Child Development Center <i>Extension: on call, sick, vacation coverage</i>	Child Development Assistant	10/4/19	12/2/19	\$16.37
<b>Cardenas, Gilda</b> CHC Child Development Center <i>Extension: on call, sick, vacation coverage</i>	Child Development Assistant	12/3/19	1/31/20	\$16.37
<b>Cardenas, Gilda</b> CHC Child Development Center <i>Extension: on call, sick, vacation coverage</i>	Child Development Assistant	2/1/20	3/31/20	\$16.37
<b>Cardenas, Gilda</b> CHC Child Development Center <i>Extension: on call, sick, vacation coverage</i>	Child Development Assistant	4/1/20	5/30/20	\$16.37





# Professional Expert, Short-Term & Substitute Employees

Presented for Information on September 12, 2019

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## Substitute

	Duties	From	To	Hourly Rate
<b>Shalhoub, Irene</b> CHC Child Development Center <i>New: on call, sick, vacation coverage</i>	Child Development Assistant	8/5/19	10/3/19	\$16.37
<b>Shalhoub, Irene</b> CHC Child Development Center <i>New: on call, sick, vacation coverage</i>	Child Development Assistant	10/4/19	12/2/19	\$16.37
<b>Shalhoub, Irene</b> CHC Child Development Center <i>New: on call, sick, vacation coverage</i>	Child Development Assistant	12/3/19	1/31/20	\$16.37
<b>Shalhoub, Irene</b> CHC Child Development Center <i>New: on call, sick, vacation coverage</i>	Child Development Assistant	2/1/20	3/31/20	\$16.37
<b>Shalhoub, Irene</b> CHC Child Development Center <i>New: on call, sick, vacation coverage</i>	Child Development Assistant	4/1/20	5/30/20	\$16.37
<b>Ramos, Julio</b> CHC Custodial <i>Extension: on call, sick, vacation coverage</i>	Custodian	4/16/19	6/16/19	\$19.47
<b>Ramos, Julio</b> CHC Custodial <i>Extension: on call, sick, vacation coverage</i>	Custodian	6/16/19	6/30/19	\$19.47
<b>Ramos, Julio</b> CHC Custodial <i>Extension: on call, sick, vacation coverage</i>	Custodian	7/1/19	9/1/19	\$19.47
<b>Henderson, Kristine</b> CHC Custodial <i>New: on call, sick, vacation, leave coverage</i>	Custodian	7/10/19	9/10/19	\$19.47
<b>O'Shaughnessy, Graham</b> CHC DSPS <i>New: vacancy in recruitment</i>	Student Services Technician II	3/14/19	5/14/19	\$22.46
<b>O'Shaughnessy, Graham</b> CHC DSPS <i>Extension: vacancy in recruitment</i>	Student Services Technician II	7/1/19	7/7/19	\$22.46
<b>O'Shaughnessy, Graham</b> CHC DSPS <i>Extension: vacancy in recruitment</i>	Student Services Technician II	7/8/19	9/6/19	\$22.46
<b>Chavez, Edward</b> CHC Facilities, Planning & Construction <i>New: on call, sick, vacation, leave coverage</i>	Custodian	7/17/19	9/17/19	\$19.47



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on September 12, 2019

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## Substitute

	Duties	From	To	Hourly Rate
<b>Fellenz, Josh</b> CHC Maintenance <i>New: on call, sick, vacation, leave coverage</i>	Aquatic Center Pool Attendant	8/18/19	10/17/19	\$18.99
<b>Kunf, Alex</b> CHC Maintenance <i>Extension: on call, sick, vacation, leave coverage</i>	Aquatic Center Pool Attendant	8/18/19	10/17/19	\$18.99
<b>McCord, Rose</b> DIST Accounts Payable <i>Extension: vacancy in recruitment</i>	Accounts Payable	6/15/19	6/30/19	\$20.96
<b>McCord, Rose</b> DIST Accounts Payable <i>Extension: vacancy in recruitment</i>	Accounts Payable	7/1/19	7/11/19	\$20.96
<b>Mesa, Krystal</b> DIST Facilities, Planning & Construction <i>New: vacancy in recruitment</i>	Clerical Assistant II	8/12/19	10/11/19	\$18.52
<b>Rendon, Marlies</b> DIST Facilities, Planning & Construction <i>Extension: on call, sick, vacation coverage</i>	Custodian	7/1/19	8/31/18	\$19.47
<b>Rendon, Marlies</b> DIST Facilities, Planning & Construction <i>Extension: on call, sick, vacation coverage</i>	Custodian	9/1/19	10/31/19	\$19.47
<b>Hall, Suzan</b> SBVC Administrative Services <i>New: vacancy in recruitment</i>	Administrative Secretary	8/12/19	10/10/19	\$24.92
<b>Higgins, Earnest</b> SBVC Applied Technology <i>Extension: vacancy in recruitment</i>	Tool Room Specialist	7/22/19	9/20/19	\$18.99
<b>Leyva, Elaina</b> SBVC Assessment Center <i>New: on call, sick, vacation coverage</i>	Student Services Technician I	8/5/19	10/3/19	\$20.96
<b>Gilbert, Darlene</b> SBVC Child Development Center <i>Extension: on call, sick, vacation coverage</i>	Child Development Assistant	8/30/19	10/28/19	\$15.89
<b>Jennifer Mora</b> SBVC Child Development Center <i>Extension: on call, sick, vacation coverage</i>	Child Development Assistant	8/30/19	10/28/19	\$15.89
<b>Ramirez, Irene</b> SBVC Child Development Center <i>Extension: on call, sick, vacation coverage</i>	Child Development Assistant	8/30/19	10/28/19	\$15.89





