



San Bernardino Community College District
Board of Trustees Business Meeting
District Board Room
Thursday, May 12, 2016
12:00 – 4:00 p.m. – Study Session
4:00 p.m. – Business Meeting

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

2. **2016 EDUCATIONAL AND FACILITIES MASTER PLANS (Part 2)**
Shaun Blaylock of Alma Strategies (p.5)

3. **COMMENCE BUSINESS MEETING**

4. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- a. Conference with Labor Negotiators Government Code 54957.6
Agency Negotiators: Bruce Baron and Dr. Lisa Norman
CTA, CSEA, Management/Supervisors, Confidential Employees
- b. Public Employee Discipline/Dismissal/Release/Non Re-Employment Government Code 54957 and Education Code 87678: 5 cases
- c. Conference with Legal Counsel – Existing Litigation: Government Code 54956.9(d)(1) – 4 cases – 3 Workers Compensation Claim Nos 504865, 479409, and 490729; and Mestas, et. al.
- d. Public Employment: Government Code 54957 – 2 cases
 - i. Title: College President – CHC
 - ii. Title: College President - SBVC

5. **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.

This is an opportunity for members of the public to address the Board concerning closed session items.

6. **CONVENE CLOSED SESSION**

7. **RECONVENE PUBLIC MEETING**

8. **REPORT OF ACTION IN CLOSED SESSION (if any)**

9. **PRESENTATION TO STUDENT TRUSTEES**

10. REPORTS

Under Section 54954.2(a)(2) of the Brown Act, trustees are permitted to make a brief announcement or to make a brief report on his or her own activities. Reports from all groups are intended to be non-controversial and used for reporting on conferences, meetings, and other activities related to District business. No action will be taken.

- a. Board Members
 - i. Board Information Requests (p65)
- b. Student Trustees
- c. Chancellor
- d. SBVC
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
- e. CHC
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
- f. CSEA
- g. CTA

11. APPROVAL OF MINUTES

- a. April 14, 2016 (p74 & 87)
- b. April 21, 2016 (p88)

12. PUBLIC COMMENTS ON AGENDA 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.

13. 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.

- a. **BOARD OF TRUSTEES & CHANCELLOR**
 - i. Consideration of Approval to Accept Board Policies for First Reading (p91)
 - ii. Consideration of Approval to Accept Board Policies for Final Approval (p143)
 - iii. Consideration to Reconfirm Student Trustee Privileges (p222)

- b. **INSTRUCTIONAL/STUDENT SERVICES**
 - i. Consideration of Approval of Amendment to Serve Wine at a Campus Event-SBVC (p223)
 - ii. Consideration of Approval of Curriculum – CHC (p224)

c. **HUMAN RESOURCES**

- i. Consideration of Acceptance of Employee Resignations (p232)
- ii. Consideration of Acceptance of Employee Retirement (p233)
- iii. Consideration of Approval of Adjunct and Substitute Academic Employees (p234)
- iv. Consideration of Approval of Amendment of Faculty Department Chair Stipends (p245)
- v. Consideration of Approval of Appointment of District Employees (p246)
- vi. Consideration of Approval of District Volunteers (p248)
- vii. Consideration of Approval of Employee Promotion (p250)
- viii. Consideration of Approval of Employment Rescission (p251)
- ix. Consideration of Approval of Non-Instructional Pay for Academic Employees (p252)
- x. Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees (p258)
- xi. Consideration of Approval of Reclassifications (p263)

d. **BUSINESS & FISCAL SERVICES**

- i. Consideration of Approval of Purchase Order Report (p265)
- ii. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p277)
- iii. Consideration of Approval of Surplus Property and Authorize Donation to Family Service Association of Redlands (p280)
- iv. Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p281)
- v. Consideration of Approval to Adopt a Resolution to Appropriate Funds (p284)
- vi. Consideration of Approval to Adopt Resolutions and Signature Authorizations for State of California (p287)
- vii. Consideration of Approval of District & College Expenses (p292)
- viii. Consideration of Approval of Individual Memberships (p306)
- ix. Consideration to Approve Conference Attendance (p310)
- x. Consideration of Approval of Professional Services Contracts-Agreements (p322)
- xi. Consideration of Approval of Routine Contracts-Agreements and Memorandums (p325)
- xii. Consideration of Approval to Become the Fiscal Agent of the City of San Bernardino Employment and Training Agency (SBETA) (p362)

e. **FACILITIES**

- i. Consideration of Approval of a Contract with Steinberg Architects of Los Angeles CA (p367)
- ii. Consideration of Approval to Award Bid and Contract to Borden Excavating, Inc. of Calimesa CA (p371)
- iii. Consideration of Approval to Award Bid and Contract to Shanks Electric of Helendale CA (p374)
- iv. Consideration of Approval to Award Bid and Contract to Three Peaks Corp of Calimesa CA (p377)
- v. Consideration of Approval to Award Informal Bid and Contract to aTen Construction, Inc. of Highland CA (p381)
- vi. Consideration of Approval of Amendment 006 to the Measure M Bond Program Management Contract with Kitchell CEM, Inc. of Ontario CA (p384)
- vii. Consideration of Approval of Amendment 09 to the Contract with Knowland Construction Services, Inc. of Rancho Palos Verdes CA (p385)
- viii. Consideration of Approval of Measure M Construction Change Orders and Contract Amendments (p394)

f. **RESOLUTIONS**

- i. Consideration of Adopt Resolution to Recognize the Contributions of Student Trustee Esmeralda Vazquez (p405)
- ii. Consideration of Adopt Resolution to Recognize the Contributions of Student Trustee Thomas Robles (p407)

14. ACTION AGENDA

a. BOARD OF TRUSTEES & CHANCELLOR

- i. Consideration of Approval to Accept Oral Reports from Members of the Board Ad Hoc Committees (p409)
- ii. Consideration of Approval to Televisе Board Meetings (p410)

b. FACILITIES

- i. Consideration of Approval Naming Betty Byron Memorial Atrium (p411)
- ii. Consideration of Approval Naming Dr. Daniel Bahner Center for Innovative Teaching and Learning (p412)
- iii. Consideration of Approval Naming Henry Stone STEM Student Success Center (p413)

15. PUBLIC COMMENT ON NON-AGENDA ITEMS

This is an opportunity for members of the public to address the Board concerning issues not on the agenda.

16. INFORMATION ITEMS

- a. Advancement In Rank-SBVC (p414)
- b. Applause Cards (p416)
- c. Budget Report (p422)
- d. CCFS-320 Apportionment Attendance Report for FY 2016 Period 2 (p470)
- e. Cenergistic Cumulative Cost Savings (p474)
- f. CSEA MOUs (p476)
- g. Clery Report (p485)
- h. General Fund Cash Flow Analysis (p487)
- i. Local Hire Measure M Demographic Report (p489)
- j. Local Hire, Disadvantaged Business Entities, Apprenticeship and Pre-Apprenticeship, and Pre-Qualification Programs (p491)
- k. Quarterly Investment Report (p507)
- l. Review of SBCCD Travel Costs (p509)
- m. Summary of Measure M Construction Contract Change Orders and Amendments (p512)

17. CONVENE CLOSED SESSION

Convene Closed Session for unfinished business on closed session items.

18. RECONVENE PUBLIC MEETING

19. REPORT OF ACTION IN CLOSED SESSION (if any)

20. ADJOURN – The next meeting of the Board is a Study Session 10am-2pm on May 26, 2016.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT 2016 EDUCATIONAL AND FACILITIES MASTER PLANS

BOARD WORKSHOP ONE
> ORGANIZE, SHARE, + LEARN

April 14, 2016

AGENDA

- 01 > WELCOME
- 02 > EXTERNAL & INTERNAL SCANS
- 03 > PLANNING PROCESS
- 04 > COLLEGE DIRECTIONS
- 05 > DISTRICT DIRECTIONS
- 06 > DISTRICT ALIGNMENT
- 07 > NEXT STEPS
- 08 > CAPITAL OUTLAY PLAN

01 > WELCOME

MEETING GOALS:

1. To explore and discuss internal & external scan data for the SBCCCD
2. To review the process & directions that have occurred within the District & Colleges
3. Gather Board of Trustees/Governance input, thoughts, and directions
4. Review current status of EMP production and FMP analysis
5. Update integrated EMP/FMP as it relates to Capital Outlay
6. Next steps for May 22nd Board Meeting/Workshop

02 > EXTERNAL ENVIRONMENTAL SCAN

GOAL > Provide Regional and Community Context for Planning

- REGION: San Bernardino County & Riverside County
- Community: Colleges Service Area Cities/Zip Codes

EMSI Analyst Platform > Primary Data Source

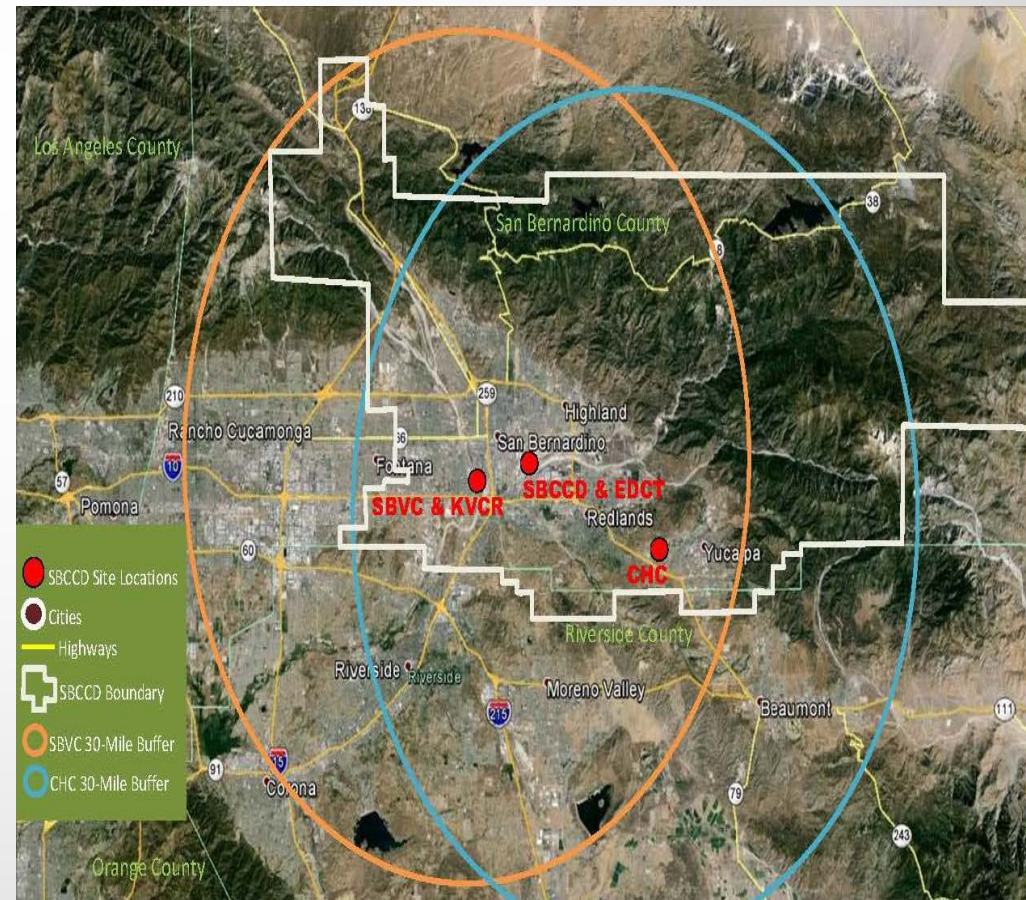
Others Include:

- State of California Department of Labor
- California State Department of Finance
- Census 2010, ACS 5-Year Estimates
- Community Report: Doing What Matters Initiative In Action, Inland Empire, 2013-2015

District Service Area

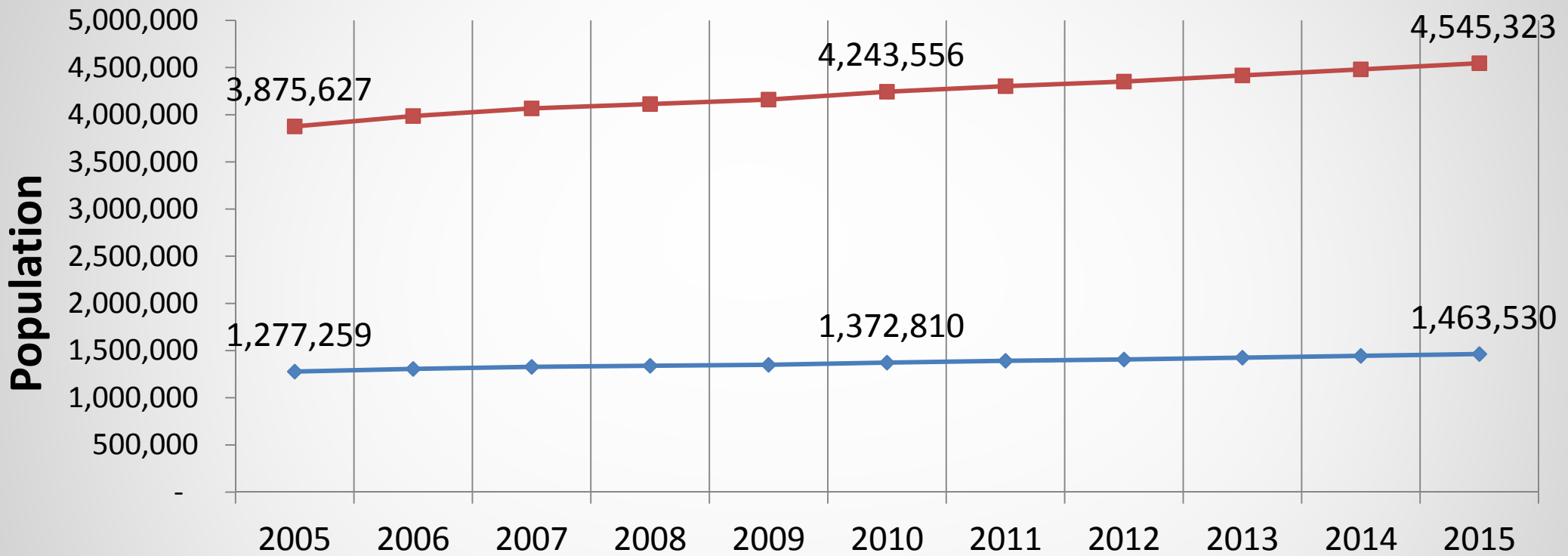
Primary Cities: Highland, Rialto, San Bernardino, Colton, Fontana, Beaumont, Calimesa, Mentone, Redlands, Yucaipa

Zip Code	City	Zip Code	City
91730	Rancho Cucamonga	92376	Rialto
92220	Banning	92377	Rialto
92223	Beaumont	92382	Running Springs
92313	Grand Terrace	92399	Yucaipa
92314	Big Bear	92404	San Bernardino
92320	Calimesa	92404	San Bernardino
92324	Colton	92405	San Bernardino
92325	Crestline	92407	San Bernardino
92335	Fontana	92408	San Bernardino
92336	Fontana	92410	San Bernardino
92337	Fontana	92411	San Bernardino
92346	Highland	92503	Riverside
92352	Lake Arrowhead	92508	Riverside
92354	Loma Linda	92509	Riverside
92358	Lytle Creek	92553	Moreno Valley
92359	Mentone	92555	Moreno Valley
92373	Redlands	92557	Moreno Valley
92374	Redlands		



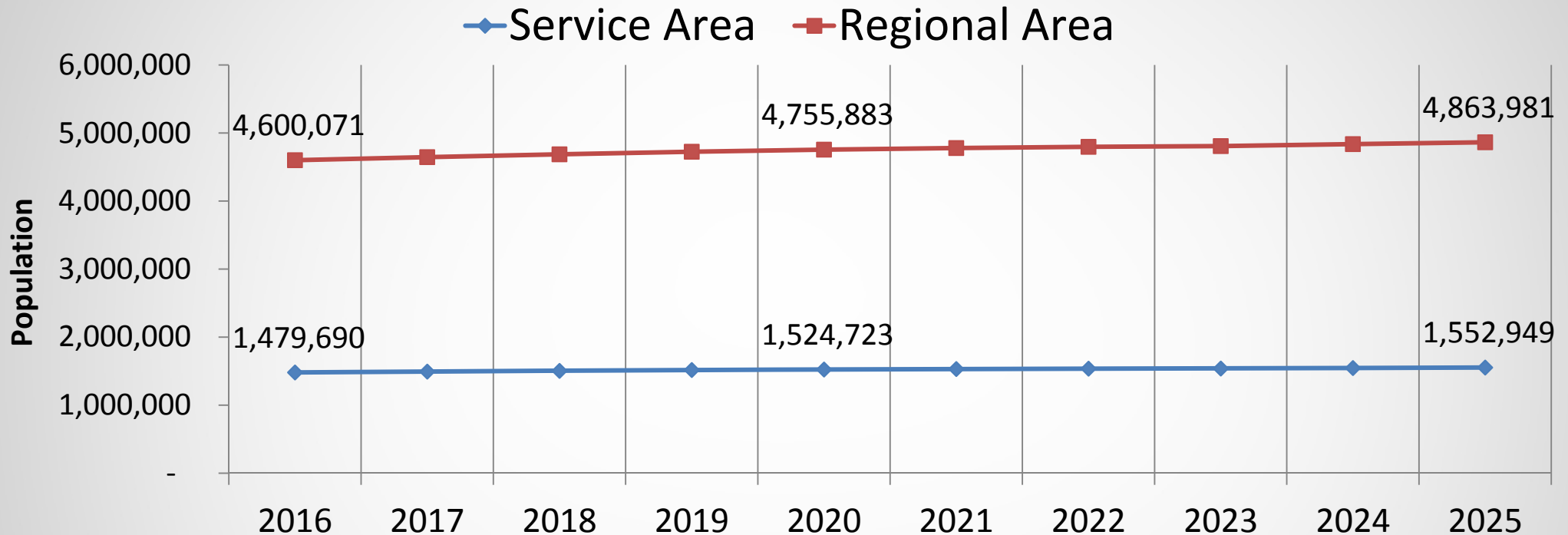
Historical Population (2005-2015)

—◆— Service Area —■— Regional Area



- Regional Growth 2005-2015 = 17.3% (669,696 persons)
- Service Area Growth 2005-2015 = 14.58% (186,271 persons)
- State-wide Growth 2005-2015 = 9.1% (3,262,423 persons)
- Service Area was 32.2% of Regional population in 2015

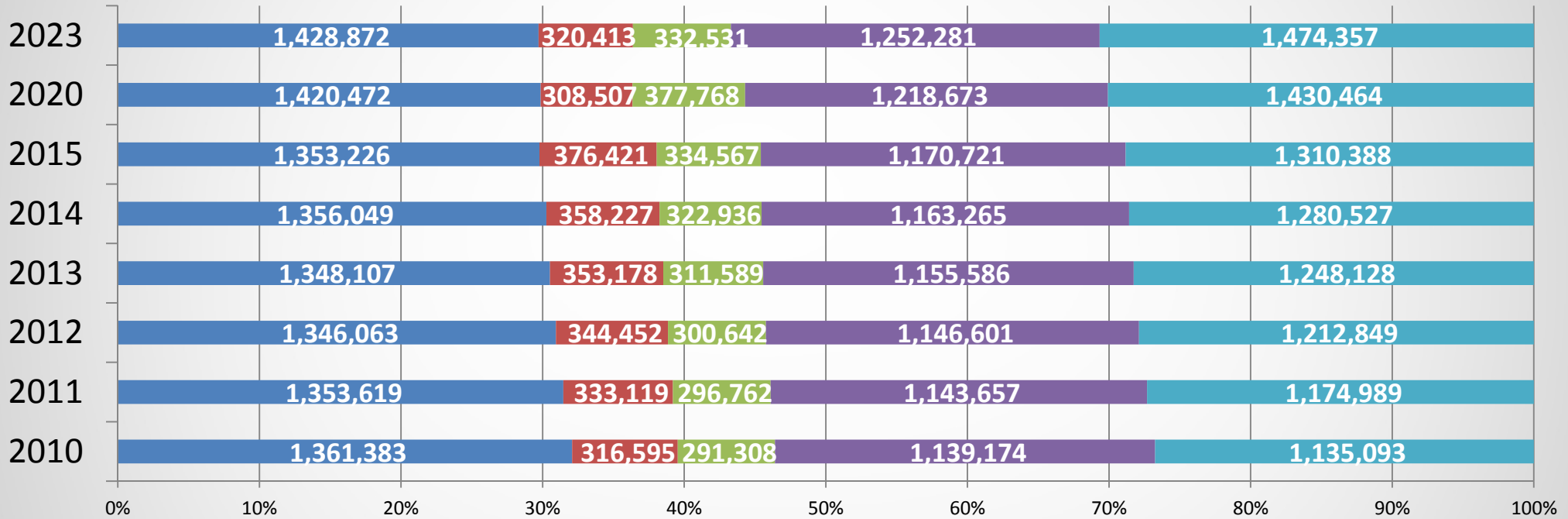
Population Projection (2016-2025)



- Regional Growth 2016-2025 = 5.7% (263,910 persons)
- Service Area Growth 2016-2025 = 4.95% (73,259 persons)
- State-wide Growth 2016-2025 = 3.7% (1,472,522 persons)

Regional Population by Age Group

■ 19 and Under ■ 20-24 ■ 25-29 ■ 30-49 ■ 50 and Over



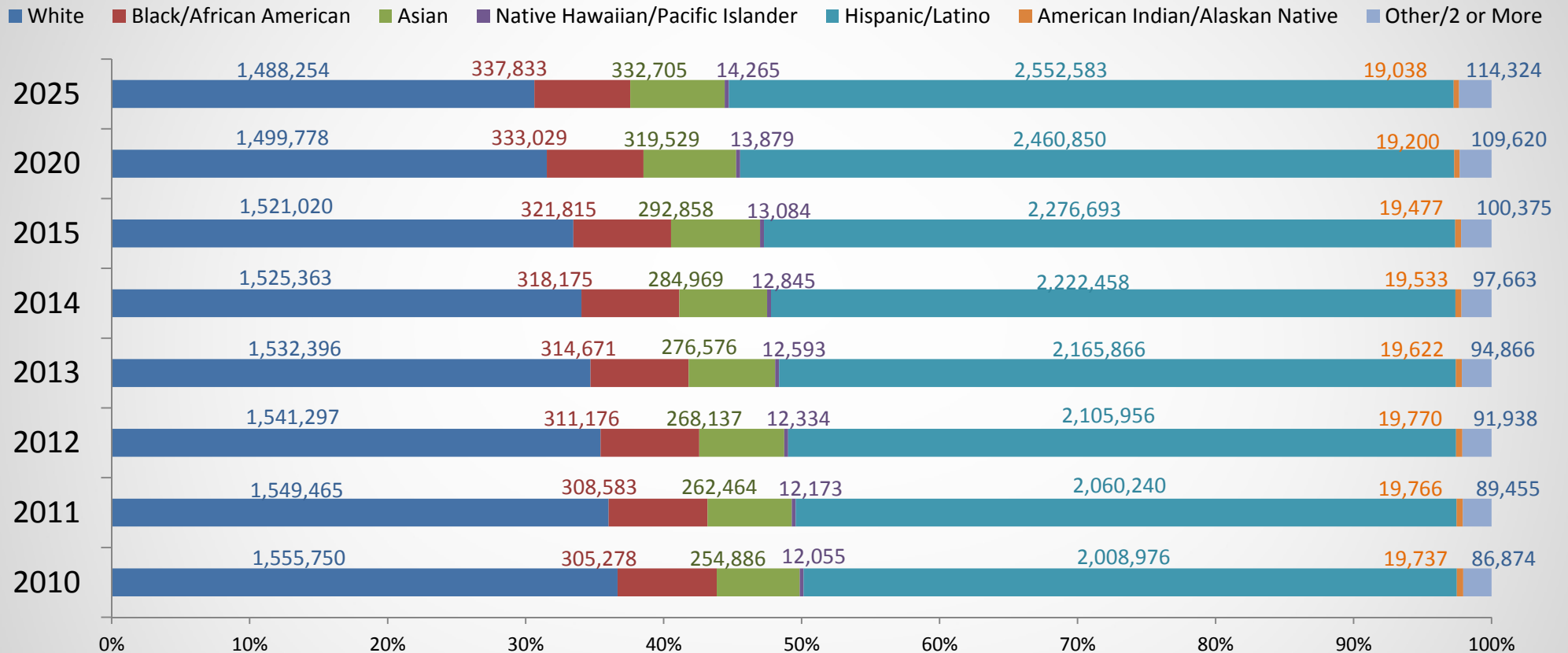
2010-2015

20-24 Age Group grew by 18.9%
 50 + Age Group grew by 15.4%
 20-29 Age Group grew by 17%

2015-2023

20-24 Age Group declines by 14.9%
 50 + Age Group grows by 12.5%
 20-29 Age Group declines by 8.2%

Regional Population by Race/Ethnicity



2010-2015

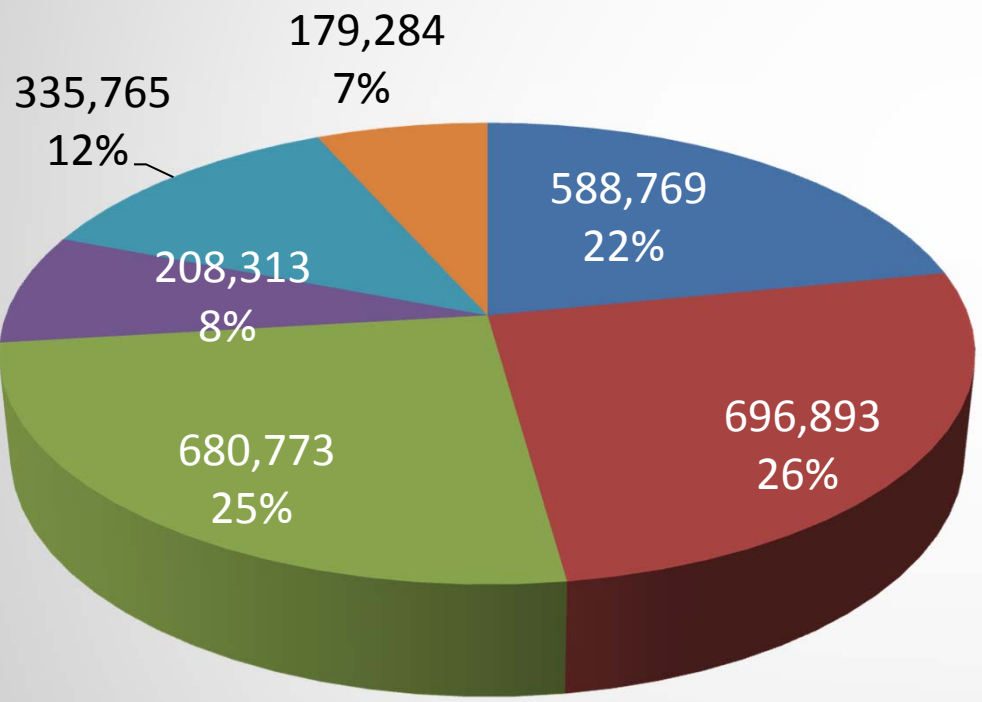
Hispanics increased to 50.1% of population
 Whites decreased to 33.5% of population
 African Americans steady at 7.1% of population

2015-2025

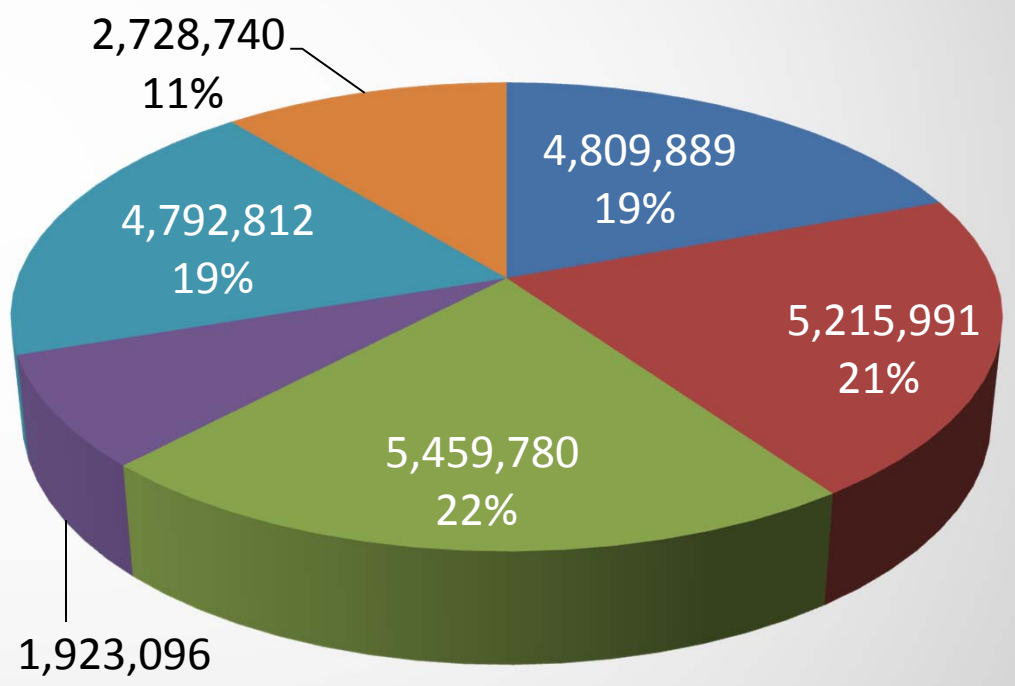
Hispanics increase by 275,890 persons (52.5%)
 Whites decrease by 32,766 persons (30.6%)
 Asians increase by 39,847 persons (6.8%)

Educational Attainment 2010-2015 (5-Yr. Average)

- No HS
- Some College
- BA/BS
- HS Diploma or Equivalent
- AA/AS
- Graduate or Professor



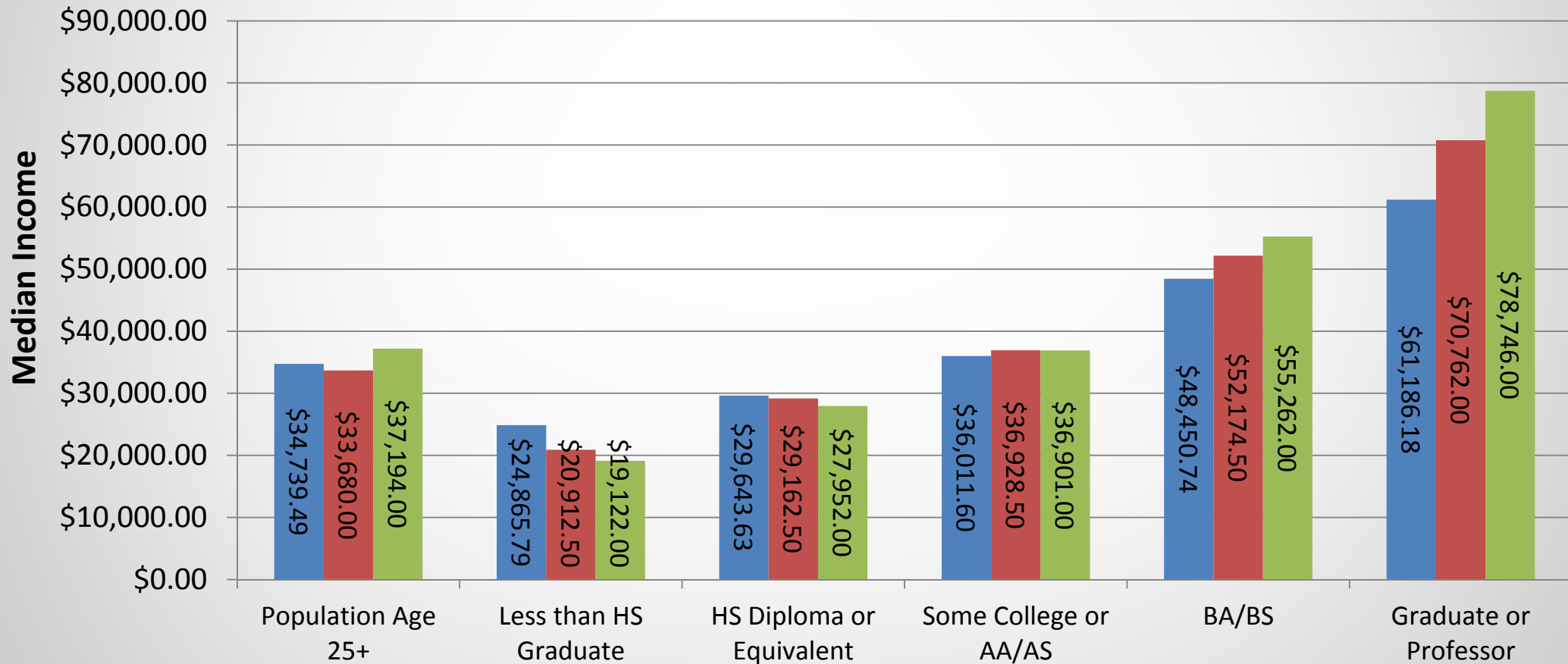
Regional



California

Median Income by Educational Attainment 2010-2015 (5-Yr Average)

■ District ■ Regional ■ California



02 > INTERNAL SCAN

Crafton Hills College – Internal Scan Findings

- CHC accounts for 31.67% of District-wide unduplicated enrollment (UE) (10-year Avg.)
- From 2010-11 to 2014-15, 19 year olds or younger accounted for 32.43% of UE
- From 2010-11 to 2014-15, 20-24 year olds accounted for 37.4% of UE
- Only age group to increase was 20-24 years old
- Group with most decline was 19 or younger

02 > INTERNAL SCAN

Crafton Hills College – Internal Scan Findings

- In 2014-15, Hispanics accounted for 44% of students. The proportion of Hispanic students is increasing, while the proportion of Caucasian students is decreasing.
- Total WSCH declined from 2010-11 to 2012-13, and has been increasing since.
- Section offerings have been increasing since 2011-12
- AA/AS Degrees increased by 197 from 2010-11 to 2014-15
- Certificates awarded increased by 68 from 2010-11 to 2014-15

02 > INTERNAL SCAN

Crafton Hills College – Internal Scan Findings

- Number of students transferred increased by 60 students from 2010-11 to 2014-15. Peak transfer volume was in 2011-12.
- 47% of the WSCH generated in English comes from remedial courses.
- 64% of the WSCH generated in Math comes from remedial courses.
- Nearly half of students in the top 10 feeder high schools did not meet the California Assessment of Student Progress & Performance (CAASPP) standards for English in 2014-15

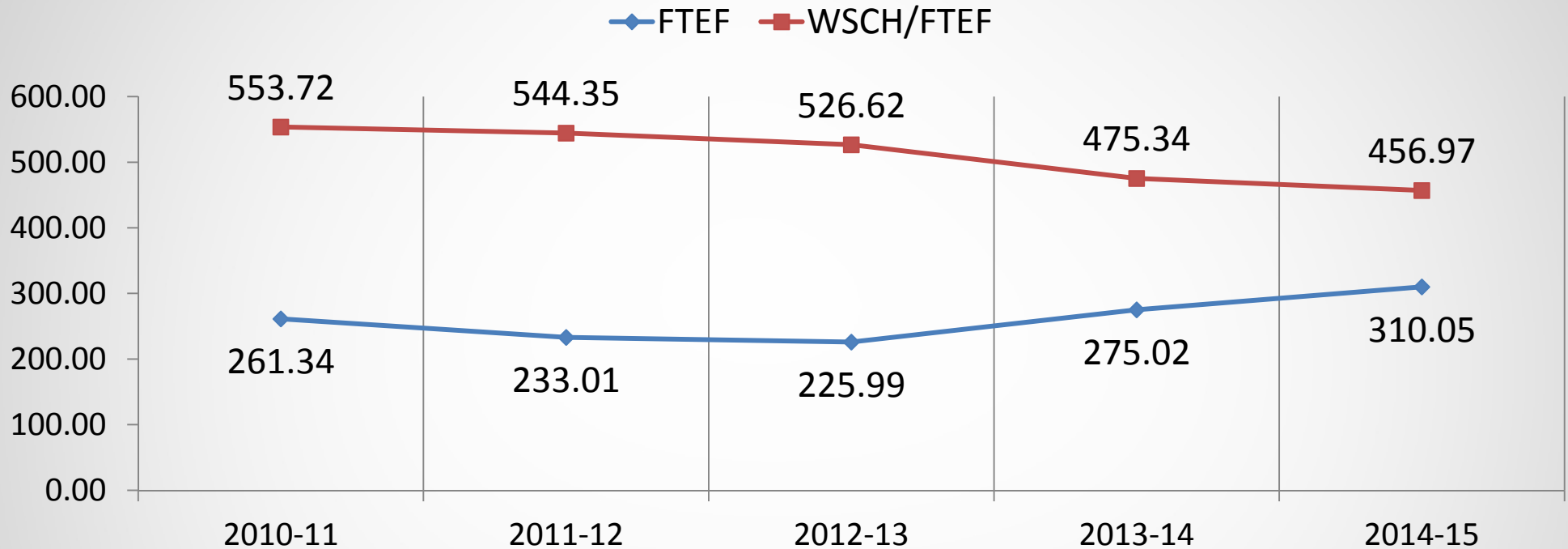
02 > INTERNAL SCAN

Crafton Hills College – Internal Scan Findings

- The majority of students in the top 10 feeder high schools did not meet the CAASPP standards for Math in 2014-15

Crafton Hills College

Full-Time Equivalent Faculty (FTEF) and WSCH/FTEF



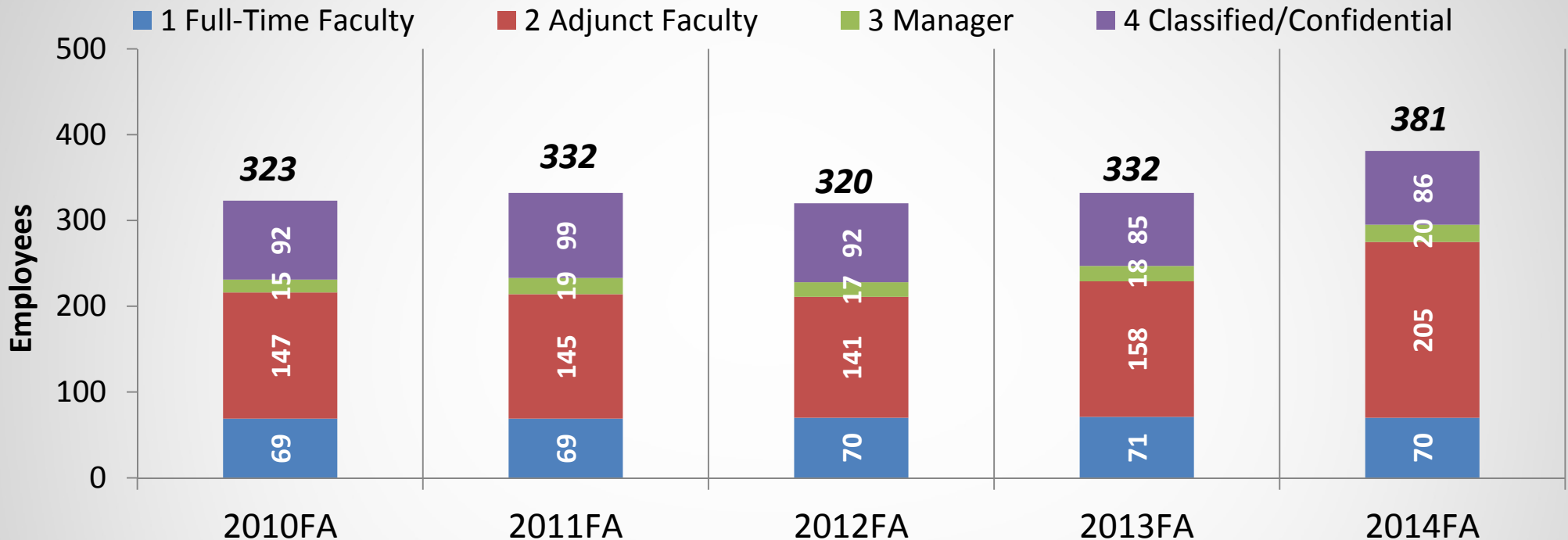
2011-12 to 2014-15

- FTEF increased by 48.71 FTEF (18.6%)
- WSCH/FTEF decreased by 96.75 WSCH/FTEF (-17.5%)

(State recommended standard for productivity is 500-525 WSCH/FTEF)

Crafton Hills College

Unduplicated Employees by Type (Fall Term)



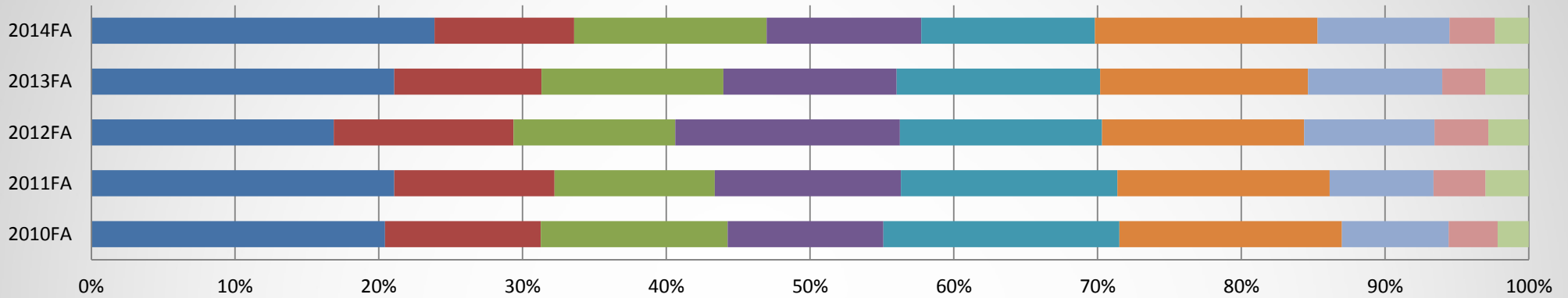
Fall 2010 to Fall 2014

- 5-Year Avg. proportion of Adjunct Faculty was 46.9%, Classified/Confidential was 27%, and Full-Time Faculty was 20.8%
- Adjunct Faculty increased by 39.5% (58 employees) while FT Faculty increased by 1 person
- Managers increased by 33.3% (5 employees) while Classified/Confidential employees decreased by 6 persons.

Source: SBCCD **21**

Crafton Hills College

Employees By Age (Start of Fall Term)



	2010FA	2011FA	2012FA	2013FA	2014FA
18-34	66	70	54	70	91
35-39	35	37	40	34	37
40-44	42	37	36	42	51
45-49	35	43	50	40	41
50-54	53	50	45	47	46
55-59	50	49	45	48	59
60-64	24	24	29	31	35
65-69	11	12	12	10	12
70+	7	10	9	10	9

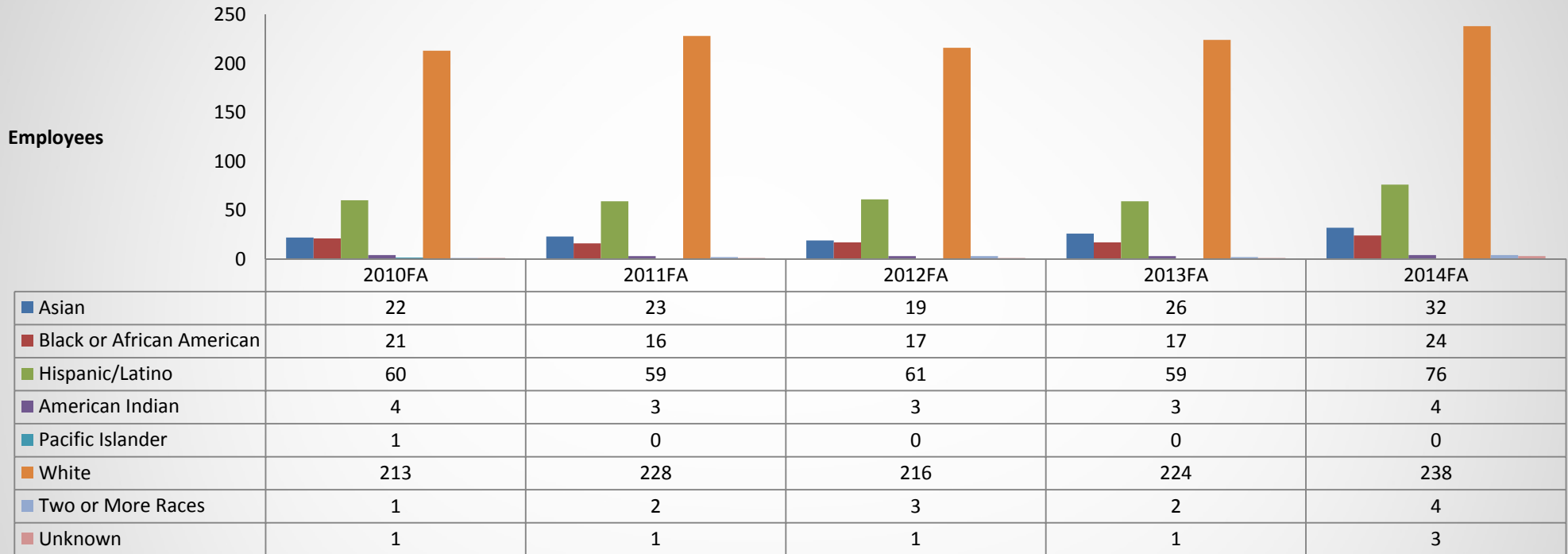
Fall 2014

- 56 employees were 60+ years old (14.7%) and may be anticipated to retire within 0-5 years
- 105 employees were 50-59 years old (27.6%) and may be anticipated to retire within 5-15 years
- Fall 2010 to Fall 2014: 25 employees added age 18-34 (37.9% increase)

Crafton Hills College

Employees By Race/Ethnicity (Fall Term)

Crafton College Employees by Ethnicity



Fall 2010 to Fall 2014 (5-Year Avg. Proportions)

- Caucasians accounted for 66.3% of employees, Hispanics 18.7%, and Asians 7.2%
- Caucasian employees increased by 25 persons (11.7%)
- Hispanic employees increased by 16 persons (26.7%)
- Asian employees increased by 10 persons (45.5%)

Source: SBCCD

02 > INTERNAL SCAN

San Bernardino Valley College – Internal Scan Findings

- SBVC accounts for 68.33% of District-wide unduplicated enrollment (UE) (10-year average)
- From 2010-11 to 2014-15, 20-24 year olds accounted for 34.64% of UE.
- From 2010-11 to 2014-15, 19 year olds or younger accounted for 23.52% of UE.
- Only age group to increase from 2010-11 to 2014-15 was 20-24 years old.
- Age group with the most decline from 2010-11 to 2014-15 was 40-49 years old.

02 > INTERNAL SCAN

San Bernardino Valley College – Internal Scan Findings

- In 2014-15, Hispanics accounted for 63.1% of students. The proportion of Hispanics has been increasing, and the proportions of Caucasians and African-Americans have been decreasing.
- Total WSCH declined from 2010-11 to 2012-13, and has been increasing since.
- The number of sections offered has been increasing since 2011-12.
- The number and proportion of degrees awarded has been increasing
- The number and proportion of certificates has been decreasing

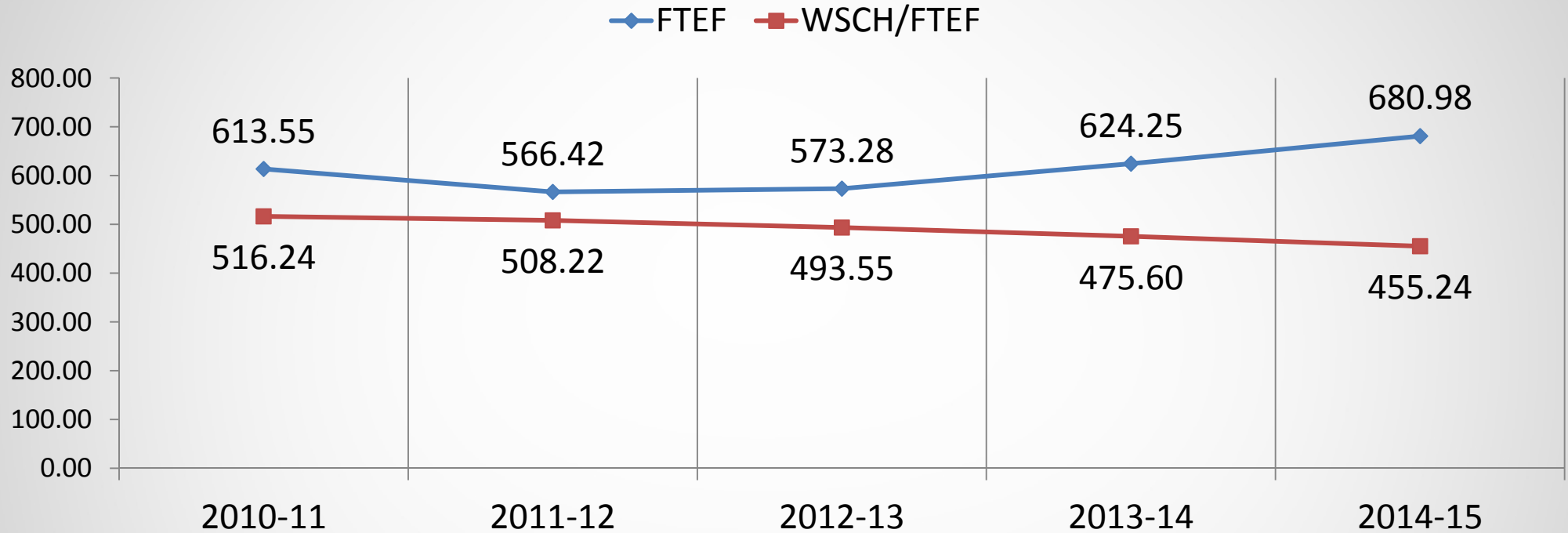
02 > INTERNAL SCAN

San Bernardino Valley College – Internal Scan Findings

- The number of students who transferred in 2013-14 has increased 14.31% since 2010-11.
- Over 50% of WSCH generated in English & Math comes from non-college level courses
- The majority of students enrolled in 9 of the top 10 feeder HS did not meet the CAASP standards for Math
- Half of the students enrolled in 9 of the top 10 feeder HS did not meet the CAASP standards for English

Valley College

Full-Time Equivalent Faculty (FTEF) and WSCH/FTEF



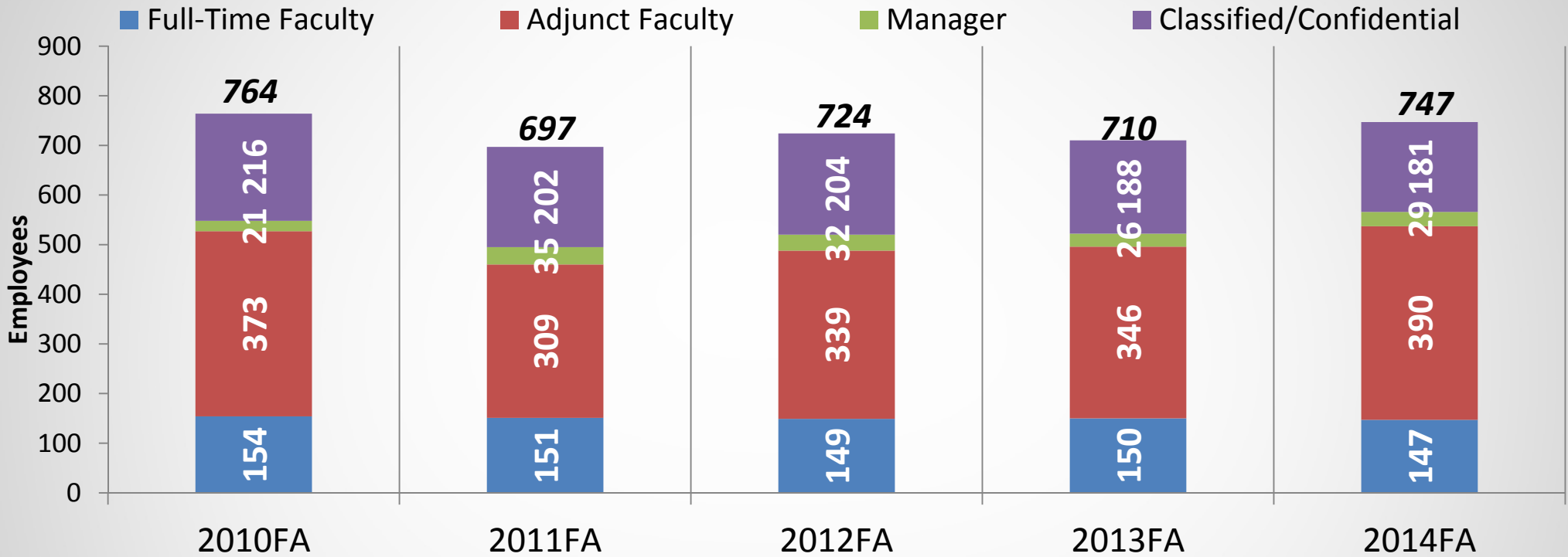
2012-13 to 2014-15

- FTEF increased by 67.43 FTEF (11%)
- WSCH/FTEF decreased by 61 WSCH/FTEF (-11.8%)

(State recommended standard for productivity is 500-525 WSCH/FTEF)

Valley College

Unduplicated Employees by Type (Fall Term)

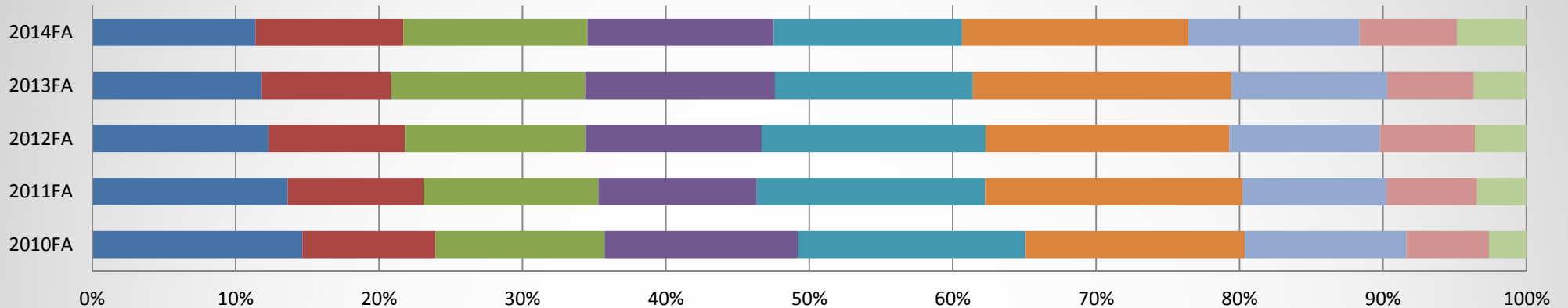


Fall 2010 to Fall 2014

- Avg. Proportion of Adjunct Faculty was 48.2%, Classified/Confidential was 27.2%, and Full-Time Faculty was 20.6%
- FT Faculty decreased by 4.5% (7 employees) while Adjuncts increased by 4.6% (17 employees)
- Classified/Confidential employees decreased by 16.2% (-35 persons)

Valley College

Employees By Age (Start of Fall Term)



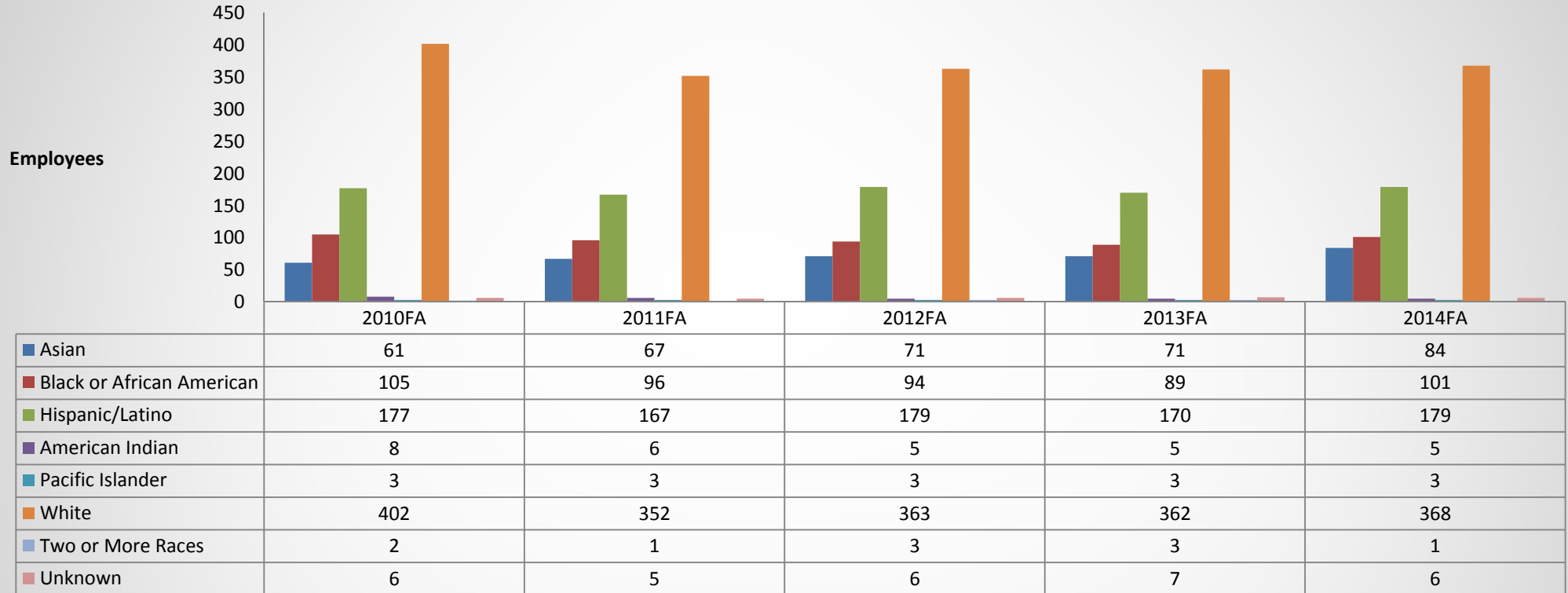
	2010FA	2011FA	2012FA	2013FA	2014FA
18-34	112	95	89	84	85
35-39	71	66	69	64	77
40-44	90	85	91	96	96
45-49	103	77	89	94	97
50-54	121	111	113	98	98
55-59	117	125	123	128	118
60-64	86	70	76	77	89
65-69	44	44	48	43	51
70+	20	24	26	26	36

Fall 2014

- 176 employees were 60+ years old (23.6%) and may be anticipated to retire within 0-5 years
- 216 employees were 50-59 years old (28.9%) and may be anticipated to retire within 5-15 years

Valley College

Employees By Race/Ethnicity (Fall Term)



Fall 2010 to Fall 2014 (5-Year Avg. Proportions)

- Caucasians accounted for 50.7% of employees, Hispanics 23.9%, and African Americans 13.3%
- Asian employees increased by 37.7% (23 persons)
- Caucasian employees decreased by 8.5% (-34 persons)

Source: SBCCD **30**

03 > PLANNING PROCESS

1 / PREPARE

2 / ANALYZE

3 / FRAME

4 / EXPLORE

5 / RECOMMEND

04 > COLLEGE DIRECTIONS

Crafton Hills College Program Themes:

- Expansion of Existing Programs and Development of New Programs
- Flexible Learning Environments & Alternative Instructional Delivery Systems
- Building Interdisciplinary Partnerships
- Improving Pathways from High School to College
- Student Readiness & Preparedness: Addressing Needs of Unprepared/Underprepared Students

04 > COLLEGE DIRECTIONS

Crafton Hills College Strategic Directions

1. Promote Student Success
2. Build Campus Community
3. Develop Teaching & Learning Practices
4. Expand Access
5. Enhance Value to the Surrounding Community
6. Promote Effective Decision-Making
7. Develop Programs and Services
8. Support Employee Growth
9. Optimize Resources

Program Themes in Relation to Strategic Directions

- Expansion of Existing Programs & Development of New Programs (Relates to Strategic Direction 7)
- Flexible Learning Environments and Alternative Delivery Systems (Relates to Strategic Directions 1, 2, and 3)
- Building Interdisciplinary Partnerships (Relates to Strategic Directions 1, 2, 3, 4, 5, and 7)
- Improved Pathways from High School to College (Relates to Strategic Directions 1, 2, 3, 4, 5, and 6)
- Student Readiness & Preparedness (Relates to Strategic Directions 1, 2, 3, 4, 5, and 7)

04 > COLLEGE DIRECTIONS

San Bernardino Valley College Directions

1. Curriculum and resource utilization needs to be more balanced between Transfer, CTE, and Basic Skills
 - Data says vast majority of students entering SBVC require basic skills remediation.
 - Less than 16% of HS grads in the area complete a BA/BS within 10 years.
 - Currently SBVC WSCH generation is 74% transfer, 18% basic skills and 8% CTE.
 - Wages at AA/AS or Cert. level are comparable to BA/BS jobs in the region.
 - More job growth at entry level AA/AS or Cert. level than at BA/BS in the region.

04 > COLLEGE DIRECTIONS

San Bernardino Valley College Directions

2. CTE needs to reflect a broader disciplinary scope and administrative support should reflect this expansion.
 - Currently CTE at SBVC includes 12 subjects.
 - Possible additions suggested are Accounting, Admin. Of Justice, and Computer Information Technology.

3. Delivery of basic skills curricula must align with student goals and create a streamlined path to completion.
 - Only 38% of students in basic skills English subsequently moved on to a college level English course.
 - Assess basic skills pathways for optimal student success.
 - Basic Skills instruction that facilitates a clear and direct pathway towards career and higher education goals.

04 > COLLEGE DIRECTIONS

San Bernardino Valley College Directions

4. Occupational paths should reflect industry needs with the highest likelihood of long-term job growth and livable wages.
 - Work with local and regional industry leaders to assess current and long-term employment needs across various sectors.

5. San Bernardino Valley College assumes a leadership role in the restructuring of adult and non-credit education in the region, offering more basic skills and ESL curriculum.
 - Curriculum between high schools, adult education centers, and SBVC will be articulated with an emphasis on clear career paths.

04 > COLLEGE DIRECTIONS

Considerations for Evaluating Program Viability:

- Space Utilization
- WSCH/Utilization Analysis
- WSCH/FTEF (Productivity)
- Demand – (Student and Market)
- Cost of Resources (Faculty, Facilities, etc.)

05 > DISTRICT DIRECTIONS

District Directions:

- Align expenditures with the Colleges' and District's EMP's and FMP's
- Take into account stability of personnel in place, i.e. interims, etc.
 - As of Fall 2014, 22.45% of the District's staff is expected to retire within 0-5 years, and 21.01% is expected to retire within 5-15 years.
- KVCR as an instruction-supporting institution with specific integrative pathways
- Increase the co-ordination between the EDCT & Colleges
 - Align EDCT Goals & Objectives with the Colleges' Educational Goals and Objectives

05 > DISTRICT DIRECTIONS

District Directions:

- Refine site safety/emergency plans for Colleges and District
- Evaluate Total Cost of Ownership when doing Capital Outlay Planning
 - Fully developed facility department with full-time positions
- Greater integration of maintenance and operations departments
- Develop a District-level position to coordinate and direct better collaboration between Instructional & Student Services at the College and District levels.

06 > DISTRICT ALIGNMENT

District Strategic Plan, 2014-2020

Goal 1: Student Success

Provide the programs and services necessary to enable all students to achieve their educational and career goals.

Objective 1.1 – Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age and gender

Objective 1.2 – Increase the number of students who complete developmental education programs and progress to successful completion of freshman-level courses.

District Strategic Plan, 2014-2020

Findings and Directions in Support of Goal 1:

- The need for expanded tutoring and support from student services came up in a vast majority of program interviews.
- Several faculty came out in support for increased alternative instructional delivery methods.
- The need for more basic skills instruction became apparent from the program interviews and the internal scan data.
- ALMA Strategies recommends that a District-level position be created to coordinate Student Services and Instruction at the District & College level.

District Strategic Plan, 2014-2020

Findings and Directions in Support of Goal 1 (cont.):

- ALMA Strategies recommends that the District consider exploring and prioritizing articulation between K-12 and the Colleges.

06 > DISTRICT ALIGNMENT

District Strategic Plan, 2014-2020

Goal 2: Enrollment and Access

Increase access to higher education for populations in our region.

Objective 2.1 – Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

Objective 2.2 – Provide transfer, career and technical, and developmental education access to meet student needs.

Objective 2.3 – Enhance the public image of the San Bernardino Community College District.

06 > DISTRICT ALIGNMENT

District Strategic Plan, 2014-2020

Goal 2: Enrollment and Access (cont.)

Increase access to higher education for populations in our region.

Objective 2.4 – Increase awareness of San Bernardino Valley College and Crafton Hills College as viable higher education options.

Objective 2.5 – Continue to diversify our student and employee populations to be reflective of our communities.

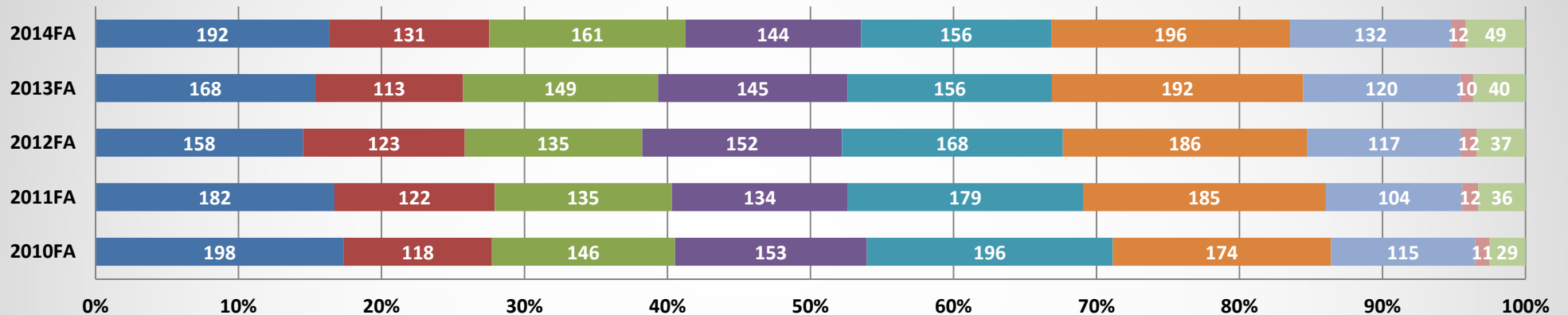
District Strategic Plan, 2014-2020

Findings and Directions in Support of Goal 2:

- Increase the co-ordination between the EDCT & Colleges and align EDCT Goals & Objectives with the Colleges' Educational Goals and Objectives.
- The District, and the Colleges, assume a leadership role in the region to coordinate and offer basic skills instruction as well as not-for-credit and non-credit instruction.
- Utilize the presented considerations for evaluating program viability.
- Develop a staffing plan and hiring process for replacing retired staff.

Human Resources

District Employees by Age (Start of Fall Term)



	2010FA	2011FA	2012FA	2013FA	2014FA
18-34	198	182	158	168	192
35-39	118	122	123	113	131
40-44	146	135	135	149	161
45-49	153	134	152	145	144
50-54	196	179	168	156	156
55-59	174	185	186	192	196
60-64	115	104	117	120	132
65-69	11	12	12	10	12
70+	29	36	37	40	49

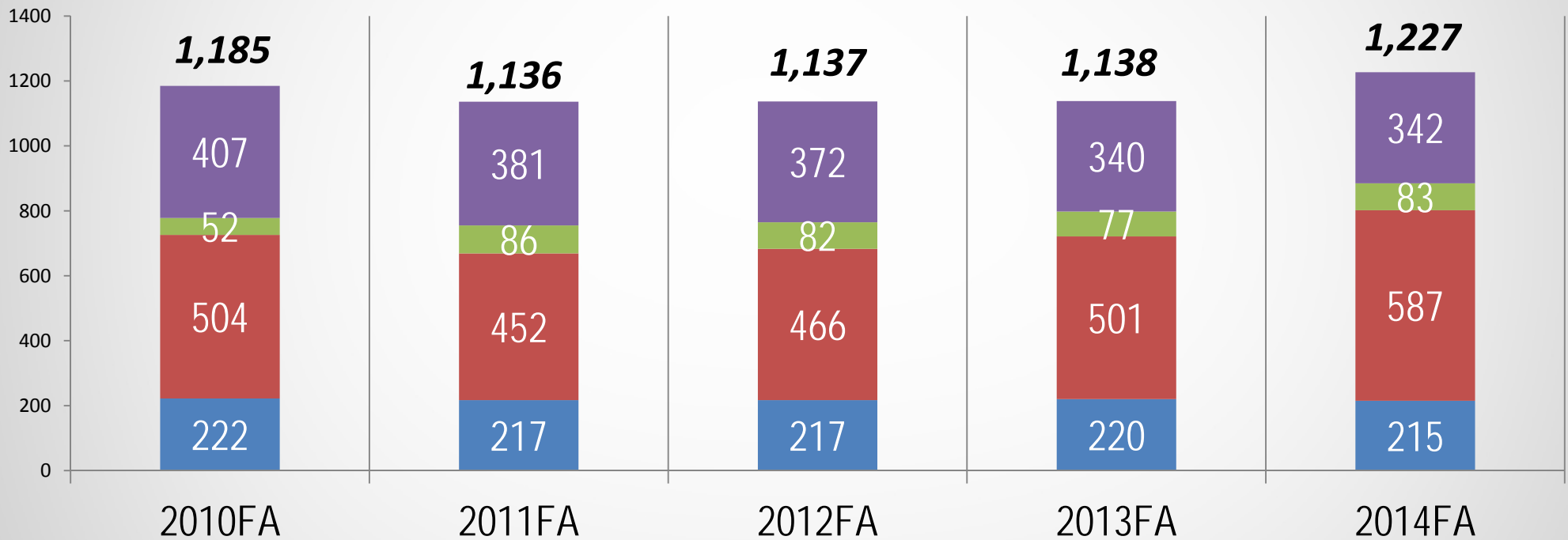
Fall 2014

- 132 employees were 60+ years old (22.45%) and may be anticipated to retire within 0-5 years
- 196 employees were 50-59 years old (21.01%) and may be anticipated to retire within 5-15 years

Human Resources

District Employees by Type (Fall Term)

4 Classified/Confidential 3 Manager 2 Adjunct Faculty 1 Full-Time Faculty



Fall 2010 – Fall 2014

- Full-time Faculty decreased by 7 employees (3.15%)
- Adjunct Faculty increased by 83 employees (16.47%)

06 > DISTRICT ALIGNMENT

District Strategic Plan, 2014-2020

Goal 3: Partnerships of Strategic Importance

Invest in strategic relationships and collaborate with partners in higher education, PK-12 education, business and workforce development, government, and other community organizations.

Objective 3.1 – Enhance existing and secure new higher education partnerships to improve student transfer rates.

Objective 3.2 – Enhance existing and secure new PK-12 partnerships to improve student pathways, increase awareness of SBVC and CHC as viable options for higher education, and enhance the image of the San Bernardino Community College District.

06 > DISTRICT ALIGNMENT

District Strategic Plan, 2014-2020

Goal 3: Partnerships of Strategic Importance (cont.)

Invest in strategic relationships and collaborate with partners in higher education, PK-12 education, business and workforce development, government, and other community organizations.

Objective 3.3 – Enhance existing and secure new business and workforce development partnerships for student internship opportunities, student pathways, incumbent worker training, and to enhance career and technical education course curriculum.

06 > DISTRICT ALIGNMENT

District Strategic Plan, 2014-2020

Goal 3: Partnerships of Strategic Importance (cont.)

Invest in strategic relationships and collaborate with partners in higher education, PK-12 education, business and workforce development, government, and other community organizations.

Objective 3.4 – Enhance existing and secure new government and community partnerships to increase funding for improving student success and increasing student access.

District Strategic Plan, 2014-2020

Findings and Directions in Support of Goal 3:

- Increase resource sharing between the EDCT & Colleges to build partnerships and increase student success.
- Partner with K-12 to create career pathways and increase transfer rates.
- Articulate courses and curriculum with higher education institutions.

06 > DISTRICT ALIGNMENT

District Strategic Plan, 2014-2020

Goal 4: District Operational Systems

Improve the district systems to increase administrative and operational efficiency and effectiveness.

Objective 4.1 – Improve the district systems to increase administrative and operational efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems.

District Strategic Plan, 2014-2020

Findings and Directions in Support of Goal 4:

- Develop and maintain a robust facilities department with full-time staff.
- Align District expenditures with the goals and objectives in the Colleges' EMP's and District Alignment Plan.
- Develop a District-level position to coordinate, integrate, and develop systems of support between instruction and student services at the District and College level.

07 > NEXT STEPS

Schedule Moving Forward

- College EMP Draft Review (to be issued in MS Word)
 - Chapter 1: Introduction and Process by Mid-April
 - Comments due 3 weeks later
 - Chapter 2: Internal Profile of the College (Internal Scan) by end of April
 - Comments due 3 weeks later
 - Chapter 3: Community & Regional Context (External Scan) and Chapter 4: Labor Market Information by end of April
 - Comments due 3 weeks later

07 > NEXT STEPS

Schedule Moving Forward

- Chapter 5: Strategic Directions & Goals and Chapter 6: Instructional Analysis by Department by May 30
 - Comments due September 9

- InDesign documents published by September 16

07 > NEXT STEPS

Schedule Moving Forward

- District Alignment Plan Draft Review
 - MS Word draft to be issued by May 30
 - Introduction, Process, and Organizational Charts
 - Planning Process and Cycles
 - Alignment Plan for SBCCD Services
 - Alignment Plan for EDCT
 - Alignment Plan for KVCR
 - Comments due on September 9
 - InDesign published document by July 18
 - Comments due September 30
 - Final Document published by TBD

07 > NEXT STEPS

We have planned, but..

How to implement?

08 > CAPITAL OUTLAY PLAN

Capital Outlay Overview:

- 5 Year Construction Plan
- Initial Project Proposals
- Final Project Proposals
- EMP & FMP Alignment

08 > CAPITAL OUTLAY PLAN

Project Categories:

- Category A: To provide for safe facilities and activate existing space
 - A1 – Imminent danger to the life or safety of the building occupants
 - A2 – Equipment to complete previously state-funded construction projects
 - A3 – Seismic Deficiencies
 - A4 – Immediate infrastructure failure

- Category B: To increase instructional capacity
 - Reconstruction of existing space
 - Construction of new space

08 > CAPITAL OUTLAY PLAN

Project Categories:

- Category C: To modernize instructional space
 - Reconstruction of existing space
 - Replacement of existing space

- Category D: To promote a complete campus concept
 - D1 – Phys. ed., performing arts, child development facilities, etc.
 - Cafeterias, maintenance shops, warehouses and capital energy projects

- Category E: To increase institutional support services capacity
 - Reconstruction of existing space
 - Construction of new space

08 > CAPITAL OUTLAY PLAN

Project Categories:

- Category F: To modernize institutional support services space
 - Reconstruction of existing space
 - Replacement of existing space

08 > CAPITAL OUTLAY PLAN

Capital Outlay Update

- San Bernardino Valley College:
 - Applied Technology (CTE) Building
 - Liberal Arts Building

- Crafton Hills College:
 - Projects TBD
 - IPP's
 - 5 year construction plan

08 > CAPITAL OUTLAY PLAN

Facilities Master Plan Update - HMC

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: May 12, 2016

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.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

No impact to the budget.

**San Bernardino Community College District
2015-2016 Board of Trustees Information Requests
(updated 4/29/16)**

Date of Request: 7/9/2015
Requested by: Trustee Henry
Planned Completion Date: Completed
8/3/2015

Request: Chancellor recommends CSEA meet with Vice Chancellor HR and EH&S Director to go through each concern and report back to the board. Trustee Henry requested for Dr. Norman to facilitate the meeting. Dr. Henry asked for an Itemization of what happened, transpired, what was brought forward, what were the responses. The Board will ensure they will address the report once it is received from CSEA/HR.

Comments: Chancellor provided a final detailed report to the Board on 8/3/15.

Date of Request: 7/9/2015
Requested by: Trustee Williams
Planned Completion Date: Completed
8/14/2015

Request: Gabriel Jaramillo asked if we could have Webadvisor fixed as it goes down when students have to register. Trustee Williams asked for a board item to discuss solutions for Webadvisor.

Comments: Chancellor updated the board on 8/14/15. Additional presentations can be made at the request of the Board.

Date of Request: 3/12/2015
Requested by: Trustee Williams
Planned Completion Date: Completed
9/4/2015

Request: Trustee Williams asked who is in charge of Measure M Work? Who has done work within the District over the last year? He would like to have a conversation to give feedback on the process and their bids to the board.

Comments: Chancellor provided the response to the Board on 9/4/15.

Date of Request: 4/9/2015
Requested by: Trustee Harrison
Planned Completion Date: Completed
9/4/2015

Request: Trustee Harrison requested the Chancellor to give direction to KBRJ to give local people the feedback they need to know why their bids were not successful.

Comments: Chancellor provided the response to the Board on 9/4/15.

Date of Request: 7/9/2015
Requested by: Trustee Henry
Planned Completion Date: Completed
9/4/2015

Request: Trustee Henry requested a report that shows how many injuries by department and training reports.

Comments: Chancellor provided the information to the Board on 9/4/15.

Date of Request: 3/12/2015
Requested by: Trustee Williams
Planned Completion Date: Completed
10/8/2015

Request: Trustee Williams asked how much did the Community Counseling Services raise for the KVCR and SBVC Foundations?

Comments: CCS provided their accomplishments in the Information Items section of the 10/8/15 Board Book.

Date of Request: 9/2/2015
Requested by: Trustee Williams
Planned Completion Date: Completed
10/8/2015

Request: Requested HR Staff to create a chart with Chancellor and Board Self-Evaluation deadlines

Comments: The Vice Chancellor of HR provided the deadlines to the Board on 10/8/15.

Date of Request: 9/8/2015
Requested by: Trustee Ferracone
Planned Completion Date: Completed
10/8/2015

Request: Trustee Ferracone asked how the state figures the FON.

Comments: The report was included in the 10/8/15 Board packet under Information Items.

Date of Request: 9/8/2015
Requested by: All Trustees
Planned Completion Date: Completed
10/8/2015

Request: Trustees asked for a written report from CCS on their accomplishments.

Comments: The report was included in the 10/8/15 Board packet under Information Items.

Date of Request: 9/8/2015
Requested by: Trustees Williams and Singer
Planned Completion Date: Completed
10/8/2015

Request: What is the relationship between the demand for classes/programming and building/seat capacity.

Comments: The report was included in the 10/8/15 Board packet under Information Items.

Date of Request: 9/8/2015
Requested by: Trustee Harrison
Planned Completion Date: Completed
10/8/2015

Request: Trustee Harrison asked for a breakdown of the 765 faculty and staffing needs that were budgeted for. Where is the salary being funded from? How many are funded through the general fund and how many through the restricted fund? Send percentage figure

Comments: The report was included in the 10/8/15 Board packet under Information Items.

Date of Request: 10/8/2015
Requested by: Trustee Williams
Planned Completion Date: Completed
10/26/2015

Request: Trustee Williams recommended the following changes to the Board Orientation Handbook: Line 389 should change to: 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. Page 170 add oversight committees to the redevelopment agencies and add KVCR and EDCT Org charts to page 184.

Comments: The recommended changes were made and the revised Board Handbook is posted online.

Date of Request: 11/12/2015
Requested by: Board Members
Planned Completion Date: Completed
12/10/15

Request: Board members requested for the Board Information Requests to be placed in the front of the agenda under Chancellor's Report.

Comments: Chancellor place this item back on the agenda under Board's Report as requested.

Date of Request: 10/8/2015
Requested by: Trustees Williams and Harrison
Planned Completion Date: Completed
12/10/2015

Request: Board requested for staff to look for alternate ways to encourage local vendors to participate in bids.

Comments: Fiscal Services provide a report to the Board in the Information Items section of the Board book on 12/10/15.

Date of Request: 9/24/2015
Requested by: Goals Ad Hoc Committee
Planned Completion Date: Completed
12/1/15

Request: To incorporate a Meet Your Trustees (use "Collegial") with the Chancellor's Holiday Party. Special invite to the members of District Assembly so the board can get to know the members and better understand the process. Opening dialogue might help them work together on policies.

Comments: The invitation was emailed to District Assembly members and Board members were introduced to members on 12/1/15.

Date of Request: 12/10/2015
Requested by: Trustee Harrison
Planned Completion Date: Completed
12/18/15

Request: Trustee Harrison requested for another copy to be sent to all Trustees that includes a list of Cal Card Users

Comments: The Chancellor emailed the list of Cal Card Users to all Board members.

Date of Request: 12/3/2015
Requested by: Trustees
Planned Completion Date: Completed

Request: Study Session Questions:
o What is the number of those that do not qualify for this measurement (CTE)? Slide 4
o What percentage of first time English students are recently out of high school vs returning adults? Slide 5
o Trustee Williams requested for the minutes to reflect his request for a follow-up to know what is being done in each college for outreach with K-12.
o How can Trustees make decisions that impact the outcome of the score cards?
o Would like to see a comparison of the data from the year before. Slide 11
o Convert percentages into number of students represented. Slide 20
o Provide the dollar investment for each program per student. Slide 20
o Review and consider alternative ways to partner with the City of San Bernardino and/or the County of San Bernardino to place a staff member on campus to enroll students in job services. Slide 23
o Provide the information collected and the cost for the online library. Slide 25
o Provide the text that references academic freedom in the selection of textbooks or course instructional materials. Is there something that specifically says that you cannot suggest the source for where the information will come from?
o Slide 26 should be used for the Ad Hoc Committee to review.
o Could you review and explain the decline in 06-07 CTE completion on slide 31.
o Which CTE programs are posing the challenges for African Americans? Slide 33

Comments: The Board Ad Hoc - Student Success Committee meets with the Institutional Researchers on 2/22/16 to answer the Student Scorecard questions. Response of the questions were provided at the 2/25/16 Board meeting.

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: Completed 2/25/16

Request: Which employers are listed on myopenjobs? Why how CHC isn't using the free caljobs services or working with the county workforce development department to assist students with this? What has been the placement success with this job board?

Comments: We don't have proprietary rights to the Openjobs website so I would not be able to provide information as to who advertises on the website. Further clarification of the question is needed to respond accordingly.

Date of Request: 12/10/2015
Requested by: Trustee Williams
Planned Completion Date: Completed 2/25/16

Request: Trustee Williams asked for more information on college hour.

Comments: Information was provided with the Board Information Requests in the 2/25/16 board book.

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: Completed

Request: I'd like to see the analytics once the Facebook promotion has concluded.

Comments: Information was provided with the Board Information Requests in the 2/25/16 board book. Facebook campaign is completed.

Date of Request: 11/13/2014
Requested by: Trustee Ferracone
Planned Completion Date: Completed
3/10/16

Request: Trustee Ferracone would like the board to consider developing a policy on the hiring of a college president.

Comments: The Board Policy Work Group is tasked to develop the policy with the VC HR. The BP was approved on 3/10/16

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: Completed
3/18/16

Request: Who is the target population for the Pandora advertisement and why is general fund money being used? What has been the past results of this kind of marketing?

Comments: The Chancellor provided a response in the 3/18/16 Chancellor's Chat and will also provide the report in report will be provided in the Response to Board Information Requests for 4/14/16.

Date of Request: 1/21/2016
Requested by: Trustee Williams
Planned Completion Date: Completed
4/14/16

Request: Trustee Williams requested for an agenda item to explain the process and role of District Assembly.

Comments: March 10 at 3pm at SBVC (hour before the board meeting)
April 5 at 2pm (hour before District Assembly)
April 14 at 1pm at CHC (hour before the study session)

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: Completed
4/14/16

Request: Please provide another opportunity for the board to meet members of district assembly.

Comments: Board Members met with District Assembly on 3/10/16, 4/5/16, and 4/14/16.

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: Completed
4/14/16

Request: Is the Police Academy Chief still going to report directly to the President now that Gloria will be retiring? Should it not go to the VP or a Dean? And why are the degree and experience requirements being changed? It looks like the position is being written for someone or to exclude someone.

Comments: Item was completed and provided in the 4/14/16 Board Information Request Updates.

Date of Request: 8/13/2015
Requested by: Trustee Harrison
Planned Completion Date: Ongoing

Request: The Board requested a report at least every three months on the pre-qualification program for construction projects. Trustee Harrison asked for a report every six months to cover local hire reports, disadvantaged business entities, and apprenticeships program reports

Comments: Fiscal Services will provide a report will be provided in the Information Items section of the board book after program implementation. Updates provided 12/10/15, 2/25/16

Date of Request: 8/20/2015
Requested by: Board Retreat
Planned Completion Date: Ongoing

Request: Receive regular information on the progress of filling interim positions via Chancellor's Chat.

Comments: A monthly report will be provided in the Response to Board Information Requests every three months beginning 3/10/16.

Date of Request: 4/9/2015
Requested by: Trustee Williams
Planned Completion Date: Ongoing

Request: Trustee Williams asked for a follow up on the claim for the gymnasium floor through Lima Consulting.

Comments: Monthly updates will be provided in the Response to Board Information Requests beginning 3/10/16.

Date of Request: 3/12/2015
Requested by: Trustee Ferracone
Planned Completion Date: Ongoing

Request: Strategic Planning Committee and Accreditation Ad Hoc Task Force include board members and be agendized to have discussion

Comments: Board ratified member to the Ad Hoc Task Force on 4/9/15. The District Strategic Planning Committee is working to ensure regular effective updates in planning processes and has scheuled updates to the Board.

Date of Request: 9/8/2015
Requested by: Trustee Ferracone
Planned Completion Date: Ongoing

Request: The Board would like to have more discussion on the budget. Trustee Ferracone suggested a meeting in May to have discussion on where we could go or might go with the budget to be able to make a more informed decision.

Comments: The preliminary budget presentation is scheduled for a study session on 5/26/16, which was approved by the Board on 10/8/15. The Board Ad Hoc Budget Committee meets as needed and will report updates at the Board meetings.

