

**DISTRICT ASSEMBLY  
AGENDA**

**February 7, 2017  
3:00pm  
Location: District  
Board Room**

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	
2. Chancellor’s Report	
3. Approval of Minutes – 12/6/16	<p>Once approved, minutes and materials will be posted on the District website:  <a href="http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a></p>
<p>4. OLD BUSINESS</p> <p>a) Policies &amp; Procedures for 2<sup>nd</sup> Read and Approval</p> <ul style="list-style-type: none"> <li>o BP 2100</li> <li>o BP 2200</li> <li>o AP 2410 (revised copy in the dropbox - the Board reviewed all recommended revisions previously submitted per the history at the end of the AP)</li> <li>o BP 2430</li> <li>o BP/AP 2431</li> <li>o BP 2432</li> <li>o BP 2716</li> <li>o BP/AP 3550</li> <li>o BP/AP 7100</li> </ul>	
<p>5. NEW BUSINESS</p> <p>a) Policies &amp; Procedures for 1<sup>st</sup> Read (take to constituency for input)</p> <ul style="list-style-type: none"> <li>o BP 2715</li> <li>o AP 2710</li> <li>o BP 7310</li> </ul> <p>b) BPs without APs (see attached BPs without APs)</p> <ul style="list-style-type: none"> <li>o AP/BP 4222 Recommend to delete (BP is not really needed as everything that is in the BP is also in the AP and is actually defined in the AP)</li> </ul>	<p>Policies &amp; Procedures under review are located on the District Assembly Webpage under documents  <a href="http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a>.</p> <p>Responsibility for the review process is as follows:</p> <p>Chapter 1: Board of Trustees and the Chancellor            Chapter 2: Board of Trustees and the Chancellor            Chapter 3: Chancellor and Chancellor’s Cabinet            Chapter 4: VPs of Instruction, Student Services            Chapter 5: VPs of Instruction, Student Services            Chapter 6: VC of Fiscal Services and VPs of Administrative Services            Chapter 7: VC of Human Resources</p>

<p>6. INFORMATION</p> <ul style="list-style-type: none"> <li>a) Policies &amp; Procedures Deemed Academic &amp; Professional Submitted for Information <ul style="list-style-type: none"> <li>o BP 4000 (from October)</li> <li>o AP/BP 4220</li> <li>o BP 4235</li> <li>o AP/BP 5130</li> </ul> </li> </ul>	
<p>7. UPDATES</p> <ul style="list-style-type: none"> <li>a) Grants Work Group</li> <li>b) Strong Workforce Update</li> <li>c) District Assembly Constitution (see attached draft charge and membership)</li> <li>d) 10+1 Training</li> <li>e) Policy Stat</li> </ul>	
<p>8. REPORTS</p> <ul style="list-style-type: none"> <li>a) Educational &amp; Facilities Master Plan Update</li> <li>b) Academic Senates</li> <li>c) Classified Senates</li> <li>d) Student Senates</li> </ul>	
<p>9. PUBLIC COMMENTS</p> <p>District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the meeting as possible</p>	

10. FUTURE AGENDA ITEMS

- a) Webadvisor Update (TBD)
- b) Discussion on communication (TBD)
- c) Grants Work Group update (Monthly)
- d) Auditing Update (Summer 2018, Kuck)
- e) AB 104 Update (TBD)
- f) Calendar Committee Update (TBD)
- g) Non-Credit Updates from Senates (TBD)
- h) District Strategic Plan Update (February)
- i) Educational & Facilities Master Plan Update (TBD)
- j) District Budget & Enrollment Update (April)
- k) Policy & Procedure Tracking Software (May)
- l) Annual approval of 6-year AP/BP review schedule (September)
- m) Fiscal Services Update (written reports Feb, May, Aug, Nov)
- n) KVCR Update (written reports Feb, July)
- o) Police Department Update (written reports Apr, Sept)
- p) TESS Updates (written reports May, Oct)
- q) Human Resources Update (written reports Jan, Apr, July, Oct)
- r) EDCT Update (written reports Apr, Dec)

