

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

2. **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: 6 cases
- c. Conference with Legal Counsel-Existing Litigation: Government Code section 54956.9(d)(1) – Workers Compensation Claim No. 490729
- d. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 1 case

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

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Matters not appearing on the agenda will be heard after the board has heard all action agenda items. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session.

Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.

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

4. **CONVENE CLOSED SESSION**

5. **RECONVENE PUBLIC MEETING**

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

7. **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 (p4)
- 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

8. APPROVAL OF MINUTES

- a. February 25, 2016 (p12)

9. 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.

10. 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. None

b. INSTRUCTIONAL/STUDENT SERVICES

- i. Consideration of Approval of Revised SBVC Mission Statement (p23)
- ii. Consideration of Approval of Curriculum – CHC (p25)
- iii. Consideration of Approval of Curriculum – SBVC (p31)
- iv. Consideration to Approve the CHC Substantive Change Proposal, Distance Education (p34)

c. HUMAN RESOURCES

- i. Consideration of Approval of Adjunct and Substitute Academic Employees (p155)
- ii. Consideration of Approval of Appointment of District Employee (p158)
- iii. Consideration of Approval of District Volunteers (159)
- iv. Consideration of Approval of Employee Promotion (p161)
- v. Consideration of Approval of Non-Instructional Pay for Academic Employees (p162)
- vi. Consideration of Approval of One and Two Year Contracts for Tenure Track Academic Employees (p166)
- vii. Consideration of Approval of Professional Expert Short-Term and Substitute Employees (p168)
- viii. Consideration of Approval of Professional Services Contracts-Agreements (p172)
- ix. Consideration of Approval of Rescission of Pre-Retirement Reduced Workload for Academic Employee (p175)
- x. Consideration of Approval of Temporary Academic Employee (p176)

d. BUSINESS & FISCAL SERVICES

- i. Consideration to Approve Individual Memberships (p177)
- ii. Consideration of Approval of Purchase Order Report (p179)
- iii. Consideration to Approve Conference Expenses (p184)
- iv. Consideration to Approve District & College Expenses (p203)

e. FACILITIES

- i. Consideration of Approval of Amendment 001 to the Contract with Lima Consulting, Inc. of Key West FL (p215)
- ii. Consideration of Approval of Amendment 002 to the Contract with PMSM Architects of San Luis Obispo CA -- Laboratory-Administration Building (p220)
- iii. Consideration of Approval of Amendment 002 to the Contract with PMSM Architects of San Luis Obispo CA -- Student Services A (p225)
- iv. Consideration of Approval of Amendment 008 to the Contract with Knowland Construction Services, Inc. of Rancho Palos Verdes CA (p230)
- v. Consideration of Approval of Measure M Construction Change Orders and Contract Amendments (p235)

11. ACTION AGENDA

- a. **BOARD OF TRUSTEES & CHANCELLOR**
 - i. Consideration of Approval to Accept Board Ad Hoc Committee Reports (p248)
 - ii. Consideration of Approval to Accept Board Policies for Final Approval (p249)
 - iii. Consideration of Approval to Accept Board Policies for First Reading (p282)
 - iv. Consideration to Vote for Candidates for the 2016 CCCT Board of Directors (p380)
- b. **INSTRUCTIONAL/STUDENT SERVICES**
 - i. Consideration of Approval of Final Accreditation Follow-Up Report – CHC (p382)
 - ii. Consideration of Approval of Final Accreditation Follow-Up Report – SBVC (p454)
- c. **HUMAN RESOURCES**
 - i. Consideration of Acceptance of Amendment of Employee Retirement (p493)
 - ii. Consideration of Acceptance of Employee Retirement (p494)
 - iii. Consideration of Approval of Interim Management Appointment (p495)
 - iv. Consideration of Approval of Revision of Early Retirement Incentive (p496)
- d. **BUSINESS & FISCAL SERVICES**
 - i. Consideration of Approval of Routine Contracts-Agreements and Memorandums (p498)
 - ii. Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p522)
 - iii. Consideration of Approval to Adopt a Resolution to Apply for Fiscal Independence and a Resolution to Designate a District Disbursing Officer (p525)
 - iv. Consideration of Approval to Adopt a Resolution to Appropriate Funds (p531)
 - v. Consideration of Approval to Select an Auditor for Fiscal Year 2015-16 (p534)
- e. **FACILITIES**
 - i. Consideration of Approval of a Contract with Little Diversified Architectural Consulting, Inc. of Newport Beach CA (p535)
 - ii. Consideration of Approval of a Contract with Vista Environmental Consulting of Anaheim CA (p539)
- f. **RESOLUTIONS**
 - i. None

12. PUBLIC COMMENT ON NON-AGENDA ITEMS

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

13. INFORMATION ITEMS

- a. Applause Cards (p543)
- b. Budget Report (p547)
- c. Cenergistic Cumulative Cost Savings (p595)
- d. Clery Report (p597)
- e. General Fund Cash Flow Analysis (p599)
- f. Local Hire Measure M Demographic Report (p601)
- g. Quarterly Financial Status Report (p603)
- h. Summary of Measure M Construction Contract Change Orders and Amendments (p606)

14. CONVENE CLOSED SESSION

Convene Closed Session for unfinished business on closed session items.

15. RECONVENE PUBLIC MEETING

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

17. ADJOURN – The next meeting of the Board is a Study Session at 12pm on March 24, 2016.

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: March 10, 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 2/25/16)**

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: 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. Update provided 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 with the 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: 11/13/2014
Requested by: Trustee Ferracone
Planned Completion Date: TBD

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.

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: 1/21/2016
Requested by: Trustee Williams
Planned Completion Date: TBD

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

Comments: Upcoming meeting.

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.

Date of Request: 9/8/2015
Requested by: Trustee Singer
Planned Completion Date: 04/21/16

Request: Trustee Singer asked the board to consider whether or not they want to change the 15% reserve?

Comments: Trustees to discuss at the Budget Study Session on 4/21/16.

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: 05/31/16

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

Comments: We can have a reception prior to a Board meeting.

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: 12/31/16

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: We are researching if the position will still need to report to the college president when Dr. Fisher retires. The recommendation of who should supervise a certain position in a department is usually left to the supervisor at the campus level.

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: 03/14/16

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 will provide a report.



San Bernardino Community College District
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, March 10, 2015 – 4:00 p.m. – Board Room
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, but at the request of the Board, written updates will be provided on a monthly basis at Board meetings beginning 3/10/16.

Lima consulting has an amendment on March board to extend their contract for another year. They have been paid to date for consulting services during the investigation of water intrusion. The final reply from Zurich should be forthcoming this first part of March.

The gym floor is in use by the campus with no issues or concerns. No additional dance floor water intrusion has occurred since the repairs.

Request:

At the 8/20/15 Board meeting, the Board requested for a regular report on the progress of filling interim positions. A report will be provided every three months at the Board meetings beginning 3/10/16.

Response:

It is anticipated that all interims will be filled by the end of the 2015-16 year.

- Executive Director of Effectiveness, Institutional, Planning and Institutional Effectiveness (In Active Recruitment; moving forward with committee mtgs.)
- Jeffrey Klug, Director Police Academy, SBVC (Posted – In active recruitment)
- Erica Almaraz, Internal Auditor, District (L. Strong just promoted from this position and approved by Board; awaiting personnel req. for recruitment)
- Mark Snowwhite, Dean of Math, English, Reading and Instructional Support, CHC (In active recruitment – anticipated fill by April 2016)

Request:

At the 2/25/16 Board meeting, Trustee Williams requested for a follow-up report RE: Contractors not paying small businesses.

Response:

Kitchell/BRJ does not have the ability and is unable to confirm whether or not Sinanian is paying their subcontractors. Sinanian has been made aware of the District's concern of non-payment to subcontractors. Sinanian has been provided an update on all outstanding Stop Payment Notice withholds. The District is currently withholding \$457,096.53 in subcontractor Stop Notices. Please note that the amount withheld for Olympic Air (\$25,700) and Prime Fire Protection (\$226,762) is due to labor compliance issues, not due to lack of work progress payment.

In order to close out this project, SBCCD will be negotiating with Sinanian in the upcoming weeks. As of now, Kitchell/BRJ has rejected \$275,000 in invalid change order requests from Sinanian, which may be for additional work required to pay subcontractors. Once negotiations have concluded, we will seek board approval if needed.

CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

Members Present:

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

Members Absent:

Dr. Anne L. Viricel, Trustee

Administrators Present:

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

Administrators Absent:

None.

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- Conference with Labor Negotiators Government Code 54957.6
Agency Negotiators: Bruce Baron and Dr. Lisa Norman
CTA, CSEA, Management/Supervisors, Confidential Employees
- Public Employee Discipline/Dismissal/Release/Non Re-Employment Government Code 54957: 6 cases

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None.

CONVENE CLOSED SESSION

Closed session convened at 4:05pm

RECONVENE PUBLIC MEETING

Public meeting reconvened at 5:32pm

REPORT OF ACTION IN CLOSED SESSION (if any)

The board unanimously approved a retirement agreement and release if all claims with employee number 3110. The board unanimously voted to release a classified manager, employee number 27673, during his probationary period from employment. On February 25, 2016, the Board unanimously took action to approve the release of probationary employee No. 27720.

BOARD PRESENTATION

President Longville presented Trustee Harrison with a Certificate of Accomplishment to for completion of the Excellence in Trusteeship Program.

INSTITUTIONAL PRESENTATION

Ken Coate, Chairman of the CBOC (Citizen's Bond Oversight Committee) Update. Written report was provided. Trustee Williams requested for a follow-up report at the next meeting RE: contractors not paying small businesses.

REPORTS

- Trustee Zombos reported attending various sessions at the CCLC and ACCT conferences.
- Trustee Williams reported attending the ACCT conference and asked the board to consider having board members on the search committees for cabinet level positions. Trustee Williams also attended the Crafton Hills opening. Climate survey was not highly responded to. He asked the board to consider rejecting the report and having it sent back out.
- Trustee Ferracone attended IEEP event where KVCR was honored as non-profit of the Year. She attended CHC Grand Opening event, the Student Success Ad Hoc Committee Meeting, and CHC Foundation Strategic Planning Session. Trustee Ferracone agreed that the board should be involved in the search for President and would like to create an Ad Hoc committee to discuss the forums and layout to have consistency between the campuses on the presidential forums.
- Trustee Singer does not feel the board should be involved at the search committee level, but does think the board should interview the finalists. He reported on the importance of Trustees attending conferences. They are valuable, appropriate and good for board and staff to attend.
- Trustee Harrison attended CHC Grand Opening. She presented a Certificate of Recognition from Supervisor James Ramos to President Marshall. Trustee Harrison attended the IEEP Dinner and was elected Treasurer of the SBC School Board.
- President Longville attended IEEP Dinner, ACCT Conference, and gave an overview of AB 2352 that is in the works.
- Trustee Vazquez reported the Student Senate initiated the CHC Book Loan Program. She also attended ACCT in Washington, DC.
- Trustee Robles also attended ACCT.
- Chancellor Baron congratulated Dr. Marshall on her new position at the North Orange County CCD. He recommended a search firm be used to look for candidates for both colleges. Congratulated Alfredo Cruz for the award received at the IEEP Dinner.
- President Marshall gave a brief report. A written report was presented.
- Denise Allen reported for the CHC Academic Senate. Academic senate just learned of AB 2352 and will consult with the state Chancellor and Statewide Academic Senate. The Academic Senate urged the board to prioritize hiring of faculty.
- CHC ASG reported upcoming Club Rush and High School Senior Day.
- President Fisher gave a brief report and provided a written report.
- SBVC Academic Senate provided a written report.
- ASG reported the Book Loan is moving forward and General Assembly will be held in April.
- Sarah Miller gave a CSEA report covering negotiations, CSEA's reaction to draft Staffing Plan, and a current safety concern.

APPROVAL OF MINUTES

January 14, 2016

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the minutes of January 14, 2016.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Zombos, Robles, Vazquez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

January 21, 2016

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the minutes of January 21, 2016.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Zombos, Robles, Vazquez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

January 28, 2016

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the minutes of January 28, 2016.

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

February 4, 2016

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the minutes of February 4, 2016.

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

PUBLIC COMMENTS ON AGENDA ITEMS

None.

CONSENT AGENDA

BOARD OF TRUSTEES & CHANCELLOR

None

INSTRUCTIONAL/STUDENT SERVICES

Consideration of Approval of Curriculum - SBVC

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the SBVC curriculum modifications.

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

Consideration of Approval of Curriculum Modifications – CHC

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the list of Curriculum Modifications with a correction to page 53. **The Course ID for MATH 952L to be corrected to FIRET 513.**

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

Consideration of Approval of Donation-SBVC

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To accept the donations from Distribution Management Association of Southern California.

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

Consideration of Approval to Sell Alcoholic Beverages at Campus Fundraising Event

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the sale of alcoholic beverages at a campus fundraising event.

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

ABSENT: Viricel
ABSTENTIONS: None

HUMAN RESOURCES

Consideration of Acceptance of Employee Resignation

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To accept the resignation of Tamala Clark, Dora Demers, Shawna Gibson, and Cory Brady.

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

Consideration of Approval of Adjunct and Substitute Academic Employees

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the employment of adjunct and substitute academic employees as needed for the 2015-2016 academic year.

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

Consideration of Approval of Appointment of District Employees

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the appointment of Claudia Hayton, Anna Marie Moncada, Joseph Nguyen, Jessica Munoz, Adam Angulo, Jessica Fuquay, Miguel Ortiz, Anthony Blacksher and Alicia Hallex.

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

Consideration of Approval of Assistant Coach Stipend

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve SBVC assistant coach stipend for Raul Gonzales.

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

Consideration of Approval of District Volunteers

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve District volunteers.

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

Consideration of Approval of Doctorate Stipend for Management Employee

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve doctorate stipend for Ericka Paddock **as amended to reflect the doctorate stipend for education.**

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

Consideration of Approval of Management Tuition Reimbursement

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the management tuition reimbursement for Kenneth Stills.

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

Consideration of Approval of Non-Instructional Pay for Academic Employees

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve non-instructional pay for academic employees.

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

Consideration of Approval of One and Two Year Contracts for Tenure Track Academic Employees

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve tenure track contracts for academic employees.

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

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

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the employment of Professional Expert, Short-Term, and Substitute Employees.

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

Consideration of Approval of Sabbatical Leaves for the 2016-2017 Academic Year

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the granting of sabbatical leaves for the 2016-2017 academic year.

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

Consideration of Approval of Temporary Academic Employee

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the temporary academic appointment of Jimmy Lee.

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

Consideration of Approval of the Revisions to Professional Expert Rate of Pay

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the revisions to the Professional Expert Rate of Pay schedule to add the project evaluator position.

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

ABSTENTIONS: None

Consideration of Approval to Grant Tenure

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve tenure for academic employees.

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

Consideration of Rescission of Faculty Chair Stipend

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the rescission of the Faculty Department Chair Stipend for SBVC.

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

Consideration of Revision of Approval of Temporary Academic Employee

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the revision to temporary academic appointments of Earline Glover, Keynasia Buffong, Lisa Schmidt, and Daniel Comiskey to reflect the correct timeline of the spring semester.

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

BUSINESS & FISCAL SERVICES

Consideration of Approval of Purchase Order Report

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the list of purchase orders.

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

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

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

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

FACILITIES

Consideration of Approval of Amendment 003 to the Contract with Leighton Consulting, Inc. of Chino CA

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve Amendment 003 to the contract with Leighton Consulting, Inc. of Chino CA in the amount of \$124,296.00, and extend the term of the contract through February 10, 2018.