# Professional Expert, Short-Term & Substitute Employees

Presented for Information on September 12, 2019

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## Substitute

	Duties	From	To	Hourly Rate
<b>Shehata, Neveen</b> SBVC Child Development Center <i>Extension: on call, sick, vacation coverage</i>	Child Development Assistant	8/30/19	10/28/19	\$15.89
<b>Gilbert, Darlene</b> SBVC Child Development Center <i>Extension: on call, sick, vacation coverage</i>	Child Development Teacher	8/30/19	10/28/19	\$22.87
<b>Jennifer Mora</b> SBVC Child Development Center <i>Extension: on call, sick, vacation coverage</i>	Child Development Teacher	8/30/19	10/28/19	\$22.87
<b>Ramirez, Irene</b> SBVC Child Development Center <i>Extension: on call, sick, vacation coverage</i>	Child Development Teacher	8/30/19	10/28/19	\$22.87
<b>Cruz, Jesse</b> SBVC Child Development Center <i>Extension: vacancy in recruitment</i>	Clerical Assistant I	8/30/19	9/15/19	\$16.30
<b>Hernandez, Gloria</b> SBVC Custodial <i>Extension: on call, sick, vacation coverage</i>	Custodian	7/29/19	9/28/19	\$19.47
<b>Torrence, Roshaun</b> SBVC Custodial <i>New: on call, sick, vacation coverage</i>	Custodian	7/29/19	9/28/19	\$19.47
<b>Vargas, Brandon</b> SBVC Custodial <i>New: on call, sick, vacation coverage</i>	Custodian	7/29/19	9/26/19	\$19.47
<b>Hernandez, Gloria</b> SBVC Food Services <i>Extension: on call, sick, vacation coverage</i>	Food Service Worker I	7/1/19	8/1/19	\$15.14
<b>Hall, Suzan</b> SBVC Nursing <i>Extension: on call, sick, vacation coverage</i>	Secretary II	7/30/19	8/9/19	\$22.58

## **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:** September 12, 2019  
**SUBJECT:** Purchase Orders

### **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 7/17/19 – 08/18/19 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  
September 12, 2019

PO#	Supplier Name	Amount
2000566	STAPLES BUSINESS ADVANTAGE	\$ 1,557.36
2000567	CORPORATE DISK COMPANY	\$ 14,007.50
2000568	FOREST INCENTIVES LTD	\$ 86,200.00
2000569	HYMAN ENTERPRISES LLC	\$ 3,232.50
2000570	US BRANDS	\$ 2,155.00
2000571	NAXOS OF AMERICA	\$ 2,155.00
2000572	HOUSTON ENTERPRISES	\$ 2,155.00
2000574	VERIZON WIRELESS	\$ 1,000.00
2000580	CA COMM COLLEGE EXTENDED OPPORTUNITY PROGRAMS	\$ 620.00
2000584	FERGUSON ENTERPRISES INC	\$ 8,000.00
2000585	SMART & FINAL STORES CORP	\$ 3,000.00
2000586	BURRTEC WASTE GROUP INC	\$ 82,362.00
2000587	US BANK CORPORATE PMT SYSTEMS	\$ 2,000.00
2000589	SAN BERNARDINO CCD	\$ 100,000.00
2000590	SOUND MEDIA INC	\$ 12,930.00
2000591	VISABILITY	\$ 14,007.50
2000592	NOTABLE INC	\$ 215.50
2000593	STAPLES BUSINESS ADVANTAGE	\$ 157.61
2000595	STAPLES BUSINESS ADVANTAGE	\$ 211.85
2000599	MALLORY SAFETY & SUPPLY LLC	\$ 331.87
2000600	KELLY PAPER COMPANY	\$ 1,500.00
2000601	PIONEER ATHLETICS	\$ 1,097.30
2000603	SAN BERNARDINO, CITY OF (WATER)	\$ 195,000.00
2000604	COLTON, CITY OF	\$ 38,000.00
2000605	SOUTHERN CALIFORNIA EDISON CO	\$ 1,524,415.00
2000606	CENTER FOR CRIMINAL JUSTICE RESEARCH & TRAINING	\$ 427.77
2000607	AT&T	\$ 8,500.00
2000608	VERIZON FEDERAL INC	\$ 14,000.00
2000609	AT&T	\$ 5.00
2000610	FRONTIER COMMUNICATIONS	\$ 103,000.00
2000612	VERIZON WIRELESS	\$ 4,480.00
2000613	SOUTHERN CALIFORNIA GAS CO	\$ 115,500.00
2000614	STATE WATER RESOURCES CONTROL BOARD	\$ 1,500.00
2000615	SAN BERNARDINO, COUNTY OF	\$ 250.00
2000616	SAN BERNARDINO, COUNTY OF	\$ 4,000.00
2000617	CALIFORNIA, STATE OF	\$ 8,000.00
2000618	DTSC ACCOUNTING SECTION	\$ 1,000.00
2000619	SHELL CREDIT CARD CENTER	\$ 2,000.00
2000620	SAN BERNARDINO, CITY OF	\$ 1,000.00
2000621	SAN BERNARDINO, CITY OF	\$ 300.00
2000624	SOUTHERN CALIFORNIA GAS CO	\$ 70,000.00
2000626	VERIZON FEDERAL INC	\$ 1,350.00
2000629	FRONTIER COMMUNICATIONS	\$ 48,650.00
2000631	SVM LP	\$ 44,243.75
2000633	KI INCORPORATED	\$ 251,207.25