11. ADJOURN

**DISTRICT ASSEMBLY  
MINUTES**

**December 6, 2016  
3:00pm  
Location: District  
Board Room**

Attendance: See Sign In Sheet

TOPIC	NOTES/DISCUSSION
1. Call to Order – Jeremiah Gilbert	Gilbert called the meeting to order at 3:05pm
2. Chancellor’s Report	Chancellor reminded everyone of the Holiday Party on December 9.
3. Approval of Minutes – 11/1/16	<p>Rodriguez motioned, Levesque seconded the motion to approve the minutes of 11/1/16. Huston abstained. All others in attendance agreed.</p> <p>Once approved, minutes and materials will be posted on the District website:  <a href="http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a></p>
<p>4. OLD BUSINESS</p> <p>a) Policies &amp; Procedures for 2<sup>nd</sup> Read and Approval</p> <ul style="list-style-type: none"> <li>o BP/AP 3430 Prohibition of Harassment</li> <li>o AP 3435 Discrimination and Harassment Investigations (Procedures were broken into Title 5 and Title IX, because the two are so different)</li> <li>o BP/AP 3550 Drug Free Environment and Drug Prevention Program</li> <li>o BP/AP 7100 Commitment to Diversity</li> <li>o BP/AP 7250 Educational Administrators (these were not on the planned review cycle, but needed significant overhaul).</li> </ul> <p>b) BP/AP 2410 Board Policies and Administrative Procedures</p>	<p>Allen motioned, Gamboa seconded the motion to move the policies and procedures forward. Unanimous approval.</p> <ul style="list-style-type: none"> <li>o BP 2410 Board Policies and Administrative Procedures</li> <li>o BP/AP 3430 Prohibition of Harassment</li> <li>o AP 3435 Discrimination and Harassment Investigations (Procedures were broken into Title 5 and Title IX, because the two are so different)</li> <li>o BP/AP 7250 Educational Administrators (these were not on the planned review cycle, but needed significant overhaul).</li> </ul> <p>The following policies and procedures are to be revised and brought back to District Assembly.</p> <ul style="list-style-type: none"> <li>o BP/AP 3550 Drug Free Environment and Drug Prevention Program</li> <li>o BP/AP 7100 Commitment to Diversity</li> <li>o AP 2410 Board Policies and Administrative Procedures</li> </ul>

<p>5. NEW BUSINESS</p> <p>a) Policies &amp; Procedures for 1<sup>st</sup> Read (take to constituency for input)</p> <ul style="list-style-type: none"> <li>o BP 2100 Board Elections</li> <li>o BP 2200 Board Duties and Responsibilities</li> <li>o BP 2430 Delegation of Authority to the Chancellor</li> <li>o BP and AP 2431 Chancellor Selection</li> <li>o BP 2432 Chancellor Succession</li> <li>o BP 2716 Political Activity</li> </ul> <p>b) Meeting Norms &amp; Expectations</p>	<p>Policies &amp; procedures listed in 5a will move forward for constituent review and comments.</p> <p>Levesque motioned, Chavira seconded the motion to approve the Meeting Norms &amp; Expectations. Stacey will upload the document to the District Assembly webpage.</p> <p>Policies &amp; Procedures under review are located on the District Assembly Webpage under documents</p> <p><a href="http://www.sbccd.org/District_Faculty_-_a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a>.</p> <p>Responsibility for the review process is as follows:</p> <p>Chapter 1: Board of Trustees and the Chancellor  Chapter 2: Board of Trustees and the Chancellor  Chapter 3: Chancellor and Chancellor’s Cabinet  Chapter 4: VPs of Instruction, Student Services  Chapter 5: VPs of Instruction, Student Services  Chapter 6: VC of Fiscal Services and VPs of Administrative Services  Chapter 7: VC of Human Resources</p>
<p>6. INFORMATION</p> <p>a) Policies &amp; Procedures Deemed Academic &amp; Professional Submitted for Information</p> <ul style="list-style-type: none"> <li>o AP 4222</li> <li>o BP 4222 Recommend to delete (BP is not really needed as everything that is in the BP is also in the AP and is actually defined in the AP)</li> <li>o BP 4235</li> </ul>	<p>There was discussion on creating BPs for APs when there is no matching BP. Stacey will contact the League for the reasoning behind why all APs don’t have matching BPs.</p> <p>Bring back APs and BPs from 6a, based on DA’s decision on the League’s reasoning.</p>
<p>7. UPDATES</p> <p>a) Grants Work Group</p> <p>b) Strong Workforce Update</p> <p>c) District Assembly Constitution</p> <p>d) IEPI Update and recommendation C3</p> <p>e) 10+1 Training</p>	<p>Updates were provided on Grants Work Group, Strong Workforce, DA Constitution, and IEPI recommendation C3. The Chancellor will find a date for the 10+1 training.</p>
<p>8. REPORTS</p> <p>a) Academic Senates</p> <p>b) Classified Senates</p> <p>c) Student Senates</p> <p>d) Business &amp; Fiscal Services (attached)</p>	<p>Updates were provided from the Academic Senates, CHC Classified Senate, and a written report was provided from Business &amp; Fiscal Services.</p>