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

Consideration of Approval of Measure M Construction Change Orders and Contract Amendments
Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the following contract amendments and ratify the following change orders.

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

Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments
Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the following change order(s). These changes are required and necessary, benefit the District and reflect the most favorable negotiated costs.

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

ACTION AGENDA
BOARD OF TRUSTEES & CHANCELLOR

Consideration of Approval of Revised Board Meeting Dates
Trustee Ferracone, Trustee Singer seconded the motion and the Board members voted as follows:
To approve the revised Board Meeting schedule for 2016 with the following changes: March 10, 2016 meeting at SBVC to begin at 4pm, April 14 meeting at CHC to begin at 2pm (Master Plan Study Session), April 21 Board Retreat from 8-1:30, and 1:30-3:30 Study Session on Preliminary Budget Presentation.

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

Consideration of Approval to Accept Board Ad Hoc Committee Reports
Trustee Singer, Trustee Zoumbos seconded the motion and the Board members voted as follows:
To accept oral reports from the Ad Hoc Committees and engage in dialogue with the full Board as needed.

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

Consideration of Approval to Accept Board Policies for Final Reading
Trustee Singer, Trustee Zoumbos seconded the motion and the Board members voted as follows:
To approve Board Policies. The Administrative Procedures are for information only. BP 3510 Workplace Violence, BP/AP 4070 Course Auditing and Auditing Fees, BP/AP 5030 Fees, AP 5013 Students in Military

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

Consideration to Adopt Board Self-Reflection and Affirmation of Responsibility Statement
Trustee Singer, Trustee Zoumbos seconded the motion and the Board members voted as follows:
To adopt the statement entitled, **Board Self-Reflection and Affirmation of Responsibility** as reflected under the Analysis section of this Board item.

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

ABSTENTIONS: None

INSTRUCTIONAL/STUDENT SERVICES

Consideration of Approval to Accept Draft Accreditation Follow-Up Report – CHC

Trustee Harrison, Trustee Singer seconded the motion and the Board members voted as follows:
To accept the draft accreditation follow-up report from CHC.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

Consideration of Approval to Accept Draft Accreditation Follow-Up Report – SBVC

Trustee Harrison, Trustee Singer seconded the motion and the Board members voted as follows:
To accept the draft accreditation follow-up report from SBVC.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

HUMAN RESOURCES

Consideration of Acceptance of Employee Retirement

Trustee Zoumbos, Trustee Williams seconded the motion and the Board members voted as follows:
To accept the retirement of Laura Record.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

BUSINESS & FISCAL SERVICES

Consideration of Approval of Prioritized Board Directives for the 2016-17 Budget

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the Board Directives for the 2016-17 budget.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

Consideration of Approval of Professional Services Contracts-Agreements

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the list of Professional Services contracts/agreements.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

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

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To ratify the list of routine contracts/agreements and memorandums of understanding.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

Consideration to Approve Conference Attendance

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the list of Conference Expenses.

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

Consideration to Approve District & College Expenses

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To approve the list of district and college expenses.

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

Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To adopt a resolution approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the resolution.

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

Consideration of Approval to Adopt a Resolution to Appropriate Funds

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To adopt a resolution approving the appropriation of income from the general reserve to various major expense classifications as indicated by need on the resolution.

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

FACILITIES

Consideration of Approval to Award a Contract to J Kim Electric of Fullerton CA

Trustee Zoumbos, Trustee Robles seconded the motion and the Board members voted as follows:
To approve a contract to J Kim Electric Inc. of Fullerton, California for the Health and Life Science Building (HLS) 2nd Floor LED laboratory Lighting Replacement project at SBVC in the amount of \$44,996.00.

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

RESOLUTIONS

San Bernardino County Community Cradle to Career Roadmap

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To adopt a resolution to support the San Bernardino County Community Cradle to Career Roadmap.

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

César Chávez Day

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To adopt a resolution to recognize March 31, 2016 as César Chávez Day.

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

Employee Appreciation Day

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To adopt a resolution to recognize March 4, 2016 as National Employee Appreciation Day.

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

Latino Education and Advocacy Days

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To adopt a resolution to recognize the last week of March 2016 as Latino Education and Advocacy Days (LEAD).

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

Read Across America

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To adopt a resolution to recognize March 2, 2016 as "Read Across America" Day.

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

Women's History Month

Trustee Harrison, Trustee Williams seconded the motion and the Board members voted as follows:
To adopt a resolution to recognize March 2016 as National Women's History Month and March 8 as U.N. International Women's Day.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

INFORMATION ITEMS

- Applause Cards
- Budget Report
- CCFS-320 Apportionment Attendance Report for FY 2016 Period 1
- Cenergistic Cumulative Cost Savings
- Clery Report
- General Fund Cash Flow Analysis
- Local Hire, Disadvantaged Business Entities, Apprenticeship, and Pre-Apprenticeship Programs
- Local Hire - Measure M Demographics Report - Dec 2015
- MOU - College Security Officers
- MOU – Reclassification

Quarterly Investment Report
Summary of Measure M Construction Contract Change Orders and Amendments

CONVENE CLOSED SESSION

Convene Closed Session for unfinished business on closed session items.

RECONVENE PUBLIC MEETING

REPORT OF ACTION IN CLOSED SESSION (if any)

ADJOURN

President Longville adjourned the meeting at 8:20pm

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Gloria Fisher, President, SBVC
PREPARED BY: Dr. James E. Smith, Dean of Research Planning and Institutional Effectiveness, SBVC
DATE: March 10, 2016
SUBJECT: Consideration of Approval of Revised SBVC Mission Statement

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised SBVC Mission Statement.

OVERVIEW

The ACCJC initiated new requirements for mission statements. SBVC reviews its mission statement every year. This year we made changes to reflect the new ACCJC requirements.

ANALYSIS

This new mission statement is the result of extensive campus dialogue. It began with an ad hoc committee charged by the ASLO committee and chaired by the academic senate president. From there, surveys and focus groups were employed to get input from all campus constituencies, including faculty, staff, and students. This was followed by a final level of collegial consultation that included discussions (and votes) in College Council and Academic Senate. The current revision represents a campus-wide consensus.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Revised SBVC Mission Statement 2016

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

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: March 10, 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**

March 10, 2016

COURSE MODIFICATIONS

COURSE ID	COURSE TITLE
RESP 237	Advanced Respiratory Care Skills Laboratory II

Note: The course is going through a 6 year revision. The course currently does not equate with Valley because it is not offered. The lab hours changed to 66, lecture hours to 66 and the class will now be 5.5 units. The below information is what will change in the course outline.

1. Revise the Corequisite from RESP 238X4 to RESP 238.
2. Units/Hours will need to be updated based on the new rule.
3. Assignments and Methods of Evaluation need to be revised:

First sentence:

To successfully complete this course, the student must obtain a 70% or higher average score on the following:

Effective: FA16

Rationale: 6 year revision

COURSE ID	COURSE TITLE
EMS 921	Emergency Medical Technician Refresher/Transitional Course

Note: The catalog description is being changed to say "Review of all facets of basic life-support measures used in Emergency Services, the use of medical equipment and supplies including the current terminology, techniques and materials. This course is for the EMT/NREMT practitioners as a refresher course every two years, or the EMT student that was unsuccessful three-times with the National Registry cognitive exam as a 24 hour refresher course. California Code of Regulations requires training agencies to offer one of these refresher courses each semester as long as an EMT certification course is being offered. Graded on a Pass / No Pass basis only."

Effective: FA16

Rationale: Catalog Description Change

NEW COURSES

	COURSE TITLE
PBSF 118	Company Officer H1 – Hazardous Materials Incident

Course Title: Company Officer H1 - Hazardous Materials Incident Commander
 Course I.D.: PBSF 118
 Prerequisite(s): None
 Corequisite(s): None
 Departmental Recommendation(s): Successful completion of CSTI's Hazardous Materials First Responder Operations course and FIRET 506 - Introduction to Incident Command System (I 100)
 Semester Units: 1
 Minimum Semester Hours: Lecture: 16 Lab: 0 Clinical: 0 Field: 0 Independent: 0

Catalog/Schedule Description:

Catalog Description: Designed to provide the tools a person needs to assume control of an emergency response to a hazardous materials incident. It focuses on how to assess hazards, manage risk, comply with legal requirements and implement protective actions. Instructional methods include class activities, case studies and table top exercises with emphasis on hands-on decision-making. Certification through California Specialized Training Institute

Note: This course does not equate with SBVC. SBVC does not offer this course.

Effective: SP17

Rationale: Add Course

PROGRAM MODIFICATIONS

ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER A.A. Degree Major

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

REQUIRED COURSES

	Units
ENGL102 Intermediate Composition and Critical Thinking	4
or	
ENGL102H Intermediate Composition and Critical Thinking-Honors	4

Students must complete at least six units from the following courses: Units

ENGL260 Survey of American Literature I	3
ENGL261 Survey of American Literature II	3
ENGL270 Survey of British Literature I	3
ENGL271 Survey of British Literature II	3
ENGL280 World Literature to the 17th Century	3
ENGL281 World Literature from the 17th Century to the Present	3

Students must complete at least six additional units from the following courses: Units

ENGL232 Creative Writing	3
ENGL260 Survey of American Literature I	3
ENGL261 Survey of American Literature II	3
ENGL270 Survey of British Literature I	3
ENGL271 Survey of British Literature II	3
ENGL280 World Literature to the 17th Century	3
ENGL281 World Literature from the 17th Century to the Present	3
ENGL152 Intermediate Composition and Literature	4
or	
ENGL152H Intermediate Composition and Literature - Honors	4

**Students must complete at least three additional units from the following courses:
Units**

ENGL108 World Drama I	3
or	
THART108 World Drama I	3
ENGL109 World Drama II	3
or	
THART109 World Drama II	3
ENGL120 Fundamentals of News Writing	3
or	
JOUR120 Fundamentals of News Writing	3
ENGL127 Introductory Literary Magazine Production: The Sand Canyon Review	3
ENGL150 Classical Mythology	3
ENGL152 Intermediate Composition and Literature	4
or	
ENGL152H Intermediate Composition and Literature - Honors	4
ENGL155 Children's Literature	3
or	
ENGL155H Children's Literature - Honors	3
ENGL160 Literature by Women	3
ENGL163 Chicano/Latino Literature	3
ENGL170 The Film Experience	3
ENGL175 Literature and Religion of the Bible	3
or	
RELIG175 Literature and Religion of the Bible	3
ENGL226 Play and Screenplay Analysis	3
or	
THART226 Play and Screenplay Analysis	3
ENGL232 Creative Writing	3
ENGL250 Fiction	3
ENGL260 Survey of American Literature I	3
ENGL261 Survey of American Literature II	3
ENGL270 Survey of British Literature I	3
ENGL271 Survey of British Literature II	3
ENGL275 Shakespeare	3
ENGL280 World Literature to the 17th Century	3
ENGL281 World Literature from the 17th Century to the Present	3

ARABIC101 College Arabic I	5
ARABIC102 College Arabic II	5
ARABIC103 College Arabic III	5
ARABIC104 College Arabic IV	5
FRENCH101 College French I	5
FRENCH102 College French II	5
FRENCH103 College French III	5
FRENCH104 College French IV	5
HUM101 The Humanities I:Prehistoric to Medieval	3
HUM102 The Humanities II: Renaissance to Post Modern	3
JAPN101 College Japanese I	5
JAPN102 College Japanese II	5
JAPN103 College Japanese III	5
JAPN104 College Japanese IV	5
RUS101 College Russian I	5
RUS102 College Russian II	5
SPAN101 College Spanish I	5
SPAN102 College Spanish II	5
SPAN103 College Spanish III	5
SPAN104 College Spanish IV	5
COMMST120 Oral Interpretation of Literature	3
or	
COMMST120H Oral Interpretation of Literature - Honors	3
COMMST145 Business Communication	4
or	
BUSAD145 Business Communication	4
THART100 Introduction to Theatre	3
or	
THART100H Introduction to Theatre-Honors	3
Total Units 19	

**ASSOCIATES IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER A.S.
Degree**

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
ACCT208	Introduction to Financial Accounting	4
ACCT209	Introduction to Managerial Accounting	4
BUSAD210	Business Law	3
ECON200	Principles of Macroeconomics	3
ECON201	Principles of Microeconomics	3

Students must complete at least four units from the following courses: Units

MATH110	Introduction to Probability and Statistics	4
or		
PSYCH120	Statistics for the Social and Behavioral Sciences	4
MATH141	Calculus for Business	4

Students must complete at least six additional units from the following courses: Units

CIS101	Introduction to Computer and Information Technology	3
or		
BUSAD230	Using Computers for Business	3
BUSAD100	Introduction to Business	3
or		
BUSAD145	Business Communication	4
or		
COMMST145	Business Communication	4
MATH110	Introduction to Probability and Statistics	4
or		
PSYCH120	Statistics for the Social and Behavioral Sciences	4
MATH141	Calculus for Business	4

Total Units 27 - 29

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Gloria Fisher, President, SBVC
PREPARED BY: Dr. Haragewen Kinde, Vice President, Instruction, SBVC
DATE: March 10, 2016
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the SBVC curriculum modifications.

OVERVIEW

The courses, certificates, and degrees at SBVC are continually being revised and updated to reflect and meet student needs.

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2016-2017 College Catalog.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

**SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
March 10, 2016**

MODIFY CERTIFICATE

Water Supply Technology Certificate

This certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment in the water supply technology field. [Note: the Water Supply Technology Certificate is not equivalent to the State License in Water Distribution, Water Treatment or Wastewater Treatment]. Work Experience course, WST 098, is highly recommended for students not currently employed in the field.

REQUIRED COURSES:

	Units
CIT031 Business English	3
or	
ENGL015 Preparation for College Writing	4
or	
Eligibility for ENG 101 as determined by the SBVC assessment process	
WST052 Water Technology Math	3
or	
WST053 Wastewater Technology Math	3
or	
Eligibility for MATH 090 as determined by the SBVC assessment process	
WST074 Water/Wastewater Chemistry and Analysis	4

18 units from the following Water Supply Technology Courses:

	Units
WST031 Water Use Efficiency Practitioner I	3
WST045 Backflow Prevention Devices	3
WST048 Cross-Connection Control	3
WST061 Water Distribution I	3
WST062 Water Distribution II	3
WST063 Water Distribution III	3
WST071 Water Treatment I	3
WST072 Water Treatment II	3
WST073 Water Treatment III	3
WST081 Wastewater Collection I	3
WST082 Wastewater Collection II	3
WST091 Wastewater Treatment I	3
WST092 Wastewater Treatment II	3
WST093 Wastewater Treatment III	3

RECOMMENDED COURSES:

	Units
CIT101 Introduction to Computer Literacy	3
WST098 Water Supply Technology Work Experience	1 - 4

Curriculum Meeting: 2-1-16

Conjoint Meeting: 2-10-16

Board of Trustees Meeting: March 10, 2016

Total Units

22 - 33

PID 587

Rationale: Certificate modified to reflect the changes made in updating courses. Major change is the replacement of CHEM 110 with an updated WST 074 course.
Effective: Fall 2016

CERTIFICATE DELETION

Water Distribution Certificate

Rationale: The Industry Advisory Board recommended that this low unit certificate did not have any added value to benefit the students.
Effective: Fall 2016

Water Treatment

Rationale: The Industry Advisory Board advised to delete the mini certificate as it was not helping students advance their career path.
Effective: Fall 2016

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Cheryl A. Marshall, President, CHC

PREPARED BY: Dr. Rebecca Warren-Marlatt, Vice President,
Student Services, CHC

DATE: March 10, 2016

SUBJECT: CHC Substantive Change Proposal, Distance Education

RECOMMENDATION

It is recommended that the Board of Trustees approve the CHC Substantive Change Proposal on Distance Education to be submitted to ACCJC for consideration.