Date of Request: 4/9/2015
Requested by: Trustee Harrison
Planned Completion Date: TBD - partial completed on 12/10/15.

Request: Trustee Harrison requested the Strategic Plan should come back to the board in six months with elements to include TESS, KVCR, and ATTC.

Comments: The complete Strategic Plan will be revised and resubmitted to the Board for 1st read by the end of 2015. It is pending review by the DSPC. A written update was provided at the 12/10/15 board meeting.

Date of Request: 10/8/2015
Requested by: Trustee Harrison
Planned Completion Date: TBD

Request: Trustees would like a creative perpetual recognition listing all board members who served over the last 90 years.

Comments: The Chancellor will bring designs for the Board of Trustees to select. Staff will obtain an accurate list of all past board members. The Chancellor is working with vendors on ideas and quotes.

Date of Request: 9/24/2015
Requested by: Goals Ad Hoc Committee
Planned Completion Date: TBD

Request: Develop a State of Community Colleges "From Cradle to College" Have the college CDC students involved.

Comments: The Board Goals Ad Hoc Committee to work with the Chancellor to develop a plan for this event.

Date of Request: 3/12/2015
Requested by: Trustee Williams
Planned Completion Date: TBD

Request: SWOT Analysis of CTE Programs.

Comments: This is being worked on through the Educational Master Plan.

Date of Request: 11/12/2015
Requested by: Trustee Williams
Planned Completion Date: TBD

Request: Trustee Williams requested for a future board item on feasibility study to open middle college to all youth in our service area. What are the costs and how many students are displaced?

Comments: A report will be prepared for a future Board meeting that will include consideration of AB 288.

Date of Request: 12/10/2015
Requested by: Trustee Williams and Trustee Harrison
Planned Completion Date: 06/30/17

Request: Trustee Williams and Harrison requested BP 2200 to be reviewed again during the review cycle to include Training and to add the Board's responsibility for the mission, vision, values and strategic direction of the District.

Comments: Trustee Ferracone will add BP 2200 to the 2016-17 review cycle for the committee to consider.



San Bernardino Community College District
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, May 12, 2016

Response to Board Information Requests

Request:

At the 4/9/15 Board meeting, Trustee Williams asked for a follow-up on the claim for the gymnasium floor through Lima Consulting.

Response:

Regular updates have been provided in the Chancellor's Chats and written updates have been provided on a monthly basis at Board meetings since 3/10/16.

A conference call was conducted April 19, 2016 between the Zurich claims attorney (Julie Testa) and members of the Kitchell/BRj Program Management team to discuss the proposed settlement amount of the claim. Ms. Testa has been authorized to offer SBCCD a settlement in the amount of \$70,763.50 against an estimated forecast cost to complete of \$88,454.38. Ms. Testa will be providing a breakdown of the difference along with a Settlement Agreement for Kitchell/BRj to review (expected to submit within 1-2 weeks). Kitchell/BRj will evaluate the offered cost breakdown against the estimated forecast to complete cost and prepare a recommendation to the district. The primary reason given by Ms. Testa for the difference in the offered amount and that estimated had to do with a number of areas relating to design issues that Zurich considers resulted in the water intrusion.

Members Present:

John Longville, President
Joseph Williams, Vice President
Gloria Harrison, Clerk
Donna Ferracone, Trustee
Dr. Donald L. Singer, Trustee (left at 5:15pm)
Dr. Anne L. Viricel, Trustee
Nickolas W. Zoumbos, Trustee
Thomas Robles, SBVC Student Trustee (arrived at 4:45pm)
Esmeralda Vazquez, CHC Student Trustee (arrived at 4:22pm, left at 6:30pm)

Members Absent:

None.

Administrators Present:

Bruce Baron, Chancellor
Dr. Cheryl Marshall, President, CHC
Jose Torres, Vice Chancellor Fiscal Services
Dr. Lisa Norman, Vice Chancellor Human Resources

Administrators Absent:

Dr. Gloria Fisher, President, SBVC

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 4:02pm. Trustee Zoumbos led the pledge of allegiance.

PRESENTATION TO BOARD MEMBER

Trustee Nickolas W. Zoumbos was recognized for successful completion of the Excellence in Trusteeship Program

By unanimous approval, the Trustees agreed to reorder the agenda to hear the institutional presentation after closed session.

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- Conference with Labor Negotiators, Government Code section 54957.6 Agency Negotiators: Bruce Baron and Dr. Lisa Norman
 - CTA, CSEA, Management/Supervisors, Confidential Employees
- Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 2 cases
- Public Employee Discipline/Dismissal Release, Government Code section 54957: 3 cases
- Conference with Legal Counsel-Existing Litigation: Government Code section 54956.9(d)(1) – 2 Cases - Workers Compensation Claim Nos. 504865 and 479409
- Public Employment, Government Code Section 54957 Title: President, San Bernardino Valley College

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None.

CONVENE CLOSED SESSION

Closed session convened at 4:06pm.

RECONVENE PUBLIC MEETING

Meeting reconvened at 5:15pm.

REPORT OF ACTION IN CLOSED SESSION (if any)

- The Board unanimously adopted the recommendation to dismiss employee ID #24746, and took action to dismiss and cause a statement of its decision to dismiss pursuant to Education Code section 87672 to be delivered to employee ID #24746.
- The Board unanimously took action to approve the Settlement Agreement and Release of all Claims for employee #7128.
- The Board unanimously took action to approve the Settlement Agreement of all Claims for employee #2401.
- The Board unanimously approved Amendment to Resignation Agreement with Gloria Fisher.

INSTITUTIONAL PRESENTATION

Alfredo Cruz, General Manager of KVCR, gave an update on KVCR FM/TV/FNX as presented.

PUBLIC COMMENTS ON AGENDA ITEMS

Alex Avila, Joi Hall, and Mark Westwood

REPORTS

- Trustee Viricel Attended District Assembly, Guardian Scholars Open House, Inspire Success Luncheon, CHC Gala, provided tickets to In Her Boots participants, and met with Principal Gutierrez & Dr. Fisher to help high school students be better prepared for college.
- Trustee Harrison attended Guardian Scholars Open House, CHC Gala, and spoke to constituents about community college on local and statewide levels.
- Trustee Zoumbos attended middle college awards.
- Trustee Ferracone attended State of the County, Poverty Symposium.
- President Longville shared his experience with the CHC Gala, attended LEAD Conference.
- Trustee Vazquez attended the CHC Gala, Legislative Advocacy Day, and noted the Student Elections will take place next week, and thanked the Board for their work and service.
- A written report was presented for the President of SBVC.
- A written report was presented by the SBVC Academic Senate.
- Trustee Robles reported playing the Easter Bunny at SBVC, hosted a Challenge Your Student Trustee event, and attended the Million Student March.
- Chancellor Baron reported meeting with the accreditation follow-up team and will learn the outcome in early June. He congratulated Robert Levesque in his grant acquisition.
- President Marshall reported participating in the accreditation team visit. She thanked attendees of the CHC Gala. Three Peaks challenge will be held on Saturday. CHC is hiring faculty and employees. Thanked Alfredo and KCVR for their support of CHC and their activities.
- Denise Allen-Hoyt reported working with administration on Education Master Plan. Senate is working on finding a replacement for Dr. Marshall, gearing up for graduation, attending the statewide academic senate meeting. Resolution SP16.02 was distributed to the Board.
- Trustee Robles Grad Fair 4/29/16, ASG General Assembly 4/29/16-5/1/16.
- Grayling Eaton reported Sarah Miller resigned all union activities, morale is low, he read a statement he received by an anonymous sender,

APPROVAL OF MINUTES

Trustee Williams motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the minutes of March 10, 2016 and March 24, 2016.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None

ABSENT: Singer, Vazquez

ABSTENTIONS: None

CONSENT AGENDA

INSTRUCTIONAL/STUDENT SERVICES

Consideration of Approval of Curriculum – SBVC

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the curriculum- SBVC.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None

ABSENT: Singer, Vazquez

ABSTENTIONS: None

Consideration of Approval of Curriculum – CHC

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the curriculum- CHC.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval to Serve Wine at a Campus Event – SBVC

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve to serve wine at a campus event- SBVC.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval to Serve Wine at a Campus Event – CHC

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve to serve wine at a campus event- CHC.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

HUMAN RESOURCES

Consideration of Approval of Adjunct and Substitute Academic Employees

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve adjunct and substitute academic employees.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Adoption of Resolution to Participate in California Schools Employee Benefits Association (CSEBA) and EyeMed Vision Services

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the adoption of resolution to participate in California Schools Employee Benefits Association (CSEBA) and Eyemed vision services **with the analysis on page 51 to be amended: After undergoing a request for proposal for health and welfare insurance, the district recommends acceptance of the CSEBA bylaws.**

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Appointment of District Employees

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve appointment of district employees **as amended to remove Catherine Wilkinson from the list.**

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Compensation and Benefits for Management and Confidential

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve compensation and benefits for management and confidential.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of District Volunteers

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve district volunteers.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Non-Instructional Pay for Academic Employees

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve non- instructional pay for academic employees.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Placement of Classified Employee on the 39-Month Reemployment List

This item was pulled. No action was taken.

Consideration of Approval of Pre-Retirement Reduced Workload for Academic Employee

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve pre –retirement reduced workload for academic employee.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Trustee Ferracone abstained from the vote because she has a relative on the list of professional expert, short-term, and substitute employees.

Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees

Trustee Harrison motioned, Trustee Viricel seconded the motion and the board members voted as follows:
To approve Professional Expert, short –term, and substitute employees.

AYES: Longville, Williams, Harrison, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: Ferracone

Consideration of Approval of Rescission of Sabbatical Leave

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve rescission of sabbatical leave.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Salary Advancement for Academic Employee

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve salary advancement for academic employee.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Stipend for Assistant Football Coach

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve Stipend for assistant football coach.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Tuition Reimbursement

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve tuition reimbursement.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval to Grant Tenure

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve Grant Tenure.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Ratification of CTA Tentative Agreement

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve ratification of CTA tentative agreement.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Job Description

Trustee Williams motioned, Trustee Viricel seconded the motion and the board members voted as follows:
To approve job description **as amended: to delete item #24 from the district director of marketing, public affairs, and government relations job description.**

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Revised Management Job Descriptions

Trustee Williams motioned, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the revised management job descriptions **as amended: the first sentence under the Summary of Description should read *Under the general supervision of the Associate Vice Chancellor, the Director, Grants and Resource Development is responsible for developing, coordinating and writing major grant applications for the Foundation.***

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Alternate Work Schedule Summer 2016

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the alternate work schedule summer 2016.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Summer Work Schedule 2016

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the summer work schedule 2016.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Acceptance of Amendment of Employee Resignation

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the acceptance of amendment of the employee resignation.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Acceptance of Employee Resignations

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the acceptance of employee resignations.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

BUSINESS & FISCAL SERVICES

Consideration of Approval to Adopt Resolution Authorizing Temporary Interfund Borrowing

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows:
To adopt the resolution authorizing temporary interfund borrowing.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of District & College Expenses

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the district and college expenses.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Individual Memberships

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve of individual members.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez

ABSTENTIONS: None

Consideration of Approval of Professional Services Contracts-Agreements

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the professional services contract-agreements.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Purchase Order Report

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve of purchase order reports.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Routine Contracts-Agreements and Memorandums of Understanding

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve of the Routine contracts- agreements and memorandums of understanding.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the surplus property and authorization for private sale or disposal.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval to Adopt a Resolution Approving Budget Adjustments to Align KVCR Budget with Current Expectations

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows:
To adopt a Resolution for Approving budget adjustment to align KVCR budget with current expectations.
The request for KVCR is borrowing from their own reserve. There was a presentation that showed a decrease each year until KVCR was self-sustaining. When the item is agendized, Trustee Harrison would like to see the projection and explanation of what went wrong.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval to Adopt a Resolution to Appropriate Funds

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To adopt a Resolution to Appropriate Funds.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration To Approve Conference Attendance

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve Conference Attendance.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

FACILITIES

Consideration of Approval of Amendment 001 to the CHC College Center Renovation Contract with PMSM Architects of San Luis Obispo CA

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the Amendment 001 to the CHC College Center renovation contract with PMSM Architects of San Luis Obispo,CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Amendment 001 to the Contract with Citadel Environmental Services, Inc. of Glendale CA

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve Amendment 001 to the contract with Citadel Environmental Services, Inc. of Glendale, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Amendment 002 to the CHC M&O Renovation Contract with PMSM Architects of San Luis Obispo CA

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the Amendment 002 to the CHC M&O renovation contract with PMSM Architects of San Luis Obispo,CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Amendment 003 to the CHC LADM Contract with PMSM Architects of San Luis Obispo CA

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the Amendment 003 to the CHC LADM Contract with PMSM Architects of San Luis Obispo, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Amendment 003 to the CHC Student Services A Renovation Contract with PMSM Architects of San Luis Obispo CA

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the Amendment 003 to the CHC student services a renovation contract with PMSM Architects of San Luis Obispo, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Amendment 007 to the Contract with HMC Architects of Ontario CA

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the Amendment 007 to the contract with HMC Architects of Ontario, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments

Trustee Ferracone motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the Non- Bond Construction change orders and contract amendments.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

ACTION AGENDA

BOARD OF TRUSTEES & CHANCELLOR

Consideration of Approval of Board Self-Evaluation Method for Distribution & Questions

Trustee Harrison motioned, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the Board Self- Evaluation Method for Distributing & Questions.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval to Accept Board Ad Hoc Committee Reports

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To accept Board Ad Hoc Committee Reports.

- Student Success Ad Hoc committee met. Presentation from Campaign for College Transfers.
- K12 Board Presidents & Superintendents Ad Hoc committee met and is moving forward. Chancellor will meet with Ted Alejandre before contact is made with other superintendents.
- Evaluation Ad Hoc committee met to develop questions for the board self-evaluation and had discussion with the board retreat facilitator to develop the retreat agenda.
- Budget Ad Hoc committee has been meeting to review the board budget and made recommendations to the budget.

AYES: Longville, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: Williams

Consideration of Approval to Accept Board Policies for First Reading

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To accept Board Policies for First Reading: BP/AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Code, BP/AP 3500 Campus Safety, BP/AP 3518 Child Abuse Reporting, AP 3540 Sexual and Other Assaults on Campus, AP 3720 Computer and Network Use, BP/AP 3810 Claims Against the District, AP 4021 Program Discontinuance, AP 4022 Course Approval, BP/AP 4026 Philosophy and Criteria for International Education

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval to Accept Board Policies for Final Approval

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To accept Board Policies for Final Approval: BP 2310 Regular Meetings of the Board, BP/AP 2340 Agendas, BP/AP 2714 Distribution of Tickets or Passes, AP 3510 Workplace Violence, AP 3515 Reporting of Crimes, AP 6800 Safety, BP/AP 7330 Communicable Disease, BP 7335 Health Examinations.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration to Accept the Chancellor's Charge to the District Budget Committee

Trustee Ferracone motioned, Trustee Williams seconded the motion and the board members voted as follows:
To accept the Chancellor's Charge to the District Budget Committee.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

INSTRUCTIONAL/STUDENT SERVICES

None

HUMAN RESOURCES

Consideration of Acceptance of Employee Retirement

Trustee Williams motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the acceptance of Employee Retirement.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Implementation of the Early Retirement Incentive Plan

Trustee Williams motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the Implementation of the Early Retirement Incentive Plan.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

BUSINESS & FISCAL SERVICES

Consideration of Approval of Compensation Agreement with the City of San Bernardino

Trustee Williams motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the Compensation Agreement with the city of San Bernardino.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

FACILITIES

Consideration of Approval of Contract with DKC Architects, Inc. of Redlands CA

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the contract with DKC Architects, Inc. of Redlands, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Consideration of Approval of Contract with P2S Engineering Inc. of Long Beach CA

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the contract with P2S Engineering Inc. of Long Beach, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez

ABSTENTIONS: None

Consideration of Approval of Contract with Vista Environmental Consulting, LLC of Anaheim CA

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the contract with Vista Environmental Consulting, LLC of Anaheim, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None

ABSENT: Singer, Vazquez

ABSTENTIONS: None

Consideration of Approval to Award Bid and Contract to AMG & Associates, Inc. of Santa Clarita CA

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the bid and contract to AMG & Associates, Inc. of Santa Clarita, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None

ABSENT: Singer, Vazquez

ABSTENTIONS: None

Consideration of Approval to Award Informal Bid and Contract to Dan Lyman Construction, Inc. of San Bernardino CA

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the informal bid and contract to Dan Lyman Construction, Inc. of San Bernardino, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None

ABSENT: Singer, Vazquez

ABSTENTIONS: None

Consideration of Approval to Award Informal Bid and Ratify a Contract with Commercial Roofing Systems of Arcadia CA

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the informal bid and ratify a contract with Commercial Roofing System of Arcadia, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None

ABSENT: Singer, Vazquez

ABSTENTIONS: None

Consideration of Approval to Award Informal Bid and Ratify a Contract with Montgomery Hardware of Rancho Cucamonga CA

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the informal bid and ratify a contract with Montgomery Hardware of Rancho Cucamonga, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None

ABSENT: Singer, Vazquez

ABSTENTIONS: None

Consideration of Approval to Award Small Construction Contract to Amtech Elevator Services of Anaheim CA

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the small construction contract to Amtech Elevator Services of Anaheim, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None

ABSENT: Singer, Vazquez

ABSTENTIONS: None

Consideration of Approval to Award Small Construction Contract to Rite Way Roof Corporation of Fontana CA

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the small construction contract to Rite Way Roof Corporation of Fontana, CA.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

RESOLUTIONS

Celebrating Education Month

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the resolution to recognize education month.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Cinco de Mayo Holiday

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the resolution to recognize Cinco De Mayo holiday.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Earth Day

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the resolution to recognize earth day.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

National Deaf History Month

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the resolution to recognize national deaf history month.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

National Military Appreciation Month

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the resolution to recognize national military appreciation month.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

National Police Week

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the resolution to recognize national police week.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles
NOES: None
ABSENT: Singer, Vazquez
ABSTENTIONS: None

Sexual Assault Awareness and Prevention Month

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the resolution to recognize sexual assault awareness and prevention month.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles

NOES: None

ABSENT: Singer, Vazquez

ABSTENTIONS: None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

INFORMATION ITEMS

Applause Cards

Budget Report

Cenergistic Cumulative Cost Savings

CHC Distance Education Plan

District Clery Act Compliance Report

General Fund Cash Flow Analysis

Measure M Demographics Report

Status of District Strategic Planning Committee Activities

Summary of Measure M Construction Contract Change Orders and Amendments

ADJOURN

President Longville adjourned the meeting at 8:20pm

Gloria Macias Harrison, Clerk
San Bernardino Community College District
Board of Trustees

Members Present:

John Longville, President
Joseph Williams, Vice President
Gloria Harrison, Clerk
Donna Ferracone, Trustee
Dr. Donald L. Singer, Trustee
Dr. Anne L. Viricel, Trustee
Nickolas W. Zoumbos, Trustee
Esmeralda Vazquez, CHC Student Trustee

Members Absent:

Thomas Robles, SBVC Student Trustee

Administrators Present:

Bruce Baron, Chancellor
Dr. Cheryl Marshall, President, CHC

Administrators Absent:

Dr. Gloria Fisher, President, SBVC
Jose Torres, Vice Chancellor Fiscal Services
Dr. Lisa Norman, Vice Chancellor Human Resources

CALL TO ORDER

President Longville called the meeting to order at 2:05pm

INSTITUTIONAL PRESENTATION

Shaun Blaylock of Alma Strategies gave an in-depth presentation on 2016 Educational and Facilities Master Plans as provided. The presentation will continue on May12, from 12-4pm.

ADJOURN

President Longville adjourned the meeting at 1:45pm

Gloria Macias Harrison, Clerk
San Bernardino Community College District
Board of Trustees



San Bernardino Community College District Board of Trustees Retreat “Best Practices of Effective Community College Governing Boards”

April 21, 2016, SBCCD Board Room, 8:00 a.m. – 1:30 p.m.

Facilitated by Dr. Pamela J. Fisher, ACCT Consultant

Minutes

Members Present:

John Longville, President
Joseph Williams, Vice President
Gloria Harrison, Clerk
Donna Ferracone, Trustee
Dr. Donald L. Singer, Trustee
Dr. Anne L. Viricel, Trustee
Nickolas W. Zoumbos, Trustee (arrived at 9:34am)
Thomas Robles, SBVC Student Trustee
Esmeralda Vazquez, CHC Student Trustee

Members Absent:

None.

Administrators Present:

Bruce Baron, Chancellor
Dr. Cheryl Marshall, President, CHC
Jose Torres, Vice Chancellor Fiscal Services
Dr. Lisa Norman, Vice Chancellor Human Resources

Administrators Absent:

Dr. Gloria Fisher, President, SBVC

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 4:02pm. Trustee Zoumbos led the pledge of allegiance.

Purpose and Outcomes

Effective Trusteeship: Best Practices

Building a Team: Board/CEO Relationships

Trustees shared why they are on the board and what they hope to get out of the retreat.

The facilitator advised the Board there is nothing in the legislation for shared governance, but instead there is participatory governance.

During discussion of trustee roles and responsibilities, trustees were reminded they should focus on the big picture. It was recommended, based on what is legally required of the board, to place items on consent agenda for approval and have more dialogue on the more important issues. If the board is expected to follow its policies, the policies and procedures need to reflect the board's role. The board needs to look at policies and make sure the procedures reflect the policies and direct the Chancellor.

Convened to break at 10:10am

The retreat reconvened at 10:21am

Part of being an effective board is supporting the board's decision as a whole.

It was highly recommended for the board to have a coordinated board and president evaluation at the next retreat.

The Board's self-assessment should look to what an effective board does.

The evaluation tool should be numbers, and not yes/no responses. This will allow the spread analyzed and discussed. Each trustee responses to the assessment should also be analyzed.

It was mentioned for the Board to have public conversation and give direction to the Chancellor on how to have more effective meetings.

The Board heard about Board Ethics, Communication Protocols, Effective Meetings and Pros and Cons of Board Committees.

The Board can have increased communication with the Chancellor by having informal evaluations/progress reports during the year. It was recommended that the Board consider meeting with the Chancellor during closed sessions for progress reports and discussion.

Material was distributed and referenced for:

The Legal Framework: What You Need to Know

Government Code, Education Code, Title V., Accreditation

The Brown Act

Governance and Consultation

Fiscal Responsibility

Critical District Policies

Developing Local Policies

Next Steps

The Board will schedule part 2 of the board retreat to continue their work.

ADJOURN

President Longville adjourned the meeting at 1:30pm

Gloria Macias Harrison, Clerk
San Bernardino Community College District
Board of Trustees

1:50pm

There was a lot of communication about funding KVCR in the future. The difference between FNX and KVCR was explained, along with the funding and how it impacts KVCR.

What are the cost benefits of all foundations.

Is there a more cost-effective way to raise more funds for each foundation?

Growth rate and how to increase revenue.

Enrollment Management Plan, HR Staffing Plan, etc to review.

Table directive

Williams/Ferracone

Donand Nick left at 2:56pm

Lisa left at 3:05pm

3:35pm

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: May 12, 2016
SUBJECT: Consideration of Approval to Accept Board Policies for First Reading

RECOMMENDATION

It is recommended that the Board of Trustees accept Board Policies for first reading. Administrative Procedures are submitted to the Board for information only.

BP/AP 5140 Disabled Student Programs and Services, AP 5011 Admission and Concurrent Enrollment of HS and Other Young Students, BP/AP 5015 Residence Determination, BP/AP 5035 Withholding of Student Records, BP/AP 5052 Open Enrollment

OVERVIEW

The changes to these policies include requirements of the Education Code and current law.

The SBCCD is constantly reviewing its Board Policies and Administrative Procedures to ensure compliance with Title 5, California Education Code and current district/college needs.

ANALYSIS

The Board may adopt policies authorized by law or determined to be necessary for the efficient operation of the district per Board Policy 2410.

The attached Administrative Procedures have been modified and or reviewed and have gone through the collegial consultation process per Board Policy 2510.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

San Bernardino Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5011 **ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS**

~~**NOTE:** This procedure is **legally required** if the District admits high school students or younger students. Local practice may be inserted. At a minimum the procedures should address or include:~~

~~Admission criteria and procedures for younger students enrolling in the community college:~~

- ~~• Special part-time students (if applicable and as defined in Board Policy)~~
- ~~• Special full-time students (if applicable and as defined in Board Policy)~~
- ~~• Summer school students (if applicable and as defined in Board Policy)~~
- ~~• Agreements between school District(s) and community college District~~
- ~~• Credit granted for courses~~
- ~~• Limits on the number of units for which special part time students may enroll [See Education Code Section 76001.d for specific language]~~
- ~~• Procedures for denial of request for full-time enrollment, including time constraints [See Education Code Section 76001(b) for specific language]~~
- ~~• Procedures for recording board findings and reasons for denial of a request for admission by a student identified as highly gifted.~~
- ~~• Procedures for assigning a low enrollment priority to special part-time or full-time students, except for students attending a middle college high school if the student is seeking to enroll in a course that is required for the student's middle college high school program, to ensure they do not displace regularly admitted students.~~
- ~~• Procedures for maintaining records of enrollment of these students for apportionment purposes.~~
- ~~• Procedures for ensuring that claims for state apportionment for K-12 students meet all of the following criteria:
 - ~~○ The class is open to the general public~~
 - ~~○ The class is advertised as open to the general public in one or more of the following:
 - ~~• The college catalog~~
 - ~~• The regular schedule of classes~~
 - ~~• An addenda to the catalog or schedule~~~~~~

44
45 ~~If the decision to offer a class on a high school campus is made after publication of the~~
46 ~~District's regular schedule of classes, and the class is only advertised to the general public~~
47 ~~through electronic media, the class must be advertised for a minimum of 30 continuous~~
48 ~~days prior to the first meeting of the class.~~

49
50 ~~If the class is offered on a high school campus, the class may not be held during the time~~
51 ~~the campus is closed to the general public, as defined by the school board.~~

52
53 ~~If the class is a physical education class, no more than 10 percent of the enrollment of~~
54 ~~the class may consist of special part-time or full-time students.~~

55
56 ~~**NOTE:** The following is an illustrative example of procedures. **Legally required** and~~
57 ~~**legally advised** clauses are indicated.~~

58
59 ~~**Required** To be considered for admittance as a special part-time student, the student~~
60 ~~must meet the eligibility standards as established in Education Code Sections 48800 and~~
61 ~~76001.~~

62
63 ~~**Legally advised** Admission is subject to seat availability and locally approved college~~
64 ~~policies for concurrent enrollment. The student must submit:~~

- 65 • ~~district application for admission;~~
- 66 • ~~written and signed parental or guardian consent;~~
- 67 • ~~written and signed approval of his/her principal (**NOTE:** A parent or guardian of a~~
68 ~~pupil who is not enrolled in a public or private school may petition directly without~~
69 ~~the signature of a principal.)~~
- 70 • ~~demonstration that the student is capable of profiting from instruction.~~
- 71 • ~~The **[designate]** director of admissions and records or designee has the authority~~
72 ~~to make the final decision whether a student can benefit from instruction.~~

73
74 ~~**Required** To be considered for admission as a special full-time student, the student must~~
75 ~~meet the eligibility standards as established in Education Code Section 48800.05.~~

76
77 ~~**Legally advised** Admission is subject to seat availability and locally approved college~~
78 ~~policies for concurrent enrollment. The student must submit:~~

- 79 • ~~district college application for admission;~~
- 80 • ~~written and signed parental or guardian consent;~~
- 81 • ~~written and signed acknowledgment of his/her principal. (**NOTE:** A pupil who is~~
82 ~~not enrolled in a public or private school does not need to provide written~~
83 ~~acknowledgment from his/her school principal.);~~
- 84 • ~~demonstration that the student is capable of profiting from instruction;~~
- 85 • ~~written approval of the governing board of the school district of attendance.~~
- 86 • ~~The **[designate]** director of admissions and records or designee has the authority~~
87 ~~to make the final decision whether a student can benefit from instruction.~~

88

89 **Required** To be considered for admission as a special summer session student, the
90 student must meet the eligibility standards as established in Education Code Sections
91 48800 and 76001. Students will not be admitted unless they have availed themselves of all
92 opportunities to enroll in equivalent courses at their schools of attendance. Section 76001 and
93 locally approved college policies for concurrent enrollment.

94
95 **Legally advised** The student must submit:

- 96 • college application for admission;
- 97 • written and signed parental or guardian consent;
- 98 • written and signed approval of his/her principal that the student has availed
99 himself/herself of all opportunities to enroll in an equivalent course at his/her school
100 of attendance; and (NOTE: A pupil who is not enrolled in a public or private school
101 does not need to provide written acknowledgment from his/her school principal.)
- 102 • demonstration that the student has adequate preparation in the disciplines to be
103 studied.
- 104 • The director of admissions and records or designee has the authority to make the
105 final decision whether a student can benefit from instruction.

106
107
108 All required documents shall be sent to the [designate] office of admissions and records
109 at the college campus.

110
111 **Legally advised**

112 **High School Students:** For students attending high school, [designate] director of
113 admissions and records or designee will review the materials, and will determine if the
114 student has the abilities and sufficient preparation to benefit from instruction at a
115 community college. The decision of the [designate] director of admissions and records
116 or designee shall be final. This determination may be done by ~~one or more of the~~
117 following options] one or more of the following options:

- 118 • a review of the materials submitted by the student;
- 119 • meeting with the student and his/her parent or guardian;
- 120 • consultation with ~~[designate appropriate college staff]~~ discipline faculty as
121 needed;
- 122 • consideration of the welfare and safety of the student and others; and/or
- 123 • consideration of local, state, and/or federal laws.

124
125 **Middle and Lower School Students:** For students attending middle and lower schools,
126 the determination shall be made by [designate] director of admissions and records or
127 designee. The school must provide transcripts and a letter signed by the principal
128 indicating how in his/her opinion the student can benefit from instruction. The [designate]
129 director of admissions and records or designee will determine if the student has the
130 abilities and sufficient preparation to benefit from instruction at a community college, and
131 that the student's safety and that of others will not be affected. The decision of the
132 [designate position] director of admissions and records or designee shall be final. Once
133 a decision has been made, the student, his/her parent or guardian and the school principal
134 shall be informed of the decision. This determination may be done by applying the

135 following criteria ~~[one or more of the following options]~~ one or more of the following
136 options:

- 137 • a review of the materials submitted by the student;
- 138 • meeting with the student and his/her parent or guardian;
- 139 • consultation with ~~fdesignate appropriate college staff~~ discipline faculty as
140 needed;
- 141 • consideration of the welfare and safety of the student and others;
- 142 • consideration of local, state, and/or federal laws;
- 143 • review of the content of the class in terms of sensitivity and possible effects on the
144 minor;
- 145 • requirements for supervision of the minor; and/or
- 146 • times the class(es) meet and the effect on the safety of the minor.

147
148 **Required** Students will not be admitted unless they have availed themselves of all
149 opportunities to enroll in equivalent courses at their schools of attendance. Courses in
150 which high school and other young students are permitted to enroll will be open to the
151 entire college population, and will be taught with the rigor appropriate to college-level
152 courses in accordance with the approved course outline.

153
154 **Required** If a request for special part-time or full-time enrollment is denied for a pupil who
155 has been identified as highly gifted, the Board shall provide written findings and reasons
156 for the denial within 60 days. A recommendation regarding the request for admission,
157 and the denial shall be submitted to the Board at a regularly scheduled meeting that falls
158 at least 30 days after the request for admission has been submitted.

159
160
161 **NOTE:** Districts may also decide to trigger AB 288 benefits through CCAP Partnership Agreements by
162 adopting all the legal requirements of Education Code Section 76004. For Districts that are CCAP track,
163 the policy should contain, at a minimum, the following language:

164 **College and Career Access Pathways (CCAP)**

165
166
167 The governing board had adopted all the legal requirements of Education Code Section 76004 in order to
168 participate in the College and Career Access Pathways (CCAP) partnership with the governing board of a
169 school district for the purpose of offering or expanding dual enrollment opportunities for students who may
170 not already be college bound or who are underrepresented in higher education, with the goal of developing
171 seamless pathways from high school to community college for career technical education or preparation
172 for transfer, improving high school graduation rates, or helping high school pupils achieve college and
173 career readiness.

174
175 The district may enter into a CCAP partnership with a school district partner that is governed by a CCAP
176 partnership agreement approved by the governing boards of both districts. As a condition of, and before
177 adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting
178 of that board, shall present the dual enrollment partnership agreement as an informational item. The
179 governing board of each district, at a subsequent open public meeting of that board, shall take comments
180 from the public and approve or disapprove the proposed agreement.

181
182 The CCAP partnership agreement shall be filed with the office of the Chancellor of the California Community
183 Colleges and with the department before the start of the CCAP partnership, and shall:

- 184 • outline the terms of the CCAP partnership and shall include, but not necessarily be limited
- 185 to, the total number of high school students to be served and the total number of full-time
- 186 equivalent students projected to be claimed by the community college district for those
- 187 students; the scope, nature, time, location, and listing of community college courses to be
- 188 offered; and criteria to assess the ability of pupils to benefit from those courses.
- 189 • establish protocols for information sharing, in compliance with all applicable state and
- 190 federal privacy laws, joint facilities use, and parental consent for high school pupils to
- 191 enroll in community college courses.
- 192 • identify a point of contact for the participating community college district and school district
- 193 partner.
- 194 • certify that any community college instructor teaching a course on a high school campus
- 195 has not been convicted of any sex offense as defined in Section 87010, or any controlled
- 196 substance offense as defined in Section 87011.
- 197 • certify that any community college instructor teaching a course at the partnering high
- 198 school campus has not displaced or resulted in the termination of an existing high school
- 199 teacher teaching the same course on that high school campus.
- 200 • certify that a qualified high school teacher teaching a course offered for college credit at a
- 201 high school campus has not displaced or resulted in the termination of an existing
- 202 community college faculty member teaching the same course at the partnering community
- 203 college campus.
- 204 • include a certification by the participating community college district of all of the following:
 - 205 ○ A community college course offered for college credit at the partnering high school
 - 206 campus does not reduce access to the same course offered at the partnering
 - 207 community college campus;
 - 208 ○ A community college course that is oversubscribed or has a waiting list shall not
 - 209 be offered in the CCAP partnership; and
 - 210 ○ Participation in a CCAP partnership is consistent with the core mission of the
 - 211 community colleges pursuant to Education Code Section 66010.4, and that pupils
 - 212 participating in a CCAP partnership will not lead to enrollment displacement of
 - 213 otherwise eligible adults in the community college.
- 214 • certify that both the school district and community college district partners comply with
- 215 local collective bargaining agreements and all state and federal reporting requirements
- 216 regarding the qualifications of the teacher or faculty member teaching a CCAP partnership
- 217 course offered for high school credit.
- 218 • specify both of the following:
 - 219 ○ Which participating district will be the employer of record for purposes of
 - 220 assignment monitoring and reporting to the county office of education; and
 - 221 ○ Which participating district will assume reporting responsibilities pursuant to
 - 222 applicable federal teacher quality mandates.
- 223 • certify that any remedial course taught by community college faculty at a partnering high
- 224 school campus shall be offered only to high school students who do not meet their grade
- 225 level standard in math, English, or both on an interim assessment in grade 10 or 11, as
- 226 determined by the partnering school district, and shall involve a collaborative effort
- 227 between high school and community college faculty to deliver an innovative remediation
- 228 course as an intervention in the student's junior or senior year to ensure the student is
- 229 prepared for college-level work upon graduation.

230

231 A community college district participating in a CCAP partnership shall not provide physical education course

232 opportunities to high school pupils or any other course opportunities that do not assist in the attainment of

233 at least one of the following goals:

- 234 • developing seamless pathways from high school to community college for career technical
- 235 education or preparation for transfer;
- 236 • improving high school graduation rates; or
- 237 • helping high school pupils achieve college and career readiness.

238
239 The district will not enter into a CCAP partnership with a school district within the service area of another
240 community college district, except where an agreement exists, or is established, between those community
241 college districts authorizing that CCAP partnership.

242
243 A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee
244 that is prohibited by Education Code Section 49011.

245
246 The district may assign priority for enrollment and course registration to a pupil seeking to enroll in a
247 community college course that is required for the pupil's CCAP partnership program that is equivalent to
248 the priority assigned to a pupil attending a middle college high school as described in Education Code
249 Section 11300 and consistent with middle college high school provisions in Education Code Section 76001.

250
251 The district may limit enrollment in a community college course solely to eligible high school students if the
252 course is offered at a high school campus during the regular school day and the community college course
253 is offered pursuant to a CCAP partnership agreement.

254
255 The district may allow a special part-time student participating in a CCAP partnership agreement
256 established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following
257 circumstances are satisfied:

- 258 — The units constitute no more than four community college courses per term;
- 259 • The units are part of an academic program that is part of a CCAP partnership agreement
- 260 established pursuant to this article; and
- 261 • The units are part of an academic program that is designed to award students both a high
- 262 school diploma and an associate degree or a certificate or credential.

263
264 The governing board of the district exempts special part-time students from the following fee requirements:

- 265 • Student representation fee (Education Code Section 76060.5)
- 266 • Nonresident tuition fee and corresponding permissible capital outlay fee and/or
- 267 processing fee (Education Code Section 76140)
- 268 • Transcript fees (Education Code Section 76223)
- 269 • Course enrollment fees (Education Code Section 76300)
- 270 • Apprenticeship course fees (Education Code Section 76350)
- 271 • Child development center fees (Education Code Section 79121)

272
273 The district shall not receive a state allowance or apportionment for an instructional activity for which the
274 partnering district has been, or shall be, paid an allowance or apportionment.

275
276 The attendance of a high school pupil at a community college as a special part-time or full-time student
277 pursuant to this section is authorized attendance for which the community college shall be credited or
278 reimbursed pursuant to Education Code Section 48802 or 76002, provided that no school district has
279 received reimbursement for the same instructional activity.

280
281 For each CCAP partnership agreement entered into pursuant to this section, the district shall report annually
282 to the office of the Chancellor of the California Community Colleges, the Legislature, the Director of Finance,
283 and the Superintendent all of the following information:

- 284 • The total number of high school pupils by schoolsite enrolled in each CCAP partnership,
- 285 aggregated by gender and ethnicity, and reported in compliance with all applicable state
- 286 and federal privacy laws.

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- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - The total number and percentage of successful course completions, by course category and type and by schoolsite, of CCAP partnership participants.
 - The total number of full-time equivalent students generated by CCAP partnership community college district participants.

294

295 **References:** Education Code Sections 48800, 48800.5, 76001, and 76002, and 76004

296

297

298 ~~*NOTE: The red ink signifies language that is legally required and recommended by the Policy and*~~

299 ~~*Procedure Service and its legal counsel (Liobert Cassidy Whitmore). This procedure reflects*~~

300 ~~*updates/revisions from the Policy and Procedure Service in August 2003, February 2004, February 2005,*~~

301 ~~*February 2006, February 2007, and March 2012.*~~

302

Approved:

303

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
<u>AP5011</u>	<u>Denise Allen-Hoyt</u>	<u>Referred to CHC A&R (see attached doc)</u>	
<u>AP5011</u>	<u>CHC Ed Policy</u>	<p><u>Concerning minors, language needs to be included in this AP or a new AP needs to be generated that identifies our roll as faculty concerning “mandated reporting” of incidents or allegations involving minors.</u></p> <p><u>The committee also suggests more editing...include any designees.</u></p>	
<u>AP5011 – Admission and Concurrent Enrollment of HS & other Young Students</u>	<u>CHC office of admission and records</u>	<p><u>(some of the line numbers have shifted as a result of editing)</u></p> <p><u>Line 64: add and locally approved college policies for concurrent enrollment</u></p> <p><u>Revise Line 72: designate director of admissions and records or designee</u></p> <p><u>Line 79: add and locally approved college policies for concurrent enrollment</u></p> <p><u>Line 81: district college</u></p> <p><u>Revise Line 88: designate director of admissions and records or designee</u></p> <p><u>Line 94: add and locally approved college policies for concurrent enrollment</u></p> <p><u>Line 97: add: college application for admission;</u></p> <p><u>Line 101 add: (NOTE: A pupil who is not enrolled in a public or private school does not need to provide written acknowledgment from his/her school principal.)</u></p> <p><u>Line 106: The director of admissions and records or designee has the authority to make the final decision whether a student can benefit from instruction.</u></p> <p><u>Line 110: designate Office of admissions and records at the college campus</u></p> <p><u>Line 114: designate director of admissions and records or designee</u></p> <p><u>Line 117: designate director of admissions and records or designee</u></p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p><u>Line 119: [one or more of the following options] one or more of the following options</u> <u>Line 122: [designate appropriate college staff] discipline faculty as needed</u> <u>Line 128: [designate] director of admissions and records or designee</u> <u>Line 131: [designate [position]] director of admissions and records or designee</u> <u>Line 134: [designate [position]] director of admissions and records or designee</u> <u>Line 137: [one or more of the following options] one or more of the following options</u> <u>Line 141: [designate appropriate college staff] discipline faculty as needed</u> <u>Line 140: Required</u> <u>Line 146: Required</u></p>	
<u>AP 5011</u>	<u>4/20/16 – Update #28</u>	<p><u>This procedure was updated to correct typographical errors and to clarify the requirement that students not be admitted unless they have availed themselves to all opportunities to enroll in equivalent courses at their school of attendance applies only to students enrolling in summer session courses. This procedure also includes language that may be used if the district opts to enter into a College and Career Access Pathways (CCAP) partnership under Education Code Section 76004.</u></p>	

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San Bernardino Community College District
Board Policy
Chapter 5 – Student Services

BP 5015 RESIDENCE DETERMINATION

(Replaces current SBCCD BP 5015)

***NOTE:** The language in red ink is legally required.*

 ~~From current SBCCD BP 5015 titled Residence Determination~~

Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has resided in **been a bona fide resident of** California for at least one year on the residence determination date ~~and shown intent to become a California resident.~~ The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

References: Education Code Sections 68040; **and** 76140;
Title 5; Sections 54000; et seq.

***NOTE:** The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liobert Cassidy Whitmore). The language in black ink is from current SBCCD BP 5015 titled Residence Determination adopted on 6/10/04.*

Adopted: 6/10/04

Revised:

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COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 5015	3/23/16 - CHC Ed Policy	No Comments other than designates need to be identified.	
BP5015	3/23/16 - Denise Allen-Hoyt	Fine as is	

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San Bernardino Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5015 RESIDENCE DETERMINATION

(Replaces current SBCCD AP 5015)

~~NOTE: This procedure is legally required. Districts may insert their local practices here. The following is provided as an illustrative example.~~

Residence Classification

Residency classifications shall be determined for each student at the time of each registration and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.
- Residence classification is the responsibility of the ~~designate, such as~~ Admissions Office.

Students must be notified of residence determination within 14 calendar days of submission of application.

The District shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the District catalog or addenda thereto.

Rules Determining Residence

- A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
- A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

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- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.
- The residence can be changed only by the union of act and intent.
- A man or a woman may establish his/her residence. A woman's residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.

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- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
 - A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
 - He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 - He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 - He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
 - A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
 - A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time necessary to become a resident.
 - A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the

134 United States, the student dependent shall not lose his/her resident classification,
135 so long as he/she remains continuously enrolled in the District.

- 136
- 137 • A student who is a member of the armed forces of the United States stationed in
138 this state on active duty, except a member of the Armed Forces assigned for
139 educational purposes to a state-supported institution of higher education, is
140 entitled to resident classification only for the purpose of determining the amount
141 of tuition and fees. If the student later transfers on military orders to a place
142 outside this state, the student shall not lose his/her resident classification, so long
143 as he/she remains continuously enrolled in the District.

- 144
- 145 • A veteran who was discharged or released from at least 90 days of active service
146 less than three years before the date of enrollment in a course commencing on
147 or after July 1, 2015, and his/her dependents, regardless of the veteran's state of
148 residence is entitled to resident classification.

- 149
- 150 • An individual who is the child or spouse of a person who, on or after September
151 11, 2001, died in the line of duty while serving on active duty as a member of
152 the Armed Forces who resides in California and enrolls in the community college
153 within three years of the Service Member's death in the line of duty following a
154 period of active duty service of 90 days or more.

155 •

- 156
- 157 • A student who is a minor and resides with his or her parent in a district or territory
158 not in a district shall be entitled to resident classification, provided that the parent
159 has been domiciled in California for more than one year prior to the residence
160 determination date for the semester, quarter or term for which the student
161 proposes to attend.

- 162
- 163 • A student who is a Native American is entitled to resident classification for
164 attendance at a community college if the student is also attending a school
165 administered by the Bureau of Indian Affairs located within the community
166 college district.

- 167
- 168 • A student who is a federal civil service employee and his/her natural or adopted
169 dependent children are entitled to resident classification if the parent has moved
170 to this state as a result of a military mission realignment action that involves the
171 relocation of at least 100 employees. This classification shall continue until the
172 student is entitled to be classified as a resident, so long as the student
173 continuously attends an institution of public higher education.

- 174
- 175 • A student who resides in California and is 19 years of age or under at the time of
176 enrollment, who is currently a dependent or ward of the state through California's
177 child welfare system, or was served by California's child welfare system and is no

178 longer being served either due to emancipation or aging out of the system, may
179 be entitled to resident classification until he/she has resided in the state the
180 minimum time necessary to become a resident.

- 181
182 • A student who lives with a parent who earns a livelihood primarily by performing
183 agricultural labor for hire in California and other states, and the parent has
184 performed such labor in this state for at least two months per year in each of the
185 two preceding years, and the parent resides in this District and the parent of the
186 student has claimed the student as a dependent on his state or federal personal
187 income tax return if he/she has sufficient income to have personal income tax
188 liability shall be entitled to resident classification.

- 189
190 • A student who demonstrates financial need, has a parent who has been deported
191 or was permitted to depart voluntarily, moved abroad as a result of that
192 deportation or voluntary departure, lived in California immediately before moving
193 abroad, attended a public or private secondary school in the state for three or
194 more years, and upon enrollment, will be in his or her first academic year as a
195 matriculated student in California public higher education, will be living in
196 California, and will file an affidavit with the District stating that he or she intends
197 to establish residency in California as soon as possible.

198 199 **Right To Appeal**

200 Students who have been classified as non-residents have the right to a review of their
201 classification (Title 5 Section 54010 (a)). Any student, following a final decision of
202 residence classification by the ~~[designate, such as Admissions Office]~~Admissions
203 Office, may make written appeal to the ~~[designate, such as Chief Student Services~~
204 Officer]Vice President of Student Services within 30 calendar days of notification of
205 final decision by the college regarding classification.

206 207 **Appeal Procedure**

208 The appeal is to be submitted to ~~[designate, such as Admissions Office]~~the
209 Admissions Office, which must forward it to the ~~[designate, such as Chief Student~~
210 Services Officer]Vice President of Student Services within five working days of
211 receipt. Copies of the original application for admission, the residency questionnaire,
212 and evidence or documentation provided by the student, with a cover statement
213 indicating upon what basis the residence classification decision was made, must be
214 forwarded with the appeal.

215
216 The ~~[designate]~~Vice President of Student Services shall review all the records and
217 have the right to request additional information from either the student or the
218 Admissions Office.

220 Within 30 calendar days of receipt, the ~~designate~~ Vice President of Student Services
221 shall send a written determination to the student. The determination shall state specific
222 facts on which the appeal decision was made.

223 Reclassification

224 A student previously classified as a non-resident may be reclassified as of any
225 residence determination date. A residence determination date is that day immediately
226 preceding the opening day of instruction for any session during which the student
227 proposes to attend.

228 Petitions are to be submitted to the Admissions Office.

229 Petitions must be submitted prior to the semester for which reclassification is to be
230 effective. Extenuating circumstances may be considered in cases where a student
231 failed to petition for reclassification prior to the residency determination date. In no
232 case, however, may a student receive a non-resident tuition refund after the date of the
233 first census.

234 Written documentation may be required of the student in support of the reclassification
235 request.

236 A questionnaire to determine financial independence must be submitted with the petition
237 for reclassification. Determination of financial independence is not required for students
238 who were classified as non-residents by the University of California, the California State
239 University, or another community college district (Education Code Section 68044).

240 A student shall be considered financially independent for purposes of residence
241 reclassification if the applicant meets all of the following requirements:

- 242 • Has not and will not be claimed as an exemption for state and federal tax
243 purposes by his/her parent in the calendar year prior to the year the
244 reclassification application is made;
- 245 • Has not lived and will not live for more than six weeks in the home of his/her
246 parent during the calendar year the reclassification application is made.

247 A student who has established financial independence may be reclassified as a resident
248 if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

249 Failure to satisfy all of the financial independence criteria listed above does not
250 necessarily result in denial of residence status if the one year requirement is met and
251 demonstration of intent is sufficiently strong.

252 Financial dependence in the current or preceding calendar year shall weigh more
253 heavily against finding California residence than financial dependence in the preceding
254 second and third calendar years. Financial dependence in the current or preceding
255 calendar year shall be overcome only if (1) the parent on whom the student is

265 dependent is a California resident, or (2) there is no evidence of the student's continuing
266 residence in another state.

267
268 The ~~designate~~ Vice President of Student Services will make a determination, based
269 on the evidence and notify the student not later than 14 days of receipt of the petition for
270 reclassification.

271
272 Students have the right to appeal according to the procedures above.

273 **Non-Citizens**

274 The District will admit any non-citizen who is 18 years of age or a high school graduate.

275
276
277 If non-citizens are present in the United States illegally or with any type of temporary
278 visa, they will be classified as non-residents and charged non-resident tuition unless
279 they meet the exceptions contained below.

280
281 If, for at least one year and one day prior to the start of the semester in question, a non-
282 citizen has possessed any immigration status that allows him/her to live permanently in
283 the United States and she or he meets the California residency requirements, the
284 student can be classified as a resident.

285
286 Any students who are U.S. citizens, permanent residents of the U.S., and aliens who
287 are not nonimmigrants (including those who are undocumented), may be exempt from
288 paying nonresident tuition if they meet the following requirements:

- 289 • high school attendance in California for three or more years;
- 290 • graduation from a California high school or attainment of the equivalent thereof;
- 291 • registration or enrollment in a course offered by any college in the district for any
292 term commencing on or after January 1, 2002,
- 293 • completion of a questionnaire form prescribed by the State Chancellor's Office
294 and furnished by the district of enrollment, verifying eligibility for this nonresident
295 tuition exemption; and
- 296 • in the case of a student without lawful immigration status, the filing of an affidavit
297 that the student has filed an application to legalize his/her immigration status, or
298 will file an application as soon as he/she is eligible to do so.

299
300 The initial residency classification will be made at the time the student applies for
301 admission. Students may file residency questionnaire forms through the third week of
302 the semester to request a review of their residency status. Final residency
303 determination is made by the ~~designate~~ Vice President of Student Services. Students
304 may appeal the decision.

305
306
307  **From current SBCCD AP 5015 titled Residence Determination**

308
309 ***NOTE: The current SBCCD AP 5015 is shown as struck as it is dated 1991.***

310

- 311 A. ~~Each student~~, at the time the application for admission is filed, shall be classified
312 as a California resident or non-resident. In addition each time a student returns
313 to active status after an absence of one semester or more, the residency
314 classification shall be re-determined.
- 315
- 316 B. The residence determination date is that day immediately preceding the first day
317 of instruction of the term as set by the Board. A student previously classified as
318 a nonresident may be reclassified as of any residence determination date.
- 319
- 320 C. A student may be required to present evidence of physical presence in California,
321 intent to make California their home for other than a temporary purpose and, if
322 the student was classified as a non-resident in the preceding term, financial
323 independence.
- 324
- 325 D. Applicants shall certify their answers on college admission documents under oath
326 of penalty for perjury. The burden of proof is on the applicant to demonstrate
327 clearly both physical presence in California and intent to establish California
328 residency. Students classified as non-residents will be required to pay
329 nonresident tuition fees as established by the Board in addition to other fees.
- 330

331 **References:**

332 Education Code Sections 68000 et seq., and 68130.5, and 68075.7;

333 Title 5 Sections 54000 et seq.

334 38 U.S. Code Section 3679

335

336

337 ***NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
338 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
339 the current SBCCD AP 5015 titled Residence Determination approved in August 1991. This procedure
340 reflects updates/revisions from the Policy and Procedure Service in February 2002, February 2011, and
341 March 2012. The language in **blue ink** is included for consideration.*

342

Approved: 8/91

Revised:

343

344

COMMENTS

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
<u>AP 5015</u>	<u>SBVC Admissions and Records</u>	<p><u>The current AP 5015 does not include the updated residency criteria.</u></p> <p><u>Start at line: 25</u></p> <p><u>Residency Definitions</u></p> <ul style="list-style-type: none"> <u>• Resident - A student who has resided in the State of California for more than one year immediately preceding the residence determination date.</u> <u>• Nonresident - A student who has not resided in the State of California for more than one year immediately preceding the residence determination date.</u> <u>• Residence Determination Date - The day immediately preceding the opening day of instruction for any session in which a student intends to enroll.</u> <p><u>Residence classifications are to be made in accordance with the following provisions:</u></p> <ul style="list-style-type: none"> <u>• A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.</u> <u>• Residence classification is the responsibility of the Admissions and Records Office.</u> <u>• Students must be notified of residence determination within 14 calendar days of submission of application.</u> <p><u>Residence Guidelines</u></p> <ol style="list-style-type: none"> <u>1. In accordance with law, every person has a residence.</u> <u>2. Every person who is married or 18 years of age or older, and under no legal disability to do so, may establish residence.</u> <ol style="list-style-type: none"> <u>a. A person may only have one residence.</u> <u>b. A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose, and to which one returns in seasons of repose.</u> <u>c. A residence cannot be lost until another is gained.</u> 	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>d. <u>The residence can be changed only by the union of act and intent.</u></p> <p>e. <u>Adults may establish their own residence. An adult person's residence shall not be derivative from that of another adult.</u></p> <p>3. <u>Minors</u></p> <p>a. <u>The residence of the parent with whom an unmarried minor child maintains his place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.</u></p> <p>b. <u>The residence of an unmarried minor who has a parent living cannot be changed by his own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.</u></p> <p>c. <u>A student who remains in the state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.</u></p> <p>d. <u>A student may combine his or her time as a resident minor with his or her time as a resident adult to establish the one year necessary for California residence classification.</u></p> <p><u>Right to Appeal</u> <u>Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by</u></p>	

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
		<p>the Admissions and Records Office may make written appeal to the Vice President of Student Services within 30 calendar days of notification of final decision regarding classification.</p> <p><u>Appeal Procedure</u> The appeal is to be submitted to the Admissions and Records Office which must forward it to the Vice President of Student Services within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal. The Vice President of Student Services shall review all the records and have the right to request additional information from either the student or the Admissions Office. Within 30 calendar days of receipt, the Vice President of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.</p> <p><u>Reclassification</u> A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any term or session during which the student proposes to attend. Petitions are to be submitted to the Admissions and Records Office. Petitions must be submitted prior to the semester for which reclassification is to be effective.</p> <p><u>Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.</u></p> <p><u>Written documentation may be required of the student in support of the reclassification request. A questionnaire to determine financial independence</u></p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p><u>must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college District. (Education Code Section 68044)</u></p> <p><u>A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:</u></p> <ul style="list-style-type: none"> <u>• Has not and will not be claimed as an exemption for state and federal tax purposes by his or her parent in the calendar year prior to the year the reclassification application is made;</u> <u>• Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.</u> <p><u>A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.</u></p> <p><u>Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong. Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years.</u></p> <p><u>Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.</u></p> <p><u>The Director of Admissions and Records or his/her designee will make a</u></p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.</p> <p>Students have the right to appeal according to the procedures above.</p> <p><u>Non-Citizens</u> The District will admit any non-citizen who is 18 years of age or a high school graduate. If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.</p> <p>If, for at least one year and one day prior to the start of the semester in question, a noncitizen has possessed any immigration status that allows him or her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.</p> <p>Any students who are U.S. citizens, permanent residents of the U.S., persons who are not nonimmigrants (including those who are undocumented), and "T" and "U" nonimmigrant visa holders, may be exempt from paying nonresident tuition if they meet the following requirements:</p> <ul style="list-style-type: none"> • high school attendance in California for three or more years; • graduation from a California high school or attainment of the equivalent thereof; • registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002, • completion of a questionnaire form prescribed by the Chancellor and furnished by the district of enrollment, verifying eligibility for this nonresident tuition exemption; and • in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an 	

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
		<p><u>application to legalize his/her immigration status, or will file an application as soon as he or she is eligible to do so. The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Admissions and Records Office. Students may appeal the decision.</u></p> <p><u>Refunds</u> <u>Refunds will be made for the following reasons:</u> <u>1. Mistaken Determination of Nonresident Status</u> <u>If a student is mistakenly determined to be a nonresident and consequently the tuition is paid, such tuition is refundable in full by the Business Office of the College, provided acceptable proof of State residence is presented within the period for which the tuition was paid.</u></p>	
<u>AP 5015</u>	<u>11/23/15 – Legal Update #27</u>	<p><u>This procedure was updated to add Education Code Section 68075.7 and 38 U.S. Code Section 3679 to the legal references and to include a provision regarding children or spouses of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty, as individuals eligible for resident status.</u></p>	
<u>AP 5015</u>	<u>3/23/16 - CHC Ed Policy</u>	<p><u>No Comments other than designates need to be identified.</u></p>	

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San Bernardino Community College District
Board Policy
Chapter 5 – Student Services

BP 5035 WITHHOLDING OF STUDENT RECORDS

(Replaces current SBCCD BP 5035)

***NOTE:** The language in red ink is **legally advised**.*

 ~~From current SBCCD BP 5035 titled Withholding of Student Records~~

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation ~~may~~ **shall** have grades, transcripts, diplomas, and registration privileges withheld until the outstanding obligation is paid or otherwise settled.

Reference: Title 5, Section 59410

***NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 5035 titled Withholding of Student Records adopted on 6/10/04.*

Adopted: 6/10/04
Revised:

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COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 5035	SBVC Admissions and Records	BP 5035 is not clear about holds placed until fees are settled. Add to line 8: Until and if the outstanding obligation is paid or otherwise settled.	
BP5035	3/23/16 - Denise Allen-Hoyt	Fine as is	

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San Bernardino Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5035 WITHHOLDING OF STUDENT RECORDS

(Replaces current SBCCD AP 5035)

NOTE: If Districts withhold student records due to non-payment of fees, the following is legally required. Local procedure may be inserted. The following is an illustrative example that meets legal requirements.

The [~~designated position~~] Director of Admissions & Records or designee may withhold grades, transcripts, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

NOTE: Insert local procedures on the notification process and the student's opportunity to explain.

 ~~From current SBCCD AP 5035 titled Withholding of Student Records/Student Liabilities and Obligations~~

- ~~A. Specified college services, including the following, shall be withheld from students whose liabilities and obligations are not cleared in a timely manner.~~
- ~~1. registration for classes in a subsequent semester~~
 - ~~2. access to student's records~~
 - ~~3. issuance of a diploma or certificate~~
 - ~~4. transcripts requests and enrollment verification~~

44 ~~5. other services normally afforded to students in good standing~~

45

46 ~~B. Examples of such liabilities and obligations include, but are not limited to:~~

47 ~~1. returned checks;~~

48 ~~2. outstanding library fines or books not returned;~~

49 ~~3. tools or equipment not returned to appropriate departments;~~

50 ~~4. keys not returned, or laboratory breakage fees.~~

51

52 **Reference:** Title 5, Section 59410

53

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55 *~~NOTE: The red ink signifies language that is legally required and recommended by the Policy and~~*

56 *~~Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from~~*

57 *~~the current SBCCD AP 5035 titled Withholding of Student Records/ Student Liabilities and Obligations~~*

58 *~~approved on 1/18/07.~~*

59

Approved: 1/18/07

Revised:

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
<u>AP5035</u>	<u>Denise Allen-Hoyt</u> <u>Revisions as</u> <u>recommended by</u> <u>CHC A&R.</u>	<u>Delete lines 13-15</u> <u>Line 17: designated position</u> <u>Director of Admissions and Records</u> <u>or designee</u> <u>Delete Lines 31-50</u>	

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San Bernardino Community College District
Board Policy
Chapter 5 – Student Services

BP 5052 OPEN ENROLLMENT

*~~NOTE: The Board of Trustees is required to adopt by resolution the statement, or a comparable one, contained in the first paragraph. If the Board has already adopted a resolution, this policy is **legally advised**, but not required.~~*

~~The policy of the District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55003) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.~~

Alternative (comparable) language:

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

The Chancellor shall assure that this policy is published in the catalogs and schedules of classes.

Reference: Title 5 Section 51006

*~~NOTE: The red ink signifies language that is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This policy reflects updates/revisions from the Policy and Procedure Service in August 2003 and April 2014.~~*

Adopted:

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COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
<u>BP 5052</u>	<u>3/23/16 - CHC Ed Policy</u>	<u>“Alternative Language” of lines 25-29 reads better than the paragraph above. However, lines 20-22 would need to be added to that statement if 25-29 is used.</u>	
<u>BP5052</u>	<u>3/23/16 - Denise Allen-Hoyt</u>	<u>Strike lines 12-14 and line 24-29 – not the requirement of a the board needing to adopt a resolution.</u>	

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San Bernardino Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5052 OPEN ENROLLMENT

NOTE: *The language in red ink is **legally advised**. Local practice may be inserted, but should reflect the following.*

All courses of the District shall be open to enrollment in accordance with ~~insert reference to specific board policy or resolution~~ BP 5052 and a priority system consistent with AP 5055 titled Enrollment Priorities. Enrollment may be limited to students meeting properly validated prerequisites and co-requisites, or due to other non-evaluative, practical considerations as determined by the college ~~designate~~.

No student is required to confer or consult with or required to receive permission to enroll in any class offered by the District, except as provided for in AP 5055 titled Enrollment Priorities and designated college programs as delineated in the respective college catalog. ~~list District programs that permit restricted enrollment, e.g. vocational or allied health programs.~~

Students are not required to participate in any pre-registration activities not uniformly required, and no registration procedures are used that result in restricting enrollment to a specialized clientele, except as provided for in AP 5055 titled Enrollment Priorities and designated college programs as delineated in the respective college catalog. ~~list District programs that permit restricted enrollment, e.g. career/technical or allied health programs.~~

A student may challenge an enrollment limitation on any of the following grounds:

- The limitation is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;
- The District is not following its enrollment procedures;
- The basis for the limitation does not in fact exist.

NOTE: *Insert local procedures on how students may challenge an enrollment limitation. Students may challenge an enrollment limitation by following the adopted petition process at the local college.*

44 **References:** Title 5 Sections 51006, 58106, and 58108

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47 *~~NOTE: The red ink signifies language that is legally advised and recommended by the Policy and~~*
48 *~~Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This procedure reflects~~*
49 *~~updates/revisions from the Policy and Procedure Service in August 2003.~~*

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Approved:

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 5052	3/23/16 - CHC Ed Policy	No changes other than to identify designates in lines 15-16, 19, 23-24, 29-30.	
AP5052	3/23/16 - Denise Allen-Hoyt And Revisions as recommended by CHC A&R.	<p>Strike lines: 12-13</p> <p>Lines 15-16: insert reference to specific board policy or resolution</p> <p>BP 5052</p> <p>Line 19: designate college</p> <p>Line 24: list District programs that permit restricted enrollment, e.g. vocational or allied health programs. designated college programs as delineated in the respective college catalog</p> <p>Line 30: list District programs that permit restricted enrollment, e.g. vocational or allied health programs. designated college programs as delineated in the respective college catalog</p> <p>Line 40: NOTE: Insert local procedures on how students may challenge an enrollment limitation. Students may challenge an enrollment limitation by following the adopted petition process at the local college.</p>	

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San Bernardino Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

(Replaces current SBCCD AP 5140)

*~~NOTE: The language in red ink is **legally required**. Local practice may be inserted, but must include the following legal minimums. Insert local procedures here and/or reference the DSPS Plan.~~*

The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs.

*~~NOTE: At a minimum, the procedures, plan, or description of the program and services **must address**:~~*

The role of Disabled Student Programs and Services (DSPS) is to support the colleges in meeting federal and state obligations to students with disabilities. DSPS is the principal provider of support programs and services that allow equal educational opportunities for students with disabilities who can benefit from instruction. No student with disabilities is required to apply to DSPS. If a student requests accommodations, but does not want to register with DSPS, then the student will need to submit verification of the disability and educational limitations to the College 504/ADA Coordinator."

- ~~• procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee;~~
- long range goals and short term objectives for the program;
- definitions of disabilities and students eligible for the program;
- support services and instruction that is provided;
- technology accessibility;
- verification of disability;
- student rights and responsibilities;
- student educational contract or plan that is developed by a designated person in consultation with the student;
- academic accommodations;

- ~~provisions for course substitution and waivers;~~
- ~~staffing; and~~
- ~~advisory committee.~~

❖ ~~From current SBCCD AP 5140 titled Disabled Student Services and Programs~~

~~**NOTE:** The current SBCCD AP 5140 is dated **August 8, 1991**. Please confirm the details contained therein are still accurate.~~

As required by Section 504 of the Rehabilitation Act of 1973, Title 5, section 567027, and District Board Policy 5140, the San Bernardino Community College District has developed procedures in order to respond in a timely manner to requests by students with disabilities for academic adjustments. Pursuant to Title 5, Sections 5600-56076 the district has established DSPS at each college in order to assist students with disabilities in accessing instruction, programs, academic adjustments, and auxiliary aids.

The application process shall include: 1) the student completing an Application for Services, 2) the student providing documentation from a certified professional that verifies both the disabling condition and that the disabling condition creates educational limitation(s) in an academic setting, 3) Certificated DSPS staff review of documentation provided, 4) additional assessment to verify disabling condition, if needed, 5) and certificated DSPS staff interview with the student to determine if the level of the student's reported disability meets the requirements of Title V, Section 504 (11135).

Crafton Hills College's DSPS long-range goals and short term objectives are delineated within the Crafton Hill's DSPS Non-Instructional Annual Plan.

San Bernardino Valley College's DSPS long-range goals and short term objectives are delineated within the SBVC DSPS Non-Instructional Annual Plan.

§ 56002. Student with a Disability

A "student with a disability" is a person enrolled at a community college who has a verified disability which limits one or more major life activities, as defined in 28 C.F.R. 35.104 resulting in an educational limitation as defined in section 56001. For purposes of reporting to the Chancellor under Section 56030, students with disabilities shall be reported in the categories described in Sections 56032-44. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code; and 28 U.S.C. Sec. 35.104.

§ 56032. Physical Disability.

Physical disability is defined as a limitation in locomotion or motor functions. These limitations are the result of specific impacts to the body's muscular-skeletal or nervous systems, and limit the student's ability to access the educational process.

90 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.
91 Reference: Sections 67310-67312 and 84850, Education Code.

92 § 56034. Deaf and Hard of Hearing (DHH).

93 Deaf and Hard of Hearing (DHH) is defined as a total or partial loss of hearing
94 function that limits the student's ability to access the educational process.

95 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.
96 Reference: Sections 67310-67312 and 84850, Education Code.

97 § 56035. Blind and Low Vision.

98 Blindness and low vision is defined as a level of vision that limits the student's
99 ability to access the educational process.

100 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.
101 Reference: Sections 67310-67312 and 84850, Education Code.

102 § 56036. Learning Disability.

103 Learning disability (LD) is defined as a persistent condition of presumed
104 neurological dysfunction which may exist with other disabling conditions. The
105 dysfunction is not explained by lack of educational opportunity, lack of proficiency
106 in the language of instruction, or other non-neurological factors, and this
107 dysfunction limits the student's ability to access the educational process. To be
108 categorized as a student with a learning disability a student must meet the
109 following criteria through psycho-educational assessment verified by a qualified
110 specialist certified to assess learning disabilities:

111 (a) Average to above-average intellectual ability; and

112 (b) Statistically significant processing deficit(s); and/or

113 (c) Statistically significant aptitude-achievement discrepancies.

114 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.
115 Reference: Sections 67310-67312 and 84850, Education Code.

116 § 56037. Acquired Brain Injury (ABI).

117 Acquired Brain Injury (ABI) is defined as a deficit in brain functioning which
118 results in a total or partial loss of cognitive, communicative, motor, psycho-social
119 and/or sensory-perceptual abilities, and limits the student's ability to access the
120 educational process.

121 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.
122 Reference: Sections 67310-67312 and 84850, Education Code.

123 § 56038. Attention-Deficit Hyperactivity Disorder (ADHD).

124 Attention-Deficit Hyperactivity Disorder (ADHD) is defined as a
125 neurodevelopmental disorder that is a persistent deficit in attention and/or
126 hyperactive and impulsive behavior that limits the student's ability to access the
127 educational process.

128 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.
129 Reference: Sections 67310-67312 and 84850, Education Code.

130 § 56039. Intellectual Disability (ID).

131 Intellectual disability (ID) is defined as significant limitations both in intellectual
132 functioning and in adaptive behavior that affect and limit the student's ability to
133 access the educational process. An individual may have an intellectual disability
134 when:

135 (a) the person's functioning level is below average intellectual ability; and

136 (b) the person has significant limitations in adaptive skill areas as expressed in
137 conceptual, social, academic and practical skills in independent living and
138 employment; and,

139 (c) the disability originated before the age of 18.

140 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.

141 Reference: Sections 67310-67312 and 84850, Education Code.

142 § 56040. Autism Spectrum.

143 Autism Spectrum disorders are defined as neurodevelopmental disorders
144 described as persistent deficits which limit the student's ability to access the
145 educational process. Symptoms must have been present in the early
146 developmental period, and cause limitation in social, academic, occupational, or
147 other important areas of current functioning.

148 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.

149 Reference: Sections 67310-67312 and 84850, Education Code.

150 § 56042. Mental Health Disability.

151 Mental Health disability is defined as a persistent psychological or psychiatric
152 disability, or emotional or mental illness that limits the student's ability to access
153 the educational process. For purposes of this subchapter, conditions that are not
154 described and/or excluded in the American Psychiatric Association Diagnostic
155 and Statistical Manual (DSM) or the Americans with Disabilities Act (ADA) are
156 not covered in this category.

157 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.

158 Reference: Sections 67310-67312 and 84850, Education Code; 42 U.S.C. Sec.
159 12101; American Psychiatric Association (2013). Diagnostic and Statistical
160 Manual of Mental Disorders (Fifth ed.). Arlington, VA: American Psychiatric
161 Publishing.

162 § 56044. Other Health Conditions and Disabilities.

163 This category includes all students with disabilities, as defined in Section 56002,
164 with other health conditions, and/or disabilities that affect a major life activity,
165 which are otherwise not defined in Sections 56032-56042, but which limit the
166 student's ability to access the educational process.

167 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.

168 Reference: Sections 67310-67312 and 84850, Education Code.

169 § 56026. Academic Adjustments, Auxiliary Aids and Services. Academic Adjustments,

170 Auxiliary Aids and services are those specialized aids, devices and/or services
171 available to students with disabilities as defined in Section 56002, which are in
172 addition to the general services provided to all students. Such services enable
173 students to participate in general activities, programs and classes offered by the
174 college.

175 § 56006. Determination of Eligibility.

176 (a) In order to be eligible for academic adjustments, auxiliary aids, services
177 and/or instruction authorized under this chapter, a student must have a disability
178 which is verified pursuant to subdivision (b) which results in an educational
179 limitation identified pursuant to subdivision (c) of this section.

180 (b) The existence of a disability may be verified, using procedures prescribed by
181 the Chancellor, by one of the following means: (1) observation by certificated

182 DSPS staff; (2) assessment by certificated DSPS staff; or (3) review of
183 documentation by certificated staff provided by appropriate agencies or certified
184 or licensed professionals outside of DSPS.

185 (c) The student's educational limitations must be identified by certificated staff
186 and described in the Academic Accommodation Plan (AAP) required pursuant to
187 Section 56022. Eligibility for each service provided must be directly related to an
188 educational limitation consistent with Section 56000(b) and Section 56001.

189 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.
190 Reference: Sections 67310-67312 and 84850, Education Code.

191 § 56008. Student Rights.

192 (a) Participation by students with disabilities in Disabled Student Programs and
193 Services shall be entirely voluntary.

194 (b) Receiving academic adjustments, auxiliary aids, services and/or instruction
195 authorized under this subchapter shall not preclude a student from also
196 participating in any other course, program or activity offered by the college.

197 (c) All records maintained by DSPS personnel pertaining to students with
198 disabilities shall be protected from disclosure and shall be subject to all other
199 requirements for handling of student records as provided in Subchapter 6
200 (commencing with Section 54600) of Chapter 5 of this Division.

201 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.
202 Reference: Sections 67310-67313 and 84850, Education Code.

203 § 56010. Student Responsibilities.

204 (a) Students receiving academic adjustments, auxiliary aids, services and/or
205 instruction under this subchapter shall:

206 (1) comply with the student code of conduct adopted by the college and all other
207 applicable statutes and regulations related to student conduct;

208 (2) be responsible in their use of DSPS services and adhere to written service
209 provision policies adopted by DSPS; and

210 (3) when enrolled in educational assistance classes, make measurable progress
211 toward the goals developed for the course as established in the student's
212 Academic Accommodation Plan (AAP) or,

213 (4) when the student is enrolled in general college classes, meet academic
214 standards established by the college, as applied to all students, pursuant to
215 Subchapter 6 (commencing with Section 55500) of Chapter 6 of this Division.

216 (b) A district may adopt a written policy providing for the suspension or
217 termination of DSPS services where a student fails to comply with subdivisions
218 (a)(2), (a)(3) or (a)(4) of this section. Such policies shall provide for written notice
219 to the student prior to the suspension or termination and shall afford the student
220 an opportunity to appeal the decision. Each student shall be given a copy of this
221 policy upon first applying for services from DSPS.

222 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.
223 Reference: Sections 67310-67312 and 84850, Education Code.

224 § 56022. Academic Accommodation Plan (AAP).

225 Each college shall generate an Academic Accommodation Plan (AAP) and
226 maintain a record of the interactive process between each DSPS student and a
227 DSPS certificated staff member regarding the academic adjustments, auxiliary

228 aids, services and/or instruction necessary to provide the student equal access to
229 the educational process, given the educational limitations resulting from the
230 student's disabilities. In addition, when a student is enrolled in educational
231 assistance classes the AAP shall define measurable progress toward the goals
232 of each class.

233 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.
234 Reference: Sections 67310-67312 and 84850, Education Code.

235 § 56048. Staffing.

236 (a) Each district receiving funds pursuant to this subchapter shall ensure
237 sufficient DSPS certificated and support staff to provide timely and effective
238 services to eligible students with disabilities.

239 (b) Each district receiving funds pursuant to this subchapter shall designate a
240 DSPS coordinator or director for each college in the district. For the purpose of
241 this section, the coordinator or director is defined as that individual for each
242 college in the district who has responsibility for the day-to-day operation of
243 DSPS, which is necessary to implement Subchapter 1 of Chapter 7 of this
244 Division. For the coordinator or director, those responsibilities shall include, but
245 are not limited to, integration of DSPS into the college's instruction and services,
246 the provision of academic adjustments, auxiliary aids, and services, maintaining
247 knowledge of the legal responsibilities regarding students with disabilities
248 participation in the educational process, and budget planning. The designated
249 coordinator or director must meet the minimum qualifications for a DSPS
250 counselor or instructor set forth in Section 53414(a) through (d) or meet the
251 minimum qualifications for an educational administrator set forth in Section
252 53420 and, in addition, have two (2) years full-time experience or the equivalent
253 within the last four (4) years in one or more of the following fields:

254 (1) instruction or counseling or both in a higher education program for students
255 with disabilities;

256 (2) administration of a program for students with disabilities in an institution of
257 higher education;

258 (3) teaching, counseling or administration in secondary education, working
259 predominantly or exclusively in programs for students with disabilities; or

260 (4) administrative or supervisory experience in industry, government, public
261 agencies, the military, or private social welfare organizations, in which the
262 responsibilities of the position were predominantly or exclusively related to
263 persons with disabilities.

264 (c) Persons employed pursuant to this Subchapter as counselors or instructors of
265 students with disabilities shall meet minimum qualifications set forth in Section
266 53414 of Subchapter 4 of Chapter 4 of this Division.

267 (d) Districts receiving funding pursuant to this subchapter may also employ
268 classified and/or paraprofessional support staff. Support staff shall function under
269 the coordination of a DSPS coordinator or director, counselor, LD Specialist, or
270 instructor as appropriate for the academic adjustments, auxiliary aids, services
271 and/or instruction being provided.

272 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.
273 Reference: Sections 67310-67312 and 84850, Education Code.

274 § 56050. Advisory Committee.
275 Each district receiving funds pursuant to this subchapter shall establish, for either
276 the District or at each college in the district, an advisory committee which shall
277 meet not less than once per year. The advisory committee shall, at a minimum,
278 include a student with disabilities.
279 NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code.
280 Reference: Sections 67310-67312 and 84850, Education Code.

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283 **A. Student Eligibility for Services**

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~~1. In order to qualify for the special services available to disabled students, a student must first enroll in a college of the District. After the enrollment process is complete, a disabled student may apply for special services by contacting the DSP&S Office at either campus. The application shall include an interview and diagnostic study to determine if the level of the applicant's disability meets the requirements of Title V, Section 504 (11135). All students under Title V who are eligible for services will be assessed and provided services if they meet the criteria of Title V.~~

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~~2. After the student has been informed of all assessment, evaluation, and planning procedures to be followed, the appropriate DSP&S staff member, in consultation with the student, shall develop an Individualized Educational Plan (IEP). The IEP shall be based on the services needed for the student and the determination of the time allotted for the achievement of the IEP goals.~~

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~~3. If a student does not qualify for DSP&S services, the Coordinator of DSP&S, in consultation with the student, shall explain the reason(s) for non-qualification to the student and identify and develop a pro-gram that may benefit the student in off-campus programs, or other special educational resources.~~

305 **AB. Academic/Progress Probation**

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A DSP&S student who is placed on academic/progress probation, as defined in Board Policy and the college catalog, shall continue to receive DSP&S services throughout the probationary period.

311 **BC. Suspension or Termination of Services**

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1. In order to continue to receive special services, a disabled student must maintain regular enrollment in the college subject to the conditions of District policies on academic standards, student conduct, and the meeting of all fee obligations that apply to all students. ~~In addition disabled students must demonstrate satisfactory progress in the achievement of the IEP goals.~~

- 319 2. A disabled student who is in danger of suspension or termination of services
320 shall be given a written warning identifying the standards that have been violated.
321 The warning shall include all actions that may be taken leading to suspension or
322 termination of services if the problems persist.
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- 324 3. A disabled student who is subject to suspension or termination of services, or
325 suspension or termination of enrollment, shall be provided with the following
326 documents:
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- 328 a. A copy of the policies on student conduct, academic standards, and/or
329 other policies pertaining to the cause for suspension or termination.
 - 330 b. A copy of the services provided to the student and the specific written
331 intent of each DSP&S service as utilized by the student.
 - 332 c. A copy of the documentation that details all notices and decisions sent to
333 the student.
 - 334 d. A copy of the appeal process with firm guidelines and due dates.
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336 **CD. Dismissal/Grievance/Appeal/Readmission**

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- 338 1. Dismissal/Grievance/Appeal/Readmission relating to student conduct shall occur
339 in accordance with the provisions of Board Policy.
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 - 341 2. Dismissal/Grievance/Appeal/Readmission relating to academic performance
342 shall occur in accordance with the provisions of Board Policy.
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344 **References:** Title 5 Sections 56000 et seq. and 56027.

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347 ***NOTE:** The red ink signifies language that is legally required and recommended by the Policy and*
348 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from*
349 *the current SBCCD AP 5140 titled Disabled Student Services and Programs approved on 8/8/01. This*
350 *procedure reflects updates/revisions from the Policy and Procedure Service in March 2012 and October*
351 *2013.*
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Approved: 8/8/91

Revised:

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 5140	DSPS	<p>Line 49: There is no context as to the purpose of DSPS or mention of the issue of equal access. There is also no mention as to how disabled students who do not want to apply with DSPS can obtain services.</p> <p>The following is recommended: 'In accordance with federal and state laws, the district and colleges are required to ensure that academic requirements and practices, facilities, electronic information technology, printed materials, and college services and activities are accessible to individuals with disabilities. The college will make modifications when necessary in order to provide equal access.</p> <p>The role of Disabled Student Programs and Services (DSPS) is to support the colleges in meeting federal and state obligations to students with disabilities. DSPS is the principal provider of support programs and services that allow equal educational opportunities for students with disabilities who can benefit from instruction. No student with disabilities is required to apply to DSPS. If a student requests accommodations, but does not want to register with DSPS, then the student will need to submit verification of the disability and functional limitations to the College 504/ADA Coordinator."</p> <p>Line 53: This line refers to the application as opposed to the application process. It also does not include a statement about the purpose of accommodations, maintenance of academic standards, functional limitations, students who are eligible for DSPS, or implementing accommodations in the classroom.</p> <p>The following is suggested as replacement:</p> <p>As required by Section 504 of the</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>Rehabilitation Act of 1973, Title 5, section 567027, and District Board Policy 5140, the San Bernardino Community College District has developed procedures in order to respond in a timely manner to requests by students with disabilities for academic adjustments. Pursuant to Title 5, Sections 5600-56076 the district has established DSPS at each college in order to assist students with disabilities in accessing instruction, programs, academic accommodations, and auxiliary aids.</p> <p>The purpose of academic accommodations and auxiliary aids is to minimize the effects of the disability on the educational process so that the student with a disability has the opportunity to both acquire course information and be evaluated in a manner that allows the student to fully demonstrate his/her mastery of the course material. At no time should academic accommodations compromise academic standards. In fact, students with disabilities who utilize academic accommodations and/or auxiliary aids should always be required to complete assignments that are comparable in content, complexity, and quality as those required of students without disabilities.</p> <p>After the student requests an academic accommodation, auxiliary aid, and/or other disability related service, his/her disability is verified by the DSPS professional according to state-mandated criteria (as defined in Title 5, Section 56006). Eligible students include those with verified physical disabilities (visual and mobility impairments), communication disorders, learning disabilities, acquired brain impairments, developmental delays in learning, psychological impairments, and other conditions.</p> <p>The DSPS professional (as defined in Title 5, Sections 56006, 56048, and 56066), in consultation with the student determines any educational limitations</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>based on the documentation of the disability and functional limitations and authorizes the use of appropriate academic accommodations and/or auxiliary aids. These may include, but are not limited to:</p> <p>Testing accommodations such as extended time or distraction-reduced test environment; use of an American Sign Language interpreter, note taker, scribe, or real-time captioner for students who are deaf or hard of hearing; presence of a service animal; access to alternate media such as Braille, large print, or electronic text; auxiliary aids such as a tape recorder, assistive listening device, calculator, computer, audio taped text, or spell checker in the classroom.</p> <p>.</p> <p>The student will inform instructors of authorized auxiliary aids and academic accommodations. With the consent of the student, the DSPS professional can assist the student with informing instructors. It is the responsibility of the instructor to allow auxiliary aids to be used in the classroom or to coordinate with DSPS for the provision of academic accommodations. It is the responsibility of the DSPS professional to make arrangements for and facilitate the delivery of academic accommodations to the student in coordination with faculty, as appropriate. The DSPS professional will provide appropriate follow-up for students with regard to academic accommodations.</p> <p>Instructors cannot individually deny approved accommodations. Students cannot be asked or required to negotiate with instructors about the delivery of academic accommodations or auxiliary aids that have been approved by DSPS. If the instructor does not understand or agree with an accommodation, then he/she needs to initiate contact with DSPS to discuss the matter.</p> <p>Line 58:</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>Does not specify the verification process or define who a certified professional is.</p> <p>The following is suggested: "Verification of a student's disability must be provided by a professional certified to diagnose and/or treat the condition for which the student is applying for services. In certain situations, the DSPS professional may verify the disability of a student by direct observation.</p> <p>Lines 59 through 63: Make reference to Individual Educational Plan (IEP). IEP is a term that is exclusively used in kindergarten through 12 grade settings. It should not be used in a post-secondary milieu.</p> <p>The following replacement is suggested: The DSPS professional in consultation with the student will develop a Student Educational Contract (SEC). The SEC outlines the student's educational goal(s). The SEC will be reviewed and updated on an annual basis.</p> <p>Lines 65 through 68 are poorly written. In addition, they do not include all of the options available to students who do not qualify for DSPS.</p> <p>The following is suggested: "If a student is determined to be ineligible for services, then DSPS will provide the student with written notice of the denial that includes the reason for the denial and that the student has the right to appeal the denial through the Student Complaints and Student Grievance Procedures."</p> <p>Line 82 refers to IEP. As stated above, this is not appropriate for post-secondary education.</p> <p>Recommend that "IEP" be replaced with "SEC".</p> <p>The application process shall include: 1) the student completing an Application for Services, 2) the student providing documentation from a certified</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>professional that verifies both the disabling condition and that the disabling condition creates functional limitation(s) in an academic setting, 3) DSPS Director/Counselor review of documentation provided, 4) additional assessment to verify disabling condition, if needed, 5) and DSPS Director/Counselor interview with the student to determine if the level of the student's reported disability meets the requirements of Title V, Section 504 (11135).</p> <p>There is no mention of the services that are available to students through DSPS.</p> <p>The following is recommended: "The DSPS professional (as defined in Title 5 Section 56006 and 56048), in consultation with the student determines the educational limitations based on the documentation of the disability and functional limitations and authorizes the use of any appropriate auxiliary aids and/or academic accommodations. These may include, but are not limited to:</p>	
AP 5140	3/25/16 – CHC & SBVC Academic Senates	<p>Strike lines 13-15, 21-22, 31-52, 296-316, 329-330, 360-364</p> <p>Add lines 23-29, 54-293</p>	
AP 5140	4/20/16 – Legal Update #28	<p>This procedure was updated to reflect the language used in the new and amended Title 5 Sections 56000 et seq. that go into effect on July 1, 2016 and to remove a redundant citation.</p>	

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San Bernardino Community College District
Board Policy
Chapter 5 – Student Services

BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

(Replaces current SBCCD BP 5140)

NOTE: *The language in red ink is legally required.*

 ~~From current SBCCD BP 5140 titled Disabled Student Programs and Services~~

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable ~~assisted to participate whenever possible in all educational programs in the District.~~

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, ~~modifications to academic requirements,~~ accessible facilities, equipment, instructional programs, disability adjustment counseling and academic counseling.