<p>9. PUBLIC COMMENTS</p> <p>District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the meeting as possible</p>	<p>Gilbert will work with Chapter Owners to determine how they wish to handle the optional and recommended use of policies and procedures that are not mandatory. Jeremiah created a master spreadsheet listing the mandatory, optional, and recommended P&amp;Ps. He also created a master spreadsheet to show where each policy and procedure is in the review process. The two spreadsheets will be uploaded to the Policy and Procedure web page <a href="http://www.sbccd.org/Board_of_Trustees/Policies,-a-,Procedures">http://www.sbccd.org/Board_of_Trustees/Policies,-a-,Procedures</a></p>
<p>10. FUTURE AGENDA ITEMS</p> <ul style="list-style-type: none"> <li>a) Webadvisor Update (TBD)</li> <li>b) Discussion on communication (TBD)</li> <li>c) Grants Work Group update (Monthly)</li> <li>d) Auditing Update (Summer 2018, Kuck)</li> <li>e) AB 104 Update (TBD)</li> <li>f) Calendar Committee Update (TBD)</li> <li>g) Non-Credit Updates from Senates (TBD)</li> <li>h) District Strategic Plan Update (February)</li> <li>i) Educational &amp; Facilities Master Plan Update (February)</li> <li>j) District Budget &amp; Enrollment Update (April)</li> <li>k) Policy &amp; Procedure Tracking Software (May)</li> <li>l) Annual approval of 6-year AP/BP review schedule (September)</li> <li>m) Fiscal Services Update (written reports Feb, May, Aug, Nov)</li> <li>n) KVCR Update (written reports Feb, July)</li> <li>o) Police Department Update (written reports Apr, Sept)</li> <li>p) TESS Updates (written reports May, Oct)</li> <li>q) Human Resources Update (written reports Jan, Apr, July, Oct)</li> <li>r) EDCT Update (written reports Apr, Dec)</li> </ul>	
<p>11. ADJOURN</p>	<p>Meeting adjourned at 4:15pm</p>