OVERVIEW

Crafton Hills College is submitting a substantive change request to fully align with ACCJC standards for distance education formats.

ANALYSIS

Crafton Hills College currently offers 54 degrees, two certificates, and three general education patterns that can be completed by students taking 50% or more of the required credits in a distance education format. The college has updated its Distance Education plan and includes the exploration of the growth of DE courses in high demand degrees and certificates, with the possibility of offering some of these 100 percent online. Per the ACCJC’s Substantive Change Manual, Crafton Hills College is submitting a Substantive Change Proposal for Distance Education to ACCJC.

BOARD IMPERATIVE

- I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

**Crafton Hills College
Substantive Change Proposal
Distance Education**

**Submitted by
Crafton Hills College
11711 Sand Canyon Road
Yucaipa, CA 92399**



**Submitted to
Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges
March 15, 2016**

Certification of the Substantive Change Proposal

DATE: February 23, 2016

TO: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

FROM: Crafton Hills College

This substantive Change Proposal is submitted in accordance with the guidelines set by the Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC). We certify that this Substantive Change proposal accurately reflects the status of Distance Education at Crafton Hills College

Dr. Cheryl A. Marshall, President

Dr. Bryan Reece, Vice President of Instruction

Dr. Rebecca Warren-Marlatt, Accreditation Liaison Officer

Dr. Glen Kuck, Associate Vice Chancellor, Technology and Educational Support Services

Denise Allen-Hoyt, President, Academic Senate

Denise Allen-Hoyt, Chair, Educational Technology Committee

Denise Allen-Hoyt, Coordinator, Distance Education

Dr. Kim Salt, Chair, Curriculum Committee

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A. Description of the Proposed Change

1. Description

This request for substantive change follows an External Evaluation in October, 2014 which resulted in the issuance of Warning status to both colleges in the San Bernardino Community College District. College Recommendation 2 was made in regard to distance education (DE).

In order to meet the standards, the team recommends that the college update its Distance Education plan to provide guidance in determining the long-term vision for distance education to support the current and future needs of its students including student support and library and learning support services.

This recommendation prompted the close examination of Crafton Hills College's distance education curricula and programs. The comprehensive review of the courses, degrees, certificates, and general education programs approved for Distance Education revealed that Crafton Hills College currently offers 54 degrees, two certificates, and three general education patterns that can be completed by students taking 50% or more of the required credits in a distance education format. Currently, CHC does not offer any degrees or GE options that can be completed by students taking 100 percent of the required credits in a distance education format. The college has updated its Distance Education plan, and includes as a goal the exploration of the growth of DE courses in high demand degrees and certificates, with the possibility of offering some of these 100 percent online. Crafton Hills College believes it has crossed the threshold described on page 9 (section 3.7.3) of ACCJC's Substantive Change Manual; and therefore must submit a Substantive Change Proposal for Distance Education to ACCJC.

In requesting permission to submit a substantive change review, Crafton Hills College wishes to fully align with ACCJC standards for distance education formats. In addition, a robust DE program can help the institution meet the needs of our military veteran, disabled, and working adult populations, identified as disproportionately impacted with regard to access in our recent Equity audit. Our College Equity Plan identifies distance education offerings as an effective intervention for the access issues experienced by these groups. The review and approval of the Commission will allow the College to be in compliance with ACCJC standards and to remedy the deficiency cited in the 2014 Evaluation Team report, and will permit the College to continue to build on the work that has been done in distance education.

This Substantive Change Proposal is to report 54 associate degrees and two certificates in which 50 percent or more of the units are satisfied by courses that are approved by Crafton Hills College (CHC) to be offered through Distance Education. Additionally, the College is reporting four associate degrees and three certificates that are anticipated to reach the 50 percent mark by the spring

of 2017.

Since CHC is a California Community College, the approval process for Distance Education (DE) delivery is initially driven by adherence to the Education Code of the State of California. However, "Distance Education" is defined differently by the California Code of Regulations, Title 5 and by ACCJC [See Appendix A]. With the understanding that no course at CHC is approved as a "correspondence course" and that no such correspondence course is being offered at CHC, it is stipulated for the purposes of this Substantive Change Proposal that the two definitions of "Distance Education"--Title 5 and ACCJC--are functionally equivalent. In addition to "Distance Education," the phrase "Distributed Education" is often used in the San Bernardino Community College District (SBCCD). For the purposes of this Substantive Change Proposal, it is further stipulated that "Distributed Education" as used at CHC and in the SBCCD is functionally equivalent to "Distance Education" (See Appendix A).

2. Relation to Crafton Hills College Mission

The Crafton Hills College mission is reviewed annually by the Educational Master Planning Committee, and revisions are approved by Crafton Council, the central deliberative body of the Collegeⁱⁱⁱ. The college mission was most recently approved by the San Bernardino Community College Board of Trustees on October 9, 2014ⁱⁱⁱ.

Crafton Hills College Mission: To advance the education and success of students in a quality learning environment.

- Crafton Hills College Vision: Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.
- Crafton Hills College Values: Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.
- Distance Education Mission: In support of Crafton Hills College's Mission, Vision and Values, the CHC Distance Education program engages students through quality online instruction and support services as an alternative approach to advancing the educational, career, and personal goals of our students^{iv}.

The development of Distance Education courses and programs aligns with the College mission and vision in two ways. First, the mission specifically mentions the education and success of students. The 2014 Student Equity Plan shows that adults between ages 25 – 39 were less likely than their younger peers to finish their degrees and certificates, and to transfer^v. When the state budget necessitated cuts to course offerings in 2009-2010, distance education and evening classes were more likely to be cut than face-to-face, daytime classes. This action impacted working adults who required an alternate delivery method. Providing robust DE programming will allow working adults to access and complete courses, programs, certificates, and degrees to a greater degree.

Second, the mission specifies a quality learning environment. Distance education programs improve the quality of the learning environment by improving access for students who cannot travel to the campus, and by providing instruction in a convenient, flexible format. In addition, the Educational Technology Committee has developed quality DE course design standards that instructors are required to follow when designing their DE courses. Additionally, all DE instructors are required to complete an approval process to verify they that have acquired both the technical and instructional design skills required to deliver a quality online learning experience.

3. Rationale for Change

The number of online classes approved and offered at Crafton Hills College has grown significantly since the first online course was offered in 1996. Between 1996 and 2003, there was a slow growth of online offerings. However, since 2004, the growth of online classes has been substantial, and predominately driven by student demand. In requesting permission to submit a substantive change review, Crafton Hills College wishes to fully align with ACCJC standards for distance education formats. In addition, a robust DE program can help the institution meet the needs of our military veteran, disabled, and working adult populations, identified as disproportionately impacted with regard to access in our recent Equity audit. Our College Equity Plan identifies distance education offerings as an effective alternative for the access issues experienced by these groups. The review and approval of the Commission will allow the College to be in compliance with ACCJC standards and to remedy the deficiency cited in the 2014 Evaluation Team report. It will also permit the College to continue to build on the work it has already done in distance education.

Labor Market Analysis. The San Bernardino Community College District conducts labor market research periodically for both colleges in the District, as well as in the region^{vi}. The results of these and other studies are used to inform the degree and certificate offerings at the College. A 2014 statewide labor market study conducted by the California Community College system's *Doing What Matters for Jobs and the Economy* revealed that the highest priority sectors for Crafton Hills College included advanced manufacturing, health, and global trade and logistics. Emerging sectors included advanced transportation and renewables and some curricular alignment between the certificates offered by Crafton Hills College and local market, particularly in the areas of information and communication technologies, and digital media. The data align closely with the five online certificates outlined in this substantive change proposal: CISCO, CIS, Graphic Design, Programming, and Web Design.

The study also identified the potential for growth and development of existing programs. Table 1 shows the industry sectors and programs at Crafton Hills College.

A 2015 environmental scan conducted by the District revealed that there is an anticipated gap in associate degrees and labor market needs in business administration and child development/early care education, which are some of the programs listed in this proposal.^{vii} The same environmental scan showed that the industry areas expected to grow in the region included health

care and social assistance, government, retail trade, accommodation and food services, and transportation and housing, and that associate degree attainment in the region was lower than the statewide average (12% vs. 19%). A national 2014 study showed associate degrees were associated with higher quarterly earnings and a greater likelihood of full-time employment for both men and women^{viii}

Table 1. Industry Sectors and Programs at Crafton Hills College

Industry Sector	Related Programs	Job Placement Data		Emerging Programs
		Perkins	Salary Surfer	
Advanced Mfg	None			Pre-Engineering
Global Trade/Logistics	Business	70-87%	65%	Revise degree
ICT & Digital Media	CIS, CISCO, Graphic Design, Programming, Web Design	66-85%	Not available	Digital Media
Adv. Trans/Renewables	Environmental Sci	6,100 new jobs in the IE over the next 3 years		Revise degree
Small Business	None			

Source: Doing What Matters for Jobs and the Economy

As shown in Table 1, the certificates included in this proposal are closely aligned with the ICT and Digital Media sector, which has been identified by the California Community College Chancellor’s Office as having growth potential in the Crafton Hills College service area.

B. Description of the Programs to be offered in Distance Education Format

1. Educational Purposes

Each course and program proposed for DE delivery has previously been approved for traditional, on-campus delivery. There are no changes in General Education requirements, major requirements, or certificate requirements for courses and programs offered via Distance Education. The Course Outline of Record for each course offered by the college is the same regardless of the delivery model. No distinction is drawn between delivery modes on the student’s transcript. The Student Learning Outcomes are the same for each course regardless of delivery model.

This proposal identifies the degrees and certificates for the Academic Senate Educational Technology Committee has approved 50 percent of courses to be offered online. We have also identified four degrees and three certificates for which 30 percent or more of courses have been approved to be offered online. We anticipate that these degrees and certificates will reach the 50 percent threshold by spring 2017. A list of degrees and certificates included in this proposal is provided below.

AA-T, AS-T, AA and AS degrees with at least 50 percent of units available in DE formats:

1. American Sign Language AA (36/60 units approved for DE delivery)

2. Anthropology AA-T (48/60 units approved for DE delivery)
3. Anthropology AA (45/60 units approved for DE delivery)
4. Arabic AA (36/60 units approved for DE delivery)
5. Art History AA-T (48/60 units approved for DE delivery)
6. Studio Arts AA-T (45/60 units approved for DE delivery)
7. Art AA (39/60 units approved for DE delivery)
8. Biology AS (31/60 units approved for DE delivery)
9. Business Administration AS-T (48/66 units approved for DE delivery)
10. Business Administration AS (42/60 units approved for DE delivery)
11. Early Childhood Education AS-T (39/64 units approved for DE delivery)
12. Child Development AA (35/60 units approved for DE delivery)
13. Communication Studies AA-T (48/60 units approved for DE delivery)
14. Communication AA (51/60 units approved for DE delivery)
15. Computer Information Systems AS (46/60 units approved for DE delivery)
16. Computer Science AS-T (45/68 units approved for DE delivery)
17. Computer Science AS (48/60 units approved for DE delivery)
18. Economics AA-T (48/60 units approved for DE delivery)
19. English AA-T (43/60 units approved for DE delivery)
20. English AA (50/60 units approved for DE delivery)
21. Fire Technology AS (36/60 units approved for DE delivery)
22. French AA (36/60 units approved for DE delivery)
23. Geography AA-T (42/60 units approved for DE delivery)
24. Geography AS-T (47/60 units approved for DE delivery)
25. Geology AS-T (39/65 units approved for DE delivery)
26. History AA-T (48/60 units approved for DE delivery)
27. History AA (48/60 units approved for DE delivery)
28. Japanese AA (36/60 units approved for DE delivery)
29. Kinesiology AA-T (39/60 units approved for DE delivery)
30. Mathematics AS-T (39/60 units approved for DE delivery)
31. Mathematics AS (41/60 units approved for DE delivery)
32. Multidisciplinary Fine Arts AA (54/60 units approved for DE delivery)
33. Multidisciplinary Humanities AA (51/60 units approved for DE delivery)
34. Multidisciplinary Liberal Studies-Teacher Preparation AA (33/60 units approved for DE delivery)
35. Multidisciplinary Social Science AA (57/60 units approved for DE delivery)
36. Multidisciplinary Environmental Science AS (51/60 units approved for DE delivery)
37. Multidisciplinary Science AS (57/60 units approved for DE delivery)
38. Multidisciplinary Health Science AS (37/60 units approved for DE delivery)
39. Music AA-T (36/60 units approved for DE delivery)
40. Music AA (31/60 units approved for DE delivery)
41. Philosophy AA-T (51/60 units approved for DE delivery)
42. Philosophy AA (48/60 units approved for DE delivery)

43. Physics AS-T (36/64 units approved for DE delivery)
44. Political Science AA-T (42/60 units approved for DE delivery)
45. Political Science AA (45/60 units approved for DE delivery)
46. Psychology AA-T (48/60 units approved for DE delivery)
47. Psychology AA (51/60 units approved for DE delivery)
48. Religious Studies AA (48/60 units approved for DE delivery)
49. Sociology AA-T (45/60 units approved for DE delivery)
50. Sociology AA (51/60 units approved for DE delivery)
51. Spanish AA-T (36/60 units approved for DE delivery)
52. Spanish AA (36/60 units approved for DE delivery)
53. Theatre Arts AA-T (36/60 units approved for DE delivery)
54. Theatre Arts AA (36/60 units approved for DE delivery)

AA and AS degrees with at least 40 percent of units available in DE formats, anticipated to reach 50 percent in the near future:

55. Elementary Teacher Education AA-T (24/60 units approved for DE delivery)
56. Emergency Medical Services AS (25/61 units approved for DE delivery)
57. Geology AS (28/60 units approved for DE delivery)
58. Physics AS (25/63 units approved for DE delivery)

Certificates with at least 50 percent or more of the units available in DE formats:

1. Cisco Certified Network Associate Certificate (16/16 units currently approved for DE delivery)
2. Computer Information Systems Certificate (22/28 units approved for DE delivery)

Certificates with at least 40 percent of units available in DE formats, anticipated to reach 50 percent in the near future:

3. Computer Assisted Graphic Design Certificate (Art / CIS) (3/18 units approved for DE delivery)
4. Programming Certificate (6/20 units approved for DE delivery)
5. Web Design Certificate (6/18 units approved for DE delivery)

[2. Eligibility Requirements, Accreditation Standards, and Commission Policies Related to Student Learning Programs, Services, and Resources](#)

Parts F and G of this proposal describe how Crafton Hills College meets each of the Commission's eligibility requirements and standards. As stated above, all the degrees and certificates listed in this proposal provide the same content, rigor, and quality as those offered in traditional formats.

The quality of online and distance education offerings is monitored closely by the College. The Curriculum Committee reviews all courses, determines the placement of courses within disciplines, and ensures that delivery of instructions supports the objectives and content of each

course. The Curriculum Committee reviews all courses on a six-year cycle. All programs, including those with distance-education courses, are reviewed in the planning and program review process on a four-year cycle.