Campuses shall adopt procedures for the resolution of disputes regarding academic adjustments. The District shall respond in a timely manner to accommodation requests involving academic adjustments.

No student with disabilities is required to participate in the ~~Disabled Students Programs and Services~~ DSPS program.

The Chancellor shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

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References: Education Code Sections 67310, **and** 84850;
Title 5, Sections 56000 et seq. and 56027

***NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This policy reflects updates/revisions from the Policy and Procedure Service in March 2012 and October 2013. The language in **black ink** is from current SBCCD BP 5140 titled Disabled Student Programs and Services adopted on 6/10/04. The language in **blue ink** is included for consideration.*

Adopted: 6/10/04
Revised:

58

COMMENTS

59

BP or AP #	Representative group	COMMENT	RESPONSE
BP 5140	3/25/16 – CHC & SBVC Academic Senates	No changes.	
BP 5140	4/20/16 – Update #28	<p>Line 22: delete Support programs and services and replace with academic adjustments, auxiliary aids, services, or instruction</p> <p>This policy was updated to reflect the language used in the new and amended Title 5 Sections 56000 et seq. that go into effect on July 1, 2016 and to remove a redundant citation.</p>	
BP 5140	SEE Legal Update #28- 4/7/16	BP 5140 Disabled Student Programs and Services – This policy was updated to reflect the language used in the new and amended Title 5 Sections 56000 et seq. that go into effect on July 1, 2016 and to remove a redundant citation.	

60

61

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: May 12, 2016

SUBJECT: Consideration of Approval to Accept Board Policies for Final Approval

RECOMMENDATION

It is recommended that the Board of Trustees approve the list of Board Policies. The Administrative Procedures are for information only.

BP/AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Code, BP/AP 3500 Campus Safety, BP/AP 3518 Child Abuse Reporting, AP 3540 Sexual and Other Assaults on Campus, AP 3720 Computer and Network Use, BP/AP 3810 Claims Against the District, BP 3820 Gifts and Donations, AP 4021 Program Discontinuance, AP 4022 Course Approval, BP/AP 4026 Philosophy and Criteria for International Education

ANALYSIS

The changes to the APs and BPs were submitted for First Reading on April 14, 2016, unless otherwise noted below.

BP 3820 was submitted for First Reading on March 10, 2016.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

San Bernardino Community College District
Board Policy
Chapter 2 – Board of Trustees

BP 2710 CONFLICT OF INTEREST

(Replaces current SBCCD BP 2260)

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.

DEFINITIONS

Financial Interest: As defined in Government Code Section 87103, a public official has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official (direct interest), a member of the official's immediate family (indirect interest), or on any of the following:

- a) Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.
- b) Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.
- c) Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.
- d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.
- e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred sixty dollars (\$460) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The gift limit shall be adjusted biennially by the Fair Political Practices Commission.

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

42 official's agents, spouse, and dependent children own directly, indirectly, or beneficially a
43 10-percent interest or greater.

44
45 **Making a Decision:** As defined in Section 18704(a) of Title 2 of the California Code of
46 Regulations (CCR), a public official makes a governmental decision if the official
47 authorizes or directs any action, votes, appoints a person, obligates or commits the
48 District to any course of action, or enters into any contractual agreement on behalf of the
49 District.

50
51 **Participating in a Decision:** As defined in Section 18704(b) of Title 2 of the CCR, a
52 public official participates in a governmental decision if the official provides information,
53 an opinion, or a recommendation for the purpose of affecting the decision *without*
54 *significant intervening substantive review.* This includes partaking in preliminary
55 discussions, negotiations, planning, solicitation or evaluation of bids, voting, or debating
56 that precedes the making of a decision.

57
58 **Using Official Position to Attempt to Influence a Decision:** As defined in Section
59 18704(c) of Title 2 of the CCR, a public official uses his or her official position to influence
60 a governmental decision if he or she: (1) contacts or appears before any District official
61 or in an agency subject to the authority or budgetary control of the District for the purpose
62 of affecting a decision; or (2) contacts or appears before any official in any other
63 government agency for the purpose of affecting a decision, and the public official acts or
64 purports to act within his or her authority or on behalf of the District in making the contact.

65
66 *Note: Making, participating in, or influencing a governmental decision does not include*
67 *activities listed under Section 18704(d) of Title 2 of the CCR.*

68
69 **POLICY STATEMENTS**

70
71 Board members and employees must avoid conflicts of interest as well as the appearance
72 of impropriety.

73
74 In accordance with the Political Reform Act of 1974 and Government Code Section
75 87100, Board members, employees and consultants must not make or participate in any
76 governmental decision in which he or she knows or has reason to know he or she has a
77 financial interest.

78
79 Pursuant to Government Code Section 1090, ~~the District is prohibited from entering into~~
80 ~~any contracts where a Board member or employee may have a financial interest~~ Board
81 members and employees shall not be financially interested in any contract made by them
82 in their official capacity, or by any body or board of which they are members. All Board
83 members are conclusively presumed to participate in the making of all contracts under
84 the Board's jurisdiction. Hence, the aforementioned prohibition is absolute, and applies
85 even if the contract is fair and equitable and the Board member abstains from all
86 participation in the decision.

87

88 Where an employee, rather than a Board member, is financially interested in a contract,
89 the District is only prohibited from making the contract if the employee was at any point
90 involved in the process of making the contract.

91
92 ~~Board members shall not be financially interested in any contract made by the Board of~~
93 ~~Trustees or in any contract they make in their capacity as Board members.~~

94
95 A Board member or employee shall not be considered to be financially interested in a
96 contract if his or her interest is limited to those interests defined as remote under
97 Government Code Section 1091 or ~~is limited to interests defined~~ considered noninterests
98 under by Government Code Section 1091.5.

99
100 ~~A Board member who has a remote interest in any contract considered by the Board shall~~
101 ~~disclose his/her interest during a Board meeting and have the disclosure noted in the~~
102 ~~official Board minutes.—If a Board member or employee has a financial interest in a~~
103 ~~decision being considered by the Board, the financial interest must be disclosed in~~
104 ~~sufficient detail to the Board during a Board meeting, and noted in the official Board~~
105 ~~minutes. The Board member must disqualify him or herself from discussing and voting~~
106 ~~on the matter, and must leave the room until after discussion, vote, and any other~~
107 ~~disposition of the matter is concluded. A Board member or employee who has a financial~~
108 ~~interest must not influence or attempt to influence the decision. The Board member shall~~
109 ~~not vote or debate on the matter or attempt to influence any other Board member to enter~~
110 ~~into the contract.~~

111 **Collective Bargaining Agreements**

112 Where a member of the Board receives health benefits from the District as a former faculty
113 member in an amount that is required by contract to be equal to the amount of health
114 benefits the District provides to current faculty members under the terms of a collective
115 bargaining agreement, the Board of Trustees may renegotiate the amount of health
116 benefits provided under the current collective bargaining agreement so long as the
117 financially interested Board member does not participate in the decision-making process.

118 **Rule of Necessity**

119
120 The District may enter into a contract despite a conflict of interest under Government
121 Code Section 1090 and Section 87100, where there is no other alternative for the
122 procurement of essential goods or services, and the acquisition of such goods or services
123 is a necessity. However, the financially interested Board member or employee must
124 abstain from any participation in the decision.

125
126
127 Section 87100 does not prevent any public official from making or participating in the
128 making of a governmental decision to the extent his or her participation is legally required
129 for the action or decision to be made. The fact that an official's vote is needed to break
130 a tie does not make his or her participation legally required for purposes of this section.

131
132 Whenever a public official who has a financial interest in a decision is legally required to
133 make or participate in making such a decision, the potential conflict of interest and the

134 legal basis for concluding that there is no alternative source of decision shall be disclosed
135 to the Board in sufficient detail and noted in the official Board minutes.

136

137 **Incompatible Activities & Offices**

138 Pursuant to Government Code Section 1126 and 1099, A-a Board member or employee
139 shall not hold incompatible offices nor engage in any employment, or activity, or
140 enterprise for compensation that which is inconsistent with, incompatible with, in conflict
141 with or inimical to his or /her duties as an officer of the District.

142

143 Offices are incompatible if there is any significant clash of duties or loyalties between the
144 offices, if the dual office holding would be improper for reasons of public policy, or if either
145 office exercises a supervisory, auditory, or removal power over the other.

146

147 When two offices are incompatible, a Board member shall be deemed to have forfeited
148 the first office upon acceding to the second.

149

150 In accordance with Education Code Section 72103(b), an employee of the District may
151 not be sworn in as an elected or appointed member of the Board of Trustees unless and
152 until he or she resigns as an employee. If the employee does not resign, the employment
153 will automatically terminate upon being sworn into office. This provision does not apply
154 to an individual who is usually employed in an occupation other than teaching and who
155 also is, at the time of election to the Board, employed part time by the District to teach no
156 more than one course per semester or quarter in the subject matter of that individual's
157 occupation.

158

159 **Representation**

160 Pursuant to Government Code 87406.3, elected officials and the Chancellor shall not, for
161 a period of one-year after leaving their position, act as an agent or attorney for, or
162 otherwise represent, for compensation, any other person, by making any formal or
163 informal appearance before, or by making any oral or written communication to, the
164 District, if the appearance or communication is made for the purpose of influencing
165 administrative or legislative action, or influencing any action or proceeding involving the
166 issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or
167 the sale or purchase of goods or property.

168

169 **Conflict of Interest Code**

170 In compliance with law and regulationthe Political Reform Act of 1974 and Government
171 Code Section 87300, the Chancellor-District shall establish administrative procedures a
172 Conflict of Interest Code to provide for disclosure of assets of income of Board members
173 reportable financial interests of Board members and designated employees, who may be
174 affected by their official actions, and to prevent members-them from making or
175 participating in the making of Board-governmental decisions which may foreseeably have
176 a material effect on their financial interest.

177

178 Board members, designated employees, and consultants in designated positions shall
179 file statements of economic interest with the filing officer identified by the administrative
180 procedures Conflict of Interest Code.

181
182 Board members are encouraged to seek counsel from the District's legal advisor in every
183 case where any question arises.

184
185 Also see ~~AP 2710 titled Conflict of Interest and~~ AP ~~7212~~ 2712 titled Conflict of Interest
186 Code

187
188 **References:** Government Code Sections 1090 et seq.; 1126; and 87200 et seq.;
189 Title 2 Sections 18730 et seq.

190

Adopted: 9/21/91

Revised: 4/8/04, 4/9/15

191

192

~~San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees~~

~~AP 2710 – CONFLICT OF INTEREST~~

~~**Incompatible Activities** (Government Code Sections 1126 and 1099)~~

~~Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.~~

~~**Financial Interest** (Government Code Sections 1090 et seq.)~~

~~Pursuant to Government Code Section 1090, the District is prohibited from entering into any contracts where a Board member or employee may have a financial interest.~~

~~Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.~~

~~A Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).~~

~~A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child.~~

~~**No Employment Allowed** (Education Code Section 72103(b))~~

~~An employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or~~

45 quarter in the subject matter of that individual's occupation (Education Code Section
46 72103(b)).

47
48 **Gifts** (Government Code Section 89503)

49 Board members and any employees who manage public investments shall not accept
50 from any single source in any calendar year any gifts in excess of the prevailing gift
51 limitation specified in law.

52
53 Designated employees shall not accept from any single source in any calendar year any
54 gifts in excess of the prevailing gift limitation specified in law if the employee would be
55 required to report the receipt of income or gifts from that source on his/her statement of
56 economic interests.

57
58 The above limitations on gifts do not apply to wedding gifts and gifts exchanged
59 between individuals on birthdays, holidays and other similar occasions, provided that
60 the gifts exchanged are not substantially disproportionate in value.

61
62 Gifts of travel and related lodging and subsistence shall be subject to the above
63 limitations except as described in Government Code Section 89506.

64
65 A gift of travel does not include travel provided by the District for Board members and
66 designated employees.

67
68 Board members and any employees who manage public investments shall not accept
69 any honorarium, which is defined as any payment made in consideration for any speech
70 given, article published, or attendance at any public or private gathering (Government
71 Code Sections 89501 and 89502).

72
73 Designated employees shall not accept any honorarium that is defined as any payment
74 made in consideration for any speech given, article published, or attendance at any
75 public or private gathering, if the employee would be required to report the receipt of
76 income or gifts from that source on his/her statement of economic interests. The term
77 "honorarium" does not include:

78
79 ● Earned income for personal services customarily provided in connection with a bona
80 fide business, trade, or profession unless the sole or predominant activity of the
81 business, trade, or profession is making speeches.

82 ● Any honorarium that is not used and, within 30 days after receipt, is either returned
83 to the donor or delivered to the District for donation into the general fund without being
84 claimed as a deduction from income tax purposes.

85
86 **Representation** (Government Code Section 87406.3)

87 Elected officials and the Chancellor shall not, for a period of one year after leaving their
88 position, act as an agent or attorney for, or otherwise represent for compensation, any
89 person appearing before that local government agency.

90

91 **References:** Government Code Sections 1090 et seq., 87100 et seq. (the Political
92 Reform Act), and 87200-87210;
93 Title 2 Sections 18700 et seq.; and as listed above
94

Approved: 3/12/15

95
96

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2712 CONFLICT OF INTEREST CODE

(Replaces current SBCCD AP 2260)

***NOTE:** The language in red ink is **legally required**. The language in **green ink** was added by Fiscal Services and the District's Internal Auditor.*

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix at the end of this procedure, constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this procedure are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees

The persons holding positions listed in Section 13 the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories

42 This code does not establish any disclosure obligation for those designated employees
43 who are also specified in Government Code Section 87200 if they are designated in this
44 code in that same capacity or if the geographical jurisdiction of this agency is the same
45 as or is wholly included within the jurisdiction in which those persons must report their
46 economics interests pursuant to article 2 of chapter 7 of the Political Reform Act,
47 Government Code Sections 87200 et seq. In addition, this code does not establish any
48 disclosure obligation for any designated employees who are designated in a conflict of
49 interest code for another agency, if all of the following apply:

50 (A) The geographical jurisdiction of this agency is the same as or is wholly included
51 within the jurisdiction of the other agency;

52 (B) The disclosure assigned in the code of the other agency is the same as that
53 required under article 2 of chapter 7 of the Political Reform Act, Government Code Section
54 87200; and

55 (C) The filing officer is the same for both agencies. Such persons are covered by this
56 code for disqualification purposes only. With respect to all other designated employees,
57 the disclosure categories set forth in ~~Section 13~~ the Appendix specify which kinds of
58 economic interests are reportable. Such a designated employee shall disclose in his/her
59 statement of economic interests those economic interests he/she has which are of the
60 kind described in the disclosure categories to which he/she is assigned in ~~Section 13~~ the
61 Appendix. It has been determined that the economic interests set forth in a designated
62 employee's disclosure categories are the kinds of economic interests which he/she
63 foreseeably can affect materially through the conduct of his/her office.

64

65 Section 4. Statements of Economic Interests

66

67 Place of Filing. The code reviewing body shall instruct all designated employees within
68 its code to file statements of economic interests with the agency or with the code
69 reviewing body, as provided by the code reviewing body in the agency's conflict of interest
70 code.

71

72 Section 5. Statements of Economic Interests

73

74 Time of Filing

75 (A) Initial Statements. All designated employees employed by the agency on the
76 effective date of this code, as originally adopted, promulgated and approved by the code
77 reviewing body, shall file statements within 30 days after the effective date of this code.
78 Thereafter, each person already in a position when it is designated by an amendment to
79 this code shall file an initial statement within 30 days after the effective date of the
80 amendment.

81 (B) Assuming Office Statements. All persons assuming designated positions after the
82 effective date of this code shall file statements within 30 days after assuming the

83 designated positions, or if subject to State Senate confirmation, 30 days after being
84 nominated or appointed.

85 (C) Annual Statements. All designated employees shall file statements no later than
86 April 1.

87 (D) Leaving Office Statements. All persons who leave designated positions shall file
88 statements within 30 days after leaving office.

89

90 Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

91 Any person who resigns within 12 months of initial appointment, or within 30 days of the
92 date of notice provided by the filing officer to file an assuming office statement, is not
93 deemed to have assumed office or left office, provided he/she did not make or participate
94 in the making of, or use his/her position to influence any decision and did not receive or
95 become entitled to receive any form of payment as a result of his/her appointment. Such
96 persons shall not file either an assuming or leaving office statement.

97 (A) Any person who resigns a position within 30 days of the date of a notice from the
98 filing officer shall do both of the following:

99 1. File a written resignation with the appointing power; and

100 2. File a written statement with the filing officer declaring under penalty of perjury that
101 during the period between appointment and resignation he/she did not make, participate
102 in the making, or use the position to influence any decision of the agency or receive, or
103 become entitled to receive, any form of payment by virtue of being appointed to the
104 position.

105

106 Section 6. Contents of and Period Covered by Statements of Economic Interests

107 (A) Contents of Initial Statements. Initial statements shall disclose any reportable
108 investments, interests in real property and business positions held on the effective date
109 of the code and income received during the 12 months prior to the effective date of the
110 code.

111 (B) Contents of Assuming Office Statements. Assuming office statements shall
112 disclose any reportable investments, interests in real property and business positions held
113 on the date of assuming office or, if subject to State Senate confirmation or appointment,
114 on the date of nomination, and income received during the 12 months prior to the date of
115 assuming office or the date of being appointed or nominated, respectively.

116 (C) Contents of Annual Statements. Annual statements shall disclose any reportable
117 investments, interests in real property, income and business positions held or received
118 during the previous calendar year provided, however, that the period covered by an
119 employee's first annual statement shall begin on the effective date of the code or the date
120 of assuming office whichever is later.

121 (D) Contents of Leaving Office Statements. Leaving office statements shall disclose
122 reportable investments, interests in real property, income and business positions held or

123 received during the period between the closing date of the last statement filed and the
124 date of leaving office.

125

126 Section 7. Manner of Reporting

127 Statements of economic interests shall be made on forms prescribed by the Fair Political
128 Practices Commission and supplied by the agency, and shall contain the following
129 information:

130 (A) Investments and Real Property Disclosure. When an investment or an interest in
131 real property is required to be reported, the statement shall contain the following:

132 1. A statement of the nature of the investment or interest;

133 2. The name of the business entity in which each investment is held, and a general
134 description of the business activity in which the business entity is engaged;

135 3. The address or other precise location of the real property;

136 4. A statement whether the fair market value of the investment or interest in real
137 property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000),
138 exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars
139 (\$1,000,000).

140 (B) Personal Income Disclosure. When personal income is required to be reported,
141 the statement shall contain:

142 1. The name and address of each source of income aggregating five hundred dollars
143 (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and
144 a general description of the business activity, if any, of each source;

145 2. A statement whether the aggregate value of income from each source, or in the
146 case of a loan, the highest amount owed to each source, was one thousand dollars
147 (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand
148 dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

149 3. A description of the consideration, if any, for which the income was received;

150 4. In the case of a gift, the name, address and business activity of the donor and any
151 intermediary through which the gift was made; a description of the gift; the amount or
152 value of the gift; and the date on which the gift was received;

153 5. In the case of a loan, the annual interest rate and the security, if any, given for the
154 loan and the term of the loan.

155 (C) Business Entity Income Disclosure. When income of a business entity, including
156 income of a sole proprietorship, is required to be reported, the statement shall contain:

157 1. The name, address, and a general description of the business activity of the
158 business entity;

159 2. The name of every person from whom the business entity received payments if the
160 filer's pro rata share of gross receipts from such person was equal to or greater than ten
161 thousand dollars (\$10,000).

162 (D) Business Position Disclosure. When business positions are required to be
163 reported, a designated employee shall list the name and address of each business entity
164 in which he/she is a director, officer, partner, trustee, employee, or in which he/she holds
165 any position of management, a description of the business activity in which the business
166 entity is engaged, and the designated employee's position with the business entity.

167 (E) Acquisition or Disposal during Reporting Period. In the case of an annual or
168 leaving office statement, if an investment or an interest in real property was partially or
169 wholly acquired or disposed of during the period covered by the statement, the statement
170 shall contain the date of acquisition or disposal.

171

172 Section 8. Prohibition on Receipt of Honoraria

173 (A) No member of a state board or commission, and no designated employee of a
174 state or local government agency, shall accept any honorarium from any source, if the
175 member or employee would be required to report the receipt of income or gifts from that
176 source on his/her statement of economic interests. This section shall not apply to any
177 part-time member of the governing board of any public institution of higher education,
178 unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government
179 Code Section 89501 shall apply to the prohibitions in this section.

180 Honorarium is defined as any payment made in consideration for any speech given,
181 article published, or attendance at any public or private conference, convention, meeting,
182 social event, meal, or like gathering. This does not include:

- 183 • Earned income for personal services which are customarily provided in connection
184 with the practice of a bona fide business, trade, or profession, unless the sole or
185 predominant activity of the business, trade, or profession is making speeches.
- 186 • Any honorarium which is not used and, within 30 days after receipt, is either
187 returned to the donor or delivered to the District for donation to the general fund
188 without being claimed as a deduction from income for tax purposes.

189

190 (B) This section shall not limit or prohibit payments, advances, or reimbursements for
191 travel and related lodging and subsistence authorized by Government Code Section
192 89506.

193

194 Section 8.1. Prohibition on Receipt of Gifts in Excess of ~~\$4460~~ \$460

195 (A) No member of a state board or commission, and no designated employee of a
196 state or local government agency, shall accept gifts with a total value of more than ~~\$4460~~
197 \$460 in a calendar year from any single source, if the member or employee would be
198 required to report the receipt of income or gifts from that source on his/her statement of
199 economic interests. This section shall not apply to any part-time member of the governing
200 board of any public institution of higher education, unless the member is also an elected
201 official.

202

203 (B) Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the
204 prohibitions in this section.

205 The above limitations on gifts do not apply to wedding gifts and gifts exchanged between
206 individuals on birthdays, holidays and other similar occasions, provided that the gifts
207 exchanged are not substantially disproportionate in value.

208
209 Gifts of travel and related lodging and subsistence shall be subject to the above limitations
210 except as described in Government Code Section 89506.

211
212 A gift of travel does not include travel provided by the District for Board members and
213 designated employees.

214

215 Section 8.2. Loans to Public Officials

216 (A) No elected officer of a state or local government agency shall, from the date of
217 his/her election to office through the date that he/she vacates office, receive a personal
218 loan from any officer, employee, member, or consultant of the state or local government
219 agency in which the elected officer holds office or over which the elected officer's agency
220 has direction and control.

221

222 (B) No public official who is exempt from the state civil service system pursuant to
223 subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall,
224 while he/she holds office, receive a personal loan from any officer, employee, member,
225 or consultant of the state or local government agency in which the public official holds
226 office or over which the public official's agency has direction and control. This subdivision
227 shall not apply to loans made to a public official whose duties are solely secretarial,
228 clerical, or manual.

229

230 (C) No elected officer of a state or local government agency shall, from the date of
231 his/her election to office through the date that he/she vacates office, receive a personal
232 loan from any person who has a contract with the state or local government agency to
233 which that elected officer has been elected or over which that elected officer's agency has
234 direction and control. This subdivision shall not apply to loans made by banks or other
235 financial institutions or to any indebtedness created as part of a retail installment or credit
236 card transaction, if the loan is made or the indebtedness created in the lender's regular
237 course of business on terms available to members of the public without regard to the
238 elected officer's official status.

239

240 (D) No public official who is exempt from the state civil service system pursuant to
241 subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall,
242 while he/she holds office, receive a personal loan from any person who has a contract
243 with the state or local government agency to which that elected officer has been elected
244 or over which that elected officer's agency has direction and control. This subdivision

245 shall not apply to loans made by banks or other financial institutions or to any
246 indebtedness created as part of a retail installment or credit card transaction, if the loan
247 is made or the indebtedness created in the lender's regular course of business on terms
248 available to members of the public without regard to the elected officer's official status.
249 This subdivision shall not apply to loans made to a public official whose duties are solely
250 secretarial, clerical, or manual.

251

252 (E) This section shall not apply to the following:

253 1. Loans made to the campaign committee of an elected officer or candidate for
254 elective office.

255 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild,
256 brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or
257 first cousin, or the spouse of any such persons, provided that the person making the loan
258 is not acting as an agent or intermediary for any person not otherwise exempted under
259 this section.

260 3. Loans from a person which, in the aggregate, do not exceed five hundred dollars
261 (\$500) at any given time.

262 4. Loans made, or offered in writing, before January 1, 1998.

263

264 Section 8.3. Loan Terms

265

266 (A) Except as set forth in subdivision (B), no elected officer of a state or local
267 government agency shall, from the date of his/her election to office through the date
268 he/she vacates office, receive a personal loan of five hundred dollars (\$500) or more,
269 except when the loan is in writing and clearly states the terms of the loan, including the
270 parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date
271 or dates when payments shall be due on the loan and the amount of the payments, and
272 the rate of interest paid on the loan.

273

274 (B) This section shall not apply to the following types of loans:

275 1. Loans made to the campaign committee of the elected officer.

276 2. Loans made to the elected officer by his/her spouse, child, parent, grandparent,
277 grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece,
278 aunt, uncle, or first cousin, or the spouse of any such person, provided that the person
279 making the loan is not acting as an agent or intermediary for any person not otherwise
280 exempted under this section.

281 3. Loans made, or offered in writing, before January 1, 1998.

282

283 (C) Nothing in this section shall exempt any person from any other provision of Title 9
284 of the Government Code.

285

286 Section 8.4. Personal Loans

287

288 (A) Except as set forth in subdivision (B), a personal loan received by any designated
289 employee shall become a gift to the designated employee for the purposes of this section
290 in the following circumstances:

291 1. If the loan has a defined date or dates for repayment, when the statute of limitations
292 for filing an action for default has expired.

293 2. If the loan has no defined date or dates for repayment, when one year has elapsed
294 from the later of the following:

295 a. The date the loan was made.

296 b. The date the last payment of one hundred dollars (\$100) or more was made on the
297 loan.

298 c. The date upon which the debtor has made payments on the loan aggregating to
299 less than two hundred fifty dollars (\$250) during the previous 12 months.

300

301 (B) This section shall not apply to the following types of loans:

302 1. A loan made to the campaign committee of an elected officer or a candidate for
303 elective office.

304 2. A loan that would otherwise not be a gift as defined in this title.

305 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on
306 which the creditor has taken reasonable action to collect the balance due.

307 4. A loan that would otherwise be a gift as set forth under subdivision (A), but on
308 which the creditor, based on reasonable business considerations, has not undertaken
309 collection action. Except in a criminal action, a creditor who claims that a loan is not a
310 gift on the basis of this paragraph has the burden of proving that the decision for not
311 taking collection action was based on reasonable business considerations.

312 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately
313 discharged in bankruptcy.

314

315 (C) Nothing in this section shall exempt any person from any other provisions of Title 9 of
316 the Government Code.

317

318 Section 9. Disqualification

319 No designated employee shall make, participate in making, or in any way attempt to use
320 his/her official position to influence the making of any governmental decision which he/she
321 knows or has reason to know will have a reasonably foreseeable material financial effect,
322 distinguishable from its effect on the public generally, on the official or a member of his/her
323 immediate family or on:

324 (A) Any business entity in which the designated employee has a direct or indirect
325 investment worth two thousand dollars (\$2,000) or more;

326 (B) Any real property in which the designated employee has a direct or indirect interest
327 worth two thousand dollars (\$2,000) or more;

328 (C) Any source of income, other than gifts and other than loans by a commercial
329 lending institution in the regular course of business on terms available to the public without
330 regard to official status, aggregating five hundred dollars (\$500) or more in value provided
331 to, received by or promised to the designated employee within 12 months prior to the time
332 when the decision is made;

333 (D) Any business entity in which the designated employee is a director, officer, partner,
334 trustee, employee, or holds any position of management; or

335 (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating
336 \$440 460 or more provided to; received by, or promised to the designated employee
337 within 12 months prior to the time when the decision is made.

338

339 Section 9.3. Legally Required Participation

340 No designated employee shall be prevented from making or participating in the making
341 of any decision to the extent his/her participation is legally required for the decision to be
342 made. The fact that the vote of a designated employee who is on a voting body is needed
343 to break a tie does not make his/her participation legally required for purposes of this
344 section.

345

346 Section 9.5. Disqualification of State Officers and Employees

347 In addition to the general disqualification provisions of section 9, no state administrative
348 official shall make, participate in making, or use his/her official position to influence any
349 governmental decision directly relating to any contract where the state administrative
350 official knows or has reason to know that any party to the contract is a person with whom
351 the state administrative official, or any member of his/her immediate family has, within 12
352 months prior to the time when the official action is to be taken:

353

354 (A) Engaged in a business transaction or transactions on terms not available to
355 members of the public, regarding any investment or interest in real property; or

356 (B) Engaged in a business transaction or transactions on terms not available to
357 members of the public regarding the rendering of goods or services totaling in value one
358 thousand dollars (\$1,000) or more.

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Section 10. Disclosure of Disqualifying Interest

When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel

Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000- 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

~~The Political Reform Act, Government Code Sections 87100 et seq., requires state and local government agencies to adopt Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, Title 2 Section 18730 containing the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice hearings. Therefore, the terms of Title 2 Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the Appendix below in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the San Bernardino Community College District (hereinafter "agency").~~

~~Pursuant to Title 2 Section 18730(b)(4)(B), all designated employees shall file statements of economic interests with the agency, which shall make and retain a copy and forward the originals to the code reviewing body, which shall be the filing officer.~~

~~As directed by Government Code Section 82011, the code reviewing body is the County of San Bernardino. Pursuant to Title 2 Section 18277, the Chancellor or designee shall be the official responsible for receiving and retaining statements of economic interests filed.~~

 **From current SBCCD AP 2260 titled Conflict of Interest**

402 **A. General**

403

404 In order to merit the respect and confidence of the public trust, the District is governed by
405 the highest ideals of honesty and integrity in all public and personal relationships.
406 Personal profit or any benefit obtained through misuse of public or personal relationships
407 is dishonest and will not be tolerated. District faculty and staff should at no time, or under
408 any circumstances, accept directly or indirectly, any form of gift, gratuity, honorarium,
409 loan, favors or service, entertainment, prejudicial discounts, preferential treatment or
410 other things of value or benefit, which might influence or appear to influence any business
411 or operation of the District.

412

413 Outside professional, private financial interests or arrangements, or the receipt of benefits
414 from third parties can create an actual or perceived appearance of impropriety. District
415 faculty and staff must at all times avoid the appearance of unethical or compromising
416 practices in relationships, actions and communications. In order to maintain the highest
417 standard of ethical conduct, District faculty and staff with other professional or financial
418 interests shall disclose them in compliance with applicable conflict of interest/conflict of
419 commitment policies, and shall not engage in any activity or transaction which is in
420 violation of those policies. It is the responsibility of each District faculty and staff member
421 to remain free of financial interests and activities which are, or could be, detrimental or in
422 conflict with the best interests of the District.

423

424 **B. Designated Employees**

425

426 **ETHICS TRAINING**

427 Pursuant to Government Code 53235, local agency officials shall receive at least two
428 (2) hours of training in general ethics principles and ethics laws relevant to his or her
429 public service no later than one (1) year after the date he or she assumes office, and
430 once every two (2) years thereafter.

431 Local Agency Officials include any member of a local agency legislative body or any
432 elected local agency official who receives any type of compensation, salary, or stipend
433 or reimbursement for actual and necessary expenses incurred in the performance of
434 official duties; and any employee designated by the governing body to receive ethics
435 training, such as all members of management.

436 Local Officials Ethics Training may be accessed on the Fair Political Practices
437 Commission (FPPC) website at:

438 <http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>

439 **BIENNIAL REVIEW**

440 Pursuant to Government Code Section 87306 (b), the District shall submit to the Fair
441 Political Practices Commission (FPPC) a biennial report identifying changes in its

442 conflict of interest code. The biennial report shall be submitted no later than March 1 of
443 each odd numbered year.

444 **ADMINISTRATION**

445 The Office of Human Resources shall be responsible for the administration of the
446 Conflict of Interest Code. Administration shall include:

- 447 • Maintaining the Conflict of Interest Code Appendix.
- 448 • Reporting newly designated positions and amendments to the Conflict of Interest
449 Code to the FPPC.
- 450 • Notifying Designated Employees of their filing requirements at the appropriate
451 times (e.g. initial, assuming office, annual, and leaving office).
- 452 • Collecting disclosure statements and following-up with late filers.
- 453 • Reviewing disclosure statements in accordance with California Code of
454 Regulations Title 2, Division 6, Section 18115.
- 455 • ~~Filing original statements required by the FPPC.~~
- 456 • Retaining disclosure statements as required by the FPPC.
- 457 • Providing public access to disclosure statements.
- 458 • ~~Monitoring the completion of ethics training.~~

459 **APPENDIX**

460

461 **Designated Positions and Disclosure Requirements**

462 Persons holding positions listed below are considered designated employees. It has
 463 been determined that these persons make or participate in the making of decisions which
 464 may have a foreseeable material effect on financial interest.

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469 Board of Trustees 1, 2, 3, 4, 5, 6

470 Chancellor 1, 2, 3, 4, 5, 6

471 President, CHC 5, 6¹

472 President, SBVC 5, 6¹

473 President & General Manager, KVCR TV/FM 5, 6¹

474 Vice Chancellor, Business and Fiscal Services 1, 2, 3, 4, 5, 6

475 Vice Chancellor, Human Resources 5, 6¹

476 Vice President of Instruction 5, 6¹

477 Vice President of Student Services 5, 6¹

478 Vice President of Administrative Services 5, 6¹

479 Retirement Board Authority 4¹

480 Business Manager 1, 2, 4, 5

481 Investment Advisors/Consultants 4

482 General Counsel 1, 2

483 ~~Executive Director~~ Associate Vice Chancellor, TESS 2, 5, 6

484 Associate Vice Chancellor, EDCT 2, 4, 6

485 ~~Executive Director~~, Facilities Planning & Construction 1, 2, 3, 4

486 ~~Director~~, Director, Human Resources Administrative Manager
 487 2, 6

488 Director, Fiscal Services 2, 4, 5

489 ~~Director, District Computing~~ of Technical Technology Services 5, 6
 490 2

491 Director, Campus Technology Services 5, 6

492 Director, Alternative Text Production 5, 6

493 Director, Administrative Application Systems 5, 6

494 ~~Citizens Bond Oversight Committee Members~~ 2

495 ~~Director, Development & Community Relations~~ 1, 2

496 ~~Director, Community Relations & Resource Development~~ 1, 2

497 Director, Grant Development & Management 6

498 Director, DSP&S 6

499 Police Chief 3, 5, 6

500 Deans 3, 6

501 Associate Deans 3, 6

502 Cafeteria/Snack Bar Manager 3, 6

503 Director, Bookstore 3, 6

504 Director of Maintenance & Operations 3, 6

505 Consultants/New Positions*

506

507 *Consultants are defined in Board Policy. The Chancellor may determine in writing that
508 a particular consultant, although a "designated person," is hired to perform a range of
509 duties that are limited in scope and thus is not required to comply with the disclosure
510 requirements of one or more categories. Such determination shall include a description
511 of the consultant's duties and, based upon that description, a statement of the extent of
512 disclosure requirements. The Chancellor determination is public record and shall be
513 retained for public inspection in the same manner and location as this conflict of interest
514 code. (Government Code [Section](#) 81008). Nothing herein excuses any such consultant
515 from any other provisions of the Conflict of Interest Code.

516

517 **C. Disclosure Categories:** The disclosure categories listed below identify the types of
518 investments, business entities, sources of income, or real property which the designated
519 employees must disclose for each disclosure category to which he/she is assigned.

520

521

522 **Category 1**

523 ~~All investments and business positions and sources of income from business (including~~
524 ~~gifts, loans, and travel payments), and interests in real property.~~

525

526 **Category 2**

527 ~~Investments and business positions in business entities, and sources of income (including~~
528 ~~gifts, loans, and travel payments) of the type which contract with the San Bernardino~~
529 ~~Community College District to provide services, supplies, materials, machinery or~~
530 ~~equipment utilized by the District.~~

531

532 **Category 3**

533 ~~Investments and business positions in business entities (including gifts, loans, and travel~~
534 ~~payments) of the type which contract with the designated position's department to provide~~
535 ~~services, supplies, materials, machinery or equipment utilized by the department.~~

536

537 **Category 4**

538 ~~All investments and business positions in, and sources of income (including gifts, and~~
539 ~~travel payments) from a business entity or nonprofit organization, if the source is of the~~
540 ~~type to receive grants or other monies from or through the San Bernardino Community~~
541 ~~College District.~~

542

543 **D. Gifts and Honoraria**

544

545 **Gifts**

546

547 ~~If the member or employee would be required to report the receipt to report the receipt of~~
548 ~~income or gifts from that sources on his or her statement of economic interests no~~
549 ~~member of the Board or Designated Employee shall accept gifts with a total value of more~~
550 ~~than \$390.00 in a calendar year from any single source.~~

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2. Honoraria

~~For purposes of the application of this section, an honorarium is a payment received for making a speech, publishing an article, or attending any public or private conference, convention, meeting, social event, meal or similar gathering. If the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests no member of the Board or Designated Employee shall accept any honorarium from any source.~~

Reference:

~~Government Code §§ 1090, ET SEQ.; 1126, 87200 et seq.
California Code of Regulations, Title 2, § 18730 et seq.~~

Category 1: All investments and business positions in and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

Category 2: All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

References: Government Code Sections 81000 et seq., 82011, 87103(e), 87300-87302, 89501, 89502, and 89503;
Title 2 Section 18730
Any changes to this AP requires approval of the FPPC prior to board approval.

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***NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD AP 2260 titled Conflict of Interest approved on 3/14/13. Fiscal Services and the District's Internal Auditor reviewed this document on 6/16/14 and made recommended revisions in **green ink**. The language in **blue ink** was added by the Board Policy Work Group on 6/18/14.*

Approved: 3/14/13
Revised:

604
605

San Bernardino Community College District
Board Policy
Chapter 3 – General Institution

BP 3500 CAMPUS SAFETY

(Replaces current SBCCD BP 3500)

~~**NOTE:** The language in current SBCCD BP 3500 parallels the language recommended by the Policy and Procedure Service.~~

~~❖ From current SBCCD BP 3500 titled Campus Safety~~

The Board [of Trustees](#) is committed to a safe and secure District work and learning environment. To that end, the Chancellor shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

Reference: Education Code [Section](#) 67380(a)(4)

~~**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD BP 3500 titled Campus Safety with no approval date. The language in **blue ink** is included for consideration.~~

Adopted: No date

Revised:

San Bernardino Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3500 CAMPUS SAFETY

A campus safety plan shall be developed and provided to students *-in the annual security report (ASR) and will be disseminated by Oct. 1st of every year.*

The District Police prepares and annually updates a report of all occurrences reported to campus police of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

NOTE: *Education Code Section 67380 defines "hate violence" as: "any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group." Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of "non-criminal acts of hate violence" (Education Code Section 67380(a)(1)(B)).*

For purposes of reporting under the Clery Act, "hate crimes" include domestic violence, dating violence, and stalking.

References: Education Code Sections 212, 67380, and 87014;
Penal Code Section 245;
20 U.S. Code Sections 1092(f) and 1232g;
34 Code of Federal Regulations 668.46;
34 Code of Federal Regulations 99.31(a)(13), (14);
Campus Security Act of 1990

San Bernardino Community College District
Board Policy
Chapter 3 – General Institution

BP 3518 CHILD ABUSE REPORTING

NOTE: ~~The language in red ink is~~ **legally advised.**

The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

References: Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 601;
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

NOTE: ~~The red ink signifies language that is~~ **legally advised** and recommended and recommended by the Policy and Procedure Service and its legal counsel (Liobert Cassidy Whitmore).

Adopted

San Bernardino Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3518 CHILD ABUSE REPORTING

*NOTE: The language in red ink is **legally advised**. Local practice can be inserted here, but must comply with applicable law. Following is an illustrative example.*

The District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty, educational administrators and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his/her training and experience, to suspect child abuse” (Penal Code Section 11166(a)).

A child protective agency is a police or sheriff’s department, a county probation department, or a county welfare department. School district police or security departments are not child protective agencies (Penal Code Section 11165.9).

Mandated reporters are required by law to report child abuse and neglect when suspected and receive annual training on the mandated reporting requirements (AB1432). Mandated reporters are identified as persons who have regular or intermittent contact with minors (Penal Code 11165.7 (a)).

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section

45 11172(a)). Reporting is an individual responsibility. An employee making a report cannot
46 be required to disclose his/her identity to the employer (Penal Code Section 11166(h)).
47 However, a person who fails to make a required report is guilty of a misdemeanor
48 punishable by up to six months in jail and/or up to a \$1,000 fine (Penal Code Section
49 11172(e)).

50
51 Mandated reporters must report immediately any reasonable suspicion of child abuse to
52 a local child protective agency and follow up with a written report within 36 hours. [List
53 local child protective services]. The written report may be mailed or submitted by facsimile
54 or electronic transmission.

55
56 Child abuse reporting forms are available at the District Police Department.

57
58 No mandated reporter who reports a known or suspected instance of child abuse shall be
59 civilly or criminally liable for any report required or authorized by the Penal Code. Any
60 person other than a child care custodian reporting a known or suspected instance of child
61 abuse shall not incur any liability as a result of making any report of child abuse, unless
62 it can be proven that a false report was made and the person knew that the report was
63 false. (Penal Code Section 11172(a))

64
65 When the mandated reporter releases a minor pupil to a peace officer for the purpose of
66 removing the minor from the campus, the District official shall take immediate steps to
67 notify the parent or guardian regarding the release of the minor to the officer, and
68 regarding the place to which the minor is reportedly being taken (Education Code Section
69 87044), except when a minor has been taken into custody as a victim of suspected child
70 abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions
71 Code Section 305. In those cases, the official shall provide the peace officer with the
72 address and telephone number of the minor's parent or guardian.

73
74 Non-accidental physical injury is considered to be a health and safety emergency; and
75 parental consent is not required for release of student information under the Family
76 Education Rights and Privacy Act, or the California Student Records Act (Education Code
77 Sections 76200 et seq.).

78
79 Information relevant to the incident of child abuse may be given to an investigator from a
80 child protective agency who is investigating the known or suspected cause of child abuse
81 (Penal Code Section 11167(b)).

82
83 The District shall provide a mandated reporter with a statement informing the employee
84 that he/she is a mandated reporter and inform the employee of his/her reporting
85 obligations under Penal Code Section 11166 and of his/her confidentiality rights under
86 subdivision (d) of Penal Code Section 11167. The District shall provide a copy of Penal
87 Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing his/her
88 employment and as a prerequisite to that employment, employee shall sign and return
89 the statement to the District. The signed statements shall be retained by the District
90 (Penal Code Section 11166.5).

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The District will distribute this procedure to all employees.

References: Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 601;
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

~~NOTE: The red ink signifies language that is legally advised and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).~~

Approved:

San Bernardino Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

~~***NOTE:** The language in red ink is **legally required.** Local practice may be inserted. The following are the minimum requirements contained in the Education Code and in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“the Clery Act,” 20 U.S. Code Section 1092(f)). The requirements of the Clery Act are broader than those found in California’s Education Code, and apply to all institutions of higher learning that receive federal aid. Districts may insert local procedures: the following example may be used as a guide.*~~

~~*For additional information and resources on sexual assault, domestic violence, dating violence, and stalking in the educational/campus environment, the Department of Justice has established a clearinghouse of resources geared towards colleges and universities, which can be accessed at the California Attorney General’s website.*~~

~~*Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also AP 5500 titled Standards of Student Conduct.)*~~

~~*“Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.*~~

~~*“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.*~~

~~*“Domestic violence” includes felony or misdemeanor crimes of violence committed by:*~~

- 45 • a current or former spouse of the victim;
- 46 • a person with whom the victim shares a child in common;
- 47 • a person who is cohabitating with or has cohabitated with the victim as a spouse;
- 48 • a person similarly situated to a spouse of the victim under California law; or
- 49 • any other person against an adult or youth victim who is protected from that
- 50 person's acts under California law.

51

52 “Stalking” means engaging in a course of conduct directed at a specific person that

53 would cause a reasonable person to fear for his or her safety or the safety of others, or

54 to suffer substantial emotional distress.

55

56 It is the responsibility of each person involved in sexual activity to ensure that he or she

57 has the affirmative consent of the other or others to engage in the sexual activity. Lack

58 of protest or resistance does not mean consent, nor does silence mean consent.

59 Affirmative consent must be ongoing throughout a sexual activity and can be revoked at

60 any time. The existence of a dating relationship between the persons involved, or the

61 fact of past sexual relations between them, should never by itself be assumed to be an

62 indicator of consent.

63

64 “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage

65 in sexual activity.

66

67 These written procedures and protocols are designed to ensure victims of domestic

68 violence, dating violence, sexual assault, or stalking receive treatment and information.

69 (For physical assaults/violence, see also AP 3500, 3510, and 3515)

70

71 All students, faculty members or staff members who allege they are the victims of

72 domestic violence, dating violence, sexual assault or stalking on District property shall

73 be provided with information regarding options and assistance available to them.

74 Information shall be available from the **District Police**, which shall maintain the identity

75 and other information about alleged sexual assault victims as confidential unless and

76 until the **District Police** is authorized to release such information.

77

78 The **Office of Student Life, Student Health Services, Health & Welfare Center,**

79 **District Police, Title IX Coordinator and Human Resources** shall provide all alleged

80 victims of domestic violence, dating violence, sexual assault, or stalking with the

81 following:

- 82 • A copy of the District's policy and procedure regarding domestic violence, dating
- 83 violence, sexual assault, or stalking;
- 84 • A list of personnel on campus who should be notified and procedures for such
- 85 notification, if the alleged victim consents;
 - 86 ○ **Office of Student Life,**
 - 87 ○ **Student Health Services,**
 - 88 ○ **Health & Wellness Center,**
 - 89 ○ **District Police,**
 - 90 ○ **Title IX Coordinator**

- 91 ○ **Human Resources**
- 92
- 93 ● A description of available services, and the persons on campus available to
- 94 provide those services if requested. Services and those responsible for provided
- 95 or arranging them include:
 - 96 ○ transportation to a hospital, if necessary by Local Police, District Police or
 - 97 San Bernardino Sexual Assault Services;
 - 98 ○ counseling by Student Health Services, Health & Wellness Center or
 - 99 referral to a counseling center, San Bernardino Sexual Assault Services or
 - 100 Option House;
 - 101 ○ notice to the police, if desired, by Local Police or District Police;
 - 102 ○ a list of other available campus resources or appropriate off-campus
 - 103 resources at the Office of Student Life, Student Health Services, Health &
 - 104 Wellness Center, District Police, Title IX Coordinator and Human
 - 105 Resources.
- 106
- 107 ● A description of each of the following procedures:
 - 108 ○ criminal prosecution;
 - 109 ○ civil prosecution (i.e., lawsuit);
 - 110 ○ District disciplinary procedures, both student and employee;
 - 111 ○ modification of class schedules;
 - 112 ○ tutoring, if necessary.

113

114 The ~~designate position Title IX, POST ????~~ Title IX Coordinator should be available to

115 provide assistance to District law enforcement unit employees regarding how to respond

116 appropriately to reports of sexual violence.

117

118 The District (Title IX Coordinator or Human Resources will investigate) all complaints

119 alleging sexual assault under the procedures for sexual harassment investigations

120 described in AP 3435, regardless of whether a complaint is filed with local law

121 enforcement. All alleged victims of domestic violence, dating violence, sexual assault,

122 or stalking on District property shall be kept informed, through the Office of Student

123 Services, District Police, Title IX Coordinator or Human Resources, of any ongoing

124 investigation. Information shall include the status of any student or employee

125 disciplinary proceedings or appeal; alleged victims of domestic violence, dating

126 violence, sexual assault, or stalking are required to maintain any such information in

127 confidence, unless the alleged assailant has waived rights to confidentiality.

128

129 The District shall maintain the identity of any alleged victim or witness of domestic

130 violence, dating violence, sexual assault, or stalking on District property, as defined

131 above, in confidence unless the alleged victim or witness specifically waives that right to

132 confidentiality. All inquiries from reporters or other media representatives about alleged

133 domestic violence, dating violence, sexual assaults, or stalking on District property shall

134 be referred to the District's Public Information Officer which shall work with the Office of

135 Student Services, Student Health Services, Health & Wellness, District Police, Title IX

136 Coordinator or Human Resources to assure that all confidentiality rights are maintained.

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Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests;
- Information for students about existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses;
- Notice to students that the campus will change a victim's academic situation after an alleged domestic violence, dating violence, sex offense, or stalking and of the options for those changes, if those changes are requested by the victim and are reasonably available;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sex offense, or stalking including a clear statement that:
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

Education and Prevention Information

The Office of Student Life, Human Resources and the District Police shall:

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- 189
- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, or stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations.
 - Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

190

191 **References:** Education Code Sections 67385, 67385.7, -and 67386;

192 20 U.S. Code Section 1092(f);

193 34 Code of Federal Regulations Section 668.46(b)(11)

194

195 *~~NOTE: The red ink signifies language that is legally required and recommended by~~*

196 *~~the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).~~*

197

Approved:

198

199

San Bernardino Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3720 COMPUTER AND NETWORK USE

(Replaces current SBCCD AP 3720)

~~Legal Update 24 (issued in late April 2014 by the Policy and Procedure Service) added a reference to the California Community Colleges Technology Center security standard. (see the gray shaded language)~~

~~**NOTE:** The language in red ink is **legally advised**. Local practice may be inserted. The following is an illustrative example:~~

~~The District Computer and Network systems are the sole property of [name of District]. They may not be used by any person without the proper authorization of the District. The Computer and Network systems are for District instructional and work related purposes only.~~

~~This procedure applies to all District students, faculty, and staff and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.~~

Conditions of Use

~~Individual units within the District may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines, or restrictions.~~

Legal Process

~~This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited~~

44 to loss of information resources privileges; disciplinary suspension or termination from
45 employment or expulsion; or civil or criminal legal action.

46 Copyrights and Licenses

47 Computer users must respect copyrights and licenses to software and other on-line
48 information.

49
50
51 Copying - Software protected by copyright may not be copied except as expressly
52 permitted by the owner of the copyright or otherwise permitted by copyright law.
53 Protected software may not be copied into, from, or by any District facility or system,
54 except pursuant to a valid license or as otherwise permitted by copyright law.

55
56 Number of Simultaneous Users - The number and distribution of copies must be
57 handled in such a way that the number of simultaneous users in a department does not
58 exceed the number of original copies purchased by that department, unless otherwise
59 stipulated in the purchase contract.

60
61 Copyrights - In addition to software, all other copyrighted information (text, images,
62 icons, programs, etc.) retrieved from computer or network resources must be used in
63 conformance with applicable copyright and other law. Copied material must be properly
64 attributed. Plagiarism of computer information is prohibited in the same way that
65 plagiarism of any other protected work is prohibited.

66 Integrity of Information Resources

67 Computer users must respect the integrity of computer-based information resources.

68
69
70 Note: Districts may reference the electronic information security standard created by
71 the California Community Colleges Technology Center.

72
73 Modification or Removal of Equipment - Computer users must not attempt to modify or
74 remove computer equipment, software, or peripherals that are owned by others without
75 proper authorization.

76
77 Unauthorized Use - Computer users must not interfere with others access and use of
78 the District computers. This includes but is not limited to: the sending of chain letters or
79 excessive messages, either locally or off-campus; printing excess copies of documents,
80 files, data, or programs, running grossly inefficient programs when efficient alternatives
81 are known by the user to be available; unauthorized modification of system facilities,
82 operating systems, or disk partitions; attempting to crash or tie up a District computer or
83 network; and damaging or vandalizing District computing facilities, equipment, software
84 or computer files.

85
86 Unauthorized Programs - Computer users must not intentionally develop or use
87 programs which disrupt other computer users or which access private or restricted
88 portions of the system, or which damage the software or hardware components of the
89 system. Computer users must ensure that they do not use programs or utilities that

90 interfere with other computer users or that modify normally protected or restricted
91 portions of the system or user accounts. The use of any unauthorized or destructive
92 program will result in disciplinary action as provided in this procedure, and may further
93 lead to civil or criminal legal proceedings.

94
95 Unauthorized Access
96 Computer users must not seek to gain unauthorized access to information resources
97 and must not assist any other persons to gain unauthorized access.

98
99 Abuse of Computing Privileges - Users of District information resources must not
100 access computers, computer software, computer data or information, or networks
101 without proper authorization, or intentionally enable others to do so, regardless of
102 whether the computer, software, data, information, or network in question is owned by
103 the District. For example, abuse of the networks to which the District belongs or the
104 computers at other sites connected to those networks will be treated as an abuse of
105 District computing privileges.

106
107 Reporting Problems - Any defects discovered in system accounting or system security
108 must be reported promptly to the appropriate system administrator so that steps can be
109 taken to investigate and solve the problem.

110
111 Password Protection - A computer user who has been authorized to use a password-
112 protected account may be subject to both civil and criminal liability if the user discloses
113 the password or otherwise makes the account available to others without permission of
114 the system administrator.

115
116 Usage
117 Computer users must respect the rights of other computer users. Attempts to
118 circumvent these mechanisms in order to gain unauthorized access to the system or to
119 another person's information are a violation of District procedure and may violate
120 applicable law.

121
122 Unlawful Messages - Users may not use electronic communication facilities to send
123 defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate
124 applicable federal, state or other law or District policy, or which constitute the
125 unauthorized release of confidential information.

126
127 Commercial Usage - Electronic communication facilities may not be used to transmit
128 commercial or personal advertisements, solicitations or promotions (see Commercial
129 Use, below). Some public discussion groups have been designated for selling items by
130 [insert names of groups, if any] and may be used appropriately, according to the stated
131 purpose of the group(s).

132
133 Information Belonging to Others - Users must not intentionally seek or provide
134 information on, obtain copies of, or modify data files, programs, or passwords belonging
135 to other users, without the permission of those other users.

136
137 Rights of Individuals - Users must not release any individual's (student, faculty, or staff)
138 personal information to anyone without proper authorization.

139
140 User identification - Users shall not send communications or messages anonymously or
141 without accurately identifying the originating account or station.

142
143 Political, Personal, and Commercial Use - The District is a non-profit, tax-exempt
144 organization and, as such, is subject to specific federal, state and local laws regarding
145 sources of income, political activities, use of property and similar matters.

146
147 Political Use - District information resources must not be used for partisan political
148 activities where prohibited by federal, state, or other applicable laws.

149
150 Personal Use - District information resources should not be used for personal activities
151 not related to District functions, except in a purely incidental manner.

152 Commercial Use - District information resources should not be used for commercial
153 purposes. Users also are reminded that the ".cc" and ".edu" domains on the Internet
154 have rules restricting or prohibiting commercial use, and users may not conduct
155 activities not authorized within those domains.

156
157 Nondiscrimination
158 All users have the right to be free from any conduct connected with the use of [name of
159 district] network and computer resources which discriminates against any person on the
160 basis of [insert list from Board Policy on nondiscrimination]. No user shall use the
161 District network and computer resources to transmit any message, create any
162 communication of any kind, or store information which violates any District procedure
163 regarding discrimination or harassment, or which is defamatory or obscene, or which
164 constitutes the unauthorized release of confidential information.

165
166 Disclosure
167
168 No Expectation of Privacy - The District reserves the right to monitor all use of the
169 District network and computer to assure compliance with these policies. Users should
170 be aware that they have no expectation of privacy in the use of the District network and
171 computer resources. The District will exercise this right only for legitimate District
172 purposes, including but not limited to ensuring compliance with this procedure and the
173 integrity and security of the system.

174
175 Possibility of Disclosure - Users must be aware of the possibility of unintended
176 disclosure of communications.

177
178 Retrieval - It is possible for information entered on or transmitted via computer and
179 communications systems to be retrieved, even if a user has deleted such information.

180

181 Public Records – The California Public Records Act (Government Code Sections 6250
182 et seq.) includes computer transmissions in the definition of “public record” and
183 nonexempt communications made on the District network or computers must be
184 disclosed if requested by a member of the public.

185
186 Litigation – Computer transmissions and electronically stored information may be
187 discoverable in litigation.

188
189 Dissemination and User Acknowledgment
190 All users shall be provided copies of these procedures and be directed to familiarize
191 themselves with them.

192
193 A “pop-up” screen addressing the e-mail portions of these procedures shall be installed
194 on all e-mail systems. The “pop-up” screen shall appear prior to accessing the e-mail
195 network. Users shall sign and date the acknowledgment and waiver included in this
196 procedure stating that they have read and understand this procedure, and will comply
197 with it. This acknowledgment and waiver shall be in the form as follows:

198
199 Computer and Network Use Agreement (Sample Language)

200
201 I have received and read a copy of the District Computer and Network Use Procedures
202 and this Agreement dated, _____, and recognize and
203 understand the guidelines. I agree to abide by the standards set in the Procedures for
204 the duration of my employment or enrollment. I am aware that violations of this
205 Computer and Network Usage Procedure may subject me to disciplinary action,
206 including but not limited to revocation of my network account up to and including
207 prosecution for violation of State or Federal law.

208
209  From current SBCCD AP 3720 titled Computer and Network Use

210
211 **OWNERSHIP RIGHTS**
212 The San Bernardino Community College District (“District”) owns, leases, and/or
213 operates a variety of computer and communication systems, including but not limited to:
214 host computers, file servers, work stations, stand-alone computers, laptops, software,
215 and internal or external communications networks (Internet, email, mass notification
216 systems, telephone and voicemail systems). These systems are provided for the use of
217 District faculty, administrators, staff, and students in support of the programs of the
218 colleges and District. Hereinafter, this system and all of its component parts shall be
219 referred to as the “District Network.”

220
221 **PRIVACY INTERESTS**
222 The District recognizes the privacy interests of faculty, staff and students and their rights
223 to freedom of speech, collegial consultation, and academic freedom, as well as their
224 rights to engage in protected union and concerted activity. However, both the nature of
225 electronic communication and the public character of District business make electronic
226 communication less private than many users anticipate, and may be subject to public

227 disclosure. In addition, the District Network can be subject to authorized and
228 unauthorized access by both internal and external users. For these reasons, there are
229 virtually no online activities or services that guarantee an absolute right of privacy, and
230 therefore the District Network is not to be relied upon as confidential or private.

231
232 **DISTRICT RIGHTS**
233 System administrators may access users' files or suspend services they manage
234 without notice only: 1) to protect the integrity of computer systems; 2) under time-
235 dependent, critical operational circumstances; 3) as required by and consistent with the
236 law; 4) where evidence exists that violations of law or District Policy or Procedures have
237 occurred. For example, system administrators, following organizational guidelines, may
238 access or examine individual files or accounts based on evidence that they have been
239 corrupted or damaged or subject to unauthorized use or misuse. In such cases of
240 access without notice, data or information acquired may be used to initiate or extend an
241 investigation related to the initial cause or as required by law or Board Policy and/or to
242 protect system integrity.

243
244 **SYSTEM ABUSE**
245 Users are prohibited from the use of the access codes of other users to gain access to
246 computer resources on the District network. Users are responsible to safeguard
247 accounts given them. Therefore, they should not provide their access codes to others
248 for the purpose of accessing District computing resources.

249
250 Users shall not attempt to modify any part of the network, attempt to crash or "hack"
251 District systems, or tamper with any software protections or restrictions placed on
252 computer applications or files. Unless properly authorized, users shall not attempt to
253 access restricted portions of any operating system, security software, or application
254 system. District computing resources may not be used to violate copyright laws or
255 license agreements.

256
257 **MISREPRESENTATION AND LIABILITY**
258 Users of Electronic Communications Resources shall not give the impression that they
259 are representing, giving opinions, or otherwise making statements on behalf of the
260 District unless appropriately authorized to do so. The District is not responsible for any
261 loss or damage incurred by an individual as a result of personal use of the District's
262 Electronic Communications Resources.

263
264 **HARRASSMENT**
265 Users are prohibited from using the District's information systems in any way that may
266 be disruptive or offensive to others, including, but not limited to, the intentional viewing
267 and/or transmission of sexually explicit messages, graphics, cartoons, ethnic or racial
268 slurs, or anything that may be construed as harassment or disparagement of others.
269 This is consistent with the District's non-discrimination policy.

270
271 **COMMERCIAL USE**

272 Commercial use of the District computing resources for personal gain or illegal
273 purposes is prohibited. Computer resources on the District network are provided to
274 support District-related academic and administrative activity. They may not be used for
275 the transmission or storage of commercial, political, or personal advertisements,
276 solicitations and promotions, destructive programs (viruses and/or self-replicating code),
277 or any other unauthorized use. Transmitting unsolicited advertising, promotional
278 materials or other forms of solicitation are prohibited without prior authorization by
279 District administration.

280

281 **FAIR USE**

282 Information appearing on the internet should be regarded as copyright protected,
283 whether or not it is expressly noted as such. Section 107 of the Copyright Law (Title 17,
284 US Code) allows for fair use of copyrighted materials. Teaching, scholarship, research,
285 comment, news reporting, and criticism are considered fair and allow for reproduction of
286 a given work. Acknowledgement of the source is recommended but is no substitute for
287 obtaining permission (<http://www.copyright.gov/fls/fl102.html>).

288

289 **SOFTWARE LICENSING**

290 Software, used on District owned computers, must be property licensed. These
291 licenses provide the acceptable use of the software and hold the user and in some
292 cases the District legally responsible for copyright violations.

293

294 All software must be approved by District and/or campus technology departments prior
295 to purchase. Software, its associated license material, and proof of purchase will be
296 submitted and stored with District and/or campus technology departments. For specific
297 District purchasing procedures, please refer to Administrative Procedure 6330.

298

299 **EXCEPTIONS**

300 Activities will not be considered misuse when authorized by appropriate District officials
301 for security or performance testing. Technology support staff, under the direction of
302 senior management, may at any time examine the equipment, software and services of
303 District owned equipment.

304

305 Technology support staff monitors for any unauthorized equipment or software on the
306 District's networks, and reserves the right to remove, disconnect, or disable the
307 unauthorized equipment or software.

308

309 **NETWORK ACCESS, MEDIA, AND SOCIAL NETWORKING**

310 The District provides network and telecommunications services as a tool for students,
311 staff and faculty. Internet access is provided to assist in the completion of college
312 related work and assignments. As such, the District provides this service and is subject
313 to state and federal regulations. This applies to all equipment attached to the provided
314 network, wired or wireless, without regard to ownership of the equipment. The District
315 recognizes that incidental personal activities may occur provided that such use is within
316 reason, is ordinarily on one's own time, is occasional, and does not interfere with or

317 burden the District's operation. (Please review "Privacy Interests" and "District Rights"
318 sections above.)

319
320 Personal social networking accounts shall not be used to officially represent campus or
321 District entities on social networking, wiki, or other social media sites. For official
322 representation of any District entity, a campus or district account, approved by the
323 president/chancellor or their designee, must be used. The account holders must agree
324 to use the resources legally, ethically and in keeping with the intended use per the
325 procedures of their respective sites.

326
327 **PDA AND SMARTPHONES**
328 The District does not provide support for PDAs and Smartphones. The District only
329 provides the connection settings to the Exchange Messaging System for the syncing of
330 District email, calendar and contacts on Smartphones and PDAs. It is the user's
331 responsibility to enter the settings or get the services provider to enter the settings.

332
333 **References:** 17 U.S. Code Sections 101 et seq.;
334 Penal Code Section 502, Cal. Const., Art. 1 Section 1;
335 Government Code Section 3543.1(b);
336 Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

337
338 ***NOTE:** The red ink signifies language that is legally advised and recommended by the Policy and
339 Procedure Service and its legal counsel (Liobert Cassidy Whitmore). The language in black ink is from
340 current SBCCD AP 3720 titled Computer and Network Use approved on 10/20/11. The language in blue
341 ink is included for consideration.*

342

Approved: 10/20/11
Revised:

343
344

San Bernardino Community College District
Board Policy
Chapter 3 – General Institution

BP 3810 CLAIMS AGAINST THE DISTRICT

***NOTE:** ~~The language in red ink is legally required.~~*

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- **Claims by public entities:** claims by the state or by a state department or agency or by another public entity.
- **Claims for fees, wages, and allowances:** claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place~~(s)~~ for service of claims, lawsuits or other types of legal process upon the District is~~are~~:

~~[If locations are different for receiving different types of legal services or notices, such as those related to student records, employee records, and others, list the various locations. Otherwise, list where legal process should be served.]~~San Bernardino Community College District
114 S. Del Rosa Dr.
San Bernardino, CA 92408

References: Education Code Section 72502;
Government Code Sections 900 et seq. and 910

***NOTE:** The **red ink** signifies language that is **legally required** and recommended and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).*

San Bernardino Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3810 CLAIMS AGAINST THE DISTRICT

~~NOTE: This procedure is suggested as good practice. Local practice may be used as the basis for this procedure, and typically addresses the following. Districts are advised also to consult with their insurance administrators or the administrators for their self-insurance JPA regarding any particular procedures that may be required.~~

- ~~• The forms to be used to submit claims;~~
- ~~• That claims must be submitted using the designated forms;~~
- ~~• If a claim is not submitted on the designated form, it will be returned;~~
- ~~• Any claim returned may be resubmitted using the proper form;~~
- ~~• Where claim forms can be obtained;~~
- ~~• Where they have to be turned in;~~
- ~~• Timelines that comply with Government Code; and~~
- ~~• Requirements the insurer or JPA has requested of the District.~~

Sample 1 from another District:

~~Any and all claims for money or damages against the District must be presented to, and acted upon, in accordance with the following procedures. Compliance with these procedures is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly relieve the claimant from the obligation to comply with this policy and the claims procedures set forth in Government Code 900 et seq.~~

~~If a claim, amendment to a claim, or application for leave to present a late claim is presented or sent by mail, or if any notice regarding a claim or application is given by mail, the claim, amendment, application, or notice shall be deposited in the United States mail, in a sealed envelope, properly addressed, with postage paid. Any period of notice and any duty to respond after receipt of service of a claim, amendment application, or notice set forth in this Board Policy is extended five days upon service by mail, if the place of address is within the State of California, 10 days if the place of address is within the United States, and 20 days if the place of address is outside the~~

43 United States. Proof of mailing may be made in the manner prescribed by Section
44 1013a of the Code of Civil Procedure. (Government Code Section 915.2)

45
46 **Time Limitations**

47 Claims for money or damages relating to a cause of action for death, injury to a person
48 or personal property, or damage to growing crops, shall be presented to the Board not
49 later than six months after the accrual of the cause of action. (Government Code
50 Sections 905 and 911.2)

51
52 Claims for money or damages as authorized in Government Code Section 905 that are
53 not included in 2.1 shall be filed not later than one year from the date the cause of
54 action accrues. (Government Code Sections 905, 911.2, and 935)

55
56 **Late Claims**

57 Claims under "Time Limitations" paragraph, which are filed outside the specified time
58 limitation must be accompanied by an application to file a late claim. Such claim and
59 application to file a late claim must be filed not later than one year after the accrual of
60 the cause of action. If a claim under the time limitations paragraph is filed later than six
61 months after the accrual of the cause of action and is not accompanied by the
62 application, the Board or Chief Business Officer, may, within 45 days, give written notice
63 that the claim was not filed timely and that it is being returned without further action.

64
65 The application shall state the reason for the delay in presenting the claim. The Board
66 shall grant or deny the application within 45 days after it is presented. By mutual
67 agreement of the claimant and the Board, such 45-day period may be extended by
68 written agreement made before the expiration of such period. If the Board does not
69 take action on the application within 45 days, it shall be deemed to have been denied on
70 the 45th day unless such time period has been extended, in which case it shall be
71 denied on the last day of the period specified in the extension agreement.

72
73 If the application to present a late claim is denied, the claimant shall be given notice in
74 the form set forth in Government Code Section 911.8. (Government Code Sections
75 911.3, 911.4, 911.6, 911.8, 912.2, and 935)

76
77 **Delivery and Form of Claim**

78 A claim, any amendment thereto, or an application for leave to present a late claim shall
79 be deemed presented when delivered to the Chief Business Officer or deposited in a
80 post office, sub-post office, substation, or mail chute or other like facility maintained by
81 the U.S. Government in a sealed envelope properly addressed to the District Office with
82 postage paid. (Government Code Sections 915 and 915.2)

83
84 Claims shall be submitted on the District's approved claim form, which may be obtained
85 in the Risk Management Office of the District, or in the Physical Plant/Facilities Offices
86 on the college campus, shall provide all of the information required by Government
87 Code Section 910 and shall be signed by the claimant or a person acting on the
88 claimant's behalf. Any claim not presented using the form may be returned to the

89 person presenting it. A claim returned for failure to use the form may be resubmitted
90 using the appropriate form within the time in which a claim may be presented.
91 (Government Code Sections 910, 910.3, 910.4, and 911.2)

92
93 **Notice of Claim Insufficiency**
94 The Vice Chancellor, Finance and Facilities, shall cause to have all claims reviewed for
95 sufficiency of information. The Vice Chancellor or designee may, within 20 days of
96 receipt of claim, either personally deliver or mail to claimant a notice stating deficiencies
97 in the claim presented. If such notice is delivered or sent to claimant, the Board shall not
98 act upon the claim until at least 15 days after such notice is sent. (Government Code
99 Sections 910.8 and 915.4)

100
101 **Amendments to Claim**
102 Claims may be amended within the above time limits or prior to final action by the
103 Board, whichever is later, if the claim, as amended, relates to the same transaction or
104 occurrence which gave rise to the original claim.

105
106 **Action on Claim**
107 Within 45 days after the presentation or amendment of a claim, the Board shall take
108 action on the claim. This time limit may be extended by written agreement before the
109 expiration of the 45-day period or before legal action is commenced or barred by legal
110 limitations. The Chancellor or designee shall transmit to the claimant a notice of action
111 taken. If no action is taken by the Board, the claim shall be deemed to have been
112 rejected. (Government Code Section 912.4)

113
114 **Retroactivity**
115 This procedure shall apply retroactively to any causes of action or claims for money or
116 damages that accrued prior to adoption of this procedure.

117
118
119 **Sample 2 from another District:**

120
121 **CLAIM FORMS**
122 All claims against the District are to be submitted on the District's approved claim form.
123 Claims not submitted on the District's form will be returned to the claimant and may be
124 resubmitted using the proper form.

125
126 Claim forms can be obtained by calling the Office of the General Counsel at (951) 222-
127 8001 through District Police or the Business Services Department.

128
129 Claims forms may be presented in person at, or, deposited in the United States mail, in
130 a sealed envelope, properly addressed, postage prepaid as follows:

131
132 **For mailing:** _____ **T or to serve/present in person:**
133 Riverside Community College District _____ Riverside Community College District
134 Office of the General Counsel _____ Office of the General Counsel

135 4800 Magnolia Ave. 3600 Prospect Ave.
136 Riverside, CA 92506 Riverside, CA 92501San Bernardino
137 Community College District
138 114 S. Del Rosa Dr.
139 San Bernardino, CA 92408

140
141 **TIME LIMITATIONS**

142 Claims for money or damages relating to a cause of action for death, injury to a person,
143 or personal property, must be presented to the District not later than six months after
144 the accrual of the cause of action.

145
146 Claims for money or damages relating to a cause of action other than that stated above,
147 must be presented to the District not later than one year from the accrual of the cause of
148 action.

149
150 **RESPONSE TO CLAIM**

151 The District has 45 days within which to respond to any claim received. The claim may
152 be allowed in whole or in part, or may be rejected altogether. Pursuant to Government
153 Code, the District will notify those claimants, whose claims are rejected, of their rights
154 under the law to pursue their claim further.

155
156 If the District decides to allow the claim or offer a compromise in an attempt to settle the
157 claim, the District shall require the claimant to sign a release or waiver agreeing to
158 payment as full and complete settlement of the claim.

159
160
161 **Sample 3 from another District:**

162
163 Claims against the District for money or damages must be filed in accordance with
164 Government Code Section 900 et. seq., BP 3810 and the following procedures:

165
166 1. Claims shall be presented and acted upon by the District as a prerequisite to a suit
167 thereon.

168
169 2. Claims relating to the death or injury to person or damage to personal property or
170 growing crops shall be presented not later than six months after the accrual of the
171 cause of action. A claim relating to any other cause of action shall be presented not
172 later than one year after accrual of the cause of action.

173
174 3. The Chancellor shall provide for administrative and legal review of the claim;

175
176 4. The Board shall act on the claim within 45 days after the claim has been presented or
177 the claim shall deem to have been denied.

178
179 5. Claims shall be written and addressed to the Board of Trustees, Attention Risk
180 Management and shall include:

- 181
182 a. The name, phone number and mailing address of the claimant;
183
184 b. The mailing address to which the person presenting the claim desires notices to be
185 sent, if different from the claimant;
186
187 c. The date, place and other circumstances of the occurrence or transaction which gave
188 rise to the claim asserted;
189
190 d. A general description of the alleged indebtedness, obligation, injury, damage or loss
191 incurred;
192
193 e. The name or names of the public employee and/or employees causing the alleged
194 injury, damage or loss.

195
196 ***NOTE:*** *See other hard copy samples in the notebook*

197
198 Also see BP/AP 6540 titled Insurance

199
200 **References:** Education Code Section 72502;
201 Government Code Sections 900 et seq. and 910 et seq.

202
203
204 ***NOTE:*** *The **red ink** signifies language that is recommended and suggested as good practice by the*
205 *Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue***
206 *ink is included for consideration.*

207

Approved:

208
209

San Bernardino Community College District
Board Policy
Chapter 3 – General Institution

BP 3820 GIFTS AND DONATIONS

(Replaces current SBCCD BP 2190)

~~❖ From current SBCCD BP 2190 titled Gifts to the District~~

~~**NOTE:** The language in red ink is legally required.~~

~~The Board of Trustees shall consider all gifts, donations, and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District or the ownership of which would have the potential to deplete resources of the District.~~

~~The District shall assume no responsibility for appraising the value of gifts made to the District.~~

~~Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise, or entity.~~

~~In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.~~

~~**NOTE:** The District should consult with counsel if confronted with a donor who wishes to make a donation of a scholarship that will be tailored to help historically underrepresented groups. Generally, a District should not accept a donation from a donor when the stated purpose of the donation is to facilitate discrimination on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, or physical or mental disability.~~

~~Management personnel shall be designated to accept or reject any gifts, donations, bequests, and devices offered to the District, student organizations, or any other affiliate~~

45 organization of the District provided the contribution shall be of educational value to the
46 District.

47
48 Once a determination has been made to accept a gift, the receipt of such gifts shall be
49 processed through the appropriate foundation. This action shall afford the donor the ability
50 to take an approved charitable deduction to an authorized IRS 501(c) organization.

51
52 The Chancellor shall report to the Board all gifts received. At its own discretion the Board
53 reserves the right not to accept gifts. The Board of Trustees delegates to the Chancellor
54 the responsibility for processing gifts to the District in the following manner:

55
56 A. The Chancellor shall determine whether to accept or reject the gift. Once this
57 determination has been made, the gift and any conditions of the donor shall be
58 processed through the College Foundation.

59
60 B. The Chancellor shall forward to the donor as soon as possible a notice of
61 acceptance by the Board and the College Foundation.

62
63 C. The notice shall be in substantially the following form:

64
65 I am pleased to notify you that the Board of Trustees of the San Bernardino
66 Community College District, and the appropriate Foundation, pursuant to Education
67 Code § 72241 and Board Policy 1420 accepts the (list gift or gifts and conditions)
68 (state the value of gifts of equipment as determined by the donor) which you made
69 on or about (date) to San Bernardino Community College District.

70
71 On behalf of the Board and San Bernardino Community College District and the
72 appropriate Foundation, we express our gratitude to you for (this, these) (gift, gifts).

73
74 D. A copy of the notice shall be kept on file by the Chancellor. If the gift is an item of
75 equipment (as classified in the community college Accounting Manual), an asset
76 number shall be affixed to and reported on the copy. The donor shall affix the
77 dollar value of such equipment at the time of the donation.

78
79 E. The Chancellor shall submit a report of all gifts accepted by the Board at the close
80 of the fiscal year.

81
82 Reference: Education Code § 72241, 72303 ~~(These sections do not exist)~~ Section
83 72122

84
85

86 *NOTE: The red ink signifies language that is legally required and recommended and recommended by*
87 *the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in*
88 *black ink is from the current SBCCD BP 2190 titled Gifts to the District approved on 1/11/01 and revised*
89 *on 4/8/04. The language in blue ink was recommended by Steve on 3/26/14.*

90

Adopted: 1/11/01

San Bernardino Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4021 PROGRAM DISCONTINUANCE

***NOTE:** A procedure for discontinuance of career and technical education (vocational or occupational) programs is **legally required**. Procedures for discontinuance of other programs are suggested as good practice. Insert local practice.*

The procedure for discontinuance of career and technical education (vocational or occupational) programs should include:

- Process for reviewing such programs every two years to ensure they meet legal standards.*
- Process for termination of program by the Board of Trustees if legal and other District standards are not met.*

Sample 1 from another District:

1.0 Statement of Purpose: The District is committed to the vitality and integrity of its educational programs as validated by processes of regular and ongoing evaluation. The purpose of this Procedure is to provide a framework for the effective consideration of program vitality that utilizes regular and rigorous institutional evaluation, and in those rare instances where consideration of discontinuance is appropriate, to provide a framework and a process of effective engagement within which to consider the relevant issues and to come to an appropriate and timely institutional resolution.

2.0 Consideration of Collective Bargaining Rights: Nothing contained in this Procedure is intended to infringe upon, diminish, or supersede any collective bargaining rights established for employees of the District. It is the intention of the District that consideration of issues appropriately under the scope of bargaining be addressed through the regular processes established for such consideration by the District and its collective bargaining units.

3.0 Process of Regular Program Evaluation: The District is committed to regular processes of evaluation of its programs that support and advance the District mission. The colleges/SCE shall engage infollow locally developed and approved institutional evaluation processes in support of excellence and in accord with all appropriate statutory and accrediting body standards and requirements.

44
45 The process used to determine program discontinuance/viability shall be developed and
46 adopted by each college and posted on the respective college website.

47 3.1 Based upon information generated as a result of regular evaluation processes, the
48 process of Special Review may be invoked at the request of any of the following site
49 representatives:

50
51 3.1.1 College President/Provost of the campus where the program is located, or;

52
53 3.1.2 Chief Instructional Officer of the college or appropriate Dean for SCE,
54 or;

55
56 3.1.3 Chief Student Services Officer of the college or dean designated by the Provost
57 for SCE, or;

58
59 3.1.4 Dean/Program Manager of the program under consideration, or;

60
61 3.1.5 Department/Program Faculty from program under consideration, or;

62
63 3.1.6 Academic senate from the institution of the program under review, or;

64
65 3.1.7 Institutional Researcher.

66
67 3.2 Programs may be considered for Special Review in accord with the following
68 Indicators:

69
70 3.2.1 The following are considered Tier 1 Indicators. When any one of these criteria are
71 established relative to a program, Special Review shall be initiated:

72
73 3.2.1.1 Declining enrollment demand that is statistically significant over the course of at
74 least two (2) academic years;

75
76 3.2.1.2 Clear program obsolescence as indicated by appropriate workforce data scans
77 of CTE programs or by recommendation of the program advisory committee;

78
79 3.2.1.3 Loss of required program accreditation.

80
81 3.2.2 The following are considered Tier 2 Indicators. When two or more of these criteria
82 are established relative to a program, Special Review shall be initiated:

83
84 3.2.2.1 Consistently and statistically significant declining retention rates for at least two
85 (2) academic years;

86
87 3.2.2.2 Consistently and statistically significant declining student success rates for at
88 least two (2) academic years;

89

90 3.2.2.3 Low term to term student persistence for at least two (2) academic years;
91
92 3.2.2.4 Low rate of student achievement of program goals as defined in program
93 mission and goals statements for at least two (2) academic years;
94
95 3.2.2.5 Insufficient frequency of course offerings to provide pathways to student
96 completion of program mission and goals;
97
98 3.2.2.6 Unavailability of transfer major program of study;
99
100 3.2.2.7 Decline in importance of program in support of other programs of the
101 college/SCE;
102
103 3.2.2.8 Undue impact of program on resources of the college/SCE.
104
105 3.2.3 The institutions shall establish appropriate definitions and standards for the criteria
106 listed above and may establish other criteria as mutually agreed upon by the College
107 President/Provost and the academic senate from the institution of the program under
108 consideration.
109
110 3.2.3.1 At the time of the establishment of additional criteria under this provision, there
111 will also be a determination establishing the tier level of the criteria.
112
113 4.0 Process of Special Review
114
115 4.1 When Special Review is invoked in accord with Section 3.1 of this procedure, the
116 college/SCE shall convene a Special Review Committee (SRC) consisting of the
117 following:
118
119 4.1.1 chief instructional officer or appropriate Dean (SCE), voting;
120
121 4.1.2 1 faculty member not from the program area selected by the academic senate
122 from the institution of the program under review, voting;
123
124 4.1.3 1 dean/manager not from the program area appointed by the President/Provost,
125 voting;
126
127 4.1.4 dean/program manager of the program area undergoing Special Review, non-
128 voting;
129
130 4.1.5 department/program coordinator, or designee from the faculty (SCE), of the
131 program undergoing Special Review, non-voting;
132
133 4.1.6 institutional research officer, non-voting;
134

135 4.1.7 1 faculty member from the curriculum committee from the institution of the
136 program under review appointed by the academic senate, non-voting.

137
138 4.2 The Special Review Committee shall conduct a comprehensive review of the
139 program that shall include, but not be limited to, the information serving as the basis for
140 invoking Special Review.

141
142 4.2.1 Subsequent to review of all of the relevant information, the SRC shall present its
143 findings, including recommendations on a timeframe for resolution and a course of
144 action, to the college/SCE planning/governance body as established in accord with
145 section 5.0 of this Procedure.

146
147 4.2.2 Continuation: The SRC may recommend that the program should continue. This
148 determination shall be based upon a finding that the program under consideration
149 remains viable and meets critical needs in accord with the District and/or college/SCE
150 mission.

151
152 4.2.3 Improvement/Revitalization/Re-Focus: The SRC may recommend improvement,
153 revitalization, or refocusing. Under this recommendation, an
154 improvement/revitalization/refocusing plan shall be included in the recommendation. A
155 program undergoing improvement/revitalization/ refocus under this provision shall be
156 reconsidered in accord with a time frame recommended by the SRC or as modified
157 through the regular site governance process.

158
159 4.2.4 Reduction: The SRC may recommend that the program be reduced in scope in
160 conjunction with a finding that such reduction is appropriate and necessary in
161 consideration of student and institutional needs. Along with a recommendation for
162 reduction, the SRC shall indicate the rationale and shall also include conditions for
163 reconsideration, if appropriate.

164
165 4.2.5 Abeyance: The SRC may recommend that the program be held in abeyance.
166 Along with such a recommendation, the SRC shall indicate the rationale and shall also
167 include conditions for reconsideration. Abeyance shall not be invoked for more than 2
168 academic years without reconsideration by the SRC.

169
170 4.2.6 Discontinuance: The SRC may recommend that the program be discontinued.

171
172 4.2.6.1 If the SRC recommendation for discontinuance is validated in accord with
173 provisions of this Procedure, a plan for discontinuance shall be developed jointly by the
174 local administration and academic senate to establish appropriate actions and a
175 timeframe conducive to the needs of students currently engaged in the program.

176
177 5.0 Consideration by College/SCE Governance Bodies: Subsequent to a determination
178 by the SRC, the recommendations shall be considered in accord with college/SCE
179 governance and planning structures as mutually agreed between the appropriate
180 academic senate and the College President/Provost.

181
182 5.1 The local process of review shall assure the involvement of the academic senate
183 from the institution of the program under review in a timeframe conducive to faculty
184 consideration of the recommendation.
185
186 5.2 After consideration of the determinations and recommendations of the SRC, the
187 appropriate college/SCE governance body of the institution of the program under review
188 shall make a recommendation to the College President/Provost for consideration.
189
190 5.3 The College President/Provost shall take action in accord with this Procedure
191 regarding any recommendation related to program status.
192
193 5.3.1 If the recommended course of action is Continuance,
194 Improvement/Revitalization/Refocus, Abeyance, or Reduction, and the College
195 President/Provost concurs, the College President/Provost shall finalize and implement
196 an appropriate plan in accord with the recommendation.
197
198 5.3.1.1 If the College President/Provost does not concur, the matter shall be redirected
199 and given additional consideration by the Special Review Committee and by the
200 appropriate site governance body taking into account the concerns of the College
201 President/Provost.
202
203 5.3.2 If the recommended course of action is Discontinuance and the College
204 President/Provost concurs, a recommendation for discontinuance shall be forwarded to
205 Chancellor's Staff for review and discussion prior to consideration by the Board of
206 Trustees.
207
208 5.3.2.1 If the College President/Provost does not concur, the matter shall be redirected
209 and given additional consideration by the Special Review Committee and by the site
210 governance body taking into account the concerns of the College President/Provost.
211
212 6.0 Consideration by the District Curriculum Coordinating Committee: Cross-curricular
213 issues and program consideration will be considered by the District Curriculum
214 Coordinating Committee prior to consideration by Chancellor's Staff.
215
216 7.0 Consideration by Chancellor's Staff: Any recommendation by the appropriate
217 College President/Provost for program discontinuance in accord with these Procedures
218 shall be considered as an agenda item at Chancellor's Staff. In addition to the
219 information provided by the college/SCE, Chancellor's Staff shall also consider
220 information relevant to cross-curricular issues and program coordination.
221
222 7.1 Subsequent to discussion at Chancellor's Staff, if the Chancellor concurs with the
223 recommendation for discontinuance, the matter shall be considered as an agenda item
224 by the Board of Trustees
225

226 7.1.1 If the Chancellor does not concur with the recommendation, the College
227 President/Provost of the appropriate site shall present the Chancellor's written rationale
228 to the appropriate governance body for reconsideration.

230 8.0 Consideration by the Board of Trustees: The Board of Trustees shall consider any
231 recommendation for program discontinuance from the Chancellor at a meeting of the
232 Board in accord with its regular processes and procedures. The Board shall take into
233 account all information generated in accord with these Procedures, and any other
234 information determined to be appropriate by the Board, in their consideration of the
235 recommendation.