Date: 12/11/16

DISTRICT ASSEMBLY SIGN IN SHEET

First Name	Last Name	Campus - Representation	Term Ends	Initial Here
Rocio	Aguayo	SBVC - Student	2018	
Denise	Allen	CHC Academic Senate (DA VP)	2018	DA
Bruce	Baron	District Chancellor	n/a	BB
Aaron	Beavor	SBVC Classified Senate	2018	
Yvonne	Beebe	SBVC - Faculty	2017	
Mary	Bender	CHC - Classified	2018	
Autumn	Blackburn	SBVC - Student	2018	
Stephanie	Briggs	SBVC - Faculty	2018	
T.L.	Brink	CHC - Faculty	2018	
Raymond	Carlos	SBVC - Management	2018	T. Carlos
Rejoice	Chavira	CHC - Management	2017	RCC
Marco	Cota	Latino Faculty & Staff Assn.	n/a	
Kathy	Crow	CHC - Faculty	2017	
April	Dale Carter	SBVC - Management	2017	
Jeffrey	Demsky	SBVC - Faculty	2018	
Grayling	Eation	CSEA	n/a	
Ben	Gamboa	CHC Classified Senate	2018	
Jeremiah	Gilbert	SBVC - Faculty (DA President)	2018	
Jim	Holbrook	CHC - Faculty	2017	
Celia	Huston	SBVC Academic Senate	2018	
Robert	Levesque	District - Management	2018	
Sheri	Lillard	CTA	n/a	
Craig	Luke	SBVC - Faculty	2018	
Mark	McConnell	CHC - Faculty	2018	
Sarah	Miller	SBVC - Classified	2017	
Romana	Pires	SBVC - Faculty	2017	
Diana	Rodriguez	SBVC President	n/a	
Susan	Ryckevic	District - Classified	2018	
Nicole	Sarmiento	CHC - Students	2018	
Amber	Snow	CHC - Students	2018	
Cassandra	Thomas	SBVC - Classified	2017	
Mary	Valdemar (designee for Cota)	Latino Faculty & Staff Assn.	n/a	
Kay	Weiss	SBVC - Management	2018	
Chris	Williams	SBVC - Classified	2018	
Kathy	Wilson	CHC - Classified	2017	
Wei	Zhou	CHC President	n/a	
vacant	pending appointment	CHC - Management	2018	
vacant	pending appointment	Black Faculty & Staff Assn	n/a	

**GUESTS:**

Jose	Torres			
Richard	Galope			
Glen	Kuck			





**DISTRICT ASSEMBLY**  
**APs Without BPs and BPs Without APs**

In response to the discussion at the last District Assembly meeting regarding APs not having a matching BP as well as BPs not having matching APs, below is the response from the League's P&P expert, Dr. Jane Wright:

The Policy & Procedure Subscriber Service oftentimes does have administrative procedures (APs) without "companion" board policies (BPs) (reflecting the same number) for a few reasons. One reason is that several prescriptive, detailed APs fall under an umbrella BP that encompasses the various detailed APs that flow chronologically from it. For example, there is a BP and AP 4100 titled Graduation Requirements for Degrees and Certificates. Under the "umbrella" BP 4100, flows AP 4101 Independent Study, AP 4102 Career and Technical Education Programs, AP 4103 Work Experience, AP 4104 Contract Education, AP 4105 Distance Education. Those APs 101-105 have legal references from Title 5 and other Federal regulations which include more detailed, prescriptive, operational language that stems for related statutes (Education Code and others).

In addition, the Policy & Procedure Subscriber Service's philosophy behind the creation of BP templates versus AP templates was loosely based on the concept of when the language in the law indicated that a governing board must adopt language on XYZ, a board policy template was then created. Conversely, when the language in the law indicated that a community college district must have language on XYZ, we viewed that as more operational language best suited to an AP.

That said, a few districts have felt uncomfortable having an AP without a companion BP (such as Grossmont-Cuyamaca CCD). In such cases, the district created a very rudimentary BP on their own that stated something like this language for a possible BP 4101, "The District Chancellor shall ensure that administrative procedures are written to provide for independent study courses. Additionally, the Chancellor shall ensure that the administrative procedures comply with the requirements in Title 5 Regulations."

There are a few instances such as BP 5205 Student Accident Insurance, BP 7140 Collective Bargaining, BP 7510 Domestic Partners, and several BPs in Chapter 2 (Governing Board) that do not have "companion" template language for a similarly numbered AP. In those instances, the legal references were clear that the governing board needed to adopt policy language on this topic, but there was not law indicating that related operational details had to be codified in an AP. That said, nothing precludes the District from developing a "companion" AP, but it is imperative that locally developed language be reviewed by local District legal counsel.





## **DISTRICT ASSEMBLY CHARGE**

### **CURRENT CHARGE**

The purpose of the Assembly will be to provide a forum for sharing responsibilities of governance in the San Bernardino Community College District hereafter known as the District, to make recommendations to the Chancellor regarding policy and procedure and to ensure that each appropriate constituent group participates in the decision-making process. (Source: District Assembly Constitution, Article 2: Purpose)

### **PROPOSED REVISION**

District Assembly is the primary district-wide, collegial consultation body. Members of the Assembly advise and make recommendations to the Chancellor regarding district-wide governance, institutional planning, budgeting, and policies and procedures that promote the educational mission and goals of the San Bernardino Community College District.