Purchase Order Report  
September 12, 2019

PO#	Supplier Name	Amount
2000636	POCKET NURSE ENTERPRISES INC	\$ 1,014.41
2000642	KREHBIEL, DEANNA	\$ 2,000.00
2000643	CLAREMONT GRADUATE UNIVERSITY	\$ 5,000.00
2000648	US BANK CORPORATE PMT SYSTEMS	\$ 1,500.00
2000649	US BANK CORPORATE PMT SYSTEMS	\$ 1,500.00
2000650	NATIONAL COLLEGIATE HONORS COUNCIL	\$ 550.00
2000651	GONZALES, AMELIA	\$ 200.00
2000653	DENNIS, PAUL	\$ 600.00
2000654	JOHNSON, WALLACE	\$ 150.00
2000658	US BANK CORPORATE PMT SYSTEMS	\$ 49.50
2000659	STAPLES BUSINESS ADVANTAGE	\$ 228.58
2000661	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
2000672	US BANK CORPORATE PMT SYSTEMS	\$ 2,000.00
2000673	MORALES, BRENDA	\$ 500.00
2000674	MILLER, KIMBERLY	\$ 500.00
2000676	MICROSOFT CORPORATION	\$ 5,253.11
2000677	BELTON, LASHAN	\$ 500.00
2000678	CPR1	\$ 780.00
2000680	US BANK CORPORATE PMT SYSTEMS	\$ 1,000.00
2000690	STAPLES BUSINESS ADVANTAGE	\$ 590.19
2000691	STAPLES BUSINESS ADVANTAGE	\$ 101.76
2000692	CHEVRON & TEXACO CARD SERVICES	\$ 400.00
2000695	ACHRO	\$ 350.00
2000696	FOLLETT HIGHER EDUCATION GROUP INC	\$ 120,000.00
2000697	FOLLETT HIGHER EDUCATION GROUP INC	\$ 10,000.00
2000701	SYPHENGPHETH, KAMPHOUNE	\$ 166.75
2000706	GRAYBAR ELECTRIC CO INC	\$ 3,000.00
2000708	HEALTH SERVICES ASSOCIATION CALIFORNIA COMMUNITY COLLEGES	\$ 200.00
2000710	US BANK CORPORATE PMT SYSTEMS	\$ 366.52
2000711	US BANK CORPORATE PMT SYSTEMS	\$ 382.51
2000712	GENUINE AUTO PARTS	\$ 1,287.82
2000715	US BANK CORPORATE PMT SYSTEMS	\$ 7.56
2000717	SOUTHERN CALIFORNIA EDISON CO	\$ 51,000.00
2000718	BEST GOLF CARTS INC	\$ 23,755.34
2000719	US FOODS INC	\$ 95,462.83
2000721	ADORAMA INC	\$ 36,428.74
2000725	PERFORMANCE HEALTH SUPPLY INC	\$ 6,356.96
2000728	SOCCER CENTER	\$ 1,113.17
2000729	FLINN SCIENTIFIC INC	\$ 2,874.42
2000731	SAN BERNARDINO CCD	\$ 1,069.91
2000734	VWR INTERNATIONAL LLC	\$ 3,500.00
2000735	HARDY DIAGNOSTICS	\$ 4,000.00
2000736	BIO-RAD LABORATORIES INC	\$ 1,500.00
2000737	CAROLINA BIOLOGICAL SUPPLY CO	\$ 500.00
2000738	CAROLINA BIOLOGICAL SUPPLY CO	\$ 5,300.00

Purchase Order Report  
September 12, 2019

PO#	Supplier Name	Amount
2000739	LAURA MOLLE	\$ 1,300.00
2000740	STAPLES BUSINESS ADVANTAGE	\$ 169.28
2000742	HOME DEPOT, THE	\$ 1,650.00
2000747	COMPUTERIZED EMBROIDERY COMPANY INC	\$ 465.48
2000749	US BANK CORPORATE PMT SYSTEMS	\$ 5.06
2000750	US BANK CORPORATE PMT SYSTEMS	\$ 100.00
2000751	US BANK CORPORATE PMT SYSTEMS	\$ 62.37
2000752	KELLY, CHARLES	\$ 37.23
2000753	BSN SPORTS INC	\$ 13,218.50
2000756	CDW LLC	\$ 97,539.75
2000758	US BANK CORPORATE PMT SYSTEMS	\$ 400.00
2000760	SAN BERNARDINO CCD	\$ 3,377.72
2000763	REDLANDS, CITY OF (WATER)	\$ 180,000.00
2000764	SOUTHERN CALIFORNIA EDISON CO	\$ 500,760.00
2000767	CALIFORNIA COMMUNITY COLLEGE FOOTBALL COACHES ASSOCIATIONS	\$ 200.00
2000772	BIG BEAR CHAMBER OF COMMERCE	\$ 125.00
2000773	CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION	\$ 9,050.00
2000774	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	\$ 34,622.00
2000775	US BANK CORPORATE PMT SYSTEMS	\$ 948.96
2000777	STAPLES BUSINESS ADVANTAGE	\$ 381.16
2000778	US BANK CORPORATE PMT SYSTEMS	\$ 216.69
2000779	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL EDUCATION	\$ 495.00
2000780	CDW LLC	\$ 2,384.77
2000781	RAMIREZ, FERMIN	\$ 500.00
2000782	FOLLETT HIGHER EDUCATION GROUP INC	\$ 5,000.00
2000783	FOLLETT HIGHER EDUCATION GROUP INC	\$ 5,000.00
2000784	FRED PRYOR SEMINARS	\$ 160.55
2000785	MEDLINE INDUSTRIES INC	\$ 626.91
2000786	MUSEUM OF TOLERANCE	\$ 430.50
2000787	US BANK CORPORATE PMT SYSTEMS	\$ 3,000.00
2000788	CALIFORNIA COMMUNITY COLLEGE STUDENT AFFAIRS ASSOCIATION	\$ 100.00
2000796	CALIFORNIA COALITION EARLY MIDDLE COLLEGES	\$ 700.00
2000798	US BANK CORPORATE PMT SYSTEMS	\$ 750.00
2000800	UNIVERSITY OF SOUTHERN CALIFORNIA	\$ 9,500.00
2000802	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	\$ 500.00
2000803	COMMUNITY COLLEGE BUSINESS OFFICERS	\$ 600.00
2000804	SAN BERNARDINO CCD	\$ 3,978.67
2000806	GERARD, ELIJAH	\$ 500.00
2000807	US BANK CORPORATE PMT SYSTEMS	\$ 1,500.00
2000808	US BANK CORPORATE PMT SYSTEMS	\$ 1,000.00
2000809	US BANK CORPORATE PMT SYSTEMS	\$ 10,000.00
2000810	US BANK CORPORATE PMT SYSTEMS	\$ 22,000.00
2000811	US BANK CORPORATE PMT SYSTEMS	\$ 5,000.00
2000812	US BANK CORPORATE PMT SYSTEMS	\$ 5,000.00
2000813	CM SCHOOL SUPPLY CO	\$ 25,000.00