237 8.1 The academic senate at the site of the program under consideration shall have the
238 right to address matters of program discontinuance at meetings where such issues are
239 considered, including those instances where the academic senate disagrees with a
240 recommendation for discontinuance.

242 8.2 The determination by the Board of Trustees in accord with these procedures shall
243 be final.

244
245
246 **Sample 2 from another District:**

247
248 In accordance with the policy of the Governing Board and through mutual agreement
249 with the Academic Senates, these procedures outline the process for program
250 discontinuance. Program discontinuance may originate in a variety of different ways:

251
252 Recommendation through the curriculum process:

253 ☐ Academic departments may propose discontinuance of a program directly to the
254 respective college Curriculum Committee based on indicators such as a significant
255 reduction in labor market demand, low enrollment, a significant downward trend in
256 enrollment, and lack of currency and/or relevance.

257
258 Recommendation through the program review process:

259 ☐ When reviewing programs/disciplines in the usual program review cycle, the
260 respective college Program Review Committee shall assess indicators such as low
261 enrollment, a significant downward trend in enrollment, and lack of currency and/or
262 relevance. Based on these findings, the Program Review Committee may propose
263 discontinuance of a program as follows:

264
265 ☐ The Program Review Committee shall, in collaboration with the departments and
266 deans, develop a plan with clear recommendations that include specific goals and a
267 follow-up timeline. The recommendations shall be forwarded to the Curriculum
268 Committee and other appropriate college committees.

269
270 ☐ At the conclusion of the time period stated in the recommendations, the Program
271 Review Committee, along with the department chair/coordinator and dean, assess

272 whether the recommended goals were met. If all agree that insufficient progress was
273 made and the program should be discontinued, the
274 department completes the appropriate curriculum forms for deletion of the program.

275
276 Recommendation through Career and Technical Education program review process:

277 ☐ For career and technical education programs/disciplines in a two-year program review
278 cycle, the respective college review process will look for indicators such as significant
279 reduction in labor market demand, low enrollment, a significant downward trend in
280 enrollment, and lack of currency and/or relevance. Based on these findings, the
281 appropriate college committee may propose discontinuance of a program as follows:

282
283 ☐ The Program Review Committee shall, in collaboration with the departments
284 and deans, develop a plan with clear recommendations that include specific
285 goals and a follow-up timeline. The recommendations shall also be
286 forwarded to the Curriculum Committee and other appropriate college
287 committees.

288
289 ☐ If there has been no significant improvement after the time period stated in the
290 recommendations, a mid-cycle program review may be recommended.

291 ☐ If there has been no significant improvement shown after the mid-cycle program
292 review, the Program Review Committee may recommend program discontinuance. The
293 department then completes the appropriate curriculum forms for deletion of the
294 program.

295
296 Recommendation by Governing Board based on legal standards:

297 ☐ A program may be discontinued by the Governing Board based upon evidence that
298 the criteria for program approval is no longer met, as set forth in Title 5 Section 55130.

299
300 In all cases of program discontinuance, care must be taken to monitor the impact on
301 other areas including articulation, transfer agreements, as well as student notification,
302 transition and assistance in program completion. Opportunities for retraining and
303 reassignment of persons affected by program discontinuance will be provided as per
304 Governing Board/United Faculty agreement.

305
306 Colleges shall forward recommendations for program discontinuance in the Governing
307 Board Packet as part of the annual curriculum cycle.

308
309 **Sample 3 from another District:**

310
311 **Responsibility**

312 The process of program revitalization and discontinuance is linked directly to Program
313 Review, and under the purview of the Academic Affairs Committee. The annual
314 program review process is described in Board Policy 4020 Program, Curriculum, and
315 Course Development.

316
317 **Criteria**

318 Through the annual program review process, the Academic Affairs Committee will
319 identify those college programs (to include transfer, career and technical education,
320 basic skills, credit, and non-credit) exhibiting, in any combination, the following
321 indicators:

322
323 A. Continued declining or low enrollment for a sustained period of time of not less than
324 three consecutive years.

325
326 B. Continued declining or low retention/persistence/completion rates for a sustained
327 period of time of not less than three consecutive years.

328
329 C. Continued declining or lack of demand in the work place for a sustained period of
330 time of not less than three consecutive years.

331
332 D. Continued declining or lack of institutional resources to support the program for a
333 sustained period of time of not less than three consecutive years.

334
335 Once a program has been identified using the above criteria, the Academic Affairs
336 Committee may recommend, in consultation with the program faculty and program
337 dean, that a program revitalization plan be initiated.

338
339 **Program Revitalization**

340 Program revitalization may take many forms, though central to its process is a
341 commitment to develop a comprehensive plan to strengthen the program before
342 program discontinuance procedures are considered. The program revitalization plan is
343 to be developed by an ad hoc program revitalization task force, which is specific to the
344 program and created when the Academic Affairs Committee recommends a program
345 revitalization plan be initiated.

346
347 This task force is to be comprised of at least the following members:

348
349 A. The program faculty.

350
351 B. A majority of the department faculty, including the department chair.

352
353 C. The program dean.

354
355 D. At least one additional dean to be appointed by the Vice President, Instructional
356 Services.

357
358 E. At least two additional discipline-related faculty members, one to be selected by
359 the program faculty and one to be selected by the program dean.

360
361 F. For career and technical education programs, the advisory committee must be
362 involved in the construction of this plan.

363

364 G. Additional members maybe added, with the final composition to be approved by the
365 Academic Affairs Committee Chair in consultation with the Academic Senate President

366
367 The program revitalization plan should address, where applicable, at least the following
368 considerations:

369
370 A. Continued declining or low enrollment issues:

371
372 1. Active recruitment of targeted populations:

373
374 2. Cooperative ventures with local employers, transfer institutions, and/or other
375 community colleges:

376
377 3. Enhanced career and academic counseling services (career/transfer center, job fairs,
378 transfer day, etc.):

379
380 4. Adjustment of course scheduling – times of day, block scheduling, short and flexible
381 courses, instructional modality changes, frequency and number of sections:

382
383 5. Analysis of demand for the program through use of labor market information:

384
385 6. Curriculum modifications, updates, and creation:

386
387 7. Related professional development and training of faculty to teach modified and
388 updated curriculum:

389
390 8. Realignment, reduction, and right sizing of offerings:

391
392 9. Analysis of demand for the program at other community colleges in the region,
393 including an analysis of how those programs may be structured differently or if different
394 curriculum is offered:

395
396 This task force is to be comprised of at least the following members:

397
398 A. The program faculty:

399
400 B. A majority of the department faculty, including the department chair:

401
402 C. The program dean:

403
404 D. At least one additional dean to be appointed by the Vice President, Instructional
405 Services:

406
407 E. At least two additional discipline related faculty members, one to be selected by the
408 program faculty and one to be selected by the program dean:

409

410 F. For career and technical education programs, the advisory committee must be
411 involved in the construction of this plan.

412
413 G. Additional members maybe added, with the final composition to be approved by the
414 Academic Affairs Committee Chair in consultation with the Academic Senate President
415

416 The program revitalization plan should address, where applicable, at least the following
417 considerations:

418
419 A. Continued declining or low enrollment issues:

420
421 1. Active recruitment of targeted populations.

422
423 2. Cooperative ventures with local employers, transfer institutions, and/or other
424 community colleges.

425
426 3. Enhanced career and academic counseling services (career/transfer center, job fairs,
427 transfer day, etc.).

428
429 4. Adjustment of course scheduling — times of day, block scheduling, short and flexible
430 courses, instructional modality changes, frequency and number of sections.

431
432 5. Analysis of demand for the program through use of labor market information.

433
434 6. Curriculum modifications, updates, and creation.

435
436 7. Related professional development and training of faculty to teach modified and
437 updated curriculum.

438
439 8. Realignment, reduction, and right sizing of offerings.

440
441 9. Analysis of demand for the program at other community colleges in the region,
442 including an analysis of how those programs may be structured differently or if different
443 curriculum is offered.

444
445 10. Feedback from regional deans.

446
447 11. Articulation of programs and courses — K-12, Tech Prep, etc. and a four-year
448 sequencing of offerings to ensure student ability to transition to subsequent levels.

449
450 12. Visitations of other similar programs to consider best practices.

451
452 B. Continued declining or low retention retention/persistence/completion rates issues:

453
454 1. Faculty development in classroom techniques such as addressing alternative learning
455 styles, student course contracts, etc.

456
457 2. Analysis of the curriculum to ensure alignment with course outcomes with next
458 course entry skills in sequences.

459
460 3. Enhanced student support services, such as: tutoring, financial aid, learning and
461 study skills, childcare, etc.

462
463 C. Continued declining or lack of demand in the work place issues:

464
465 1. Analysis of local and regional labor market trends.

466
467 2. Analysis of advisory board feedback.

468
469 3. Meetings and job shadowing with potential employer internship and career resource
470 development.

471
472 D. Continued declining or lack of institutional resources to support the program issues:

473
474 1. Analysis of the ways in which institutional resources might be shifted or combined to
475 assist the program.

476
477 2. Analysis of adequate faculty, both in numbers of full-time faculty and in their particular
478 expertise.

479
480 3. Analysis of physical resources including facilities, equipment, and supplies.

481
482 4. Analysis of external funding opportunities such as grants, partnerships, and
483 workforce development initiatives.

484
485 5. Analysis of levels of outside support such as classified staff, course offerings, library
486 materials, and work-place learning opportunities.

487
488 6. Analysis of cost savings through offering instruction in different facilities, locations,
489 and instructional modalities.

490
491 The program revitalization plan must include a timeline of not more than two years and
492 must be submitted to the Academic Affairs Committee no later than the second to last
493 meeting of the following semester in which the program revitalization plan was
494 recommended. Academic Affairs will either approve the plan or make
495 recommendations to modify the plan. The plan will go into effect immediately upon final
496 approval.

497
498 If, upon completion of the approved program revitalization plan, the program continues
499 to exhibit, in any combination, the indicators listed in the criteria section above, the ad
500 hoc program revitalization task force will recommend, vis à vis a formal report to the
501 Academic Affairs Committee, one of the following options:

- 502
503 A. Giving the program an extension of one year. At the end of the extension, the
504 committee will reconvene and re-evaluate.
505
506 B. Accept the program in its current state if it serves a community, instructional, or
507 training need.
508
509 C. Create a new program revitalization plan.
510
511 D. Recommend discontinuance of the program.
512
513 E. Once this task force's work is finished, it will be disbanded.
514
515 **Program Discontinuance**
516 If the ad hoc program revitalization task force recommends discontinuance of the
517 program, a new ad hoc program discontinuance task force, specific to the program, will
518 be created. The task force will be comprised of the following members:
519
520 A. The chair of the Academic Affairs Committee.
521
522 B. The chair of the Courses and Programs Committee.
523
524 C. Two Academic Affairs Committee faculty members to be appointed by the Academic
525 Affairs Committee Chair.
526
527 D. One student ASG Member appointed by the Associated Student Government
528 President.
529
530 E. Two faculty appointed by the Academic Senate President.
531
532 F. The Academic Senate President.
533
534 G. One Academic Senate Council member appointed by the Academic Senate
535 President.
536
537 H. The dean of the program being recommended for discontinuance.
538
539 I. One additional dean appointed by the Vice President, Instructional Services.
540
541 J. The Vice President, Instructional Services.
542
543 K. One additional vice president appointed by the Academic Senate President.
544 The ad hoc program discontinuance task force will meet and complete a
545 comprehensive review of all information available. Special attention will be given to both
546 quantitative and qualitative factors. In addition, primary consideration is to be given to
547 the college's need for a comprehensive set of offerings and appropriate mix of transfer,

548 career and technical education, and basic skills courses in serving its overall mission to
549 the community. As part of this comprehensive review, a public forum will be held by this
550 task force to hear from members of the community.

551
552 Upon completion of the comprehensive review, this task force will create a report along
553 with a recommendation that addresses the following specific issues:

554
555 A. Justification for program discontinuance.

556
557 B. A timeframe for notifying affected faculty, students, staff, advisory committees, and
558 other interested individuals.

559
560 C. A support and transition plan for students currently enrolled in the program.

561
562 D. Where program discontinuance will result in a full time tenured faculty member(s)
563 having less than a full teaching load, a retraining and reassignment plan will be
564 developed as part of the recommendation.

565
566 Upon completion of the report and recommendation, this task force will submit their
567 report and recommendation to the Academic Affairs Committee.

568
569 The Academic Affairs Committee will vote on the report and recommendation from the
570 task force. The report and recommendation may not be altered by the Academic Affairs
571 Committee.

572
573 If the Academic Affairs Committee votes to accept the report and recommendation, the
574 recommendation will be sent to the Academic Senate Council. The Academic Senate
575 Council will vote on the report and recommendation from the task force. The report and
576 recommendation may not be altered by the Academic Senate Council.

577
578 If the Academic Senate Council votes to accept the report and recommendation, the
579 report and recommendation will be sent to the Board of Trustees.

580
581 The Board of Trustees will vote on the report and recommendation.

582
583 If the Board of Trustees votes to accept the report and recommendation, the timeframe
584 for notifying affected faculty, students, staff, advisory committees, and other interested
585 individuals will be implemented, the support and transition plan for students currently
586 enrolled in the program will begin, and the affected full time tenured faculty member(s)
587 will be offered the retraining and reassignment plan. If the affected full time tenured
588 faculty member(s) choose to not accept this plan, Human Resources will notify affected
589 full-time tenured faculty member(s) of their employment rights and begin layoff
590 procedures.

591
592 If the ad hoc program discontinuance task force, Academic Affairs Committee,
593 Academic Senate Council, or Board of Trustees does not recommend or affirm the

594 program for discontinuance, the program will be reevaluated, similar to any other
595 program, the following year by the Academic Affairs Committee using the indicators
596 listed in the criteria section above. If the same program is identified a second time as
597 exhibiting, in any combination, the indicators listed in the criteria section, the Academic
598 Affairs Committee may recommend, in consultation with program faculty and program
599 dean, that a program revitalization plan be initiated or program discontinuance
600 procedures be initiated. In either recommendation, no more than 25 percent of the
601 individuals comprising the new ad hoc program revitalization task force or the new ad
602 hoc program discontinuance task force may be the same.

603
604 Note that in the rare case where a program has become not viable because of
605 exceptional external factors (for example, state law changes), and the program and
606 department faculty unanimously agree and submit their own recommendation for
607 program discontinuance to the Academic Affairs Committee through the program review
608 process, the Academic Affairs Committee may recommend, in consultation with the
609 program faculty and program dean, a program revitalization plan be initiated or program
610 discontinuance procedures be initiated. It is understood that if program discontinuance
611 is recommended by the Academic Affairs Committee, the overall time frame, as
612 compared to non faculty initiated program discontinuance (described above), is
613 potentially reduced but that the exact same program discontinuance procedures are to
614 be followed (described above).

615
616

617 **Sample 4 from another District:**

618

619 The purpose of the Program Discontinuance Review is to provide the
620 Superintendent/President of the college with a recommendation for continuing or
621 discontinuing programs (CTE and non-CTE) in response to the following:

622

- 623 • A significant decline in enrollment over time.
- 624 • Changes in labor market demand and/or technology.
- 625 • Facility or equipment issues.
- 626 • Availability of qualified faculty.
- 627 • A significantly low number of students served by the program.
- 628 • Failure to meet licensure requirements, state mandates, certification standards or
- 629 accreditation requirements.

630

631 **Role of Program and Services Review (PSR) in Program Discontinuance**

632 As a shared governance body consisting of management, faculty, and classified
633 members, the PSR Committee reviews program self studies. The PSR Committee
634 documents any concerns related to the criteria above in the self study and may place a
635 program on warning status. The PSR Committee may initiate the warning status but
636 does not initiate the Program Discontinuance Review process.

637

638 If a program is placed on warning status, program faculty develop a Program
639 Improvement Plan in lieu of the Visionary Improvement Plan required in PSR. If there is

640 no full time faculty, the school dean, with the assistance of the program coordinator, will
641 prepare the plan. Progress on the Program Improvement Plan is assessed annually by
642 the PSR Committee.

643
644 The school dean or Chief Instructional Officer may recommend removal from warning
645 status or move to the Program Discontinuance Review process at any time, informed by
646 the PSR process or other pertinent data.

647 **Program Discontinuance Review Process**

648
649
650 A written request for Program Discontinuance Review may be initiated by the Chief
651 Instructional Officer or may be submitted to the Chief Instructional Officer by the school
652 dean. The request should state the specific reason(s) a discontinuance review is being
653 requested and should include supporting data and other rationale. Once the Program
654 Discontinuance Review process has started, a decision made at any level to continue
655 the program (not discontinue) will require a Program Improvement Plan.

656
657 The Chief Instructional Officer convenes a Program Discontinuance Review Committee
658 consisting of:

- 659
660 • The school dean
661 • Four faculty members appointed by the Faculty Senate: one should be from the
662 program in question, one should be from outside the program, and the remaining two
663 are at the discretion of the Faculty Senate. If there is no full time faculty member in the
664 program being reviewed for discontinuance, a faculty member from the educational unit
665 or related area should be appointed.
666 • A classified employee nominated by the Classified Senate
667 • A dean assigned by the Chief Instructional Officer

668
669 The Program Discontinuance Review Committee:

- 670
671 • Reviews the rationale for discontinuing the program and verifies any supporting data
672 as determined by Institutional Research and/or other formal labor market information.
673 • Seeks out and documents input from the program faculty including the Curriculum
674 Committee.
675 • Seeks out and documents input from any other faculty or students who would be
676 affected by the program's discontinuance.
677 • Provides a recommendation to the Chief Instructional Officer that considers the
678 negative impact on students and faculty of discontinuing the program. A minority
679 recommendation may be submitted by the committee if not all members are in
680 agreement.
681 • The Program Discontinuance review must be completed within the academic term in
682 which the process is started.

683
684 The Chief Instructional Officer reviews the recommendation of the Program
685 Discontinuance Review Committee and either accepts or rejects the recommendation or

686 ~~sends it back to the committee with instructions for revision. If the Chief Instructional~~
687 ~~Officer accepts the Committee's recommendation, then he/she forwards the~~
688 ~~recommendation to the Superintendent/President for consideration. Faculty and/or~~
689 ~~students who disagree with the Chief Instructional Officer's recommendation may~~
690 ~~appeal directly to the Superintendent/President. Recommendations for program~~
691 ~~discontinuance that are approved by the Superintendent/President are forwarded to the~~
692 ~~Governing Board for final determination.~~

693
694 ~~Once discontinuance of a program has been approved by the Board, a timeline for~~
695 ~~program termination is developed by the school dean, with the assistance of the~~
696 ~~program coordinator. Every effort should be made to make appropriate arrangements~~
697 ~~so that enrolled students may complete their education in a timely manner with a~~
698 ~~minimum of disruption (Accreditation Standard II.6.b.). Retraining and reassignment of~~
699 ~~program faculty must also be addressed in accordance with the current CCFA~~
700 ~~bargaining agreement.~~

701
702 ~~Once discontinuance of a program has been approved by the Board, the appropriate~~
703 ~~school dean will notify the Curriculum Chair to initiate program discontinuance on the~~
704 ~~Program Inventory with the Chancellor's Office. This will involve formal approval of the~~
705 ~~program deactivation by the Curriculum Committee, completion of appropriate forms~~
706 ~~and paperwork to be filed with the Chancellor's Office, and appropriate certificate or~~
707 ~~degree unit changes required as a result of the program deactivation.~~

708
709 ~~(NOTE: Also see sample language from other Districts included in the notebook)~~

710
711 ~~**References:** Education Code Section 78016;~~
712 ~~Title 5 Sections 51022 and 55130~~
713 ~~ACCJC Accreditation Standard II.A.15~~

714
715 ~~**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and~~
716 ~~Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is~~
717 ~~included for consideration.~~

718

Approved:

719
720

San Bernardino Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4022 COURSE APPROVAL

~~**NOTE:** This procedure applies to the processes for approving individual credit and non-credit courses. Local practice may be inserted, but **must address** the following requirements of Title 5 Section 55100.~~

~~Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the State Chancellor's Office.~~

~~Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:~~

~~These courses must be approved by the curriculum committee.~~

~~The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100.~~

~~Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the State Chancellor's Office.~~

~~Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.~~

~~Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.~~

~~All courses approved must be reported to the State Chancellor's Office.~~

Sample 1 from another District:

~~The District Chancellor shall ensure that the processes for approving individual credit and non-credit courses comply with Title 5 regulations. These processes are set forth in~~

44 detail in each college's Curriculum Committee Handbooks, and address, but may not be
45 limited to the following elements:

- 46
- 47 • Procedures for submitting for Board approval individual degree-applicable credit
48 courses offered as part of an educational program, approved by the State Chancellor's
49 Office.
- 50 • Procedures for course approval of non-degree applicable credit courses and degree-
51 applicable credit courses that are not part of a permitted educational program must
52 address at least the following:

53

54 These courses must be approved by the curriculum committee.

55

56 The individuals on the curriculum committee must have received the training provided
57 for in Title 5 Section 55100.

58

59 Involvement of appropriate District faculty and the Academic Senates in the
60 development and approval process.

61

62 Unless modified to properly address the reasons for denial, no courses may be offered
63 that were previously denied separate approval by the State Chancellor's Office.

64

65 Students may only count a limited amount of semester or quarter units approved toward
66 satisfying the requirements for a certificate or completion of an associate degree.

67

68 Regulatory limits on the number of courses that may be linked to one another by
69 prerequisites or co-requisites.

70

71 All courses approved must be reported to the State Chancellor's Office.

72

73

74 **Sample 2 from another District:**

75

76 The District will rely primarily upon the Academic Senate for all recommendations for
77 new courses, changes or revision of courses, or other modifications of curriculum. -These
78 recommendations must be approved by the respective college Curriculum Committee, following all locally
79 approved processes, prior to approval by the Board of Trustees and submission to the State Chancellor's
80 Office as required.

81

82 By September 30 of each year, the District shall submit a certification to the State Chancellor's Office,
83 verifying that the persons who will serve on the Curriculum Advisory Committee, and others who will be
84 involved in the curriculum approval process at the college, have received training consistent with
85 guidelines prescribed by the State Chancellor on stand-alone credit course approval and relevant
86 regulations. These recommendations must be approved by the Curriculum Advisory
87 Committee prior to approval by the Board of Trustees and submission to the State
88 Chancellor's Office as required.

89

90 By September 30 of each year, the District shall submit a certification to the State
91 Chancellor's Office, verifying that the persons who will serve on the Curriculum Advisory
92 Committee, and others who will be involved in the curriculum approval process at the
93 college, have received training consistent with guidelines prescribed by the State
94 Chancellor on stand-alone credit course approval and relevant regulations.

95
96 **Sample 3 from another District:**

97
98 For curricular purposes, a course shall be defined as "an organized pattern of
99 instruction on a specified subject offered by a community college" and an educational
100 program shall be defined as "an organized sequence of courses leading to a defined
101 objective, a degree, a certificate, a diploma, a license, or transfer to another institution
102 of higher education." (Title 5 Section 58050)

103
104 Procedures for submitting for Board approval individual degree-applicable credit
105 courses offered as part of an educational program approved by the State Chancellor's
106 Office shall include the following:

107
108 • The creation of a course proposal by discipline faculty which states development
109 criteria for the course, including: appropriateness to the mission of the college;
110 demonstrated need for the course within the college community; adherence to Title 5
111 curriculum standards; provision of adequate resources to realistically maintain the
112 program or course at the level of quality described in the proposal; and guarantee that
113 the course is designed so as to not conflict with any law, including state and federal
114 laws, both statutes and regulations.

115
116 • Appropriate review, including two readings by the Curriculum Committee, where peer
117 review is offered and consensus regarding suggestions for modifications is reached.
118 This review period is to include the following: the originating faculty, the Curriculum
119 Committee including a Technical Review Committee, Discipline faculty review,
120 coordinator review, Dean review, Articulation officer review, Librarian review, and a
121 representative for the Vice President of Instruction. After this level of review has been
122 completed, the course proposal then goes to the Board of Trustees for final review and
123 approval. After this final approval has been granted, the Curriculum Office then submits
124 the course proposal to the State Chancellor's Office Curriculum Inventory for statewide
125 review and final approval. (Program and Course Approval Handbook)

126
127 Effective fall 2007, the Curriculum Committee and the Governing Board also approve
128 non-degree applicable credit courses and degree-applicable credit courses that are not
129 part of a state-approved educational program (aka "stand-alone" courses). Additional
130 requirements for these types of courses include:

131
132 • The Curriculum Committee must receive annual training provided for in Title 5 Section
133 55100 regarding local approval of stand-alone courses. This training is to occur within
134 the first three weeks of each fall semester in order to meet the State Chancellor's Office

135 deadline for submission of certificate and paperwork verifying that training has occurred
136 in compliance with Title 5 Section 55100.

137
138 • If a stand-alone course is denied approval by the State Chancellor's Office, the reason
139 for denial shall be reviewed by the course originator in collaboration with the Curriculum
140 Committee Chair. At that time, a determination will be made as to whether to resolve
141 the issue causing the course denial, or to pull the course from the State Chancellor's
142 Office approval process. No course shall be offered at the college, credit or non-credit,
143 unless it has approval from the State Chancellor's Office.

144
145 • Students may not count 18 units or more of stand-alone semester units toward
146 satisfying the requirements for a certificate or completion of an associate degree.

147
148 • The Committee will observe regulatory limits on the number of stand-alone courses
149 that may be linked to one another by prerequisites or co-requisites.

150
151 All approved courses will be reported to the State Chancellor's Office Curriculum
152 Inventory.

153
154 **Sample 4 from another District:**

155
156 **Credit Courses**

157 Individual degree-applicable credit courses that are part of an educational program
158 approved by the State Chancellor's Office are submitted to the Board of Trustees
159 according to the following procedure:

160
161 A. Courses and their affiliated student learning outcomes are proposed by faculty.

162
163 B. Courses are examined by the department chair, the department's dean, and the
164 articulation officer.

165
166 C. Courses are reviewed by a technical review subcommittee for compliance with local
167 and state standards.

168
169 D. Courses are evaluated, reviewed, and approved by the Courses and Programs
170 Curriculum Committee (CPCG).

171
172 E. Courses are recommended to the Academic Senate Council for ratification on its
173 consent calendar and forwarded directly to the Board of Trustees for final approval.

174
175 Non-degree-applicable credit courses and degree-applicable credit courses that are not
176 part of an approved educational program may be approved locally and offered provided
177 the District complies with the following requirements:

178
179 A. Individuals serving on the Courses and Programs Curriculum Committee (CPCG)
180 and all others involved in the curriculum approval process have received training on the

181 ~~review and approval of courses not part of educational programs as provided for in Title~~
182 ~~5 Section 55100.~~

183
184 ~~B. Courses and their affiliated student learning outcomes are proposed by faculty.~~

185
186 ~~C. Courses are examined by the department chair, the department's dean, and the~~
187 ~~articulation officer.~~

188
189 ~~D. Courses are reviewed by a technical review subcommittee for compliance with local~~
190 ~~and state standards.~~

191
192 ~~E. Courses are evaluated, reviewed, and approved by CPGC.~~

193
194 ~~F. All courses approved by the CPGC are recommended to the Academic Senate~~
195 ~~Council for ratification on its consent calendar and forwarded directly to the Board of~~
196 ~~Trustees for final approval.~~

197
198 ~~G. No course that has previously been denied separate approval by the State~~
199 ~~Chancellor's Office or is part of a program that has been disapproved by State~~
200 ~~Chancellor's Office may be offered pursuant to Title 5 Section 55100 unless the~~
201 ~~proposed course has been modified to adequately address the reasons for denial and~~
202 ~~has been subsequently reapproved by CPGC, ASC, and the Board of Trustees.~~

203
204 ~~H. Students may count no more than 18 semester units of stand-alone courses toward~~
205 ~~satisfying the requirements for a certificate or the completion of an associate degree.~~

206
207 ~~I. When eighteen or more semester units of non-degree-applicable courses in the same~~
208 ~~TOPs code are linked to each other as prerequisite or co-requisite courses, such~~
209 ~~courses are submitted to the State Chancellor's Office for approval as a program.~~

210
211 **Noncredit Courses**

212 ~~All noncredit courses are submitted to the Board of Trustees according to the following~~
213 ~~procedure:~~

214
215 ~~A. Courses and their affiliated student learning outcomes are proposed by faculty.~~

216
217 ~~B. Courses are reviewed by the department chair, noncredit support supervisor, and~~
218 ~~dean of Community Education.~~

219
220 ~~C. Courses are reviewed by a technical review subcommittee for compliance with local~~
221 ~~and state standards.~~

222
223 ~~D. Courses are evaluated, reviewed, and approved by the Courses and Programs~~
224 ~~Curriculum Committee (CPGC).~~

225

226 E. All courses approved by CPCC are recommended to the Academic Senate Council
227 (ASC) for ratification on its consent calendar and forwarded directly to the Board of
228 Trustees for final approval.

229
230 *(NOTE: Also see sample language from other Districts included in the notebook)*

231
232 **Reference:** Title 5 Section 55100

233
234
235 ~~*NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and*~~
236 ~~*Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is*~~
237 ~~*included for consideration.*~~

238

Approved:

239

240

San Bernardino Community College District
Board Policy
Chapter 4 – Academic Affairs

**BP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL
EDUCATION**

(Replaces current SBCCD BP 4027)

~~✦ From current SBCCD BP 4027 titled International Education Programs~~

The colleges of the District may offer programs in international education that may include, but are not limited to, foreign study programs, foreign travel programs, faculty and student exchanges, and other cross-culture training and instructional opportunities. The Board [of Trustees](#) shall approve each program.

Reference: [Education Code Section 66015.7](#)

~~**NOTE:** This document is unique to the San Bernardino CCD. The language in **black ink** is from the current SBCCD BP 4027 titled International Education Programs approved on 4/11/91. The language in **blue ink** is included for consideration.~~

Adopted: 4/11/91

Revised:

San Bernardino Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

**AP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL
EDUCATION**

(Replaces current SBCCD BP 4027)

~~*NOTE: This procedure is optional. AB 1342 amended the Education Code to encourage districts to engage in international education as resources permit. Local practice may be inserted.*~~

International education should encourage programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars, such as:

- Develop courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences.
- Offer courses in languages other than English to train students to communicate effectively in other cultures and to enhance their understanding of other nations' values.
- Provide opportunities for students in all majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development.
- Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings.
- Develop innovative public educational forums and venues to explore global issues and showcase world cultures.

For international students and scholars:

- Encourage the presence of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people.
- Facilitate faculty exchange and collaborative partnership programs with institutions in other countries.
- Initiate collaborative research undertakings to address issues of global significance.

- Recruit and retain the world's best and brightest faculty to educate California's students as globally competent citizens.

❖ ~~From current SBCCD AP 4027 titled International Education Programs~~

International ~~Education~~ Travel/Study Programs

A. Program Approval Procedures

1. There shall be a District Committee on International ~~Education~~ Travel/Study that will assist the International Travel/Study~~Education~~ Program in program approval. The committee shall consist of five representatives appointed by the college president (3 from SBVC, 2 from CHC).
2. College credit travel/study programs will be offered by the Inter-national Travel/Study~~Education~~ Program (~~IEP~~ITSP).
3. Approved programs are to be interdisciplinary if appropriate and must comprise a full course of study appropriate to the term(s) in which the program is offered.
4. All courses offered through the International Travel/Study~~Education~~ Program shall be approved by the Committee on International Travel/Study ~~Education~~. The committee shall establish application procedures with appropriate time lines and criteria for approval. A program application, including a detailed itinerary and daily activities, shall be submitted for consideration. Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic programs shall offer classroom type instruction with standards equivalent to on-campus classes.
5. Academic credit will be granted by CHC or SBVC.
6. Each travel/study program shall be approved by the Board.

B. Instructors

Selection of instructor leaders for travel/study programs shall be under the direction of the Vice-President of Instruction. Criteria for selection as an instructor may include foreign language proficiency and travel experience. Instructors/leaders shall be required to participate in an orientation program for group leaders. Those persons lacking experience as group leaders may be required by the Committee on International Travel/Study ~~Education~~ to participate in an appropriate training course.

C. Contracting Agencies

89 Travel/study programs may be offered in conjunction with external contracting
90 agencies. Agencies must meet criteria established by the policyies and
91 procedures in regard to general content of the program, financial obligations and
92 arrangements, program costs, contingency provisions for emergencies,
93 scholarships for students, types and quality of transportation provided, meals,
94 housing and student conduct responsibilities, commitments to the specific
95 educational program, and evaluation of each program.

96 97 **D. Funding**

98
99 Travel/study programs may be funded by several means:

- 100
- 101 1. District funding for credit classes will be limited to instructor salary and such class
102 materials as ~~shall be~~ required. Students and instructors will assume their own
103 travel and living expenses.
 - 104 2. External contractors may provide traveling and living expenses of instructors.
105 Such provisions shall be included in the executed contract between the District
106 and contractor.
107

108 109 **E. State Apportionment**

110
111 If the travel/study program is offered as a college credit class, state
112 apportionment may be claimed. No more contact hours may be generated than if
113 the class was held on campus. Complete and accurate records of attendance
114 must be kept. All class records shall be submitted within 10 days of the
115 completion of the activity. The State Chancellor's office is required to monitor
116 and report on such programs each September.

117 118 **F. Financial Assistance**

119
120 The International Travel/Study Education Program will coordinate efforts to
121 provide financial assistance to qualified students wishing to enroll in travel/ study
122 programs.

123 124 **G. Pre-departure Orientation**

125
126 Instructors/leaders will conduct a pre-departure orientation for each group. This
127 orientation will include academic and culture adjustment preparation so that
128 students may more fully benefit from their experience.

129 130 **H. Evaluation**

- 131
- 132 1. The instructor/leader will submit a written report and evaluation of the program to
133 the Committee on International Travel/Study Education within two weeks of the
134 conclusion of the program.

- 135
136 2. Participating students will complete an evaluation of the program to the
137 Committee on International Travel/Study Education within two weeks of the
138 conclusion of the program.
139

140 **I. Indemnification**

- 141
142 1. Liability insurance shall be provided by all external contractors handling
143 program arrangements. A contractor shall provide the Office of Facilities
144 Planning/Administrative Services with a valid certificate of insurance for each
145 program naming the District as additional insured with a single limit of liability
146 of not less than \$1,000,000 with evidence that the policy covers the worldwide
147 exposures of the travel study program. The contractor shall also provide a
148 hold harmless agreement in a form determined by the District. The certificate
149 shall be submitted with the executed contract to the Office of Facilities
150 Planning/Administrative Services, San Bernardino Community College
151 District, prior to commencement of the program. All participating students
152 shall be required by the contractor to secure medical and accident insurance
153 for their own protection in amounts specified by the District. In addition, the
154 contractor shall arrange for all medical and hospital arrangements that may
155 be required. The contractor shall make available to participating students trip
156 cancellation and baggage loss insurance.
157
158 2. All participating students shall complete a District "Field Trip and Travel Study
159 Program Release" form holding the District harmless from any claims arising
160 out of or resulting from the student's participation. The signature of a parent
161 or legal guardian is required for minors.
162
163 3. Students wishing to leave a group prior to completion of the program will be
164 required to sign a notice of intent and release. Legal minors must have the
165 signature of a parent or legal guardian.
166

167 **J. Privately Sponsored Travel Programs**

168
169 Announcements to privately sponsored travel programs in which a District
170 employee leads or participates shall not give the impression in any way that the
171 program is sponsored by the District or College. Such announcements may be
172 distributed or posted on campus or at any authorized District function only in
173 accordance with rules established for other privately prepared announcements.
174

175 **Reference:** Education Code Section 66015.7
176
177

178 ~~**NOTE:** The **red ink** signifies language that is **suggested as good practice/optional** by the Policy and
179 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
180 the current SBCCD AP 4027 titled International Education Programs approved in 4/01. The language in
181 **blue ink** is included for consideration.~~

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: May 12, 2016
SUBJECT: Consideration to Reconfirm Student Trustee Privileges per the current Board Policy 2015 Student Trustees

RECOMMENDATION

It is recommended that the Board of Trustees reconfirm student trustee privileges per Board Policy 2015 Student Trustees.

OVERVIEW

On or before May 15 of each year, the Board of Trustees must reconfirm the following student trustee privileges:

- The privilege to receive compensation for meeting attendance at a level of \$200 per month. 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.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Gloria Fisher, President, SBVC
PREPARED BY: Dr. Gloria Fisher, President, SBVC
DATE: May 12, 2016
SUBJECT: Consideration of Approval of Amendment to Serve Wine at a Campus Event - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment for wine to be served at a campus event: 21st Annual Spotlighting Our Success, May 17, 2016.

OVERVIEW

In the planning of an upcoming event, it has been decided that wine will be served on campus at this event.

This item was previously board approved at the April 14 meeting. Item is being amended to reflect a change in the date of the event from April 22, 2016 to May 17, 2016.

ANALYSIS

Per Board Policy 3560 and in accordance with California law, the 21st Annual Spotlighting Our Success is a private, by invitation only, event that is not open to the public and where alcohol will not be sold.

According to the California Department of Alcoholic Beverage Control, a license is not required if alcohol is not served and is held for private (invitation only) events.

FINANCIAL IMPLICATIONS

Included in the 2015/2016 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Cheryl A. Marshall, President, CHC
PREPARED BY: Bryan Reece, Vice President of Instruction, CHC
DATE: May 12, 2016
SUBJECT: Consideration of Approval of Curriculum Modifications

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached 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 by the Curriculum Committee of the Academic Senate.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEES APPROVAL
May 12, 2016

NEW COURSES

DISCIPLINE: Fire Technology
DEPARTMENT: Public Safety and Services
COURSE ID: FIRET 040B
COURSE TITLE: Fire Inspector 1B – Fire and Life Safety
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: Successful completion of FIRET 040A
SEMESTER UNITS: 2
MINIMUM SEMESTER HOURS
LECTURE: 32

CATALOG DESCRIPTION: This course provides students with a basic knowledge of fire and life safety aspects related to the roles and responsibilities of a Fire Inspector I including building construction, occupancy classifications, occupancy load, means of egress, hazardous conditions, fire growth potential, fire flow, and emergency planning and preparedness measures.

SCHEDULE DESCRIPTION: This course provides students with a basic knowledge of fire and life safety aspects related to the roles and responsibilities of a Fire Inspector I including building construction, occupancy classifications, occupancy load, means of egress, hazardous conditions, fire growth potential, fire flow, and emergency planning and preparedness measures.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of four courses in the new California State Fire Marshals Fire Inspector I program that starts in December 2016. This program and courses will replace the current Fire Inspector I courses we are now offering. FIRET 040A was approved at the April 14, 2016 Board meeting.

DISCIPLINE: Fire Technology
DEPARTMENT: Public Safety and Services
COURSE ID: FIRET 040C
COURSE TITLE: Fire Inspector 1C – Field Inspection
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: Successful completion of FIRET 040A
SEMESTER UNITS: 1.5
MINIMUM SEMESTER HOURS
LECTURE: 24

CATALOG DESCRIPTION: This course provides students with a basic knowledge of field inspection roles and responsibilities of a Fire Inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers.

SCHEDULE DESCRIPTION: This course provides students with a basic knowledge of field inspection roles and responsibilities of a Fire Inspector I including basic plan review, emergency access for an existing system, hazardous materials, and the operational readiness of fixed fire suppression systems, existing fire detection and alarm systems, and portable fire extinguishers.

Curriculum Meeting: 02/22/16, 04/11/16, 04/25/16

Conjoint Meeting: 04/26/16

Board of Trustees Meeting: 05/12/16

2 of 8

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of four courses in the new California State Fire Marshals Fire Inspector I program that starts in December 2016. This program and courses will replace the current Fire Inspector I courses we are now offering. FIRET 040A was approved at the April 14, 2016 Board meeting.

DISCIPLINE: Fire Technology
DEPARTMENT: Public Safety and Services
COURSE ID: FIRET 040D
COURSE TITLE: Fire Inspector 1D – Field Inspection (California Specific)
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: Successful completion of FIRET 040A
SEMESTER UNITS: 1

MINIMUM SEMESTER HOURS

LECTURE: 16

CATALOG DESCRIPTION: This course provides students with a basic knowledge of a Firefighter I's field inspection roles and responsibilities specific to California including tents, canopies, and temporary membrane Structures: fireworks and explosives; and wildland urban interface environments.

SCHEDULE DESCRIPTION: This course provides students with a basic knowledge of a Firefighter I's field inspection roles and responsibilities specific to California including tents, canopies, and temporary membrane Structures: fireworks and explosives; and wildland urban interface environments.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of four courses in the new California State Fire Marshals Fire Inspector I program that starts in December 2016. This program and courses will replace the current Fire Inspector I courses we are now offering. FIRET 040A was approved at the April 14, 2016 Board meeting.

DISCIPLINE: Kinesiology (Sport and Skill-Based Activities)
DEPARTMENT: Kinesiology and Health Education
COURSE ID: KIN/S 138C
COURSE TITLE: Pickleball III
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None

SEMESTER UNITS: 0.5 - 1

MINIMUM SEMESTER HOURS

LAB: 24 – 48

CATALOG DESCRIPTION: Development of intermediate/advanced level playing and competitive skills in pickleball. Instruction in the intermediate/advanced skills, techniques, strategies, along with rules and etiquette. Pickleball features simple rules and is easy to learn. Because less experienced players can enjoy the sport almost immediately, while advanced players experience it as a fast-paced, highly competitive game, pickleball is suitable for individuals of all ages, fitness levels, and athletic abilities.

Curriculum Meeting: 02/22/16, 04/11/16, 04/25/16

Conjoint Meeting: 04/26/16

Board of Trustees Meeting: 05/12/16

3 of 8

SCHEDULE DESCRIPTION: Development of intermediate/advanced level playing and competitive skills in pickleball. Instruction in the intermediate/advanced skills, techniques, strategies, along with rules and etiquette. Pickleball features simple rules and is easy to learn. Because less experienced players can enjoy the sport almost immediately, while advanced players experience it as a fast-paced, highly competitive game, pickleball is suitable for individuals of all ages, fitness levels, and athletic abilities.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course was approved at the December 14, 2015 Curriculum meeting and was inadvertently left off the February 25, 2016 board item.

COURSE MODIFICATIONS

COURSE ID	COURSE TITLE
FIRET 085B	Company Officer 2B – General Administrative Functions

DEPARTMENTAL RECOMMENDATION: Successful completion of FIRET 085A

Effective: FA16

Rationale: Correction from April 14, 2016 board item.

COURSE ID	COURSE TITLE
FIRET 085C	Company Officer 2C – Fire Inspections and Investigations

DEPARTMENTAL RECOMMENDATION: Successful completion of FIRET 085A

Effective: FA16

Rationale: Correction from April 14, 2016 board item.

COURSE ID	COURSE TITLE
FIRET 513	Advanced Incident Command System I-400

PREREQUISITE: FIRET 506, FIRET 511, FIRET 512

SEMESTER UNITS: 1.5

MINIMUM SEMESTER HOURS

LECTURE: 24

Effective: FA16

Rationale: Correction from February 25, 2016 board item.

COURSE ID	COURSE TITLE
PBSF 118	Company Officer H1 – Hazardous Materials Incident Commander

Effective: FA16

Rationale: Correction from April 14, 2016 board item. This course was approved as a new course instead of course modification.

COURSE ID	COURSE TITLE
RESP 109A	Clinical Refresher: Clinical Application I

SEMESTER UNITS: 1.5
MINIMUM SEMESTER HOURS
LECTURE: 14
CLINIC: 30

Effective: FA16
Rationale: Curriculum alignment

COURSE ID	COURSE TITLE
RESP 133	Respiratory Care Clinical Application I

SEMESTER UNITS: 1.5
MINIMUM SEMESTER HOURS
LECTURE: 14
CLINIC: 30

Effective: FA16
Rationale: Curriculum alignment

COURSE ID	COURSE TITLE
RESP 137	Respiratory Care Clinical Application II

SEMESTER UNITS: 9
MINIMUM SEMESTER HOURS
LECTURE: 36
CLINIC: 324

Effective: FA16
Rationale: Curriculum alignment

COURSE ID	COURSE TITLE
RESP 236	Advanced Respiratory Care Clinical Application II

SEMESTER UNITS: 9
MINIMUM SEMESTER HOURS
LECTURE: 36
CLINIC: 324

Effective: FA16
Rationale: Curriculum alignment

COURSE DELETIONS

COURSE ID	COURSE TITLE
MATH 090A	Elementary Algebra Part A
MATH 090B	Elementary Algebra Part B

Curriculum Meeting: 02/22/16, 04/11/16, 04/25/16
 Conjoint Meeting: 04/26/16
 Board of Trustees Meeting: 05/12/16
 5 of 8

MATH 090C	Elementary Algebra Part C
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Effective: FA16

Rationale: The mathematics department no longer offer these courses.

CHC GENERAL EDUCATION

A. Natural Sciences

Add: GEOL 140, GEOL 141

B. Social and Behavioral Sciences

Add: CD 126

C. Humanities and Fine Arts

1. Humanities

Add: ASL 105

D. Language and Rationality

3. Quantitation Reasoning

Add: MATH 106

E. Health and Wellness

Add: COUN 120, KIN/X 150AX3, KIN/X 150BX3, KIN/X 170AX3, KIN/X 170BX3,
KIN/X 171AX3, KIN/X 171BX3

F1: Diversity and Multiculturalism

Add: ASL 105

Effective: FA16

Rationale: CHC General Education for 2016-2017

INFORMATION ITEM

Retract the following statement from the November 12, 2015 Board item.

MATH 250 Single Variable Calculus

- The course will no longer equate with MATH 250 at SBVC

Effective: FA16

Rationale: Transcendental functions have been added to the course at SBVC.

COURSE ID	COURSE TITLE	INSTRUCTIONAL METHOD	MINIMUM HOURS
ACCT 238A	Special Studies in Accounting	Independent Study	144
ACCT 248B	Special Studies in Accounting	Independent Study	144
ACCT 248C	Special Studies in Accounting	Independent Study	144
ACCT 248D	Special Studies in Accounting	Independent Study	144
BUSAD 248A	Special Studies in Business Administration	Independent Study	144
BUSAD 248B	Special Studies in Business Administration	Independent Study	144

Curriculum Meeting: 02/22/16, 04/11/16, 04/25/16

Conjoint Meeting: 04/26/16

Board of Trustees Meeting: 05/12/16

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BUSAD 248C	Special Studies in Business Administration	Independent Study	144
BUSAD 248D	Special Studies in Business Administration	Independent Study	144
CHC 180	Community Service and Leadership I	Lecture Lab	8-24 24-72
CHC 181	Community Service and Leadership II	Lecture Lab	8-24 24-72
CIS 190A	Webmaster Internship	Lecture Field	8 120
CIS 190B	Network Administration Internship	Lecture Field	8 120
CIS 190C	Hardware Technician Internship	Lecture Field	8 120
EMS 020	Emergency Medical Technician	Lecture Lab Clinic Field	60 60 24 24
EMS 022	Basic Life Support for Emergency Medical Technician-EMT	Lecture Lab	6 6
EMS 030	Emergency Department Technician	Lecture Lab Clinic	40 44 40
EMS 043	Ski Patrol – Basic Patrol Training	Lab	24-120
EMS 910	Basic Life Support – Health Care	Lecture Lab	4 12
EMS 932	Selected Topics in Emergency: Medical Services: Outdoor Emergency Care Refresher “A”	Lecture Lab	4 12
EMS 933	Selected Topics in Emergency: Medical Services: Outdoor Emergency Care Refresher “B”	Lecture Lab	4 12
EMS 934	Selected Topics in Emergency: Medical Services: Outdoor Emergency Care Refresher “C”	Lecture Lab	4 12
FIRET 115	Firefighter I Basic Training Academy	Lecture Lab	112 336

Effective: FA16

Rationale: Correction to hours

TRANSFER DEGREE (AS-T)

ASSOCIATE IN SCIENCE IN BIOLOGY FOR TRANSFER

Effective: FA16

Rationale: Correction from April 14, 2016 board item. Change from Program Modification to New Program.

Curriculum Meeting: 02/22/16, 04/11/16, 04/25/16

Conjoint Meeting: 04/26/16

Board of Trustees Meeting: 05/12/16

7 of 8

PROGRAM MODIFICATIONS – TRANSFER DEGREE (AS-T)

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER

The Associate in Science-Transfer (AS-T) degree in Business Administration at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in accounting, finance, international business, management, marketing or other business-related field of study.

REQUIRED COURSES		UNITS
ACCT 208	Introduction to Financial Accounting	4.00
ACCT 209	Introduction to Managerial Accounting	4.00
BUSAD 210	Business Law	3.00
ECON 200	Principles of Macroeconomics	(3.00)
OR		
ECON 200H	Principles of Macroeconomics – Honors	(3.00)
ECON 201	Principles of Microeconomics	(3.00)
OR		
ECON 201H	Principles of Microeconomics – Honors	(3.00)

Students must complete at least four units from the following courses:		UNITS
MATH 110	Introduction to Probability and Statistics	(4.00)
OR		
PSYCH 120	Statistics for the Social and Behavioral Sciences	(4.00)
MATH 141	Calculus for Business	4.00

Students must complete at least six additional units from the following courses:		UNITS
CIS 101	Introduction to Computer and Information Technology	(3.00)
OR		
BUSAD 230	Using Computers for Business	(3.00)
BUSAD 100	Introduction to Business	(3.00)
OR		
BUSAD 145	Business Communication	(4.00)
OR		
COMMST 145	Business Communication	(4.00)
MATH 110	Introduction to Probability and Statistics	(4.00)
OR		
PSYCH 120	Statistics for the Social and Behavioral Sciences	(4.00)
MATH 141	Calculus for Business	4.00
TOTAL UNITS:		27.00 – 29.00

Effective: FA16

Rationale: Curriculum update. Added ECON 200H and ECON 201H

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

DATE: May 12, 2016

SUBJECT: Consideration of Acceptance of Employee Resignations

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignations of Cheryl Marshall, John Shipp, Patricia Reyes, Larry Armstrong, and Constantine Papas.

OVERVIEW

Cheryl Marshall, President, CHC, resigning effective July 1, 2016, after 9 years of service. Last day of employment is June 30, 2016.

John Shipp, Instructor, Physical Education and Head Football Coach, SBVC, resigning effective May 20, 2016, after 1 year of service. Last day of employment is May 19, 2016.

Patricia Reyes, Clerical Assistant I, Child Development Center, SBVC, resigning effective April 30, after 2 years of service. Last day of employment is April 29, 2016.

Larry Armstrong, Custodian I, CHC, resigning effective April 30, 2016, after 11 months of service. Last day of employment is April 29, 2016.

Constantine Papas, Instructor, English, CHC, resigning effective May 1, 2016, after 3 years of service. Last day of employment is April 30, 2016.

ANALYSIS

The resignation correspondence was received and accepted by the Human Resources Department. Constantine Papas is being amended to correct the dates approved by the board on April 14, 2016, which were submitted incorrectly to human resources.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
DATE: May 12, 2016
SUBJECT: Consideration of Acceptance of Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Haragewen Kinde.

OVERVIEW

Dr. Haragewen Kinde, Vice President of Instruction, SBVC, retiring effective June 30, 2016, after 20 years of service to the District. Her last day of employment is June 30, 2016.

ANALYSIS

The employee's retirement correspondence was received and accepted by the Human Resources Department.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, President, SBVC

DATE: May 12, 2016

SUBJECT: Consideration of Approval of Adjunct and Substitute Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as needed for the 2015-2016 academic year.

OVERVIEW

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

ANALYSIS

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis. Adjunct employees not assigned will remain in the pool for future consideration during the 2015-2016 academic year. All requirements for employment processing have been completed and Human Resources has cleared the individual(s) for employment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

Crafton Hills College
Adjunct & Substitute Academic Employees
May 12, 2016
Academic Year 2015-2016 – Spring 2016

<u>NAME</u>	<u>DISCIPLINE</u>
Andrade, Myra	Counselor, STEM
Armstrong, Jacob	Sociology
Barrie, Trinette	Counselor, College Life
Bauer Jeremiah	History
Bedoya, Rosemary	Counselor, College Life
Bogh, Debbie	Counselor, College Life
Callahan, Ken	Political Science
Chavira, Rejoice	Counselor, College Life
Colvey, Kirsten	Counselor, College Life
Cummings, Lou'Rie	Counselor, College Life
Curry, Victoria	Counselor, College Life
Dial, Troy	Counselor, College Life
Douthit, Milly	Counselor, College Life, Learning Disabilities, Learning Resources Center
Fry, Maureen	Counselor, College Life, Learning Disabilities, Learning Resources Center
Fuller, Brent	Emergency Medical Services
Fyfe, Brooke	Counselor, College Life
Garcia, Claudia	Counselor, College Life
Gist, John	Counselor, College Life
Gomez, Elitania	Counselor, College Life
Harrington, Judith	Counselor, College Life
Helms, Nancy	Dance
Hoehn, Marisela	Counselor, College Life
Johnson, Elizabeth	Kinesiology
Mann, Laurie	Counselor, College Life, Learning Disabilities Learning Resources Center
Manning, Lucas	Kinesiology
Manzanilla Renteria, Elicinda	Counselor, College Life
Martin, Lisa	Counselor, College Life
McAtee, Robert	Counselor, College Life
Minter, Kristin	Health
Moreno, Mariana	Counselor, College Life
Quintanar, Brittnee	Counselor, College Life
Rivera, Ernesto	Counselor, STEM
Salvi, Lisa	Anthropology
Sandgren Wilson, Debra	Counselor, College Life
Shum, Cindy	Counselor, College Life
Sternard, Evan	Counselor, College Life
Tilman, Susan	Counselor, College Life
Tinoco, Michelle	Counselor, College Life
Urbanovich, Renee	Humanities
Vasquez, Violeta	Counselor, College Life

Washburn, Ben Counselor, College Life
 Xayaphanthong, Soutsakhone Counselor, College Life
Academic Year 2015-2016 – Summer 2016

<u>NAME</u>	<u>DISCIPLINE</u>
Adams, Matthew	Physics
Alatorre, Guadalupe	Communication Studies
Alvarenga-Canela, Nancy	Counselor
Alvarez, Richard	Counselor
Andrade, Myra	Counselor, STEM
Armstrong, Jacob	Sociology
Arnold, Shimeka	Counselor
Arvsio, Debra	Counselor
Atkinson, Anne	Health
Avery, George	Emergency Medical Services
Bailey, Antoinette	Counselor
Barrie, Trinette	Counselor, College Life
Bauer Jeremiah	History
Bedoya, Rosemary	Counselor, College Life
Bernardo, Yecica	Counselor
Bhavailai, Linda	Counselor
Blanco, Glenn	Anatomy
Block, Micheal	Counselor
Boebinger, Kelly H.	Chemistry
Bogh, Debbie	Counselor, College Life
Bonilla, Joshua	Counselor
Brink, T. L.	Religious Studies
Brookins, Cedrick	Counselor
Burch, Cassandra	Counselor
Callahan, Ken	Political Science
Cervantez, Jeffrey	Philosophy
Chavira, Rejoice	Counselor, College Life
Choi, Jennifer	Counselor
Ciuiello, Alyssa	Counselor
Clark, Parissa	Multicultural Studies, Political Science
Clarke, Sally	Allied Health
Cochrane-McClurkin, C.R.	Counselor
Colvey, Kirsten	Counselor, College Life
Contreras, Amber	Respiratory Care
Contreras, Lisa	Counselor
Corrales, Athena	Counselor
Crews, Carly	Emergency Medical Services
Cummings, Lou'Rie	Counselor, College Life
Curnyn, Katie	Microbiology
Curry, Victoria	Counselor, College Life
Cutkomp, Jeff	Counselor
Davis, Andrea	English
Davis, Mia	Counselor
Davis, Shanell	Counselor
de Leon, Jairo	Counselor
Demetro, Marcy	Counselor

Derosier, Wendy	Kinesiology
Dial, Troy	Counselor, College Life
Diaz-Nunez, Maria	Counselor
Dodd, Jennifer	English
Douthit, Milly	Counselor, College Life, Learning Disabilities, Learning Resources Center
Duarte, Elizabeth	Counselor
Edris, Emily	Communication Studies
Elali, Fatima	Counselor
Erikson, Natalie	Counselor
Estus, Steven	English
Fernandez, April	Counselor
Fiallo, Carolina	Spanish
Firtha, Christie	English
Fleishman, Richard	Accounting
Franko, Karla J.	Religious Studies
Fry, Maureen	Counselor, College Life, Learning Disabilities, Learning Resources Center
Fuller, Brent	Emergency Medical Services
Fyfe, Brooke	Counselor, College Life
Gamble, Trevor	Astronomy
Gamboa, Benjamin	Economics
Garcia, Armando	Counselor
Garcia, Claudia	Counselor, College Life
Garcia, Maria	College Nurse
Garcia, Richard	Counselor
Gist, John	Counselor, College Life
Goliff, Wendy	Chemistry
Gomez, Elitania	Counselor, College Life
Gomez, Ellie	Counselor, Transfer Center
Gonzalez, Veronica	Counselor
Guzman, Mildred	Social Work
Hadden, Jay	Anthropology
Harrington, Judith	Counselor, College Life
Haupt, Timothy	Psychology
Hawkins, Damaris	English
Hayes, Ashley	English
Hayes, Chauncey	Kinesiology
Helms, Nancy	Dance
Henderson, Larann	Counselor
Hendrickson, Catherine	Library Science
Heredia, Evelyn	Counselor
Herrick, Terri	Psychology
Hicks, TaMarra	Counselor
Hoehn, Marisela	Counselor, College Life
Hogrefe, Richard	Communication Studies
Hughes, Richard	Geography, Geology
Hunter, Morris	Radiologic Technology
Hunter-Southern, Cherisse	Counselor
ILori, Adekunle	Counselor
Inglis, Donna	Counselor
Ishihara, Annie	Counselor

Jefferson, Sherece	Counselor
Johnson, Elizabeth	Kinesiology
Jones, Hannah	Counselor
Juarez, Jesse	Counselor
Keys, Scott	History
Kim, Elliott	History
Kowach, Melody	English
Landa, Cristina	Respiratory Care
Langdon, Henriette	Counselor
Ledoux, Janine	Health
Lee, Chanel	Counselor
Levysohn, John	Counselor
Linfield, Leon	English
Lloyd, Courtney	American Sign Language
Lomeli, Ozzie	Counselor
London, Laneay	Counselor
MacArthur, Carl	Counselor
Madrid, Hanna	Counselor
Maggard, Melanie	Psychology
Malik, Neal	Health
Maloney-Hinds, Colleen	Kinesiology
Mann, Laurie	Counselor, College Life, Learning Disabilities, Learning Resources Center
Mann, Sean	Counselor
Manning, Lucas	Kinesiology
Mansourian, Farhad	Economics
Manzanilla Renteria, Elicinda	Counselor, College Life
Markin, Christopher	Counselor
Martin, Donna	Counselor
Martin, Lisa	Counselor, College Life
McAtee, Robert	Counselor, College Life
McCandless, Lillian	Chemistry
McConnell, Mark	Music
McCracken, Kristen	Counselor
McKee, Julie	Sociology
McLaren, Meridyth	Child Development
McLoughlin, Kerry	Sociology
Menzel, Joe Marie	Counselor
Menzing, Todd	History
Minter, Kristin	Health
Moreno, Mariana	Counselor, College Life
Morning, Sara	Emergency Medical Services
Nahon, Fernando	Spanish
Natividad, Beverly	Communication Studies
Nguyen, Nicholas	Respiratory Care
Ogden, John	Kinesiology
Pantoja, Suzanne	Business Administration
Papadakis, Christina	Counselor
Papp, Edward	Computer Information Systems
Peck, Jacob	Counselor
Petrovic, Snezana	Art
Pettaway-Jordan, Ali-Shah	Counselor

Pfahler, Diane	Psychology
Pierce, Mary	Counselor
Piluso, Robert	English
Poffek, Christine	Kinesiology
Pritchard, Bekki Jo	Sociology
Purves, Dianne	Biology
Quintanar, Brittnee	Counselor, College Life
Razook, Aley	Communication Studies
Regan, John	History
Reyes, Oscar	Counselor
Rigas Mulcahy, Christina	Counselor
Rinker, Courtney	English
Rivera, Ernesto	Counselor, STEM
Robles, Irene	American Sign Language
Rojas, Daniel	Public Safety and Services
Ross, Laura	Counselor
Ruiz, Sandra	Computer Science
Salvi, Lisa	Anthropology
Samadani, Nick	Anatomy
Sandez, Ann	Emergency Medical Services
Sandgren Wilson, Debra	Counselor, College Life
Sandoval Oyas, Charles	Counselor
Savoy, Kareem	Counselor
Schmidt, Lisa	Geography
Schreckengost, Jess	Counselor
Sheahan, Michael	Respiratory Care
Sheeran, Sara	Counselor
Shum, Cindy	Counselor, College Life
Sidhom, Patricia	Counselor
Smith, James	Political Science
Spencer, Emily	Chemistry
Stephens, Samantha	Counselor
Sternard, Evan	Counselor, College Life
Stupin, Mary	Music
Swanson, Justin	Kinesiology
Ta, Canh	Anatomy
Tilman, Susan	Counselor, College Life
Tinoco, Michelle	Counselor, College Life
Troy, Janna	Kinesiology
Truong, Sam	Anatomy
Urbanovich, James	Communication Studies
Urbanovich, Renee	Humanities
Vasquez, Alta	Computer Information Systems
Vasquez, Violeta	Counselor, College Life
Walter, Michael D.	Computer Information Systems
Washburn, Ben	Counselor, College Life
Wassing, Amy	Communication Studies
Whitfield, Isaiah	Counselor
Whitmore, Yarick	Counselor
Williams, Chris	Counselor
Williams, Gary	College Life (Learning Assist), Psychology
Williams, Michelle	Counselor

Williams, Twanna	Counselor
Willis, Ashley	Counselor
Winokur, Robert	Music
Xayaphanthong, Soutsakhone	Counselor, College Life
Zuno-Eadie, Liana	Counselor

**San Bernardino Valley College
Adjunct & Substitute Academic Employees
Academic Year 2015-2016
May 12, 2016**

<u>NAME</u>	<u>DISCIPLINE</u>
Abrams, Eric	Kinesiology
Adams, Kathryn	Child Development
Adler, Dawn	Health Education
Al-Husseini, Maha	Computer Information Technology
Alblinger, Diana	Communication Studies
Alexander, Horace	English
Allen, Tammy	Reading
Allen Roper, Carolyn	Reading
Alvarez, Alexis	Sociology
Alvarez, Vicente	Mathematics
Anemelu, Victoria	Mathematics
Ariza, Ernest	Water Supply Technology
Ask, Ladan	Political Science
Assumma, Michael	Business Administration
Avelar, Amy	Chemistry
Awunganyi, John	Mathematics
Bachman, Bruce	Art
Bahk, Sarah	Mathematics
Banola, Erwin	Kinesiology
Barajas-Zapata, Lydia	Modern Languages
Batalo, Manuela	Art
Beebe, Yvonne	Mathematics
Beuche, William	Music
Bjerke, Jennifer	Geography
Blackman, Sandra	History
Blacksher, Anthony	Sociology
Blalock, Ashley	Art
Bocumini, Paul	Psychology
Bodnar, William	Automotive
Bond, Lauren	English
Brewer, Quincy	Health Education
Briggs, Stephanie	Mathematics
Brown, Joshua	Kinesiology
Burnham, Lorrie	Biology
Calderon, Colleen	History
Carlson, Kevin	Psychology
Carroll, Marian	Communication Studies
Castro, Anthony	Mathematics

Charles, Rawlston	Kinesiology
Chatterjee, Achala	Water Supply Technology
Chavoushi, Maria	Modern Languages
Che, Yon	Modern Languages
Chitrathorn, Puttachart	Nursing
Comiskey, Daniel	Welding Technology
Conrad, Robert	Geographic Information Systems
Cooper, Brian	Art
Copeland, Mary	English
Courts, Janet	Accounting
Crogman, Horace	Physics
Crowder, William	Health
Cuevas, Dion	Art
Day, Ben	Business Administration
Demsky, Jeffrey	History
Dormady, Kelly	History
Downey, Jennifer	Psychology
Doyle, Alicia	Chemistry
Dubois-Eastman, Kim	Nursing
Dudash, Leigh	Geology
Dulgeroff, James E.	Economics
Duong, Phuoc	Anthropology
Etherton, Debra	Psychiatric Technology
Evans, Jonathan	Theater Arts
Fell, Devon	Psychology
Ferri-Milligan, Paula	English
Firtha, Farah	Chemistry
Fogle Oliver, Melinda	Theater Arts
Ford, Jacquelyn	Reading
Fossum, Louis	Theater Arts
Fozouni, Daihim	English
Free, Sheila	English
Garretson, Denise	Mathematics
Gelenchi, Fantahun	Mathematics
Gergis, Nader	Art
Gibbons, Ann F.	Mathematics
Gibson, Colin	Reading
Gilbert, Jeremiah	Mathematics
Godwin, Angelina	Modern Languages
Gomez, Edward	History
Graham, Glen	Electricity/Electronics
Green, Kenneth	Administration of Justice
Hauge, Kristin	Kinesiology
Heibel, Todd	Geography
Henkle, Lisa	Political Science
Hoage, Scott	Human Services
Hoang, Dung	Mathematics
Holder, Patricia	Kinesiology
Holstrom, Geoffrey	Physics
Hope, Allen	Food and Nutrition
Hopper, Randi	Child Development
Hungate, Adam	History

Israeil, Abeir	Mathematics
Jackson, Julius	Philosophy
Jackson, Mona M.	Computer Information Technology
Jacobo, Magdalena	Reading
Jacques, Paul	Theater Arts
Jakpor, Riase	Political Science
Jefferson, Kimberly	Reading
Jenkins, Theodore	Mathematics
Jennings, Amy	Psychology
Jones, Edward	English
Jordan, Jessica	Psychology
Jorgensen, Judy	Architecture
Kanawati, Moustafa	Mathematics
Kappattil, Reshmi	Nursing
Keithly, Dana	Anthropology
Kent, Michael	English
King, Melissa	Anthropology
Klingstrand, Marianne	Psychiatric Technology
Knight, Denise	Child Development
Koda, Ashley	Sociology
Lai, Karen	Mathematics
Lamore, Joel	English
Lamp, Leonard	Mathematics
Lavruk, Alexander	Music
Lawler, Kenneth	Kinesiology
Le, Tom	Mathematics
Leatham, Wallace	Geology
Lee, Chongui Keith	Mathematics
Leighton, Nita	Electricity/Electronics
Lemieux, Jessy	Chemistry
Lillard, Sheri	Chemistry
Liscum, Huong	Mathematics
Litel, Gerald S.	Accounting
Loera, Manuel M.	Automotive
Lopez, Leonard	Philosophy
Lucier, Bradley	History
Lysak, Michael J.	Physics
Marrs, Tracy	Reading
Matin, Mohammed	Mathematics
Mattson, Susan	Communication Studies
Maurizi, Tamara	Psychiatric Technology
Mayne, Michael	Mathematics
McKeen, Wendy	Chemistry
Melancon, Berchman	Diesel
Metu, Reginald	Computer Information Technology
Micklich, Mark	Chemistry
Milligan, Joshua	Welding
Molle, Laura	Psychiatric Technology
Montgomery, William	Electricity/Electronics
Moore, Zeanissia	Reading
Moran, Omar	English
Mukundan, Ramaa	Geography

Murillo, Charles	English
Murillo, Joan	Biology
Murphy, Joel	English
Nelson, Brandy	Human Services
Nguyen, Benny	Mathematics
Nordstrom, Matthew	Geography
Norris, Windy	Communication Studies
Notarangelo, Joseph	English
Obien, Lorna M.	Mathematics
Orton, Renee	Communication Studies
Parsa, Arya	Biology
Perez, Edward R.	English
Phillips, Anthony W.	Psychiatric Technology
Pielke, Janet	Sociology
Pires, Romana	Sociology
Powell, Michael L.	Kinesiology
Powell, Roger	Computer Information Technology
Price, Brandi	Child Development
Rahman, Mustafizur	Mathematics
Ramirez, Richard	Automotive
Ratigan, James	Kinesiology
Ravanzo, Hudell	Psychiatric Technology
Recinos, Jose	Modern Languages
Reid, Zadock	Mathematics
Robles, Matthew	Geology
Rodriguez, Mike	Political Science
Rounds, Michael	History
Saadat, Ali	Mathematics
Sadjadi, Shahla	Mathematics
Sadler, Roger	Biology
Samson, Danae	English
Scalisi, Carlos R.	Political Science
Scully, Madeleine Matie	Music
Shedd, Dana	Reading
Shereen, Yasmine	Anthropology
Shipp, John	Kinesiology
Shweikeh, Eman	Chemistry
Sievers, Jerry	Automotive
Singh, Jasmeet	Chemistry
Slusser, Michael A.	English
Smith, David	Mathematics
Smith, James	Political Science
Snow, Stephen	History
Sobhanian, Soha	Biology
Stafford, Kathy	Nursing
Stanskas, Peter-John	Chemistry
Stauble, Vernon	Business Administration
Stewart, James	Art
Strom, Brian	Modern Languages
Strong, Teri	Mathematics
Sullivan, John	English
Tefera, Abey	Mathematics

Thistlethwaite, Oliver
Thompson, Melissa
Tolstova, Anna
Torres-Nez, John
Torrez, Michael
Underwood, Bruce
Valcarcel, David
Valdez, Maria
Valle, Samuel
Vasquez, Leo
Vasquez, Mary Lou C.
Vinciullo, Frances
Vito, Christopher
Wallick, Amber D.
Wellenstein, Nick
Wilhite, Cynthia
Williams, Mark
Wilson, Donald
Wilson, Nancy
Worsley, Margaret
Wrightstone, Brad
Yarnelle, E.

Mathematics
Child Development
Physics
Anthropology
Chemistry
Business Calculations
Music
Psychiatric Technology
Electricity/Electronics
Business Administration
Computer Information Technology
Psychology
Sociology
Child Development
Welding Technology
Human Services
Automotive
Automotive
English
Music
Mathematics
Psychology

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Cheryl A. Marshall, President, CHC
Dr. Gloria M. Fisher, President, SBVC

DATE: May 12, 2016

SUBJECT: Consideration of Approval of Amendments of Faculty Chair Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve amendments for Faculty Chair Stipends for Dr. Alisa Aguilar-Kitibutr, John Banola, Amber Contreras and Michael Sheahan for the 2015-2016 academic year.

OVERVIEW

Dr. Ailsa Aguilar-Kitibutr's faculty chair stipend for the Counseling department is increasing from \$9,000.00 to \$14,000.00, effective January 22, 2016, through remainder of Spring semester, due to CTA Contract guidelines and changes in number of faculty in the Counseling Department.

John Banola will be Faculty Chair for the Health & Kinesiology Department for the remainder of the academic year effective February 8, 2016, through remainder of Spring semester, due to the resignation of Dawn Adler.

Amber Contreras and Michael Sheahan will serve as Co-Chairs of the Department of Allied Health Services during the Spring 2016 semester with a stipend of \$1,500 each. Amber Contreras was board approved on June 11, 2015, as Department Chair of Allied Health Services for \$6,000 during the 2015-2016 academic year; however, Amber Contreras is on maternity leave and has agreed to share the responsibilities equally with Michael Sheahan during the Spring 2016 semester. This replaces the board item approved at the March 10, 2016, board meeting.

ANALYSIS

Faculty Chairs are selected by faculty in accordance with an established campus process. Stipends for faculty chair are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

DATE: May 12, 2016

SUBJECT: Consideration of Approval of Appointment of District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Jennifer Blain, Reyna Uribe, Harrison Haddock, Adam Sheble, Sherrie Loewen, Sharon Estrada, Zalina Kakuska, Kathleen Salvesen, Lawrence Mills, Charles Burton, David Cosme, Matthew Robles, and Jeff Klug.

OVERVIEW

The employees on the attached list are recommended for employment.

ANALYSIS

All requirements for employment processing have been completed and Human Resources has cleared the individual(s) for employment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

Jennifer Blain, Administrative Secretary, Office of Instruction, CHC, effective May 31, 2016, Classified Salary Range 37 Step A at \$3,535.00 per month. Replaces Kristina Heilgeist. Funding Source is Instructional General Fund.

Reyna Uribe, Admissions and Records Technician, Admissions and Records, CHC, effective May 13, 2016, Classified Salary Range 32 Step A at \$3,126.00 per month. Replaces Michelle Tinoco. Funding Source is Admissions and Records General Fund.

Harrison Haddock, Laboratory Technician, Environmental Science, CHC, 19 hours per week, effective May 13, 2016, Classified Salary Range 38 Step A at \$1,720.93 per month. Replaces Thomas Crane. Funding Source is Geology General Fund.

Adam Sheble, Aquatic Center Pool Attendant, CHC, 17.5 hours per week, effective May 31, 2016, Classified Salary Range 26 Step A at \$1,178.63 per month. Replaces Amanda Shotts-Marquez. Funding Source is Aquatics General Fund.

Sherrie Loewen, Division Dean, Instruction, CHC, effective July 18, 2016. Management Salary Range 19, Step B at \$113,957.00 annually. Replaces Bharadwaj Hegde. Funding Source is General Fund.

Sharon Estrada, Account Clerk II, Accounting, District, effective May 12, 2016 at Classified Salary Schedule Range 30, Step A, \$2974.00 per month. Funding Source Fiscal General Fund.

Zalina Kakuska, Dispatch Clerk, Police Department, District, effective May 12, 2016 at Classified Salary Schedule Range 30, Step A, \$2974.00 per month. Funding Source Police General Fund.

Kathleen Salvesen, Director of Foundation and Development, KVCR, District, effective May 12, 2016. Management Salary Schedule Range 17, Step A, at \$98,447.00 annually. New Position. Funding Source is KVCR Fund 76.

Lawrence Mills, Tool Room Specialist (Part-time 47.5%), SBVC, effective May 30, 2016, at Classified Salary Range 26, Step A, \$1,279.65 per month. Replacing Moses Gonzalez. Funding Source is Ready to Accelerate My Pathways Grant (RAMP Up).

Charles Burton, Research Assistant – SSSP, SBVC, effective May 30, 2016, at Classified Salary Range 46, Step B, \$4,638.00 per month. New position. Funding Source is Student Success and Support Programs Categorical Fund.

David Cosme, Clerical Assistant II – Financial Aid, SBVC, effective May 30, 2016 at Classified Salary Range 25, Step A, \$2,629.00 per month. Replacing Baybie Scudder. Funding Source is Financial Aid General Fund.

Matthew Robles, Instructor, SBVC, effective August 12, 2016. 177 days of service. Salary placement to be determined upon verification of education and experience. New position. Funding Source Geology General Funds.

Jeff Klug, Director, Police Academy, SBVC, effective May 13, 2016 through June 30, 2016 at sixty percent of Management Salary Schedule Range 15, Step C, \$59,068.20 per year. New position. Funding Source Sheriff's Academy General Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Gloria Fisher, President, SBVC
Dr. Cheryl Marshall, President, CHC

DATE: May 12, 2016

SUBJECT: Consideration of Approval of District Volunteers

RECOMMENDATION

It is recommended that the Board of Trustees approve District volunteers.

OVERVIEW

The individuals on the following list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

Volunteers
May 12, 2016

Crafton Hills College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Medvec, Jessica	Counseling	05/13/2016-06/30/2016
Morris, Ashley	Counseling	05/13/2016-06/30/2016
Wooster, Lauren	Counseling	05/13/2016-06/30/2016

San Bernardino Valley College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Aguilar, Cecilia	Science/Chemistry	06/01/2016-06/30/2016
Baeza, Garrett	Student Services/DSP&S	05/13/2016-06/30/2016
Molina, Nelson	Social Sciences/Athletics	05/13/2016-06/30/2016
Pfeiffer, Lance	Social Sciences/Athletics	05/13/2016-06/30/2016

District

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Rogers, Emmanuel	KVCR-FX	05/13/2016-06/30/2016

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
DATE: May 12, 2016
SUBJECT: Consideration of Approval of Employee Promotion

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of Maria Sylvia Romo.

OVERVIEW

Maria Sylvia Romo, Admission & Records Technician, promoted to Admissions & Records Specialist, SBVC, effective July 25, 2016, at Classified Salary Range 38, Step C, \$3,996.00 per month. Replacing Veada Benjamin. Funding Source is Admissions and Records General Fund.

ANALYSIS

The employee went through the recruitment process and is being recommended for promotion.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

DATE: May 12, 2016

SUBJECT: Consideration of Approval of Employment Rescission

RECOMMENDATION

It is recommended that the Board of Trustees rescind the employment of Anna Marie Moncada.

OVERVIEW

Rescind the employment of Anna Marie Moncada, Financial Aid Specialist I, Financial Aid, CHC, effective March 14, 2016.

ANALYSIS

On February 25, 2016, the Board of Trustees approved the employment of Ms. Moncada. Ms. Moncada did not meet conditions of employment for the position.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

No impact to budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, President, SBVC

DATE: May 12, 2016

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.

OVERVIEW

The following list of employees is submitted for approval.

ANALYSIS

Non-instructional pay is requested on a periodic basis to assist departments with various events on campus or in the community.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

Non-Instructional Pay
May 12, 2016

Crafton Hills College

Abad, Jeremy, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Alder, Mike, Non-instructional pay for outreach, curriculum development and articulation for the Public Safety and Emergency Services program, 04/15/2016* through 06/30/2016, not to exceed \$4,500.00 at \$49.00 per hour. Funding source is CTE Transitions, Enhancement, RAMP-UP grants and Perkins fund.

Anderson, Jonathan, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Beitscher, Jane, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Cannon, Judy, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Cannon, Judy, Non-Instructional pay for attending Reading Apprenticeship training, 05/06/2016* through 05/26/2016, not to exceed 15 hours at \$49.00 per hour, funding source is BSI funds.

Cervantez, Jeff, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Costello, Gerarda, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Cummings, Lou'Rie, Non-Instructional pay for attending counselor training, 04/08/2016* through 04/29/2016, not to exceed six hours at \$49.00 per hour, funding source is CTE Transition grant and CTE Enhancement grant.

deBoer, Frank, Non-instructional pay for outreach opportunities for the Public Safety and Emergency Services program, 04/15/2016* through 06/30/2016, not to exceed \$4,500.00 at \$49.00 per hour. Funding source is CTE Transitions, Enhancement, RAMP-UP grants and Perkins fund.

DiPonio, Gwen, Non-Instructional pay for attending Reading Apprenticeship training, 05/06/2016* through 05/26/2016, not to exceed 15 hours at \$49.00 per hour, funding source is BSI funds.

Edris, Emily, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Gamboa, Benjamin, Non-Instructional pay for developing new curriculum for Geographic Information Systems (GIS), 03/11/2016* through 06/30/2016, not to exceed \$500.00 at \$49.00 per hour, funding source is STEM Pathways grant.

Gunter, Melody, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Hadden, Jay, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Hamlett, Cynthia, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Hellerman, Steve, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Hogrefe, Rick, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Howard, Kristy, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Hughes, Richard, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Katkov, Andre, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Ledoux, Janine, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Lucier, Bradley, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Mansourian, Farhad, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

McKee, Julie, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

McKee, Julie, Non-Instructional pay for attending Reading Apprenticeship training, 05/06/2016* through 05/26/2016, not to exceed 15 hours at \$49.00 per hour, funding source is BSI funds.

McLaren, Meridyth, Non-Instructional pay for attending Reading Apprenticeship training, 05/06/2016* through 05/26/2016, not to exceed 15 hours at \$49.00 per hour, funding source is BSI funds.

Menchaca, Patricia, Non-Instructional pay to serve as Vice President of Academic Senate, 01/19/2016* through 05/26/2016, not to exceed 126 hours at \$49.00 per hour. Funding source is Instruction Office general fund.

Monteil, Liliana, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

O'Shaughnessy, Vonda, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Quintanar, Brittnee, Non-Instructional pay for attending counselor training, 04/08/2016* through 04/29/2016, not to exceed six hours at \$49.00 per hour, funding source is CTE Transition grant and CTE Enhancement grant.

Reese, Gary, Non-instructional pay for outreach opportunities for promoting the Public Safety and Emergency Services program, 04/15/2016* through 06/30/2016, not to exceed \$2,000.00 at \$49.00 per hour. Funding source is CTE Transition grant and RAMP-UP grant.

Reese, Gary, Non-instructional pay for outreach, curriculum development and articulation for the Public Safety and Emergency Services program, 04/15/2016* through 06/30/2016, not to exceed \$4,500.00 at \$49.00 per hour. Funding source is CTE Transitions, Enhancement, RAMP-UP grants and Perkins fund.

Roberts, Charles, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Salt, Kim, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Simonson, Scott, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Sullivan, Dan, Non-instructional pay for outreach opportunities for promoting the Public Safety and Emergency Services program, 04/15/2016* through 06/30/2016, not to exceed \$2,000.00 at \$49.00 per hour. Funding source is CTE Transition grant and RAMP-UP grant.

Sullivan, Dan, Non-instructional pay for outreach, curriculum development and articulation for the Public Safety and Emergency Services program, 04/15/2016* through 06/30/2016, not to exceed \$4,500.00 at \$49.00 per hour. Funding source is CTE Transitions, Enhancement, RAMP-UP grants and Perkins fund.

Torres-Nez, John, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Urbanovich, Jim, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Veldhuis, Stefan, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Williams, Gary, Non-Instructional pay is offered to faculty who take on an honors component with their regular taught course, 01/18/2016* through 05/26/2016, not to exceed \$600.00 at \$49.00 per hour, funding source is honors program general fund.

Williams, Gary, Non-Instructional pay for attending Reading Apprenticeship training, 05/06/2016* through 05/26/2016, not to exceed 15 hours at \$49.00 per hour, funding source is BSI funds.

Wilson, Debbie, Non-Instructional pay for attending counselor training, 04/08/2016* through 04/29/2016, not to exceed six hours at \$49.00 per hour, funding source is CTE Transition grant and CTE Enhancement grant.

Word, Dan, Non-instructional pay for outreach opportunities for promoting the Public Safety and Emergency Services program, 04/15/2016* through 06/30/2016, not to exceed \$2,000.00 at \$49.00 per hour. Funding source is CTE Transition grant and RAMP-UP grant.

Word, Dan, Non-instructional pay for outreach, curriculum development and articulation for the Public Safety and Emergency Services program, 04/15/2016* through 06/30/2016, not to exceed \$4,500.00 at \$49.00 per hour. Funding source is CTE Transitions, Enhancement, RAMP-UP grants and Perkins fund.

Xayaphanthong, Soutsakhone, Non-Instructional pay for attending Reading Apprenticeship training, 05/06/2016* through 05/26/2016, not to exceed 15 hours at \$49.00 per hour, funding source is BSI funds.

*Necessary paperwork not completed timely

San Bernardino Valley College

Barta, Christopher, to develop and update Welding curriculum, 5-13-16 to 6-30-16, not to exceed 25 hours, at \$49.00 per hour. Funding source is Welding General Fund.

Blacksher, Anthony, will develop a cross-disciplinary writing handbook and conduct training workshops for faculty, 5-30-16 to 6-30-16, not to exceed 10 hours, at \$49.00 per hours. Funding source is Basic Skills General Fund.

Fozouni, Daihim, will develop a cross-disciplinary writing handbook and conduct training workshops for faculty, 5-30-16 to 6-30-16, not to exceed 40 hours, at \$49.00 per hours. Funding source is Basic Skills General Fund.

Hunter, Diane, will develop a cross-disciplinary writing handbook and conduct training workshops for faculty, 5-30-16 to 6-30-16, not to exceed 40 hours, at \$49.00 per hours. Funding source is Basic Skills General Fund.

Jones, Edward, will develop a cross-disciplinary writing handbook and conduct training workshops for faculty, 5-30-16 to 6-30-16, not to exceed 40 hours, at \$49.00 per hours. Funding source is Basic Skills General Fund.

King, Melissa, will develop a cross-disciplinary writing handbook and conduct training workshops for faculty, 5-30-16 to 6-30-16, not to exceed 10 hours, at \$49.00 per hours. Funding source is Basic Skills General Fund.

Lee, Dirkson, will develop a cross-disciplinary writing handbook and conduct training workshops for faculty, 5-30-16 to 6-30-16, not to exceed 10 hours, at \$49.00 per hours. Funding source is Basic Skills General Fund.

Milligan, Joshua, to review and collaborate with the industries and other community colleges with aligning and designing new Welding curriculum and/or updating curriculum to meet the needs of the industries and employers, 5-13-16 to 6-30-16, not to exceed 45 hours, at \$49.00 per hours. Funding source is Welding General Fund.

Ortiz, Miguel, to review and collaborate with the industries and other community colleges with aligning and designing new Machine Trades curriculum and/or updating curriculum to meet the needs of the industries and employers, 5-13-16 to 6-30-16, not to exceed 45 hours at, \$49.00 per hour. Funding source is TACCCT (Trade Adjustment Community College Career Training) Grant.

District

Andrews, Breanna: 1.5 hours of non-instructional pay at \$49.00 per hour on *March 30, 2016, for bilingual/bi-literate stipend testing. Funding source is Human Resources General Fund.

Avelar, Amy, 3 hours of non-instructional pay at \$49.00 per hour on *March 18, 2016, for screening committee work on a flex day. Funding source is Human Resources General Fund.

Hinrichs, Guy, 3 hours of non-instructional pay at \$49.00 per hour on *March 18, 2016, for screening committee work on a flex day. Funding source is Human Resources General Fund.

McLaren Meridyth, 3 hours of non-instructional pay at \$49.00 per hour on *March 18, 2016, for screening committee work on a flex day. Funding source is Human Resources General Fund.

Sogomonian, Nori: 2.0 hours of non-instructional pay at \$49.00 per hour on *March 30, 2016, for bilingual/bi-literate stipend testing. Funding source is Human Resources General Fund.

*Necessary paperwork not completed timely

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Lisa Norman
Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Lisa Norman
Vice Chancellor, Human Resources & Employee Relations
DATE: May 12, 2016
SUBJECT: Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Professional Expert, Short-Term, and Substitute Employees.

OVERVIEW

The following list of Professional Expert, Short-Term, and Substitute Employees is submitted for approval.