**District Assembly**  
San Bernardino Community College District

**Assembly Membership – Potential Revision  
(Advisory Council Model)**

District (SBCCD)

Chancellor  
Vice Chancellor of Human Resources  
Vice Chancellor of Business Services  
Associate Vice Chancellor of Technology  
Associate Vice Chancellor of EDCT

Crafton Hills College (CHC)

President, Crafton Hills College  
President, CHC Academic Senate and AS appointee  
President, CHC Classified Senate  
President, CHC Student Senate

San Bernardino Valley College (SBVC)

President, San Bernardino Valley College  
President, SBVC Academic Senate and AS appointee  
President, SBVC Classified Senate  
President, SBVC Associated Student Government

General Membership

President, CSEA (or designee)  
President, CTA (or designee)  
Appointee, Management Association

District Assembly Officers

President – *Selected from body*  
Vice President – *Selected from body*  
Recorder

–OR–

District Assembly Officers

Chair – *Chancellor*  
Co-chair – *Selected from body*  
Recorder

**Current District Assembly Membership**  
San Bernardino Community College District

Standing Membership (Ex Officio)

The Chancellor of the District  
The President of Crafton Hills College  
The President of San Bernardino Valley College  
The President of the CHC Academic Senate  
The President of the SBVC Academic Senate  
The President of the CHC Classified Senate  
The President of the SBVC Classified Senate  
The President of the CHC Student Body Assoc.  
The President of the SBVC Student Body Assoc.

General Membership

Faculty – 6 SBVC and 4 CHC  
Classified – 3 SBVC, 2 CHC, 1 District  
Management – 3 SBVC, 2 CHC, 1 District  
Students – 2 per campus (one appointee, one alternate)

Vested Membership (Collective Bargaining)

President, CSEA (or designee)  
President, CTA (or designee)

Vested Membership (Advocacy Groups)

Black Faculty and Staff Association  
Latino Faculty and Staff Association

District Assembly Officers<sup>1</sup>

President  
Vice President  
Recorder

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<sup>1</sup> The President and Vice President shall be elected from the Membership. The Recorder's position shall be filled by the Executive Administrative Assistant to the Chancellor. All members, with the exception of the Chancellor and the College Presidents, are eligible to hold office. (Source: District Assembly Constitution)



Business & Fiscal Services  
Department and Committee Report  
Fiscal Year 2016-17

January 25, 2017

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## Business & Fiscal Services

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Jose F. Torres, Vice Chancellor ▪ (909)382-4021 ▪ [jtorres@sbccd.cc.ca.us](mailto:jtorres@sbccd.cc.ca.us)

Dear Colleagues,

As we conclude the second quarter of the 2016-17 fiscal year, we are excited to share with you our successes and endeavors.

### Enrollment Management

We continue to monitor our progress in enrollment management. Our analysis shows that SBVC is trending to meet the established goal, while CHC is trending to fall approximately 75 FTES below the established goal.

### Fiscal Independence

We have concluded the very challenging fiscal independence audit process and are pleased to report that SBCCD has successfully met the requirement for development of policies and procedures. However, the County Superintendent continues to have concerns with the validation of the proposed procedures for the systems we are implementing. Therefore, they have recommended that we submit a second application in the future once the systems are fully functional.

It is disappointing that we will not have fiscal independence for 2017-18; however, we continue the implementation of our two new systems, which will redesign the way we do business and create many efficiencies throughout the district. In the meantime, we will work with the County Superintendent over the next few months to create any necessary connections.

### 2017-18 Budget Process

The budget process has begun. Since the last report in November 2016, Fiscal Services has begun budget development for the 2017-18 fiscal year, beginning with the district office. This process will continue with the colleges in the next few months. The District Budget Committee will review and recommend all budget assumptions, Resource Allocation Model (RAM) guidelines, District Office budgets, and other tasks.