Separate approval is required, pursuant to Title 5 of the California Education Code, §55206, if any part of the course is modified to be provided through distance education. To meet the requirements of the law and to ensure the effectiveness and quality of the distance education program, Crafton Hills College developed and adopted a Distance Education (DE) addendum, which is used to approve both online and hybrid courses. The CHC DE addendum was developed by the Educational Technology Committee (ETC) in the fall of 2003 and was approved by the Academic Senate in spring of 2004. The addendum was incorporated into Curricunet, in the fall of 2004.

The Educational Technology Committee reviews all DE addenda to ensure that the stated instructional methods support the course objectives and content. Online courses and traditional courses share a common set of learning outcomes as determined by instructional faculty. The learning outcomes are included in the course outline of record and are used to improve both teaching and learning. The official course outlines of record for all DE courses must:

1. Include an Educational Technology Committee approved DE addendum prior to being scheduled for online delivery^{ix}.
2. Be reviewed and approved by the SBCCD Board of Trustees.
3. Be reviewed and revised every six years at minimum, in accordance with the established curriculum review and approval process.

Online courses and traditional courses share a common set of learning outcomes that are determined by instructional faculty and are used for the improvement of teaching and learning. The College, with support from District Educational Technology, offers all online courses through Blackboard. Faculty teaching online courses must demonstrate their competency using this online course delivery tool.

Online faculty certification requires the completion of a distance education instructor approval process, in accordance with the following section from Title 5 of the California Education Code^x.

§55211. Instructor Contact. In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district-governing boards shall ensure that:

(a) All approved courses offered as distance education include regular effective contact between instructor and students, through group or individual meetings, orientation, and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.

Faculty who request to teach a DE course must verify that they have acquired the knowledge and skills necessary to successfully teach online. This is to ensure quality instruction in CHC distance education courses. As of spring 2015, 19 full-time and 25 part-time faculty members were approved to teach online. Faculty certificate for DE delivery requires the completion of the following CHC instructor approval processes:

1. The applicant must complete and submit to his/her Department Chair the CHC DE Intent to Teach Form documenting the training he/she had received in preparation to teach online.
2. The intent to teach form is reviewed by members of the ETC who determine if the candidate has acquired the knowledge and skills required to successfully teach online.
3. Once approved the instructor must complete an online readiness quiz and demonstrate proficiency in each of the skills delineated in the Hands-on Skills Checklist.
4. The final step in the instructor approval process is course development. The candidate is required to build a course in the LMS containing at minimum, two weeks' worth of online course content. The developmental course must include each of the components delineated in the Course Readiness Checklist including: course objectives, SLOs, assignments, exams and due dates, grading rubrics/policies/expectations, discussion forums, FAQs and accommodations for students with disabilities.
5. The members of the ETC conduct a formative review process to verify that the developmental course includes all required components as listed in the CHC online course readiness checklist. They also verify that all support services are listed (library, testing accommodations, etc.) and that accessibility requirements required by federal law (Section 508 Amendment to the Rehabilitation Act of 1973) have been met.
6. Once the ETC certifies that a course meets all expectations it forwards a formal recommendation to the VPI approving said faculty member to teach online.

C. Description of the Planning Process

1. Relationship to Crafton Hills College Planning, Evaluation, Mission

The development of Distance Education courses and programs aligns with the college mission and vision in two ways. First, the mission specifically mentions the education and success of students. As mentioned above, a recent student equity audit showed that adults between ages 25 – 39 were less likely than their younger peers to finish their degrees and certificates, and to transfer. When the state budget necessitated cuts to course offerings in 2009-2010, distance education and evening classes were more likely to be cut than face-to-face, daytime classes. This action impacted working adults who required an alternate delivery method. Providing robust DE programming will enhance access to educational opportunities for working adults and other populations who require this option.

Second, the mission specifies a quality learning environment. Distance education programs improve the quality of the learning environment by improving access for students who cannot travel to the campus, and by providing instruction in a convenient, flexible format. In addition, the Educational Technology Committee has developed quality DE course design standards that all DE instructors are required to meet, safeguarding the quality of the online learning environment. As mentioned above, DE instructors are also required to complete an approval process to verify that they have the requisite technical and instructional design skills to deliver a quality online learning experience.

2. Assessment of Needs and Resources

Crafton Hills College has had the resources needed to more fully develop online degree and certificate options for some time. The District provides a centralized Distance Education department featuring two instructional technology specialists, an administrative assistant, and a part-time clerical assistant. The hours of operation meet campus needs, and there is a 24/7 help desk number available to students, faculty, and staff. The District covers the cost of the Blackboard License, managed hosting, and the Blackboard help desk^{xi}

The College has a faculty member on 50 percent reassigned time to coordinate DE efforts and to ensure the new DE plan is updated annually and is implemented.

The District Distance Education department provides ongoing training to faculty in the use of Blackboard as an instructional delivery tool. College Equity funds have been used to provide further training to faculty in effective DE teaching and accessibility. The College has sufficient resources to ensure the effective delivery of DE degrees and certificates.

3. Anticipated Effect of the Proposed Change

Commission approval of Crafton Hills College DE programs and certificates will allow the College to provide degree and certificate programs in a convenient, flexible format, and to increase educational opportunities for working adults, military veterans and individuals with disabilities, populations our research indicates are currently underserved.

4. Intended Benefits

Approval of this substantive change proposal will allow the College to offer a full range of DE programs. As mentioned above, those who may benefit the most include working adults, individuals with disabilities, and military veterans. In addition, individuals living in the mountain regions, such as Big Bear, Lake Arrowhead, and Angelus Oaks, may benefit from DE program offerings.

5. Preparation and Planning Process

In spring 2015 the College received the Commission's recommendation regarding Distance Education. Immediately following, a DE Coordinator job description was developed by the Educational Technology Committee and forwarded to the Academic Senate for approval. Subsequently, approvals from Crafton Council and the bargaining unit were also obtained. In

June 2015 the DE Coordinator was selected and approved by the San Bernardino Community College Board of Trustees.

The new Distance Education Coordinator worked during the summer of 2015 to update the DE Plan, to review all online curricula, and to determine the extent to which programs can be offered in an online format. As a result of this examination, the College found that at least 50 percent of several programs could be completed in a DE format. The Accreditation Liaison Officer contacted ACCJC in November, 2015 and was advised to send a request for Substantive Change review to the commission to ensure the College aligns with ACCJC standards.

The updated DE Plan was approved by the Academic Senate on January 26, 2016.^{xii}

The Student Success, Equity, and Enrollment Management (SSEEM) Committee had conducted an equity audit in the fall of 2014 that showed working-age adults, military veterans, and individuals with disabilities were disproportionately impacted with regard to degree completion and transfer. With input from committees and constituencies, the SSEEM Committee approved the development of DE course and program offerings as an effective alternative for these groups, voting to fund the DE Coordinator with Equity funds.

During 2015-16, the Counseling Center and the Tutoring Center examined and selected online tools for service delivery. Both departments will implement their online services in spring or summer of 2016.

D. Resources and Processes

1. Student Support Services

Online student services have been enhanced to better serve DE students. Online service options are available for students in Admissions and Records, Counseling, Tutoring Services, Library Services and the College Bookstore.

Student Guidance

The CHC homepage includes a pull down menu titled Online Students, which includes links to Distance Education Resources^{xiii}.

1. The first link, titled *Online Classes*, explains the difference between online and Hybrid courses.
2. The second link, titled *Browse Online Courses*, includes a link to each of the online courses for the current term and the upcoming term.
3. The third link titled: *Is Online Right for Me?* explains what is required to succeed in an online course. There are also two skills exams the student can take to assess their readiness to take an online course

4. The fourth link, titled *Technical Requirements*, lists the minimum hardware and software a student should have access to and provides a link to several Blackboard tutorials.
5. The fifth and final link, titled *Out of State Online Students*, explains the US Department of Education regulations regarding distance education for out-of-state students. Resources and a Blackboard login were added to the logins pull down menu also located on the CHC homepage.

Admissions and Records

The College website is the gateway to CHC for prospective students. Important information regarding deadlines, pre- and co-requisites, program information, and policy information is available on this site. From the Admissions & Records webpage, students can also order transcripts and submit requests for enrollment and degree verifications^{xiv}.

Students apply to the college online via the statewide OpenCCC Apply application. A link to the application is available on the Admission & Records webpage under “Apply.” Through WebAdvisor, CHC’s student portal, students may register and pay for classes, drop or withdraw from classes, update contact information, check their grades, and more.

Admissions staff members provide direct assistance to students with online processes. Student employees are available to assist students in accessing OpenCCC Apply, WebAdvisor, and other College systems.

Orientation

In 2011 Crafton Hills College entered into a \$50,000 contractual agreement with Cynosure New Media to develop and maintain the online orientation product on a one-time cost basis. There is no annual subscription cost and minor changes can be requested as needed. Assistance from the San Bernardino Community College District (SBCCD) Technology and Educational Support Services (TESS) is required to maintain the server and program as well as provide and support the programming necessary to record participation in the orientation to the student record in Ellucian, the district's student information system.

The online orientation is accessible to students through their WebAdvisor log-in^{xv}. Students can also access Student Planner and their Student Education Plan (SEP) through the portal but must, at this time, complete it in a face-to-face group or individual counseling session. The general college orientation is provided in an online format. All entering students, regardless of entry point or special program, are required to participate in the online orientation. Online orientation is offered in English and Spanish and in accessible formats.

To assure confidentiality, only general enrollment and program information is provided via electronic means. Students may email the counseling office with questions which are forwarded to counselors for their reply.

Counseling and Educational Planning

The online Student Planner was implemented and became available to Crafton Hills College students in fall 2014. This online tool allows for increased student participation and engagement in the educational planning process. However, because the Student Planner is not integrated with other important functions, such as Early Alert, the College decided to participate in the statewide Educational Planning Initiative (EPI), a large-scale project that seeks to design and make available a robust online planning tool available to all California Community Colleges. The EPI tool includes a student portal, education planning, degree audit, early alert, articulation functions, (e.g. integration with the C-ID approval and ASSIST), curriculum inventory, ETranscript, and Common Assessment. The College is planning to pilot the Educational Planning/Degree Audit in the summer of 2016.

The Counseling Center is developing an online counseling service. In the summer of 2015, the CHC counseling faculty selected PrepTalk as the online tool for the provision of distance counseling^{xvi}. PrepTalk is a web-hosted enrollment management and communication tool that can be tailored to provide one to one communication, screen sharing, and workshop participation, all well-suited to the counseling milieu. Additionally, PrepTalk has an international translator feature which aligns with the College's efforts to provide a robust International Students program.

PrepTalk was piloted in fall 2015 with Master Students (a classification of student worker charged with assisting other students to navigate college processes). The pilot will be expanded in spring 2016 to learning communities to which a counselor has been assigned. The tool will be marketed to all students beginning summer 2016.

Tutoring Services

The Tutoring Center offers on site tutoring to all currently enrolled Crafton Hills College students. Although the Tutoring Center has not offered online tutoring in the past, there are plans to offer online tutoring in the upcoming year (16-17). The Tutoring Center Coordinator will work with the ETC to evaluate, recommend, and adopt an online tutoring program or service.

Campus Bookstore

CHC Students can rent or purchase textbooks and course supplies online and have them shipped to their home or pick them up at the Campus Store^{xvii}. Textbooks are available to purchase or rent one week prior to the start of the semester in the Campus Bookstore. Textbook Information is available via the Bookstore website at the time of registration.

Library Resources

Distance Education students have 24/7 access to library resources including free Consortium privileges to the libraries of surrounding colleges and universities, and access to the World-cat (OCLC ILS) worldwide book locator system and numerous electronic databases containing educational, scholarly, and academic materials^{xviii}.

Librarian research and instructional support is provided through online courses such as Library Research & Information Competency, Information Literacy, and Online Student Learning. Phone numbers of the circulation and reference desks are posted on the Library webpage^{xix}, and individual contact information of Library staff is listed on the Staff page^{xx}. The Librarians return emails and voice messages throughout their assigned workday.

DE instructors may reserve use of the Library's computer classroom as needed and/or speak to or email an instructional librarian during the hours the Library is open. The Library computer classroom can be reserved in advance on the Library Website with or without a Librarian in attendance.

2. Sufficient and Qualified Faculty

Faculty who request to teach a DE course must verify that they have acquired the knowledge and skills necessary to successfully teach online. This is to ensure quality instruction in CHC distance education courses. As of spring 2015, 44 (19 FT and 25 PT) CHC faculty members were approved to teach online. The faculty certificate for DE delivery requires the completion of the following CHC instructor approval processes:

1. The applicant must complete and submit to his/her Department Chair the CHC DE Intent to Teach Form documenting the training he/she had received in preparation to teach online.
2. The intent to teach form is reviewed by members of the ETC, who determine if the candidate has acquired the knowledge and skills required to successfully teach online.
3. Once approved the instructor must complete an online readiness quiz and demonstrate proficiency in each of the skills delineated in the Hands-on Skills Checklist.
4. The final step in the instructor approval process is course development. The candidate is required to build a course in the LMS containing at minimum, two weeks of online course content. The developmental course must include each of the components delineated in the Course Readiness Checklist including: course objectives, SLOs, assignments, exams and due dates, grading rubrics/policies/expectations, discussion forums, FAQs and accommodations for students with disabilities.
5. The members of the ETC conduct a formative review process to verify that the developmental course includes all required components as listed in the CHC online course readiness checklist. They also verify that all support services are listed (library, testing accommodations, etc.) and that accessibility requirements according to Section 508 Guidelines have been met.

6. Once the ETC certifies that a course meets all expectations, it forwards a formal recommendation to the Vice President of Instruction approving said faculty member to teach online.

3. Professional Development

Professional development for online instruction and services is shared among three entities: the Educational Technology Committee (ETC), which is an Academic Senate committee; the Professional Development Committee, which reports to Crafton Council, and the District Distance Education Department. The ETC and the Professional Development Committee identify and recommend professional development for all DE faculty members. The District's Distance Education Department collaborates with the CHC Professional Development committee to schedule and provide instructional technology training and workshops that focus on current issues and technologies related to teaching and learning in an online environment. The training has been offered, and will continue to be offered, through both campus-based and web-based delivery modes. In fall 2015, 60 faculty members completed the introduction to online learning course, hosted by @One, an online teaching certification program. An additional 60 are expected to complete the @One training in accessible online course design in spring 2016.

4. Equipment and Facilities

The District Technology and Educational Support Services (TESS), led by an associate vice chancellor who reports directly to the chancellor, is responsible for distributed education, administrative applications, information technology, and graphics and printing services. The College Technology Services department is responsible for a considerable amount of infrastructure. The department receives approximately \$397,197 per year from District capital outlay funds to replace outdated computers on a five-year rotation. The department and the District purchasing department maintain an asset list by location to ensure equipment is inventoried and tracked.

TESS is responsible for all core technology and communication systems of the District and assists employees with account management, training in the use of project management tools and applications, application development, classroom support, media and event support, software, web and internet assistance, archive management support, technology procurement, the student information system, and all District-wide hosted applications.

As part of an infrastructure upgrade and new construction at the College, all data closets are designed with a dual homed system to provide the highest levels of reliability for the campus network. All of the vital communications components, such as the primary data center and the Main Point of Entry for communications for the campus are connected to battery backups. Additionally, there are generators prepared to provide power in the event of prolonged power outages. Technology Services also performs regular data backups of the core server systems. The backup process consists of disk to disk backups with additional backups to tape medium for

failsafe redundancy. The entire network infrastructure on the campus has been refreshed over the last two years.