ANALYSIS

Approval of Professional Expert, Short-Term, and Substitute Employees is essential to the operation and needs of the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2015-16 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Professional Expert Hourly Employees

May, 2016

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Fuller, Brent	Public Safety and Emergency Services	CHC	Lab Inst/Primary Inst/EMS Specialist	5/13/16	6/30/16	\$20.00/\$25.00/\$30.00 per hr.
Gloueman, Corey	Respiratory Care Department	CHC	Respiratory Care Clinical	6/10/16	6/30/16	\$40.00
Parker, Jacob	Respiratory Care Department	CHC	Respiratory Care Clinical	6/10/16	6/30/16	\$40.00
Bunyea, Carolina	EDTC	DIST	Workforce Development/ PDC Trainer	5/13/16	6/30/16	\$50.00
Campa, Mario	EDTC	DIST	Workforce Development/ PDC Trainer	5/13/16	6/30/16	\$50.00
Nicholas, Rex	EDTC	DIST	Workforce Development/ PDC Trainer	5/13/16	6/30/16	\$50.00
Gunzel, Brandon	KVCR	DIST	Closed Captioning Editing	5/13/16	6/30/16	\$10.00
Style, Timothy	KVCR	DIST	Editor	5/16/16	6/30/16	\$28.00
Sysawang, Brittany	Applied Technology Division- Culinary Arts	SBVC	Program Assistant	6/1/16	6/30/16	\$20.00
Rogers-Earl, Clover	Geography	SBVC	Tutor II	5/16/16	6/30/16	\$12.00
Smith, Michelle	Geology	SBVC	Tutor II	5/16/16	6/30/16	\$12.00
Davis, Cynthia	GIS/Geography	SBVC	Tutor II	5/16/16	6/30/16	\$12.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT						
Short Term Hourly Employees						
May, 2016						
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Olson, Lauren	Marketing & Public Relations	CHC	Program Assistant I	6/1/16	6/30/16	\$10.00
Riggs, Jacob	Aquatics/Admin Services	CHC	Lifeguard	5/13/16	6/30/16	\$12.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT							
Substitute Employees							
May, 2016							
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate	Justification
Simonian, Jasmine M	Admissions & Records	CHC	Admissions & Records Technician	3/13/16	5/13/16	\$17.97	Ext: For employee working Out of Class
Uribe, Reyna	Admissions & Records	CHC	Admissions & Records Technician	3/17/16	5/12/16	\$17.97	Ext: Vacancy. In recruitment.
Demers, Dora	Counseling	CHC	Secretary II	3/21/16	5/20/16	\$18.41	New: Vacancy K. Mendez. In recruitment.
Flores, Jason	Custodial	CHC	Custodian I	6/18/16	6/30/16	\$15.87	Ext: Vacancy. In recruitment.
Sullivan, Jordan	Student Services	CHC	Student Services Technician I	3/24/16	6/16/16	\$17.09	Ext: Vacancy. In recruitment.

Saenz, Samuel	CSO	DIST	Campus Security Officer	3/24/16	5/23/16	\$16.69	(New: On Call vacancy in active recruitment/sick/vacation coverage.
Taylor, Alyssa	CSO	DIST	Campus Security Officer	4/5/16	6/4/16	\$16.69	(New: On Call vacancy in active recruitment/sick/vacation coverage.
Lopez, Rosa	Custodial	DIST	Custodian I	3/1/16	4/30/16	\$17.52	(New: On Call vacancy in active recruitment/sick/vacation coverage.
Lappham, Garrett	KVCR	DIST	Broadcast Tech	5/6/16	6/30/16	\$20.82	Extension: Vacancy Need multiple subs for coverage – 24/7 position.
Miller, Donald	KVCR	DIST	Broadcast Tech	5/6/16	6/30/16	\$20.82	Extension: Vacancy Need multiple subs for coverage – 24/7 position.
Porter, Janine	KVCR	DIST	Broadcast Tech	3/5/16	5/5/16	\$20.82	Extension: Vacancy Need multiple subs for coverage – 24/7 position.
Shaff, Joseph	KVCR	DIST	Broadcast Tech	5/6/16	6/30/16	\$20.82	Extension: Vacancy Need multiple subs for coverage – 24/7 position.
Martinez, Anabel	Administrative Services	SBVC	Switchboard Operator	4/13/16	6/13/16	\$15.11	Ext: On Call for sick/vacation coverage.
Mills, Lawrence	Applied Technology	SBVC	Tool Room Specialist	4/4/16	6/3/16	\$15.48	Ext: On Call for sick/vacation coverage.
Robles, Sandra	Chemistry	SBVC	Lab Tech	4/18/16	6/18/16	\$20.82	(New: On Call vacancy in active recruitment/sick/vacation coverage.

Tamayo, Matty	Child Development Center	SBVC	Child Development Assistant	4/8/16	6/6/16	\$13.35	Ext: On Call for sick/vacation coverage.
Hernandez, Amber	Custodial	SBVC	Custodian I	3/1/16	4/1/16	\$15.87	(duplicated previous ext date listed on February board Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Smith, Fredrick	Custodial	SBVC	Custodian I	4/11/16	5/31/16	\$15.87	(New: On Call vacancy in active recruitment/sick/vacation coverage.
Burk-Bryant, Gloria	Custodial	SBVC	Custodian	6/2/16	6/30/16	\$15.87	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Mulgado, Irene	Custodial	SBVC	Custodian	6/2/16	6/30/16	\$15.87	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Ritchie, Ernest	Custodial	SBVC	Custodian	4/1/16	6/1/16	\$15.87	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Smith, Fredrick	Custodial	SBVC	Custodian	4/1/16	6/1/16	\$15.87	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Morris, Dorothy	Food Service	SBVC	Food Service Worker	6/10/16	6/30/16	\$12.71	Ext: On Call for sick/vacation coverage.
Albarran, Virginia	Food Services	SBVC	Food Service Worker I	4/6/15	6/6/16	\$12.71	Vacancy. In recruitment.
Garcia, Cynthia	Food Services	SBVC	Food Service Worker I	4/6/15	6/6/16	\$12.71	(New: On Call - sick coverage.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

DATE: May 12, 2016

SUBJECT: Consideration of Approval of Reclassifications

RECOMMENDATION

It is recommended that the Board of Trustees approve the reclassifications of the following employees:

- Benjamin Gamboa, Crafton Hills College
- Laura Oliver, Crafton Hills College
- Kevin Limoges, Crafton Hills College
- Shane Veloni, Crafton Hills College

OVERVIEW

The following employees submitted a Request for Consideration of Position Reclassification. The California School Employees Association (CSEA) and Human Resources reviewed the requests and recommended approval to reclassify:

- Benjamin Gamboa, Research Analyst (Range 54 D) to Senior Research and Planning Analyst (Range 58 A – Retroactive to October 1, 2015)
- Laura Oliver, Secretary I (Range 29 B) to Administrative Secretary (Range 37 A – Retroactive to February 1, 2016)
- Kevin Limoges, Computer Technician (Range 38 C) to Technology Support Specialist I (Range 46 A – Retroactive to August 1, 2015) At .475 FTE
- Shane Veloni, Senior Multimedia Specialist (Range 38 E) to Technology Support Specialist II (Range 50 A – Retroactive to November 1, 2015)

ANALYSIS

The employees based their requests for position reclassification on the accretion of duties and responsibilities in their respective positions.

Benjamin Gamboa, Research Analyst, CHC, has been performing duties as set forth in the new job description, Senior Research and Planning Analyst. The Interim Executive Director of Research, Planning & Institutional Effectiveness, Keith Wurtz, initiated the

request for reclassification of Benjamin Gamboa to Senior Research and Planning Analyst.

Laura Oliver, Secretary I, CHC, Office of Instruction, has been performing and is responsible for providing support to senior management staff. Advancement to the Administrative Secretary level is based on demonstrated proficiency and at the discretion of the immediate supervisor. The Dean of Letters, Arts & Mathematics, Mark Snowwhite, initiated the request for reclassification of Laura Oliver to Administrative Secretary.

Kevin Limoges, Computer Technician, CHC, has been responsible for the operation, management, support, and maintenance of computer network hardware and software systems in support of administrative and instructional users in his assigned department(s). The Campus Director of Technology Services, Wayne Bogh, recommended the reclassification of Kevin Limoges to Technology Support Specialist I.

With the changes in technology and the absorption of Audiovisual into Campus Technology Services, Shane Veloni, Senior Multimedia Specialist, CHC, has been responsible for the operation, management, support, and maintenance of computer network hardware and software systems in support of administrative and instructional users in his assigned department(s). The Campus Director of Technology Services, Wayne Bogh, recommended the reclassification of Shane Veloni to Technology Support Specialist II.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

The reclassification implications are as follows:

- Benjamin Gamboa, Research Analyst (Range 54 D) to Senior Research and Planning Analyst (Range 58 A – Retroactive to October 1, 2015)
- Laura Oliver, Secretary I (Range 29 B) to Administrative Secretary (Range 37 A – Retroactive to February 1, 2016)
- Kevin Limoges, Computer Technician (Range 38 C) to Technology Support Specialist (Range 46 A – Retroactive to August 1, 2015) At .475 FTE
- Shane Veloni, Senior Multimedia Specialist (Range 38 E) to Technology Support Specialist II (Range 50 A – Retroactive to November 1, 2015)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: May 12, 2016
SUBJECT: Consideration of Approval of Purchase Order Report

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of purchase orders.

OVERVIEW

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days. All Purchase Orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

ANALYSIS

Purchase Orders between the ranges of 164261 - 164881 are attached for approval, except those approved through the contract agenda items. Purchase Orders are detailed by number, vendor, purpose, and amount.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2015/2016 budget.

Purchase Order Report
May 12, 2016

PO#	Vendor Name	Purchase Order Description	Amount
164646	POWELL, MICHAEL L	Athletic Entry Fees	600
164645	POWELL, MICHAEL L	Athletic Entry Fees	300
164420	SYSCO RIVERSIDE INC	CDC Food Supplies	26,364.00
164869	SBVC BOOKSTORE	Classroom Textbooks	606.2
164656	SBVC BOOKSTORE	Commencement Supplies	387.54
164591	MCLAREN, MERIDYTH	Conference	55
164312	US BANK CORPORATE PMT SYSTEMS	Conference	565
164297	TAYLOR, ALYSSA	Conference	30.12
164298	DURAN, RICARDO	Conference	30.12
164662	GRISHOW, KEVIN	Conference	200
164592	URBANOVIK, JAMES	Conference	405
164311	ZINN, WENDY	Conference	50
164266	CHAVIRA, REJOICE C	Conference	837
164595	BLANQUET, FRANCISCO	Conference	27.8
164600	CRUZ, ALFREDO	Conference	31.54
164644	YAMAMOTO, JUNE	Conference	200
164310	MARSHALL, CHERYL A	Conference	334.8
164415	LUKE, CRAIG	Conference	224
164416	RODRIGUEZ, OSCAR	Conference	224
164413	MARRUJO, MONIQUE	Conference	624.84
164417	MELLO, BRANDICE	Conference	707.46
164807	MORENO, MARIANA	Conference	1,323.46
164547	MESTAS, MARIE D	Conference	50
164558	US BANK CORPORATE PMT SYSTEMS	Conference	754.91
164780	US BANK CORPORATE PMT SYSTEMS	Conference	497.21
164798	RODRIGUEZ, OSCAR	Conference	270
164808	MOODY, AMANDA	Conference	388
164859	CARLOS, RAYMOND	Conference	302
164533	ALLIANCE OF HSI EDUCATORS	Conference	450
164534	GABRIEL-MILLETTE, CHRISTIE	Conference	725
164781	US BANK CORPORATE PMT SYSTEMS	Conference	475
164315	INLAND EMPIRE ECONOMIC	Conference	129.12
164594	HONORS TRANSFER COUNCIL OF CA	Conference	800
164290	CCLC/CCCAA	Conference	400
164466	RUSH, STEVE	Conference	132
164484	CABRALES, JOE	Conference	132
164487	ANDREWS, BREANNA	Conference	1,282.20
164620	ALVAREZ, JASON	Conference	224
164649	MESTAS, MARIE D	Conference	750
164588	YAMAMOTO, JUNE	Conference	1,074.17
164317	STERNARD, EVAN	Conference	495
164333	HOLIDAY INN GOLDEN GATEWAY	Conference	5,439.57
164467	RODRIGUEZ, NATIVIDAD	Conference	1,090.40
164291	CALWORKS ASSOCIATION	Conference	3,825.00
164818	HOFFMANN, DONNA	Conference	817.8

Purchase Order Report
May 12, 2016

164673 LIEBERT CASSIDY WHITMORE	Conference	85
164623 MYERS, KATE	Conference	219
164771 YAMAMOTO, JUNE	Conference	1,079.00
164341 MANIAOL, ALBERT	Conference	1,300.00
164299 ASK, LADAN	Conference	333
164300 HENKLE, LISA	Conference	226
164278 SAN BERNARDINO COUNTY SHERIFF	Conference	116
164453 US BANK CORPORATE PMT SYSTEMS	Conference	268.7
164677 RIVERSIDE COUNTY SCHOOL	Conference	185
164783 US BANK CORPORATE PMT SYSTEMS	Conference	268.7
164669 MAURIZI, TAMARA	Conference	90
164736 STAFFORD, KATHY	Conference	90
164461 SOSA, GIOVANNI	Conference	530
164554 LEIGHTON GRAHAM, NITA G	Conference	250
164652 US BANK CORPORATE PMT SYSTEMS	Conference	2,200.00
164676 SAN BERNARDINO COUNTY SCHOOL	Conference	45
164679 SINGER, DONALD L	Conference	200
164393 US BANK CORPORATE PMT SYSTEMS	Conference	750
164394 SHABAZZ, RICKY	Conference	150
164535 US BANK CORPORATE PMT SYSTEMS	Conference	347
164678 COUNTY OF SAN BERNARDINO	Conference	50
164313 DOUBLETREE HILTON ANAHEIM	Conference	790
164346 AYCOCK, LARRY	Conference	831
164334 CACCRAO	Conference	295
164294 GREGORY, LESLIE	Conference	157.4
164338 US BANK CORPORATE PMT SYSTEMS	Conference	175
164589 GROFF, RICK	Conference	482.82
164590 SULLIVAN, DANIEL	Conference	117.18
164618 LEVESQUE, ROBERT	Conference	576.19
164305 US BANK CORPORATE PMT SYSTEMS	Conference	3,000.00
164306 US BANK CORPORATE PMT SYSTEMS	Conference	3,200.00
164307 WISEGARVER, LILLIAN	Conference	2,700.00
164814 JONES, DIANNA	Conference	716
164619 LEVESQUE, ROBERT	Conference	513.31
164585 JOHNSON, WALLACE	Conference	1,000.00
164642 ZINN, WENDY	Conference	1,600.00
164650 FRED PRYOR SEMINARS	Conference	138.24
164671 PACIFICA SUITES	Conference	1,624.20
164552 FRED PRYOR SEMINARS	Conference	99
164666 LEVESQUE, ROBERT	Conference	478.61
164784 US BANK CORPORATE PMT SYSTEMS	Conference	103
164790 SOSA, GIOVANNI	Conference	103
164822 GUNDERSEN, CYNDI	Conference	103
164567 HOLBROOK, JAMES	Conference	241
164568 WORD, DANIEL	Conference	240.94
164672 COUNTRY INN & SUITES	Conference	1,295.84
164801 PARADA, OSMAN	Conference	800

Purchase Order Report
May 12, 2016

164643 DEMSKY, DR JEFFREY	Conference	1,000.00
164776 VALDEMAR, MARY	Conference	450
164810 KRACHER, GLORIA	Conference	450
164823 GROTKE, ANGELA	Conference	450
164864 BEAVOR, AARON V	Conference	450
164866 BOJORQUEZ, ANA	Conference	450
164779 US BANK CORPORATE PMT SYSTEMS	Conference	308.01
164877 CHAVIRA, REJOICE C	Conference	1,052.00
164500 P&L MARKETING INC	Conference	400
164502 MYERS & BRIGGS FOUNDATION	Conference	1,815.00
164584 CAREER TRACK	Conference	169
164809 MIDDLE COLLEGE NATIONAL CONSOR	Conference	850
164819 HARRIS, KASHAUNDA	Conference	696.96
164364 CONTRERAS, AMBER	Conference	222.54
164365 SHEAHAN, MICHAEL	Conference	239.6
164366 BELL, REYNALDO	Conference	823.3
164367 ROJAS, DANIEL	Conference	824.5
164608 ACOSTA, JHOANN	Conference	710
164609 NUNEZ, EDWARD	Conference	710
164610 UNDERWOOD, ROBIN ELISE	Conference	710
164611 US BANK CORPORATE PMT SYSTEMS	Conference	510
164345 LOPEZ, ALMA	Conference	1,378.00
164607 HOBSONS UNIVERSITY	Conference	2,495.00
164648 ACADEMIC SENATE, THE	Conference	495
164674 US BANK CORPORATE PMT SYSTEMS	Conference	7,000.00
164675 US BANK CORPORATE PMT SYSTEMS	Conference	10,000.00
164262 RP GROUP, THE	Conference	12,500.00
164668 DE MARCO, SANDI	Conference	90
164845 COUNCIL FOR RESOURCE DEVELOP	Dues & Memberships	350
164336 3C4A	Dues & Memberships	125
164396 BRAILLE AUTHORITY OF NORTH AME	Dues & Memberships	1,000.00
164494 STUDENT AFRICAN AMERICAN	Dues & Memberships	5,000.00
164321 GRAINGER INC W W	Equipment	2,938.68
164323 VASQUEZ, TATIANA	Equipment	301.15
164327 DIGITAL BUYER	Equipment	1,411.12
164330 STAPLES	Equipment	617.92
164335 PASCO SCIENTIFIC	Equipment	754.36
164380 VERNIER SOFTWARE & TECHNOLOGY	Equipment	3,015.34
164382 VALLEY POWER SYSTEMS	Equipment	29,963.40
164397 ROTTLER	Equipment	6,057.72
164400 KLEIN EDUCATIONAL SYSTEMS	Equipment	24,997.20
164406 TOOLSOURCE.COM	Equipment	5,415.44
164407 CM SCHOOL SUPPLY CO	Equipment	2,437.71
164408 CONSULAB EDUCATECH INC	Equipment	18,878.40
164411 THOMPSON PLUMBING SUPPLY	Equipment	3,362.33
164418 AIRCRAFT SPRUCE & SPECIALTY	Equipment	769.12
164452 WARD'S NATURAL SCIENCE EST INC	Equipment	2,111.40

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164455 TASER INTERNATIONAL INC	Equipment	8,669.88
164469 MCMaster-CARR SUPPLY CO	Equipment	2,466.06
164476 HAMPDEN ENGINEERING CORP	Equipment	47,597.89
164481 COLOR CONSULTANTS INC	Equipment	12,211.86
164488 ALLIED REFRIGERATION INC	Equipment	5,823.50
164490 AIRGAS USA LLC	Equipment	6,339.90
164491 AIRGAS USA LLC	Equipment	1,690.54
164501 SARGENT WELCH	Equipment	1,587.17
164503 CUMMINS CAL PACIFIC	Equipment	3,648.89
164508 BEE LINE COMPANY	Equipment	20,823.01
164509 WESTESCO	Equipment	10,269.42
164510 GRAINGER INC W W	Equipment	8,447.97
164512 NATIONAL BUSINESS FURNITURE	Equipment	4,807.93
164513 EMERSON CLIMATE TECHNOLOGIES	Equipment	5,461.73
164516 SYSCO FOOD SERVICES	Equipment	9,920.16
164518 CONSULAB EDUCATECH INC	Equipment	7,290.00
164519 MATCO TOOLS	Equipment	2,566.62
164520 BMI	Equipment	2,160.60
164525 KEYSTONE AUTOMOTIVE	Equipment	945
164532 TURF STAR INC	Equipment	87,518.11
164545 B&H PHOTO VIDEO	Equipment	1,058.40
164555 ADVANCED EXERCISE EQUIPMENT	Equipment	52,996.67
164559 GOLF CARS OF RIVERSIDE	Equipment	50,869.98
164566 KEYSTONE AUTOMOTIVE	Equipment	4,828.76
164570 MSC INDUSTRIAL DIRECT	Equipment	3,106.93
164575 HARBOR FREIGHT TOOLS CO	Equipment	319.62
164586 VASQUEZ, TATIANA	Equipment	609.74
164685 DIGITAL BUYER	Equipment	1,482.78
164689 NAPA AUTO PARTS	Equipment	3,820.58
164694 CES COMPOSITES	Equipment	17,205.00
164699 SEHI COMPUTER PRODUCTS INC	Equipment	882.61
164701 DISPLAYS2GO	Equipment	1,016.13
164704 PEACEKEEPER PRODUCTS INTL	Equipment	1,561.55
164710 CM SCHOOL SUPPLY CO	Equipment	624.24
164716 ASW DIAMOND PRODUCTS	Equipment	488.48
164719 VERIZON WIRELESS	Equipment	405.59
164720 MBA DESIGN & DISPLAY PRODUCTS	Equipment	960.6
164774 WILBUR'S POWER EQUIPMENT	Equipment	300
164847 MEDICAL SHIPMENT	Equipment	8,949.00
164851 BMI SUPPLY	Equipment	3,018.72
164856 ARMSTRONG MEDICAL	Equipment	1,121.16
164861 STAPLES	Equipment	1,824.97
164867 STAPLES	Equipment	6,384.87
164871 HARLOW'S KITCHEN CONCEPTS	Equipment	408.12
164876 B&H PHOTO VIDEO	Equipment	2,191.08
164854 ROCKY MOUNTAIN COMMUNICATION	Equipment ☐	15,228.00
164391 SOUTHERN CALIFORNIA GAS CO	Gas Utilities	29,608.00

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164268 SCIENCE LAB SUPPLIES	Instructional Supplies	769.86
164272 US PLASTICS	Instructional Supplies	613.21
164289 BONE CLONES	Instructional Supplies	1,580.04
164293 STAPLES	Instructional Supplies	2,292.63
164295 WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	4,070.16
164296 CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	4,039.88
164301 MOUSER ELECTRONICS	Instructional Supplies	77.36
164308 SARGENT WELCH	Instructional Supplies	50.44
164309 BRONSON INVESTMENTS INC	Instructional Supplies	207.31
164314 NILES BIOLOGICAL INC	Instructional Supplies	274.05
164328 HILLCO FASTNER WAREHOUSE	Instructional Supplies	1,165.94
164339 WAXIE SANITARY SUPPLY	Instructional Supplies	403.2
164340 TRIARCH INC	Instructional Supplies	845.1
164344 OLYMPUS AMERICA INC	Instructional Supplies	209.52
164347 FLINN SCIENTIFIC INC	Instructional Supplies	154.44
164350 FORESTRY SUPPLIERS INC	Instructional Supplies	511.47
164358 ELECTRONIX EXPRESS	Instructional Supplies	299.02
164362 FLINN SCIENTIFIC INC	Instructional Supplies	876.67
164363 WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	189.31
164368 FLINN SCIENTIFIC INC	Instructional Supplies	233.7
164369 BOUND TREE MEDICAL	Instructional Supplies	379.47
164370 LAERDAL MEDICAL CORPORATION	Instructional Supplies	113.68
164392 WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	389.66
164395 STAPLES	Instructional Supplies	255.85
164423 STAPLES	Instructional Supplies	646
164427 SARGENT WELCH	Instructional Supplies	270.38
164429 SAINSMART	Instructional Supplies	64.79
164431 MSC INDUSTRIAL DIRECT	Instructional Supplies	220.64
164432 MCM ELECTRONICS	Instructional Supplies	539.89
164435 GENUINE AUTO PARTS	Instructional Supplies	824.74
164436 GENUINE AUTO PARTS	Instructional Supplies	105.96
164437 FORESTRY SUPPLIERS INC	Instructional Supplies	1,363.98
164438 FLINN SCIENTIFIC INC	Instructional Supplies	2,890.46
164439 FISHER SCIENTIFIC	Instructional Supplies	673.61
164448 B & B INDUSTRIAL SUPPLY	Instructional Supplies	557.35
164451 WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	1,803.39
164462 SCANTRON CORPORATION	Instructional Supplies	71.23
164468 NAPA AUTO PARTS	Instructional Supplies	1,291.36
164470 MATHESON TRI-GAS INC	Instructional Supplies	418.78
164471 JOHNSTONE SUPPLY	Instructional Supplies	1,314.11
164473 IDEAL PRINT SOLUTIONS	Instructional Supplies	808.31
164474 HOME DEPOT, THE	Instructional Supplies	3,451.86
164477 ERA	Instructional Supplies	1,979.61
164478 DESERT DIAMOND INDUSTRIES	Instructional Supplies	2,275.00
164479 CYNMAR CORPORATION	Instructional Supplies	2,409.72
164480 COLTON TRUCK SUPPLY	Instructional Supplies	4,110.19
164482 CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	2,082.04

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164483 CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	1,539.00
164489 ALLIED REFRIGERATION INC	Instructional Supplies	5,439.94
164522 STAPLES	Instructional Supplies	821.46
164538 STAPLES	Instructional Supplies	619.37
164553 FLINN SCIENTIFIC INC	Instructional Supplies	3,056.27
164556 SNAP-ON INDUSTRIAL	Instructional Supplies	3,100.37
164565 POCKET NURSE	Instructional Supplies	1,932.83
164569 AIRCRAFT SPRUCE & SPECIALTY	Instructional Supplies	1,621.15
164572 MSC INDUSTRIAL DIRECT	Instructional Supplies	778.73
164573 TRIANGLE ENGINEERING INC	Instructional Supplies	3,207.60
164574 HARBOR FREIGHT TOOLS CO	Instructional Supplies	1,611.05
164576 ACME TOOLS	Instructional Supplies	62.63
164603 SCIENCE LAB SUPPLIES	Instructional Supplies	7,534.91
164614 INDUSTRIAL METAL SUPPLY CO	Instructional Supplies	1,598.05
164622 FORMAL FASHIONS INC	Instructional Supplies	1,229.04
164631 MCMaster-CARR SUPPLY CO	Instructional Supplies	1,634.67
164635 OPTICSPLANET INC	Instructional Supplies	2,021.76
164638 GRAINGER INC	Instructional Supplies	299.24
164639 STAPLES	Instructional Supplies	358.62
164641 ULTIMATE GLOBES	Instructional Supplies	312.12
164684 NILES BIOLOGICAL INC	Instructional Supplies	268.99
164693 BONE CLONES	Instructional Supplies	85.32
164700 PUBLIC SAFETY OUTFITTERS	Instructional Supplies	497.95
164706 CHC BOOKSTORE	Instructional Supplies	50
164708 MATHESON TRI-GAS INC	Instructional Supplies	242.89
164709 MATHESON TRI-GAS INC	Instructional Supplies	242.89
164721 BLICK ART MATERIALS	Instructional Supplies	673.87
164747 NAPA AUTO PARTS	Instructional Supplies	1,438.74
164748 MSC INDUSTRIAL DIRECT	Instructional Supplies	357.27
164753 HARBOR FREIGHT TOOLS CO	Instructional Supplies	735.87
164773 WILBUR'S POWER EQUIPMENT	Instructional Supplies	200
164800 POCKET NURSE	Instructional Supplies	1,182.07
164803 NIKON INSTRUMENTS INC	Instructional Supplies	1,455.75
164806 MUSICIAN'S FRIEND	Instructional Supplies	2,756.66
164826 FLINN SCIENTIFIC INC	Instructional Supplies	1,621.22
164858 SBCCD	Instructional Supplies	35
164870 BOUND TREE MEDICAL	Instructional Supplies	464.55
164571 GRIZZLY INDUSTRIAL INC	Instructional Supplies	1,576.67
164749 MOUSER ELECTRONICS	Instructional Supplies	808.8
164507 STAPLES	IT Equipment	700.92
164521 AIS	IT Equipment	2,345.76
164548 AVI SPL	IT Equipment	1,073.63
164549 AVI SPL	IT Equipment	4,568.40
164561 TROXELL COMMUNICATIONS INC	IT Equipment	6,767.06
164683 STAPLES	IT Equipment	1,931.88
164688 SEHI COMPUTER PRODUCTS INC	IT Equipment	4,106.16
164707 SEHI COMPUTER PRODUCTS INC	IT Equipment	1,886.22

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164715 APPLE COMPUTER INC	IT Equipment	1,168.56
164755 DIGITAL NETWORKS GROUP INC	IT Equipment	9,259.07
164756 DIGITAL NETWORKS GROUP INC	IT Equipment	9,259.07
164775 WESTERN AUDIO VISUAL	IT Equipment	16,584.93
164723 US BANK CORPORATE PMT SYSTEMS	Laundry	300
164578 MIDWEST LIBRARY SERVICE	Library Books Expansion	480.96
164504 ECOLINE INDUSTRIAL SUPPLY INC	Maintenance Supplies	1,785.41
164304 INSIGHT MEDIA	Media	3,674.16
164705 CALIFORNIA NEWSREEL	Media	327.84
164766 BARNES & NOBLE INC	Media	27.64
164267 BEST BUY BUSINESS	Non-Instructional Supplies	53.99
164288 STAPLES	Non-Instructional Supplies	352.64
164319 BIO-RAD LABORATORIES	Non-Instructional Supplies	162
164446 BATTERY WAREHOUSE DIRECT.COM	Non-Instructional Supplies	257.41
164449 ASW DIAMOND PRODUCTS	Non-Instructional Supplies	223.84
164460 STAPLES	Non-Instructional Supplies	180.83
164486 B&H PHOTO VIDEO	Non-Instructional Supplies	1,080.49
164515 BMI SUPPLY	Non-Instructional Supplies	1,903.60
164517 OLIVER, MELINDA	Non-Instructional Supplies	890.15
164577 STAPLES	Non-Instructional Supplies	1,258.92
164722 123 OFFICE SOLUTION INC	Non-Instructional Supplies	5,184.00
164726 STAPLES	Non-Instructional Supplies	131.88
164735 STAPLES	Non-Instructional Supplies	163.12
164793 SCHOOL OUTFITTERS	Non-Instructional Supplies	5,351.13
164794 SCHOOL OUTFITTERS	Non-Instructional Supplies	9,927.97
164802 OLIVER, MELINDA	Non-Instructional Supplies	772.7
164873 STAPLES	Non-Instructional Supplies	134.67
164875 STAPLES	Non-Instructional Supplies	934.86
164878 BIOQUIP PRODUCTS	Non-Instructional Supplies	249.58
164331 STAPLES	Non-Instructional Supplies	218.7
164857 STAPLES	Non-Instructional Supplies	308.24
164270 STAPLES	Non-Instructional Supplies	863.28
164282 VASQUEZ, TATIANA	Non-Instructional Supplies	109
164283 VWR INTERNATIONAL LLC	Non-Instructional Supplies	278.35
164286 SBVC BOOKSTORE	Non-Instructional Supplies	722.52
164318 SEHI COMPUTER PRODUCTS INC	Non-Instructional Supplies	77.28
164354 SARGENT WELCH	Non-Instructional Supplies	291.97
164355 MEYER EDUCATIONAL PRODUCTS	Non-Instructional Supplies	210.6
164356 PACKAGING HORIZONS CORP	Non-Instructional Supplies	118.79
164357 IRLIN INSTITUTE	Non-Instructional Supplies	179.92
164359 MILLER, SARAH	Non-Instructional Supplies	24.49
164361 BATTLE, YENDIS	Non-Instructional Supplies	5.99
164381 STAPLES	Non-Instructional Supplies	534.21
164386 STAPLES	Non-Instructional Supplies	429.58
164387 STAPLES	Non-Instructional Supplies	140.88
164421 SYSCO FOOD SERVICES	Non-Instructional Supplies	19,033.00
164422 STAPLES	Non-Instructional Supplies	1,327.78

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164424 STAPLES	Non-Instructional Supplies	346.51
164430 NEOPOST	Non-Instructional Supplies	247.51
164454 TROXELL COMMUNICATIONS INC	Non-Instructional Supplies	2,552.26
164456 STAPLES	Non-Instructional Supplies	1,009.94
164457 STAPLES	Non-Instructional Supplies	1,498.30
164458 STAPLES	Non-Instructional Supplies	61.79
164459 STAPLES	Non-Instructional Supplies	248.49
164464 SBVC BOOKSTORE	Non-Instructional Supplies	21,010.00
164475 HARRIS, DENNIS	Non-Instructional Supplies	761.55
164493 STAPLES	Non-Instructional Supplies	772.29
164514 STAPLES	Non-Instructional Supplies	552.68
164523 STAPLES	Non-Instructional Supplies	413.66
164526 STAPLES	Non-Instructional Supplies	443.96
164527 STAPLES	Non-Instructional Supplies	367.26
164528 STAPLES	Non-Instructional Supplies	119.51
164550 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	942.31
164560 STAPLES	Non-Instructional Supplies	82.87
164563 STAPLES	Non-Instructional Supplies	909.39
164564 TOTAL PHARMACY SUPPLY	Non-Instructional Supplies	2,380.94
164579 STAPLES	Non-Instructional Supplies	66.1
164580 STAPLES	Non-Instructional Supplies	202.74
164593 STAPLES	Non-Instructional Supplies	144.05
164596 SBVC BOOKSTORE	Non-Instructional Supplies	1,000.00
164616 STAPLES	Non-Instructional Supplies	547.6
164617 SCANTRON CORPORATION	Non-Instructional Supplies	33.2
164624 INTERNATIONAL SECURITY PRODUCT	Non-Instructional Supplies	2,247.38
164625 STAPLES	Non-Instructional Supplies	60.17
164626 INMARK	Non-Instructional Supplies	146.37
164627 STAPLES	Non-Instructional Supplies	325.96
164628 IRLIN INSTITUTE	Non-Instructional Supplies	780.57
164630 STAPLES	Non-Instructional Supplies	69.29
164632 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	26.03
164636 STAPLES	Non-Instructional Supplies	4,189.02
164637 PARTS TOWN	Non-Instructional Supplies	810.26
164640 DISPLAYS2GO	Non-Instructional Supplies	303.08
164686 STAPLES	Non-Instructional Supplies	1,202.58
164692 SBVC BOOKSTORE	Non-Instructional Supplies	1,210.00
164702 COMPUTERIZED EMBROIDERY CO	Non-Instructional Supplies	736.56
164703 STAPLES	Non-Instructional Supplies	613.61
164711 HOUGHTON MIFFLIN HARCOURT	Non-Instructional Supplies	544.35
164712 STAPLES	Non-Instructional Supplies	855.85
164713 STAPLES	Non-Instructional Supplies	133.88
164717 STAPLES	Non-Instructional Supplies	414.33
164732 STAPLES	Non-Instructional Supplies	805.92
164733 STAPLES	Non-Instructional Supplies	2,951.03
164734 STAPLES	Non-Instructional Supplies	609.58
164745 PIONEER ATHLETICS	Non-Instructional Supplies	334.8

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164778 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	105.48
164796 SBVC FOOD SERVICES	Non-Instructional Supplies	67.5
164825 FORESTRY SUPPLIERS INC	Non-Instructional Supplies	285.98
164846 CAMPUS MARKETING SPECIALISTS	Non-Instructional Supplies	521.81
164849 STAPLES	Non-Instructional Supplies	1,025.89
164863 CDW GOVERNMENT INC	Non-Instructional Supplies	195.89
164868 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	942.31
164874 AVI SPL	Non-Instructional Supplies	1,737.50
164442 CHC BOOKSTORE	Non-Instructional Supplies	324
164598 STAPLES	Non-Instructional Supplies	795.76
164633 STAPLES	Non-Instructional Supplies	196.25
164524 STAPLES	Non-Instructional Supplies	1,600.10
164865 STAPLES	Non-Instructional Supplies	379.8
164269 STAPLES	Non-Instructional Supplies	665.19
164388 STAPLES	Non-Instructional Supplies	909.18
164325 SBVC FOOD SERVICES	Operational Expenses & Fees	248.93
164326 SBVC FOOD SERVICES	Operational Expenses & Fees	248.93
164332 SBVC FOOD SERVICES	Operational Expenses & Fees	476.48
164425 SBVC FOOD SERVICES	Operational Expenses & Fees	499.53
164426 SBVC FOOD SERVICES	Operational Expenses & Fees	874.92
164443 CALIFORNIA DEPARTMENT OF FISH	Operational Expenses & Fees	105.58
164445 CALIFORNIA DEPARTMENT OF FISH	Operational Expenses & Fees	315
164450 AMERICAN PUBLIC TELEVISION	Operational Expenses & Fees	19.86
164495 LUXE BUFFET, THE	Operational Expenses & Fees	420
164597 US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	443
164604 STAPLES	Operational Expenses & Fees	499.06
164612 SBVC SUN ROOM	Operational Expenses & Fees	1,485.00
164613 SBVC FOOD SERVICES	Operational Expenses & Fees	447.01
164718 CHC BOOKSTORE	Operational Expenses & Fees	50
164763 BLANQUET, FRANCISCO	Operational Expenses & Fees	16
164782 US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	165
164789 STONE'S & CHIN'S CORPORATION	Operational Expenses & Fees	582.3
164791 SODEXO	Operational Expenses & Fees	5,236.05
164795 SBVC FOOD SERVICES	Operational Expenses & Fees	874.92
164805 NATIONAL EDUCATIONAL	Operational Expenses & Fees	425
164841 AMERICAN SAFETY AND HEALTH	Operational Expenses & Fees	600
164880 US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	104
164444 CALIFORNIA DEPARTMENT OF FISH	Operational Expenses & Fees	75
164647 CRAFTON HILLS COLLEGE	Other Student Aid	680
164681 CHC BOOKSTORE	Other Student Aid	5,521.69
164855 CRAFTON HILLS COLLEGE	Other Student Aid	260
164879 SBVC BOOKSTORE	Other Student Aid	2,100.00
164320 WOOTEN, ANDRE	Personal Mileage	81.65
164404 JONES, STACY	Personal Mileage	300
164410 MOLLE, LAURA	Personal Mileage	200
164581 JEIDE, WILLIAM	Personal Mileage	724
164582 DEBOER, FRANK	Personal Mileage	725

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164695 MANUZ, DARIAN	Personal Mileage	168
164772 WILSON, SHERRI	Personal Mileage	493.56
164804 NEWSOM, HELEN	Personal Mileage	63.95
164817 HUGHES, RICHARD	Personal Mileage	152.82
164329 VERIZON WIRELESS	Phone Utilities	160
164601 FRONTIER COMMUNICATIONS	Phone Utilities	14,000.00
164602 FRONTIER COMMUNICATIONS	Phone Utilities	7,800.00
164824 FOX, ROGER E. M.D.	Fingerprinting	1,311.00
164680 US POSTAL SERVICE	Postage & Freight	10,000.00
164273 SBCCD PRINTING SERVICES	Printing, SBCCD	73.75
164274 SBCCD PRINTING SERVICES	Printing, SBCCD	29.5
164275 SBCCD PRINTING SERVICES	Printing, SBCCD	43.75
164276 SBCCD PRINTING SERVICES	Printing, SBCCD	29.5
164277 SBCCD PRINTING SERVICES	Printing, SBCCD	73.75
164279 SBCCD PRINTING SERVICES	Printing, SBCCD	73.75
164280 SBCCD PRINTING SERVICES	Printing, SBCCD	46
164281 SBCCD PRINTING SERVICES	Printing, SBCCD	159.9
164465 SBCCD PRINTING SERVICES	Printing, SBCCD	2,078.00
164696 SBCCD PRINTING SERVICES	Printing, SBCCD	262.25
164724 SBCCD PRINTING SERVICES	Printing, SBCCD	438
164725 SBCCD PRINTING SERVICES	Printing, SBCCD	115.25
164843 SBCCD PRINTING SERVICES	Printing, SBCCD	9.7
164324 TRUE COLORS INTERNATIONAL	Reference Books	1,095.84
164485 BMI	Reference Books	108
164583 P & P UNIFORMS	Reference Books	43.19
164728 VASQUEZ, TATIANA	Reference Books	228.34
164760 CHATTERJEE, ACHALA	Reference Books	395.97
164265 GAINES, ASHLEY	Refreshments	112.68
164303 US BANK CORPORATE PMT SYSTEMS	Refreshments	347.82
164316 US BANK CORPORATE PMT SYSTEMS	Refreshments	483.79
164352 SBVC FOOD SERVICES	Refreshments	340.99
164360 US BANK CORPORATE PMT SYSTEMS	Refreshments	449.58
164414 SBVC FOOD SERVICES	Refreshments	415.94
164463 SBVC FOOD SERVICES	Refreshments	155.88
164472 ISAAC, MATTHEW K	Refreshments	36
164544 US BANK CORPORATE PMT SYSTEMS	Refreshments	3,000.00
164557 BROWN, SECRET	Refreshments	20.97
164562 US BANK CORPORATE PMT SYSTEMS	Refreshments	151.09
164599 QUEEN BEAN CAFFE	Refreshments	240.84
164605 QUEEN BEAN CAFFE	Refreshments	120
164606 QUEEN BEAN CAFFE	Refreshments	100
164621 SBVC SUN ROOM	Refreshments	100.98
164634 SBVC FOOD SERVICES	Refreshments	500
164738 SBVC SUN ROOM	Refreshments	487.13
164758 CORNER BAKERY CAFE	Refreshments	566.6
164872 BANGASSER,SUSAN	Refreshments	250
164881 US BANK CORPORATE PMT SYSTEMS	Refreshments	59.36

Purchase Order Report

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164302 BASTEDO, DAVID	Software	49.95
164727 YAN LAU, SHUN	Student Financial Aid	150
164731 THOMAS-MCCALL, MICHELLE	Student Financial Aid	75
164739 SBCCD FINANCIAL AID	Student Financial Aid	21,198.72
164740 SBCCD FINANCIAL AID	Student Financial Aid	11,498.55
164743 RAMIREZ, BERENICE	Student Financial Aid	20
164751 HERNANDEZ, KATHRYN	Student Financial Aid	225
164752 HENTHORN, TERILYNN	Student Financial Aid	225

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: May 12, 2016
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.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Funds for materials sold will be provided to the district within 30 days after auction and positively impact the budget.

Fixed Assets Surplus Report
May 14, 2016

Asset #	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
17647	2/24/2016	CHC	HP Color LaserJet 5550 Printer	4/23/2007	\$3,001.73	\$0.00
17765	2/24/2016	CHC	HP Color Laserjet 4700 Printer	5/2/2008	\$1,405.06	\$0.00
20358	2/24/2016	CHC	PRINTER LASER	7/1/1999	\$1,149.00	\$0.00
20373	2/24/2016	CHC	PRINTER LASER	7/1/1999	\$1,460.00	\$0.00
24076	3/9/2016	District	PRINTER	6/1/2003	\$3,528.66	\$0.00
24759	3/10/2016	District	PRINTER	4/1/2004	\$1,031.00	\$0.00
31508	3/10/2016	District	Dell OptiPlex 980 Mini Tower	8/27/2010	\$1,586.31	\$0.00

Non-Fixed Assets Surplus Report
May 14, 2016

IBM Typewriter	1 ea
Smart UPS 1000	1 ea
Smart UK60 Projector	1 ea
Smart UK60 Projector	1 ea
Hitachi CPX-605 Projector	1 ea
Sharp XG-MB50XZ Projector	1 ea
Keyboards	12 ea
Mice	12 ea
Monitor Stands	5 ea
Smart UPS 3000	1 ea
Dell 1911 Monitors	2 ea
Speaker Bars	1 ea
Dell Venue 11 Pro Tablet	1 ea
Dell Venue 11 Pro Tablet	1 ea
Toshiba Laptop	1 ea
Backup 280	1 ea
Monroe 4140 Calculator	2 ea
IBM Typewriter	1 ea
IBM Typewriter	1 ea
IBM Typewriter	1 ea
IBM Typewriter	1 ea
IBM Typewriter	1 ea
IBM Typewriter	1 ea
Computer Monitor CRT	2 ea
Netplex 425sp Dell Computer	1 ea
Elmo HV 110XG	1 ea
Cannon RE350 Video Visualizer	1 ea
Neopost HDM11DN Monoprinter	1 ea
Panasonic VCR	1 ea
Dell XPS M1330 Laptop	1 ea
Hitachi CPX-605 Projector	1 ea
IBM Typewriter	1 ea

Non-Fixed Assets Surplus Report
May 14, 2016 *continued*

Dell Latitude CPI Laptop	1 ea
Dell Optiplex 755 Computer	1 ea
Dell 1901 FP Monitor	2 ea
Dell 1905 FP Monitor	1 ea
Dell 1706 FP Monitor	1 ea
Dell 1707 FP Monitor	5 ea
Dell 1908 FP Monitor	5 ea

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: May 12, 2016
SUBJECT: Consideration of Approval of Surplus Property and Authorize Donation to Family Service Association of Redlands

RECOMMENDATION

It is recommended that the Board of Trustees approve the surplus and donation of two OptiPlex 780 computers and one HP LaserJet printer to Family Service Association of Redlands.

OVERVIEW

Technology and Educational Support Services (TESS) wishes to surplus two OptiPlex 780 computers and one HP LaserJet printer which are no longer used by the District. Education Code 81452 (c) provides that the governing board may, by unanimous vote, declare property of insignificant value as surplus and donate the surplus property to a charitable organization. The estimated value of the donation is \$400.00.

ANALYSIS

TESS no longer uses the equipment and the items are non-essential to ongoing operations. Family Service Association of Redlands has examined the property and is willing to accept the donation for use in supporting their mission.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

No cost to the District.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services

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

DATE: May 12, 2016

SUBJECT: Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

OVERVIEW

The 2015-16 Final Budget adopted by the Board of Trustees on September 10, 2015 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees may approve the transfer of funds from the reserve for contingencies to any expenditure classifications via the adoption of a resolution by a two-thirds majority vote.

ANALYSIS

The Board is being asked to adopt a resolution approving budget transfers from the reserve for contingencies to the expenditure classifications indicated on the attached resolution.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will reduce the reserve for contingency accounts by the amounts indicated in the attached resolution.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION TO APPROVE TRANSFERS FROM
RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS
May 12, 2016

ON MOTION of Member _____, seconded by Member _____,
the following resolution is hereby adopted:

WHEREAS, on the 10th day of September, 2015, the San Bernardino Community College District (the District) adopted the 2015-16 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS, Title 5, §58307 of the California Code of Regulations and District Administrative Procedure 6250 allows the Board of Trustees to approve transfers from the reserve for contingencies to any expenditure classification via a resolution adopted by a two-thirds majority; and

WHEREAS, the transfers listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a two-thirds majority vote, to approve said transfers.

PASSED AND ADOPTED by the Governing Board on May 12, 2016, by the following majority vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Bruce Baron, Secretary of the governing board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary of the Governing Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 RESOLUTION TO APPROVE TRANSFERS FROM
 RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS
 May 12, 2016

EXHIBIT A

Fund 01 – General Fund

Fund Balance Prior to Transfer(s)			\$13,921,092	
Date	Ref #	Transfer to Classification	Amount	Comments
02/29/2016	160525	6000 Capital Outlay	(\$2,800)	<i>To fund remainder of SBVC Transportation lighting project approved by college council</i>
Fund Balance After Transfer(s)			\$13,918,292	

Fund 74 – General Fund

Fund Balance Prior to Transfer(s)			(\$184,218)	
Date	Ref #	Transfer to Classification	Amount	Comments
04/12/2016	160818	2000 Classified Salaries	\$127,000	<i>This transaction increases the Fund 74 balance and reflects a decrease to the FNX budget; it affects restricted funds and completes the KVCR budget adjustment process begun in April</i>
		3000 Employee Benefits	\$63,400	
Fund Balance After Transfer(s)			\$6,182	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director, Fiscal Services
DATE: May 12, 2016
SUBJECT: Consideration of Approval to Adopt a Resolution to Appropriate Funds

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution approving the appropriation of income from the general reserve to various major expense classifications as indicated by need on the attached resolution.

OVERVIEW

The 2015-16 Final Budget adopted by the Board of Trustees on September 10, 2015 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional funds may become available. According to Title 5, §58308, and in accordance with Administrative Procedure 6250, all income in excess of budgeted amounts shall be added to the general reserve. However, the Board of Trustees may approve the appropriation of such funds, according to need, by the adoption of a resolution by a majority vote.

ANALYSIS

The Board is being asked to adopt a resolution approving the appropriation of funds in excess of final budget allocation, based on need, to the various expenditure classifications indicated on the attached resolution.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will allow for the appropriation of income to various expense classifications to match revenues over and above that which was anticipated in the 2015-16 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION TO APPROPRIATE ASSURED INCOME OVER THE FINAL BUDGETED ALLOCATION
FROM THE GENERAL RESERVE TO VARIOUS EXPENDITURE CLASSIFICATIONS
May 12, 2016

ON MOTION of Member _____, seconded by Member _____,
the following resolution is hereby adopted:

WHEREAS, on the 10th day of September, 2015, the San Bernardino Community College District (the District) adopted the 2015-16 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS, Title 5, §58308 of the California Code of Regulations and District Administrative Procedure 6250 stipulate that all income accruing to the District in excess of the amounts required to finance the total proposed expenditures, including transfers to other community college districts and funds, as shown in the budget of the District shall be added to the general reserve of the District; and

WHEREAS, Title 5, §58308 of the California Code of Regulations and District Administrative Procedure 6250 also stipulate that the governing board may pass a resolution setting forth the need according to major classification, expenditures to be met from any portion of the general reserve derived from assured income in excess of the total amount anticipated in the budget; and

WHEREAS, the appropriations listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a majority vote, to approve said appropriations.

PASSED AND ADOPTED by the Governing Board on May 12, 2016, by the following majority vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Bruce Baron, Secretary of the governing board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary of the Governing Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 RESOLUTION TO APPROPRIATE ASSURED INCOME OVER THE FINAL BUDGETED ALLOCATION
 FROM THE GENERAL RESERVE TO VARIOUS EXPENDITURE CLASSIFICATIONS
 May 12, 2016

EXHIBIT A

Fund 01 – General Fund, Reserved

Date	Ref #	Income	Amount to Be Appropriated	Major Classification	Comments
04/03/2016	160717	\$93,500	\$93,500	5000 Other Expenses & Services	<i>Allocation of income from increase in FY 2016 Cal Manufacturing Technology Consulting contract (CMTTC)</i>
04/07/2016	160787	-\$6,258	-\$6,258	6000 Capital Outlay	<i>To reflect decrease in FY 2016 allocation for HSI/STEM (Hispanic Serving Institutions Science Technology Engineering & Mathematics) program</i>
04/12/2016	160821	-\$1,000	-\$1,000	1000 Academic Salaries	<i>To adjust Enrollment Growth/Nursing Program budget</i>
04/18/2016	160864	\$25,190	\$25,190	6000 Capital Outlay	<i>To set up budget for additional income from Prop 39 Clean Energy funds to purchase equipment</i>
	Total	\$111,432	\$111,432	General Fund, Reserved	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: May 12, 2016
SUBJECT: Consideration of Approval to Adopt Resolutions and Signature Authorizations for State of California

RECOMMENDATION

It is recommended that the Board of Trustees Adopt Resolutions and Signature Authorizations.

OVERVIEW

The State of California's Department of Rehabilitation, Department of Education, Department of Corrections and Rehabilitation, and Department of Social Services all require board action authorizing Steven Sutorus, Business Manager; Jose F. Torres, Vice Chancellor, Business and Fiscal Services; or Bruce Baron, Chancellor, to sign their agreements, requests for reimbursement and all amendments.

ANALYSIS

This is official notification by the Board of Trustees to the State of California and its various departments as to who may sign required documents.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

This enables the District to take advantage of grant funding to support program operations.

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of contracts for Educational Programs and/or Services and **to authorize the designated personnel to sign all contract documents for Fiscal Year 2016/2017.**

BE IT RESOLVED that the Governing Board of **San Bernardino Community College District** authorizes entering into local agreements and any other contracts, and that the persons who are listed below are authorized to sign the transactions for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Jose F. Torres</u>	<u>Vice Chancellor, Bus & Fiscal Svcs</u>	_____
<u>Steven J. Sutorus</u>	<u>Business Manager</u>	_____
<u>Bruce Baron</u>	<u>Chancellor</u>	_____

PASSED AND ADOPTED THIS 12th day of May, 2016, by the Governing Board of **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Gloria Harrison**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino**, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California the Department of Rehabilitation for the purpose of contracts for Educational Programs and/or Services and **to authorize the designated personnel to sign all contract documents for Fiscal Year 2016/2017.**

BE IT RESOLVED that the Governing Board of **San Bernardino Community College District** authorizes entering into local agreements and any other contracts, and that the persons who are listed below are authorized to sign the transactions for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Jose F. Torres</u>	<u>Vice Chancellor, Bus & Fiscal Srvs</u>	_____
<u>Steven J. Sutorus</u>	<u>Business Manager</u>	_____
<u>Bruce Baron</u>	<u>Chancellor</u>	_____

PASSED AND ADOPTED THIS 12th day of May, 2016, by the Governing Board of **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Gloria Harrison**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino**, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Social Services for the purpose of contracts for Educational Programs and/or Services and **to authorize the designated personnel to sign all contract documents for Fiscal Year 2016/2017.**

BE IT RESOLVED that the Governing Board of **San Bernardino Community College District** authorizes entering into local agreements and any other contracts, and that the persons who are listed below are authorized to sign the transactions for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Jose F. Torres</u>	<u>Vice Chancellor, Bus & Fiscal Svcs</u>	_____
<u>Steven J. Sutorus</u>	<u>Business Manager</u>	_____
<u>Bruce Baron</u>	<u>Chancellor</u>	_____

PASSED AND ADOPTED THIS 12th day of May, 2016, by the Governing Board of **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Gloria Harrison**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino**, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Corrections and Rehabilitation; for the purpose of contracts for Educational Programs and/or Services and **to authorize the designated personnel to sign all contract documents for Fiscal Year 2016/2017.**

BE IT RESOLVED that the Governing Board of **San Bernardino Community College District** authorizes entering into local agreements and any other contracts, and that the persons who are listed below are authorized to sign the transactions for the Governing Board.

<u>Name</u>	<u>Title</u>	<u>Signature</u>
<u>Jose F. Torres</u>	<u>Vice Chancellor, Bus & Fiscal Svcs</u>	_____
<u>Steven J. Sutorus</u>	<u>Business Manager</u>	_____
<u>Bruce Baron</u>	<u>Chancellor</u>	_____

PASSED AND ADOPTED THIS 12th day of May, 2016, by the Governing Board of **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Gloria Harrison**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino**, County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

(Clerk's signature)

(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Dr. Matthew Isaac, Associate Vice Chancellor, Economic Development and Corporate Training (EDCT) Division

DATE: May 12, 2016

SUBJECT: Consideration of Approval for the Chancellor to Explore SBCCD Becoming the Fiscal Agent of the City of San Bernardino Employment and Training Agency (SBETA)

RECOMMENDATION

It is recommended that the SBCCD Board of Trustees approve the Chancellor's exploring how SBCCD may become the fiscal agent of the City of San Bernardino Employment and Training Agency (SBETA).

OVERVIEW

The San Bernardino Employment and Training Agency (SBETA) is an economic and workforce development support system that is funded by the State of California through the Workforce Innovation and Opportunity Act (WIOA). It is governed by the local Workforce Investment Board (WIB) appointed by the Mayor of the City of San Bernardino. The City is the currently designated fiscal agent of SBETA and it reports to the City's highest elected official, the Mayor. SBETA offers training and support services directly to individuals and subcontracts with training providers for delivering training services. SBETA is a 100% self-supporting (WIOA funds) independent organization that is providing critical training and support services to the laid-off/dislocated and economically disadvantaged workers with barriers to employment. There is a strong overlap in the mission of SBETA and the SBCCD Economic Development and Corporate Training Division. This shared mission creates a mutual benefit if SBCCD becomes the fiscal agent for SBETA.

ANALYSIS

SBETA's current fiscal agent, the City of San Bernardino, is undergoing a bankruptcy process which has created operational challenges for SBETA to submit the necessary documentation to the State. Consequently, the City did not meet the criteria for "fiscal integrity" as required by the State of California Workforce Investment Board (CWIB) and the Employment Development Department (EDD) for continuation of funding. Consequently, the California Workforce Investment Board (CWIB) has recommended to the Governor to deny the City of San Bernardino's application for initial designation to operate SBETA under WIOA. Therefore, SBETA is seeking a new fiscal agent for 2016-17 in order to comply with the terms and conditions of the State of California Workforce Investment Board (CWIB) and to fulfill the requirements of the US Department of Labor WIOA grant that primarily provides funding for SBETA's operation.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

No impact to the District's general fund.



**A Proposal to Merge
San Bernardino Employment & Training Agency
with
Economic Development and Corporate Training**

**Prepared by:
Matthew K. Isaac, Ph.D.
Associate Vice Chancellor
Economic Development and Corporate Training (EDCT)
San Bernardino Community College District**



Introduction

The San Bernardino Employment and Training Agency (SBETA) is seeking a new fiscal agent for 2015-16 in order to comply with the terms and conditions of the State of California Workforce Investment Board (CWIB) and to fulfill the requirements of the US Department of Labor grant that primarily provides funding for SBETA's operation. The SBETA is currently governed by the City of San Bernardino Mayor in conjunction with the City's Workforce Investment Board (WIB). Its current fiscal agent, the City of San Bernardino, is undergoing a bankruptcy process and has been delinquent in submitting the required single audit report on behalf of SBETA to the State of California. Consequently, the City did not meet the criteria for "fiscal integrity" as required by the State of California WIB. Therefore, the CWIB has recommended to the Governor to deny the City of San Bernardino's application for initial designation to operate SBETA.

The San Bernardino Employment and Training Agency (SBETA) is an economic and workforce development support system that offers training and support services directly to individuals and subcontracts with training providers for delivering training services. SBETA is a 100% self-supporting organization that is providing critical training and support services to the laid-off/dislocated and economically disadvantaged workers with barriers to employment. Since the mission of SBETA is similar to the mission of the SBCCD's Economic Development and Corporate Training (EDCT) Division, the EDCT Division recommends that the Chancellor and the Board of Trustees consider the District becoming the fiscal agent and merging SBETA with EDCT and making SBETA as one of the programs under the organizational umbrella of the EDCT Division.

Rationale

- By merging an America's Job Center like the San Bernardino Employment and Training Agency (SBETA) with the Economic and Workforce Development (EWD) Division of a public community college District, a new coherent and an efficient workforce development ecosystem can be developed.
- By creating this coherent workforce development ecosystem, the public community college and this America's Job Center together can plan, organize, customize, and efficiently deliver short-term job training and retraining programs to laid-off/dislocated, economically disadvantaged, veterans, disabled, and unemployed workers with barriers to employment.
- A well-articulated workforce development ecosystem will serve as a model to reduce silos of California's workforce institutions and is envisioned to align and be responsive to the major regional industry sectors and employers.
- A workforce development ecosystem is envisioned to decrease duplicative services and thus increase the number of job-seekers accessing high quality short-term job training in California.
- By aligning and integrating two critical economic and workforce development support systems, the region can leverage resources and address the on-going employers' needs for an appropriately skilled workforce and high quality re-training and employment services needs of the laid-off/dislocated workers.

- This ideally interconnected ecosystem can bring economies of scale and optimize the cost of delivering short-term occupational training, on-the-job training (OJT), skills enhancement and re-training and thus address the regional growth industry sectors and clusters.
- This ecosystem will lend itself to focus on preparing the workforce for targeted economic development of the region by leveraging the intellectual, human, financial, and physical resources of both a public community college district and an America's Job Center.

Profile of San Bernardino Employment and Training Agency

Mission: SBETA's mission is to provide employment and training services to assist residents and businesses in the Inland Empire area in developing and sustaining a more competitive workforce, that attains higher incomes and meets the needs of local employers, thus strengthening businesses, communities and promoting economic development.

Vision: SBETA will work in collaboration with communities and stakeholders of the Inland Empire to not only grow the San Bernardino City's economy, but also the economy of the region.

Fiscal Information

- **Income Source:** Federal program funded by the U.S. Department of Labor under the Workforce Innovation and Opportunity Act (WIOA). Funding is administered by the California Economic Development Department (EDD).
- **Current Fiscal Agent:** City of San Bernardino
- **Financial Status:** SBETA is 100% self-supporting
- **Annual Budget:** \$2,577,615.00 (For Fiscal Year 2015-2016)
- **Receivable Funds:** (from State or Federal): \$1,714,849 as of June 3, 2015
- **Debts Owed to Contractors:** \$348,870 (Payables to contractors & vendors as of June 3, 2015 is \$279,759)

Programs and Services Offered

- **Training Programs:** Occupational Skills Training; On-the-Job Training; Skills Enhancement Training; Re-Training
- **Career Services:** Case Management; Interest and Skills Assessments; Career Planning; Short term Pre-vocational Services; Staff- Assisted Job Search; Supportive Services
- **Business Services:** Recruitment, screening, and referral of qualified job applicants; skills, interest, and aptitude assessments; on-the-job training reimbursement; on-Site interviewing facilities and job fairs; layoff aversion services; outplacement services; listing and maintaining job orders; Labor Market Information

Types of Clients Served

The employment and training services are designed to serve those that are economically disadvantaged

or have barriers to employment such as, low income and receiving public assistance; basic skills deficient and English language learners; laid off/dislocated worker; veterans; individuals with disabilities; offenders; high school dropouts; pregnant/parenting teens. Services provided to over 7,000 individuals annually.

Service Area

SBETA is designated to serve residents of the **City of San Bernardino**. However, the Workforce Innovation and Opportunity Act (WIOA) does not prohibit the agency from serving residents in other workforce areas.

Employees

- **Full-time Permanent Employees: 9**
 - **Executive Director and Managers: 6** (Degrees held: 1 doctorate; 3 masters; 1 Juris Doctorate; 1 Associate)
 - **Classified: 3** (Degrees held: 1 Bachelors; 2 employees with no degrees)
- **Temporary Employees (without benefits): 12**

Location and Facility

- **Current Location/Address:** 600 North Arrowhead Avenue, San Bernardino, CA 92401
- **Fees of Facility Leased:** \$395,592.00 per year
- **Total Square Footage of the Leased Facility:** 24,419 Sq. Ft.

Fiscal Impact

SBETA is a categorically funded and fully (100%) self-supporting agency of the City of San Bernardino. The salaries and benefits of its employees and all its operational costs, including the direct and indirect costs for delivering programs and services to its clients, are all funded by the US Department of Labor WIOA grants administered and distributed through the Economic Development Department (EDD) of the State of California and governed by the California Workforce Investment Board (CWIB). Since there is an on-going stream of funding coming from the State to support SBETA's programs, we do not anticipate any fiscal impact to the general funds of SBCCD or to the funding mechanisms of its Economic Development and Corporate Training (EDCT) Division. On the other hand, such a merger will enable EDCT to leverage funds in partnership with SBETA and to offer relevant training and support services to the laid-off/displaced, minorities, veterans, and economically disadvantaged workers of this region.

Since SBETA is a categorically funded program, the staff positions and the delivery of programs and services shall be terminated if or when the funding is discontinued by the federal government or the State of California or both at any time in the future. In such instances the staff may be considered for reappointment contingent upon the availability of funding and in accordance with the policies of procedures of the Board of Trustees and the Human Resource's Office of the San Bernardino Community College District.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant to the Chancellor

DATE: May 16, 2016

SUBJECT: Consideration to Approve Conference Attendance

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests for Conference Attendance.

OVERVIEW

Individual requests are submitted to fund expenses related to conference expenses planned for the colleges and district office.

ANALYSIS

Faculty and staff attend conferences to obtain updated information on policies and procedures in their fields. In addition, conference attendance provides professional growth and staff development.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

DISTRICT EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
2nd Level Interview for Division Dean	3/23 & 3/29	Travel and Lodging for Sherrie Loewen from Salt Lake City, Utah	\$1,200.00	HR General Funds	We do not reimburse unless the candidate makes it to 2nd level interviews, the timing was past the March board deadline.
Meeting with Grossmont-Cuyamaca CCD Chancellor and Vice Chancellors	May 2016	Refreshments. Hosted by the Vice Chancellor of Business & Fiscal Services during tour of District Services sites.	\$200.00	Controller General Fund	

CHC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
ACCJC Accreditation Follow-Up Visit	04/13/16-04/14/16	The item was board approved on 03-10-16 for \$250.00. We need to increase the estimated cost to include transportation and hotel expenses for the three site visit team members.	\$1,800.00	Accreditation General Fund	Did not initially include hotel and transportation expenses.
EOPS/CalWORKS/DSPS Committee Meeting	05/20/16	Refreshments. The EOPS/CalWORKS DSPS Committee meeting to be held at Crafton Hills College on May 20, 2016. Attendees will be community members and CHC college faculty and staff.	\$1,000.00	Workforce Readiness General Fund, Transitional Assistance Categorical Funding	
Farewell Reception	05/24/16	Refreshments. Hosted by the CHC President's Office. Was board approved 04/14/16 for the event to occur on 05/17/16 but we needed to change the date to 05/24/16.	Not to exceed \$300.00	Campus President General Fund	
Commencement 2016	05/27/16	Commencement Speaker will be Patrick Dorsey on 05/27/16 at the commencement ceremony.	\$500.00	Commencement General Fund	
New Student Advisement Workshops	06/06/16 - 08/19/16	Refreshments. New students participate in New Student Advisement workshops for 3 hours. This workshop can be overwhelming for students new to college.	\$3,100.00	SSSP Funding	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
STEM Cart Unveiling	04/29/16	Refreshments. The STEM Cart project is a collaborative effort across disciplines involving faculty, students, and staff in a combined effort to contextualize STEM education and career applications as outlined in the objectives in the HSI STEM PASS GO Grant. Approximately 60 students, staff members, and community members will be attending the event.	\$135.00	HSI STEM PASS GO Grant	RATIFICATION/AMENDMENT. This event was previously board approved at the April 14, 2016 board meeting. Item is being amended because they received a request to move the event date of April 15, 2016 to a different date of April 29, 2016 to accommodate the Golf Tournament. There is also a decrease in the total expenses from not to exceed \$500.00 to the actual cost of \$135.00.

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Training for Supplemental Instructors/Tutors	05/06/16	Food & Beverages. In order to accommodate students with the service of tutoring within the Student Success Center, supplemental instructors and tutors are employed to meet the academic support needs. Refreshments will be provided during the training. Approximately 96 Supplemental Instructors, tutors, and staff members will attend the event.	\$1,750.00	HSI STEM PASS GO Grant	RATIFICATION. This event grew from the initial estimation as a result of separate trainings being combined due to space limitations. In order to accommodate faculty and student needs, there was an increase in expense which required board approval.

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Student Recognition Banquet	05/13/16	Meals and Decorations Sponsored by First Year Experience (FYE), this event of the Student Recognition Banquet is to partner with California State University, San Bernardino (CSUSB) to celebrate and highlight the student success of students in the FYE, Valley-Bound, Tumaini, Dreamers, and Guardian Scholars programs. The benefit of the event is to collaborate with CSUSB to strengthen and increase the transfer rates among our San Bernardino Valley College (SBVC) students. CSUSB will provide an Admissions and Financial Aid Workshop. Anticipated attendance will be 300 students, staff and community members.	\$7,040.00	Student Equity Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Monthly Meal Vouchers - EOPS/CARE	05/13/16-06/30/16	Meals vouchers Meal vouchers will provide students the opportunity to have a meal at school. EOPS/CARE students will receive a meal voucher after their third appointment and have met their requirements for programs. Each month I will receive an invoice from San Bernardino Valley College (SBVC) Cafeteria Personnel with a student list attached. The meal vouchers are \$5.00 each. Approximately 150-300 students use these meal vouchers on a monthly basis.	\$8,000.00	EOPS Categorical Fund	
21st Annual Spotighting Our Success	05/17/16	Refreshments, Linens & Napkins, Decorations & Supplies, Name Tags, Frames, Certificates, Wine Glasses, Giveaways and Awards. SBVC will host the annual awards presentation to recognize multiple categories of excellence in service at SBVC by our faculty, staff, and administrators. Anticipated attendance is approximately 250 faculty, staff and their guests.	\$5,500.00	Marketing & Public Relations General Fund, President's Office General Fund, and Faculty Association Account.	AMENDMENT: This item was previously board approved at the April 14, 2016 board meeting. Item is being amended to reflect a change in the date of the event from April 22, 2016 to May 17, 2016.

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Tumaini End of the Year Celebration	05/18/16	Decorations, Supplies, Awards and Refreshments Sponsored by the San Bernardino Valley College (SBVC) Tumaini Program, Tumaini staff and students will celebrate and acknowledge the success of students in the Tumaini Program at SBVC. This event will be held on the SBVC campus. Anticipated attendance is 55 staff and students.	\$1,100.00	Tumaini General Funds	
Training for Supplemental Instructors/Tutors	05/20/16	Food & Beverages. The 2016 supplemental Instruction and Tutoring final training will recognize this year's impact of academic support to SBVC students as well as prepare the academic support staff for the future of SBVC academic support. Approximately 96 Supplemental Instructors, tutors, and staff members will attend the event.	\$2,000.00	HSI STEM PASS GO Grant	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Student Success - Male Cohort Retreat	05/20/16-05/22/16	Lodging, Meals, Team-building Activities and Transportation Sponsored by the First Year Experience Program, this Retreat is for San Bernardino Valley College students who are part of the First Year Experience-Male Cohort. The retreat will take place in Pali Mountain Retreat and Conference Center in Running Springs, California. It will consist of teambuilding activities. Anticipated attendance is 45 students, faculty and staff. Chaperones will be Johnny Conley and Craig Luke.	\$12,425.00	Student Equity Categorical Funds	Amendment: This item was previously board approved at the December 10, 2015 meeting. Item is being amended to reflect change of date due to inclement weather conditions. There is also a decrease of lodging fees which changed the overall total from \$14,525.00 to \$12,425.00.
Middle College High School Inspirational Senior Luncheon: Above and Beyond Graduation	05/24/16	Food/Refreshments Sponsored by the Middle College High School (MCHS) Chancellor's Grant. This event will provide an opportunity for graduating MCHS students to listen to the encouragement and advice of recent graduates to help them on their transition to college life. Anticipated attendance is approximately 75 students, staff, and non-district community members.	\$1,500.00	Middle College High School Chancellor's Grant	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
2016 SBVC STEM Graduation Breakfast	05/27/16	Refreshments and STEM sashes. The STEM graduation breakfast will acknowledge and celebrate the achievements of SBVC STEM Graduates. Anticipated attendance is approximately 45 students, faculty, and staff.	\$1,800.00	HSI STEM PASS GO Grant	
Celebrating Student Success	06/02/16 06/03/16	Meals Sponsored by the San Bernardino Valley College (SBVC) Outreach and Recruitment and First Year Experience Departments, this event will highlight student success for high school students from our local feeder high schools. This event will be held on the SBVC campus. Anticipated attendance will be 150 students, staff, faculty and community members.	\$2,500.00	Student Equity Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Faculty and Staff Retreat	06/08/16-06/09/16	Lodging, Meals and Transportation Sponsored by the Student Equity Program, this retreat is for San Bernardino Valley College faculty and staff who are part of the First Year Experience Programs. The retreat will take place in Pali Mountain Retreat and Conference Center in Running Springs, California. It will consist of teambuilding activities and preparing for the upcoming 2016-2017 academic school year. Anticipated attendance is 12 faculty and staff.	\$3,730.00	Student Equity Categorical Funds	
Veteran's Resource Center College Tour to the University of San Diego and San Diego State University	06/16/16	Transportation and Refreshments Sponsored by the First Year Experience program, the college tour will serve as a gateway for veteran students to experience a four-year university. The tour will expose students to different resources the university has to offer especially to veteran related admission requirements. Anticipated attendance is 56 students and one faculty member. Deana Silagy will serve as the chaperone.	\$1,962.00	Student Equity Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Educational Movement Outreach	06/25/16	Meals Sponsored by the Outreach and Recruitment Department and Counseling Departments, this group is for prospective San Bernardino Valley College students. They will partake in workshops and tours throughout the day. Anticipated attendance is 100 students, staff, faculty and community members.	\$2,000.00	Student Success & Support Programs Categorical Fund	
Nursing Success Academy	08/01/16-08/05/16	Refreshments, supplies and workshop materials. The five day event is sponsored by the Nursing Program in order to improve student success in the program. New nursing students will attend workshops for review anatomy & physiology and nursing practice and clinical skills. Anticipated attendance is between 40 and 60 students.	\$750.00	Nursing Enrollment and Growth Grant	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Hispanic Association of Colleges & Universities 30th Annual Conference	10/07/16-10/11/16	Lodging, Registration, Transportation, Flights and Meals Sponsored by the Student Equity Program, San Bernardino Valley College students, faculty and staff will attend the Hispanic Association of Colleges & Universities 30th Annual Conference in San Antonio, Texas. Students will have the opportunity to learn leadership skills and information concerning Latino higher education. Anticipated attendance is 30 students, faculty and staff. Maria Del Carmen Rodriguez, Laura Gomez, Debby Orozco and Raymond Carlos will serve as chaperones. Joseph Nguyen will be attending as a staff member.	\$67,000.00	Student Equity Categorical Funds	

KVCR EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
PBS Annual Meeting	5/16/16 to 5/18/16	Sponsorship at Annual Meeting	\$22,000.00	KVCR - FNX Grant	
KVCR 91.9 Radio Pledge	4/6/16 to 4/15/16	Refreshments	\$100.00	KVCR - Foundation	This pledge event came sooner than anticipated. KVCR was going to wait until June, but funds were needed so we moved it up.
KVCR FM 91.9 American Parlour Songbook	5/7/2016	Refreshments	\$300.00	KVCR - Foundation	
KVCR FM 91.9 Says You Live Event	6/25/2016	Refreshments	\$500.00	KVCR- Foundation	
In Studio PBS Community Gala	6/16 and 6/17, 2016	Refreshments	\$500.00	KVCR - Foundation	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant to the Chancellor

DATE: May 12, 2016

SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached request for individual memberships.

OVERVIEW

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

ANALYSIS

Individual memberships related to job duties are submitted when institutional memberships are not available.

BOARD IMPERATIVE

I. Institutional Effectiveness
IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

SBVC INDIVIDUAL MEMBERSHIPS

NAME	MEMBERSHIP	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Christopher Hylton	Pesticide Applicators Professional Association	Continuing educational classes are required in order to renew their Department of Pesticide Regulation Certification every two years.	\$45.00	Grounds General Funds	

TESS INDIVIDUAL MEMBERSHIPS

NAME	MEMBERSHIP	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Keith Wurtz	Year membership in the Research and Planning Group for California Community Colleges	The Research and Planning Group provides support for planning, research, assessment activities throughout the California Community Colleges	\$350.00	DCS General Funds

KVCR INDIVIDUAL MEMBERSHIPS

NAME	MEMBERSHIP	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Frank Blanquet, Robin Underwood and Eddie Nunez	Academic Non- Profit Membership for Native American Journalists Association	Access to NAJA's weekly newsletter, 10% discount on exhibit booth and attendance at conferences, for two (2) staff members from 7/1/16 to 6/30/17	\$355.00	KVCR - FNX Grant

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant to the Chancellor

DATE: May 12, 2016

SUBJECT: Consideration to Approve Conference Attendance

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests for Conference Attendance.

OVERVIEW

Individual requests are submitted to fund expenses related to conference expenses planned for the colleges and district office.

ANALYSIS

Faculty and staff attend conferences to obtain updated information on policies and procedures in their fields. In addition, conference attendance provides professional growth and staff development.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

DISTRICT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Chris Grant	Human Resources	Community Emergency Response Team - Train the Trainer	06/19/16	06/25/16	Emmitsburg, MD	To have a certified in-house, trainer for Community Emergency Response (Light-Urban, Search & Rescue Training) to have the capability to train other trainers, in-house and teach CERT courses.	\$400.00	HR General Funds
Janet Penn	Human Resources	Hispanic Association of Colleges and Universities	10/07/16	10/11/16	San Antonio, TX	To share information, ideas, and practices in the education of Hispanics.	\$3,500.00	HR General Funds

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Kathy Crow, Amanda Ward and Dan Word	Emergency Medical Services, Paramedic Program	California Fire EMS Disaster (CFED) Conference and Expo	05/21/16	05/27/16	Indian Wells, CA	CFED offers a unique opportunity for our students, faculty and staff to get a broad view of the advances and innovations being introduced within the EMS and Public Safety discipline.	\$2,300.00 each	CTE Enhancement Fund
Dan Word	Emergency Medical Services, Paramedic Program	CCCAOE Leadership Academy 2016	06/21/16	06/23/16	San Diego, CA	To support professional development that benefits community college students by improving career technical education programs.	\$1,800.00	CTE Enhancement Fund
TL Brink & Margaret Yau	Computer Science	28th Annual APS Convention	05/25/16	05/29/16	Chicago, IL	To present a poster submission "Autism vs. Asperger: did DSM5 influence Google Searches?" at the 29th APS Annual Convention. The presentation integrates the use of technology and statistics in psychology, and will enhance professional expertise in this area.	\$4,200.00	Computer Science General Fund and Google Grant

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Dr. Wallace Johnson	Social Sciences, Human Development & Physical Education (SSHDPE)	National Institute for Staff & Organizational Development - International Conference on Teaching & Leadership Excellence	05/28/16	05/31/16	Austin, TX	Stay current with development in teaching and learning for community college students as well as networking opportunities with other community college leaders. Share conference materials and ideas with the faculty in the SSHDPE Division when they return for the Fall 2016 semester. Attendee will also attend symposia and workshops relevant to the Community College Survey of Student Engagement (CCSSE) which is housed at the University of Texas. SBVC is launching CCSSE this semester, so the attendance at these meetings will be especially relevant for SBVC.	\$1,000.00	Social Sciences General Fund

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE
David Rubio	Social Sciences, Human Development & Physical Education (SSHDPE) - Athletics	California Community College Athletic Directors Association Meeting	06/06/16	06/09/16	Tahoe, NV	Discussion of proposed state legislation. Title IX workshops. The benefit to the district will be that the attendee will remain on top of the National Collegiate Athletic Association (NCAA) trends and information and current and future policy.	\$714.01	Student Clubs & Trust/Athletic Trust Account
Alma Lopez	Arts & Humanities/English	Puente Summer Institute Training	06/08/16	06/12/16	Berkeley, CA	Professional Development because there is a new counselor transitioning into the program, it is important for the team to be together at the Puente Summer Institute Training to not only build a calendar for the 2016-2017 academic year, but also to build a strong rapport with one another.	\$1,378.00	Student Equity Categorical Fund

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Dr. Jeffrey Demsky	Social Sciences, Human Development & Physical Education (SSHDPE) - History	War Memories - Commemoration, Re-Enactment, Writings of War in the English-Speaking World (18th-21st centuries)	06/12/16	06/19/16	Paris, France	Dr. Demsky will be presenting a paper that he co-authored with another SBVC colleague. He will improve best practices in the Holocaust Curriculum as he will be teaching HIST 178 (Comparative Genocide and War Crimes) in the Fall of 2016.	\$1,000.00	Social Science General Fund

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATE D COST	FUNDING SOURCE
Susan Gasca	Middle College High School (MCHS)	Summer Professional Development Institute sponsored by Middle College National Consortium (MCNC)	06/24/16	06/28/16	Jersey City, NJ	MCNC Summer Professional Development to focus on the use of Common Core and STEM to keep schools moving forward. The workshops consist of Literacy, Math, Common Core State Standards, Portfolio Based Assessment, STEM, Counseling Advisory, How to Use Data Technology and Team Building. Attending the conference will be to strengthen the collaborative efforts between San Bernardino MCHS and SBVC.	\$2,789.39	Middle College High School (MCHS) Chancellor's Grant

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Mary Copeland	Arts & Humanities/English	2016 Curriculum Institute, Including the Pre-Session Workshop	07/06/16	07/09/16	Anaheim, CA	Ms. Copeland has been elected the Curriculum Chair for the next two-year term. She will be attending the Pre-Session Workshop designed for Curriculum Chairs who are new to curriculum. She will have the necessary training to understand curriculum processes and as a trained curriculum chair, she will be able to facilitate the curriculum process with faculty, staff, and the district, more specifically, the board.	\$1,134.75	Academic Senate General Fund

TESS CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Rhianon Lares	TESS	Online Teaching Conference	06/14/16	06/18/16	San Biego, CA	To develop skills in online education as well as get up tp dat einformation on the State's Online Educatoinal	\$1,629.00	DE General Funds

KVCR CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Frank Blanquet, Jhoann Acosta, Eddie Nunez, Robin Velasquez	KVCR/FNX	2016 Vision Maker Media filmmaker training and ALLIANCE conference	06/07/16	06/10/16	Oakland , CA	Learn innovative new film techniques and other core skills for filmmakers	\$2,500.00	KVCR - FNX Grant
Frank Blanquet	KVCR/FNX	11th Annual Philanthropy Institute	5/25/2016	5/27/2016	San Diego, CA	Seek grants and funding opportunities;	\$ 2,000.00	KVCR - FNX Grant
Frank Blanquet	KVCR/FNX	2016 PBS Annual Meeting	5/15/2016	5/21/2016	Chicago , IL	After PBS Conference Frank will be shooting additional footage in and around Chicago for FNX	No addiitonal cost; Date change only	KVCR - FNX Grant

KVCR CONFERENCE ATTENDANCE

Rick Dulock and Lillian Vasquez	KVCR/FNX	Public Media Development & Marketing Conference	8/9/2016	8/13/2016	Boston, MA	Attend workshops to increase KVCR sustainability. If scholarship and/or PD funding does not come through to offset the cost, neither of the two will attend.	\$2,500.00	KVCR - Foundation
Alfredo Cruz	KVCR/FNX	2016 Summit of Latino Public Radio	6/8/2016	6/10/2016	Denver, CO	To increase KVCR FM 91.9 visability by targeting the Latino community.	1500	KVCR - CPB Grant

EDCT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Wendy Zinn	Economic Development and Corporate Training	CCCAOE Leadership Academy	06/21/16	06/23/16	San Diego, CA	The purpose of this conference is to identify emerging concepts. Anticipated value to the district is the opportunity to gain insight to new trends for designing effective contract training programs, discuss best practice and learn CCCAOE leadership skills	\$1,735.00	SBVC/CHC Ramp Up categorical funds	Wendy's name was inadvertently left off the board submission for April.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: May 12, 2016
SUBJECT: Consideration of Approval of Professional Services Contracts/Agreements

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of Professional Services contracts/agreements.

OVERVIEW

In accordance with Board Policy 6340 and Administrative Procedure 6340, Section A, Sub-section 3, the attached list of contracts for Professional Services, Consultants and Legal Services is submitted for approval.

ANALYSIS

The attached list of contracts, agreements and their associated purchase orders are for fiscal audits, legal services, consultants and other professional services that are needed by the District. Unless otherwise noted the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these amounts will be submitted for board ratification and/or approval.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The contracts/agreements on the attached list are budgeted for via purchase orders.

Contracts for Approval

Scheduled Board Date 5/12/2016

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Professional Services</i>				
Bradley, Vernon R.	(13201) Provide assistance in Crisis Intervention Therapy Term: 7/1/2016 - 6/30/2017 Funding Source: Student Health Fee	Health Services/CHC	\$17,000.00	SSutorus
BrightPath Consulting Services (BCS)	(13313) Broker of records for SBCCD Health and Benefits program for medical, dental, vision and life Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	Human Resources/SBCCD	\$65,000.00	SSutorus
Fox, Roger E. MD DBA Fox Occupational Medical Center	(13264) Medical services for employment physicals, employee injury claims and required employee vaccination and testing Term: 1/1/2016 - 6/30/2017 Funding Source: General Funds	Human Resources/SBCCD	\$9,000.00	SSutorus
Harris, Dennis L. M.S., M.F.T	(13217) Provide supervision of counseling trainees and interns during summer sessions Term: 6/1/2016 - 8/30/2019 Funding Source: Student Health Fee	Health Center/SBVC	\$9,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Strata Information Group (SIG)	(13255) Provide functional and technical consulting services Term: 4/1/2016 - 12/31/2016 Funding Source: General Funds	Financial Aid/SBVC	\$22,000.00	SSutorus

SubTotal for Professional Services: 5

Grand Total Contracts for Board Date 5/12/2016: 5

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: May 12, 2016
SUBJECT: Consideration of Approval of Routine Contracts/Agreements and Memorandums of Understanding

RECOMMENDATION

It is recommended that the Board of Trustees ratify the attached list of routine contracts/agreements and memorandums of understanding.

OVERVIEW

In accordance with Board Policy 6340, the attached list is submitted for Board ratification and/or approval.

ANALYSIS

The attached list of contracts, agreements and their associated purchase orders are routine, customary and necessary for the on-going operations of the District. Unless otherwise noted the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these amounts will be submitted for board ratification and/or approval.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The contracts/agreements/memorandums of understanding on the attached list are budgeted for via purchase orders.