Thank you for your continued support!

Regards,

Jose F. Torres, MPA  
Vice Chancellor, Business & Fiscal Services  
San Bernardino Community College District



## Internal Audit

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Erika Almaraz, Director ▪ (909)382-4081 ▪ ealmaraz@sbccd.cc.ca.us

Internal Audit continues to work on its goals for 2016-17. Its priority this year has been assisting the District through the fiscal independence application process. The following describes the progress made on 2016-17 goals.

### A. Fiscal Independence

- 1) The audit survey for fiscal independence was conducted in November 2016. The District was evaluated based on the State Chancellor's fiscal independence checklist requirements which involve a review of various internal controls and policies and procedures for key business processes. Internal Audit is pleased to report that the District overall met the State Chancellor's requirements.

The County Superintendent commended the District for successful development of policies and procedures; however, it recommended testing of the District's new business and HR systems in addition to the State Chancellor's requirements. Since the new systems are currently being developed and will be implemented and validated later this year, the additional audit procedures for the County Superintendent's consideration are expected in the fall 2017. As a result, the next opportunity to apply for fiscal independence will be for FY 2018. Although the County Superintendent's recommendation delays the District's plans for fiscal independence, the successful completion of the audit survey is a noteworthy accomplishment as it shows the District is on the right track in a process that typically spans multiple years. In the past year, the District has made significant progress toward the implementation its new systems and achieving fiscal independence, and the District is closer now than it has ever been to achieving its goal.

- 2) Internal Audit has reviewed the following Board Policies and Administrative Procedures, and made recommendations to management: BP/AP 6310 Accounting; BP/AP 6315 Warrants; BP/AP 6325 Payroll; BP/AP 6340 Bids & Contracts – Goods and Non-Professional Services; BP/AP 6345 Bids & Contracts – Construction; BP/AP 6370 Contracts – Professional Services; and BP/AP 5420 Associated Students Finance.

### B. Annual Financial and Compliance Audit for FY 2015-16

- 1) There were no repeat findings during the FY 2015-16 audit.
- 2) Audit reports were presented at the December 2016 board meeting.

### C. New Uniform Guidance for Federal Awards

The Office of Management and Budget (OMB) has issued new federal compliance requirements for the administration of federal awards. These requirements are set forth in Code of Federal Regulations Title II, Part 200. In anticipation of future compliance audits, Internal Audit has started working on policies and procedures to address the new federal requirements and streamline award administration districtwide.

## Fiscal Services

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**Larry Strong, Director** ▪ (909)382-4028 ▪ [lstrong@sbccd.cc.ca.us](mailto:lstrong@sbccd.cc.ca.us)

Since the last report in November 2016, Fiscal Services has begun budget development for the 2017-18 fiscal year, beginning with the District Office Budget. Like last year, the plan is for the campuses to receive this information in early February to help them as they prepare the campus budgets. A schedule of the process is as follows.

- 01/13/17 – Deadline for district services to complete budgets
- 01/27/17 – Analysis and review of budget submissions
- 02/02/17 – Final review of budgets and reconciliation to multi-year forecast
- 02/08/17 – District office budget to campuses via District Budget Committee (DBC) agenda
- 02/16/17 – DBC review of district office budget
- 02/17/17 – Campus budget process begins
- 03/17/17 – Campus budgets to be completed

The annual audit for 2015-16 went very smoothly. Fiscal Services staff worked extensively with the auditors from Vavrinek, Trine, Day & Company in response to requests for information. The audit report was very positive, showing significant improvement over the previous year. The SBCCD Board of Trustees reviewed and accepted the report during their December meeting.

The Fiscal Services staff has continued working toward the implementation of Oracle Cloud and ADP for Business Services, Fiscal Services and Human Resources in order to streamline processes, create efficiencies and increase support to our colleges. This is a significant undertaking, requiring a great deal of time and effort by staff at all levels. We continue to meet regularly with ADP, Highstreet and Oracle to configure the system to take full advantage of its capabilities. We are looking forward to gaining the benefits of implementation during the upcoming year.