Purchase Order Report  
September 12, 2019

PO#	Supplier Name	Amount
2000816	PROPHET CORPORATION, THE	\$ 43.60
2000817	STAPLES BUSINESS ADVANTAGE	\$ 206.91
2000818	LIFEGUARD STORE, THE	\$ 1,077.50
2000825	US BANK CORPORATE PMT SYSTEMS	\$ 130.50
2000827	RATIGAN, JAMES C	\$ 403.96
2000828	BREWER, QUINCY	\$ 453.60
2000829	BREWER, QUINCY	\$ 325.00
2000831	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
2000832	STAPLES BUSINESS ADVANTAGE	\$ 356.36
2000833	ARIEL DAVIS	\$ 500.00
2000834	US BANK CORPORATE PMT SYSTEMS	\$ 5,500.00
2000835	SVM LP	\$ 6,425.00
2000836	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	\$ 5,130.00
2000837	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	\$ 1,134.00
2000839	SAN BERNARDINO CCD	\$ 10,000.00
2000842	US BANK CORPORATE PMT SYSTEMS	\$ 565.61
2000844	TURNING TECHNOLOGIES LLC	\$ 1,595.78
2000848	SOUTH CAROLINA, UNIVERSITY OF	\$ 3,815.00
2000849	WALTER PENNIMAN	\$ 900.00
2000850	STAPLES BUSINESS ADVANTAGE	\$ 202.71
2000851	STAPLES BUSINESS ADVANTAGE	\$ 890.35
2000852	OFFICE & ERGONOMICS SOLUTIONS INC	\$ 2,516.61
2000853	CDW LLC	\$ 3,773.62
2000854	US BANK CORPORATE PMT SYSTEMS	\$ 2,500.00
2000855	US BANK CORPORATE PMT SYSTEMS	\$ 800.00
2000858	US BANK CORPORATE PMT SYSTEMS	\$ 605.00
2000859	LAKESHORE LEARNING MATERIALS	\$ 1,077.50
2000860	STATER BROS MARKETS	\$ 3,000.00
2000861	DISCOUNT SCHOOL SUPPLY	\$ 1,508.50
2000863	COMMUNITY PLAYTHINGS	\$ 1,993.38
2000864	US BANK CORPORATE PMT SYSTEMS	\$ 2,500.00
2000869	STAPLES BUSINESS ADVANTAGE	\$ 60.99
2000870	STAPLES BUSINESS ADVANTAGE	\$ 64.48
2000873	QUACH, PATTY	\$ 500.00
2000874	TENORIO, JOHN	\$ 500.00
2000875	MARISCAL MEDINA, MARITZA	\$ 500.00
2000877	AUDIO VISUAL INNOVATIONS, INC	\$ 1,538.54
2000878	US BANK CORPORATE PMT SYSTEMS	\$ 1,200.00
2000879	STAPLES BUSINESS ADVANTAGE	\$ 134.76
2000880	BON APPETIT	\$ 8,000.00
2000881	GRAB & GO	\$ 29,000.00
2000882	FARMERS BROTHERS	\$ 6,500.00
2000883	FRITO-LAY	\$ 31,000.00
2000884	K-LAM ICE-CREAM	\$ 1,500.00
2000885	BSN SPORTS INC	\$ 1,082.40