Routine Contracts and Agreements***Scheduled Board Date 5/12/2016***

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Bond Measure Funded</i>				
Advanced Health Styles Fitness dba Advanced Exercise Equip	(13187) Purchase of exercise equipment for the new gymnasium and pool project at SBVC Term: 4/1/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBVC	\$52,996.67	SSutorus
Maintex, Inc.	(13268) Purchase agreement for power floor equipment and carpet care equipment for SBVC new gym Term: 4/25/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$45,383.81	SSutorus
Stanley Convergent Security Solutions	(13288) Repair of damaged security cables as part of the SBVC Applied Tech Renovation Project - Contract 1 of 2 Term: 1/22/2016 - 1/22/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$1,077.00	SSutorus
Stanley Convergent Security Solutions	(13287) Repair of damaged security cables as part of the SBVC Applied Tech Renovation Project - Contract 2 of 2 Term: 1/22/2016 - 2/1/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$1,870.25	SSutorus
<i>SubTotal for Bond Measure Funded: 4</i>			<i>\$101,327.73</i>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Broadcasting Rights</u>					
	Magnetfilm GmbH	(13282) Broadcasting rights for the airing of "Tupliq" Term: 5/13/2016 - 5/12/2020 Funding Source: KVCR - FNX Grant	TV/KVCR	\$2,500.00	SSutorus
	Tomali Pictures, Ltd.	(13193) License agreement for use of musical compositions and recordings for the video "I'm Not Saying, I'm Just Saying"; no cost to District Term: 4/15/2016 - 4/14/2021 Funding Source: N/A	TV/KVCR		SSutorus
	Utah Education Network	(13194) Program acquisition rights for the airing of "American Graduate Utah, Become a Champion" Term: 12/11/2015 - 12/10/2020 Funding Source: N/A	TV/KVCR		SSutorus
<i>SubTotal for Broadcasting Rights: 3</i>				<i>\$2,500.00</i>	
<u>CalWorks Off-Campus Work Study</u>					
	Inland Empire Concerned African American Churches	(13199) Off-Campus workstudy - Student - Medina, Sandra ; reimbursed at 100% of per hourly rate Term: 4/1/2016 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$4,160.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Off-Campus Work Study</u>					
<i>SubTotal for CalWorks Off-Campus Work Study: 1</i>				\$4,160.00	
<u>General</u>					
4 Imprint		(13171) Production of 144 T-shirts as part of KVCR's Autism Awareness Campaign Term: 3/31/2016 - 4/30/2016 Funding Source: KVCR - Autism Fund 0142	TV/KVCR	\$1,383.07	SSutorus
4 Imprint		(13270) Production of 2,500 writing pens with imprint and logo Term: 4/21/2016 - 6/30/2016 Funding Source: General Funds	Program Development/SBVC	\$1,342.79	SSutorus
4 Imprint		(13235) Production of 500 drawstring sport packs and 500 retractable computer dusters for promotional give-a-ways at recruitment events Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Human Resources/SBCCD	\$1,658.76	SSutorus
ABM Building Solutions		(13276) Cleaning and installation of existing chilled water y-strainers Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$1,611.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Ace Weed Abatement, Inc	(13216) Weed abatement inside and outside of fencing around Transmitter Site Term: 4/13/2016 - 6/30/2016 Funding Source: KVCR - Foundation	TV/KVCR	\$621.00	SSutorus
Alfredo's Pizza & Pasta	(13298) Catering for the "Middle College High School Senior Luncheon" Term: 5/24/2016 - 5/24/2016 Funding Source: Middle College HS	Middle College/SBVC	\$1,000.00	SSutorus
All Star Engraving	(13279) Production of medals for graduating CHC EOPS and CalWORKs students engraved with student name and green neck ribbon Term: 5/13/2016 - 5/13/2016 Funding Source: EOP&S	EOP&S/CHC	\$528.12	SSutorus
American Red Cross	(13236) Provide First Aid and CPR training for faculty and staff Term: 4/1/2016 - 3/31/2019 Funding Source: General Funds	Safety/SBCCD	\$1,154.70	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Anaheim Plaza Hotel	(13247) Block room rental for the ASG Winter Retreat Term: 1/12/2016 - 1/13/2016 Funding Source: Student Rep Fee	Student Life/SBVC	\$1,914.36	SSutorus
Apple Valley USD	(13251) Partnership agreement to enhance and align Culinary Arts classes to meet the needs of students; no cost to District Term: 7/1/2016 - 6/30/2017 Funding Source: N/A	Technical Training/SBVC		SSutorus
Applied Power Technologies Corp	(13190) Preventative maintenance of the emergency lighting systems at the Media Communications bldg. Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$1,650.00	SSutorus
Badge Express	(13180) Production of 9 employee badges with logo Term: 4/1/2016 - 6/30/2016 Funding Source: EOP&S	EOP&S/SBVC	\$123.73	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Berg Fire Protection, Inc. dba Red Star Fire Protection	(13189) Install cages over six existing fire sprinkler heads in the kitchen storage area Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$1,685.00	SSutorus
Bio-Tox Laboratories, Inc	(13207) Blood screening services for the District Police Department Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	District Police/SBCCD	\$200.00	SSutorus
C.R. England, Inc.	(13260) MOU - To provide student work experience and educational cooperatives; no cost to District Term: 3/3/2016 - 5/30/2021 Funding Source: N/A	Technical Training/SBVC		SSutorus
California State University - San Bernardino	(13300) Half page color advertisement in the Coyote Chronicle promoting CHC summer classes Term: 5/2/2016 - 6/6/2016 Funding Source: Advertising - General Fund	Marketing/CHC	\$1,254.00	SSutorus
California State University - San Bernardino	(13211) Site reservation for the SBVC Student Recognition Banquet Term: 5/13/2016 - 5/13/2016 Funding Source: Matriculation	First Year/SBVC	\$830.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Cal-Lift Inc	(13285) On demand repairs for the CHC warehouse forklifts Term: 4/15/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/CHC	\$2,000.00	SSutorus
	Caribbean Pacific Bus, LLC	(13034) Bus rental for field trip to LA Science Museum in Los Angeles, California; additional charges for fuel and time overages Term: 4/22/2016 - 4/22/2016 Funding Source: Student Equity	First Year/SBVC	\$900.00	SSutorus
	Carlson, Corey dba Spitshine Mobile Detailing Service	(13198) Repairing of the fire academy's fire engine Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Fire Technology/CHC	\$2,000.00	SSutorus
	Cart Man, The	(12385) On demand repairs for SBVC Maintenance Department's golf/utility carts; This is to approve an increase to the not to exceed amount by \$10,000, from \$40,000 to \$50,000 Term: 9/14/2015 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$50,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Cart Man, The	(13210) Repairs and replacement of parts for Applied Technology golf carts Term: 4/1/2016 - 6/30/2016	Technical Training/SBVC	\$1,545.40	SSutorus
	Funding Source: General Funds			
CEPA Operations, Inc	(13188) Removal and installation of two existing fume hoods Term: 4/1/2016 - 6/30/2016	Maintenance/SBVC	\$3,750.00	SSutorus
	Funding Source: Capital Outlay			
Citadel Environmental Services, Inc	(13272) Provide on-site powered industrial truck training at SBVC and CHC Term: 4/1/2016 - 6/30/2016	Safety/SBCCD	\$3,458.00	SSutorus
	Funding Source: General Funds			
Colton Redlands Yucaipa ROP	(13245) Provide curriculum development activities through the Xtreme Summer Camp project; funded through Digital Media grant Term: 5/13/2016 - 7/31/2016	PDC/SBCCD	\$5,000.00	SSutorus
	Funding Source: State Grant			
Corporate Shirts Direct	(13273) Production of promotional t-shirts with embroidery and logo for Whitney Fields Term: 4/25/2016 - 6/30/2016	Safety/SBCCD	\$237.04	SSutorus
	Funding Source: General Funds			

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Daily, Richard	(13299) Speaker - topic "Intersectionality: My Experience of Being Black and Gay" Term: 5/10/2016 - 5/10/2016 Funding Source: Student Equity	Student Services/CHC	\$350.00	SSutorus
	Dell Computer Company	(13265) Purchase of five Dell Latitude notebooks E5570 Term: 4/21/2016 - 6/30/2016 Funding Source: Perkins	Pharmacy Tech/SBVC	\$7,345.90	SSutorus
	Direct Connection	(13275) Direct mail and printing for campaign renewal memberships Term: 4/14/2016 - 6/30/2016 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$9,080.10	SSutorus
	Dorsey, Patrick	(13244) Speaker for the 2016 Commencement Ceremony Term: 5/27/2016 - 5/27/2016 Funding Source: General Funds	Student Life/CHC	\$500.00	SSutorus
	Durham School Services	(13262) Bus rental for Parkside Elementary School students to visit SBVC Term: 4/20/2016 - 4/20/2016 Funding Source: Matriculation	Counseling/SBVC	\$787.72	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
FastSigns	(13243) Production of pole banners with applied cut or printed vinyl and blade signs Term: 4/18/2016 - 6/30/2016 Funding Source: Student Equity	Art & Humanities/SBVC	\$1,813.95	SSutorus
G/M Business Interiors	(13227) Purchase of 47 all seating multiflex student desk/chair right hand and 4 left hand units Term: 4/14/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/CHC	\$14,893.63	SSutorus
Giant Partners, Inc. dba List Giant	(13204) Provide e-mail address for promotional e-mails to be sent to high school and college students Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Marketing/CHC	\$5,470.00	SSutorus
Girl Scouts of San Gorgonio Council	(13176) To provide outreach activities to Middle School aged participants to expose them to career opportunities in the Digital Media field through the Girl Reporter project; funded through ICT/Digital Media grant Term: 5/13/2016 - 11/30/2016 Funding Source: State Grant	PDC/SBCCD	\$5,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Global Experience Specialists,	(13278) Provide electrical outlets and carpet for KVCR promotional booth at the 2016 PBS Annual Meeting Term: 5/17/2016 - 5/18/2016 Funding Source: KVCR - FNX Grant	TV/KVCR	\$331.83	SSutorus
	Graphic Solutions, The	(13178) Production of 200 T-Shirts with logo for promotional giveaways Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Counseling/SBVC	\$1,375.16	SSutorus
	Graphic Solutions, The	(13209) Production of 60 T-Shirts with logo for promotional giveaways Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Art & Humanities/SBVC	\$735.48	SSutorus
	H & L Charter Co, Inc	(13241) Bus rental to Pali Mountain Resort for the First Year Experience Male Cohort Teambuilding Retreat Term: 5/20/2016 - 5/20/2016 Funding Source: Student Equity	First Year/SBVC	\$1,015.00	SSutorus
	H & L Charter Co, Inc	(13239) Bus rental to Pali Mountain Resort for the staff and faculty Teambuilding Retreat Term: 6/8/2016 - 6/8/2016 Funding Source: Student Equity	First Year/SBVC	\$765.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	H & L Charter Co, Inc	(13212) Bus rental to San Diego State University for SBVC Veterans transfer tour Term: 6/16/2016 - 6/16/2016 Funding Source: Student Equity	First Year/SBVC	\$1,520.00	SSutorus
	H & L Charter Co, Inc	(13242) Bus rental to SBVC from Pali Mountain Resort for the First Year Experience Male Cohort Teambuilding Retreat Term: 5/22/2016 - 5/22/2016 Funding Source: Student Equity	First Year/SBVC	\$1,015.00	SSutorus
	H & L Charter Co, Inc	(13240) Bus rental to SBVC from Pali Mountain Resort for the staff and faculty Teambuilding Retreat Term: 6/9/2016 - 6/9/2016 Funding Source: Student Equity	First Year/SBVC	\$765.00	SSutorus
	ICS Service Co	(13228) Provide annual fire alarm inspections and testing Term: 4/14/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$13,608.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Inland Empire Tours & Transportation	(12852) Bus rental for Geography field trip to Crystal Cove State Park; Increase in total amount due to additional time Term: 4/15/2016 - 4/15/2016 Funding Source: General Funds	Geography/SBVC	\$2,296.00	SSutorus
JobElephant.com Inc	(13289) On-demand advertising for open employment positions within the District Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	Human Resources/SBCCD	\$8,995.00	SSutorus
Keenan & Associates	(13226) Discloser and hold harmless agreement for the use of online employee safety training for part-time employees; no cost to District Term: 4/14/2016 - 4/13/2021 Funding Source: N/A	Safety/SBCCD		SSutorus
LeMay Construction	(13222) Replacement of HI/LO drinking fountain at ATTC Term: 4/1/2016 - 6/30/2016 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$4,220.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Loma Linda Children's Hospital Foundation	(13281) Sponsorship agreement to promote employment opportunities with the San Bernardino Community College District Term: 4/3/2016 - 4/3/2016 Funding Source: General Funds	Human Resources/SBCCD	\$100.00	SSutorus
Marcom Communications Systems	(13269) Reprogramming of two emergency phones in the elevator at SBVC Term: 4/21/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$194.40	SSutorus
Marketing Communication Resource	(13203) Production of printing, postage and mailing of graduation appeals Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Program Development/SBVC	\$4,318.00	SSutorus
Measurement Control Systems, Inc.	(13295) Repair of the gas meter on boiler at the LADM Bldg. Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/CHC	\$4,000.00	SSutorus
Medina, David dba Premiere Sound, Inc.	(13205) Provide sound system and DJ services for 2016 Commencement Term: 5/27/2016 - 5/27/2016 Funding Source: General Funds	Student Life/SBVC	\$4,104.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Meltwater News US, Inc	(13170) Software subscription for online media monitoring Term: 4/1/2016 - 3/31/2017 Funding Source: General Funds	Marketing/CHC	\$1,800.00	SSutorus
Miracle Mile CarWash	(13277) On demand car wash service for SBCCD Police vehicles Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	District Police/SBCCD	\$1,500.00	SSutorus
Mizutani, Mari DBA Otherwise Strings	(13206) Performance at the 2016 Commencement Ceremony Term: 5/27/2016 - 5/27/2016 Funding Source: General Funds	Student Life/CHC	\$800.00	SSutorus
Modern Portable	(13250) Production of 3,000 portable "Ultra Plus Power Bank" chargers with logo and imprint for promotional giveaways Term: 5/1/2016 - 6/30/2016 Funding Source: Block Grant	Financial Aid/CHC	\$18,613.63	SSutorus
Orange Line Equipment Company	(13305) Repair of hoist air line hose Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Technical Training/SBVC	\$377.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Pali Mountain Retreat and Conference Center	(13257) Site reservation for the First Year Experience Professional Development Teambuilding Retreat for staff Term: 6/8/2016 - 6/9/2016 Funding Source: Student Equity	First Year/SBVC	\$2,200.00	SSutorus
PBS - Public Broadcasting Service	(13202) Platinum level sponsorship at the PBS Annual Meeting Term: 5/16/2016 - 5/18/2016 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$22,000.00	SSutorus
Pennington Designs	(13246) Production of 1,000 T-Shirts with imprint and logo for promotional giveaways Term: 4/18/2016 - 6/30/2016 Funding Source: General Funds	Student Life/SBVC	\$6,013.09	SSutorus
Quantum Group, The	(13214) Production of 95 cases of custom labeled bottled water for SBVC Financial Aid promotional giveaways Term: 4/8/2016 - 6/30/2016 Funding Source: General Funds	Financial Aid/SBVC	\$3,138.54	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Quantum Group, The	(13185) Production of various custom labeled promotional products used to promote SBVC Financial Aid Term: 4/5/2016 - 6/30/2016 Funding Source: Financial Aid	Financial Aid/SBCCD	\$50,103.69	SSutorus
	Queen Bean Cafe	(13186) Catering for the Transfer Center Advisory Committee Luncheon Term: 4/19/2016 - 4/19/2016 Funding Source: General Funds	Student Services/CHC	\$240.00	SSutorus
	Recruiting Network, The	(13283) Booth rental/exhibitor station to promote employment opportunities with the San Bernardino Community College District Term: 1/25/2016 - 1/25/2016 Funding Source: General Funds	Human Resources/SBCCD	\$250.00	SSutorus
	Redlands Door & Window Company	(13274) Install dual glazing on the test proctor door at DSPS; labor and materials included Term: 4/25/2016 - 6/30/2016 Funding Source: General Funds	Student Services/CHC	\$5,409.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Redlands Festival Ballet Co.	(13196) MOU - Joint production agreement of "Spring Dance Concert featuring Redlands Festival Ballet"; no cost to District Term: 5/6/2016 - 5/7/2016 Funding Source: N/A	Instruction/CHC		SSutorus
	Redlands Plumbing, Heating and Air Conditioning Inc	(12212) On demand services for plumbing and air conditioning repairs and maintenance; This is to approve an \$5,000 increase to the not to exceed amount Term: 7/1/2015 - 6/30/2016 Funding Source: General Funds	Maintenance/CHC	\$10,000.00	SSutorus
	Relymedia	(13215) Production of 1200 flash drives for promotional giveaways Term: 4/13/2016 - 6/30/2016 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$4,832.80	SSutorus
	Riddell/All American	(13200) Repairing of 52 football helmets Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Physical Education/SBVC	\$5,397.84	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Rocky Padilla Band	(13261) Entertainment for the "Cinco De Mayo" Celebration Term: 5/4/2016 - 5/4/2016 Funding Source: General Funds	Student Life/SBVC	\$1,000.00	SSutorus
	San Bernardino County Fire Protection District	(13175) Repairing of the fire academy respirators Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Fire Technology/CHC	\$900.00	SSutorus
	San Bernardino County Sheriff's Department	(10663) Dispatch services for District Police Department; This is to approve FY 2016-2017 annual cost of \$23,340 with a \$45.22 per hour overtime rate Term: 7/1/2014 - 6/30/2017 Funding Source: General Funds	District Police/SBCCD	\$78,442.00	SSutorus
	Sedillo, Mathew Calderon Steven	(13184) Speaker topic "Poetry Reading" for National Poetry Month Term: 4/6/2016 - 4/6/2016 Funding Source: General Funds	Art & Lecture/SBVC	\$2,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Sodexo - Cal State San Bernardino Catering	(13256) Catering for First Year Experience student recognition dinner at Cal State San Bernardino Term: 5/13/2016 - 5/13/2016 Funding Source: Student Equity	First Year/SBVC	\$5,236.05	SSutorus
Southern California Marine Institute	(13280) Demonstration Cruise for Science Field Trip Term: 5/20/2016 - 5/20/2016 Funding Source: General Funds	Biology/SBVC	\$1,090.00	SSutorus
Specialty Flooring, Inc	(13172) Installation of Florock FloroQuartz BC Epoxy Flooring System in the women's and men's locker rooms at CHC Term: 4/1/2016 - 6/30/2016 Funding Source: Capital Outlay	Aquatics Center/CHC	\$8,670.00	SSutorus
Stone's & Chin Corp dba Stone's & Chins Jamaican Restaurant	(13249) Catering for the "Tumaini Program Family Affair" event Term: 5/18/2016 - 5/18/2016 Funding Source: General Funds	Counseling/SBVC	\$582.30	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
SYSCO Food Services of Riverside, Inc.	(13306) Installation of a self-cooking center combo oven and steamer Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Technical Training/SBVC	\$37,461.47	SSutorus
Thermo Electron North America LLC	(13174) Repair of Spectrometer equipment used in the Biology lab Term: 4/4/2016 - 6/30/2016 Funding Source: General Funds	Biology/SBVC	\$1,942.50	SSutorus
Three Peaks Corp	(13191) Install 3/4" conduit for two walkway pole lights Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$2,390.00	SSutorus
Timeless Plaques & Awards	(13253) Production of 11 employee badges with logo Term: 5/1/2016 - 6/30/2016 Funding Source: Student Equity	First Year/SBVC	\$147.96	SSutorus
Timeless Plaques & Awards	(13297) Production of 91 "Lamp of Knowledge" medals with neck ribbons Term: 5/1/2016 - 6/30/2016 Funding Source: General Funds	Transfer Center/SBVC	\$570.38	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Timeless Plaques & Awards	(13252) Production of blue acrylic plaques to be presented at the SBVC "Student Success Recognition Dinner" Term: 5/1/2016 - 5/13/2016 Funding Source: Student Equity	First Year/SBVC	\$1,263.60	SSutorus
	Timeless Plaques & Awards	(13248) Production of engraved "Gold Lamp of Knowledge" medals for Honors Program graduates Term: 5/1/2016 - 6/30/2016 Funding Source: General Funds	Art & Humanities/SBVC	\$202.50	SSutorus
	Trophy House	(13308) Production of engraved medals for the CHC Honors Convocation Term: 5/1/2016 - 6/30/2016 Funding Source: General Funds	Student Services/CHC	\$507.45	SSutorus
	Trophy House	(13179) Production of plaques for the "Veterans Resource Center Woman's Event" Term: 3/1/2016 - 3/24/2016 Funding Source: Veterans Education	Admissions & Records/SBVC	\$86.24	SSutorus
	Watson Bros	(13307) Provide calibration and maintenance on 18 balances Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Chemistry/SBVC	\$4,681.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>General</i>					
	Wicketts Stainless, LLC	(13303) Installation of stainless steel water trough Term: 5/1/2016 - 6/30/2016 Funding Source: General Funds	Technical Training/SBVC	\$3,780.00	SSutorus
	Yosemite CCD - CCC Registry Job Fair	(13284) Booth rental/exhibitor station to promote employment opportunities with the San Bernardino Community College District Term: 1/20/2016 - 1/20/2016 Funding Source: General Funds	Human Resources/SBCCD	\$1,600.00	SSutorus
	Yucaipa & Calimesa News Mirror	(13301) Half page color advertisement in the Yucaipa Music & Arts Festival Program to promote CHC Term: 5/13/2016 - 5/13/2016 Funding Source: Advertising - General Fund	Marketing/CHC	\$625.00	SSutorus
	Yucaipa, City of	(13292) Rental of 7th Street swimming pool for rescue activities for lifeguard courses Term: 4/23/2016 - 5/21/2016 Funding Source: General Funds	Aquatics/CHC	\$367.00	SSutorus
<i>SubTotal for General: 92</i>				<i>\$466,667.18</i>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Facilities Use</u>					
	Keys to a Brighter Future	(13258) Facility use of NH 164 for piano recital Term: 6/9/2016 - 6/11/2016 Funding Source: N/A	Administrative Services/SBVC	\$661.67	SSutorus
	Spectrographs and Soliloquies	(13259) Facility use of PS 228 to shoot a scene from a short film Term: 4/24/2016 - 4/24/2016 Funding Source: N/A	Administrative Services/SBVC	\$460.71	SSutorus
<u>SubTotal for Income - Facilities Use: 2</u>				<u>\$1,122.38</u>	
<u>Income - Grant</u>					
	CCC Chancellor's Office	(13291) Deputy Sector Navigator Grant Term: 7/1/2016 - 6/30/2017 Funding Source: N/A	PDC/SBCCD	\$200,000.00	SSutorus
	CCC Chancellor's Office	(12940) Grant - Student Services Disabled Students Program and Services - Alternative Text Production Center Grant Term: 7/1/2016 - 6/30/2017 Funding Source: N/A	ATPC/SBCCD	\$1,700,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Income - Grant</i>					
	Yosemite CCD	(12355) Instructional agreement for the advancement of child development teachers to get stipends to advance their Early Childhood Teachers Certifications; Amendment 1 - To increase funding amount by \$11,500, from \$12,500 to \$24,000 Term: 7/1/2015 - 6/30/2016 Funding Source: N/A	Child Development/SBVC	\$24,000.00	SSutorus
<i>SubTotal for Income - Grant: 3</i>				<i>\$1,924,000.00</i>	
<i>Income - Underwriter</i>					
	A & R Tarpaulins	(13195) Underwriter agreement to sponsor KVCR-FM programs Term: 3/22/2016 - 2/24/2017 Funding Source: N/A	FM/KVCR	\$10,200.00	SSutorus
	California State University - San Bernardino	(13237) Underwriter agreement for the sponsoring of CSUSB programs on KVCR-91.9 FM Term: 6/16/2016 - 6/15/2017 Funding Source: N/A	FM/KVCR	\$10,000.00	SSutorus
<i>SubTotal for Income - Underwriter: 2</i>				<i>\$20,200.00</i>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Joint Power/Piggyback Purchase</u>					
	Apple Computers, Inc	(13302) Purchase of 8 IMac 2.8ghz Quad Core Intel computers; Piggyback bid from Glendale Unified School District Term: 4/21/2016 - 6/30/2016 Funding Source: Capital Outlay	Campus Tech/CHC	\$11,800.34	SSutorus
	Apple Computers, Inc	(13224) Purchase of iPad Pro Wi-Fi 256GB; Piggyback bid from Glendale Unified School District Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	TESS/SBCCD	\$1,168.56	SSutorus
	CDW Government Inc	(13230) Purchase of 14 Panasonic Toughbook's computers; CMAS 3-99-70-0793B Term: 4/14/2016 - 6/30/2016 Funding Source: STEM Grant	STEM/CHC	\$49,107.31	SSutorus
	CDW Government Inc	(13229) Software licensing renewal for "Landschool"; this software is used in lab classrooms to allow instructors to view and control student used computers; CMAS 3-99-70-0793B Term: 4/1/2016 - 3/31/2017 Funding Source: General Funds	Campus Tech/SBVC	\$1,287.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Joint Power/Piggyback Purchase</u>					
	Dell Computer Company	(13234) Purchase of 2 desk top computers for Research and Planning staff; CMAS 7-15-70-34-003 Term: 4/14/2016 - 6/30/2016 Funding Source: STEM Grant	STEM/CHC	\$4,018.53	SSutorus
	Dell Computer Company	(13233) Purchase of 2 servers to support the Virtual Desktop environment at CHC; CMAS 7-15-70-34-003 Term: 4/14/2016 - 6/30/2016 Funding Source: Capital Outlay	Campus Tech/CHC	\$53,235.85	SSutorus
	Dell Computer Company	(13232) Purchase of 3 desk top computers for Student Health office; CMAS 7-15-70-34-003 Term: 4/14/2016 - 6/30/2016 Funding Source: Student Health Fee	Health Center/SBVC	\$3,688.80	SSutorus
	Dell Computer Company	(13181) Purchase of 30 OptiPlex computers to be used in the assessment center; WSCA 7-15-70-34-003 Term: 4/1/2016 - 6/30/2016 Funding Source: Matriculation	Counseling/SBVC	\$34,547.72	SSutorus
	Dell Computer Company	(13192) Purchase of 40 OptiPlex 7440 AIO desktop computers; WSCA 7-15-70-34-003 Term: 4/1/2016 - 6/30/2016 Funding Source: Capital Outlay	Campus Tech/SBVC	\$129,569.35	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Joint Power/Piggyback Purchase</u>					
	Dell Computer Company	(13304) Purchase of 8 OptiPlex 7440 AIO desktop computers; WSCA 7-15-70-34-003 Term: 4/25/2016 - 6/30/2016 Funding Source: Capital Outlay	Campus Tech/CHC	\$13,581.16	SSutorus
	Dell Computer Company	(13231) Purchase of Dell Ultra Sharp 24 monitor; CMAS 7-15-70-34-003; funded through ICT/Digital Media grant Term: 4/14/2016 - 6/30/2016 Funding Source: State Grant	PDC/SBCCD	\$742.38	SSutorus
	EPC It Solutions Inc	(13225) Provide extended wireless connectivity to multiple outdoor areas at CHC campus; WSCA 7-14-70-12 Term: 4/1/2016 - 6/30/2016 Funding Source: Capital Outlay	Technology Services/CHC	\$12,234.62	SSutorus
	EPC It Solutions Inc	(13271) Upgrade wireless access points connectivity; WSCA 7-14-70-12 Term: 4/1/2016 - 6/30/2016 Funding Source: Capital Outlay	Technology Services/CHC	\$21,010.97	SSutorus
	G/M Business Interiors	(13286) Purchase of Herman Miller Aeron desk chair Term: 4/25/2016 - 6/30/2016 Funding Source: General Funds	Computing Services/SBCCD	\$805.44	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Joint Power/Piggyback Purchase</u>					
<i>SubTotal for Joint Power/Piggyback Purchase: 14</i>				\$336,798.03	
<u>Leases</u>					
	Bennett Center LLC	(13312) Lease of general office space and Braille production center for media, electronic text, Braille files, books and documents and related uses; cost is equal to or less than \$7,400 per month for 60 months plus a not to exceed \$8,000 security deposit; plus tenant improvements as applicable Term: 7/1/2016 - 6/30/2021 Funding Source: Braille Grant	ATPC/SBCCD	\$600,000.00	SSutorus
<i>SubTotal for Leases: 1</i>				\$600,000.00	
<u>PO as Contract</u>					
	Herff Jones Inc	(13294) Rental of commencement regalia for SBVC Faculty Members Term: 5/1/2016 - 6/1/2016 Funding Source: General Funds	Student Life/SBVC	\$6,285.84	SSutorus
<i>SubTotal for PO as Contract: 1</i>				\$6,285.84	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>				
Circle of Nations and Prairie Public Broadcasting	(13223) Programming acquisition rights for "Indian Pride" Term: 3/1/2016 - 2/28/2021 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$8,000.00	SSutorus
Lakeland Public Television	(13311) Program acquisition rights for "Common Ground" and "Sculpting in Wood and Words: The Art of Kent Nerburn"; no cost to District Term: 5/13/2016 - 5/12/2021 Funding Source: N/A	TV/KVCR		SSutorus
Monterey Media, Inc.	(13173) Programming rights for the airing of "Maina" Term: 5/15/2016 - 5/14/2021 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$13,000.00	SSutorus
Picture Box Distribution, Inc	(13310) Programming acquisition rights for "Bizou" Term: 2/12/2016 - 2/11/2021 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$18,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>					
	Vision Maker Media	(13208) Program acquisition rights for the airing of "Trudell" Term: 5/30/2016 - 5/29/2021 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$4,050.00	SSutorus
<i>SubTotal for Program Acquisition: 5</i>				<i>\$43,050.00</i>	
<u>Rescinded/Cancelled</u>					
	H & L Charter Co, Inc	(13024) Bus rental for field trip to University of Southern California for students in the Star Program; funded through Title IV grant; contract canceled by Star Program Term: 5/2/2016 - 5/2/2016 Funding Source: Federal Grant	Star Program/SBVC	\$1,010.10	SSutorus
	Luxe Seafood & Grill Buffet, The	(13026) Catering for Star Program students and staff while attending a field trip to University of Southern California; contract canceled by Star program Term: 5/2/2016 - 5/2/2016 Funding Source: Federal Grant	Star Program/SBVC	\$420.00	SSutorus
	Mt. San Jacinto CCD	(13027) @ONE Software for "Online Teaching and Learning Mentorship" for CHC faculty; training not needed at this time Term: 3/28/2016 - 4/22/2016 Funding Source: Student Equity	Student Services/CHC	\$5,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Rescinded/Cancelled</u>					
<i>SubTotal for Rescinded/Cancelled: 3</i>				<i>\$6,430.10</i>	
<u>Software/Online Services</u>					
	College Source Inc	(13296) Online multi user software license for "TES Online" which enables students and staff to evaluate research materials Term: 7/1/2015 - 6/30/2016 Funding Source: General Funds	Student Services/SBVC	\$3,750.00	SSutorus
	Creation Engine, Inc	(13267) Software license for both MAC and Windows versions of Contribute 6.5 to allow access to update regional website Term: 4/25/2016 - 6/30/2016 Funding Source: AB86 Adult Consortium	Mathematics/SBVC	\$323.85	SSutorus
	Digital Networks Group, Inc.	(13220) Provide and install an interactive display system in B112 to be used for tutoring and meetings Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Campus Tech/SBVC	\$9,259.07	SSutorus
	Digital Networks Group, Inc.	(13221) Provide and install an interactive display system in PS166 to be used for tutoring and meetings Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Campus Tech/SBVC	\$9,259.07	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
Digital Networks Group, Inc.	(13219) Provide and install six LCD screens with digital signage players, sound system, and wireless microphones in the SBVC Campus Center Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Campus Tech/SBVC	\$64,743.49	SSutorus
Heiberg Consulting, Inc	(13213) Student Tracker software for Student Support Services; Funded through Title V Grant Term: 8/1/2016 - 7/31/2017 Funding Source: State Grant	Star Program/SBVC	\$349.00	SSutorus
IBM Corporation	(13177) IBM SPSS Software subscription renewal for CHC for statistical calculations Term: 3/10/2016 - 3/31/2017 Funding Source: STEM Grant	Research & Planning/CHC	\$12,447.00	SSutorus
National Instruments	(13129) Site license for "Teaching Standard Services Program" for the Electronics Department Term: 4/1/2016 - 6/30/2016 Funding Source: Perkins	Electronics/SBVC	\$3,740.16	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
Qless	(13293) Software licensing for "Mobile SMS Queuing" Term: 6/1/2016 - 6/30/2017 Funding Source: Matriculation	Student Services/CHC	\$5,221.70	SSutorus
Red Giant, LLC	(13238) Software licensing for "Magic Bullet Suite 12" used for editing videos Term: 4/18/2016 - 4/17/2017 Funding Source: General Funds	RTVF/SBVC	\$430.92	SSutorus
SIGMAnet	(13254) Software licensing for "Meraki Wireless" software used to connect to emergency phones on SBVC campus Term: 4/29/2016 - 4/28/2021 Funding Source: General Funds	TESS/SBCCD	\$558.00	SSutorus
STATco	(13266) Online access to CATEMA System for articulated courses, dual enrollment and credit-by-exam; no cost to District Term: 7/1/2014 - 6/30/2019 Funding Source: N/A	Technical Training/SBVC		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Software/Online Services</i>				
TechSmith	(13218) Maintenance agreement renewal for Camtasia and SnagIt software used to allow faculty and staff the ability to record and share videos Term: 5/18/2016 - 5/17/2017 Funding Source: General Funds	TESS/SBCCD	\$359.55	SSutorus
Thermo Electron North America LLC	(13309) Upgrade and installation of "Chromeleon" software used by students to become familiar with industry standard instruments Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Chemistry/SBVC	\$2,718.93	SSutorus
Three M (3M) Company	(13197) Online medical clearance exams for EMS students; funded the Medical Clearance Grant Term: 3/30/2016 - 6/30/2017 Funding Source: State Grant	Administrative Services/CHC	\$4,676.00	SSutorus
<i>SubTotal for Software/Online Services: 15</i>			<i>\$117,836.74</i>	
<i>Grand Total Contracts for Board Date 5/12/2016: 146</i>				

Routine Contracts - Summary

Scheduled Board Meeting 05/12/2016

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i><u>Bond Measure Funded</u></i>	4	\$101,327.73
<i><u>Broadcast Rights</u></i>	3	\$2,500.00
<i><u>Calworks Workstudy</u></i>	1	\$4,160.00
<i><u>General</u></i>	92	\$466,667.18
<i><u>Joint Power/Piggyback</u></i>	14	\$336,798.03
<i><u>Leases</u></i>	1	\$600,000.00
<i><u>PO as Contract</u></i>	1	\$6,285.84
<i><u>Program Acquisition</u></i>	5	\$43,050.00
<i><u>Rescinded/Canceled</u></i>	3	(\$6,430.10)
<i><u>Software/Online Services</u></i>	15	\$117,836.74
	139	
		Total Expenses <u><u>\$1,672,195.42</u></u>

INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i><u>Income - Facilities Use</u></i>	2	\$1,122.38
<i><u>Income - Grant</u></i>	3	\$1,924,000.00
<i><u>Income - Underwriter</u></i>	2	\$20,200.00
	7	Total Income <u><u>\$1,945,322.38</u></u>
Total Number of Contracts	<u><u>146</u></u>	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: May 12, 2016
SUBJECT: Consideration of Approval of a Contract with Steinberg Architects of Los Angeles CA

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Steinberg Architects of Los Angeles CA for architectural services on the Learning Resource Center at Crafton Hills College in the amount of \$4,485.21.

OVERVIEW

Steinberg Architects was the architect of record for the Learning Resource Center at CHC. This Measure P project completed construction in 2011, however did not achieve Division of the State Architect (DSA) certification until October 2014 after completing the intensive process required to close out multiple prime contractors. During this process SBCCD incurred expenses against the contract, which were not invoiced until late in 2015.

ANALYSIS

Steinberg's Measure P contract expired and was closed in October 2014. A new contract is now required against which Steinberg can bill the remaining contract value of \$4,485.21.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence


FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

No. 88 – CHC GENERAL

DATE: April 2, 2016

TO: Fath-Allah Oudghiri, AIA, MBA
Director Facilities Planning & Construction
San Bernardino Community College District (SBCCD)

FROM:  Brooke Duncan
Sr. Campus Manager
Crafton Hills College (CHC)
Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**
CHC-9508-Program Support
Steinberg Architects New Contract for Learning Resource Center (LRC)

PROJECT SCOPE:

SBCCD approval to execute a new contract to Steinberg Architects of Los Angeles CA for final billing to the Measure P Project: Learning Resource Center (LRC), in the amount of \$4,485.21.

NARRATIVE:

The DSA close-out phase of the Measure P Learning Resource Center (LRC) extended past the expiration of Steinberg's contract for this project. DSA certification was obtained on October 30, 2014 after an exhaustive effort to close out multi-prime contractors. Steinberg submitted a billing to the District on January 12, 2015 but this invoice was not forwarded to Kitchell/BRj for processing. Steinberg did not inquire regarding the invoice until December 2015. Consequently, after discussions with the District, a new contract is to be executed for the remaining value of the original contract for Steinberg to bill against and close-out.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to execute a contract in the amount of \$4,485.21.



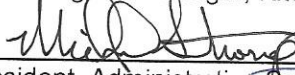

BUDGET INFORMATION:

Program Support – Project # 9508
Info from Measure M Budget V31—3/25/16

Project Original Budget Amount:	\$ 4,035,254.02
Project Current Spent to date:	\$ 5,137,565.16
Project Current Estimate to Complete:	\$ 6,417,588.67
Project Memo Forecast Cost:	\$ 4,485.21
Project Change Amount:	\$ 00.00

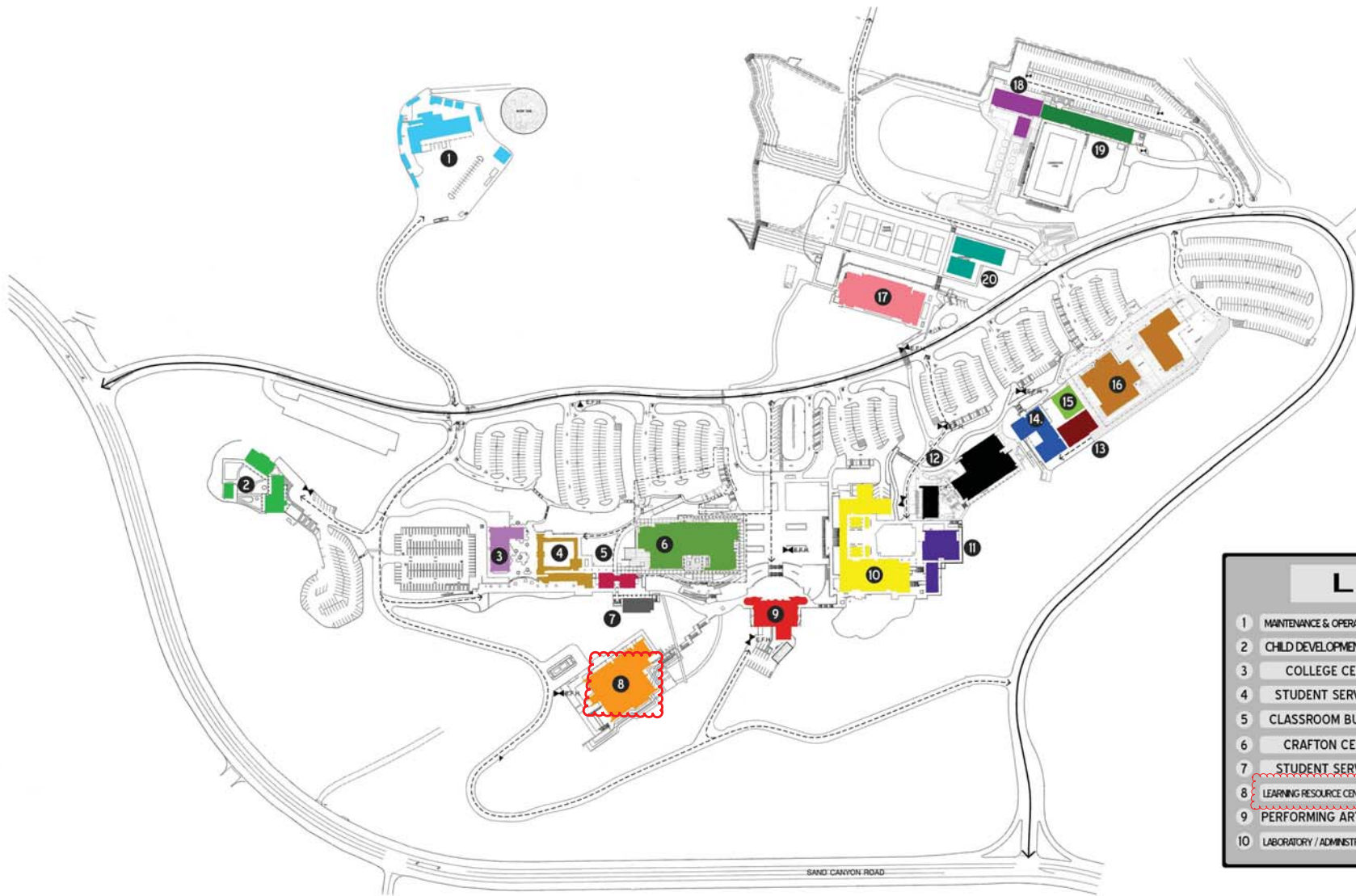
Project Memo cost of \$4,485.21 will come from Budget Line Item #42-50-02-9508-0257-6210.10 – Architectural Fees

Approvals:

 _____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	4/2/16 Date
 _____ George Johnson, Bond Program Manager, Kitchell/BRj	4/5/16 Date
 _____ Mike Strong, Vice President, Administrative Services, CHC	4/6/16 Date
 _____ Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	4-12-16 Date

Attachments: Steinberg Final Invoice Learning Resource Center (LRC)





LEGEND			
1	MAINTENANCE & OPERATIONS / M&O	11	CHEMISTRY / HEALTH SCIENCE
2	CHILD DEVELOPMENT CENTER	12	NEW SCIENCE BUILDING
3	COLLEGE CENTER	13	BOOKSTORE
4	STUDENT SERVICES A	14	OCCUPATIONAL EDUCATION 1 / OE-1
5	CLASSROOM BUILDINGS	15	CLASSROOM AT BOOKSTORE
6	CRAFTON CENTER	16	OCCUPATIONAL EDUCATION 2 / OE-2
7	STUDENT SERVICES B	17	GYMNASIUM
8	LEARNING RESOURCE CENTER / LIBRARY	18	PHYSICAL EDUCATION COMPLEX / PE
9	PERFORMING ART CENTER	19	AQUATICS CENTER / CRF
10	LABORATORY / ADMINISTRATION / LADM	20	SCIENCE PORTABLES

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services

PREPARED BY: George Johnson, Non-Bond Project Manager, Kitchell/BRj

DATE: May 12, 2016

SUBJECT: Consideration of Approval to Award Bid and Contract to Borden Excavating, Inc. of Calimesa CA

RECOMMENDATION

It is recommended that the Board of Trustees award bid and contract to Borden Excavating, Inc. of Calimesa CA for the non-bond Non-Potable Water project at CHC in the amount of \$688,555.00.

OVERVIEW

This project will enable Crafton Hills College to use non-potable water for landscape irrigation. The total project budget is \$1,199,500.00. Upon completion, it is estimated that CHC will reduce its annual potable water usage by 67% – conserving approximately 100 million gallons of potable water per year, with an annual estimated General Fund savings of \$100,000. This project is in partnership with the City of Redlands in their efforts to reach their potable water reduction goal of 36%.

ANALYSIS

A bid opening was conducted on April 14, 2016. The District received 12 responsive and responsible bids. The lowest, most responsive three were:

Vendor	Total Bid Cost
Borden Excavating, Inc. of Calimesa CA	\$688,555.00
WEKA, Inc. of Highland CA	\$788,755.00
Downing Construction, Inc. of Redlands CA	\$856,600.00

An analysis of the bids received indicates that Borden Excavating, Inc. is the lowest, most responsive bidder.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

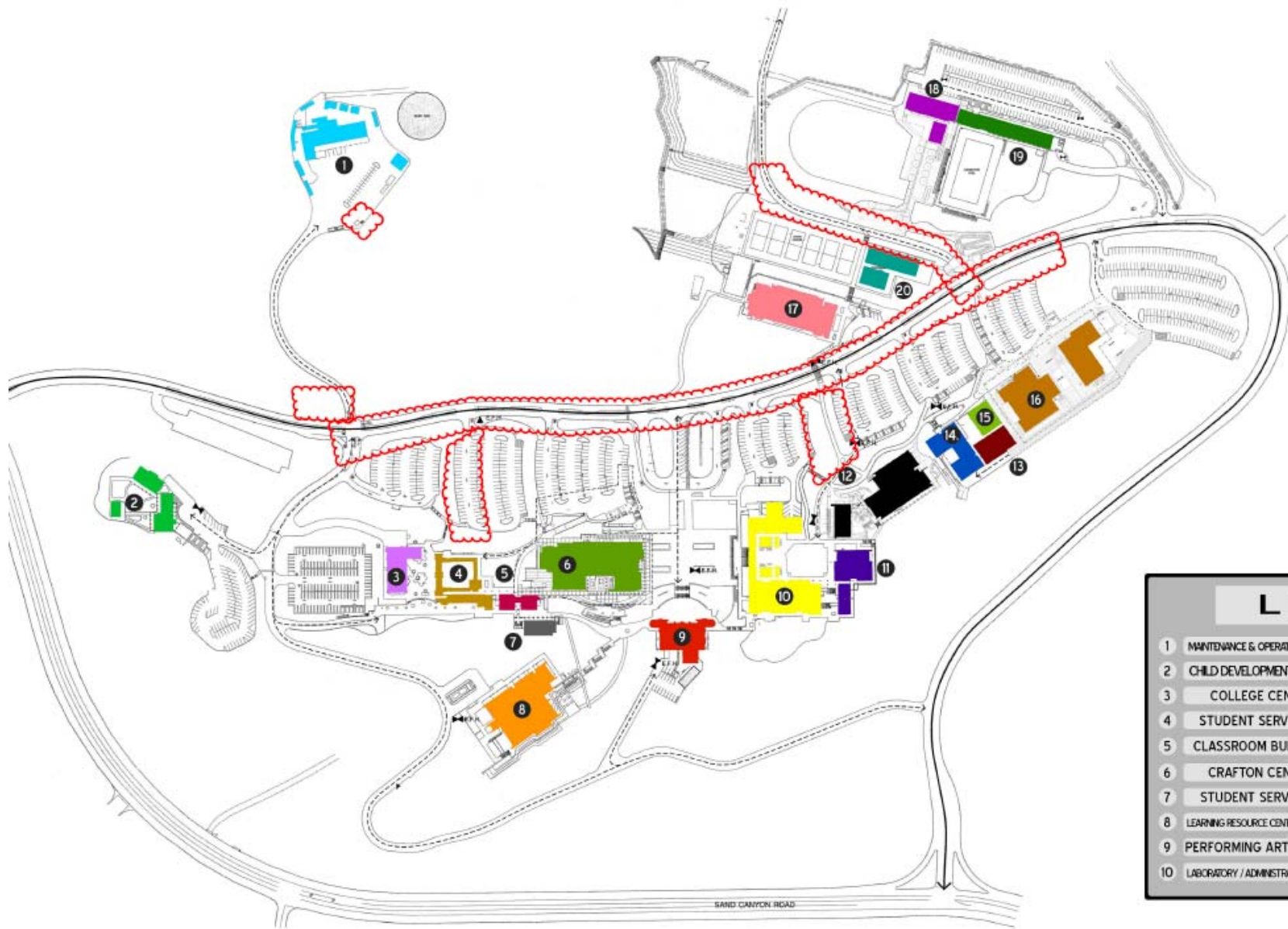
FINANCIAL IMPLICATIONS

Included in the Fund 41 Capital Outlay budget.



Wednesday, April 13, 2016 1:00 PM
Crafton Hills College - Non-Potable Water Project Project

	Contractors	City	Bond	Addenda (1)		Addenda (2)		Base Bid	Allowance #1	Allowance #2	Total
				Noted	Y/N	Noted	Y/N				
1	Keystone Builders, Inc.	Anaheim	Y	Y	Y			\$837,716.00	\$50,000.00	\$50,000.00	\$937,716.00
2	C.S. Legacy Construction, Inc.	Pomona	Y	Y	Y			\$1,089,505.00	\$50,000.00	\$50,000.00	\$1,189,505.00
3	Borden Excavating, Inc.	Calimesa	Y	Y	Y			\$588,555.00	\$50,000.00	\$50,000.00	\$688,555.00
4	Pro-Craft Construction, Inc.	Redlands	Y	Y	Y			\$767,000.00	\$50,000.00	\$50,000.00	\$867,000.00
5	WEKA, Inc.	Highland	Y	Y	Y			\$688,755.00	\$5,000.00	\$50,000.00	\$788,755.00
6	El-CO Contractors, Inc.	San Bernardino	Y	N	N			\$828,897.00	\$50,000.00	\$50,000.00	\$928,897.00
7	Downing Construction, Inc.	Redlands	Y	Y	Y			\$756,600.00	\$50,000.00	\$50,000.00	\$856,600.00
8	TK Construction	San Bernardino	Y	Y	Y			\$789,000.00	\$50,000.00	\$50,000.00	\$889,000.00
9	Fischer, Inc.	San Bernardino	Y	Y	Y			\$1,664,800.00	\$50,000.00	\$50,000.00	\$1,764,800.00
10	Couts Heating & Cooling, Inc.	Corona	Y	Y	Y			\$999,000.00	\$50,000.00	\$50,000.00	\$1,099,000.00
11	BWW & Company	Redlands	Y	Y	Y			\$769,887.47	\$50,000.00	\$50,000.00	\$869,887.47
12	TBU, Inc.	Beaumont	Y	Y	Y			\$1,141,000.00	\$50,000.00	\$50,000.00	\$1,241,000.00
Lowest Proposal											
1	Borden Excavating, Inc.	Calimesa	Y	Y	Y			\$588,555.00	\$50,000.00	\$50,000.00	\$688,555.00
2	WEKA, Inc.	Highland	Y	Y	Y			\$688,755.00	\$50,000.00	\$50,000.00	\$788,755.00
3	Downing Construction, Inc.	Redlands	Y	Y	Y			\$756,600.00	\$50,000.00	\$50,000.00	\$856,600.00



LEGEND			
1	MAINTENANCE & OPERATIONS / M&O	11	CHEMISTRY / HEALTH SCIENCE
2	CHILD DEVELOPMENT CENTER	12	NEW SCIENCE BUILDING
3	COLLEGE CENTER	13	BOOKSTORE
4	STUDENT SERVICES A	14	OCCUPATIONAL EDUCATION 1 / OE-1
5	CLASSROOM BUILDINGS	15	CLASSROOM AT BOOK STORE
6	CRAFTON CENTER	16	OCCUPATIONAL EDUCATION 2 / OE-2
7	STUDENT SERVICES B	17	GYMNASIUM
8	LEARNING RESOURCE CENTER / LIBRARY	18	PHYSICAL EDUCATION COMPLEX / PE
9	PERFORMING ART CENTER	19	AQUATICS CENTER / CRF
10	LABORATORY / ADMINISTRATION / LADM	20	SCIENCE PORTABLES

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Non-Bond Project Manager, Kitchell/BRj
DATE: May 12, 2016
SUBJECT: Consideration of Approval to Award Bid and Contract to Shanks Electric of Helendale CA

RECOMMENDATION

It is recommended that the Board of Trustees award bid and contract to Shanks Electric of Helendale CA for the Prop 39 LED Lighting Replacement project at CHC in the amount of \$166,068.19.

OVERVIEW

In order to take advantage of Prop 39 incentives, this project will replace existing halogen lighting for the drive, parking lot and tennis courts with LED lamps which will last much longer and help reduce energy costs.

ANALYSIS

SBCCD conducted a bid opening on April 11, 2016 and received six responsive and responsible bids. The lowest, most responsive three were:

Vendor	Total Bid Cost
Shanks Electric of Helendale CA	\$166,068.19
Beaumont Electric of Beaumont CA	\$171,616.00
J. Kim Electric of Fullerton CA	\$185,370.00

An analysis of the bids received indicates that Shanks Electric is the lowest, most responsive bidder after My Electrician formally withdrew its bid due to an error in its bid calculation.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

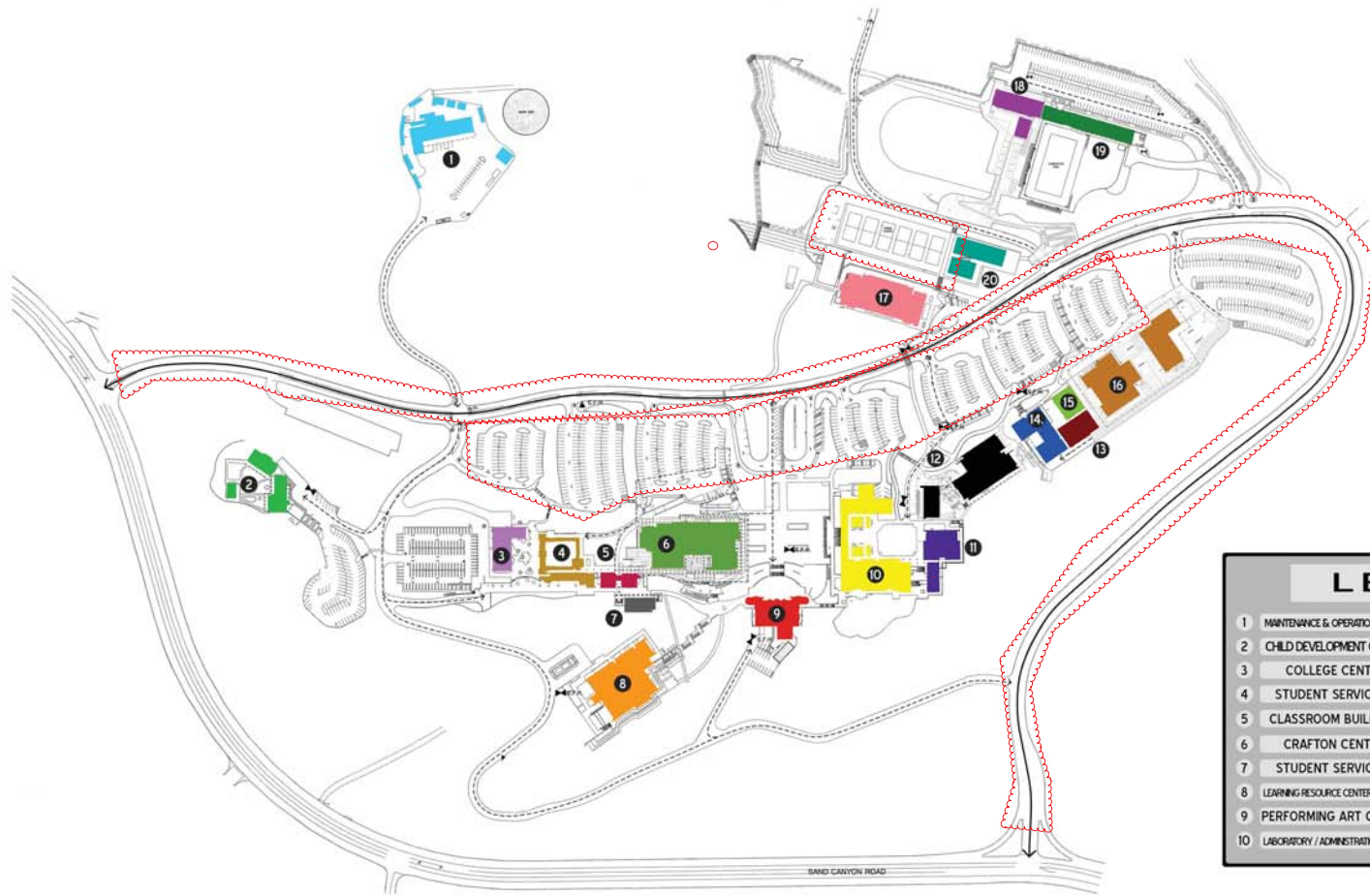
Included in the Fund 41 Capital Outlay budget and funded by Prop 39.



KITCHELL | BRJ

Monday, April 11, 2016 1:00 PM
 San Bernardino Community College District
 Crafton Hills College - Prop 39 LED Lighting Project
 Unofficial Results

	Mandatory Pre Bid Attendee Contractors	City	Bid Bond Y/N	Addenda (1) Noted Y/N	Addenda (2) Noted Y/N	Base Bid	Alternate #1 & #2 Total	Allowance	Total	*Note
1	J. Jackson Electric									
2	J. Kim Electric, Inc.	Fullerton	Y	Y	Y	\$175,370.00	\$2,910.00	\$10,000.00	\$185,370.00	
3	Three Peaks Corp.	Calimesa	Y	Y	Y	\$202,400.00	\$2,220.00	\$10,000.00	\$214,620.00	
4	Lighting Technology Services									
5	My Electrician	Temecula	Y	Y	Y	\$92,165.00	\$3,950.00	\$10,000.00	\$106,115.00	*Pulled Bid
6	Shanks Electric Corp.	Helendale	Y	Y	Y	\$153,491.00	\$2,577.19	\$10,000.00	\$166,068.19	
7	Nevada BKD. Corp.	Fontana	Y	Y	Y	\$198,715.00	\$2,115.38	\$10,000.00	\$210,830.38	
8	Beaumont Electric, Inc.	Beaumont	Y	Y	Y	\$158,964.00	\$2,652.00	\$10,000.00	\$171,616.00	
Lowest Proposal										
1	Shanks Electric Corp.	Helendale	Y	Y	Y	\$153,491.00	\$2,577.19	\$10,000.00	\$166,068.19	
2	Beaumont Electric, Inc.	Beaumont	Y	Y	Y	\$158,964.00	\$2,652.00	\$10,000.00	\$171,616.00	
3	J. Kim Electric, Inc.	Fullerton	Y	Y	Y	\$175,370.00	\$2,910.00	\$10,000.00	\$185,370.00	



LEGEND			
1	MAINTENANCE & OPERATIONS / M&O	11	CHEMISTRY / HEALTH SCIENCE
2	CHILD DEVELOPMENT CENTER	12	NEW SCIENCE BUILDING
3	COLLEGE CENTER	13	BOOKSTORE
4	STUDENT SERVICES A	14	OCCUPATIONAL EDUCATION 1 / OE-1
5	CLASSROOM BUILDINGS	15	CLASSROOM AT BOOKSTORE
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7	STUDENT SERVICES B	17	GYMNASIUM
8	LEARNING RESOURCE CENTER / LIBRARY	18	PHYSICAL EDUCATION COMPLEX / PE
9	PERFORMING ART CENTER	19	AQUATICS CENTER / CRF
10	LABORATORY / ADMINISTRATION / LADM	20	SCIENCE PORTABLES

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: May 12, 2016
SUBJECT: Consideration of Approval to Award Bid and Contract to Three Peaks Corp of Calimesa CA

RECOMMENDATION

It is recommended that the Board of Trustees award bid and contract to Three Peaks Corp of Calimesa CA for the West Complex Tenant Improvements project at Crafton Hills College in the amount of \$209,591.00. This includes the base contract amount of \$190,538.00 as well as any and all change orders up to \$19,053.00, approved by the Vice Chancellor of Business & Fiscal Services, as set forth in the original contract.

OVERVIEW

This project features cosmetic tenant improvements that include demolition of portions of existing walls, installation of non-bearing walls, repairing selective finishes, patching walls and ceilings, painting of walls, doors, trims and louvers, and minor electrical work and existing lighting retrofit. The total cost of this project is approximately \$210,000.00, which is funded by Measure M.

ANALYSIS

A public bid opening was conducted on April 20, 2016 and SBCCD received four bids. The total contract award amount includes four out of the five alternate construction scenarios as selected by the campus – #2) \$4,900.00 for white boards, #3) \$9,750.00 for relocation and concealment of existing conduit boxes, #4) \$2,500.00 for an HVAC air balance report, and #5) \$4,550.00 for power and data outlets.

Vendor	Base Bid	Bid Award with Campus Selected Alternates 2-5
Three Peaks Corp of Calimesa CA	\$168,838.00	\$190,538.00
Painting & Décor of Orange CA	\$257,300.00	\$332,700.00
BWW & Co. of Redlands CA	\$312,600.98	\$342,400.98

An analysis of the bids received indicates that Three Peaks Corp. is the lowest, responsive and responsible bidder.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

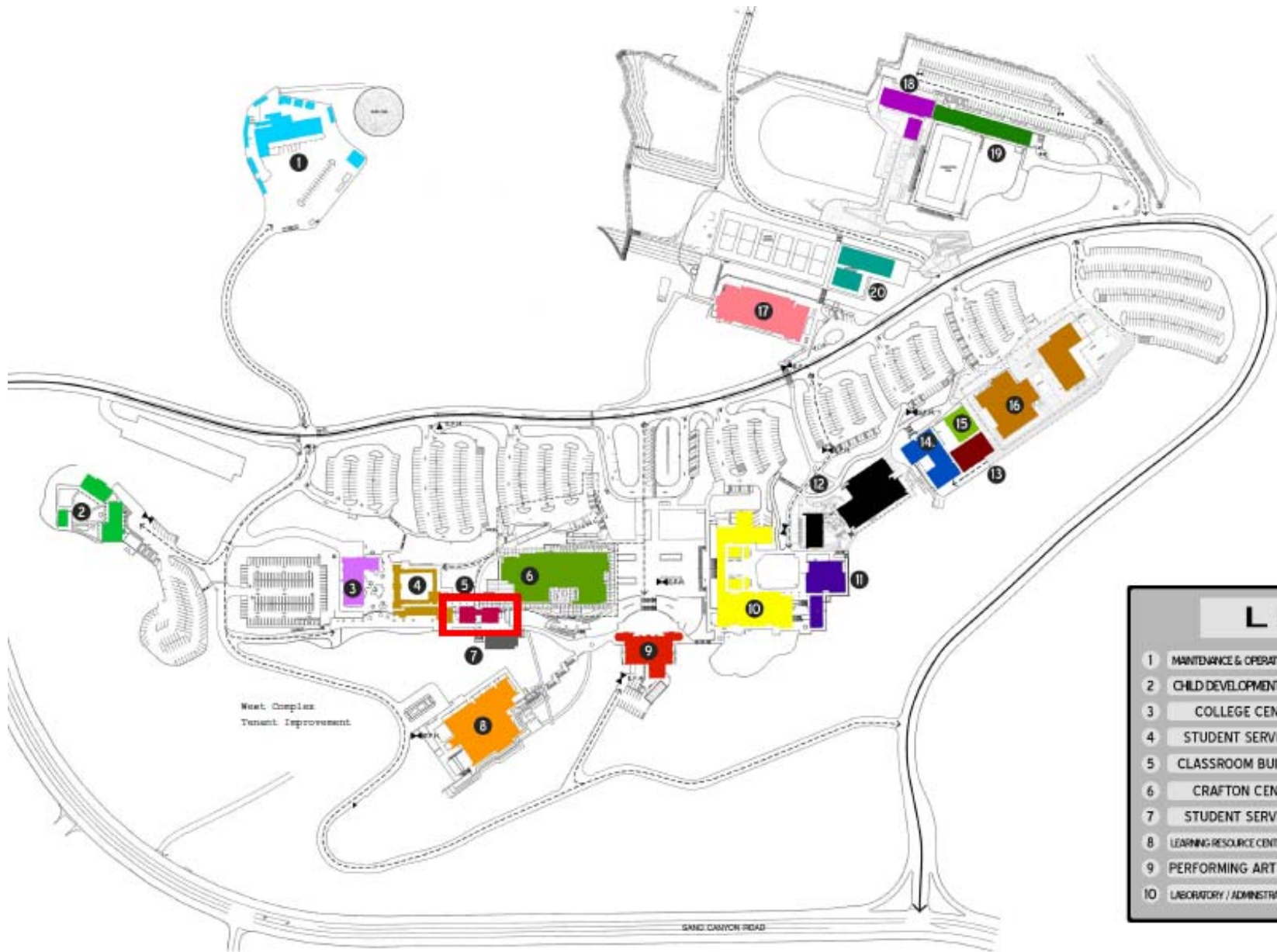
Included in the Fund 42 Revenue Bond Construction budget.



KITCHELL | BRJ

Wednesday April 20, 2016, 2:00PM
 San Bernardino Community College District
 Crafton Hills College - West Complex Tenant Improvements
 Official Results

	Mandatory Pre Bid Attendee Contractors	City	Bid Bond Y/N	Addenda 1 Noted Y/N	Base Bid	Add Alternate 01	Add Alternate 02	Add Alternate 03	Add Alternate 04	Add Alternate 05	Total Add Alternates
1	Three Peaks Corp.	Calimesa, CA	Y	Y	\$168,838.00	\$27,250.00	\$4,900.00	\$9,750.00	\$2,500.00	\$4,550.00	\$48,950.00
2	Painting & Décor, Inc.	Orange, CA	Y	Y	\$257,300.00	\$57,900.00	\$10,300.00	\$31,700.00	\$7,400.00	\$26,000.00	\$133,300.00
3	BWW& Co.	Redlands, CA	Y	Y	\$312,600.98	\$39,500.00	\$7,800.00	\$14,000.00	\$2,500.00	\$5,500.00	\$69,300.00
4	National Construction Maintenace	San Bernardino, CA	Y	Y	\$316,000.00	\$70,434.00	\$10,565.00	\$7,900.00	\$3,130.00	\$6,800.00	\$98,829.00
5											
6											
7											
8											
	Lowest Three Proposals	City	Bid Bond Y/N	Addenda 1 Noted Y/N	Base Bid	Add Alternate 01	Add Alternate 02	Add Alternate 03	Add Alternate 04	Add Alternate 05	Total Bid Award w/Alternates 2-5
1	Three Peaks Corp.	Calimesa, CA	Y	Y	\$168,838.00	n/a	\$4,900.00	\$9,750.00	\$2,500.00	\$4,550.00	\$190,538.00
2	Painting & Décor, Inc.	Orange, CA	Y	Y	\$257,300.00	n/a	\$10,300.00	\$31,700.00	\$7,400.00	\$26,000.00	\$332,700.00
3	BWW& Co.	Redlands, CA	Y	Y	\$312,600.98	n/a	\$7,800.00	\$14,000.00	\$2,500.00	\$5,500.00	\$342,400.98



LEGEND			
1	MAINTENANCE & OPERATIONS / M&O	11	CHEMISTRY / HEALTH SCIENCE
2	CHILD DEVELOPMENT CENTER	12	NEW SCIENCE BUILDING
3	COLLEGE CENTER	13	BOOKSTORE
4	STUDENT SERVICES A	14	OCCUPATIONAL EDUCATION 1 / OE-1
5	CLASSROOM BUILDINGS	15	CLASSROOM AT BOOK STORE
6	CRAFTON CENTER	16	OCCUPATIONAL EDUCATION 2 / OE-2
7	STUDENT SERVICES B	17	GYMNASIUM
8	LEARNING RESOURCE CENTER / LIBRARY	18	PHYSICAL EDUCATION COMPLEX / PE
9	PERFORMING ART CENTER	19	AQUATICS CENTER / CRF
10	LABORATORY / ADMINISTRATION / LADM	20	SCIENCE PORTABLES

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: May 12, 2016
SUBJECT: Consideration of Approval to Award Informal Bid and Contract to aTen Construction, Inc. of Highland CA

RECOMMENDATION

It is recommended that the Board of Trustees award an informal bid and contract to aTen Construction, Inc. of Highland, CA for the Trash Enclosures project at SBVC in the amount of \$51,000.00.

OVERVIEW

In reviewing the service requirements of the Valley College campus, it was determined that there is a need for additional trash collection facilities. Per campus direction, two new trash enclosures will be constructed – one adjacent to the Liberal Arts Center and one behind the Campus Center. Bids were procured using the UCCAP list of pre-qualified contractors.

ANALYSIS

As part of UCCAP, SBCCD maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000.00 and \$175,000.00. Informal bids were solicited from those qualified contractors and the lowest, most responsive was from aTen Construction, Inc. of Highland, CA.

Vendor	Bid Amount
aTen Construction of Highland CA	\$51,000.00
New Millenium Construction Services of Chino Hills CA	\$70,000.00
Three Peaks Corp of Calimesa CA	\$90,000.00

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

Thursday, March 31, 2016
 San Bernardino Community College District
 San Bernardino Valley College - Trash Enclosures



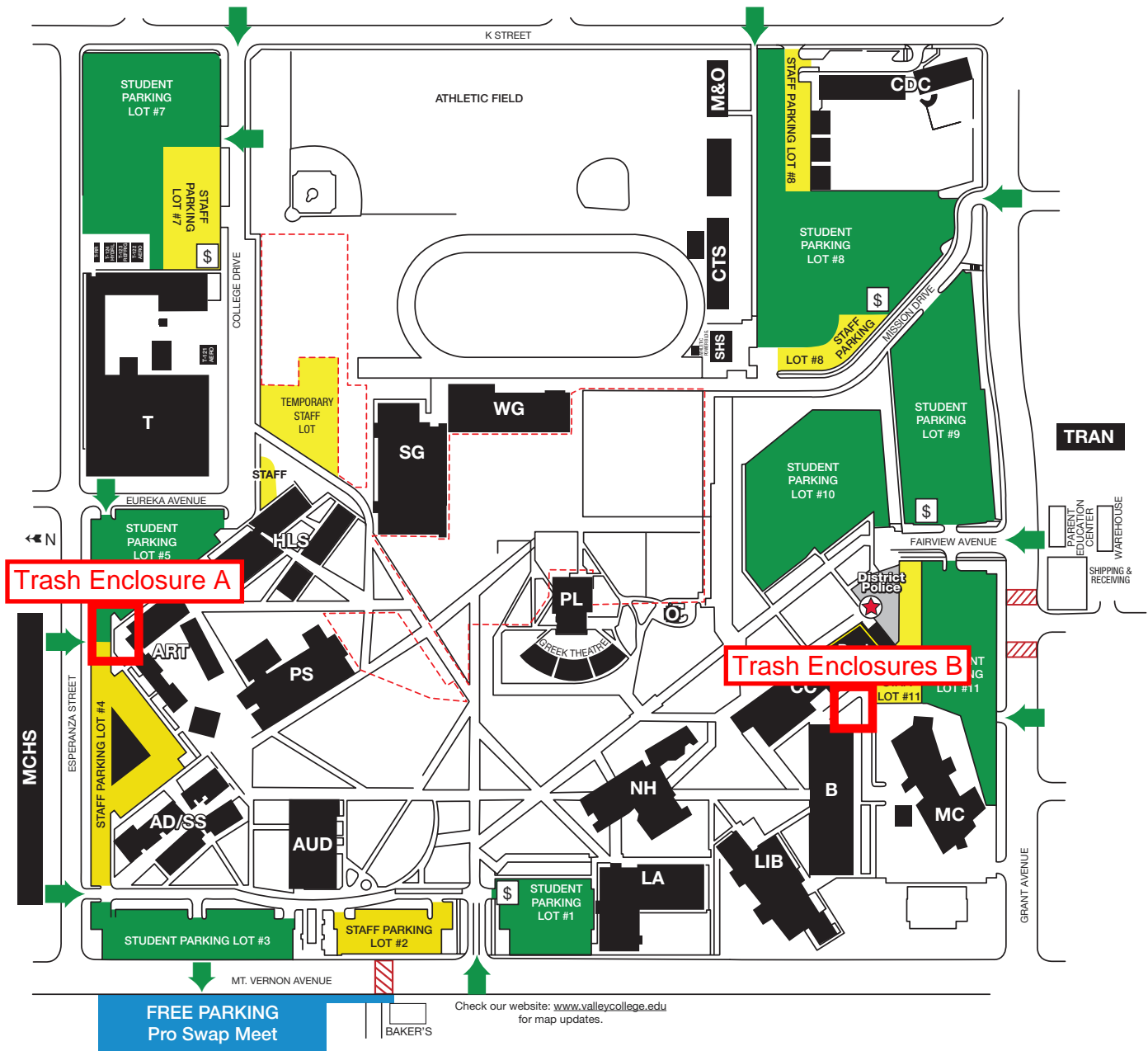
BID RESULTS



Contractor	City	County	Bid Bond Y/N	Addenda (4) Noted Y/N	Base Bid	Allowance	Alternate	Total Bid Amount
Aten Construction	Highland	San Bernardino	X	X	\$41,000.00	\$10,000.00	\$0.00	\$51,000.00
National Construction and Maintenance	San Bernardino	San Bernardino						DID NOT BID
New Millennium Construction Services	Chino Hills	San Bernardino	X	X	\$60,000.00	\$10,000.00	\$0.00	\$70,000.00
Able Restoration	Riverside	Riverside						DID NOT BID
Jorgensen Construction	Oak Hills	San Bernardino	X	X	\$127,500.00	\$10,000.00	\$3,000.00	\$140,500.00
Three Peaks Corp.	Calimesa	Riverside	X	X	\$78,800.00	\$10,000.00	\$1,200.00	\$90,000.00
BWW and Co.	Redlands	San Bernardino	X	X	\$81,000.00	\$10,000.00	\$2,000.00	\$93,000.00

San Bernardino Valley College

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



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

INDICATES APPROVED SMOKING AREAS (10)
 This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
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B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC..... Campus Center	PS..... Physical Sciences
CDC.....Child Development Center	SG..... Snyder Gym
CTS..... Computer Technology Services	SHS..... Student Health Services
HLS.....Health & Life Science	T..... Technical
LA..... Liberal Arts	TRAN..... Transportation Center
LIB..... Library	WG..... Women's Gym

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

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

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: May 12, 2016
SUBJECT: Consideration of Approval of Amendment 006 to the Measure M Bond Program Management Contract with Kitchell CEM, Inc. of Ontario CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 006 to the contract for Measure M Bond Program Management services with Kitchell CEM, Inc. of Ontario CA to extend the contract term by 12 months to May 31, 2017.

OVERVIEW

In May 17, 2012, the Board of Trustees approved a contract with Kitchell CEM, Inc. for program and construction management services for the Measure M Bond Program. The initial two-year term expired on May 31, 2014. According to the agreement, SBCCD may approve up to three one-year extensions, as long as the total term does not exceed five years. To date, two of the three extensions have previously been approved.

Currently, negotiations are underway for a contract to replace this older one which will address current bond program needs. It is anticipated that the new contract will go to the July 14, 2016 Board of Trustees meeting.

ANALYSIS

This amendment will exercise SBCCD's option to enact a third and final one-year extension on this contract, extending the term to May 31, 2017. There is no change in the contract value of \$23,370,255.00.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in Fund 42 Bond Construction budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: May 12, 2016
SUBJECT: Consideration of Approval of Amendment 09 to the Contract with Knowland Construction Services of Rancho Palos Verdes CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 09 to the contract with Knowland Construction Services of Rancho Palos Verdes CA in the amount of \$33,930.00.

OVERVIEW

On August 13, 2012 the Board of Trustees approved a contract with Knowland Construction Services for inspection services on various Measure M projects at Crafton Hills College and San Bernardino Valley College.

This amendment is for the following new projects: SBVC ADA/Signage – Trash Enclosure, SBVC Applied Technology II, SBVC Auditorium Doors and Hardware, and CHC West Complex Tenant Improvement (aka Classroom Building).

ANALYSIS

The effect of this amendment will be an addition of \$33,930.00 to the Knowland Construction Services contract, resulting in a revised contract amount of \$2,739,330.00. The contract term remains unchanged.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

**CONSULTANT CONTRACT AMENDMENT
FOR DSA INSPECTOR OF RECORD SERVICES: 009**

PROJECTS: Crafton Hills College (CHC), 11711 Sand Canyon Road, Yucaipa, CA 92399
San Bernardino Valley College (SBVC), 701 S. Mount Vernon Avenue, San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)
114 South Del Rosa Drive, San Bernardino, CA 92408

TO: Knowland Construction Services
33 Narcissa Drive, Rancho Palos Verdes, CA 90275

BRIEF DESCRIPTION:

This Contract Amendment No. 009 amends the total value of the contract Knowland Construction Services, Inc. has with SBCCD for Division of State Architecture (DSA) Inspector of Record (IOR) services for various Measure M projects at CHC and SBVC. Contract Amendment No. 009 adds Inspection Services fees associated with the following projects.

- ADA/Signage – Trash Enclosures at San Bernardino Valley College (SBVC)
- Applied Technology II – San Bernardino Valley College (SBVC)
- Auditorium – Doors and Hardware – San Bernardino Valley College (SBVC)
- West Complex Tenant Improvement; (AKA Classroom Building) – Crafton Hills College (CHC)

COSTS:

\$5,940.00 SBVC – 4410 – Trash Enclosure Project
\$16,500.00 SBVC – 5233 – Applied Technology II
\$4,290.00 SBVC – 9517 – Auditorium Doors and Hardware
\$7,200.00 CHC – 8226 – West Complex Tenant Improvement

\$33,930.00 Total for Amendment No. 009

ATTACHMENTS: -

SBVC – Kitchell/BRj Project Memo - No. 456 – Multiple Projects
CHC – Kitchell/BRj Project Memo – No. 4 West Complex; Classroom Building (CL) Teanant Improvements

The original Contract Sum	\$1,500,000.00
Net change by previous Amendments	\$1,205,400.00
The Contract Sum prior to this Amendment	\$2,705,400.00
The Contract Sum will be increased by this Amendment	\$33,930.00
The new Contract Sum including this Amendment	\$2,739,330.00

The Contract Schedule as of this Amendment will be extended 0 days.

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes Knowland Construction Services, Inc. to perform the scope of work listed above. SBCCD also authorized and acknowledges that the amount of this amendment will be paid via an amendment to Knowland Construction Services, Inc. contract with SBCCD.

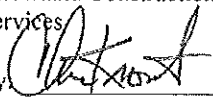
Not valid until signed by all parties. Signature of Knowland Construction Services, Inc. indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

Christopher Knowland
DSA Inspector
Knowland Construction
Services

George Johnson
Bond Program Director
Kitchell/BRJ

Jose F. Torres
Vice Chancellor Business & Fiscal
Services - SBCCD

By: 

By: 

By: _____

DATE: April 11, 2016

DATE: 4/19/16

DATE: _____

DATE: April 5, 2016

No. VC 456 – Multiple Projects

TO: Fath-Allah Oudghiri, AIA, MBA
Director of Facilities, Planning and Construction
San Bernardino Valley College (SBVC)

FROM: Glenn Nadalet
Project Manager
San Bernardino Valley College (SBVC)
Kitchell/BRj

RE: **San Bernardino Valley College (SBVC) Measure M**
SBVC – Project #4410 – ADA/Signage – Trash Enclosures
SBVC – Project #5233 – Applied Technology II – Evaporative Coolers/Ventilation and Restrooms
SBVC – Project #9517 – Auditorium Renovation – Doors and Hardware
Knowland Construction Services Contract Amendment No. 009

SCOPE:

SBCCD approval for Contract Amendment No. 009 to Knowland Construction Services to provide Project Inspector of Record (IOR) Services for various Measure M projects at San Bernardino Valley College (SBVC).

NARRATIVE:

This Contract Amendment No. 009 is for additional project inspection services for the following Measure M projects at San Bernardino Valley College: ADA/Signage – Trash Enclosures – 4410, Applied Technology II – Evaporative Coolers/Ventilation and Restroom Upgrades – 5233, and Auditorium - Doors and Hardware Renovation and Replacement – 9517.

Knowland Construction Services has a current contract for Measure M work for project inspection services. Separate task orders and associated fees and services related to individual projects are required to be identified within the contract. The new contract total, if approved, will be \$2,739,330.00.

RECOMMENDATION:

Kitchell/BRj recommends approving the increase to the budget for inspection services to the projects listed below in the total amount of \$26,730.00 to Measure M Projects.

BUDGET INFORMATION

Info from Measure M Budget Version 31 12/31/2015

ADA/Signage – Trash Enclosures – 4410

Project Original Budget Amount:	\$ 4,164,141.00
Project Current Spent to date:	\$ 3,049,477.00
Project Current Estimate to Complete:	\$ 3,049,477.00
Project Memo Forecast Cost:	\$ 5,940.00
Project Change Amount:	\$ 00.00

\$5,940.00 will be added to Budget Line Item 42-50-01-4410-0257-6120.20-7100.

Applied Technology II – 5233

Project Original Budget Amount: \$ 930,000.00
Project Current Spent to date: \$ 0.00
Project Current Estimate to Complete: \$ 747,900.00
Project Memo Forecast Cost: \$ 16,500.00
Project Change Amount: \$ 00.00

\$16,500.00 will be added to Budget Line Item 42-50-01-5233-0257-6220.20-7100.


Auditorium Renovation – Doors and Hardware – 9517

Project Original Budget Amount: \$ 10,762,085.44
Project Current Spent to date: \$ 9,814,509.11
Project Current Estimate to Complete: \$ 10,467,645.05
Project Memo Forecast Cost: \$ 4,290.00
Project Change Amount: \$ 00.00

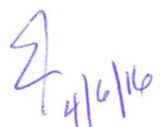
\$4,290.00 will be added to Budget Line Item 42-50-01-9517-0257-6220.20-7100.

Grand Total Contract Amendment: \$26,730.00

Approvals:

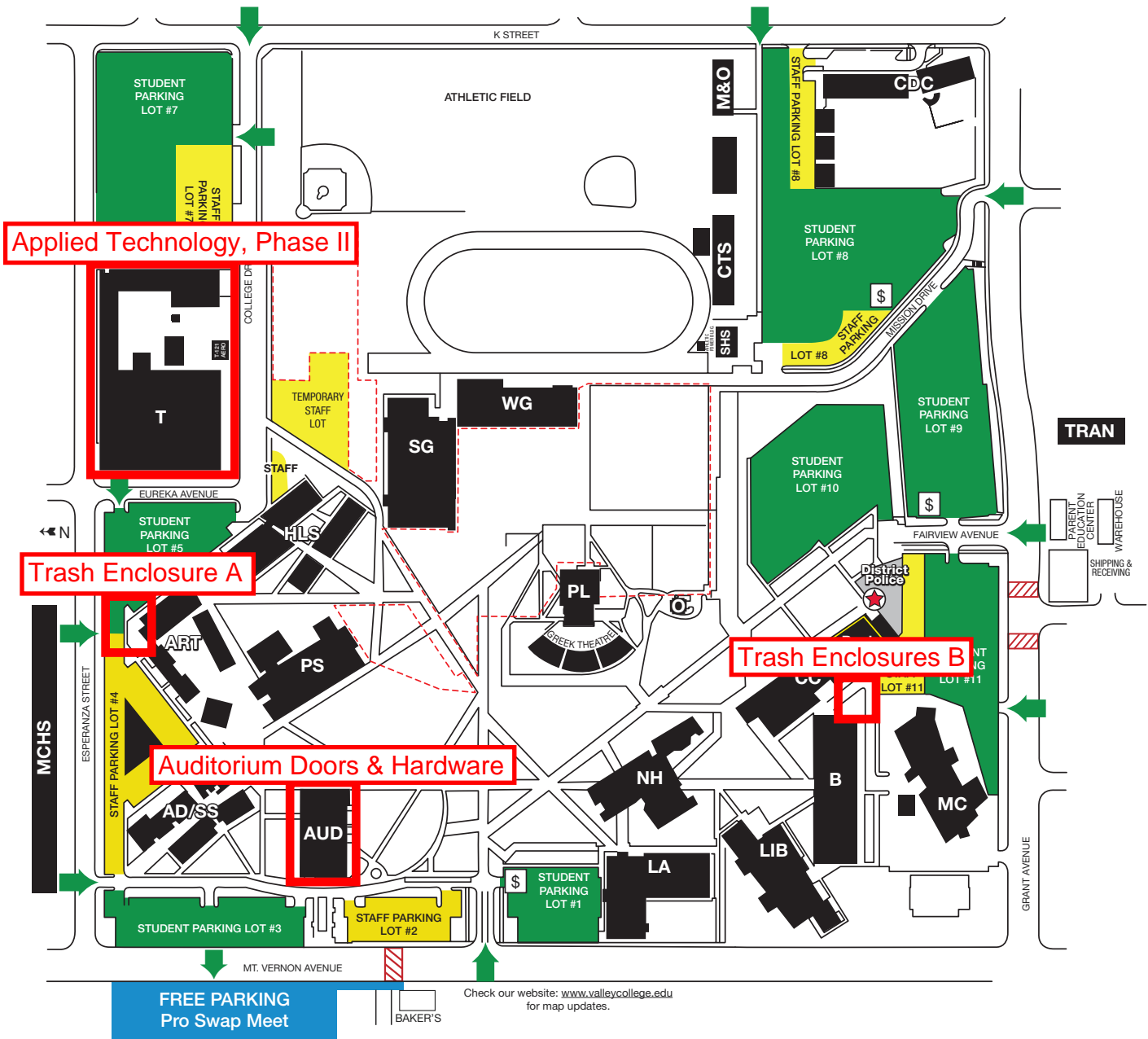
 Hussain Agah, Senior Campus Manager, Kitchell/BRj	APR. 6, 2016
 George Johnson, Bond Program Manager, Kitchell/BRj	4/6/16
 Scott Stark, Vice President, Administrative Services, SBVC	4-8-16
 Fath-Allah Oudghiri, AIA, MBA, Director Facilities, Planning & Construction, SBCCD	4-12-16

Attachments: Sample Knowland Construction Contract Amendment No. 010, Proposals for Project Inspection Services for Trash Enclosure Project, Applied Technology II Project, and Auditorium Doors and Hardware Project.


4/6/16

San Bernardino Valley College

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



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

INDICATES APPROVED SMOKING AREAS (10)
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Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
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CC..... Campus Center	PS..... Physical Sciences
CDC.....Child Development Center	SG..... Snyder Gym
CTS..... Computer Technology Services	SHS..... Student Health Services
HLS.....Health & Life Science	T..... Technical
LA..... Liberal Arts	TRAN..... Transportation Center
LIB..... Library	WG..... Women's Gym

DISTRICT POLICE
 Campus Center Rm. 100
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Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

No. 04 – Classroom Building (CL) Tenant Improvements

DATE: 3/2/2016

TO: Fath-Allah Oudghiri, AIA, MBA
Director Facilities Planning & Construction
San Bernardino Community College District (SBCCD)

FROM: Tom Anderson 
Project Manager
Crafton Hills College (CHC)
Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**
CHC – 8226 – Classroom Building (CL) Tenant Improvements
Knowland Construction Services Amendment CA9

PROJECT SCOPE:

SBCCD approval to amend the contract and issue a new purchase order to Knowland Construction Services agreement for Inspector of Record Services associated with the Classroom Building Tenant Improvements project in the amount of \$7,200.00.

NARRATIVE:

Knowland Construction Services, is contracted to provide inspection services for SBCCD through the District approved RFQ/RFP process. A task order will be provided to Knowland Construction Services for inspection services on the Crafton Hills College – Classroom Building Tenant Improvements project scheduled to be completed prior to Fall 2016.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to amend Knowland Construction Services agreement by \$7,200.00 and issue a purchase order in the amount of \$7,200.00.