Additionally, the College is moving from a single core network architecture to a dual core architecture with each building being dual homed so that if a single communication path is disrupted, the network will still function. There has been a rollout and expansion of the wireless network across the campus that is serving to steadily increase the amount of area covered. All Crafton Hills College buildings have access to the wireless network. To ensure the department is responsive to the needs of faculty, students, and employees, Technology Services staff work closely with all campus entities.

5. Sustainable Fiscal Resources

As of the spring 2015 term, technical support and funding for the DE program has been provided by the District Technology and Educational Support Services (TESS). The Distance Education (DE) Department is one of three services provided by TESS and is comprised of an Associate Vice-Chancellor, two instructional technology specialists, an Administrative Assistant, and a part-time Clerical Assistant II. The Distance Education Department hours of operation are 8:00am – 5:00pm, Monday through Friday. There is also a 24/7 Help Desk number (877-241-1756) available to students, faculty, and staff. The District Distance Education Department supports both Colleges and the District.

In addition to the personnel costs, the District covers the costs for the annual Blackboard license, which is \$95,869. This includes the Blackboard Course Delivery, Content Management, Community Module, Blackboard Collaborate, and Blackboard Mobile Learn. The District also pays \$107,855 annually for Blackboard hosting, which includes managed hosting, 1TB of space, managed hosting test environment, and Blackboard Help Desk.

At the end of the spring 2015 term, CHC hired a 0.5 FTE Faculty Distance Education Coordinator. The 2015-2020 Distance Education Plan includes a projected increase to full-time of the CHC DE coordinator by fall of 2016 and the addition of a full-time instructional designer.

6. Budget, Enrollment, and Resources

In the 2014-2015 academic year, CHC offered 58 distance education course sections spanning 19 different disciplines. Distance education courses accounted for eight percent of the college's term FTE.

There were 34 faculty members teaching DE courses in the 2014-2015 academic year. Of the CHC DE course sections, 57 percent were taught by full-time faculty, compared to 43 percent of face-to-face sections.

7. Monitoring Achievement of Outcomes

The CHC Research Department provides an annual report on the success and completion rates of DE courses in aggregate as well as by course. Distance education data is collected, examined, and shared with the CHC Academic Senate Educational Technology Committee, which in turn makes recommendations related to supporting and enhancing student success in DE courses^{xxi}

The success and completion rates, as compared to the college-wide face-to-face course data, are as follows:

- The College's success rate in online classes in 2014-15 was 70 percent, four percent lower than the college wide success rate of 74.3 percent. However, Crafton's DE course success rate is four percent higher than the statewide DE course success rate of 63 percent.
- The College's course completion rate for online classes in 2014-15 was 87 percent, six percent lower than the college wide completion rate of 91 percent. As is the case with the success rate, the CHC DE course completion rate of 87 percent is also higher than the statewide DE course success rate of 81 percent.

The relevancy and appropriateness of Distance Education courses are evaluated each semester. A five-year examination of Distance Education courses shows the same success rate and a slight increase in completion rates from 2010-2011 to 2014-2015. The same study reveals that when controlling for term, course, and instructor, the overall five-year success rate was statistically the same for both online and face-to-face courses.

Despite the apparent success of DE courses in achieving learning outcomes that are equivalent to courses in other formats, the number of DE sections offered at the College declined from 53 sections in 2009-2010 to 34 sections in 2012-2013, a decrease of 35.8 percent. This is not surprising, however, since the number of sections in all instructional methods declined during the same period. On the other hand, in 2014-2015 the College offered 58 DE sections, which was an increase of 70 percent from the 2012-2013 academic year. We anticipate that the number of DE sections offered at CHC will continue to increase.

8. Evaluation and Assessment of Student Learning Outcomes, Achievement, Success

As mentioned above, the College annually monitors the assessment of student outcomes, achievement and success in DE classes. In addition, a college-approved DE course evaluation is provided at the conclusion of each online course section to gather student feedback concerning the course organization, content, and the instructor performance. Despite a tendency for a low response rate, the DE course evaluations demonstrate an overall strong and consistent satisfaction with CHC DE courses. For instance, in spring 2013 95 percent of student respondents would recommend their professor to another student and 91 percent would recommend the specific course. In fall 2014, 91 percent of student respondents would recommend their professor to another student and 95 percent would recommend the specific course. The most recent assessment, in spring 2015, revealed similar outcomes.

Instructors of online courses assess learning outcomes of DE courses. As described above, the learning outcomes are the same for each course regardless of delivery mode.

E. Internal and External Approvals

1. Statement of Approvals Needed

a. Administrative

The faculty were closely involved in developing the Distance Education Plan. The final plan was distributed to the entire campus after Academic Senate Review. After changes were made, the Academic Senate and Crafton Council approved the plan.

External Regulatory and Legal Requirements

Distance Education degrees and programs are approved by the faculty through the Curriculum Committee, an Academic Senate body. Separate approval is required (Title V section 55206) if any part of the course is modified to be provided through distance education. To meet the requirements of the law and to ensure the effectiveness and quality of the distance education program, Crafton Hills College developed and adopted a Distance Education addendum which is used to approve both online and hybrid courses. The CHC DE addendum was developed by the Educational Technology Committee (ETC) in the fall of 2003 and was approved by the Academic Senate in spring of 2004. The addendum was incorporated into Curricunet in the fall of 2004.

All DE and traditional courses offered have a state course identification number. Approval of this substantive change proposal will allow the College to align with the standards of the ACCJC. The College is currently in warning status, but it is fully accredited.

The SBCCD approved Board Policy (BP 4105) and Administrative Procedure (AP 4105) outline the review and approval procedures for new and existing distance education courses which includes the following elements:

1. course approval
2. certification
3. course quality standards
4. course quality determinations
5. instructor contact
6. duration of approval

2. Legal Requirements Met

The College complies with Title 5, §55206 of the California Education Code requiring separate approval if any part of the course is modified to be provided through distance education. As indicated above, the DE addendum must accompany the course outline of record for online and hybrid courses.

The College provides training to online instructors in developing course content that meets the accessibility requirements of Section 508 of the Rehabilitation Act of 1973.

3. Governing Board Action

In addition to Curriculum Committee review and approval, the SBCCD Board of Trustees approve all curricula, including courses in DE formats.

F. Eligibility Requirements

1. Authority

Crafton Hills College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC). ACCJC is authorized to operate by the U.S. Department of Education through the Higher Education Opportunity Act of 2008. Crafton Hills College has been accredited since 1972. The college conducts regular self-evaluations in accordance with ACCJC standards.

2. Mission

The mission of Crafton Hills College can be found in the College Catalog, the Educational Master Plan, the Organizational Handbook, and on the minutes and agendas of most participative governance committees. The Board of Trustees approved the mission, vision, and values statements of Crafton Hills College in October, 2014. The College mission, “To advance the education and success of students in a quality learning environment,” reflects and includes all delivery modes.

3. Governing Board

A seven-member Board of Trustees comprises the governance body of the San Bernardino Community College District Board of Trustees. The Board holds open, public meetings monthly. Minutes and agendas are published in online and paper formats well in advance of each meeting. Trustee biographies, board minutes and agendas, and board policies and administrative procedures are accessible on the SBCCD website.

4. Chief Executive Officer

Dr. Cheryl A. Marshall, President of Crafton Hills College, has oversight of the College’s broad strategic directions and executive responsibilities for administering Board policies and procedures. Board Policy 3100 states the SBCCD Chancellor is responsible for establishing and documenting the organizational structure. The organizational chart of the District and its two campuses are subject to review by the Board.

5. Administrative Capacity

Crafton Hills College has sufficient staffing in the management ranks to ensure the college mission is carried out. To qualify for employment with the District, all managers must meet or exceed minimum qualifications^{xxii}. The College managers and their degrees are listed in the College Catalog.

6. Operational Status

Crafton Hills College currently serves approximately 6,200 students. The College offers more than 37 degree programs and 35 occupational certificate plans. Degree programs span the liberal arts, sciences, vocations and technical studies. The College has responded to community needs by increasing enrollment by 18.8 percent in 2014-15, making Crafton's one of the fastest growing enrollment rates in the state. Because of an increase in enrollments, certificate attainment increased to 347, representing a 19.7 percent increase over the previous year) and degree attainment grew to 487 degrees, representing an increase of 10.4 percent over the previous year. The new Transfer Model Curriculum (TMC) degrees represented 136 of degrees earned. Degrees and certificates awarded in 2013-2014 totaled 834, an increase of 14.1 relative to 2012-2013.

7. Degrees

Degree and certificate options at CHC are designed to meet students' diverse goals. The college offers 58 degrees, of which 26 are CSU Transfer Degrees (AA-T or AS-T), as well as 25 certificates. The College schedules degree and program course offerings in a pattern that allows students to meet their educational goals in a timely fashion.

8. Educational Programs

The principal degree programs CHC lead to an Associate of Arts or Associate of Science Degree or to transfer to a university with 60 or more units. The College offers 26 Associate of Arts or Science Degrees for Transfer, all of which have been reviewed and approved by ACCJC. In addition, the College offers a Certificate of Achievement in several career or technical fields. Consistent with the College mission and vision, considerable emphasis is placed on meeting the goals and learning needs of each student.

The College Catalog and website list all degree and certificate programs, as well as program and course descriptions of each program. Certificate programs listed in the Catalog include a description of each program's objective.

The online and pdf versions of each semester's schedule of classes include a brief course description, the number of units, meeting pattern, and location of the class.

Last, the CHC Curriculum Committee examines the curriculum for each program to determine that each is need-based and that each meets y meet all requirements with respect to content, rigor, quality, and length, regardless of where the program is offered.

9. Academic Credit

Crafton Hills College policies on transfer and awarding of credit are specified in the College Catalog. Credit for courses is based on the "Carnegie unit," which assumes that each student earns one unit based on the completion of 18 hours of in-class and out-of-class work. Each CHC course is of sufficient length and content to comprise its unit

assignment, consistent with Title 5, section 55002.5 of the California Administrative Code.

10. Student Learning and Achievement

As described above, student learning outcomes and achievement are assessed for CHC courses and programs regardless of delivery mode. During 2014-15, 97.1 percent of courses and 98 percent of programs had undergone at least one assessment cycle. All six of the College's Institutional Learning Outcomes have been assessed. Program and course-level outcomes are mapped to General Education and Institutional Learning Outcomes, regardless of delivery mode.

11. General Education

General Education courses are incorporated into all Crafton Hills College degree offerings^{xxiii}. General Education at CHC is designed to prepare students to:

- Analyze, synthesize, and evaluate various forms of information
- Demonstrate effective oral and written communication
- Analyze and use quantitative and qualitative information
- Apply problem-solving and decision-making skills utilizing multiple methods of inquiry;
- Recognize the contributions of the arts, humanities, and sciences
- Make informed decisions regarding physical, mental and emotional health issues
- Develop social awareness and a global perspective
- Understand the power and complexity of diversity

General education courses are clearly identified in the College Catalog^{xxiv}. A thorough description of each General Education course is also provided in the College Catalog; course descriptions are organized by discipline.

Outcomes for each General Education cluster are described in the College Catalog. Outcomes for each course are assessed in accordance with the CHC Institutional Assessment Plan, and are linked with the appropriate General Education outcome in the College online assessment web tool.

The Curriculum Committee is charged by the Academic Senate to ensure the academic rigor and quality of all CHC courses, including those designated as General Education. Courses are taught in accordance with the Course Outline of Record.

12. Academic Freedom

The San Bernardino Community College District is committed to the principle that the free expression of ideas is essential to the education of its students and to the effective governance of its colleges. The free expression of ideas is limited only by the principles

of fairness, respectful expression, and the careful differentiation between fact and opinion. No limitations are placed upon study, investigation, presentation, and interpretation of facts and ideas. Students have the opportunity to study controversial issues and divergent view. Academic employees are obligated to protect the student's right to freedom of inquiry, even when the conclusions of such inquiry different from those of the employee. The Board Policy and Administrative Procedure (4030) on Academic Freedom are posted on the San Bernardino Community College District website^{xxv}. In addition, the College Catalog contains information about academic freedom, as well as a reference to the Board Policy.

13. Faculty

As of fall, 2014 Crafton Hills College employed 68 tenured/tenure track faculty, and over 205 part-time faculty. All CHC faculty meet minimum qualifications for their discipline, as stipulated in board policy and in the California Teachers Association (CTA) Bargaining Agreement. The CTA contract contains a full description of faculty responsibilities, including a 2013 Memorandum of Understanding between CTA and SBCCD that outlines faculty responsibility for:

- a. Writing and revising learning outcomes
- b. Choosing a method to measure the learning outcomes
- c. Setting a numerical target for outcome results
- d. Assessment of the learning outcomes
- e. Participating in departmental meetings
- f. Documenting the results of the cycle.

The faculty evaluation includes a self-assessment of participation in outcomes assessment, defined above in the language of the MOU^{xxvi}.

In addition, the Academic Senate of CHC approved a resolution stating the assessment of student learning for the purpose of student achievement and program effectiveness is a faculty right and responsibility^{xxvii}.

14. Student Services

Bookstore. Students can order textbooks and supplies online through the CHC Bookstore. Links to the online book ordering service are available in the college e-schedule. Students may view or order books for a specific course while perusing the schedule.

Financial Aid. The Financial Aid department's website allows students to download financial aid forms, sign up for a Student Loan Marketing Association (Sallie Mae) debit card, apply for Federal Work Study, and view the financial aid refund policy. The website also includes links to the Federal Application for Federal Student Aid (FAFSA) and to online financial aid resources such as scholarship sites, a net price calculator to

determine the cost of attendance, the College Board, and the California Student Aid Commission^{xxviii}.

Academic Advising, Counseling, and Transfer. Degree and transfer information is provided in the CHC Catalog, the Online Orientation, and the New Student Handbook.

Assessment and Placement. Students interested in pursuing a degree or certificate requiring math or English must take the College assessment.

College Police and Security. The District Police are responsible for the safety and security of students, staff, and property throughout the District. Contact information and the Annual Security Report are available on the College and District webpages^{xxix}.

Disabled Student Programs and Services (DSPS). DSPS is available to provide assessment, advisement, testing accommodations, assistive technology, textbooks in alternate formats, and other academic adjustments to qualified students. Licensing exams are also available to students. Additionally, the DSPS department reviews medical and mental health documentation and has developed an appropriate referral and accommodation plan for students with learning and psychological challenges. DSPS services are described in the online orientation, the College catalog, the New Student Handbook, and the College website^{xxx}.

Extended Opportunity Program and Services (EOPS)/ Cooperative Agencies Resource for Education (CARE)/ California Work Opportunities and Responsibility to Kids (CalWORKS). Crafton Hills College has EOPS/CARE/CalWORKS programs that serve approximately 354 financially disadvantaged students. The College online orientation, College Catalog, New Student Handbook, and College website contain information about these programs^{xxxi}.

Health and Wellness Center. The Health and Wellness Center (HWC) provides mental health counseling, inoculations, and medical intervention to all enrolled CHC students. The department's website provides a wealth of information and resources to students, including online quizzes regarding drug and alcohol use, a list of service providers, and Twitter announcements of current HWC activities^{xxxii}.

15. Admissions

Students may access online application and registration via the statewide CCCApply portal. Students can register and pay for classes, withdraw from classes, and check their grades through WebAdvisor. In addition, they may order transcripts online and submit online requests for enrollment and degree verification. They may also purchase a parking pass online.

WebAdvisor, the CHC online portal, provides students with important information regarding deadlines, pre- and co-requisites, program information, and policy information. Students can update their contact information in WebAdvisor.