In order to improve and expand resources, documentation, and training available to end users Accounts Payable has developed two self-help tools. The first enables individuals to look online to see if a purchase requisition has generated a purchase order and the second makes it easy to determine if a vendor has been paid.

As mentioned previously, in an effort to streamline processes, create efficiencies and increase support to our colleges, the Chart of Accounts structure in Questica has been updated so that it is more efficient and provides more powerful reporting. In addition, revised travel policies have been drafted and are ready for issuance upon completion of updated travel request forms. These forms are being reviewed in conjunction with the Enterprise Resource Planning system implementation.

## Facilities Planning & Construction

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Hussain Agah, Director ▪ (909)382-4094 ▪ [hagah@sbccd.cc.ca.us](mailto:hagah@sbccd.cc.ca.us)

Since the last report in November 2016, the Facilities Project Manager Position has been filled. In an effort to further support the facilities needs of the campuses and district office, the department has identified and processed three new planning and program review requests: 1) hire a sustainability and energy project manager, 2) implement a renewable energy initiative program districtwide, and 3) acquire a facilities and construction software.

A non-bond construction program implementation plan has been developed and is being implemented for 2016-17, including projects funded by Fund 41 Capital Outlay, Block Grant and Prop 39. Facilities Planning continued working toward a successful implementation program for scheduled maintenance and special repairs projects and a comprehensive capital improvement program. A pool of professional development consultants and business partners has been developed to provide consistent and continuous support to the district and colleges. Currently, the department is managing \$4 million in non-bond construction districtwide. Projects range between \$15,000 to \$800,000, including but not limited to the following. The majority is scheduled to be completed during the summer break.

- SBCCD: Prop lighting and solar panels and HVAC replacement
- SBVC: added space for nursing at Health, Life and Science (HLS) building, fire alarm upgrade at Liberal Arts and Planetarium buildings
- CHC: two elevator replacements at Performance Arts Center, refurbishment of second floor at Student Support Building and Performance Arts Center

Work continues on several other goals, including:

- Successful completion of scheduled projects under Measure M and develop a transition plan for bond program management.
- Successful completion of the facilities master plan.
- Investigation of reinvestment/feasibility studies for the 8th Street building.
- Creation of a transition plan for energy conservation program for the district office and colleges. This will require development of energy conservation alternate plan and hire an in-house sustainable and energy project manager. This initiative will pay itself by eliminating existing contracts and save the district significant amount of budget.
- Implementation of a renewable energy projects by installing carport solar panels at the District Office utilizing Proposition 39 remaining funds. Investigate an existing Clean Renewable Energy Bonds (CREBs) opportunities to implement solar panels at SBVC.
- Continuing enhancement of community relationships through construction programs that contribute to the local economy such as the prequalification and CBA programs.

## Business Services

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

As part of the implementation of the new Oracle Cloud, Business Services has undertaken a complete analysis of the District Fixed Assets System. In coordination with the assets inventory and reconciliation project, we have consolidated database attributes, including asset classification and locations. In addition, we have completed our annual Property Inventory Questionnaire, which is forwarded to the Statewide Association of Community Colleges, our Insurance JPA.

The Purchasing Department is coordinating the upcoming RFP for bookstore services. SBCCD is looking for a contractor to operate and manage bookstore operations at both SBVC and CHC. Over the past several years, SBCCD has analyzed bookstore activities and researched options to continue providing the best service to students, faculty and staff. This RFP is a culmination of these efforts and it will be released in late January. Presentations will occur in March with an evaluation team selecting the winning proposal and making a recommendation to the Board prior to July 2017.

In our continuing effort to streamline processes, create efficiencies and increase support to our colleges, we have clarified the classification of certain office supplies that may be consumed by employees. These purchases, such as coffee supplies, are now to be classified as Instructional Supplies (Object Code 4300) and Non-Instructional Supplies (Object Code 4500). Also, Business Services has worked closely with the campus Administrative Services offices on researching changes to Facilities Use guidelines. As a result, the District Administrative Procedures and internal processes have been updated and are ready for further review by constituency groups.