Purchase Order Report  
September 12, 2019

PO#	Supplier Name	Amount
2000886	US BANK CORPORATE PMT SYSTEMS	\$ 620.00
2000888	US FOODS INC	\$ 70,500.00
2000890	US BANK CORPORATE PMT SYSTEMS	\$ 52.37
2000891	US BANK CORPORATE PMT SYSTEMS	\$ 67.04
2000892	US BANK CORPORATE PMT SYSTEMS	\$ 120.51
2000893	LAUNDRY LOOPS INC	\$ 355.49
2000894	BSN SPORTS INC	\$ 659.59
2000895	BLUE RIBBON INK & THREAD INC	\$ 1,263.91
2000896	STATER BROS MARKETS	\$ 500.00
2000899	US BANK CORPORATE PMT SYSTEMS	\$ 55.84
2000900	US BANK CORPORATE PMT SYSTEMS	\$ 87.80
2000902	HEILGEIST, KRISTINA	\$ 150.00
2000903	AYCOCK, LARRY	\$ 300.00
2000905	PEPSI-COLA	\$ 72,000.00
2000906	SHAMROCK FOODS COMPANY	\$ 57,000.00
2000907	SOCCER CENTER	\$ 642.19
2000910	STAPLES BUSINESS ADVANTAGE	\$ 578.18
2000911	US BANK CORPORATE PMT SYSTEMS	\$ 1,500.00
2000912	SEHI COMPUTER PRODUCTS INC	\$ 826.46
2000913	US BANK CORPORATE PMT SYSTEMS	\$ 93.90
2000914	ANIXTER INC	\$ 13,000.00
2000916	STAPLES BUSINESS ADVANTAGE	\$ 472.70
2000917	STAPLES BUSINESS ADVANTAGE	\$ 313.22
2000918	STAPLES BUSINESS ADVANTAGE	\$ 571.27
2000921	VALLEY POWER SYSTEMS INC	\$ 14,930.50
2000925	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 495.00
2000926	GENUINE AUTO PARTS	\$ 509.63
2000928	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 495.00
2000929	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 250.00
2000930	JOJO'S GRILL-A-DOG	\$ 3,947.42
2000932	SAN BERNARDINO CCD	\$ 70.29
2000933	GRAINGER INC	\$ 3,632.86
2000935	SAN BERNARDINO CCD	\$ 70.29
2000938	JUSTINE PLEMONS	\$ 500.00
2000940	FRED PRYOR SEMINARS	\$ 149.00
2000941	SAN BERNARDINO CCD	\$ 75.05
2000942	US BANK CORPORATE PMT SYSTEMS	\$ 42.00
2000943	US BANK CORPORATE PMT SYSTEMS	\$ 6,048.54
2000944	US BANK CORPORATE PMT SYSTEMS	\$ 2,028.41
2000952	VERIZON WIRELESS	\$ 200.00
2000953	FEDERAL EXPRESS	\$ 500.00
2000955	US BANK CORPORATE PMT SYSTEMS	\$ 2,155.00
2000956	US BANK CORPORATE PMT SYSTEMS	\$ 1,616.25
2000958	SAN BERNARDINO CCD	\$ 1,020.16
2000961	COUNCIL FOR ADVANCEMENT AND SUPPORT OF EDUCATION	\$ 1,210.00

Purchase Order Report  
September 12, 2019

PO#	Supplier Name	Amount
2000962	STAPLES BUSINESS ADVANTAGE	\$ 59.52
2000963	STAPLES BUSINESS ADVANTAGE	\$ 2,914.41
2000966	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 495.00
2000968	STAPLES BUSINESS ADVANTAGE	\$ 101.05
2000969	SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT	\$ 911.63
2000972	FOLLETT HIGHER EDUCATION GROUP INC	\$ 800.00
2000973	RODRIGUEZ, DIANA	\$ 500.00
2000974	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
2000975	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES, THE	\$ 4,766.19
2000980	STAPLES BUSINESS ADVANTAGE	\$ 55.98
2000981	US BANK CORPORATE PMT SYSTEMS	\$ 245.00
2000985	CHRONICLE OF HIGHER EDUCATION, THE	\$ 100.00
2000986	SAN BERNARDINO CCD	\$ 117.45
2000987	FRED PRYOR SEMINARS	\$ 597.00
2000988	US BANK CORPORATE PMT SYSTEMS	\$ 478.00
2000989	SOCCER MASTER	\$ 896.05
2000990	US BANK CORPORATE PMT SYSTEMS	\$ 1,800.00
2000992	STAPLES BUSINESS ADVANTAGE	\$ 279.69
2000995	STAPLES BUSINESS ADVANTAGE	\$ 266.19
2000996	FOLLETT HIGHER EDUCATION GROUP INC	\$ 1,000.00
2000997	B&H PHOTO VIDEO	\$ 32,221.90
2000998	ADORAMA INC	\$ 34,820.00
2001000	US BANK CORPORATE PMT SYSTEMS	\$ 553.00
2001002	US BANK CORPORATE PMT SYSTEMS	\$ 5,000.00
2001003	KAP 7 INTERNATIONAL INC	\$ 1,046.71
2001004	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
2001005	SAN BERNARDINO, COUNTY OF	\$ 250.00
2001007	AIRGAS USA LLC	\$ 124.99
2001008	CHITTENDEN, HEATHER	\$ 400.00
2001021	FOLLETT HIGHER EDUCATION GROUP INC	\$ 200,000.00
2001030	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES, THE	\$ 2,099.35
2001031	CAROLINA BIOLOGICAL SUPPLY CO	\$ 4,848.75
2001032	KEVIN HORAN	\$ 75.00
2001034	COSTCO	\$ 700.00
2001035	HERBARIUM SUPPLY	\$ 179.94
2001036	FLINN SCIENTIFIC INC	\$ 1,217.00
2001037	US BANK CORPORATE PMT SYSTEMS	\$ 329.50
2001038	US BANK CORPORATE PMT SYSTEMS	\$ 2,500.00
2001039	VERNIER SOFTWARE & TECHNOLOGY	\$ 1,526.10
2001040	FISHER SCIENCE EDUCATION	\$ 1,159.76
2001041	US BANK CORPORATE PMT SYSTEMS	\$ 5,500.00
2001042	BIO-RAD LABORATORIES INC	\$ 469.79
2001044	CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION	\$ 4,050.00
2001045	MONTGOMERY HARDWARE CO	\$ 2,688.99
2001046	HOME DEPOT, THE	\$ 500.00