BUDGET INFORMATION:

Classroom Building Remodel – Proj. # (8226)
Info from Measure M Budget V#31— 12/31/15

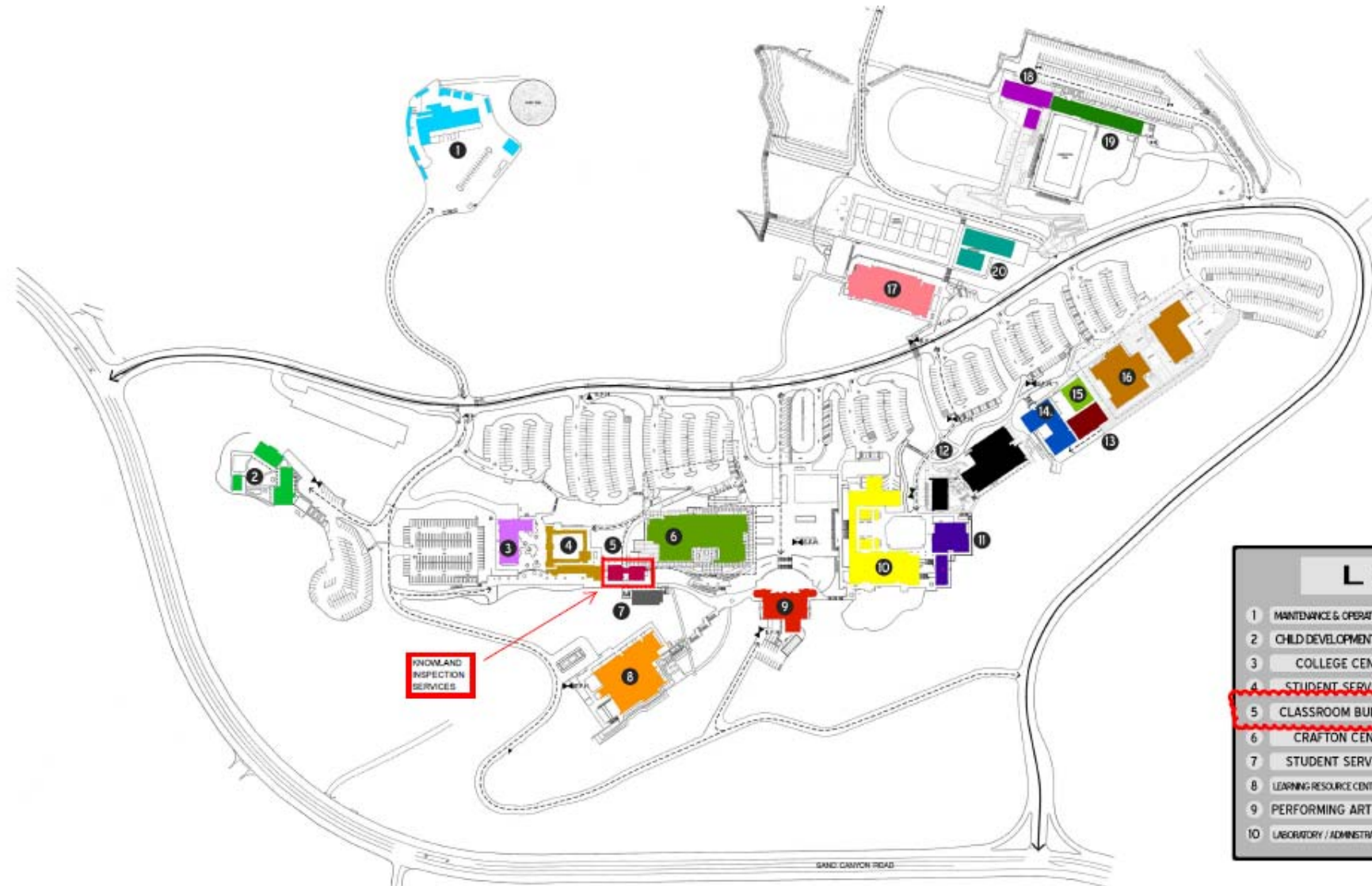
Project Original Budget Amount:	\$ 302,698.15
Project Current Spent to date:	\$ 69,850.52
Project Current Estimate to Complete:	\$ 218,532.34
Project Memo Forecast Cost:	\$ 7,200.00
Project Change Amount:	\$ 00.00

Funding for Project Memo cost of \$7,200.00 will come from the following Budget Line Item#
42-50-02-8226-0257-6220-20-7100 – Inspection Services (IOR) (Classroom Building Remodel –
\$7,200.00)

Approvals:

 _____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	3/10/16 _____ Date
 _____ George Johnson, Bond Program Manager, Kitchell/BRj	3/14/16 _____ Date
 _____ Mike Strong, Vice President, Administrative Services, CHC	3/22/16 _____ Date
 _____ Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	3-25-16 _____ Date

Attachment: Knowland Proposal.



LEGEND

1	MAINTENANCE & OPERATIONS / M&O	11	CHEMISTRY / HEALTH SCIENCE
2	CHILD DEVELOPMENT CENTER	12	NEW SCIENCE BUILDING
3	COLLEGE CENTER	13	BOOKSTORE
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5	CLASSROOM BUILDINGS	15	CLASSROOM AT BOOKSTORE
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10	LABORATORY / ADMINISTRATION / LADM	20	SCIENCE PORTABLES

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services

PREPARED BY: George Johnson, Bond Program Manager, Kitchell/BRj

DATE: May 12, 2016

SUBJECT: Consideration of Approval of Measure M Construction Change Orders and Contract Amendments

RECOMMENDATION

It is recommended that the Board of Trustees approve the following construction contract change orders and/or amendments. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

San Bernardino Valley College – Miscellaneous Bond Improvements						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
BWW, Redlands CA	CO-01	152,300.00	0.00	5,815.85	158,115.85	3.82
Three Peaks, Calimesa CA	CO-01	85,791.00	0.00	-6,632.00	79,159.00	-7.73
Crafton Hills College – Chemistry and Health Sciences (CHS) Phase 2						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
BWW, Redlands CA	CO-01	320,013.67	0.00	24,495.74	344,509.41	7.65

OVERVIEW

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

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

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

ANALYSIS

Construction contract amendments and change orders submitted with this board item total \$23,679.59.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

42-50-01-5234
Project Number

Capital Facilities Program Management

MPKVCR-GC-CO1

CHANGE ORDER

Original Contract Amount: **\$152,300.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>February 25, 2016</u>
Project Description:	<u>Miscellaneous Bond Improvements - KVCR Parking Lot</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>BWW and Co.</u>	Attn:	<u>Bobby Wilson</u>

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

Item No.: **Refer to attachments**

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

Description of Work:

This change order covers a combination of unanticipated field conditions and campus requests related to the KVCR Parking Lot project. 1) Balance of costs to tie new light fixtures to an existing live circuit; 2) Remove and replace additional paving to address slope issues along ADA pathway; 3) Rework curb and gutter forms to curb only; 4) Repaint the fire lane markings along the east side of the lot entry; 5) Provide additional lot markings at unmarked spaces - to be marked as "Staff"; and provide one additional KVCR Staff sign to replace existing illegible sign; 6) Provide 24" x 36" lot identification sign; provide bollards at fire hydrant; add fire lane markings at northeast corner.

Refer to attached Project Memo No. 454

Contract Change Order No. MPKVCR-GC-CO1: Items 1.1 through 1.6

TOTAL COST of CONTRACT CHANGE ORDER MPKVCR-GC-CO1:

\$5,815.85

Reason for Change:

- 1 A-1 - Site cost, unforeseen field condition; Contractor generated
- 2 A-5 - Site cost, unforeseen field condition; Inspector generated
- 3 A-1 - Site cost, unforeseen field condition; Contractor generated
- 4 B-2 - Error and omission; Contractor generated
- 5 C-4 - District added scope of work; District generated.
- 6 C-4 - District added scope of work; District generated.

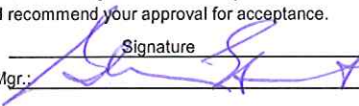
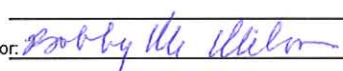
Initiator of Change:

- 1 **Less Replacement Work Than Expected**

The original Base Contract Sum was:	<u>\$152,300.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. MPKVCR-GC-CO1 will be increased by:	<u>\$5,815.85</u>
The revised BASE Contract Sum:	<u>\$158,115.85</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$158,115.85</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$158,115.85</u>
The contract TIME due to C.O. No. MPKVCR-GC-CO1 will be increased by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>NA</u>
SBCCD Change Order No. <u>MPKVCR-GC-CO1</u> includes Item Number(s):	<u>1.1 through 1.6</u>

This Contract Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District. I believe this request is valid and recommend your approval for acceptance.		
Signature	Name (printed)	Date
	Glenn Nadalet, Project Manager, Kitchell/BRJ	<u>2/29/16</u>
District:	Jose F. Torres, Vice Chancellor, Business and Fiscal Services, SBCCD	
Contractor: 	Bobby W. Wilson, Owner, BWW and Co.	<u>3/1/16</u>
	<small>Printed Name/Title</small>	

CHANGE ORDER NO. MPKVCR-GC-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Balance of cost for required electrical work required to connect new light standards.	A-1	100		\$699.84	\$699.84
Item 1.2	Provide additional paving to address grades along ADA accessible pathway.	A-5	100		\$603.67	\$603.67
Item 1.3	Rework curb and gutter forms to curb only.	A-1	100		\$916.93	\$916.93
Item 1.4	Repaint fire lane markings on east side of entry drive.	B-2	100		\$311.10	\$311.10
Item 1.5	Provide added markings at spaces to indicate "Staff"; provide replacement of existing illegible sign.	C-4	100		\$646.37	\$646.37
Item 1.6	Provide on 24" x 36" pole-mounted lot identification sign; provide "Fire Lane Markings; provide bollards at fire extinguisher.	C-4	100		\$2,637.94	\$2,637.94
	Subtotal					\$5,815.85

TOTAL CONTRACT CHANGE ORDER # MPKVCR-GC-CO1

\$5,815.85

CODE LEGEND

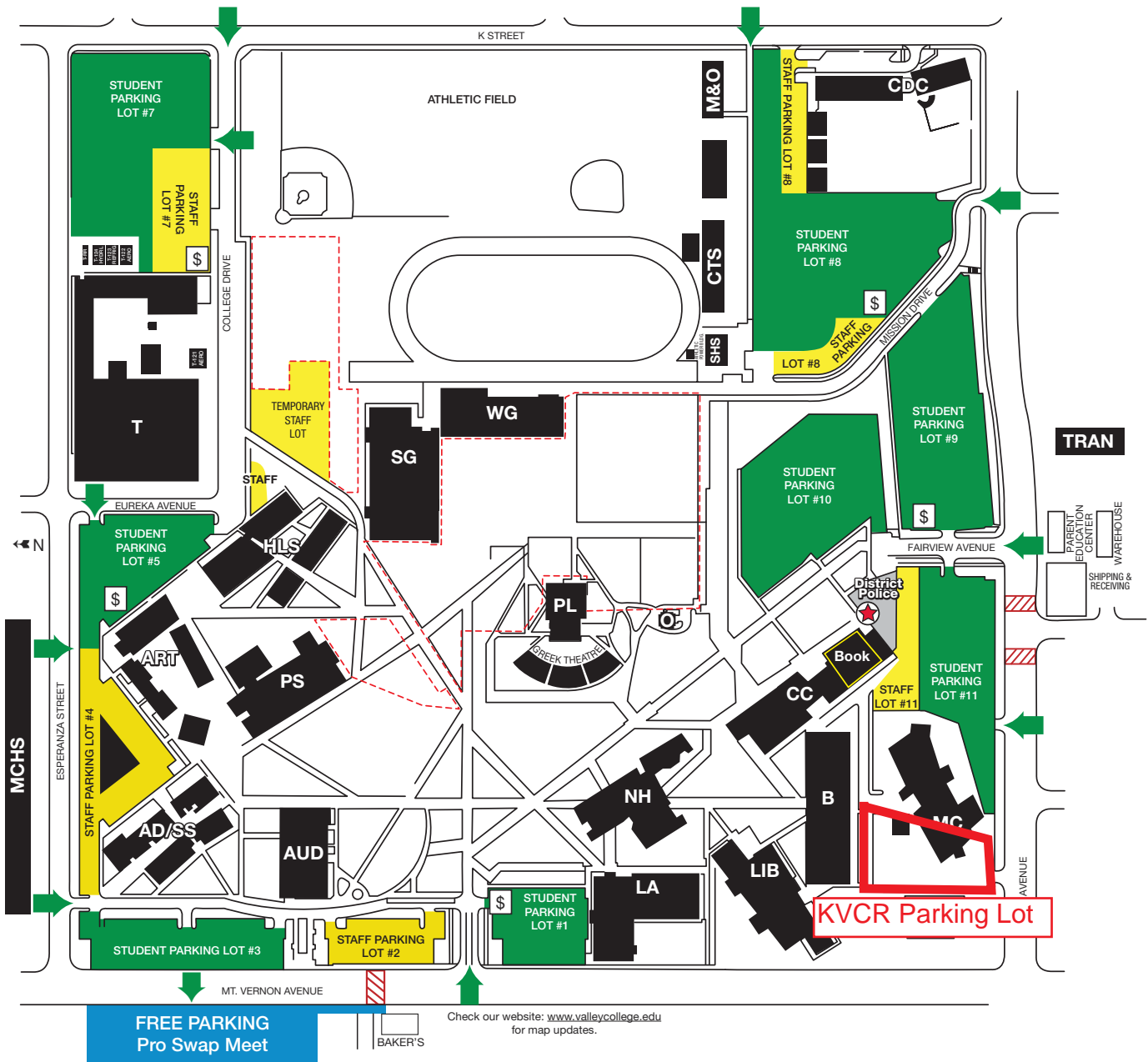
- A SITE COST, UNFORESEEN FIELD CONDITION
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- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

San Bernardino Valley College

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



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

INDICATES APPROVED SMOKING AREAS (10)
 This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
ART.....Art Center	MCHS..... Middle College High School
AUD..... Auditorium	M&O..... Maintenance & Operations
B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC..... Campus Center	PS..... Physical Sciences
CDC..... Child Development Center	SG..... Snyder Gym
CTS..... Computer Technology Services	SHS..... Student Health Services
HLS..... Health & Life Science	T..... Technical
LA..... Liberal Arts	TRAN..... Transportation Center
LIB..... Library	WG..... Women's Gym

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

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

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

42-50-01-5234
Project Number

MPNetting-GC-CO1

CHANGE ORDER

Original Contract Amount: **\$85,791.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>April 7, 2016</u>
Project Description:	<u>Miscellaneous Bond Improvements - Outfield Baseball Netting South</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>Three Peaks Corporation</u>	Attn:	<u>Erik Simmons</u>

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

Item No.: **Refer to attachments**

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

Description of Work:

This change order accounts for the unused allowance balances for the Outfield Baseball Netting South project at San Bernardino Valley College.

Refer to attached Project Memo No. 466

Contract Change Order No. MPNetting-GC-CO1: Items 1.1

TOTAL COST of CONTRACT CHANGE ORDER MPNetting-GC-CO1:

(\$6,632.00)

Reason for Change:

1 L-2 - Contract administrative issue, construction manager generated

Initiator of Change:

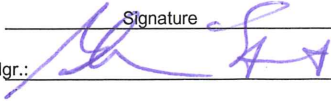
1 Return of unused allowance balances

The original Base Contract Sum was:	<u>\$85,791.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. MPNetting-GC-CO1 will be decreased by:	<u>-\$6,632.00</u>
The revised BASE Contract Sum:	<u>\$79,159.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$79,159.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$79,159.00</u>
The contract TIME due to C.O. No. MPNetting-GC-CO1 will be increased by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>NA</u>
SBCCD Change Order No. <u>MPNetting-GC-CO1</u> includes Item Number(s):	<u>1.1</u>

This Contract Change Order is not valid until signed by the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Signature	Name (printed)	Date
	Glenn Nadalet, Project Manager, Kitchell/BRJ	4/14/16
District:	Jose F. Torres, Vice Chancellor, Business and Fiscal Services, SBCCD	
Contractor:	Erik Simmons, President, Three Peaks Corp.	4/19/16

Printed Name/Title

CHANGE ORDER NO. MPNetting-GC-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Balance of cost for required electrical work required to connect new light standards.	L-2	100	(\$6,632)	\$0.00	(\$6,632.00)
Subtotal						(\$6,632.00)
TOTAL CONTRACT CHANGE ORDER # MPKVCR-GC-CO1						(\$6,632.00)

CODE LEGEND

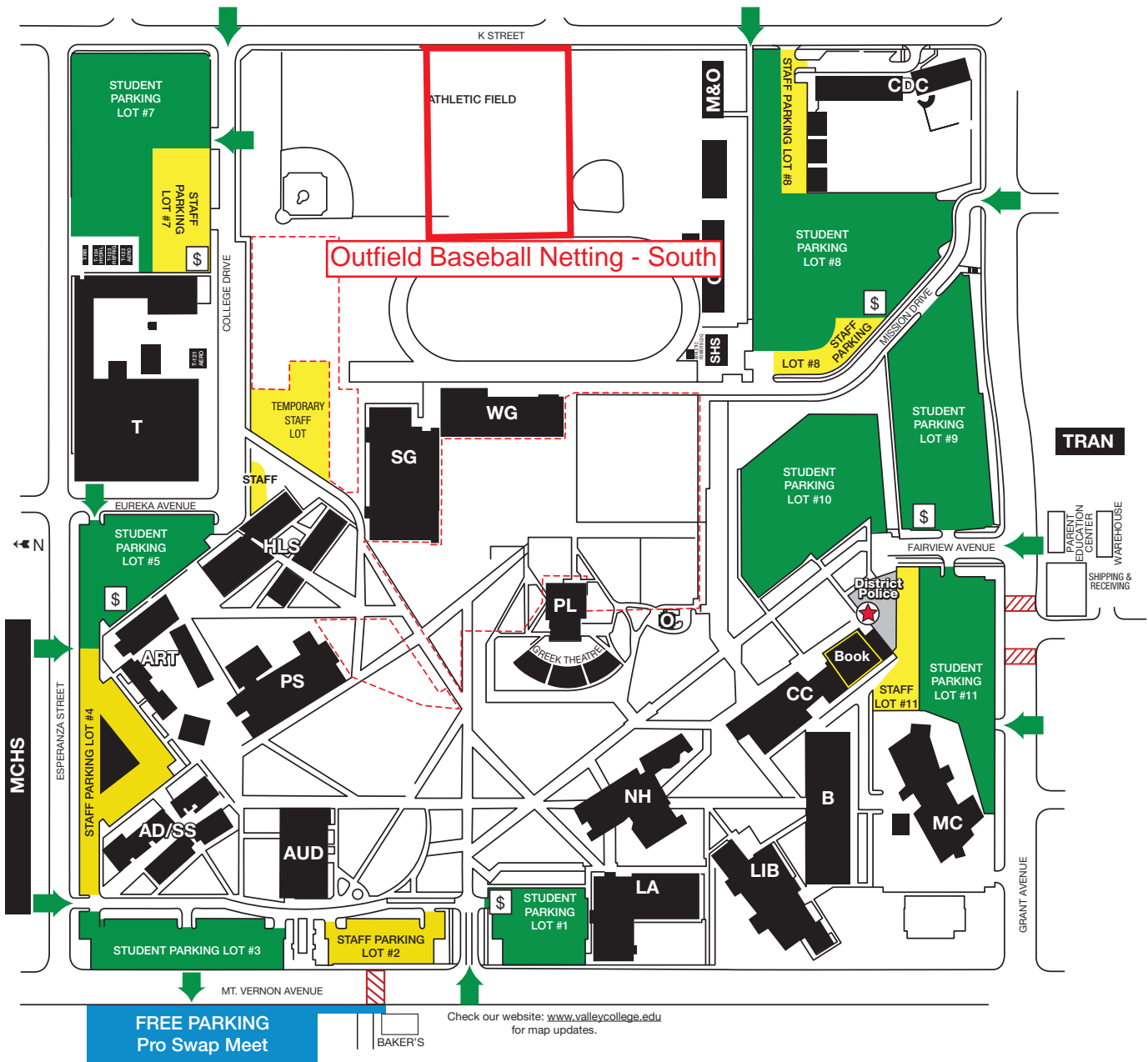
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San Bernardino Valley College

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



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

INDICATES APPROVED SMOKING AREAS (10)
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DISTRICT POLICE
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Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

4640
Project Number

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management
CHANGE ORDER

CHS TI Phase2 C.O. #01
C.O./P.C. #

Original Contract Amount:	\$320,013.67
Amount of Previous Contract Amendments:	\$0.00
Amount of Previous Change Orders:	\$0.00
Current Contract Amount	\$320,013.67

School Name:	SBCCD - Crafton Hills College	Date:	2/26/16
Project Description:	CHC-CHS Building Tenant Improvement Phase 2	Contract # :	Bid Category
To (Contractor):	BWW & Company	Attn:	Bobby Wilson

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

Item No: Refer to attachments

Description of Work

This change order includes additional scopes of work for the general contractor generated from added and/or deleted scope improvements, errors and/or omissions and unforeseen field conditions. These items were not included in the original contract documents and noted after the bid and execution of the trade contract.

See detailed backup for more information.

Refer to Attached Project Memo No. : CHS-TI Phase 2 06
TOTAL COST OF THIS CHANGE ORDER : \$24,495.74

Reason for Change: **See Breakdown by item on next page

- Site Cost, Unforseen Field Condition
- Site Cost, Error and/ or Omission
- Building Cost, District Added or Reduced Scope

Initiator of Change: **See Breakdown by Item on next page

Current contract AMOUNT:	\$320,013.67
The contract AMOUNT due to this Change Order will be increased by:	\$24,495.74
The contract AMOUNT due to this Change Order will be decreased by:	\$0.00
The revised Contract Amount, including this Contract Change Order is:	\$344,509.41
The contract TIME due to this Change order will be increased by:	0
The contract TIME due to this Change order will be decreased by:	0
The New Contract Completion Date, including this Contract Change Order is	2-Jan-16

This Contract Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in work.

San Bernardino Community College District Change Order No.: CO #001 includes items: Item 1.1 - Item 1.11

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District. I believe this request is valid and recommend your approval

<u>SHOJI TAKESHIMA</u> Architect - Little Diversified	<u>[Signature]</u> Shoji Takeshima - Sr. Project Mgr.	<u>3/1/16</u> Date
<u>Tom Anderson</u> Construction Manager - Kitchell/BRJ	<u>[Signature]</u> Tom Anderson - Project Manager	<u>2-26-16</u> Date
<u>Bobby W Wilson</u> Contractor - BWW & Company	<u>[Signature]</u> Bobby Wilson - President	<u>3-1-16</u> Date
District: San Bernardino Community College District	<u>[Signature]</u> Jose Torres - Interim Vice Chancellor Fiscal Services	Date

CHANGE ORDER No. 001

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	BWW COP #001 (New Cork Boards)	H-4	100		\$1,776.52	\$1,776.52
Item 1.2	BWW COP #002 (Installing Glass Sliders)	H-4	100		\$1,743.25	\$1,743.25
Item 1.3	BWW COP #003 (Install New CAT 6 Cabling OE-1)	H-4	100		\$3,229.02	\$3,229.02
Item 1.4	BWW COP #005 (Re-install roof insulation OE-1)	H-4	100		\$4,335.66	\$4,335.66
Item 1.5	BWW COP #006 (Remove Fallen Tree	H-4	100		\$3,092.29	\$3,092.29
Item 1.6	BWW COP #007 (Water Damage Repair)	H-4	100		\$2,648.85	\$2,648.85
Item 1.7	BWW COP #008 (Remove/Replace Receptacles MSA)	H-4	100		\$3,567.56	\$3,567.56
Item 1.8	BWW COP #009 (Install emergency lights OE-1)	H-4	100		\$1,661.54	\$1,661.54
Item 1.9	BWW COP #010 (Provide Space Heaters OE-2)	H-4	100		\$1,044.86	\$1,044.86
Item 1.10	BWW COP #012 (Relocate Data Jack for White Brd)	H-4	100		\$897.47	\$897.47
Item 1.11	BWW COP #014 (Add Receptacle for Instructor)	H-4	100		\$498.72	\$498.72
Subtotal						\$24,495.74
TOTAL CONTRACT CHANGE ORDER No. 03						\$24,495.74

* Little Diversified Architects has a disagreement on the entitlement of this item. See detailed backup for more information.

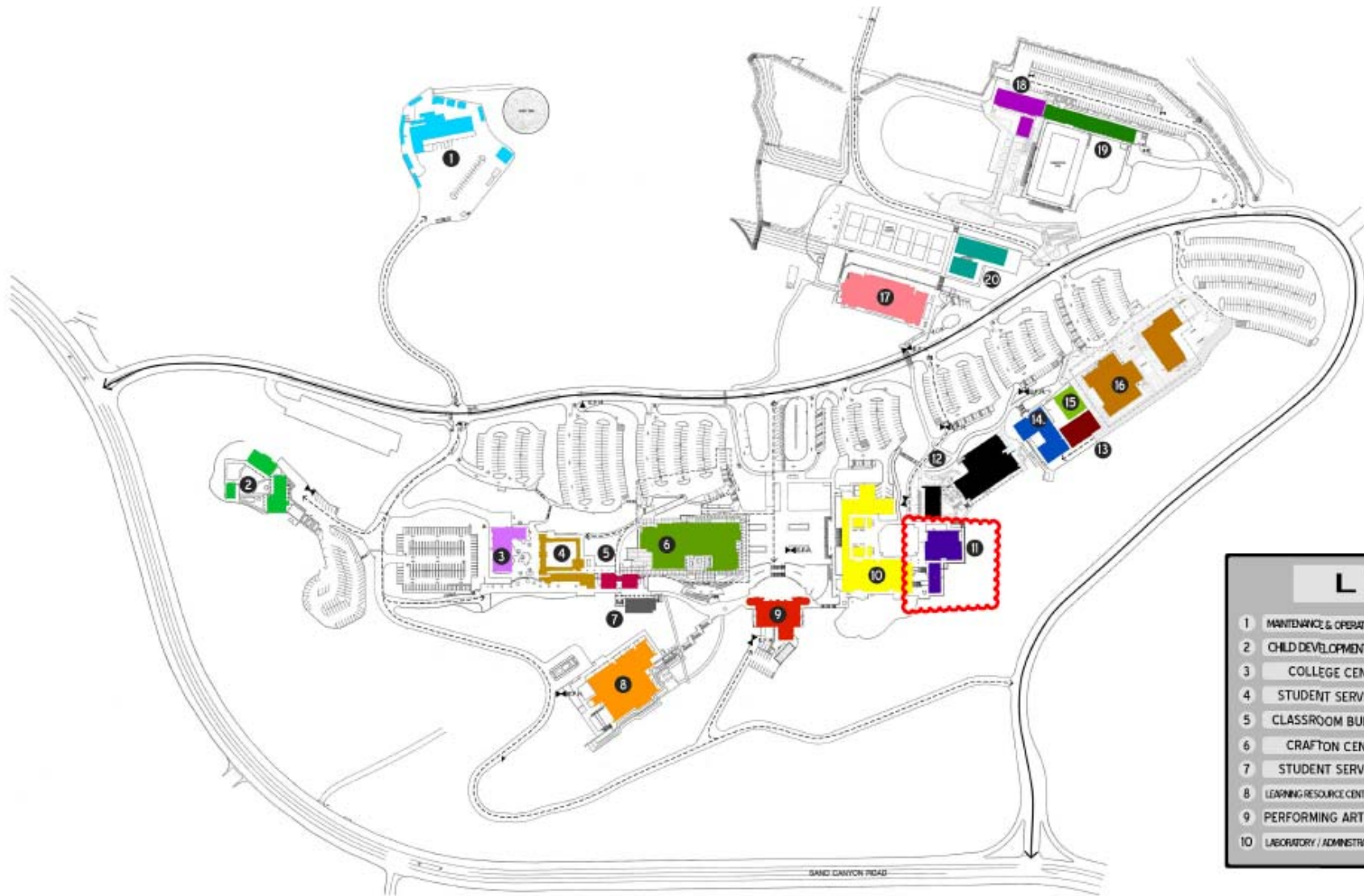
** Little Diversified Architects has a disagreement with amount approved in this item. See detailed backup for more information.

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
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* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED



LEGEND	
1	MAINTENANCE & OPERATIONS / M&O
2	CHILD DEVELOPMENT CENTER
3	COLLEGE CENTER
4	STUDENT SERVICES A
5	CLASSROOM BUILDINGS
6	CRAFTON CENTER
7	STUDENT SERVICES B
8	LEARNING RESOURCE CENTER / LIBRARY
9	PERFORMING ART CENTER
10	LABORATORY / ADMINISTRATION / LADM
11	CHEMISTRY / HEALTH SCIENCE
12	NEW SCIENCE BUILDING
13	BOOKSTORE
14	OCCUPATIONAL EDUCATION 1 / OE-1
15	CLASSROOM AT BOOKSTORE
16	OCCUPATIONAL EDUCATION 2 / OE-2
17	GYMNASIUM
18	PHYSICAL EDUCATION COMPLEX / PE
19	AQUATICS CENTER / CRF
20	SCIENCE PORTABLES

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: May 12, 2016
SUBJECT: Consideration of Adopt Resolution to Recognize the Contributions of Student Trustee Esmeralda Vazquez

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the contributions of Student Trustee Esmeralda Vazquez to the San Bernardino Community College District.

OVERVIEW

The San Bernardino Community College District (SBCCD) appreciates the dedication and contributions of Student Trustee Esmeralda Vazquez for her year of representing Crafton Hills College students on the SBCCD Board of Trustees.

ANALYSIS

Student trustees provide a direct line of communication between the Board of Trustees and the students on each campus as well as providing a teaching opportunity for those students interested in developing their leadership skills and their understanding of the complex work involved in public and education policy.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE THE CONTRIBUTIONS OF
STUDENT TRUSTEE ESMERALDA VAZQUEZ**

WHEREAS, The San Bernardino Community College District (SBCCD) recognizes and appreciates the dedication and contributions of the Student Trustee for Crafton Hills College, Esmeralda Vazquez; and

WHEREAS, the Mission of the SBCCD is to transform lives through the education of our students for the benefit of our diverse communities. This Mission is achieved through the District's two Colleges, the Economic Development and Corporate Training Division and public broadcast system, KVCR TV-FM and FNX, by providing high quality, effective and accountable instructional programs and services; and

WHEREAS, Student Trustee Esmeralda Vazquez has throughout the year of her service consistently represented Crafton Hills College (CHC) and its student body with pride and professionalism, demonstrating her thorough knowledge of those she served and participating in numerous activities across the District and beyond; and

WHEREAS, Student Trustee Vazquez advocated on behalf of CHC students with our national and regional representatives at the Association of Community College Trustees National Legislative Summit in Washington, D.C. addressing the issues of affordable textbooks and a free education; and represented students at the Hispanic Association of Colleges & Universities conference in Miami, FL, focusing on ways to close the education gap for minority students; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize Student Trustee Esmeralda Vazquez for her contributions to the myriad successes of the students of the SBCCD and the California Community Colleges, thank her for her service, and wish for her the very best personally and professionally.

ADOPTED this 12th day of May, 2016

Bruce Baron, Chancellor and
Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: May 12, 2016
SUBJECT: Consideration of Adopt Resolution to Recognize the Contributions of Student Trustee Thomas Robles

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the contributions of Student Trustee Thomas Robles to the San Bernardino Community College District.

OVERVIEW

The San Bernardino Community College District (SBCCD) appreciates the dedication and contributions of Student Trustee Thomas Robles for his year of representing San Bernardino Valley College students on the SBCCD Board of Trustees.

ANALYSIS

Student trustees provide a direct line of communication between the Board of Trustees and the students on each campus as well as providing a teaching opportunity for those students interested in developing their leadership skills and their understanding of the complex work involved in public and education policy.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE THE CONTRIBUTIONS OF
STUDENT TRUSTEE THOMAS ROBLES**

WHEREAS, The San Bernardino Community College District (SBCCD) recognizes and appreciates the dedication and contributions of the Student Trustee for San Bernardino Valley College, Thomas Robles; and

WHEREAS, the Mission of the SBCCD is to transform lives through the education of our students for the benefit of our diverse communities. This Mission is achieved through the District's two Colleges, the Economic Development and Corporate Training Division and public broadcast system, KVCR TV-FM and FNX, by providing high quality, effective and accountable instructional programs and services; and

WHEREAS, Student Trustee Robles supported the Associated Student Government of SBVC through monthly meetings in order to keep them informed about significant developments at the District, attended the Hispanic Association of Colleges & Universities conference in Miami, FL to learn about education issues relevant to minority students, and enhanced his legislative and advocacy skills at the national conference for Student Trustees in Washington, D.C.; and

WHEREAS, Student Trustee Robles spoke, representing all students, at the memorial held at SBVC in response to the horrific events at the Inland Regional Center on December 2, 2015; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize Student Trustee Thomas Robles for his contributions to the myriad successes of the students of the SBCCD and the California Community Colleges, thank him for his service, and wish for him the very best personally and professionally.

ADOPTED this 12th day of May, 2016

Bruce Baron, Chancellor and Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: May 12, 2016

SUBJECT: Consideration of Approval to Accept Oral Reports from Members of Board Ad Hoc Committees

RECOMMENDATION

It is recommended that the Board of Trustees accept oral reports from the members of the Ad Hoc Committees and engage in dialogue with the full Board as needed.

The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

- Evaluation (Board Self-Evaluation and Chancellor Evaluation) Ad Hoc – Gloria Harrison, John Longville, Nickolas W. Zoumbos
- Budget Ad Hoc – Joseph Williams, Donna Ferracone, Gloria Harrison
- Student Success Ad Hoc – Joseph Williams, Donna Ferracone, John Longville
- SBCCD Board & Local K-12 Boards Issues – Dr. Donald L. Singer, Joseph Williams, Donna Ferracone

OVERVIEW

The Board developed Ad Hoc Committees to meet on an as needed basis until projects are complete or June 30, 2016, whichever comes first. The Ad Hoc committees will do the necessary research and provide recommendations to the full board in order to take appropriate action.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: May 12, 2016
SUBJECT: Consideration of Approval to Televis Board Meetings

RECOMMENDATION

It is recommended that the Board of Trustees approve [Internet](#) streaming and televising [of regular](#) board meetings on KVCR, and direct the Chancellor to pursue the renovations, equipment acquisition and processes necessary to begin the programming during fall 2016.

OVERVIEW

Board of Trustee meetings are open to the public. Streaming on the Internet or televising board meetings demonstrates transparency and accountability. It allows the public to follow the work of the District and to have the convenience of watching the meeting via live stream, delayed broadcast or on-demand.

The Radio, Television, [Video](#) and Film Program at San Bernardino Valley College will utilize student interns to film the board meetings which will be part of the instructional course requirements. Renovations required in the Board Room and equipment necessary to create a professional broadcast will cost approximately \$100,000. It is planned that the Board Meetings will be streamed live on the internet and televised on KVCR on a schedule to be determined.

ANALYSIS

Board members recommended the Chancellor to prepare for the streaming and televising of Board Meetings in fall 2016.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

Included in 2016-2017 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Cheryl Marshall, President, CHC

PREPARED BY: Michelle Riggs, Director, Community Relations and Resource Development, CHC

DATE: May 12, 2016

SUBJECT: Consideration of Approval Naming Betty Byron Memorial Atrium

RECOMMENDATION

It is recommended that the Board of Trustees approve the re-naming of the Atrium in the Learning Resource Center at Crafton Hills College as the "Betty Byron Memorial Atrium".

OVERVIEW

As the head Librarian at CHC for 29 years, Betty Byron was instrumental in helping students succeed. To remember Betty's love of the library and the arts, her colleague, Laura Winningham has committed to a permanent and irrevocable gift of \$25,000 to the CHC Foundation. \$12,700 of the donations have been received in cash gifts. The remaining pledge of \$12,300 will be received in monthly payments beginning in August 2016. All pledge payments will be completed by August 2020.

ANALYSIS

Per Board Policy 6620, the Board retains authority for naming college facilities and properties which includes portions of buildings.

In accordance with Administrative Procedure 6620, and in grateful recognition of the generosity of Laura Winningham, Crafton Hills College, with the approval of the Board of the San Bernardino Community College District will re-name the current Atrium as the "Betty Byron Memorial Atrium".

FINANCIAL IMPLICATIONS

None. The \$25,000 contribution will be held with the CHC Foundation in perpetuity. Funds will be invested and the interest earned will generate an annual distribution to support the Learning Resource Center and the Library programs contained therein. The annual endowment distribution may be used in two ways: 50% of the distribution will be used to support and improve the public spaces inside and outside the LRC Atrium and the Learning Resource Center. The other 50% will be used to purchase books needed for the Reserved Textbooks Program. This program provides current textbooks for students to check out of the Library. This is an especially important program for students who cannot afford to purchase textbooks.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Cheryl Marshall, President, CHC

PREPARED BY: Michelle Riggs, Director, Community Relations and Resource Development, CHC

DATE: May 12, 2016

SUBJECT: Consideration of Approval Naming Dr. Daniel Bahner Center for Innovative Teaching and Learning

RECOMMENDATION

It is recommended that the Board of Trustees approve the re-naming of the Teaching and Learning Center in the Learning Resource Center Building at Crafton Hills College as the "Dr. Daniel Bahner Center for Innovative Teaching and Learning".

OVERVIEW

Family, friends and colleagues of Dr. Daniel Bahner have committed to a permanent and irrevocable gift of \$25,000 to the CHC Foundation which has established the Dr. Daniel Bahner Memorial Endowed Fund. \$18,400 of the donations are in cash gifts. Pledges total approximately \$6,600 are being made through monthly payroll deductions at the San Bernardino Community College District. All pledge payments will be completed by June 30, 2019.

ANALYSIS

Per Board Policy 6620, the Board retains authority for naming college facilities and properties which includes portions of buildings.

In accordance with Administrative Procedure 6620, and in grateful recognition of the generosity of the family, friends and colleagues of Dr. Daniel Bahner, Crafton Hills College, with the approval of the Board of the San Bernardino Community College District will re-name the current Teaching and Learning Center as the "Dr. Daniel Bahner Center for Innovative Teaching & Learning"

FINANCIAL IMPLICATIONS

None. The \$25,000 contribution will be held with the CHC Foundation in perpetuity. Funds will be invested and the interest earned will generate an annual distribution to support the Dr. Daniel Bahner Center for Innovative Teaching and Learning and provide for an Annual Student Scholarship.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Cheryl Marshall, President, CHC

PREPARED BY: Michelle Riggs, Director, Community Relations and Resource Development, CHC

DATE: May 12, 2016

SUBJECT: Consideration of Approval Naming Henry Stone STEM Student Success Center

RECOMMENDATION

It is recommended that the Board of Trustees approve the re-naming of the STEM Student Success Center at Crafton Hills College as the "Henry Stone STEM Student Success Center".

OVERVIEW

Elaine Rosen, who is the widow of Henry Stone who was a long time mathematics lecturer at Crafton Hills College, has committed to a permanent and irrevocable gift of \$100,000 to the CHC Foundation which has established the Henry Stone Endowed STEM Fund. \$10,000 of the donations are in cash gifts. The remaining pledge of \$90,000 is being paid at the rate of \$10,000 every 6 months. All pledge payments will be completed by December 31, 2020.

ANALYSIS

Per Board Policy 6620, the Board retains authority for naming college facilities and properties which includes portions of buildings.

In accordance with Administrative Procedure 6620, and in grateful recognition of the generosity Elaine Rosen, Crafton Hills College, with the approval of the Board of the San Bernardino Community College District will re-name the current STEM Student Success Center as the "Henry Stone STEM Success Center".

FINANCIAL IMPLICATIONS

None. The \$100,000 contribution will be held with the CHC Foundation in perpetuity. Funds will be invested and the interest earned will generate an annual distribution to support the programming at the Center which will provide students with opportunities and experiences they would not otherwise have in support of their interest in math, science and engineering.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Gloria Fisher, President, SBVC *Gloria Fisher 4-5-16*
PREPARED BY: Dr. Gloria Fisher, President, SBVC
DATE: May 12, 2016
SUBJECT: Advancement in Rank - SBVC

RECOMMENDATION

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

OVERVIEW

In accordance with the SBVC Advancement in Rank Policy, the faculty members listed on the attached memo have received advancement in rank.

ANALYSIS

BOARD IMPERATIVE

FINANCIAL IMPLICATIONS

None.



San Bernardino
Valley College

MEMORANDUM

TO: Gloria Fisher, College President *Dr. Gloria Fisher 4-5-16*
FROM: Dr. Jeremiah A. Gilbert, Academic Senate President *JAG*
Date: April 5, 2016
Re: Advancement in Academic Rank

Per the SBCCD Administrative Procedure 7210, the Advancement in Rank committee was convened to consider nominations for advancement. The committee was comprised of myself and six full-time faculty (Vicente Alvarez, Paula Ferri-Milligan, Celia Huston, Joel Lamore, Sheri Lillard, and Romana Pires).

We recommend the following faculty advance from Associate Professor to Professor:

- Glenn Drewes, Biology
- Todd Heibel, Geography
- Dirkson Lee, English

Please forward this as information to the SBCCD Board of Trustees.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: May 12, 2016

SUBJECT: Applause Cards

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

The *Caring Hands* Applause Card was developed so that employees, students, visitors and vendors would have the opportunity to recognize someone at SBCCD who provides outstanding quality and service.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Caring Hands Applause Cards – May 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
DISTRICT				
Almaraz	Erika	Fiscal Services	Continually goes above and beyond what is expected of her. She is wonderful to work with and is always professional. Exemplary employee!	Ashley Gaines
Brady	Jason	TESS	Kudos to Jason for his awesome attitude to help in solving problems with the Transfer Center website. He is always available to help!	Maria C. Gonzalez
Dattilo	Alyssa	Police Department	Thank you for always going above and beyond to assist with the many District projects and committee meetings.	Stacey Nikac
Goodrich	Kelly	Business & Fiscal Services	Thank you for covering during my absence. I truly appreciate your help.	Stacey Nikac
Security		Police Department	Your security in campus are the best security guards I have encountered. I only had dealings with two of them, but both were surprisingly very, very	Matthew Jones

Caring Hands Applause Cards – May 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Staff of SBCCD Printing Services		Printing Services	The Staff of SBCCD Printing Services have provided our department with services that help us to ensure	DSPS Staff
CHC				
Audet	Carrie	Resource Development	Carrie is always quick to answer any questions we may have in a polite and upbeat manner. She is a wonderful worker to have on this campus.	Brandice Mello
Chittenden	Heather	Aquatics	Heather is a proactive manager who cares about the college. She submitted and obtained a \$17,860 rebate from SoCal Gas for the replacement of the pool covers.	Mike Strong
Cook	Larry	Facilities	Thanks to Larry for leading a negotiation with a cell tower company that led to Crafton receiving \$13K for back payments on electricity. Well done!	Mike Strong
Hamlett	Cynthia	English	Professor Hamlett is one of the greatest English instructors I've had in my academic career! Thank you so much for doing what you do.	Student
Peraza	Zayne	Library	Thank you for printing documents needed for our Board meeting at CHC. I appreciate your help at the last minute.	Stacey Nikac

Caring Hands Applause Cards – May 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Quach	Patty	Tutoring Center	Great job with all of the hard work on the BSI grant and all of the improvements you are making to the Tutoring Center!	Anonymous
Simonian	Jasmine	Admissions and Records	For doing a great job with assisting a new Crafton student with her concurrent high school paperwork.	Steve Rush
Simonian	Jasmine	Admissions and Records	Jasmine provided me with the information needed with a wonderful smile and an exceptionally professional and sweet attitude. She was indescribably helpful. You have a real gem here in that bright, beautiful and brilliant young woman; she is an asset to your organization and whomever hired her got it right!!	Matthew Jones
St. Jean	Cyndie	President's Office	Thank you for the last minute accommodations and rearranging the meetings for our Board meetings. You do such a great job!	Stacey Nikac
Vazquez	Esmeralda	Student Life	Esmeralda helped me get my booth squared away and answered many more questions for me than any one person should ever have to, and I appreciate her assistance very much.	Matthew Jones

Caring Hands Applause Cards – May 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
SBVC				
Aguilar	Ailsa	Counseling	Thank you for your work on the development of the BIT team.	Dr. Ricky Shabazz
Akers	Elaine	SHC	Thank you for your work on the development of the BIT team.	Dr. Ricky Shabazz
Blackwell	Shari	Student Services Office	Thank you for assisting with the Enrollment Management Committee Meeting. Now we have notes!	Dr. Ricky Shabazz
Carlos	Raymond	Student Life Office	Thank you for your work on the development of the BIT team.	Dr. Ricky Shabazz
Gallagher	Debby	Office of the President	Thank you for coordinating our board meeting at your campus in March. Your hard work is definitely appreciated!	Stacey Nikac
Gallagher	Debby	Office of the President	For her single handedness in keeping the office running while short staff.	Dr. Gloria Fisher
Gasca	Susan	MCHS	For the excellent work in showcasing the MCHS students during the Inspire Success 4th Annual Luncheon.	Dr. Gloria Fisher
Gonzales	Amelia	MCHS/Police Academies	For the excellent work in showcasing the MCHS students during the Inspire Success 4th Annual Luncheon.	Dr. Gloria Fisher
Lindsey	Carolyn	Guardian Scholars	Great job on the grand opening of the Guardian Scholars Office.	Dr. Ricky Shabazz

Caring Hands Applause Cards – May 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Luke	Dr. Craig S.	Student Development	He has a universal intellectual comfort ABOUT HIM THAT EXCITES AND DETERMINES OURSELVES TO PROSPER in our lives and to help others feel that same happiness!!!	Angel Marchain, Student
Pasillas	Karol	Administrative Services	Karol is always willing to go above and beyond to assist you! She is a pleasure to work with and can always be depended on. Thank you for all that you do!	Amber Gallagher
Pasillas	Karol	Administrative Services	Excellent work in moving the College forward through the Developmental Budget process.	Dr. Gloria Fisher
Rivera-Reza	Rosemary	FKCE	Great job on the grand opening of the Guardian Scholars Office.	Dr. Ricky Shabazz
Rodriguez	Maria Carmen	EOPS	Carmen willingness to help and support in the Transfer Center activities is greatly appreciated. Thank you Carmen!	Maria Gonzalez
Stark	Scott	Administrative Services	Excellent work in moving the College forward through the Developmental Budget process.	Dr. Gloria Fisher
Wingson	Kimberly	MCHS	For the excellent work in showcasing the MCHS students during the Inspire Success 4th Annual Luncheon.	Dr. Gloria Fisher

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Larry Strong, Director of Fiscal Services
DATE: May 12, 2016
SUBJECT: Budget Report

RECOMMENDATION

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

OVERVIEW

This summary budget report is submitted monthly to the Board of Trustees for its review.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2015-16 fiscal year through April 22, 2016. As of April 22, the District was 81.3% through the fiscal year and had spent and/or encumbered approximately 70.2% of its budgeted general funds.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.



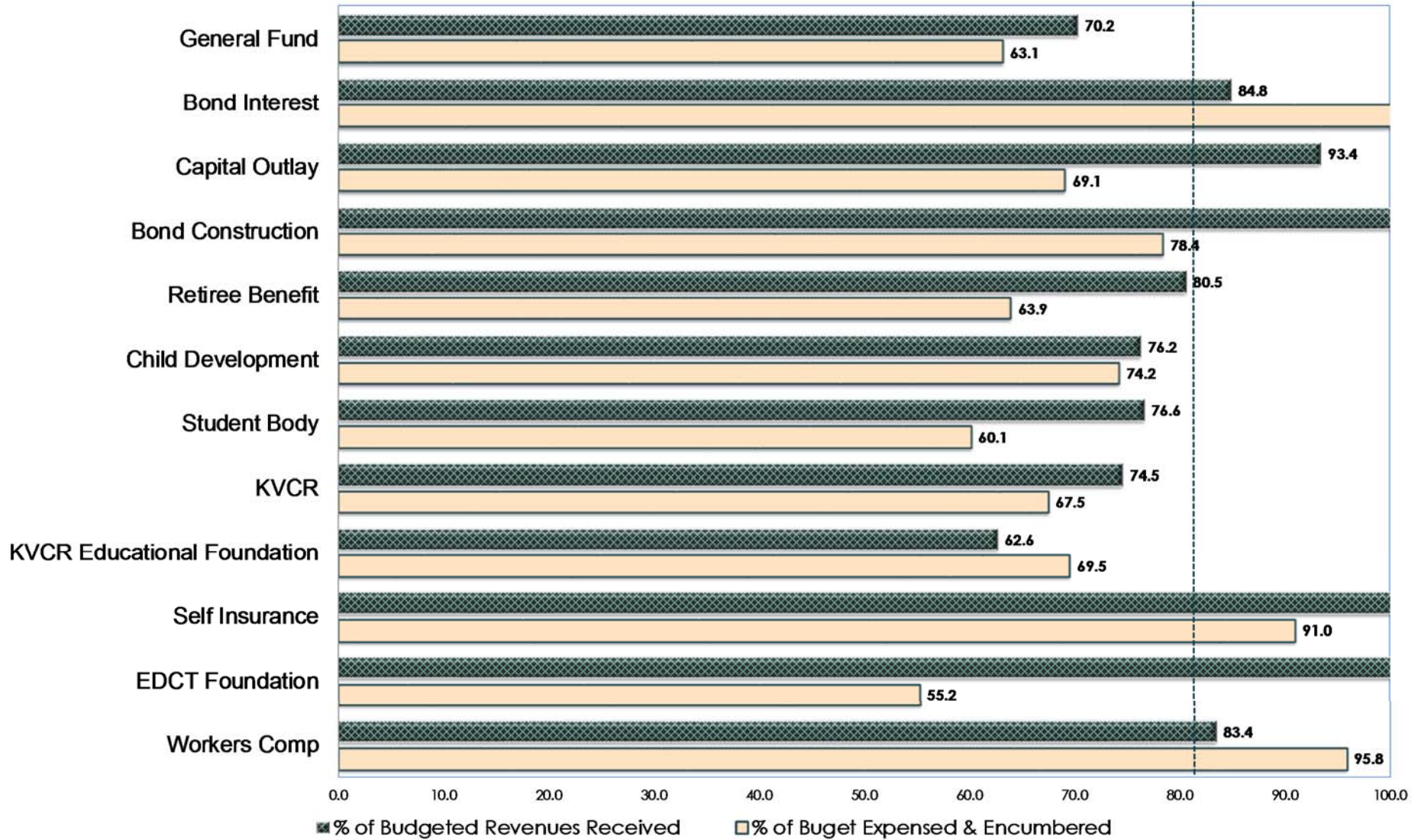
Budget Revenue & Expenditure Summary

Year to Date 4/22/2016

81.3% of Fiscal Year Elapsed

	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD	%	Budget	Expensed/ Encumbered YTD	%	
01 General Fund	\$143,774,608	\$ 100,995,847	70.2%	\$146,074,910	\$ 92,196,356	63.1%	
21 Bond Interest & Redemption	\$ 24,000,000	\$ 20,359,973	84.8%	\$ 24,000,000	\$ 24,390,848	101.6%	<i>Additional revenues are expected by year end.</i>
41 Capital Outlay Projects	\$ 5,490,221	\$ 5,125,706	93.4%	\$ 9,576,840	\$ 6,613,979	69.1%	
42 Bond Construction	\$ 35,000,000	\$ 37,459,689	107.0%	\$ 75,174,727	\$ 58,910,611	78.4%	
68 Retiree Benefit	\$ 1,875,000	\$ 1,509,874	80.5%	\$ 375,000	\$ 239,632	63.9%	
72 Child Development	\$ 2,709,804	\$ 2,065,507	76.2%	\$ 2,709,804	\$ 2,010,473	74.2%	
73 Student Body Center Fee	\$ 293,352	\$ 224,610	76.6%	\$ 293,352	\$ 176,355	60.1%	
74 KVCR	\$ 5,245,219	\$ 3,909,313	74.5%	\$ 5,515,052	\$ 3,721,109	67.5%	
76 KVCR Educational Foundation	\$ 1,868,252	\$ 1,169,782	62.6%	\$ 2,181,096	\$ 1,516,280	69.5%	
78 Self Insurance-Liability	\$ 550,000	\$ 551,900	100.3%	\$ 748,145	\$ 680,536	91.0%	<i>Premiums are paid in July. Revenue recorded in January.</i>
79 EDCT Foundation	\$ 200,000	\$ 203,163	101.6%	\$ 240,000	\$ 132,541	55.2%	
84 Workers Compensation	\$ 1,082,000	\$ 901,929	83.4%	\$ 1,082,000	\$ 1,036,271	95.8%	<i>Encumbered amount is \$82,404.</i>

Fiscal Year Elapsed -81.3%



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	6,454,305.39	2,270,029.84	2,270,029.84	35.1	0.00	4,184,275.55	64.8
8600.00 STATE REVENUES	110,969,488.71	77,811,388.05	77,811,388.05	70.1	0.00	33,158,100.66	29.8
8800.00 LOCAL REVENUES	26,258,814.37	20,909,582.78	20,909,582.78	79.6	0.00	5,349,231.59	20.3
8900.00 OTHER FINANCING SOURCES	92,000.00	4,846.40	4,846.40	5.2	0.00	87,153.60	94.7
TOTAL: 8000	143,774,608.47	100,995,847.07	100,995,847.07	70.2	0.00	42,778,761.40	29.7
1100.00 CONTRACT CLASSROOM INST.	16,613,506.09	12,751,788.91	12,751,788.91	76.7	0.00	3,861,717.18	23.2
1200.00 CONTRACT CERT. ADMINISTRATORS	9,790,726.58	6,598,143.05	6,598,143.05	67.3	0.00	3,192,583.53	32.6
1300.00 INSTRUCTORS DAY/HOURLY	12,632,310.70	9,344,162.18	9,344,162.18	73.9	0.00	3,288,148.52	26.0
1400.00 NON-INSTRUCTION HOURLY CERT.	2,673,793.56	1,698,682.08	1,698,682.08	63.5	0.00	975,111.48	36.4
TOTAL: 1000	41,710,336.93	30,392,776.22	30,392,776.22	72.8	0.00	11,317,560.71	27.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	19,604,886.34	14,776,495.47	14,776,495.47	75.3	0.00	4,828,390.87	24.6
2200.00 INSTRUCTIONAL AIDS	1,400,078.26	1,087,446.44	1,087,446.44	77.6	0.00	312,631.82	22.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	4,016,578.91	2,448,937.68	2,448,937.68	60.9	0.00	1,567,641.23	39.0
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	1,781,421.55	1,035,846.32	1,035,846.32	58.1	0.00	745,575.23	41.8
TOTAL: 2000	26,802,965.06	19,348,725.91	19,348,725.91	72.1	0.00	7,454,239.15	27.8
3100.00 CERTIFICATED RETIREMENT	3,806,313.06	2,873,520.83	2,873,520.83	75.4	0.00	932,792.23	24.5
3200.00 CLASSIFIED RETIREMENT	2,538,503.75	2,234,679.37	2,234,679.37	88.0	0.00	303,824.38	11.9
3300.00 OASDHI /FICA	2,416,798.31	1,870,007.94	1,870,007.94	77.3	0.00	546,790.37	22.6
3400.00 HEALTH AND WELFARE BENEFITS	10,037,416.04	6,404,477.33	6,404,477.33	63.8	0.00	3,632,938.71	36.1
3500.00 STATE UNEMPLOYMENT INSURANCE	74,154.06	44,476.36	44,476.36	59.9	0.00	29,677.70	40.0
3600.00 WORKERS COMPENSATION INSURANCE	952,932.07	714,100.00	714,100.00	74.9	0.00	238,832.07	25.0
3900.00 OTHER BENEFITS	220,034.07	181,522.57	181,522.57	82.4	0.00	38,511.50	17.5
TOTAL: 3000	20,046,151.36	14,322,784.40	14,322,784.40	71.4	0.00	5,723,366.96	28.5
4100.00 TEXTBOOKS	373,762.40	215,920.45	215,920.45	57.7	54,294.05	103,547.90	27.7
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	100,526.89	21,160.46	21,160.46	21.0	34,199.73	45,166.70	44.9
4300.00 INSTRUCTIONAL SUPPLIES	564,540.60	205,498.03	205,498.03	36.4	218,092.80	140,949.77	24.9
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	23,153.51	3,821.11	3,821.11	16.5	4,230.00	15,102.40	65.2
4500.00 NONINSTRUCTIONAL SUPPLIES	1,763,732.55	614,258.14	614,258.14	34.8	474,761.45	674,712.96	38.2
4700.00 FOOD SUPPLIES	130,117.92	58,372.53	58,372.53	44.8	35,878.34	35,867.05	27.5
TOTAL: 4000	2,955,833.87	1,119,030.72	1,119,030.72	37.8	821,456.37	1,015,346.78	34.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	10,075,492.12	3,209,034.64	3,209,034.64	31.8	2,856,310.28	4,010,147.20	39.8
5200.00 TRAVEL & CONFERENCE EXPENSES	1,626,505.53	617,641.93	617,641.93	37.9	267,269.62	741,593.98	45.5
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	409,295.01	173,231.69	173,231.69	42.3	19,085.55	216,977.77	53.0
5400.00 INSURANCES - DISTRICT USE	121,000.00	120,331.00	120,331.00	99.4	0.00	669.00	.5
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,922,383.22	1,804,659.21	1,804,659.21	61.7	786,352.48	331,371.53	11.3
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	4,281,443.59	2,727,532.85	2,727,532.85	63.7	758,905.40	795,005.34	18.5
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,233,393.00	616,498.65	616,498.65	49.9	384,990.21	231,904.14	18.8
5800.00 OTHER OPERATING EXP-DIST. USE	19,206,375.12	884,848.24	884,848.24	4.6	280,988.82	18,040,538.06	93.9
TOTAL: 5000	39,875,887.59	10,153,778.21	10,153,778.21	25.4	5,353,902.36	24,368,207.02	61.1

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	131,391,174.81	75,337,095.46	75,337,095.46	57.3	6,175,358.73	49,878,720.62	37.9
6100.00 SITES & IMPROVEMENTS-DIST. USE	479,654.14	182,114.32	182,114.32	37.9	39,390.00	258,149.82	53.8
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	1,980,824.34	434,462.50	434,462.50	21.9	572,625.22	973,736.62	49.1
6300.00 LIBRARY BOOKS - EXPANSION	106,718.00	78,256.46	78,256.46	73.3	16,996.43	11,465.11	10.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	4,597,380.62	1,134,393.25	1,134,393.25	24.6	983,584.63	2,479,402.74	53.9
TOTAL: 6000	7,164,577.10	1,829,226.53	1,829,226.53	25.5	1,612,596.28	3,722,754.29	51.9
TOTAL: 1000-6999	138,555,751.91	77,166,321.99	77,166,321.99	55.6	7,787,955.01	53,601,474.91	38.6
7300.00 INTERFUND TRANSFERS	6,250,000.00	6,250,000.00	6,250,000.00	100.0	0.00	0.00	.0
7400.00 OTHER TRANSFERS	72,400.00	0.00	0.00	.0	0.00	72,400.00	100.0
7500.00 OTHER OUTGO-STUDENT FIN AID	84,435.78	28,196.65	28,196.65	33.3	33,392.27	22,846.86	27.0
7600.00 OTHER STUDENT AID	1,112,322.19	679,232.78	679,232.78	61.0	251,257.95	181,831.46	16.3
TOTAL: 7000	7,519,157.97	6,957,429.43	6,957,429.43	92.5	284,650.22	277,078.32	3.6
TOTAL: 1000-7999	146,074,909.88	84,123,751.42	84,123,751.42	57.5	8,072,605.23	53,878,553.23	36.8

Fund: 01 GENERAL FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENED/	UNENCUMBERED	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
TOTAL INCOME	(8000 - 8999)	143,774,608.47	100,995,847.07	100,995,847.07	70.2	0.00	42,778,761.40	29.7
TOTAL:	1000-5999	131,391,174.81	75,337,095.46	75,337,095.46	57.3	6,175,358.73	49,878,720.62	37.9
TOTAL:	1000-6999	138,555,751.91	77,166,321.99	77,166,321.99	55.6	7,787,955.01	53,601,474.91	38.6
TOTAL:	1000-7999	146,074,909.88	84,123,751.42	84,123,751.42	57.5	8,072,605.23	53,878,553.23	36.8
TOTAL EXPENSES	(1000 - 7999)	146,074,909.88	84,123,751.42	84,123,751.42	57.5	8,072,605.23	53,878,553.23	36.8

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	200,000.00	2,273,309.42	2,273,309.42	100.0	0.00	2,073,309.42-	.0
8800.00 LOCAL REVENUES	23,800,000.00	15,107,882.99	15,107,882.99	63.4	0.00	8,692,117.01	36.5
8900.00 OTHER FINANCING SOURCES	0.00	2,978,781.00	2,978,781.00	100.0	0.00	2,978,781.00-	.0
TOTAL: 8000	24,000,000.00	20,359,973.41	20,359,973.41	84.8	0.00	3,640,026.59	15.1
7100.00 DEBT RETIREMENT	24,000,000.00	24,390,847.88	24,390,847.88	100.0	0.00	390,847.88-	.0
TOTAL: 7000	24,000,000.00	24,390,847.88	24,390,847.88	100.0	0.00	390,847.88-	.0
TOTAL: 1000-7999	24,000,000.00	24,390,847.88	24,390,847.88	100.0	0.00	390,847.88-	.0

Fund: 21 BOND INTEREST AND REDEMPTION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	24,000,000.00	20,359,973.41	20,359,973.41	84.8	0.00	3,640,026.59	15.1
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	24,000,000.00	24,390,847.88	24,390,847.88	100.0	0.00	390,847.88-	.0
TOTAL EXPENSES	(1000 - 7999)	24,000,000.00	24,390,847.88	24,390,847.88	100.0	0.00	390,847.88-	.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	531,159.28	531,159.28	531,159.28	100.0	0.00	0.00	.0
8800.00 LOCAL REVENUES	1,259,061.60	894,546.44	894,546.44	71.0	0.00	364,515.16	28.9
8900.00 OTHER FINANCING SOURCES	3,700,000.00	3,700,000.00	3,700,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	5,490,220.88	5,125,705.72	5,125,705.72	93.3	0.00	364,515.16	6.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	95,724.00	72,593.00	72,593.00	75.8	0.00	23,131.00	24.1
TOTAL: 2000	95,724.00	72,593.00	72,593.00	75.8	0.00	23,131.00	24.1
3200.00 CLASSIFIED RETIREMENT	11,340.42	8,505.27	8,505.27	74.9	0.00	2,835.15	25.0
3300.00 OASDHI/FICA	7,359.61	5,535.00	5,535.00	75.2	0.00	1,824.61	24.7
3400.00 HEALTH AND WELFARE BENEFITS	12,253.15	9,189.66	9,189.66	74.9	0.00	3,063.49	25.0
3500.00 STATE UNEMPLOYMENT INSURANCE	48.10	36.22	36.22	75.3	0.00	11.88	24.6
3600.00 WORKERS COMPENSATION INSURANCE	1,200.00	900.00	900.00	75.0	0.00	300.00	25.0
3900.00 OTHER BENEFITS	58.94	44.19	44.19	74.9	0.00	14.75	25.0
TOTAL: 3000	32,260.22	24,210.34	24,210.34	75.0	0.00	8,049.88	24.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	2,710,654.00	607,697.59	607,697.59	22.4	2,031,169.87	71,786.54	2.6
5200.00 TRAVEL & CONFERENCE EXPENSES	480.00	360.00	360.00	75.0	0.00	120.00	25.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	386,024.15	375,685.86	375,685.86	97.3	3,428.47	6,909.82	1.7
5800.00 OTHER OPERATING EXP-DIST. USE	90,123.60	0.00	0.00	.0	0.00	90,123.60	100.0
TOTAL: 5000	3,187,281.75	983,743.45	983,743.45	30.8	2,034,598.34	168,939.96	5.3
TOTAL: 1000-5999	3,315,265.97	1,080,546.79	1,080,546.79	32.5	2,034,598.34	200,120.84	6.0
6100.00 SITES & IMPROVEMENTS-DIST. USE	1,660,801.88	86,810.05	86,810.05	5.2	186,182.76	1,387,809.07	83.5
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	2,716,181.40	1,055,415.49	1,055,415.49	38.8	496,935.33	1,163,830.58	42.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,884,590.57	1,226,689.72	1,226,689.72	65.0	446,800.25	211,100.60	11.2
TOTAL: 6000	6,261,573.85	2,368,915.26	2,368,915.26	37.8	1,129,918.34	2,762,740.25	44.1
TOTAL: 1000-6999	9,576,839.82	3,449,462.05	3,449,462.05	36.0	3,164,516.68	2,962,861.09	30.9

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	5,490,220.88	5,125,705.72	5,125,705.72	93.3	0.00	364,515.16	6.6
TOTAL:	1000-5999	3,315,265.97	1,080,546.79	1,080,546.79	32.5	2,034,598.34	200,120.84	6.0
TOTAL:	1000-6999	9,576,839.82	3,449,462.05	3,449,462.05	36.0	3,164,516.68	2,962,861.09	30.9
TOTAL:	1000-7999	9,576,839.82	3,449,462.05	3,449,462.05	36.0	3,164,516.68	2,962,861.09	30.9
TOTAL EXPENSES	(1000 - 7999)	9,576,839.82	3,449,462.05	3,449,462.05	36.0	3,164,516.68	2,962,861.09	30.9

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	40,407.07	40,407.07	100.0	0.00	40,407.07-	.0
8900.00 OTHER FINANCING SOURCES	35,000,000.00	37,419,282.38	37,419,282.38	100.0	0.00	2,419,282.38-	.0
TOTAL: 8000	35,000,000.00	37,459,689.45	37,459,689.45	100.0	0.00	2,459,689.45-	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	2,249.80	2,249.80	2,249.80	100.0	0.00	0.00	.0
TOTAL: 2000	2,249.80	2,249.80	2,249.80	100.0	0.00	0.00	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,150,107.26	227,776.56	227,776.56	19.8	446,172.19	476,158.51	41.4
5400.00 INSURANCES - DISTRICT USE	170,213.00	8,325.00	8,325.00	4.8	0.00	161,888.00	95.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	144,967.02	30,507.96	30,507.96	21.0	33,760.73	80,698.33	55.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	271,000.00	17,145.00	17,145.00	6.3	180,605.00	73,250.00	27.0
5800.00 OTHER OPERATING EXP-DIST. USE	3,458,119.69	12,391.67	12,391.67	.3	17,708.33	3,428,019.69	99.1
TOTAL: 5000	5,194,406.97	296,146.19	296,146.19	5.7	678,246.25	4,220,014.53	81.2
TOTAL: 1000-5999	5,196,656.77	298,395.99	298,395.99	5.7	678,246.25	4,220,014.53	81.2
6100.00 SITES & IMPROVEMENTS-DIST. USE	647,225.00	182,782.81	182,782.81	28.2	66,096.60	398,345.59	61.5
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	64,674,938.99	32,467,282.44	32,467,282.44	50.2	22,148,525.38	10,059,131.17	15.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	4,655,906.24	2,346,309.70	2,346,309.70	50.3	722,971.90	1,586,624.64	34.0
TOTAL: 6000	69,978,070.23	34,996,374.95	34,996,374.95	50.0	22,937,593.88	12,044,101.40	17.2
TOTAL: 1000-6999	75,174,727.00	35,294,770.94	35,294,770.94	46.9	23,615,840.13	16,264,115.93	21.6

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	35,000,000.00	37,459,689.45	37,459,689.45	100.0	0.00	2,459,689.45-	.0
TOTAL:	1000-5999	5,196,656.77	298,395.99	298,395.99	5.7	678,246.25	4,220,014.53	81.2
TOTAL:	1000-6999	75,174,727.00	35,294,770.94	35,294,770.94	46.9	23,615,840.13	16,264,115.93	21.6
TOTAL:	1000-7999	75,174,727.00	35,294,770.94	35,294,770.94	46.9	23,615,840.13	16,264,115.93	21.6
TOTAL EXPENSES	(1000 - 7999)	75,174,727.00	35,294,770.94	35,294,770.94	46.9	23,615,840.13	16,264,115.93	21.6

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	225.71	225.71	100.0	0.00	225.71-	.0
TOTAL: 8000	0.00	225.71	225.71	100.0	0.00	225.71-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	225.71	225.71	100.0	0.00	225.71-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	374,999.87	9,874.03	9,874.03	2.6	0.00	365,125.84	97.3
8900.00 OTHER FINANCING SOURCES	1,500,000.00	1,500,000.00	1,500,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	1,874,999.87	1,509,874.03	1,509,874.03	80.5	0.00	365,125.84	19.4
3300.00 OASDHI /FICA	190.02	97.99	97.99	51.5	0.00	92.03	48.4
3400.00 HEALTH AND WELFARE BENEFITS	360,348.38	233,766.49	233,766.49	64.8	0.00	126,581.89	35.1
3500.00 STATE UNEMPLOYMENT INSURANCE	7.39	3.44	3.44	46.5	0.00	3.95	53.4
3900.00 OTHER BENEFITS	14,454.55	5,764.52	5,764.52	39.8	0.00	8,690.03	60.1
TOTAL: 3000	375,000.34	239,632.44	239,632.44	63.9	0.00	135,367.90	36.0
TOTAL: 1000-5999	375,000.34	239,632.44	239,632.44	63.9	0.00	135,367.90	36.0

Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,874,999.87	1,509,874.03	1,509,874.03	80.5	0.00	365,125.84	19.4
TOTAL:	1000-5999	375,000.34	239,632.44	239,632.44	63.9	0.00	135,367.90	36.0
TOTAL:	1000-6999	375,000.34	239,632.44	239,632.44	63.9	0.00	135,367.90	36.0
TOTAL:	1000-7999	375,000.34	239,632.44	239,632.44	63.9	0.00	135,367.90	36.0
TOTAL EXPENSES	(1000 - 7999)	375,000.34	239,632.44	239,632.44	63.9	0.00	135,367.90	36.0

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Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	0.24	0.24	100.0	0.00	0.24-	.0
TOTAL: 8000	0.00	0.24	0.24	100.0	0.00	0.24-	.0

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	0.24	0.24	100.0	0.00	0.24-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	167,710.70	142,297.36	142,297.36	84.8	0.00	25,413.34	15.1
8600.00 STATE REVENUES	2,362,093.00	1,771,587.93	1,771,587.93	75.0	0.00	590,505.07	24.9
8800.00 LOCAL REVENUES	180,000.00	151,621.23	151,621.23	84.2	0.00	28,378.77	15.7
TOTAL: 8000	2,709,803.70	2,065,506.52	2,065,506.52	76.2	0.00	644,297.18	23.7
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,239,466.26	932,050.85	932,050.85	75.1	0.00	307,415.41	24.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	472,414.00	315,191.73	315,191.73	66.7	0.00	157,222.27	33.2
TOTAL: 2000	1,711,880.26	1,247,242.58	1,247,242.58	72.8	0.00	464,637.68	27.1
3100.00 CERTIFICATED RETIREMENT	26,493.00	20,786.65	20,786.65	78.4	0.00	5,706.35	21.5
3200.00 CLASSIFIED RETIREMENT	105,471.73	83,433.62	83,433.62	79.1	0.00	22,038.11	20.8
3300.00 OASDHI /FICA	81,632.27	59,011.04	59,011.04	72.2	0.00	22,621.23	27.7
3400.00 HEALTH AND WELFARE BENEFITS	458,504.16	312,032.22	312,032.22	68.0	0.00	146,471.94	31.9
3500.00 STATE UNEMPLOYMENT INSURANCE	1,092.93	502.48	502.48	45.9	0.00	590.45	54.0
3600.00 WORKERS COMPENSATION INSURANCE	46,500.04	38,125.00	38,125.00	81.9	0.00	8,375.04	18.0
3900.00 OTHER BENEFITS	13,086.42	10,969.20	10,969.20	83.8	0.00	2,117.22	16.1
TOTAL: 3000	732,780.55	524,860.21	524,860.21	71.6	0.00	207,920.34	28.3
4300.00 INSTRUCTIONAL SUPPLIES	37,154.00	8,392.75	8,392.75	22.5	23,407.86	5,353.39	14.4
4500.00 NONINSTRUCTIONAL SUPPLIES	73,542.75	33,080.99	33,080.99	44.9	38,199.17	2,262.59	3.0
4700.00 FOOD SUPPLIES	128,369.70	88,129.74	88,129.74	68.6	38,899.06	1,340.90	1.0
TOTAL: 4000	239,066.45	129,603.48	129,603.48	54.2	100,506.09	8,956.88	3.7
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	1,109.00	964.67	964.67	86.9	0.00	144.33	13.0
5800.00 OTHER OPERATING EXP-DIST. USE	15,348.21	907.50	907.50	5.9	1,694.00	12,746.71	83.0
TOTAL: 5000	16,457.21	1,872.17	1,872.17	11.3	1,694.00	12,891.04	78.3
TOTAL: 1000-5999	2,700,184.47	1,903,578.44	1,903,578.44	70.4	102,200.09	694,405.94	25.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	9,619.25	2,571.25	2,571.25	26.7	2,123.32	4,924.68	51.1
TOTAL: 6000	9,619.25	2,571.25	2,571.25	26.7	2,123.32	4,924.68	51.1
TOTAL: 1000-6999	2,709,803.72	1,906,149.69	1,906,149.69	70.3	104,323.41	699,330.62	25.8

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,709,803.70	2,065,506.52	2,065,506.52	76.2	0.00	644,297.18	23.7
TOTAL:	1000-5999	2,700,184.47	1,903,578.44	1,903,578.44	70.4	102,200.09	694,405.94	25.7
TOTAL:	1000-6999	2,709,803.72	1,906,149.69	1,906,149.69	70.3	104,323.41	699,330.62	25.8
TOTAL:	1000-7999	2,709,803.72	1,906,149.69	1,906,149.69	70.3	104,323.41	699,330.62	25.8
TOTAL EXPENSES	(1000 - 7999)	2,709,803.72	1,906,149.69	1,906,149.69	70.3	104,323.41	699,330.62	25.8

Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	293,352.00	224,610.06	224,610.06	76.5	0.00	68,741.94	23.4
TOTAL: 8000	293,352.00	224,610.06	224,610.06	76.5	0.00	68,741.94	23.4
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	99,245.36	79,936.50	79,936.50	80.5	0.00	19,308.86	19.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	54,000.00	49,770.70	49,770.70	92.1	0.00	4,229.30	7.8
TOTAL: 2000	153,245.36	129,707.20	129,707.20	84.6	0.00	23,538.16	15.3
3200.00 CLASSIFIED RETIREMENT	11,662.82	9,470.11	9,470.11	81.1	0.00	2,192.71	18.8
3300.00 OASDHI/FICA	7,592.26	5,971.51	5,971.51	78.6	0.00	1,620.75	21.3
3400.00 HEALTH AND WELFARE BENEFITS	35,493.34	22,974.08	22,974.08	64.7	0.00	12,519.26	35.2
3500.00 STATE UNEMPLOYMENT INSURANCE	49.62	39.03	39.03	78.6	0.00	10.59	21.3
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	2,250.00	2,250.00	75.0	0.00	750.00	25.0
3900.00 OTHER BENEFITS	147.36	110.52	110.52	75.0	0.00	36.84	25.0
TOTAL: 3000	57,945.40	40,815.25	40,815.25	70.4	0.00	17,130.15	29.5
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	22,161.00	78.44	78.44	.3	1,859.76	20,222.80	91.2
TOTAL: 4000	24,161.00	78.44	78.44	.3	1,859.76	22,222.80	91.9
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	10,270.24	0.00	0.00	.0	0.00	10,270.24	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	43,730.00	0.00	0.00	.0	0.00	43,730.00	100.0
TOTAL: 5000	54,000.24	0.00	0.00	.0	0.00	54,000.24	100.0
TOTAL: 1000-5999	289,352.00	170,600.89	170,600.89	58.9	1,859.76	116,891.35	40.3
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	4,000.00	0.00	0.00	.0	3,894.48	105.52	2.6
TOTAL: 6000	4,000.00	0.00	0.00	.0	3,894.48	105.52	2.6
TOTAL: 1000-6999	293,352.00	170,600.89	170,600.89	58.1	5,754.24	116,996.87	39.8

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	293,352.00	224,610.06	224,610.06	76.5	0.00	68,741.94	23.4
TOTAL:	1000-5999	289,352.00	170,600.89	170,600.89	58.9	1,859.76	116,891.35	40.3
TOTAL:	1000-6999	293,352.00	170,600.89	170,600.89	58.1	5,754.24	116,996.87	39.8
TOTAL:	1000-7999	293,352.00	170,600.89	170,600.89	58.1	5,754.24	116,996.87	39.8
TOTAL EXPENSES	(1000 - 7999)	293,352.00	170,600.89	170,600.89	58.1	5,754.24	116,996.87	39.8

Fund: 74 KVC R FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	4,124,365.05	2,859,313.07	2,859,313.07	69.3	0.00	1,265,051.98	30.6
8900.00 OTHER FINANCING SOURCES	1,120,854.00	1,050,000.00	1,050,000.00	93.6	0.00	70,854.00	6.3
TOTAL: 8000	5,245,219.05	3,909,313.07	3,909,313.07	74.5	0.00	1,335,905.98	25.4
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,178,792.07	932,452.40	932,452.40	79.1	0.00	246,339.67	20.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	544,100.00	329,379.35	329,379.35	60.5	0.00	214,720.65	39.4
TOTAL: 2000	1,722,892.07	1,261,831.75	1,261,831.75	73.2	0.00	461,060.32	26.7
3200.00 CLASSIFIED RETIREMENT	127,714.10	132,788.18	132,788.18	100.0	0.00	5,074.08-	.0
3300.00 OASDHI/FICA	80,503.73	93,333.78	93,333.78	100.0	0.00	12,830.05-	.0
3400.00 HEALTH AND WELFARE BENEFITS	278,886.42	166,467.24	166,467.24	59.6	0.00	112,419.18	40.3
3500.00 STATE UNEMPLOYMENT INSURANCE	732.32	642.43	642.43	87.7	0.00	89.89	12.2
3600.00 WORKERS COMPENSATION INSURANCE	21,000.00	20,218.75	20,218.75	96.2	0.00	781.25	3.7
3900.00 OTHER BENEFITS	12,852.54	7,730.14	7,730.14	60.1	0.00	5,122.40	39.8
TOTAL: 3000	521,689.11	421,180.52	421,180.52	80.7	0.00	100,508.59	19.2
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	300.00	70.00	70.00	23.3	0.00	230.00	76.6
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	45,200.00	11,956.14	11,956.14	26.4	18,454.08	14,789.78	32.7
TOTAL: 4000	48,000.00	12,026.14	12,026.14	25.0	18,454.08	17,519.78	36.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	105,579.00	29,249.60	29,249.60	27.7	24,160.59	52,168.81	49.4
5200.00 TRAVEL & CONFERENCE EXPENSES	73,900.00	22,264.21	22,264.21	30.1	38,217.88	13,417.91	18.1
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	76,915.00	33,147.99	33,147.99	43.0	12,115.88	31,651.13	41.1
5400.00 INSURANCES - DISTRICT USE	10,500.00	7,810.00	7,810.00	74.3	0.00	2,690.00	25.6
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	204,314.00	103,170.19	103,170.19	50.4	66,777.72	34,366.09	16.8
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	453,769.00	256,055.73	256,055.73	56.4	70,271.39	127,441.88	28.0
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	142,000.00	3,378.92	3,378.92	2.3	27,426.69	111,194.39	78.3
5800.00 OTHER OPERATING EXP-DIST. USE	1,768,326.05	1,072,166.44	1,072,166.44	60.6	160,683.15	535,476.46	30.2
TOTAL: 5000	2,835,303.05	1,527,243.08	1,527,243.08	53.8	399,653.30	908,406.67	32.0
TOTAL: 1000-5999	5,127,884.23	3,222,281.49	3,222,281.49	62.8	418,107.38	1,487,495.36	29.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	251,168.00	19,061.51	19,061.51	7.5	5,658.53	226,447.96	90.1
TOTAL: 6000	251,168.00	19,061.51	19,061.51	7.5	5,658.53	226,447.96	90.1
TOTAL: 1000-6999	5,379,052.23	3,241,343.00	3,241,343.00	60.2	423,765.91	1,713,943.32	31.8
7200.00 INTRAFUND TRANSFERS OUT	56,000.00	56,000.00	56,000.00	100.0	0.00	0.00	.0
7300.00 INTERFUND TRANSFERS	80,000.00	0.00	0.00	.0	0.00	80,000.00	100.0
TOTAL: 7000	136,000.00	56,000.00	56,000.00	41.1	0.00	80,000.00	58.8
TOTAL: 1000-7999	5,515,052.23	3,297,343.00	3,297,343.00	59.7	423,765.91	1,793,943.32	32.5

Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	5,245,219.05	3,909,313.07	3,909,313.07	74.5	0.00	1,335,905.98	25.4
TOTAL:	1000-5999	5,127,884.23	3,222,281.49	3,222,281.49	62.8	418,107.38	1,487,495.36	29.0
TOTAL:	1000-6999	5,379,052.23	3,241,343.00	3,241,343.00	60.2	423,765.91	1,713,943.32	31.8
TOTAL:	1000-7999	5,515,052.23	3,297,343.00	3,297,343.00	59.7	423,765.91	1,793,943.32	32.5
TOTAL EXPENSES	(1000 - 7999)	5,515,052.23	3,297,343.00	3,297,343.00	59.7	423,765.91	1,793,943.32	32.5

Fund: 76 KVCR EDUCATIONAL FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,812,251.91	1,113,782.32	1,113,782.32	61.4	0.00	698,469.59	38.5
8900.00 OTHER FINANCING SOURCES	56,000.00	56,000.00	56,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	1,868,251.91	1,169,782.32	1,169,782.32	62.6	0.00	698,469.59	37.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	138,115.97	77,253.76	77,253.76	55.9	0.00	60,862.21	44.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	191,250.00	120,314.25	120,314.25	62.9	0.00	70,935.75	37.0
TOTAL: 2000	329,365.97	197,568.01	197,568.01	59.9	0.00	131,797.96	40.0
3200.00 CLASSIFIED RETIREMENT	10,430.91	19,372.40	19,372.40	100.0	0.00	8,941.49-	.0
3300.00 OASDHI/FICA	19,722.92	13,661.83	13,661.83	69.2	0.00	6,061.09	30.7
3400.00 HEALTH AND WELFARE BENEFITS	54,370.02	11,601.45	11,601.45	21.3	0.00	42,768.57	78.6
3500.00 STATE UNEMPLOYMENT INSURANCE	128.91	103.58	103.58	80.3	0.00	25.33	19.6
3600.00 WORKERS COMPENSATION INSURANCE	4,875.00	1,406.25	1,406.25	28.8	0.00	3,468.75	71.1
3900.00 OTHER BENEFITS	989.46	69.03	69.03	6.9	0.00	920.43	93.0
TOTAL: 3000	90,517.22	46,214.54	46,214.54	51.0	0.00	44,302.68	48.9
4500.00 NONINSTRUCTIONAL SUPPLIES	10,500.00	899.76	899.76	8.5	2,141.13	7,459.11	71.0
TOTAL: 4000	10,500.00	899.76	899.76	8.5	2,141.13	7,459.11	71.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	296,000.00	125,831.57	125,831.57	42.5	65,681.33	104,487.10	35.2
5200.00 TRAVEL & CONFERENCE EXPENSES	1,300.00	329.32	329.32	25.3	246.68	724.00	55.6
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	53,500.00	15,920.00	15,920.00	29.7	20,000.00	17,580.00	32.8
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	23,500.00	18,398.21	18,398.21	78.2	1,200.00	3,901.79	16.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	21,883.00	8,091.00	8,091.00	36.9	3,549.00	10,243.00	46.8
5800.00 OTHER OPERATING EXP-DIST. USE	533,675.91	134,937.11	134,937.11	25.2	125,271.89	273,466.91	51.2
TOTAL: 5000	929,858.91	303,507.21	303,507.21	32.6	215,948.90	410,402.80	44.1
TOTAL: 1000-5999	1,360,242.10	548,189.52	548,189.52	40.3	218,090.03	593,962.55	43.6
7200.00 INTRAFUND TRANSFERS OUT	820,854.00	750,000.00	750,000.00	91.3	0.00	70,854.00	8.6
TOTAL: 7000	820,854.00	750,000.00	750,000.00	91.3	0.00	70,854.00	8.6
TOTAL: 1000-7999	2,181,096.10	1,298,189.52	1,298,189.52	59.5	218,090.03	664,816.55	30.4

Fund: 76 KVCR EDUCATIONAL FOUNDATION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,868,251.91	1,169,782.32	1,169,782.32	62.6	0.00	698,469.59	37.3
TOTAL:	1000-5999	1,360,242.10	548,189.52	548,189.52	40.3	218,090.03	593,962.55	43.6
TOTAL:	1000-6999	1,360,242.10	548,189.52	548,189.52	40.3	218,090.03	593,962.55	43.6
TOTAL:	1000-7999	2,181,096.10	1,298,189.52	1,298,189.52	59.5	218,090.03	664,816.55	30.4
TOTAL EXPENSES	(1000 - 7999)	2,181,096.10	1,298,189.52	1,298,189.52	59.5	218,090.03	664,816.55	30.4

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	1,900.17	1,900.17	100.0	0.00	1,900.17-	.0
8900.00 OTHER FINANCING SOURCES	550,000.00	550,000.00	550,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	550,000.00	551,900.17	551,900.17	100.0	0.00	1,900.17-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	2,840.71	2,840.71	14.2	7,159.29	10,000.00	50.0
5400.00 INSURANCES - DISTRICT USE	474,810.00	454,810.00	454,810.00	95.7	8,631.08	11,368.92	2.3
5800.00 OTHER OPERATING EXP-DIST. USE	253,335.00	146,601.85	146,601.85	57.8	60,492.80	46,240.35	18.2
TOTAL: 5000	748,145.00	604,252.56	604,252.56	80.7	76,283.17	67,609.27	9.0
TOTAL: 1000-5999	748,145.00	604,252.56	604,252.56	80.7	76,283.17	67,609.27	9.0

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	550,000.00	551,900.17	551,900.17	100.0	0.00	1,900.17-	.0
TOTAL:	1000-5999	748,145.00	604,252.56	604,252.56	80.7	76,283.17	67,609.27	9.0
TOTAL:	1000-6999	748,145.00	604,252.56	604,252.56	80.7	76,283.17	67,609.27	9.0
TOTAL:	1000-7999	748,145.00	604,252.56	604,252.56	80.7	76,283.17	67,609.27	9.0
TOTAL EXPENSES	(1000 - 7999)	748,145.00	604,252.56	604,252.56	80.7	76,283.17	67,609.27	9.0