16. Information and Learning Resources

The College provides learning, information, and tutorial support through several programs, including the Tutoring Center, the Science, Technology, Engineering, and Mathematics (STEM) Trek Program, a Title V grant-funded program, Disabled Student Programs and Services, and the CHC Library. Most tutorial and learning support services are offered in face-to-face formats, although the Tutoring Center is in the process of choosing and implementing an online tutoring tool. Tutoring appointments can be made online.

All SBCCD students can use the San Bernardino Community College District *Libraries and Beyond* link to search for books and informational materials. The College Library also provides access to a large collection of over 150,000 eBooks that are accessible online through EBSCO Host. A broad range of library databases, such as EBSCO Host, Political Science Complete, and Vocational Studies Complete is available for student use.

17. Financial Resources

Campus financial planning and information for Crafton Hills College is the responsibility of the president of Crafton Hills College in collaboration with the Vice President of Administrative Services and the Vice Chancellor of Fiscal Services. At the District level, the Vice Chancellor of Fiscal Services oversees all fiscal matters, including the budget development process, accounting, purchasing, contracts, and District strategic planning. Enrollment targets and College allocations are determined by the vice chancellor in consultation with the College administration and are based on the SBCCD Resource Allocation model.

The annual District budget serves as a financial plan for all District entities and is widely distributed. District budgets are available on the District website. General, restricted, and categorical funds are identified in the budget development process to support instructional programs and student services. The annual budget identifies revenues and their sources and amounts, and provides a detailed description of budgeted revenue and expenditures by fund.

18. Financial Accountability

As a community college district and public entity, San Bernardino Community College District is required to have an annual audit of financial statements. The District contracts with an independent audit firm to conduct the annual audit. The District makes each final audit report available to the public with all other annual reports.^{xxxiii, xxxiv}

A typical annual financial audit consists of the following:

1. Pre-audit conference between the Internal Auditor and the independent audit firm
2. Interim fieldwork consisting of compliance elements and internal control testing
3. Year-end fieldwork consisting of the drafting of the District's financial statements and testing of the balance sheet accounts
4. Receipt and review of the independent audit firm's report
5. Acceptance of the independent audit firm's report by the Board of Trustees and submission to the State of California and the California Community College Chancellor's Office

Annual audit reports are available online at the District Website.

19. Institutional Planning and Evaluation

The College Planning and Program Review (PPR) Committee is a cyclical and sustainable process that is central to integrated planning, evaluation, and resource allocation. Each unit participates in a full program review every four years and completes the Annual Planning questionnaire during alternate years. Each unit in each of the four major administrative areas--President, Student Services, Instruction, and Administrative Services--has participated in at least one cycle of program review and has submitted at least one annual plan.

Over the past several years, the College has continued to revise and refine PPR to ensure clarity and shared understanding of the purpose, evaluative standards, and product of the process. The committee has built into its calendar a process of continuous quality improvement consisting of direct feedback from PPR participants. Currently, the PPR web tool is also the common site for reporting improvements based on the assessment of outcomes.

In addition to the planning and program review process, the College is guided by its Educational Master Plan. The Educational Master Plan Committee (EMPC) is the body responsible for reviewing, revising, and updating the plan with input from the campus community. The Educational Master Plan can be viewed online by accessing the link under *Faculty and Staff*.

20. Public Information

The college catalog is available at the Crafton Hills College website under the *Prospective Student* and *Current Student* links. The online catalog contains all policies affecting students. Policies can also be accessed online at the District website. A link to the District website is provided at the bottom of the CHC homepage. Student policies and procedures are also described in the Online Orientation, the New Student Handbook, and the Schedule of Classes.

21. Relations with Accrediting Commission

The CHC Catalog includes a general statement of accreditation in the President's Message, a description of the College, degrees and certificate programs, and policies and procedures. The front page of the website has a direct link to the College Accreditation reports from 2005 to the present, and a link to the ACCJC website. Students and community members can file a complaint with ACCJC through our *Contact Us* link which includes a form for local complaints and a link to the ACCJC complaint form. The student policies and procedures section of the College Catalog includes a table listing the responsible party for each policy, including Accreditation.

All Crafton Hills College AA-T and AS-T degrees have been submitted to the Commission for review and approval through the Substantive Change process. In 2014, Commission approval was sought and received through the Substantive Change process for the temporary relocation of the Basic Fire Academy.

G. Accreditation Standards

1. Standard I

The development of Distance Education courses and programs aligns with the College mission and vision in two ways. First, the mission specifically mentions the education and success of students. Providing robust DE programming will allow increasing numbers of working adults, individuals with disabilities, and military veterans to access and complete courses, programs, certificates, and degrees to a greater degree.

Second, the mission specifies a quality learning environment. Distance education programs improve the quality of the learning environment by improving access for students who cannot travel to the campus, and by providing instruction in a convenient, flexible format. The quality of instruction has been addressed through the adoption of DE course design standards, DE faculty approval processes, and ongoing professional development for DE faculty.

Institutional effectiveness is continuously assessed at the course, program, and college level. The Distance Education plan aligns closely with the Educational Master Plan.

2. Standard II

Crafton Hills College assures the quality of instruction and resources provided to students in all courses, regardless of delivery modality. All CHC instructional courses and programs, regardless of location or method of delivery, are reviewed and approved by the Curriculum Committee. Course content aligns with the course outline of record. These are updated on a periodic basis. Instruction of each course is delivered using the most appropriate pedagogical techniques and technology, as outlined in the course outline of record. All sections meet the level of depth and rigor stipulated in the official course outline of record.

CHC Faculty are expected to assess student learning outcomes for all courses at least on a periodic basis, and to report the results and implications of assessment in the through the annual

Planning and Program Review process. Oversight of the assessment process is provided by the Institutional Effectiveness, Accreditation, and Outcomes Committee (IEAOC), a participative governance committee comprised of administrators, faculty, staff, and students. The quality of each instructional program is assessed through the annual Planning and Program Review process.

The College provides a catalog that includes a description of services available to students, policies affecting students, and certificate and degree pathways. The College provides services in both face-to-face and online formats. Many services, such as general orientation, DSPS orientation, college application, registration, transcripts, counseling chats, and financial aid application, are available online. Links to the Online Orientation, the Student Handbook, and an online evaluation of New Student Orientation are provided in the Counseling department's Orientation. In addition, students will be able to access online counseling beginning summer 2016. As mentioned above, the College is currently in the process of implementing online counseling and tutoring services. The pilot phases for these services are expected to be complete by June 2016. All Student Services assess program-level outcomes and use the resultant information for program improvement. The quality of Student Services units is assessed through the annual Planning and Program Review process.

3. Standard III

Crafton Hills College hires all personnel, including those who teach Distance Education courses or provide services to online students, in accordance with established SBCCD Board Policies and Administrative Procedures, as well as in alignment with current bargaining agreements. The College uses the Planning and Program Review process to identify institutional priorities and required personnel and resources.

The District and the College have the equipment and facilities necessary to provide excellent instruction in a quality learning environment. Access to most library, learning resource, and student services is available to DE students, and services are expected to be expanded by summer 2016.

Last, Crafton Hills College develops an annual budget based on the results of its integrated planning process and in alignment with its Educational Master Plan. The Budget Committee reviews and recommends adoption of the final budget to the Crafton Council, which then makes a recommendation to the President for adoption. The budget development process reflects participative governance and integrated planning across the College's diverse constituencies.

4. Standard IV

The governance processes of Crafton Hills College are carefully outlined in the annually-updated Organizational Handbook, available online for faculty, staff, and the community. Collegial consultation committees have representation from administration, faculty, classified staff, and students. Inclusiveness on all shared governance bodies is consistent with Education Code, Title 5, and SBCCD Board Policy. With respect to academic and professional matters, the San Bernardino Community College Board of Trustees has adopted a standard by which it will rely

primarily upon the Academic Senate's recommendations in each of the ten domains described in the California Education Code, Title 5, §53200, as well as others that are agreed upon.

Appendices

Appendix A: Definitions of Distance Education and Distributed Education

Appendix B: General Education Patterns: DE Courses

Appendix C-1: AA-T, AS-T, AA, and AS Degrees, 50 Percent or Greater DE

Appendix C-2: AA, AS Degrees, At Least 40 Percent DE

Appendix D-1: Certificates, 50 Percent or Greater DE

Appendix D-2: Certificates, At Least 40 Percent DE

Appendix E: Membership and Participation, Distance Education Planning

Appendix A: Definitions of Distance Education and Distributed Education

1. Title 5 section 55200

55200. Definition and Application.

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology. All distance education is subject to the general requirements of this chapter as well as the specific requirements of this article. In addition, instruction provided as distance education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C. §12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. §794d).

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code; Title 29 United States Code Section 794d, and Title 42 United States Code Section 12100 et seq.

2. ACCJC page 2 of the Guide to Evaluating Distance and Correspondence Education June, 2013

Distance education is defined, for the purpose of accreditation review as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. Distance education often incorporates technologies such as the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, in conjunction with any of the other technologies.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE PROCEDURE 4105 (was 4108) DISTANCE EDUCATION

Definition: Distributed Education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Course Approval: Each proposed or existing course offered by distributed education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distributed education.

The review and approval of new and existing distributed education courses shall follow the curriculum approval procedures outlined in Administrative Regulation 4020, Program and Curriculum Development. Distributed education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distributed education courses, the Board will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distributed education courses as are applied to traditional classroom courses.

Course Quality Determinations: Determinations and judgments about the quality of the distributed education course were made with the full involvement of the curriculum committee approval procedures.

Instructor Contact: Each section of the course that is delivered through distributed education will include regular effective contact between instructor and students.

Duration of Approval: All distributed education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

APPROVED: February 2009

Appendix B: CHC, CSU, and IGETC General Education Patterns: DE Courses

CRAFTON HILLS COLLEGE AA/AS Degree Requirements 2015-2016

Completion of a minimum of **twenty-eight (28) units (25-26 of the 28 can be completed through Distance Education)** of general education must be distributed as indicated. No single course may be used to meet more than one general education requirement, **except in areas F1 and F2**. However, courses taken to complete a major may also apply to general education.

A. NATURAL SCIENCES (4 UNITS) (CAN ALL BE DONE ONLINE)

ANAT 101, 150, 151, ASTRON 150, 150H AND 160, BIOL 100, 130, 130H, 131, 131H, CHEM **101, 102**, 150, 150H, 151, 151H, 212, 213, ENVS 101 or ENVS 101H AND 110, GEOG 110 or 110H AND 111 or 111H, 114, GEOL 100, 100H, **101** or 101H AND 160, 112, MICRO 102, 150, OCEAN **100**, PHYSIC 100, 110, 111, 200, 201, 250, 251, 252

B. SOCIAL AND BEHAVIORAL SCIENCES (3 UNITS) (CAN ALL BE DONE ONLINE)

ANTHRO 100, **102**, 102H, **106**, 106H, 107, BUSAD **100**, CD **105**, COMMST **135, 174**, ECON **100, 200**, 200H, **201**, 201H, GEOG 102, 102H, 120, HIST **100**, 100H, **101**, 101H, 107, 145, 150, 170, 170H, 171, 171H, JOUR **135**, MCS 120, 132, 136, POLIT 100, 100H, 102, 104, 106, 110, 122, PSYCH **100**, 100H, **101, 102, 103, 110, 111, 118**, RELIG 120, SOC **100**, 100H, **105, 130**, 141, 145, 150

C. HUMANITIES AND FINE ARTS (6 UNITS) (CAN ALL BE DONE ONLINE)

1. Humanities-3 units from the following:

ANTHRO 107, 110, ARABIC 101, 102, 103, 104, ASL 101, 102, 103, 104, ENGL 108, 109, 150, 152, **155**, 155H, **160**, 163, 175, 250, 260, 261, 270, 271, 275, 280, 281, FRENCH 101, 102, 103, 104, HIST **100**, 100H, **101**, 101H, 107, **135**, 145, 150, 170, 170H, 171, 171H, HUM 101, 102, 103, **140**, JAPN 101, 102, 103, 104, MCS 110, 136, PHIL **101**, 101H, **105**, 105H, RELIG **100**, 100H, **101**, 101H, 110, 113, 120, **135**, 175, 176, RUS 101, 102, SPAN 101, 102, 103, 104, 157, 158, THART 108, 109

2. Fine Arts-3 units from the following:

ART **100**, 100H, **102**, 102H, 103, 105, 113, COMMST 120, 120H, DANCE 200, 200H, ENGL 170, 232, HUM 103, **140**, MUSIC 100, **103**, 103H, **120**, 120H, **134**, THART 100, 100H

D. LANGUAGE AND RATIONALITY (13-14 UNITS) (10 of the 13-14 UNITS CAN BE DONE ONLINE)

1. Written Traditions-4 units from the following: ENGL **101**, 101H, 146

2. Oral Traditions-3 units from the following:

BUSAD 145, 155, COMMST **100**, 100H, 111, 111H, 140, 145, 155

3. Quantitative Reasoning 3-4 units from the following:

CSCI 200, MATH 095, 095C, 102, 103, 108, 110, 115, 141, 160, 200, 250, 251, 252, 265, 266, PSYCH 108, 120

4. Critical Thinking and Informational Literacy-3 units from the following:

COMMST **125**, 125H, ENGL **102**, 102H, LIBR **100**, PBSF 127, PHIL **103**

E. HEALTH AND WELLNESS (2-3 UNITS) (CAN ALL BE DONE ONLINE)

DANCE 101, 102, 103, 104, 130 (A,B,C,or D), 143 (A,B,C,or D), 163 (A,B,C,or D), HEALTH **102, 263**, 263H, KIN/D, KIN/F, KIN/S (all courses)

F. As part of the 28 units of general education coursework, students must satisfy the following two requirements:

1. Diversity and Multiculturalism-A minimum of one course chosen from this group may be taken as part of areas A-E above. **(CAN ALL BE DONE ONLINE)**

ANTHRO 107, 110, ARABIC 101, 102, 103, 104, ASL 101, 102, 103, 104, COMMST **174**, ENGL **160**, 163, 280, 281, FRENCH 101, 102, 103, 104, GEOG 102, 102H, HIST 107, 150, 170, 170H, 171, 171H, HUM 101, 102, 140, JAPN 101, 102, 103, 104, MCS 110, 120, 132, 136, RELIG **101**, 101H, 110, 113, 120, RUS 101, 102, SPAN 101, 102, 103, 104, 157, 158, SOC **105**, 41, 145, 150

2. American Heritage-A minimum of one course chosen from this group may be taken as part of areas A-E above. **(CAN ALL BE DONE ONLINE)**

ENGL 260, 261, HIST **100**, 100H, **101**, 101H, **135**, 145, MUSIC **103, 134**, POLIT 100, 100H, RELIG **135**

CHC GENERAL EDUCATION (Minimum 28 units)

CRAFTON HILLS COLLEGE

CALIFORNIA STATE UNIVERSITY (CSU) GENERAL EDUCATION REQUIREMENTS 2015-16

General Provisions:

1. Students are required to **complete a minimum of 39 units in areas A-E (36 of the 39 units can be completed online)** for full certification of lower division general education requirements. **Upon request to the Admissions and Records Office, CHC will certify** completion of the following pattern to be applied toward the total general education requirement at any CSU.
2. This pattern of general education **IS NOT** applicable to any campus of the University of California (UC). Please refer to the specific UC catalog of your choice, and/or the Intersegmental General Education Transfer Curriculum (IGETC) for transfer to CSU and UC.
3. Completed courses **MAY NOT** be applied in more than one area.
4. **COURSES IN BOLD PRINT ARE RETROACTIVELY APPROVED FOR FALL 2014 AND THEREAFTER.**

A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING (CAN BE COMPLETED ONLINE)

9 semester units or 12 quarter units required. Students **MUST** complete one course in each of the three areas listed with a "C" or better **prior to transfer**.