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PO#	Supplier Name	Amount
2001047	HOME DEPOT, THE	\$ 500.00
2001049	MERCADANTE, DOMINIC	\$ 4,000.00
2001050	SAN BERNARDINO CCD	\$ 198.26
2001051	GEAR UP UNIFORMS	\$ 6,000.00
2001052	FRONTIER COMMUNICATIONS	\$ 300.00
2001053	US BANK CORPORATE PMT SYSTEMS	\$ 1,500.00
2001055	LINCOLN AQUATICS	\$ 300.00
2001056	FOLLETT HIGHER EDUCATION GROUP INC	\$ 700.00
2001057	US BANK CORPORATE PMT SYSTEMS	\$ 68.96
2001058	STAPLES BUSINESS ADVANTAGE	\$ 302.09
2001059	RP GROUP, THE	\$ 500.00
2001060	NATIONAL COLLEGIATE HONORS COUNCIL	\$ 445.00
2001061	WESTERN REGIONAL HONORS COUNCIL	\$ 75.00
2001062	STAPLES BUSINESS ADVANTAGE	\$ 128.71
2001063	GRAINGER INC	\$ 1,368.10
2001064	CENTER FOR CRIMINAL JUSTICE RESEARCH & TRAINING	\$ 155.00
2001065	US BANK CORPORATE PMT SYSTEMS	\$ 69.22
2001066	ALLEN COMMUNICATIONS	\$ 10,000.00
2001069	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 695.00
2001073	US BANK CORPORATE PMT SYSTEMS	\$ 1,000.00
2001074	UNITED PARCEL SERVICE	\$ 1,400.00
2001075	STAPLES BUSINESS ADVANTAGE	\$ 317.57
2001079	STAPLES BUSINESS ADVANTAGE	\$ 108.16
2001080	SAN BERNARDINO, COUNTY OF	\$ 497.00
2001087	HARLOW'S KITCHEN CONCEPTS	\$ 8,737.00
2001090	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 495.00
2001093	P & R PAPER	\$ 7,000.00
2001100	B&H PHOTO VIDEO	\$ 424.60
2001101	HOWARD TECHNOLOGY SOLUTIONS	\$ 8,574.75
2001102	MONOPRICE INC	\$ 408.22
2001103	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 250.00
2001104	STATER BROS MARKETS	\$ 1,000.00
2001105	GRAINGER INC	\$ 559.85
2001106	GOLDEN STAR TECHNOLOGY INC	\$ 9,460.24
2001107	SAN BERNARDINO CCD	\$ 1,088.28
2001109	SAN BERNARDINO CCD	\$ 171.05
2001110	SAN BERNARDINO CCD	\$ 941.74
2001111	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 695.00
2001112	CDW LLC	\$ 7,944.12
2001114	MAGNASYNC-MOVIOLA CORP	\$ 73,328.83
2001115	CDW LLC	\$ 782.37
2001116	RICOH USA, INC.	\$ 205.52
2001117	STAPLES BUSINESS ADVANTAGE	\$ 508.49
2001122	CA COMM COLLEGE EXTENDED OPPORTUNITY PROGRAMS	\$ 4,950.00
2001124	REDBIRD FLIGHT SIMULATIONS INC	\$ 22,543.98

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PO#	Supplier Name	Amount
2001126	US BANK CORPORATE PMT SYSTEMS	\$ 1,130.00
2001127	SAN BERNARDINO CCD	\$ 993.46
2001132	STAPLES BUSINESS ADVANTAGE	\$ 152.49
2001133	FOLLETT HIGHER EDUCATION GROUP INC	\$ 2,500.00
2001140	COMMUNITY PLAYTHINGS	\$ 665.90
2001142	US BANK CORPORATE PMT SYSTEMS	\$ 450.00
2001143	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
2001144	STAPLES BUSINESS ADVANTAGE	\$ 120.17
2001148	DAILY JOURNAL CORPORATION	\$ 718.26
2001149	SACRAMENTO STATE COLLEGE OF CONTINUING EDUCATION	\$ 2,400.00
2001151	STARBUCKS CORPORATION	\$ 6,684.00
2001152	VERIZON WIRELESS	\$ 594.00
2001153	SAN BERNARDINO, COUNTY OF	\$ 580.00
2001154	SAN BERNARDINO, COUNTY OF	\$ 460.00
2001157	FINEST PRODUCE UNLIMITED INC	\$ 20,000.00
2001158	DAWN FOOD PRODUCTS INC	\$ 10,000.00
2001159	STARBUCKS CORPORATION	\$ 10,000.00
2001160	PEPSI-COLA	\$ 5,000.00
2001162	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
2001163	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
2001164	ERIC DOUCETTE	\$ 70.66
2001167	ELAINA LEYVA	\$ 200.00
2001171	US BANK CORPORATE PMT SYSTEMS	\$ 969.75
2001172	STAPLES BUSINESS ADVANTAGE	\$ 183.85
2001173	US BANK CORPORATE PMT SYSTEMS	\$ 215.50
2001175	RANCHO JANITORIAL SUPPLIES/CENTRAL SANITARY SUPPLY	\$ 10,000.00
2001176	US BANK CORPORATE PMT SYSTEMS	\$ 50.00
2001177	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 250.00
2001178	EDUCAUSE	\$ 1,833.34
2001179	US BANK CORPORATE PMT SYSTEMS	\$ 39.98
2001180	VWR INTERNATIONAL LLC	\$ 10,550.07
2001181	US BANK CORPORATE PMT SYSTEMS	\$ 1,616.25
2001182	CYNMAR CORPORATION	\$ 7,091.93
2001185	FOLLETT HIGHER EDUCATION GROUP INC	\$ 178.43
2001188	CSSO ASSOCIATION INC	\$ 300.00
2001191	STAPLES BUSINESS ADVANTAGE	\$ 847.25
2001192	NILES BIOLOGICAL INC	\$ 210.92
2001193	CDW LLC	\$ 3,344.88
2001196	FOLLETT HIGHER EDUCATION GROUP INC	\$ 22,000.00
2001197	MIDWEST LIBRARY SERVICE	\$ 40,000.00
2001198	EBSCO INDUSTRIES INC	\$ 17,000.00
2001199	CAROLINA BIOLOGICAL SUPPLY CO	\$ 209.56
2001200	HOME DEPOT, THE	\$ 2,000.00
2001204	US BANK CORPORATE PMT SYSTEMS	\$ 13,999.00
2001209	KI INCORPORATED	\$ 5,104.08