Business Services has coordinated the procurement of PDC Training Partner Services via a Request for Proposals (RFP) solicitation. The PDC has received a large Employment Training Panel contract from the state and is in need of a contractor to deliver customized training. The RFP process is now complete and the contract is up for approval by the Board of Trustees at the January 19 meeting. Likewise, Business Services has assisted the Facilities Department with the negotiation of a Reprographics Services contract. An RFP process was conducted during December and the result was an intent to award a contract to the low price bidder. This item will be presented to the Board at the January 19 meeting.

Business Services has coordinated the submission of SBCCD's Apportionment Report to the State. This report, often referred to as the attendance report or 320 report, is compiled from the campuses' student attendance activity and is a joint effort of the Administrative Services and Research staff. The Period 1 data for July 1 through December 31, 2016 was submitted to the Chancellor's Office on January 17.

## Committees

Jose Torres, Chair ▪ (909)382-4021 ▪ jtorres@sbccd.cc.ca.us

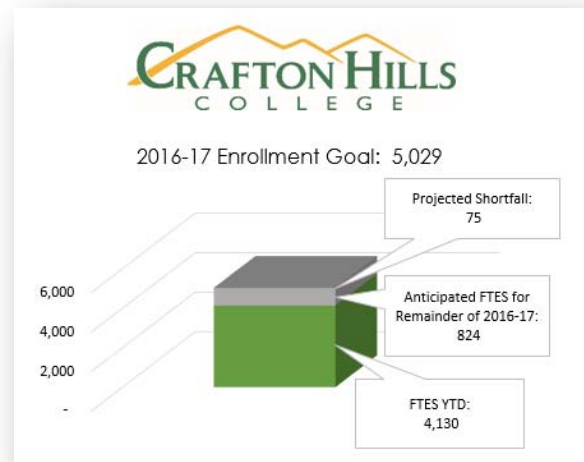
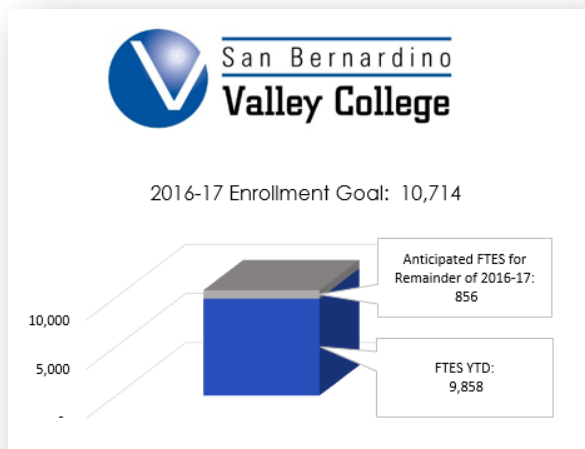
### District Budget

The District Budget Committee (DBC) met in November 2016 and discussed at length the Strong Workforce Allocation funding from the state, resulting in the Recommendation 2017-04 to follow established RAM guidelines for the distribution of this income. In addition, the DBC issued recommendation 2017-03 for the development of a five-year plan for full-time faculty.

### District Enrollment Management

The District Enrollment Management Committee (DEMC) met on December 1 to hear Enrollment Plan presentations from both campuses. The next meeting is scheduled for February 2. The following is an update on enrollment.

- SBVC’s enrollment goal for 2016-17 is 10,714. SBVC has generated 9,858 FTES YTD, with an additional 856 projected FTES for the remaining of the fiscal year. Our analysis shows that, SBVC is trending to meet the established goal. Current Productivity for SBVC is 79% and it is subject to change.
- CHC’s enrollment goal is 5,029. CHC has generated 4,130 FTES YTD with an additional 824 FTES projected for the remainder of the fiscal year. Our analysis shows that, with very aggressive spring and summer semesters, CHC is trending to fall approximately 75 FTES below the established goal. Current Productivity for CHC is 63% and it is subject to change.



- The State Chancellor’s Office has guaranteed SBCCD funding for a total of 16,004 FTES if we are able to meet this goal. However, our analysis shows that we are trending under the guaranteed funding amount by 337 FTES. This means we will be unable to capture approximately \$1.7 million.