Fund: 79 EDCT FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	3,162.89	3,162.89	100.0	0.00	3,162.89-	.0
8900.00 OTHER FINANCING SOURCES	200,000.00	200,000.00	200,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	200,000.00	203,162.89	203,162.89	100.0	0.00	3,162.89-	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	93,762.00	72,039.98	72,039.98	76.8	0.00	21,722.02	23.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	15,000.00	6,974.99	6,974.99	46.4	0.00	8,025.01	53.5
TOTAL: 2000	108,762.00	79,014.97	79,014.97	72.6	0.00	29,747.03	27.3
3200.00 CLASSIFIED RETIREMENT	11,107.98	8,416.14	8,416.14	75.7	0.00	2,691.84	24.2
3300.00 OASDHI/FICA	7,172.79	5,630.82	5,630.82	78.5	0.00	1,541.97	21.4
3400.00 HEALTH AND WELFARE BENEFITS	20,316.44	11,487.04	11,487.04	56.5	0.00	8,829.40	43.4
3500.00 STATE UNEMPLOYMENT INSURANCE	46.88	39.04	39.04	83.2	0.00	7.84	16.7
3600.00 WORKERS COMPENSATION INSURANCE	1,500.00	1,125.00	1,125.00	75.0	0.00	375.00	25.0
3900.00 OTHER BENEFITS	73.68	55.26	55.26	75.0	0.00	18.42	25.0
TOTAL: 3000	40,217.77	26,753.30	26,753.30	66.5	0.00	13,464.47	33.4
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	553.00	12.00	12.00	2.1	0.00	541.00	97.8
4500.00 NONINSTRUCTIONAL SUPPLIES	2,600.00	959.23-	959.23-	.0	1,197.89	2,361.34	100.0
TOTAL: 4000	3,153.00	947.23-	947.23-	.0	1,197.89	2,902.34	100.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	11,220.00	0.00	0.00	.0	0.00	11,220.00	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	9,100.00	2,467.33	2,467.33	27.1	1,235.46	5,397.21	59.3
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	4,250.00	89.50-	89.50-	.0	620.00	3,719.50	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	160.00	0.00	0.00	.0	160.00	0.00	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	11,917.00	513.93	513.93	4.3	0.00	11,403.07	95.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	22,680.00	3,628.00	3,628.00	15.9	14,992.00	4,060.00	17.9
5800.00 OTHER OPERATING EXP-DIST. USE	26,540.00	1,689.82	1,689.82	6.3	56.34	24,793.84	93.4
TOTAL: 5000	85,867.00	8,209.58	8,209.58	9.5	17,063.80	60,593.62	70.5
TOTAL: 1000-5999	237,999.77	113,030.62	113,030.62	47.4	18,261.69	106,707.46	44.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,000.00	1,248.26	1,248.26	62.4	0.00	751.74	37.5
TOTAL: 6000	2,000.00	1,248.26	1,248.26	62.4	0.00	751.74	37.5
TOTAL: 1000-6999	239,999.77	114,278.88	114,278.88	47.6	18,261.69	107,459.20	44.7

Fund: 79 EDCT FOUNDATION

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	200,000.00	203,162.89	203,162.89	100.0	0.00	3,162.89-	.0
TOTAL:	1000-5999	237,999.77	113,030.62	113,030.62	47.4	18,261.69	106,707.46	44.8
TOTAL:	1000-6999	239,999.77	114,278.88	114,278.88	47.6	18,261.69	107,459.20	44.7
TOTAL:	1000-7999	239,999.77	114,278.88	114,278.88	47.6	18,261.69	107,459.20	44.7
TOTAL EXPENSES	(1000 - 7999)	239,999.77	114,278.88	114,278.88	47.6	18,261.69	107,459.20	44.7

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,082,000.00	901,929.14	901,929.14	83.3	0.00	180,070.86	16.6
TOTAL: 8000	1,082,000.00	901,929.14	901,929.14	83.3	0.00	180,070.86	16.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	333,000.00	269,348.31	269,348.31	80.8	61,277.00	2,374.69	.7
5400.00 INSURANCES - DISTRICT USE	167,000.00	171,589.00	171,589.00	100.0	0.00	4,589.00-	.0
5800.00 OTHER OPERATING EXP-DIST. USE	582,000.00	512,929.54	512,929.54	88.1	21,127.30	47,943.16	8.2
TOTAL: 5000	1,082,000.00	953,866.85	953,866.85	88.1	82,404.30	45,728.85	4.2
TOTAL: 1000-5999	1,082,000.00	953,866.85	953,866.85	88.1	82,404.30	45,728.85	4.2

Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,082,000.00	901,929.14	901,929.14	83.3	0.00	180,070.86	16.6
TOTAL:	1000-5999	1,082,000.00	953,866.85	953,866.85	88.1	82,404.30	45,728.85	4.2
TOTAL:	1000-6999	1,082,000.00	953,866.85	953,866.85	88.1	82,404.30	45,728.85	4.2
TOTAL:	1000-7999	1,082,000.00	953,866.85	953,866.85	88.1	82,404.30	45,728.85	4.2
TOTAL EXPENSES	(1000 - 7999)	1,082,000.00	953,866.85	953,866.85	88.1	82,404.30	45,728.85	4.2

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	30,000.00	2,674.05	2,674.05	8.9	0.00	27,325.95	91.0
8600.00 STATE REVENUES	41,373,491.00	27,249,865.93	27,249,865.93	65.8	0.00	14,123,625.07	34.1
8800.00 LOCAL REVENUES	12,562,370.95	7,738,340.37	7,738,340.37	61.5	0.00	4,824,030.58	38.4
TOTAL: 8000	53,965,861.95	34,990,880.35	34,990,880.35	64.8	0.00	18,974,981.60	35.1
1100.00 CONTRACT CLASSROOM INST.	11,355,030.16	8,907,232.58	8,907,232.58	78.4	0.00	2,447,797.58	21.5
1200.00 CONTRACT CERT. ADMINI STRATORS	3,652,569.92	2,632,146.94	2,632,146.94	72.0	0.00	1,020,422.98	27.9
1300.00 INSTRUCTORS DAY/HOURLY	8,388,588.20	6,374,480.65	6,374,480.65	75.9	0.00	2,014,107.55	24.0
1400.00 NON-INSTRUCTION HOURLY CERT.	330,591.14	181,585.28	181,585.28	54.9	0.00	149,005.86	45.0
TOTAL: 1000	23,726,779.42	18,095,445.45	18,095,445.45	76.2	0.00	5,631,333.97	23.7
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	6,442,124.89	5,071,863.89	5,071,863.89	78.7	0.00	1,370,261.00	21.2
2200.00 INSTRUCTIONAL AIDS	809,108.92	639,913.75	639,913.75	79.0	0.00	169,195.17	20.9
2300.00 NON-INSTRUCTION HOURLY CLASS.	466,381.29	278,905.87	278,905.87	59.8	0.00	187,475.42	40.1
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	257,406.76	121,262.85	121,262.85	47.1	0.00	136,143.91	52.8
TOTAL: 2000	7,975,021.86	6,111,946.36	6,111,946.36	76.6	0.00	1,863,075.50	23.3
3100.00 CERTIFICATED RETIREMENT	2,365,802.29	1,720,720.86	1,720,720.86	72.7	0.00	645,081.43	27.2
3200.00 CLASSIFIED RETIREMENT	876,828.52	771,594.50	771,594.50	87.9	0.00	105,234.02	12.0
3300.00 OASDHI /FICA	981,450.10	765,599.07	765,599.07	78.0	0.00	215,851.03	21.9
3400.00 HEALTH AND WELFARE BENEFITS	4,404,035.72	3,087,961.93	3,087,961.93	70.1	0.00	1,316,073.79	29.8
3500.00 STATE UNEMPLOYMENT INSURANCE	14,973.57	12,063.30	12,063.30	80.5	0.00	2,910.27	19.4
3600.00 WORKERS COMPENSATION INSURANCE	452,230.50	342,974.59	342,974.59	75.8	0.00	109,255.91	24.1
3900.00 OTHER BENEFITS	100,101.55	86,010.51	86,010.51	85.9	0.00	14,091.04	14.0
TOTAL: 3000	9,195,422.25	6,786,924.76	6,786,924.76	73.8	0.00	2,408,497.49	26.1
4100.00 TEXTBOOKS	7,478.95	5,794.95	5,794.95	77.4	0.00	1,684.00	22.5
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	5,795.02	2,203.30	2,203.30	38.0	1,077.36	2,514.36	43.3
4300.00 INSTRUCTIONAL SUPPLIES	72,633.49	19,446.60	19,446.60	26.7	21,973.24	31,213.65	42.9
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	5,604.37	446.12	446.12	7.9	389.34	4,768.91	85.0
4500.00 NONINSTRUCTIONAL SUPPLIES	591,681.55	238,381.24	238,381.24	40.2	164,825.08	188,475.23	31.8
4700.00 FOOD SUPPLIES	12,000.00	1,388.56	1,388.56	11.5	8,269.92	2,341.52	19.5
TOTAL: 4000	695,193.38	267,660.77	267,660.77	38.5	196,534.94	230,997.67	33.2
5100.00 PERSON&CONSULTANT SVC-DI ST USE	1,081,242.65	443,703.83	443,703.83	41.0	502,085.01	135,453.81	12.5
5200.00 TRAVEL & CONFERENCE EXPENSES	163,376.64	71,301.99	71,301.99	43.6	35,129.81	56,944.84	34.8
5300.00 POST/DUES/MEMBERSHIPS-DI ST. USE	161,076.41	31,706.99	31,706.99	19.6	6,229.47	123,139.95	76.4
5500.00 UTILITIES & HOUSEKEEP-DI ST. USE	1,832,597.00	1,069,439.74	1,069,439.74	58.3	451,311.40	311,845.86	17.0
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	1,196,540.87	731,956.87	731,956.87	61.1	301,009.77	163,574.23	13.6
5800.00 OTHER OPERATING EXP-DI ST. USE	296,737.95	82,087.27	82,087.27	.0	76,495.36	302,329.86	100.0
TOTAL: 5000	4,731,571.52	2,266,022.15	2,266,022.15	47.8	1,372,260.82	1,093,288.55	23.1
TOTAL: 1000-5999	46,323,988.43	33,527,999.49	33,527,999.49	72.3	1,568,795.76	11,227,193.18	24.2
6100.00 SITES & IMPROVEMENTS-DI ST. USE	2,480.00	0.00	0.00	.0	2,390.00	90.00	3.6

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	256,562.00	29,386.99	29,386.99	11.4	37,148.06	190,026.95	74.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,157,030.41	106,634.24	106,634.24	9.2	467,847.19	582,548.98	50.3
TOTAL: 6000	1,416,072.41	136,021.23	136,021.23	9.6	507,385.25	772,665.93	54.5
TOTAL: 1000-6999	47,740,060.84	33,664,020.72	33,664,020.72	70.5	2,076,181.01	11,999,859.11	25.1

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	53,965,861.95	34,990,880.35	34,990,880.35	64.8	0.00	18,974,981.60	35.1
TOTAL:	1000-5999	46,323,988.43	33,527,999.49	33,527,999.49	72.3	1,568,795.76	11,227,193.18	24.2
TOTAL:	1000-6999	47,740,060.84	33,664,020.72	33,664,020.72	70.5	2,076,181.01	11,999,859.11	25.1
TOTAL:	1000-7999	47,740,060.84	33,664,020.72	33,664,020.72	70.5	2,076,181.01	11,999,859.11	25.1
TOTAL EXPENSES	(1000 - 7999)	47,740,060.84	33,664,020.72	33,664,020.72	70.5	2,076,181.01	11,999,859.11	25.1

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	13,169.28	13,169.28	100.0	0.00	13,169.28-	.0
TOTAL: 8000	0.00	13,169.28	13,169.28	100.0	0.00	13,169.28-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	39,000.00	0.00	0.00	.0	38,750.00	250.00	.6
TOTAL: 5000	39,000.00	0.00	0.00	.0	38,750.00	250.00	.6
TOTAL: 1000-5999	39,000.00	0.00	0.00	.0	38,750.00	250.00	.6
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	2,054,644.00	957,924.74	957,924.74	46.6	430,209.24	666,510.02	32.4
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	98,468.00	51,610.70	51,610.70	52.4	19,811.31	27,045.99	27.4
TOTAL: 6000	2,153,112.00	1,009,535.44	1,009,535.44	46.8	450,020.55	693,556.01	32.2
TOTAL: 1000-6999	2,192,112.00	1,009,535.44	1,009,535.44	46.0	488,770.55	693,806.01	31.6

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	13,169.28	13,169.28	100.0	0.00	13,169.28-	.0
TOTAL:	1000-5999	39,000.00	0.00	0.00	.0	38,750.00	250.00	.6
TOTAL:	1000-6999	2,192,112.00	1,009,535.44	1,009,535.44	46.0	488,770.55	693,806.01	31.6
TOTAL:	1000-7999	2,192,112.00	1,009,535.44	1,009,535.44	46.0	488,770.55	693,806.01	31.6
TOTAL EXPENSES	(1000 - 7999)	2,192,112.00	1,009,535.44	1,009,535.44	46.0	488,770.55	693,806.01	31.6

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BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2015 TO 06/30/2016

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Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	351.15	351.15	100.0	0.00	351.15-	.0
TOTAL: 8000	0.00	351.15	351.15	100.0	0.00	351.15-	.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	351.15	351.15	100.0	0.00	351.15-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	0.00	395.00	395.00	100.0	0.00	395.00-	.0
8600.00 STATE REVENUES	20,659,568.00	12,583,492.82	12,583,492.82	60.9	0.00	8,076,075.18	39.0
8800.00 LOCAL REVENUES	6,068,133.43	3,734,889.89	3,734,889.89	61.5	0.00	2,333,243.54	38.4
TOTAL: 8000	26,727,701.43	16,318,777.71	16,318,777.71	61.0	0.00	10,408,923.72	38.9
1100.00 CONTRACT CLASSROOM INST.	4,990,575.16	3,834,954.14	3,834,954.14	76.8	0.00	1,155,621.02	23.1
1200.00 CONTRACT CERT. ADMINI STRATORS	2,613,956.83	1,903,632.13	1,903,632.13	72.8	0.00	710,324.70	27.1
1300.00 INSTRUCTORS DAY/HOURLY	3,922,637.50	2,944,282.03	2,944,282.03	75.0	0.00	978,355.47	24.9
1400.00 NON-INSTRUCTION HOURLY CERT.	310,823.00	183,861.08	183,861.08	59.1	0.00	126,961.92	40.8
TOTAL: 1000	11,837,992.49	8,866,729.38	8,866,729.38	74.9	0.00	2,971,263.11	25.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,632,127.53	2,908,021.65	2,908,021.65	80.0	0.00	724,105.88	19.9
2200.00 INSTRUCTIONAL AIDS	575,499.41	437,176.13	437,176.13	75.9	0.00	138,323.28	24.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	341,038.32	314,441.00	314,441.00	92.2	0.00	26,597.32	7.7
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	382,085.00	222,764.14	222,764.14	58.3	0.00	159,320.86	41.6
TOTAL: 2000	4,930,750.26	3,882,402.92	3,882,402.92	78.7	0.00	1,048,347.34	21.2
3100.00 CERTIFICATED RETIREMENT	1,139,485.85	848,793.66	848,793.66	74.4	0.00	290,692.19	25.5
3200.00 CLASSIFIED RETIREMENT	522,453.52	593,245.27	593,245.27	100.0	0.00	70,791.75-	.0
3300.00 OASDHI /FICA	574,172.46	453,830.93	453,830.93	79.0	0.00	120,341.53	20.9
3400.00 HEALTH AND WELFARE BENEFITS	2,314,500.07	1,577,036.97	1,577,036.97	68.1	0.00	737,463.10	31.8
3500.00 STATE UNEMPLOYMENT INSURANCE	7,669.26	6,329.85	6,329.85	82.5	0.00	1,339.41	17.4
3600.00 WORKERS COMPENSATION INSURANCE	229,168.75	176,194.30	176,194.30	76.8	0.00	52,974.45	23.1
3900.00 OTHER BENEFITS	45,381.78	40,709.83	40,709.83	89.7	0.00	4,671.95	10.2
TOTAL: 3000	4,832,831.69	3,696,140.81	3,696,140.81	76.4	0.00	1,136,690.88	23.5
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	4,847.74	2,464.75	2,464.75	50.8	1,011.48	1,371.51	28.2
4300.00 INSTRUCTIONAL SUPPLIES	45,107.79	28,048.65	28,048.65	62.1	10,122.15	6,936.99	15.3
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	1,625.00	67.30	67.30	4.1	27.64	1,530.06	94.1
4500.00 NONINSTRUCTIONAL SUPPLIES	156,865.26	98,892.56	98,892.56	63.0	30,817.25	27,155.45	17.3
TOTAL: 4000	208,445.79	129,473.26	129,473.26	62.1	41,978.52	36,994.01	17.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	48,905.00	22,812.71	22,812.71	46.6	16,270.74	9,821.55	20.0
5200.00 TRAVEL & CONFERENCE EXPENSES	102,438.34	39,898.82	39,898.82	38.9	14,793.39	47,746.13	46.6
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	39,903.00	31,873.82	31,873.82	79.8	640.20	7,388.98	18.5
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	812,093.00	538,776.08	538,776.08	66.3	283,458.52	10,141.60-	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	426,154.21	277,489.15	277,489.15	65.1	87,961.05	60,704.01	14.2
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	0.00	30,000.00	30,000.00	100.0	0.00	30,000.00-	.0
5800.00 OTHER OPERATING EXP-DIST. USE	469,226.75	54,719.41	54,719.41	11.6	10,727.01	403,780.33	86.0
TOTAL: 5000	1,898,720.30	995,569.99	995,569.99	52.4	413,850.91	489,299.40	25.7
TOTAL: 1000-5999	23,708,740.53	17,570,316.36	17,570,316.36	74.1	455,829.43	5,682,594.74	23.9
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	5,885.00	5,885.00	5,885.00	100.0	0.00	0.00	.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	92,983.00	37,928.11	37,928.11	40.7	19,045.55	36,009.34	38.7

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 6000	98,868.00	43,813.11	43,813.11	44.3	19,045.55	36,009.34	36.4
TOTAL: 1000-6999	23,807,608.53	17,614,129.47	17,614,129.47	73.9	474,874.98	5,718,604.08	24.0

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	26,727,701.43	16,318,777.71	16,318,777.71	61.0	0.00	10,408,923.72	38.9
TOTAL:	1000-5999	23,708,740.53	17,570,316.36	17,570,316.36	74.1	455,829.43	5,682,594.74	23.9
TOTAL:	1000-6999	23,807,608.53	17,614,129.47	17,614,129.47	73.9	474,874.98	5,718,604.08	24.0
TOTAL:	1000-7999	23,807,608.53	17,614,129.47	17,614,129.47	73.9	474,874.98	5,718,604.08	24.0
TOTAL EXPENSES	(1000 - 7999)	23,807,608.53	17,614,129.47	17,614,129.47	73.9	474,874.98	5,718,604.08	24.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	38,373.99	38,373.99	100.0	0.00	38,373.99-	.0
TOTAL: 8000	0.00	38,373.99	38,373.99	100.0	0.00	38,373.99-	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	15,500.00	10,944.00	10,944.00	70.6	2,012.76	2,543.24	16.4
TOTAL: 5000	15,500.00	10,944.00	10,944.00	70.6	2,012.76	2,543.24	16.4
TOTAL: 1000-5999	15,500.00	10,944.00	10,944.00	70.6	2,012.76	2,543.24	16.4
6100.00 SITES & IMPROVEMENTS-DIST. USE	167,326.00	52,499.92	52,499.92	31.3	114,826.08	0.00	.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	122,500.00	13,545.75	13,545.75	11.0	33,569.09	75,385.16	61.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	243,500.00	78,999.36	78,999.36	32.4	143,768.59	20,732.05	8.5
TOTAL: 6000	533,326.00	145,045.03	145,045.03	27.1	292,163.76	96,117.21	18.0
TOTAL: 1000-6999	548,826.00	155,989.03	155,989.03	28.4	294,176.52	98,660.45	17.9

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	38,373.99	38,373.99	100.0	0.00	38,373.99-	.0
TOTAL:	1000-5999	15,500.00	10,944.00	10,944.00	70.6	2,012.76	2,543.24	16.4
TOTAL:	1000-6999	548,826.00	155,989.03	155,989.03	28.4	294,176.52	98,660.45	17.9
TOTAL:	1000-7999	548,826.00	155,989.03	155,989.03	28.4	294,176.52	98,660.45	17.9
TOTAL EXPENSES	(1000 - 7999)	548,826.00	155,989.03	155,989.03	28.4	294,176.52	98,660.45	17.9

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 BUDGET SUMMARY REPORT
 07/01/2015 TO 06/30/2016

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	225.71	225.71	100.0	0.00	225.71-	.0
TOTAL: 8000	0.00	225.71	225.71	100.0	0.00	225.71-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	225.71	225.71	100.0	0.00	225.71-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

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 BUDGET SUMMARY REPORT
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Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	219.47	219.47	100.0	0.00	219.47-	.0
TOTAL: 8000	0.00	219.47	219.47	100.0	0.00	219.47-	.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	219.47	219.47	100.0	0.00	219.47-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: May 12, 2016
SUBJECT: CCFS-320 Apportionment Attendance Report for FY 2016 Period 2

RECOMMENDATION

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

OVERVIEW

The CCFS-320 Apportionment Attendance Report for FY 2016 Period 2 has been submitted to the State Chancellor's Office.

ANALYSIS

The Period 2 report includes preliminary figures for the period July 1, 2015 – April 15, 2016 and uses annualizers to forecast fiscal year end data. The chart below summarizes the District's status as of P2 and provides comparison data.

Comparison – FY15 Recal vs FY16 P2					
FY 15 at Year End (Recal)			FY 16 at P2		
				# Change	% Change
CHC	4,350		CHC	4,930	13.33%
SBVC	10,117		SBVC	10,504	3.83%
Total	14,467		Total	15,434	6.68%

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

2015-2016 APPORTIONMENT ATTENDANCE REPORT

Period: P2

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: 

Signature Date: 4/20/16

Electronic Certification Date: Wednesday, April 20, 2016

District Contact Person: **Steven Sutorus**

Title: Business Manager

Phone: (909) 382-4031

E-Mail: 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

2015-2016 APPORTIONMENT ATTENDANCE REPORT

Period: P2

District: San Bernardino

PART I. FULL-TIME EQUIVALENT STUDENTS

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

Summer Intersession (Summer 2015 Only)

1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	967.37	967.37

Summer Intersession Courses (Summer 2016 Prior to July 1, 2016)

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)	0.00	0.00

Primary Terms (Exclusive of Summer Intersession)

1. Census Procedure Courses

(a) Weekly Census Contact Hours (Part II)	9,325.86	9,325.86
(b) Daily Census Contact Hours (Part III)	1,849.76	1,886.68

2. Actual Hours of Attendance Procedure Courses

(a) Noncredit (Part IV.C)	82.52	82.52
(b) Credit (Part IV.D)	1,139.35	1,164.04

3. Alternative Attendance Accounting Procedure Courses

(a) Weekly Census Procedure Courses (Part V)(Credit)	949.70	949.70
(b) Daily Census Procedure Courses (Part V)(Credit)	1,054.09	1,058.22
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00

Total FTES

Total Credit FTES	15,286.13	15,351.87
Total Noncredit FTES	82.52	82.52
Total FTES	15,368.65	15,434.39

Supplemental Information	FTES
Inservice Training Courses	0.00
Basic Skills Courses and Immigrant Education (Noncredit)	0.00
Basic Skills Courses and Immigrant Education (Credit)	1,092.87

2015-2016 APPORTIONMENT ATTENDANCE REPORT

Period: P2

District: San Bernardino

PART I. FULL-TIME EQUIVALENT STUDENTS

	Nonresidents	
	Attendance FTES	Factored FTES
Summer Intersession (Summer 2015 Only)		
1. Noncredit (Parts IV.A.1 + VII.A.3)	0.00	0.00
2. Credit (Parts III.A.1 + VI.A.1)	11.33	11.33
Summer Intersession Courses (Summer 2016 Prior to July 1, 2016)		
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)	0.00	0.00
Primary Terms (Exclusive of Summer Intersession)		
1. Census Procedure Courses		
(a) Weekly Census Contact Hours (Part II)	201.75	201.75
(b) Daily Census Contact Hours (Part III)	22.87	23.32
2. Actual Hours of Attendance Procedure Courses		
(a) Noncredit (Part IV.C)	4.49	4.49
(b) Credit (Part IV.D)	2.45	2.51
3. Alternative Attendance Accounting Procedure Courses		
(a) Weekly Census Procedure Courses (Part V)(Credit)	13.17	13.17
(b) Daily Census Procedure Courses (Part V)(Credit)	8.06	8.09
(c) Noncredit Independent Study/Distance Education Courses (Part VII.C)	0.00	0.00
Total FTES		
Total Credit FTES	259.63	260.17
Total Noncredit FTES	4.49	4.49
Total FTES	264.12	264.66

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: May 12, 2016
SUBJECT: Cenergistic Cumulative Cost Savings

RECOMMENDATION

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

OVERVIEW

The attached report illustrates the cumulative energy savings identified by Cenergistic under its energy management program, which began in June of 2012.

ANALYSIS

At its May 17, 2012 meeting, SBCCD approved a contract to implement a comprehensive energy savings program. As of April 20, 2016, Cenergistic is reporting the following savings:

Expected Energy Cost	\$11,341,428
Actual Energy Cost	\$9,046,004
Program Savings	\$2,295,424
Percent Savings	20.2%

The savings are the result of teamwork, data analysis, on-site training and expertise, comprehensive facilities audits, and, especially, the dedicated effort of SBCCD students, faculty, staff and administrators.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

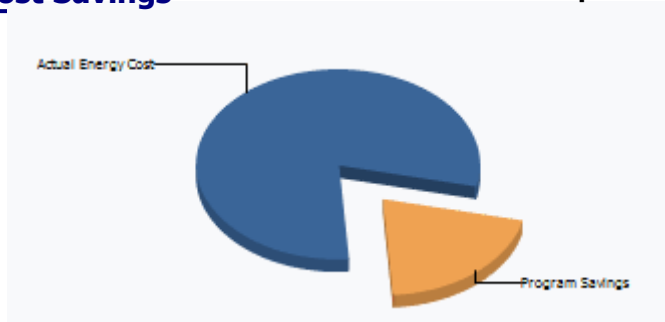
This item is for information only; there are no financial implications.

**San Bernardino Community College District,
California**

**Energy Conservation Program CAP - 19
April 2016**

Cumulative Cost Savings

Expected Energy Cost	\$11,341,428
Actual Energy Cost	\$9,046,004
Program Savings	\$2,295,424
Percent Savings	20.2%
Other Savings	\$0
Total Savings	\$2,295,424



Expected Energy Cost

Anticipated expense without energy management.
Base year usage after adjustments for such variables as changes in weather, equipment, schedules, occupancy and prices.

Actual Energy Cost

Actual utility costs for electricity, gas, water, sewer, etc. obtained directly from bills.

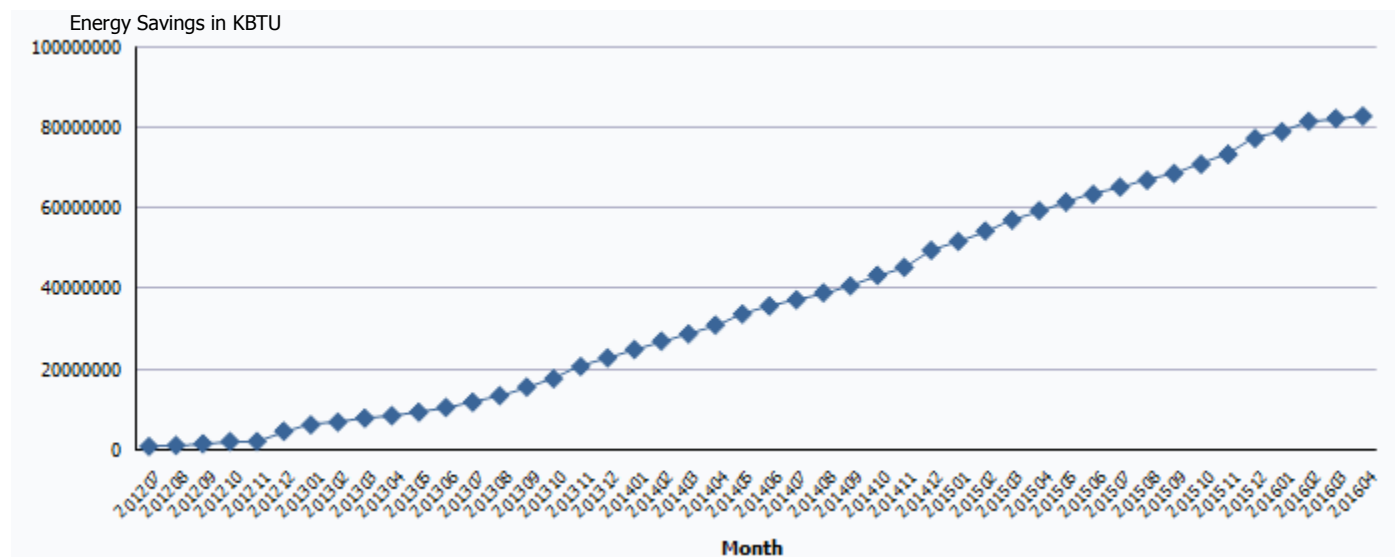
Program Savings

The difference between Expected and Actual Cost, calculated in accordance with the International Performance Measurement & Verification Protocol. Does not include savings attributable to reduced equipment maintenance and replacement costs and other collateral benefits. These savings can increase the program savings up to 20%.

Other Savings

Additional documented savings attributable to Program activities but not the direct result of usage reductions, such as rebates, refunds, tariff changes, etc.

Cumulative Energy Savings



Cumulative Greenhouse Gas Reduction

Energy Reduction Impact: 82,702,991 KBTU 5,126 equiv. metric tons of CO2

This is equivalent to the following:

Passenger cars not driven for one year:	1,068
Tree seedlings grown for 10 years:	131,439

Requested by: Mendter

Version:

Report Version: 14

Filters: Billing Period Between 201207;201604;Topmost Place Name Equals San Bernardino CC - CA

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations

DATE: May 12, 2016

SUBJECT: Information Item: CSEA MOUs

RECOMMENDATION

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

OVERVIEW

The District and the California School Employees Association met and entered into the attached MOUs.

ANALYSIS

The Memorandum of Understandings constitute the full and complete Agreements. These MOUs are pending CSEA ratification.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

MEMORANDUM OF UNDERSTANDING

By And Between

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO CCD
CHAPTER 291

This Memorandum of Understanding (MOU) is made between the San Bernardino Community College District, hereinafter referred to as DISTRICT, and California School Employees Association and its San Bernardino CCD Chapter 291, hereinafter referred to as ASSOCIATION. Reference to the PARTIES shall include both the DISTRICT and the ASSOCIATION, entered on this date of April 18, 2016.

The parties agree to approve the interim management assignment for Lillian Vasquez, Marketing Coordinator, KVCR, to Director, TV, KVCR, under the following stipulations:

1. The length of the assignment will be from March 2016-June 30, 2016.
2. During this period only, the Employee will be considered in exempt status and not entitled to overtime.
3. The employee will be compensated from the Management Salary Schedule at Range 16, Step A. The identification of the salary range and step in this MOU is for reference only and not subject to negotiation between the District and CSEA. The Employee will be afforded all the right, privileges, powers, and leave accruals appropriate for this management position, except for those expressly stated here in.
4. The District and the Association agree that the employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment(s).
5. Upon completion of the interim assignment, the employee shall return to their regular classified positions as Marketing Coordinator, KVCR.
6. The District and the Association agree that during the interim assignment, the employee's seniority will continue to accrue and the interim assignment will not be construed in any manner as a "break-in-service."
7. The District intends to fill the vacant position on a permanent basis and is currently undergoing the recruitment process. Based on meeting the Title V requirements, the District will adhere to the District's Management Recruitment Procedures and will open the positions to all internal and external candidates.
8. This agreement does not exempt this employee from her rights under the collective bargaining agreement and legal statute.

MEMORANDUM OF UNDERSTANDING

By And Between

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO CCD
CHAPTER 291

This Memorandum of Understanding constitutes the full and complete Agreement regarding the interim management appointment of Lillian Vasquez.


The MOU is subject to CSEA and District approval and ratification processes.

For the SBCCD District



Dr. Lisa Norman
Vice Chancellor, Human Resources

For CSEA, Chapter 291



Grayling L. Eaton,
CSEA Chapter President



Lisa Towery,
CSEA Labor Relations Representative



Cassandra Thomas, Negotiations Team
Member



Kevin Palkki, Negotiations Team Member



Fermin Ramirez, Negotiations Team
Member



Stacy Garcia, Negotiations Team Member

MEMORANDUM OR UNDERSTANDING

By And Between

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its San Bernardino CCD
CHAPTER #291

This Memorandum of Understanding (MOU) is made between the San Bernardino Community College District, hereinafter referred to as DISTRICT, and California School Employees Association and its San Bernardino CCD Chapter 291, hereinafter referred to as ASSOCIATION. Reference to the PARTIES shall include both the DISTRICT and the ASSOCIATION, entered on this date of April 18, 2016.

The parties agree to approve the interim management assignment for Frank Blanquet, Producer/Director, KVCR to Chief Content Manager, KVCR, under the following stipulations:

1. The length of the assignment will be from March 2016-June 30, 2016.
2. During this period only, the Employee will be considered in exempt status and not entitled to overtime.
3. The employees will be compensated from the Management Salary Schedule at Range 16, Step A. The identification of the salary range and step in this MOU is for reference only and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for this management position, except for those expressly stated here in.
4. The District and the Association agree that the employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment(s).
5. Upon completion of the interim assignment, the employee shall return to their regular classified positions as Producer/Director, KVCR.
6. The District and the Association agree that during the interim assignment, the employee's seniority will continue to accrue and the interim assignments will not be construed in any manner as a "break-in-service."
7. The District intends to fill the vacant position on a permanent basis and is currently undergoing the recruitment process. Based on meeting the Title V requirements, the District will adhere to the District's Management Recruitment Procedures and will open the positions to all internal and external candidates.
8. This agreement does not exempt this employee from his rights under the collective bargaining agreement and legal statute.

MEMORANDUM OR UNDERSTANDING

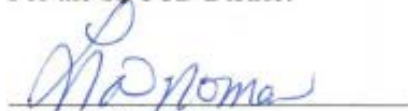
By And Between

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its San Bernardino CCD
CHAPTER #291

This Memorandum of Understanding constitutes the full and complete Agreement regarding the interim management appointment of Frank Blanquet.

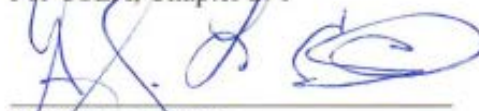
The MOU is subject to CSEA and District approval and ratification processes.

For the SBCCD District



Dr. Lisa Norman
Vice Chancellor, Human Resources

For CSEA, Chapter 291



Grayling L. Eaton,
CSEA Chapter President



Lisa Towery,
CSEA Labor Relations Representative



Cassandra Thomas, Negotiations Team
Member



Kevin Palkki, Negotiations Team Member



Fermin Ramirez, Negotiations Team
Member



Stacy Garcia, Negotiations Team Member

MEMORANDUM OF UNDERSTANDING

By And Between

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO
CCD CHAPTER 291

On April 18, 2016, this Memorandum of Understanding (MOU) is entered into by and between the California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively ("the parties").

RECITALS:

1. Coverage for bargaining unit members will be provided in accordance with Article 10.1 and 10.2 Health & Welfare Benefits, which states:

"10.1 HEALTH & WELFARE BENEFITS: The DISTRICT shall provide to each unit member and their eligible family members, health and welfare benefits. Health and welfare benefits are defined as medical, dental, vision, chiropractic, life insurance, and employee assistance program (EAP).

Individual unit members may select among plans as outlined in Appendix J.

During the life of the agreement the DISTRICT shall fully fund the least expensive medical/dental/vision/chiropractic/life insurance/EAP package for each unit member who works twenty (20) or more hours per week on a regular basis. Individual unit members who elect to enroll in more expensive health and welfare packages shall be responsible for the difference in cost between the least expensive medical package and the package selected by the individual through payroll deductions."

The DISTRICT and the ASSOCIATION must agree to any proposed changes in benefits and/or plans. In addition, the ASSOCIATION retains the right to negotiate the out of pocket cost to unit members.

"10.2 HEALTH & WELFARE COMMITTEE. The DISTRICT will establish a standing health and welfare committee. The ASSOCIATION will designate three (3) of the members on the committee. The purpose of the committee is to monitor costs and recommend changes. The committee's recommendations are non-binding on the bargaining unit." (Agreed)

2. The Health & Welfare Insurance Committee (Committee) comprised of the District and the Association(s) underwent a thorough Request for Proposal (RFP) to assess competitive market rates for medical, dental, vision, and life plans.
3. Based on the outcome of the RFP process to assess competitive rates under direct and pool plan options, the Health and Welfare Committee recommended to the negotiations teams to move from a direct service plan model to a Joint Powers

Authority (JPA) under a pool model. The agreed upon JPA is California School Employees Benefits Association (CSEBA).

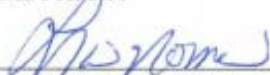
Therefore, the parties agree:

1. To the Health and Welfare Committee's recommendation to move from a direct service model to the California School Employees Benefits Association (CSEBA), a JPA under a pool model.
2. Medical benefits will be provided through CSEBA for the 2016-17 and 2017-18 years.
 - a. It is understood between the parties, CSEBA medical rates for the 2017-18 year will not increase by more than 9.9%. In the event rates come in at 9.9%, the total cost per employee to the District is \$17,632 (annually; medical only). If the pool rates come in lower, the District is guaranteed to receive the lower percentage.
3. Coverage for bargaining unit members will be provided in accordance with Article 10.1 Health & Welfare Benefits. Each eligible bargaining unit member will be provided medical/dental/vision/chiropractic/life-insurance/EAP. - (Appendix J dated July 1, 2016 – 6/30/17, attached).
4. Both parties agree to continue with DeltaCare Dental (HMO) with no changes to this plan. Under the CSEBA plan, the Delta Dental (PPO) is enhanced by an annual maximum benefit rate from \$1,250 per year for all dental services including orthodontia to \$1,750.
5. Both parties agree to direct purchase benefits under EyeMed for vision services. This benefit includes an enhancement to benefit frequency from 12/12/24 month services to 12/12/12 (exam, lenses, and frames). This plan further includes an enhancement of \$200 coverage for contact lenses.
6. The District shall provide direct purchase of basic life coverage under Reliance Standard Life Insurance at an enhanced rate from \$30,000 to \$50,000. This enhancement also includes a change in Voluntary Life from \$100,000 to \$150,000.

The MOU is effective for the 2016-17 only and is subject to CSEA and District approval and ratification processes.

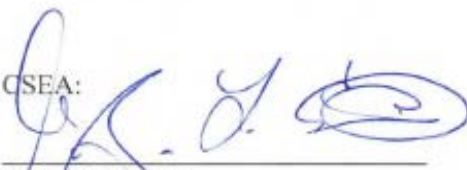
Dated this 18th day of April, 2016

DISTRICT:



Lisa Norman, Ed.D
Vice Chancellor, Human Resources and
Employee Relations

CSEA:



Grayling Eaton
CSEA President

Lisa Towery

Lisa Towery
CSEA, Labor Relations
Representative

Cassandra Thomas

Cassandra Thomas, Negotiations
Team Member

Kevin Palkki

Kevin Palkki, Negotiations Team
Member

Fermin Ramirez

Fermin Ramirez, Negotiations Team
Member

Stacy Garcia

Stacy Garcia, Negotiations Team
Member

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER 291**

MEMORANDUM OF UNDERSTANDING

(New Job Classification/Description: SENIOR RESEARCH AND PLANNING ANALYST)

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 San Bernardino CCD Chapter 291 (hereinafter, "Association."), collectively ("the parties").

The parties agree as follows:

In accordance with Article 1: RECOGNITION, specifically Article 1.1 and Article 16.1: CLASSIFICATION, the District and Association, have met and agreed to establish the new classification of **Senior Research and Planning Analyst**. Appendix A will be amended to include said job classification.

1. Establish the new classification title of Senior Research and Planning Analyst, Range 58/8 Hours/12 months. (job description attached)

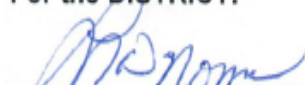
Dated this 11th day of February, 2016

For the ASSOCIATION:




Grayling Eaton
Chapter President

For the DISTRICT:



Dr. Lisa Norman
Vice Chancellor, Human Resources



Lisa Towery
Labor Relations Representative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Pierre Galvez, Police Chief
DATE: May 12, 2016
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 \$27,500 per violation against noncompliant institutions.

ANALYSIS

Monthly Report of Clery Crimes for March (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
March 2016

<u>Case#</u>	<u>Reported</u>	<u>Reportable Clery Crimes</u>	<u>Location</u>	<u>Disposition</u>
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ON CAMPUS:

CRAFTON

NO INCIDENTS TO REPORT

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

16-070	3/1/16	Health & Safety	North Hall	Citation Issued
16-078	3/05/16	Burglary	Construction Site	Report Taken
16-087	3/17/16	Health & Safety	Art Building	Citation Issued
16-110	3/31/16	Health & Safety	Lot 8	Citation Issued

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, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: May 12, 2016
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 General Fund monthly cash flow analysis for the District.

ANALYSIS

The General Fund cash balance as of June 30, 2016 is estimated to be \$24,960,006.

BOARD IMPERATIVE

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[†]

Fiscal Year 2015-16

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	PROJECTIONS			ACCRUALS	TOTAL
										APR	MAY	JUN		
Beginning Cash Balance	23,494	23,287	22,910	25,696	27,012	25,368	31,636	30,447	32,390	32,670	31,728	33,608		
Receipts														
Federal	10	5	59	58	11	1,064	21	25	1,020	177	2,454	126		5,030
State	4,931	4,246	12,507	10,124	5,210	10,143	9,191	7,896	11,027	8,327	7,292	7,554		98,449
State Deferrals														
Local	704	1,458	241	955	3,170	6,208	3,341	2,454	1,390	4,091	5,067	-757		28,322
Temporary Borrowings														
Inc Transfer & Sale of Assets			3		1	2								5
Accounts Receivable/Accruals	688	322	151	2,941	1,447	123	169	25	62					5,927
Total Receipts	6,333	6,031	12,960	14,078	9,839	17,540	12,721	10,400	13,498	12,595	14,813	6,924		137,731
Disbursements														
Academic Salaries	4	1,586	3,284	3,539	3,642	4,027	3,738	3,265	3,620	3,852	3,827	5,539		39,922
Classified Salaries	1,699	1,901	1,869	2,159	2,196	2,848	2,149	1,942	2,192	2,413	2,329	2,106		25,803
Benefits	779	1,331	1,557	1,629	1,645	1,768	1,617	1,551	1,618	1,741	1,755	1,832		18,822
Supplies & Materials	3	51	118	157	95	163	132	143	144	205	397	514		2,122
Other Operating Exp	81	547	1,629	1,223	1,270	1,394	747	1,079	1,381	4,231	3,265	3,533		20,379
Capital Outlay		17	316	169	63	198	182	187	461	408	671	1,288		3,961
Other Outgo	2	59	62	428	112	3	5,292	193	687	687	687	760		8,973
Loan Repayment														
Accounts Payable/Accruals	3,972	916	1,339	3,459	2,459	871	53	97	3,115					16,283
Total Disbursements	6,540	6,408	10,174	12,763	11,482	11,272	13,910	8,456	13,219	13,537	12,933	15,572		136,266
Increase / (Decrease) in Cash Balance	-207	-377	2,786	1,315	-1,643	6,267	-1,189	1,943	280	-942	1,881	-8,648		
Ending Cash Balance	23,287	22,910	25,696	27,012	25,368	31,636	30,447	32,390	32,670	31,728	33,608	24,960		

[†] Rounded to the nearest 1,000.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: May 12, 2016
SUBJECT: Local Hire – Measure M Demographics Report

RECOMMENDATION

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

OVERVIEW

Local Hire Measure M Demographics Report includes a summary of active construction projects for March 2016. This report represents the local hire status for each project. Details of each project as well as schedules, progress, photos, costs, workers by city, and historical data are contained in the *Measure M Construction Projects and Demographics Report* prepared by Kitchell/BRJ each month with the Board book.

ANALYSIS

In November 2013, the Board of Trustees passed Board Policy 6610, which sets minimum goals at fifty percent (50%) participation of Local Hires and twenty-five percent (25%) participation of Local Businesses in its District Bid projects awarded each fiscal year. As of March 2016, the District-wide total of local hires was 46.88%, exceeding the Board goal by 21.88%. The District-wide total of local business was 68%, exceeding the Board goal by 18%.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Demographics / Local Contracts Summary

March 2016

SBVC	Local On-Site Work Force	%	Non Local On-Site Work Force	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total – Non Local	Wages - Local (cumulative)	Wages - Non Local (cumulative)
New Gymnasiums & Pools	102	68%	49	32%	4,531,008.85	15,699,082.84	28,288,781.08	3,265,668.14	1,207,260.22
Miscellaneous Bond Improvements: Outfield Baseball Netting (South)	10	100%	0	0%	85,791.00			20,806.27	
Miscellaneous Bond Improvements: KVCR Parking Lot	0	0%	0	0%	181,000.00			25,105.98	5,401.36
Applied Technology Ph. I	0	0%	0	0%	413,251.50	11,036.25	558,099.00	261,636.04	132,889.67
TOTAL	112	70%	49	30%	\$ 5,211,051.35	\$ 15,710,119.09	\$ 28,846,880.08	\$ 3,573,216.43	\$ 1,345,551.25
							\$ 28,846,880.08		
							42%	58%	

CHC	Local On-Site Work Force	%	Non Local On-Site Work Force	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total– Non-Local	Wages - Local (cumulative)	Wages - Non Local (cumulative)
New Crafton Center <i>(Includes Swing Projects A and B)</i>	6	46%	7	54%	7,496,846.94	7,096,378.00	6,822,698.06	2,215,652.57	908,405.42
New Science Building	0	0%	0	0%	3,579,050.00	6,804,716.00	8,199,240.00	3,086,617.28	1,050,340.02
Occupational Education #2	8	62%	5	38%	1,329,733.00	2,412,208.00	12,146,059.00	2,019,754.67	1,316,975.00
PE Complex	0	0%	0	0%	-	852,800.00	3,658,270.00	1,353.48	-
Miscellaneous Bond Improvements: Wayfinding Signage	0	0%	0	0%	276,132.00	56,640.00	377,772.00	9,413.46	15,036.56
Miscellaneous Bond Improvements: Chemistry, Health, Science Remodel Ph.1	0	0%	0	0%	-	162,872.10	-	10,355.79	-
Miscellaneous Bond Improvements: Chemistry, Health, Science Remodel Ph.2	1	100%	0	0%	-	320,013.67	-	71,134.96	6,984.80
Miscellaneous Bond Improvements: Campus CHURN Move	0	0%	0	0%			104,782.20	3,421.83	24,981.31
TOTAL	15	56%	12	44%	\$ 12,681,761.94	\$ 17,705,627.77	\$ 31,308,821.26	\$ 7,417,704.04	\$ 3,322,723.11
							\$ 31,308,821.26		
							49%	51%	

DISTRICT WIDE WORKFORCE Combined - This month	Local On-Site Work Force	%	Non Local On-Site Work Force	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total– Non-Local	Wages - Local (cumulative)	Wages - Non Local (cumulative)
TOTAL	127	68%	61	32%	\$ 17,892,813.29	\$ 33,415,746.86	\$ 60,155,701.34	\$ 10,990,920.47	\$ 4,668,274.36
DISTRICT GOAL	50.00%				\$51,308,560.15		\$60,155,701.34		
							46%	54%	

(1) SUBCONTRACTORS - This month	ALL SUBS	LOCAL	MBE	WBE	VOBE	VOSB	SDVBE	DVBE	TOTAL CERTIFIED SUBS - This month
TOTAL FOR ALL PROJECTS	32	15	3	0					3
%	100	46.88%	9.38%		0.00%				9.38%
DISTRICT GOAL	N/A	25.00%	25.00%		10.00%				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: May 12, 2016
SUBJECT: Local Hire, Disadvantaged Business Entities, Apprenticeship and Pre-Apprenticeship, and Pre-Qualification Programs

RECOMMENDATION

This is an information item and no action from the Board of Trustees is required.

OVERVIEW

The Board of Trustees has requested a report on the progress of SBCCD's local hire, disadvantaged business entities, apprenticeship and new pre-apprenticeship, and pre-qualification programs.

ANALYSIS

Attached are reports in response to this request.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This is an information item and carries no financial implications.

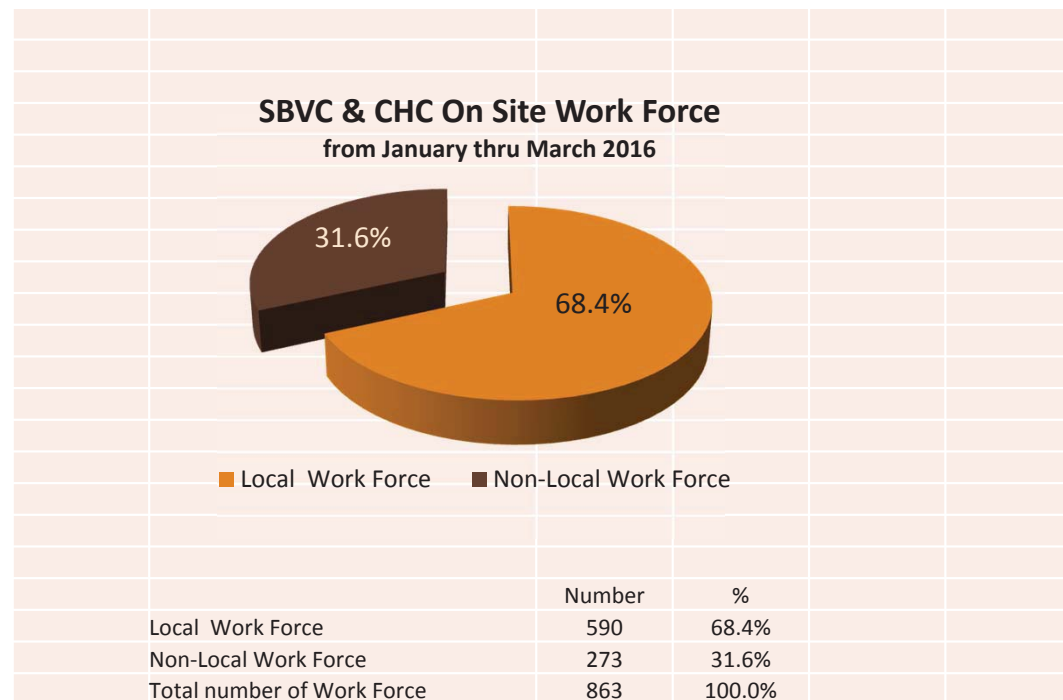
“Local Hire – Disadvantaged Business Entities, Bond & Technical Assistance and CBA Programs.”

QUARTERLY REPORT 2016

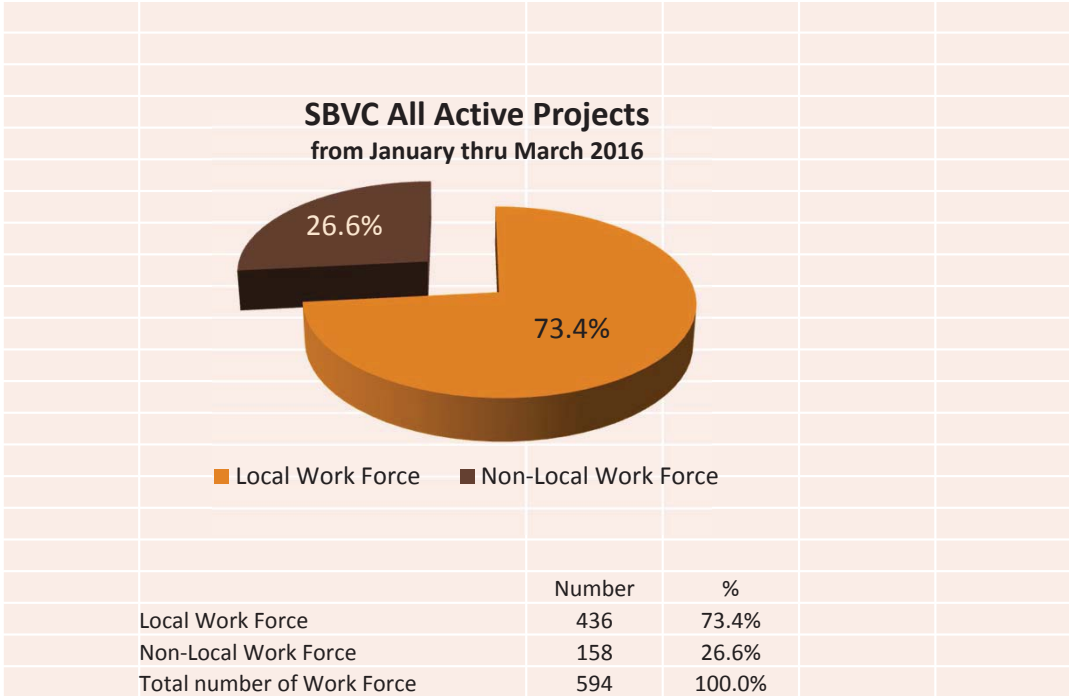
OVERVIEW

1. Districtwide Demographics January – March 2016
2. Demographics by Campus January – March 2016
3. Districtwide Veterans and Apprentice Workforce Demographics January – March 2016
4. Districtwide Construction Projects Awarded January – March 2016 (Local/Non-Local)
5. Districtwide Construction Projects Awarded January – March 2016 (Certified/Non-Certified)
6. Update on BP 6610 Local Minority, Women, and Veteran Owned Enterprise Program
7. Update on the status of the District Initiatives Office to include MWIS & Padilla & Associates

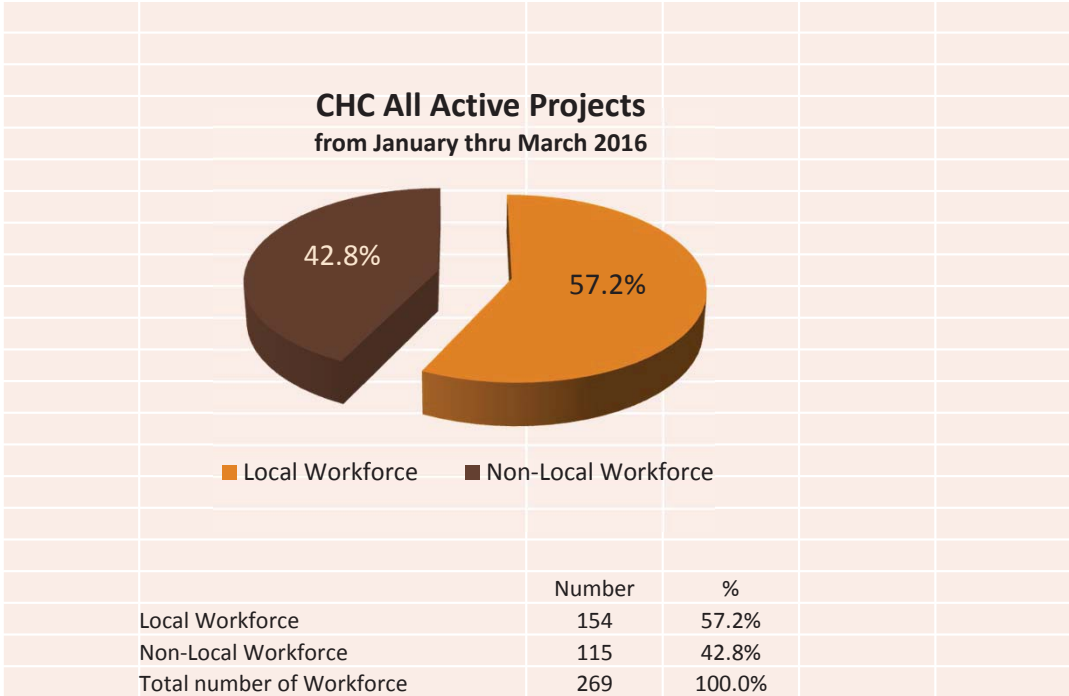
Districtwide Demographics Local/Non-Local



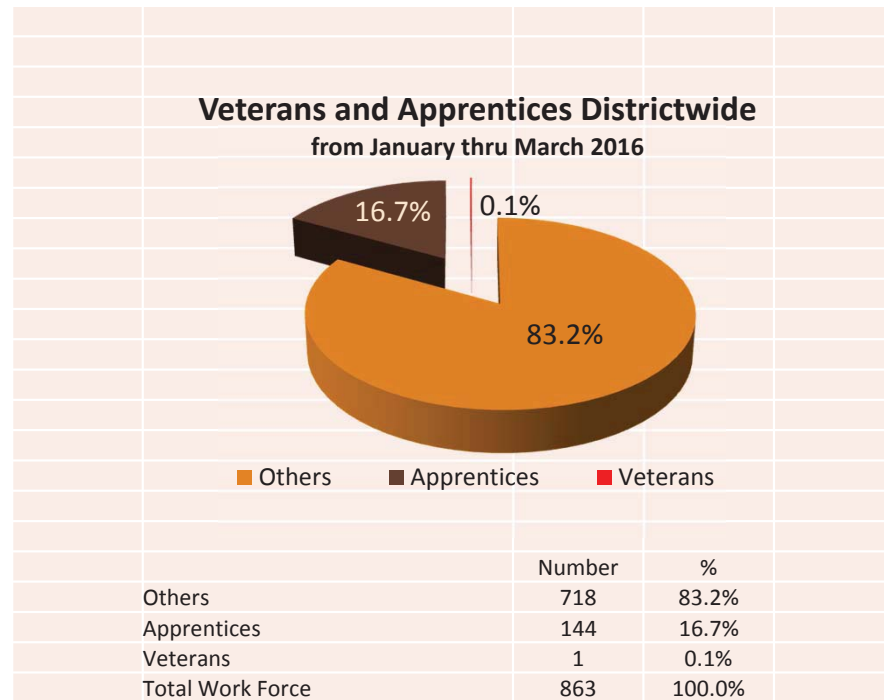
Demographics by Campus Local/Non-Local



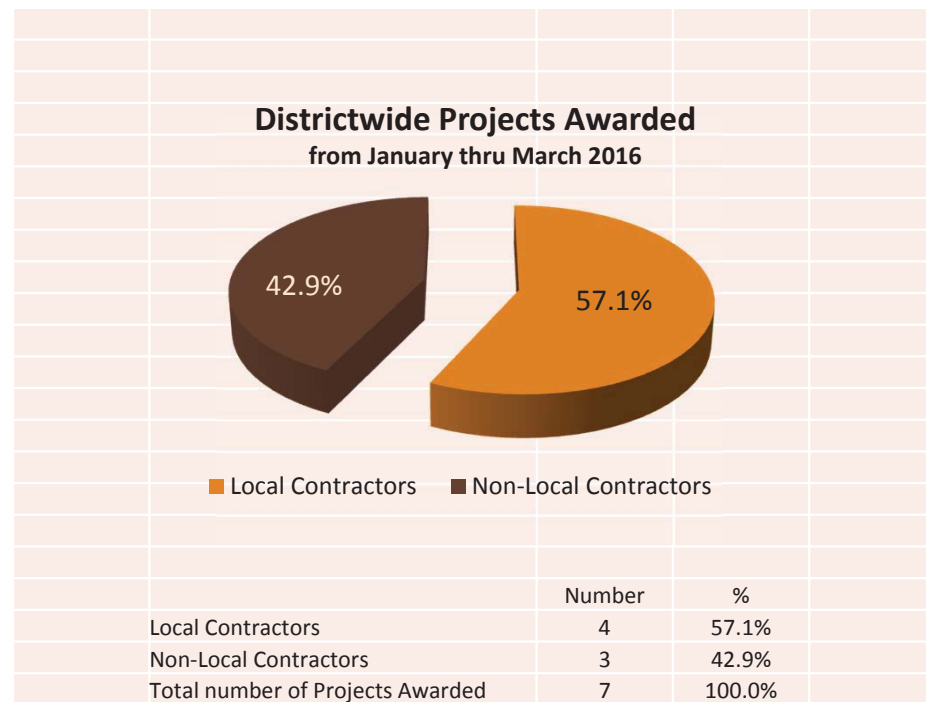
Demographics by Campus Local /Non-Local



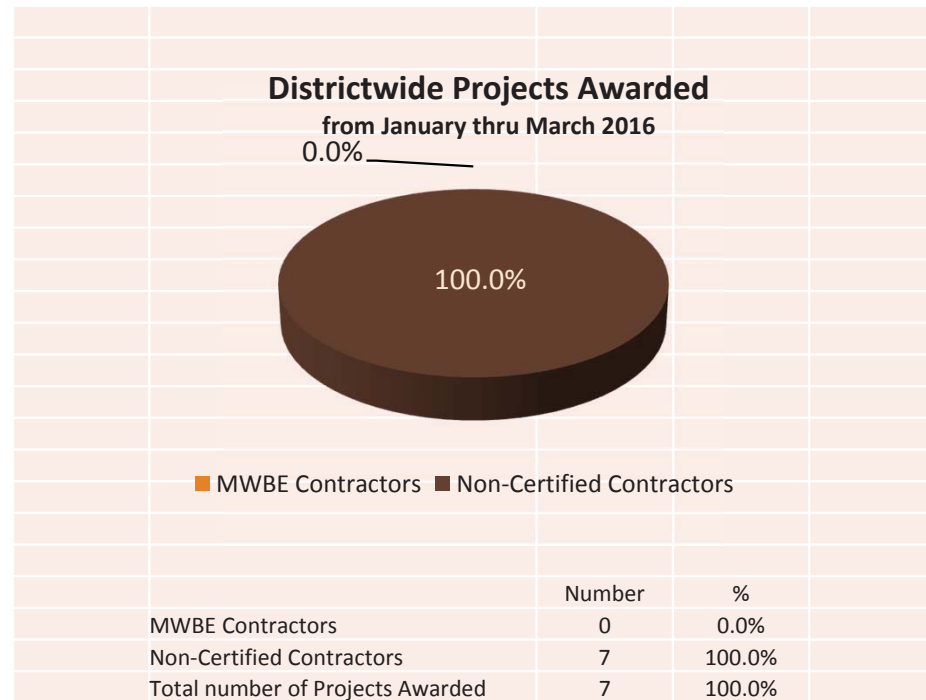
Veterans and Apprentice Workforce Demographics Districtwide



Districtwide Projects Awarded Local/Non-Local



Districtwide Projects Awarded Certified/Non-Certified



UPDATE ON “BP 6610”

Front End Documents: The Document 00 30 14 was revised to ensure that “or” stands out in the specific direction section and the Demographic Reporting Form was revised to include a “Optional Ethnicity” question to assist in gathering demographic information regarding the ethnicity of the workforce.

Pre-Qualification Program: The District Initiatives Office completed revisions with General Counsel regarding the Pre-Qualification Application and reviewed PlanetBids system for use with SBCCD’s Pre-Qualifications Program. It was decided to move forward with PlanetBids and currently we are initiating the start-up process.

UPDATE ON THE DISTRICT INITIATIVES OFFICE (DIO)

Database Development – The DIO continues to update Access Database system with local contractors.

RFP Outreach Process – The DIO continues to monitor every RFP going out on behalf of the District at the initiation of the bidding process and ending with a Department Memo which documents the Outreach Activities from RFP start to project award.

Strategic Plan – The DIO continues to pursue its work according to the strategic plan developed during the first quarter of operations of the District Initiatives Office.

UPDATE ON THE DISTRICT INITIATIVES OFFICE (DIO)

Outreach Events – During the first quarter 2016 the DIO attended various outreach events targeting Local, Minority, Women and Veteran Owned Business Enterprise for all SBCCD Construction Projects.

Merriwether & Williams Insurance Services (MWIS) – During the first quarter 2016 MWIS provided information about SBCCD’s Bonding and Technical Assistance Program during the Mandatory Job Walk for both LADM and SSA Measure M Bond Projects and provided weekly Blitz to participants of the Contractor Training Academy. MWIS invoices continue to be reviewed by the DIO for compliance with their Service Agreement.

Padilla & Associates - During the first quarter Padilla & Associates provided assistance ensuring that information regarding the CBA was included in the Front End Documents; provided training at the Job Walk for both LADM and SSA; held a workshop specific to the CBA for local contractors; and worked with AFL-CIO regarding the unions participation in the Measure M Projects. Padilla & Associates invoices continue to be reviewed by the DIO for compliance with their Service Agreement.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Integrated Multi-Craft Core Curriculum (MC3) Pre-Apprenticeship Program

PROJECT IMPLEMENTATION STATUS REPORT

July – August 2016 (projected, based on confirmed MC3 Train-the-Trainer scheduling)

1. **July 2016:**

- a. **MC3 Train-the-Trainer Course** – Two District MC3 Instructors to receive MC3 Train-the-Trainer training (to be announced) in Sacramento, CA
- b. **Cohort #1 Recruitment & Enrollment Activities** – Enrollment activities to be initiated for 20 participants to receive Work Readiness Credential training in August 2016, with subsequent receipt of MC3 Pre-Apprenticeship instruction in August 2016 through September 2016.

2. **August 2016:**

- a. **Specialty Trades Program Development** – Curriculum Development to be initiated for three, 40-hour Specialty Trades Components (Electrical, Sheet Metal, Plumbing) in partnership with JATC Training Directors and Curriculum Coordinators.
- b. **Cohort #2 Recruitment & Enrollment Activities** – Enrollment activities to be initiated for 20 participants to receive Work Readiness Credential training in October 2016, with subsequent receipt of MC3 Pre-Apprenticeship instruction in October 2016 through November 2016.

May – June 2016 (projected)

1. **Develop Workforce Readiness Credential curriculum encompassing a 2-week program** in partnership with the Building and Construction Trades Council and local workforce development boards.

April 2016

1. **Workforce Readiness Credential** – Due to MC3 Train-the-Trainer course delays, development of a Workforce Readiness Credential is being explored in collaboration with publishing company who owns copyrights to workforce readiness publications commonly used by CA Community Colleges and various CA Workforce Development Board jurisdictions for job readiness and soft skills training for participants. Intent is to develop regionalized and customized, industry-specific curriculum related to the building and construction trades, provide job readiness training to MC3 candidates, and award a Workforce Readiness Credential recognized by the Riverside & San Bernardino Counties Building & Construction Trades Council to graduates prior to their entry into the SBCCD MC3 Training Program. This ensures participant competitiveness in obtaining successful placement and retention in Apprenticeship programs in San Bernardino and Riverside Counties as per the Joint Apprenticeship Training Committees (JATCs), the top reason for Apprenticeship Program drop-outs is lack of soft skills essential for apprenticeship/job retention.

March 2016

1. **MC3 Train-the-Trainer Course Rescheduled to July 2016** by California Department of Education and the California Building Trades Council, thus delaying SBCCD Program startup by four months. Projected training to occur in Sacramento, CA, with training schedule announcement forthcoming in May 2016. Training was originally scheduled for March 16-18, 2016 in Los Angeles, CA.

February 2016

1. **Joint Apprenticeship Training Committees (JATC) Site Visits** – Schedule development of site visits to JATCs affiliated with the RSBC-BCTC, with specific trades targeted such as Electrical, Sheet Metal, Plumbing/Pipefitters, Carpenters, Laborers.
2. **Memorandum of Understanding (MOU)** – Informed by Riverside and San Bernardino Counties Building & Construction Trades Council (RSBC-BCTC) that MOU Letter of Approval is forthcoming. Upon approval, SBCCD MC3 Instructors to be scheduled for 3-day, MC3 Train-the-Trainer Program delivered by the California Department of Education (CDE) and sanctioned by the AFL-CIO National Building and Construction Trades Department. Completion of this training will certify District MC3 Instructor to teach pre-apprentices, and train future District instructors for MC3 certification.
3. **Community Outreach & Engagement** – Continue outreach to community- and faith-based organizations to ensure students reflect the diversity of the District service area.
4. **Grant and Donor Research** – Ongoing research conducted by SBCCD EDCT Foundation to identify competitive grant funding and donor sourcing to develop, expand, and sustain MC3 Program beyond initial funding investment from EDCT and SBCCD Fiscal Services.

January 2016

1. **Grant and Donor Research** – Ongoing research conducted by SBCCD Economic Development & Corporate Training (EDCT) Foundation to identify competitive grant funding and donor sourcing to develop, expand, and sustain MC3 Program beyond initial funding investment from EDCT and Fiscal Services.
2. **Program Planning & Development** – Second MC3 Instructor appointed and incorporated into MOU draft with the Building & Construction Trades Council for Train-the-Trainer Program. Two MC3 instructors will be scheduled to attend the MC3 Training in Los Angeles from March 16-18, 2016. Projected Pre-Apprenticeship class to be scheduled to start by April 18, 2016 to allow recently certified MC3 instructors to prepare course outlines and obtain applicable instructional materials.
3. **Community Outreach & Engagement** – Pre-Apprenticeship staff conducted meetings with Operation New Hope, San Bernardino Independent Living Program (ILP), Transitional Age Youth (TAY), and provided program overviews including recruitment goals and criteria to establish community networks. Presented to the NAACP San Bernardino Chapter at their General Meeting in which staff provided a program overview, question-and-answer session, and was invited to future monthly meetings to provide ongoing updates. Staff also attended various community meetings such as the Mentoring Taskforce and the Martin Luther King Prayer Breakfast in order to give program updates and establish a presence in the community.

December 2015

1. **Grant Research** – Ongoing research conducted by SBCCD EDCT Foundation to identify competitive grant funding to develop, expand, and sustain MC3 Program beyond initial EDCT and SBCCD Fiscal Services.
2. **Program Planning & Development** – Program marketing collateral drafted, with final versions developed for dissemination upon district assignment of program contact information, and action plans formulated for comprehensive outreach and recruitment activities in 2016.
3. **Community Outreach** – Engaged with community- and faith-based organizations to begin building the foundation for community networks to recruit participants for the MC3 Pre-Apprenticeship Program. Presentations included program overviews and feedback for recruitments. Organizations contacted included the Black Voice Foundation, Inland Empire Concerned African American Churches (IECAAC), and Youth Action Project.

November 2015

1. **Community Benefit Agreement (CBA)** – CBA/Project Labor Agreement (PLA) executed as a result of all Building & Construction Trades union signatories acknowledging agreement with District. Signed document provided to District by RSBC-BCTC on 11/13/2015. CBA-PLA supports and promotes local hires of Pre-Apprentices and Apprentices for District Bond projects.
2. **MC3 Curriculum** – District informed by RSBC-BCTC that MC3 Curriculum revisions by AFL-CIO National Building & Construction Trades Department occurred in 9/2015, with online curriculum and instructional delivery options created and distribution pending to State Building & Construction Trades Councils. New curriculum and pending distribution is impacting SBCCD Pre-Apprenticeship startup, resulting in program startup projected for 4/2016 due to a lack of scheduled MC3 Train-the-Trainer Program courses.
3. **Staff Employment** – MC3 Instructor and Professional Expert employment and orientation begins 11/16/2015, with program planning and development activities projected from 11/16/2015 thru 2/2016.
4. **MC3 Memorandum of Understanding (MOU) Drafted** – MC3 MOU Draft between SBCCD and RSBC-BCTC developed, with targeted Board approval in February 2016 pending final schedule development for MC3 Train-the-Trainer program in Southern California.

October 2015

1. **Program Planning** – MC3 Pre-Apprenticeship Program planning, including ongoing research of community college-related funding and competitive grant funding for program sustainability beyond initial District investment for 2 cohorts of 20 participants.

September 2015

1. **Program Funding** – District funding allocated to initiate development of MC3 Pre-Apprenticeship Program, with projected participant recruitments for 1st Cohort startup in April 2016, and 2nd Cohort in June 2016.
2. **Staff Interviews** – MC3 Instructor and professional expert interviews, with selections referred for hiring approvals to Board of Trustees for November Board Meeting.

August 2015

1. **Board of Trustees Presentation** – Board of Trustees presented with overview of Multi-Craft Core Curriculum (MC3) for Pre-Apprenticeship as part of District Local Hire Program (Disadvantaged Business Entities and Apprenticeship Programs).
2. **Staff Recruitment** – MC3 Instructor/Professional Expert recruited for District Pre-Apprenticeship Program.

Overview

The Board of Trustees adopted a resolution to develop and implement a Pre-Qualification Program Districtwide for Construction Projects within our District regardless of funding source for projects between the amounts of \$175,001 - \$3 million.

The goals of this pre-qualification program are to

- 1) Reach out to and establish well-qualified pools of contractors and subcontractors who will perform District projects;
- 2) Permit enrollment in such pre-qualified pools on a regular/ongoing basis; and
- 3) Develop and implement pre-qualification processes and procedures which are designed to be inclusive of the residents, local businesses, and contractors living in, and/or who have business located in, close proximity to the projects being constructed.

Detail

The Pre-Qualification Program has been designed to develop pre-qualified pools of general contractors (A and/or B licenses) and also develop pre-qualified pools of some 40 plus subcontractor license classifications. As projects come up, the pre-qualified contractors and subcontractors, as applicable, will be issued a request for bids and/or proposals for each specific project. This process will also cut down the length of procurement time and permit the District to secure contracting services from pre-qualified contractors and subcontractors in a more cost effective and efficient manner.

The Pre-Qualification Program has been developed with five (5) different sections as follows:

Section 1 – Information for Applicants (this section is not scored)

- This section includes instructions to contractors

Section 2 – General Information (this section is not scored)

- This section requests general information from the contractor such as business name, address, phone numbers, etc.

Section 3 – Essential Requirements for Qualifications (Contractor must meet this criteria)

- This section requests information from contractor that is essential such as insurance, workers compensation, surety letter, DIR registration, etc.

Section 4 – General Qualifications (Contractor must reach at least 115 points from a maximum of 150 points)

- This section requests information from contractor that provides general construction qualifications such as completing income taxes, having a license, claims against contractor, litigations, crime, fraud, bonding capacity, etc.

Section 5 – Specific Qualifications (Contractor must reach at least 165 points from a maximum of 305 points)

- This section requests information from contractor regarding their experience with public works (maximum of 145 points)
- In addition, this section provides additional points as follows:
 - Local Business (100 points)
 - Local Hires - 50% of Employees or Subs (20 points)
 - Minority/Women Owned (20 points)
 - Veteran Owned (20 points)

Status

The Pre-Qualification Program has been developed; however, we are currently working with the General Counsel at the San Bernardino County Superintendent of Schools since we are fiscal dependent and they must approve this Pre-Qualification Program for Procurement purposes.

The tentative program schedule is as follows (subject to change):

Scheduled Event	Tentative Date
1st Advertisement Request for Qualifications (RFQ)	June 2016
2nd Advertisement (RFQ)	July 2016
RFQ Issuance	July 2016
Pre-Submittal Conferences	July 2016
Deadline for RFQ Request for Clarifications	July 2016
Answers posted	August 2016
Deadline for Submission of Statement of Qualifications (SOQ)	August 2016
Notification of Pre-Qualified Applicants	August 2016

Contact Person

Angela Brinker, District Initiatives Coordinator
 Email: angela.brinker@brjassociates.com
 Telephone: (909) 677-8622

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: May 12, 2016
SUBJECT: Quarterly Investment Report

RECOMMENDATION

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

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

This report also does not include the General Fund, which is submitted to the Board of Trustees on a monthly basis in the information item, General Fund Cash Flow Analysis.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.



Quarterly Investment and Deposit Report

Quarter Ending March 31, 2016

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$ 415,943.54	0.00	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 10,776.57	0.00	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 426,720.11</u>			
Bond Fund (#256245)	\$ 75,248,875.32	0.00	Investment	Bank of New York Mellon, Los Angeles CA
Enterprise Funds				
Bookstore	\$ 687,486.48	0.00	Checking	Bank of America, Colton CA
Cafeteria	\$ 352,766.70	0.00	Checking	Bank of America, Colton CA
Bookstore CD (due 4/2/2017)	\$ 108,052.59	(y)0.40	CD	Inland Valley Bank, Redlands CA
	<u>\$ 1,148,305.77</u>			
Internal Service Funds				
Workers Comp	\$ 120,000.00	0.05	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 25,000.00	0.00	Checking	Bank of America, Concord CA
	<u>\$ 145,000.00</u>			
Trust Funds				
Financial Aid	\$ 124,052.86	0.00	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 531,683.78	0.05	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 32,022.73	0.00	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 32,437.12	0.20	Checking	Community Bank, Redlands CA
Emergency Loan	\$ 17,834.53	0.00	Checking	Community Bank, Redlands CA
SBVC Clubs/Trusts	\$ 207,148.35	0.00	Checking	Wells Fargo, San Bernardino CA
SBVC ASB	\$ 38,308.35	0.00	Checking	Wells Fargo, San Bernardino CA
CHC Clubs/Trust & ASB	\$ 212,269.06	0.00	Checking	Bank of America, Yucaipa CA
Scholarships	\$ 92,303.79	0.70	Money Market	Inland Valley Bank, Redlands CA
SBVC/CHC Student Rep Fee	\$ 102,042.19	0.00	Checking	Inland Valley Bank, Redlands CA
	<u>\$ 1,390,102.76</u>			
Total Checking, Savings & Investments	<u>\$ 78,359,003.96</u>			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: May 12, 2016
SUBJECT: Review of SBCCD Travel Costs

RECOMMENDATION

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

OVERVIEW

The San Bernardino Community College District has conducted a review of its travel procedures in order to reduce overall costs. A survey was sent to other community college districts and internal procedures were analyzed to identify savings opportunities and determine best practices. Total 2014-15 travel expense for the District was \$686,000.

ANALYSIS

Our survey to community college districts asked their experience with the following three methods of travel service procurement.

Hiring Concur Travel under the Department of General Services Contract

Concur Travel offers procurement for government agencies under a Department of General Services contract through their website.

Survey respondents had mixed opinions. The general feeling is that there are challenges working with the website and coordinating approval and payment in a timely manner. One district felt it allowed them to reduce costs because the site offers the government rate, something that is not generally requested by travelers making arrangements without this tool.

One district indicated there is a community college subcommittee currently analyzing how they might collaborate to solve some of the problems working with Concur Travel. They are considering whether a contract with Concur Travel, negotiated by the University of California and California State systems (which is also available to community colleges), would provide better savings. They also indicated that the State Chancellor's Office is assisting with Concur Travel negotiations regarding additional travel tools. This district encouraged participation with the subcommittee that is reviewing travel cost reduction during Southern California Community College Purchasing Association (SCCCPA) meetings.

SBCCD used Concur Travel previously for approximately two years but discontinued this service due to the following challenges:

- Hotel rates were higher than rates travelers could find on their own.
- Conference hotel rates, which were lower, were not honored by Concur Travel.
- Only refundable airline tickets were offered which are more expensive than non-refundable.
- Booking fees were added to the cost of travel arrangements, reducing cost savings.
- Expense approval and reconciliation was much more difficult for Accounts Payable.
- Underlying purchase service was through American Express, which demanded full payment within 30 days. This was often not possible and generated significant late fees and interest charges.

Hiring a Travel Agency

The response regarding use of travel agencies was also mixed. Generally, districts felt agencies didn't provide savings. One district has had some success, mainly due to the travel agency immediately locking in airline ticket rates. Without the travel agency, this district's travelers were reluctant to use their personal credit lines and resorted to other, slower methods of procurement. These delays caused them to forfeit lower costs available through immediate purchase. Another district said they discontinued use of a travel agency because it increased their costs.

Hiring a District Travel Coordinator

One district has two purchasing specialists who make travel arrangements. Another has decentralized their purchasing function so that each department handles its own purchasing, including travel. One district responded that departments book their own travel but the business office reviews all travel before it occurs.

In addition to the community college survey, we reviewed our travel policy to determine changes that could be made to decrease costs. Based on that review we recommend considering the following changes.

Considerations for Travel Policy Changes

- Limit nightly hotel rates to \$200 or the cost of the conference hotel rate. Currently there is no limit. Encourage taking advantage of the government rate and provide employees with appropriate identification to prove eligibility.
- Limit rental car class to compact unless there is a valid business reason for an exception and it is approved by a supervisor. Currently there is no limit.
- Eliminate the practice of purchasing refundable airline tickets (that may be as much as double the price or more) unless there is a valid business reason and it is approved by a supervisor.

- According to a study on the cost of airfare*, the best time to book a flight is 54 days out; however, the current approval process limits SBCCD staff to booking non-refundable flights within that timeframe. We recommend that BP/AP 7400 be modified to allow all travel (including out of state) with reimbursable expenses of \$5,000 or less to be approved by the college president (or designee) for campus employees; the chancellor (or designee) for district site employees; and by the board president (or designated board member) for the chancellor. All international travel would require approval by the Board of Trustees prior to the onset of the travel.
- Allow reimbursement of mileage for passenger drop off and pickup. Currently reimbursement for only one round trip is permitted. This would allow travelers to avoid costly airport parking fees.
- Parking reimbursement should be limited to the cost of the lowest cost parking within the airport property (not necessary to park off site).

Other Suggestions

SBCCD may want to continue to observe, and participate as possible, in the subcommittee studying a community college travel cost solution with Concur Travel.

Hiring a travel coordinator is not recommended. This position would facilitate making travel arrangements and may yield some cost reductions. However, it is unlikely that the savings would significantly exceed the salary and benefit cost of this position. As noted above, actual travel expenses for 2014-15 were less than \$700,000.

Provide training to frequent travelers regarding cost minimization and fiscal responsibility, including instruction to always request the government rate for hotels and rental cars. Increase oversight by Fiscal Services, including annual review of expenses of the five highest cost travelers, to identify savings opportunities.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

*CheapAir.com. (n.d.). Retrieved April 28, 2016, from <https://www.cheapair.com/blog/cheapair-news/the-best-time-to-buy-a-flight-is-54-days-out-or-is-it/>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: May 12, 2016
SUBJECT: Summary of Measure M Construction Contract Change Orders and Amendments

RECOMMENDATION

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

OVERVIEW

All construction contract change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and SBCCD staff. Nonessential changes are rejected and never receive approval. Any changes determined to be critical to the health of the project, required by the Division of the State Architect (DSA), and/or, of major benefit to the District are approved and implemented.

ANALYSIS

To date, total Measure M construction contracts, amendments and change orders, including those submitted at this board meeting, are as follows. A detailed report is attached.

Total Contracts Awarded	Total Contract Amendments	Revised Base Contract	Total Change Orders
\$167,496,198	\$2,068,642 1.24%	\$169,564,840	\$4,183,644 2.47%

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This item is for information only. There are no financial implications.

Construction Change Summary

Measure M Construction Recap - All Projects

Contract Amendments

Campus	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 81,030,950.91	\$ 458,158.25	\$ -	\$ 81,489,109.16	0.57%
SBVC-San Bernardino Valley College	\$ 86,465,247.54	\$ 1,610,483.49	\$ -	\$ 88,075,731.03	1.86%
				\$ -	
Totals for Contract Amendments	\$ 167,496,198.45	\$ 2,068,641.74	\$ -	\$ 169,564,840.19	1.24%

Change Orders

Campus	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders (% of Base Contracts)
		Previous	Pending		
CHC-Crafton Hills College	\$ 81,489,109.16	\$ 2,222,699.71	\$ 265,058.49	\$ 83,976,867.36	3.05%
SBVC-San Bernardino Valley College	\$ 88,075,731.03	\$ 1,696,701.77	\$ (816.15)	\$ 89,771,616.65	1.93%
Totals for Change Orders	\$ 169,564,840.19	\$ 3,919,401.48	\$ 264,242.34	\$ 173,748,484.01	2.47%

Construction Change Summary

Crafton Hills College - Campus Recap

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Parking Lot/ADA/Lighting Improvem	\$ 6,156,607.71	\$ 404,093.32	\$ -	\$ 296,344.00	\$ -	\$ 6,857,045.03	4.81%
MATH AND SCIENCE ANNEX	\$ 2,279,671.99	\$ -	\$ -	\$ 189,545.00	\$ -	\$ 2,469,216.99	8.31%
MPOE/DATA RELOCATION	\$ 567,154.59	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 604,388.59	6.57%
OLD LIBRARY DEMOLITION	\$ 1,131,738.79	\$ -	\$ -	\$ -	\$ -	\$ 1,131,738.79	0.00%
SOLAR FARM	\$ 6,326,861.95	\$ -	\$ -	\$ 62,678.43	\$ -	\$ 6,389,540.38	0.99%
OE 2	\$ 16,587,468.24	\$ 38,321.93	\$ -	\$ 519,038.62	\$ 128,487.75	\$ 17,273,316.54	3.89%
OE 1 Roofing Package	\$ 422,487.48	\$ -	\$ -	\$ (26,026.74)	\$ 24,495.74	\$ 420,956.48	-0.36%
PE Complex	\$ 4,640,312.52	\$ 743.00	\$ -	\$ 102,156.05	\$ -	\$ 4,743,211.57	2.20%
Science Building	\$ 18,691,715.49	\$ -	\$ -	\$ 684,155.15	\$ -	\$ 19,375,870.64	3.66%
Crafton Center	\$ 21,804,426.00	\$ -	\$ -	\$ 244,588.00	\$ 112,075.00	\$ 22,161,089.00	1.64%
Temporary Parking Lot	\$ 172,940.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 177,309.93	2.53%
Chemistry/Health/Science/Classroo	\$ 520,373.15	\$ -	\$ -	\$ (2,516.00)	\$ -	\$ 517,857.15	0.00%
M&O Renovation	\$ 1,274,372.00	\$ -	\$ -	\$ 82,239.10	\$ -	\$ 1,356,611.10	6.45%
Misc. Bond Improvements	\$ 387,951.00	\$ 15,000.00	\$ -	\$ 25,550.67	\$ -	\$ 428,501.67	6.34%
Classroom Buildig	\$ 66,870.00	\$ -	\$ -	\$ 3,343.50	\$ -	\$ 70,213.50	5.00%
TOTAL	\$ 81,030,950.91	\$ 458,158.25	\$ -	\$ 2,222,699.71	\$ 265,058.49	\$ 83,976,867.36	3.05%