1. **COMMST 100**, 100H, 111, 111H or 140
2. **ENGL 101**, 101H
3. **COMMST 125**, 125H, **ENGL 102**, 102H or **PHIL 103**

B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (CAN BE COMPLETED ONLINE)

9 semester units or 12 quarter units required. **Choose** at least one course from each area. At least one of the science courses must have a laboratory.

Laboratory courses are underlined.

1. Physical Science

ASTRON 150, 150H + 160; **CHEM 101**, **102**, **123**, 150, 150H, 151, 151H, 212, 213; **ENVS 101**, **101H**, **110**; GEOG 110, 110H, 111, 111H, 114, **115**, 126; GEOL 100, 100H, 101, 101H, 112, 113, 150, 150H, 160, 250; **OCEAN 100**, **101**, 101H; PHYSIC 100, 110, 111, 200, 201, 250, 251, 252; **PS 101**

2. Life Science

ANAT 101, 150, 151
ANTHRO 106, 106H BIOL 100, 123, 130, 130H, 131, **131H**
ENVS 101, **101H**, **110**
MICRO 102, 150

3. Laboratory Activity

This requirement is satisfied by completion of any laboratory course in B1 or B2. **Laboratory courses are underlined.**

4. Mathematics

One course required with a "C" or better **prior to transfer**. CSCI 200; **MATH 102**, **103**, 108, **110**, **115**, 141, 160, 200, 250, 251, 252, 265, 266; PSYCH 108, 120 (PSYCH 120 approved for fall 2015 and thereafter)

C. ARTS AND HUMANITIES (CAN BE COMPLETED ONLINE)

9 semester units or 12 quarter units required. **MUST** include at least one course from area 1 AND area 2. **Two** courses maximum per discipline may be applied.

1. **ART 100**, **100H**, **102**, **102H**, 103, 105, **113**
DANCE 200, **200H**
ENGL 108, 109, 226
HUM 140
MUSIC 100, **103**, 103H, **120**, 120H, **134**;
THART 100, 100H, 108, 109, 226

2. ANTHRO 107, 110, ARABIC 101, 102, 103, 104, ASL 101, 102, 103, 104
ENGL 150, 152, **155**, 155H, **160**, 163, 170, 175, 232, 250, 260, 261, 270, 271, 275, 280, 281
FRENCH 101, 102, 103, 104, HIST 100, 100H, 101, 101H, 107, 135, 145, **150**, 170, 170H, 171, 171H HUM 101, 102, 140, JAPN 101, 102, 103, 104, MCS 110, **136**;
PHIL 101, 101H, **105**, 105H
RELIG 100, 100H, **101**, 101H, 110, 113, **120**, **135**, 175, 176, RUS 101, 102, SPAN 101, 102, 103, 104, 157,

D. SOCIAL SCIENCES (CAN BE COMPLETED ONLINE – UNLESS POLIT 100 is required)

9 semester units or 12 quarter units required. **Two** courses maximum per discipline may be applied. POLIT 100 or POLIT 100H **PLUS HIST 100**, 100H, **101**, or 101H fulfill the U S History, Constitution & American Ideals requirements for CSU graduation.

1. **SOC 100**, 100H, **105, 130**, 141, **145**, 150
2. **ANTHRO** 100, **102**, 102H, **106**, 106H, 107, 110, HIST 107, RELIG 110
3. **ECON 100, 200**, 200H, **201**, 201H
4. **MCS 132**, SOC 141
5. **MCS 120, SOC 145**
6. GEOG 102, 102H, 120
7. ANTHRO 107, **HIST 100**, 100H, **101**, 101H, 107, **135**, 145, **150**, 170, 170H, 171, 171H, RELIG 135
8. CD 105, **COMMST 135, 174, JOUR 135**, MCS 110, **136; RELIG 120, SOC 130**
9. POLIT 100, 100H, 102, 104, 106, 110, **122**
10. **PSYCH 100**, 100H, **102, 103, 110, 111, 118**, SOC 150

E. LIFELONG LEARNING AND SELF-DEVELOPMENT (CAN BE COMPLETED ONLINE)

3 semester units or 4 quarter units required.

1. BUSAD 155
2. **CD 101, 105**
3. CHC 100
4. COMMST 155, **178**
5. **DANCE 101, 102, 103, 104** (one unit maximum)
6. **HEALTH 102, 263**, 263H
7. **KIN 200** KIN/D, KIN/F (other than 049), KIN/S and any DANCE courses cross-listed with these KIN courses (one unit maximum)
8. **PSYCH 103, 111, 118**
9. SOC 150

CRAFTON HILLS COLLEGE

Intersegmental General Education Transfer Curriculum for Transfer to CSU and UC 2015-16

AREA 1 - ENGLISH COMMUNICATION

CSU - 3 courses required, one from each group below.

UC - 2 courses required, one from group A and one from group B

A. English Composition, **1 course, 3 - 4 semester**/ 4 - 5 quarter units.

ENGL 101, 101H

B. Critical Thinking - English Composition, **1 course, 3 - 4 semester**/ 4 - 5 quarter units.

ENGL 102, 102H

C. Oral Communication (CSU only), **1 course, 3 semester**/ 4 - 5 quarter units.

COMMST 100, 100H, 111, 111H, 140

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: **1 course, 3 - 4 semester**/ 4 - 5 quarter units

A. CSCI 200; **MATH 102****, 108, **110, 115**, 141**, 160**, 200, 250, 251, 252, 265, 266; PSYCH 108

AREA 3 - ARTS AND HUMANITIES: **At least 3 courses with at least one from the Arts and one from the Humanities, 9 semester**/ 12 - 15 quarter units.

A. ARTS: **ART 100, 100H, 102, 102H**, 103, 105, **113**; **DANCE 200, 200H**; ENGL 108, 109, 226; **MUSIC 100, 103, 103H, 120, 120H, 134**; THART 100, 100H, 108, 109, 226

B. HUMANITIES: ANTHRO 107*, 110*; ARABIC 103, 104; ASL 103, 104; **ENGL 150, 152, 155, 155H, 160, 163, 170, 175, 250, 260, 261, 270, 271, 275, 280, 281**; FRENCH 103, 104; **HIST 100***, 100H*, **101***, 101H*, 107*, **135***, 145*, **150***, 170*, 170H*, 171*, 171H*; **HUM 101, 102, 140**; JAPN 103, 104; MCS 110, **136***; **PHIL 101**, 101H, 105, 105H; **RELIG 100**, 100H, **101**, 101H, 110*, 113, **120***, **135***, 175, 176; SPAN 103, 104

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES: **At least 3 courses from at least two disciplines, 9 semester**/ 12 - 15 quarter units

A. **ANTHRO 100, 102, 102H, 106***, 106H*, 107*, 110*, HIST 107*, RELIG 110*

B. **ECON 100****, **200**, 200H, **201**, 201H

C. **MCS 132**, SOC 141*

D. **MCS 120**, SOC 145*

E. GEOG 102, 102H, 120

F. ANTHRO 107*, **HIST 100***, 100H*, **101***, 101H*, 107*, **135***, 145*, **150***, 170*, 170H*, 171*, 171H*; **RELIG 135***

G. **CD 105, COMMST 135, 174, JOUR 135**, MCS 110, **136***, **RELIG 120***, **SOC 130**

H. POLIT 100, 100H, 102, 104, 106, 110, **122**

I. **PSYCH 100**, 100H, **102, 103, 110, 111, 118**

J. **SOC 100**, 100H, **105, 141***, **145***, 150*

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES: **2 courses required, one Physical Science course and one Biological Science course; at least one must include a laboratory. 7 - 9 semester**/ 9 - 12 quarter units.

A. PHYSICAL: ASTRON 150, 150H, 160; **CHEM 101****, 102**, 123, 150, 150H, 151, 151H, 212, 213; **ENVS 101***, **101H***; **ENVS 110***; GEOG 110, 110H, 111, 111H, 114, **115**, 126; **GEOL 100, 100H, 101**, 101H, 112**, 113**, 150, 150H, 160, 250; **OCEAN 100****, **101****, 101H**, PHYSIC 100**, 110**, 111**, 200**, 201**, 250**, 251**, 252**; **PS 101**

B. BIOLOGICAL: ANAT 150, 151; **ANTHRO 106***, 106H*; BIOL 100, 123, 130, 130H, 131, **131H**; **ENVS 101***, **101H***; **ENVS 110***; MICRO 102**, 150**

C. LABORATORY: This requirement is met by completion of any laboratory course in 5A or 5B. Laboratory courses are underlined.

UC REQUIREMENT ONLY - Language Other Than English

Proficiency equivalent to two years of high school with grades of "C" or better, or one year of college study in the same language.

The following courses at this institution fulfill the requirement.

ARABIC 102, 103, 104, ASL 102, 103, 104, FRENCH 102, 103, 104; JAPN 102, 103, 104, RUS 102, SPAN 102, 103, 104, 157, 158

CSU GRADUATION REQUIREMENT ONLY - U.S. History, Constitution and American Ideals

This area is not part of IGETC. Courses **MAY** be used to partially satisfy areas 3B or 4 per current IGETC Standards.

6 semester units, one course from group 1 and one course from group 2

Group 1 - POLIT 100, POLIT 100H, Group 2 - **HIST 100**, 100H, **101**, 101H

Course may be listed in more than one area, but may not be applied in more than one area.

**Indicates that transfer credit may be limited by UC or CSU or both. Please see the catalog or consult a counselor.

NOTE: Approved courses are added to the IGETC each year. When a course is approved for IGETC, it will apply ONLY for the year of approval and thereafter.

Appendix C-1: AA-T, AS0T, AA, and AS Degrees, 50 Percent or Greater DE

AA-T, AS-T, AA and AS Degrees which offer 50 percent or more of the credits in an approved Distance Education format

American Sign Language (ASL)

American Sign Language - Associate of Arts Degree

The American Sign Language major at Crafton Hills College is comprised of the four introductory courses in American Sign Language and one course in Deaf Culture. Students must also complete at least two units from the list of elective courses.

Major/Program Requirements

Required Courses:

ASL 101	American Sign Language I	4.00
ASL 102	American Sign Language II	4.00
ASL 103	American Sign Language III	4.00
ASL 104	American Sign Language IV	4.00
MCS 110	The American Deaf Experience: Introduction to Deaf Studies	3.00

Students must complete at least two (2) units from the following courses:

ASL 105	American Sign Language V	3.00
ASL 200	Introduction to Interpreting for the Deaf	3.00
ASL 205	Fingerspelling, Numbers, Classifiers, and Non-Manuals	2.00

TOTAL CREDIT HOURS: 21.00-22.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 21-22. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at minimum 36 units out of 60 or at least 60% of the units required to confer the degree can be completed through distance education.**

Anthropology (ANTHRO)

Associate in Arts in Anthropology for Transfer (AA-T) Degree

The Associate in Arts-Transfer (AA-T) degree in Anthropology at Crafton Hills College is designed to meet the needs of students transferring to a California State University or University of California who intend to major in Anthropology or a related field of study. Students earning this degree will be able to utilize anthropological theories and research methods to make the unfamiliar familiar and make the familiar unfamiliar; apply archeological and anthropological research methods and explain which would be appropriate in this investigation; identify the components of culture and explain their application to the interpersonal and organizational experience of a given case study; and define ethnocentrism and appraise its role in maintaining social solidarity and its impact on tolerance, pluralism and diversity.

Major/Program Requirements

Required Courses:

ANTHRO 102	Cultural Anthropology OR	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00
ANTHRO 106	Biological Anthropology OR	3.00
ANTHRO 106H	Biological Anthropology - Honors	3.00
ANTHRO 100	Introduction to Archaeology	3.00
MATH 110	Introduction to Probability and Statistics OR	4.00
PSYCH 120	Statistics for the Social and Behavioral Sciences	4.00

Students must complete at least three (3) units from the following list:

GEOL 100	Physical Geology OR	4.00
GEOL 100H	Physical Geology-Honors	4.00
PSYCH 101	Research Methods	3.00

Students must complete at least three (3) additional units from the following list:

ANTHRO 110	Tribal and Ethnic Religions OR	3.00
RELIG 110	Tribal and Ethnic Religions	3.00
ANTHRO 107	The United States and the North American Indians OR	3.00
HIST 107	The United States and the North American Indians	3.00
COMMST 174	Communication in a Diverse World	3.00
GEOG 102	Cultural Geography OR	3.00
GEOG 102H	Cultural Geography-Honors	3.00
GEOG 120	World Regional Geography	3.00
RELIG 101	Introduction to World Religions OR	3.00
RELIG 101H	Introduction to World Religions-Honors	3.00
SOC 100	Introduction to Sociology OR	3.00
SOC 100H	Introduction to Sociology-Honors	3.00
SOC 141	Minority Relations	3.00

TOTAL CREDIT HOURS: 19.00-21.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 19.00-21.00. 12.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 48 units out of 60 or at least 80% of the units required to confer the degree can be completed through distance education.**

Anthropology - Associate of Arts Degree

Major/Program Requirements

Required Courses:

ANTHRO 102	Cultural Anthropology OR	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00
ANTHRO 106	Biological Anthropology OR	3.00
ANTHRO 106H	Biological Anthropology-Honors	3.00
<i>Students must complete at least twelve (12) units from the following courses:</i>		
ANTHRO 100	Introduction to Archaeology	3.00
ANTHRO 107	The United States and the North American Indians OR	3.00
HIST 107	The United States and the North American Indians	3.00
ANTHRO 110	Tribal and Ethnic Religions OR	3.00
RELIG 110	Tribal and Ethnic Religions	3.00
GEOG 102	Cultural Geography OR	3.00
GEOG 102H	Cultural Geography-Honors	3.00
GEOG 110	Physical Geography OR	3.00
GEOG 110H	Physical Geography-Honors	3.00
MATH 110	Introduction to Probability and Statistics OR	4.00
PSYCH 120	Statistics for the Social and Behavioral Sciences	4.00
SOC 100	Introduction to Sociology OR	3.00
SOC 100H	Introduction to Sociology-Honors	3.00

TOTAL CREDIT HOURS: 18.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00. 9.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 45 units out of 60 or at least 75% of the units required to confer the degree can be completed through distance education.**

Arabic (ARABIC)

Arabic - Associate of Arts Degree

Major/Program Requirements

Required Courses:

ARABIC 101	College Arabic I	5.00
ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	5.00
ARABIC 104	College Arabic IV	5.00

TOTAL CREDIT HOURS: 20.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 20. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 36 units out of 60 or at least 60% of the units required to confer the degree can be completed through distance education.**

Art (ART)

Associate in Arts in Art History for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

ART 100	Art History I: Prehistoric Art to Medieval Art OR	3.00
ART 100H	Art History I: Prehistoric Art to Medieval Art-Honors	3.00
ART 102	Art History II: Renaissance Art to Contemporary Art OR	3.00
ART 102H	Art History II: Renaissance Art to Contemporary Art-Honors	3.00
ART 113	Survey of Asian Art	3.00
ART 124	Drawing I	3.00

Students must complete at least three (3) units from the following list:

ART 120	Foundations of Two-Dimensional Design	3.00
ART 121	Foundations of Three-Dimensional Design	3.00
ART 126	Painting I	3.00
ART 132	Life Drawing I	3.00
ART 175	Sculpture	3.00
ART 200	Printmaking	3.00