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PO#	Supplier Name	Amount
2001210	STAPLES BUSINESS ADVANTAGE	\$ 96.03
2001211	STAPLES BUSINESS ADVANTAGE	\$ 326.27
2001212	MICHAEL LAYNE	\$ 500.00
2001213	SIPEL TAHA	\$ 500.00
2001214	CENTER FOR CRIMINAL JUSTICE RESEARCH & TRAINING	\$ 398.00
2001216	FISHER SCIENCE EDUCATION	\$ 858.94
2001217	BSN SPORTS INC	\$ 68.77
2001218	STATER BROS MARKETS	\$ 150.00
2001220	US BANK CORPORATE PMT SYSTEMS	\$ 350.00
2001221	REBECCA LOWERY	\$ 500.00
2001222	US BANK CORPORATE PMT SYSTEMS	\$ 5,000.00
2001231	FOLLETT HIGHER EDUCATION GROUP INC	\$ 100.00
2001232	US BANK CORPORATE PMT SYSTEMS	\$ 200.00
2001233	US BANK CORPORATE PMT SYSTEMS	\$ 499.99
2001236	US BANK CORPORATE PMT SYSTEMS	\$ 499.99
2001238	US BANK CORPORATE PMT SYSTEMS	\$ 1,000.00
2001239	STAPLES BUSINESS ADVANTAGE	\$ 62.70
2001240	STAPLES BUSINESS ADVANTAGE	\$ 80.87
2001241	US BANK CORPORATE PMT SYSTEMS	\$ 8.00
2001242	B&H PHOTO VIDEO	\$ 52.80
2001243	US BANK CORPORATE PMT SYSTEMS	\$ 243.00
2001244	GRAINGER INC	\$ 89.39
2001245	BIO-RAD LABORATORIES INC	\$ 1,519.92
2001246	NIKAC, STACEY	\$ 15.15
2001247	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	\$ 26,983.00
2001249	JOSE'S MEXICAN FOOD INC	\$ 622.79
2001251	STAPLES BUSINESS ADVANTAGE	\$ 302.52
2001252	STAPLES BUSINESS ADVANTAGE	\$ 1,329.64
2001257	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	\$ 1,357.80
2001259	US BANK CORPORATE PMT SYSTEMS	\$ 379.42
2001261	US BANK CORPORATE PMT SYSTEMS	\$ 88.64
2001263	US BANK CORPORATE PMT SYSTEMS	\$ 160.55
2001264	US BANK CORPORATE PMT SYSTEMS	\$ 31.20
2001265	US BANK CORPORATE PMT SYSTEMS	\$ 32.33
2001266	US BANK CORPORATE PMT SYSTEMS	\$ 65.16
2001267	US BANK CORPORATE PMT SYSTEMS	\$ 52.13
2001270	CA ASSOCIATION FOR POSTSECONDARY EDUCATION AND DISABILITY	\$ 535.00
2001271	COSTCO	\$ 500.00
2001272	SAN BERNARDINO CCD	\$ 910.49
2001273	AIRGAS USA LLC	\$ 5,000.00
2001277	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 250.00
2001278	US BANK CORPORATE PMT SYSTEMS	\$ 270.33
2001279	US BANK CORPORATE PMT SYSTEMS	\$ 223.53
2001281	STATER BROS MARKETS	\$ 175.00
2001283	SYSCO RIVERSIDE INC	\$ 17,500.00

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PO#	Supplier Name	Amount
2001284	SYSCO RIVERSIDE INC	\$ 14,000.00
2001291	SYSCO RIVERSIDE INC	\$ 3,000.00
2001293	P & R PAPER	\$ 10,000.00
2001294	SYSCO RIVERSIDE INC	\$ 53,000.00
2001296	SAN BERNARDINO CCD	\$ 992.96
2001297	DELL COMPUTER COMPANY	\$ 783.34
2001299	ELECTRONICS WAREHOUSE	\$ 750.00
2001300	FRONTIER COMMUNICATIONS	\$ 23,400.00
2001301	FRONTIER COMMUNICATIONS	\$ 42,000.00
2001302	FRONTIER COMMUNICATIONS	\$ 1,000.00
2001303	FRONTIER COMMUNICATIONS	\$ 60.00
2001304	FRONTIER COMMUNICATIONS	\$ 1,680.00
2001306	HOME DEPOT, THE	\$ 1,000.00
2001307	FRONTIER COMMUNICATIONS	\$ 420.00
2001309	QUADMED INC	\$ 1,220.39
2001313	SOUTH COAST AQMD	\$ 250.00
2001314	SOUTH COAST AQMD	\$ 250.00
2001315	SOUTH COAST AQMD	\$ 650.00
2001316	SOUTH COAST AQMD	\$ 200.00
2001318	US BANK CORPORATE PMT SYSTEMS	\$ 329.57
2001320	US BANK CORPORATE PMT SYSTEMS	\$ 33.63
2001321	US BANK CORPORATE PMT SYSTEMS	\$ 77.91
2001323	GREATER PUBLIC	\$ 3,535.00
2001328	CHEM-PAK	\$ 10,000.00
2001329	SAN BERNARDINO CCD	\$ 300.00
2001330	FASTENAL COMPANY	\$ 1,042.48
2001331	US BANK CORPORATE PMT SYSTEMS	\$ 230.00
2001333	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
2001335	STAPLES BUSINESS ADVANTAGE	\$ 765.07
2001336	STAPLES BUSINESS ADVANTAGE	\$ 284.41
2001342	SACRAMENTO COUNTY OFFICE OF EDUCATION	\$ 590.00
2001347	ACCREDITATION COMMISSION FOR EDUCATION IN NURSING	\$ 2,875.00
2001349	QUEEN BEAN CAFFE	\$ 198.00
2001350	STATER BROS MARKETS	\$ 500.00
2001353	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 495.00
2001354	STAPLES BUSINESS ADVANTAGE	\$ 99.66
2001355	STAPLES BUSINESS ADVANTAGE	\$ 501.95
2001356	STAPLES BUSINESS ADVANTAGE	\$ 67.35
2001357	STAPLES BUSINESS ADVANTAGE	\$ 96.03
2001362	GATESAIR INC	\$ 1,584.56
2001364	US BANK CORPORATE PMT SYSTEMS	\$ 6,000.00
2001366	AARDVARK CLAY & SUPPLIES	\$ 1,341.49
2001367	US BANK CORPORATE PMT SYSTEMS	\$ 643.00
2001371	US BANK CORPORATE PMT SYSTEMS	\$ 977.00
2001373	HARLOW'S KITCHEN CONCEPTS	\$ 8,908.77

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PO#	Supplier Name	Amount
2001376	B&H PHOTO VIDEO	\$ 1,218.98
2001378	VERIZON WIRELESS	\$ 456.12
2001379	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGE	\$ 1,656.00
2001381	US BANK CORPORATE PMT SYSTEMS	\$ 17.94
2001382	VERIZON FEDERAL INC	\$ 20.00
2001388	US BANK CORPORATE PMT SYSTEMS	\$ 44.13
2001389	STAPLES BUSINESS ADVANTAGE	\$ 184.85
2001391	US BANK CORPORATE PMT SYSTEMS	\$ 1,077.50
2001392	US BANK CORPORATE PMT SYSTEMS	\$ 60.00
2001393	US BANK CORPORATE PMT SYSTEMS	\$ 60.00
2001399	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 495.00
2001403	STAPLES BUSINESS ADVANTAGE	\$ 125.84
2001404	STAPLES BUSINESS ADVANTAGE	\$ 425.31
2001406	US BANK CORPORATE PMT SYSTEMS	\$ 320.45
2001407	AT&T	\$ 5,640.00
2001408	AT&T	\$ 6,000.00
2001415	CAROLINA BIOLOGICAL SUPPLY CO	\$ 23,000.00
2001416	WIRZ & COMPANY PRINTING INC	\$ 59.26
2001417	SAN BERNARDINO CCD	\$ 202.78
2001418	SAN BERNARDINO CCD	\$ 331.30
2001420	STAPLES BUSINESS ADVANTAGE	\$ 1,339.55
2001422	US BANK CORPORATE PMT SYSTEMS	\$ 499.99
2001423	CSSO ASSOCIATION INC	\$ 300.00
2001424	CPR SAVERS & FIRST AID SUPPLY	\$ 181.17
2001427	US BANK CORPORATE PMT SYSTEMS	\$ 100.00
2001428	CYNTHIA BELTRAN	\$ 100.00
2001429	ANITA HERNANDEZ	\$ 100.00
2001430	BONNIE CRUZ	\$ 100.00
2001431	UNITED STATES PLASTIC CORP	\$ 625.77
2001432	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 250.00
2001433	FISHER SCIENCE EDUCATION	\$ 1,592.32
2001434	ULINE	\$ 970.97
2001437	US BANK CORPORATE PMT SYSTEMS	\$ 481.60
2001438	US BANK CORPORATE PMT SYSTEMS	\$ 2,400.00
2001442	KEITH CANDELARIA	\$ 491.15
2001444	ULINE	\$ 361.50
2001445	RECREATIONAL EQUIPMENT INC	\$ 502.12
2001454	WESTIN LOS ANGELES AIRPORT, THE	\$ 1,857.59
2001455	JOHN BURTON ADVOCATES FOR YOUTH	\$ 1,750.00
2001456	US BANK CORPORATE PMT SYSTEMS	\$ 1,500.00
2001458	HARDY DIAGNOSTICS	\$ 2,708.23
2001459	SPORTS ENDEAVORS INC	\$ 254.16
2001460	SOCCER CENTER	\$ 641.06
2001461	US BANK CORPORATE PMT SYSTEMS	\$ 200.00

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** September 12, 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 September 12, 2019

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Resignations	Years of Service	Last Date of Employment
<b>Nery, Ernesto</b> Director, Financial Aid SBVC Financial Aid	2.0	8/1/19
<b>Fellenz, Josh</b> Aquatic Center Pool Attendant CHC Maintenance	7.5	8/12/19
<b>Vincent, Kenneth</b> Senior Producer, Radio DIST KVCR	8.0	8/9/19

Retirements	Years of Service	Last Date of Employment
<b>Fertitta, Don</b> Telecommunications Engineer DIST KVCR	48.5	8/2/19