Students must complete at least three (3) additional units from the following list:

ART 105	History of Modern Art	3.00
ART 120	Foundations of Two-Dimensional Design	3.00
ART 121	Foundations of Three-Dimensional Design	3.00
ART 126	Painting I	3.00
ART 132	Life Drawing I	3.00
ART 175	Sculpture	3.00
ART 200	Printmaking	3.00
ANTHRO 100	Introduction to Archaeology	3.00
ANTHRO 102	Cultural Anthropology OR	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00
ARABIC 101	College Arabic I	5.00
ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	5.00
ARABIC 104	College Arabic IV	5.00
ENGL 150	Classical Mythology	3.00
ENGL 160	Literature by Women	3.00
ENGL 163	Chicano/Latino Literature	3.00
ENGL 170	The Film Experience	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World literature from the 17th Century to the Present	3.00
FRENCH 101	College French I	5.00
FRENCH 102	College French II	5.00
FRENCH 103	College French III	5.00
FRENCH 104	College French IV	5.00
HIST 170	World Civilizations (3500 BCE-1500 CE) OR	3.00
HIST 170H	World Civilizations (3500 BCE-1500 CE) - Honors	3.00

HIST 171	World Civilizations (1500 CE to the Present) OR	3.00
HIST 171H	World Civilizations (1500 CE to the Present) - Honors	3.00
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00
HUM 140	Humanities Through the Arts	3.00
JAPN 101	College Japanese I	5.00
JAPN 102	College Japanese II	5.00
JAPN 103	College Japanese III	5.00
JAPN 104	College Japanese IV	5.00
PHIL 101	Introduction to Philosophy OR	3.00
PHIL 101H	Introduction to Philosophy-Honors	3.00
RELIG 101	Introduction to World Religions OR	3.00
RELIG 101H	Introduction to World Religions-Honors	3.00
RELIG 113	Introduction to Eastern Religions	3.00
SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00
SPAN 157	Spanish for Spanish Speakers I	5.00
SPAN 158	Spanish for Spanish Speakers II	5.00

TOTAL CREDIT HOURS: 18.00-20.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00-20.00. 12.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 48 units out of 60 or at least 80% of the units required to confer the degree can be completed through distance education.**

Associate in Arts in Studio Arts for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

ART 102	Art History II: Renaissance Art to Contemporary Art OR	3.00
ART 102H	Art History II: Renaissance Art to Contemporary Art-Honors	3.00
ART 120	Foundations of Two-Dimensional Design	3.00
ART 121	Foundations of Three-Dimensional Design	3.00
ART 124	Drawing I	3.00

Students must complete at least three (3) units from the following list:

ART 100	Art History I: Prehistoric Art to Medieval Art OR	3.00
ART 100H	Art History I: Prehistoric Art to Medieval Art-Honors	3.00
ART 113	Survey of Asian Art	3.00

Students must complete at least nine (9) additional units from the following list:

ART 125	Drawing II OR	3.00
ART 132	Life Drawing I	3.00
ART 126	Painting I	3.00
ART 175	Sculpture	3.00
ART 200	Printmaking	3.00

TOTAL CREDIT HOURS: 24.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 24.00. 9.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 45 units out of 60 or at least 75% of the units required to confer the degree can be completed through distance education**

Art - Associate of Arts Degree

Provides training in art fundamentals to prepare students for transfer or to pursue a career in the arts. The core program provides an introduction to various aspects of studio art and art history, from traditional to the contemporary. Students can create their own emphasis in graphic design, 3D design, sculpture, printmaking, digital video production or studies in a contemporary media such as installation art or/and performance art.

Major/Program Requirements

Required Courses:

ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Contemporary Art	3.00
ART 120	Foundations of Two-Dimensional Design	3.00
ART 121	Foundations of Three-Dimensional Design	3.00
ART 124	Drawing I	3.00
ART 126	Painting I	3.00
ART 132	Life Drawing I	3.00

Students must complete at least six units from the following courses:

ART 105	History of Modern Art	3.00
ART 119	Digital Video Production	3.00
ART 125	Drawing II	3.00
ART 175	Sculpture	3.00
ART 200	Printmaking	3.00
ART 204	Contemporary Topics in American Art	1.00
ART 226	Painting II	3.00
ART 232	Life Drawing II	3.00
ART 247A	Special Projects in Art	1.00-3.00
ART 247B	Special Projects in Art	1.00-3.00
ART 247C	Special Projects in Art	1.00-3.00
ART 247D	Special Projects in Art	1.00-3.00
ART 275	Contemporary Sculpture Techniques	3.00
THART 176	Fundamentals of Stagecraft I	3.00
THART 179	Fundamentals of Stagecraft II	3.00

TOTAL CREDIT HOURS: 27.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 27.00. 9.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 39 units out of 60 or at least 65% of the units required to confer the degree can be completed through distance education**

Biology (BIOL)

Biology - Associate of Science Degree

Major/Program Requirements

Required Courses:

BIOL 130	Cell and Molecular Biology OR	4.00
BIOL 130H	Cell and Molecular Biology-Honors	4.00
BIOL 131	Populations and Organisms	4.00
CHEM 150	General Chemistry I OR	5.00
CHEM 150H	General Chemistry I-Honors	5.00
CHEM 151	General Chemistry II OR	5.00
CHEM 151H	General Chemistry II-Honors	5.00
PHYSIC 110	General Physics I	4.00
PHYSIC 111	General Physics II	4.00

Students wishing to earn an A.S. with an emphasis in either Anatomy and Physiology or Microbiology must also complete:

Emphasis in Anatomy and Physiology:

ANAT 150	Human Anatomy and Physiology I	4.00
ANAT 151	Human Anatomy and Physiology II	4.00

Emphasis in Microbiology:

MICRO 150	Medical Microbiology OR	5.00
MICRO 102	Introductory Microbiology	4.00
MICRO 247A	Special Problems in Microbiology OR	2.00
MICRO 248A	Special Problems in Microbiology	3.00

TOTAL CREDIT HOURS: 26.00-34.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 26.00-34.00. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 31 units out of 60 or 52% of the units required to confer the degree can be completed through distance education.**

Business Administration (BUSAD)

Associate in Science in Business Administration for Transfer (AS-T) Degree

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.

Major/Program Requirements

Required Courses:

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 OR	3.00
ECON 200H	Principles of Macroeconomics-Honors	3.00
ECON 201	Principles of Microeconomics OR	3.00
ECON 201H	Principles of Microeconomics-Honors	3.00
MATH 110	Introduction to Probability and Statistics OR	4.00
PSYCH 120	Statistics for the Social and Behavioral Sciences	4.00

Students must complete at least six (6) units from the following courses:

BUSAD 100	Introduction to Business	3.00
CIS 101	Introduction to Computer and Information Technology OR	3.00
BUSAD 230	Using Computers for Business	3.00
BUSAD 145	Business Communication OR	4.00
COMMST 145	Business Communication	4.00

TOTAL CREDIT HOURS: 27.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 27.00. 12.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 48 units out of 66 or at least 73% of the units required to confer the degree can be completed through distance education**

Business Administration - Associate of Science Degree

Major/Program Requirements

Required Courses:

ACCT 208	Introduction to Financial Accounting	4.00
BUSAD 100	Introduction to Business	3.00
BUSAD 145	Business Communication OR	4.00
COMMST 145	Business Communication	4.00
BUSAD 200	Business Management	3.00
BUSAD 210	Business Law	3.00
BUSAD 230	Using Computers for Business OR	3.00
CIS 101	Introduction to Computer and Information Technology	3.00
ECON 100	Introduction to Economics	3.00
MARKET 100	Marketing Principles	3.00

TOTAL CREDIT HOURS: 27.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 27.00. 12.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 42 units out of 60 or at least 70% of the units required to confer the degree can be completed through distance education**

Child Development (CD)

Associate in Science in Early Childhood Education for Transfer (AS-T) Degree

The Associate in Science-Transfer (AS-T) degree in Early Childhood Education at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in Early Childhood Education or a related field of study.

Major/Program Requirements

Required Courses:

CD 105	Child Growth and Development	3.00
CD 126	Child, Family and Community	3.00
CD 112	Programs and Practices in Child Development	3.00
CD 132	Creative Experiences for Children Across the Curriculum	3.00
CD 212	Observation and Methods in Early Child Development	3.00
CD 205	Child Development Practicum	4.00
CD 115	Health, Welfare and Nutrition for Children	3.00
CD 182	Teaching in a Diverse Society	3.00

TOTAL CREDIT HOURS: 25.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 25.00. 3.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 39 units out of 64 or 61% of the units required to confer the degree can be completed through distance education**

Child Development - Associate of Arts Degree

The Associate of Arts degree in Child Development is designed to prepare professionals to teach in an early learning environment such as preschool. This degree can also assist in preparation to teach in primary and intermediate grades.

Major/Program Requirements

Required Courses:

CD 105	Child Growth and Development	3.00
CD 112	Programs and Practices in Child Development	3.00
CD 115	Health, Welfare and Nutrition for Children	3.00
CD 126	Child, Family and Community	3.00
CD 132	Creative Experiences for Children Across the Curriculum	3.00
CD 182	Teaching in a Diverse Society	3.00
CD 205	Child Development Practicum	4.00
CD 212	Observation and Methods in Early Child Development	3.00

Recommended Courses:

CD 100	Introduction to Child Development	3.00
CD 101	Family Interactions	3.00
CD 130	Music and Movement for Children	3.00
CD 131	Developmental Art for Children	3.00
CD 133	Creative Science and Math Activities for Children	3.00
CD 134	Language and Listening, Literacy and Literature for Children	3.00
CD 136	Creative Art Activities for Children	3.00
CD 137	Play and Materials in Early Learning	3.00
CD 185	Infant/Toddler Growth and Development	3.00
CD 186	Infant/Toddler Activities	3.00
CD 211	Observation and Methods in School-Age Development	3.00
CD 244	Children with Special Needs	3.00
CD 250	Child Guidance and Early Learning	3.00
CD 270	Mentor Teacher/Adult Supervision	2.00
CD 271	Administration: Management and Org of Child Development Program	3.00
CD 272	Administration: Human Relations in Child Development Programs	3.00

TOTAL CREDIT HOURS: 25.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 25.00. 3.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 35 units out of 60 or at least 58% of the units required to confer the degree can be completed through distance education.**

Communication Studies (COMMST)

Associate in Arts in Communication Studies for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

COMMST 100	Elements of Public Speaking OR	3.00
COMMST 100H	Elements of Public Speaking- Honors	3.00

Students must complete at least six (6) units from the following courses:

COMMST 111	Interpersonal Communication OR	3.00
COMMST 111H	Interpersonal Communication-Honors	3.00
COMMST 125	Critical Thinking through Argumentation and Debate OR	3.00
COMMST 125H	Critical Thinking through Argumentation and Debate-Honors	3.00
COMMST 140	Small Group Communication	3.00

Students must complete at least six (6) additional units from the following courses:

COMMST 111	Interpersonal Communication OR	3.00
COMMST 111H	Interpersonal Communication-Honors	3.00
COMMST 120	Oral Interpretation of Literature OR	3.00
COMMST 120H	Oral Interpretation of literature - Honors	3.00
COMMST 125	Critical Thinking through Argumentation and Debate OR	3.00
COMMST 125H	Critical Thinking through Argumentation and Debate-Honors	3.00
COMMST 135	Mass Communication in Society OR	3.00
JOUR 135	Mass Communication in Society	3.00
COMMST 140	Small Group Communication	3.00
COMMST 174	Communication in a Diverse World	3.00

Students must complete at least three (3) additional units from the following courses:

COMMST 120	Oral Interpretation of Literature OR	3.00
COMMST 120H	Oral Interpretation of literature - Honors	3.00
COMMST 135	Mass Communication in Society OR	3.00
JOUR 135	Mass Communication in Society	3.00
COMMST 174	Communication in a Diverse World	3.00
JOUR 120	Fundamentals of News Writing OR	3.00
ENGL 120	Fundamentals of News Writing	3.00
ANTHRO 102	Cultural Anthropology OR	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00
PSYCH 100	General Psychology OR	3.00
PSYCH 100H	General Psychology- Honors	3.00
SOC 100	Introduction to Sociology OR	3.00
SOC 100H	Introduction to Sociology-Honors	3.00

TOTAL CREDIT HOURS: 18.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%. Total credit hours specific to the degree: 18.00. 12.00 of the required units in this discipline have been approved for Distance Education delivery. This degree has been included in the Substantive Change Proposal because at least 48 units out of 60 or at least 80% of the units required to confer the degree can be completed through distance education**

Communication - Associate of Arts Degree

Major/Program Requirements

Required Courses:

COMMST 100	Elements of Public Speaking OR	3.00
COMMST 100H	Elements of Public Speaking- Honors	3.00
COMMST 111	Interpersonal Communication OR	3.00
COMMST 111H	Interpersonal Communication-Honors	3.00
COMMST 125	Critical Thinking through Argumentation and Debate OR	3.00
COMMST 125H	Critical Thinking through Argumentation and Debate-Honors OR	3.00
COMMST 140	Small Group Communication	3.00

Students must complete at least nine (9) additional units from the following courses:

COMMST 101	Advanced Public Speaking	3.00
COMMST 110	Voice and Diction OR	3.00
THART 110	Voice and Diction	3.00
COMMST 120	Oral Interpretation of Literature OR	3.00
COMMST 120H	Oral Interpretation of literature - Honors	3.00
COMMST 125	Critical Thinking through Argumentation and Debate OR	3.00
COMMST 125H	Critical Thinking through Argumentation and Debate-Honors	3.00
COMMST 135	Mass Communication in Society OR	3.00
JOUR 135	Mass Communication in Society	3.00
COMMST 145	Business Communication OR	4.00
BUSAD 145	Business Communication	4.00
COMMST 155	Human Relations in the Workplace OR	3.00
BUSAD 155	Human Relations in the Workplace	3.00
COMMST 140	Small Group Communication	3.00
COMMST 174	Communication in a Diverse World	3.00
COMMST 246ABCD	Special Studies in Communication	1.00
COMMST 247ABC	Special Studies in Communication	2.00
COMMST 248AB	Special Studies in Communication	3.00
JOUR 120	Fundamentals of News Writing OR	3.00
ENGL 120	Fundamentals of News Writing	3.00
ENGL 170	The Film Experience	3.00
MARKET 110	Advertising	3.00
SOC 130	Marriage, Family and Intimate Relationships	3.00

TOTAL CREDIT HOURS: 18.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00. 15.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 51 units out of 60 or at least 85% of the units required to confer the degree can be completed through distance education**

Computer Information Systems (CIS)

Computer Information Systems - Associate of Science Degree

Major/Program Requirements

Required Courses:

CIS 095	Employability Skills for Technical Careers	2.00
CIS 101	Introduction to Computer and Information Technology	3.00
CIS 130	Hardware and Information Technology	3.00
CIS 140	Introduction to Networks (Cisco CCNA 1)	4.00

One of the following courses:

CIS 104	Object Oriented Programming with Visual Basic	3.00
CIS 111	Web Page Programming and Design	3.00
CIS 113	Java Programming	3.00
CIS 114	C++ Programming I	3.00
CSCI 110	Introduction to Computer Science I	3.00

Students must select **ONE** area of emphasis from the following three options:

Emphasis in Programming:

Students must complete at least twelve (12) additional units from the following courses:

CIS 104	Object Oriented Programming with Visual Basic	3.00
CIS 105	Database Concepts and Design	3.00
CIS 113	Java Programming	3.00
CIS 114	C++ Programming I OR	3.00
CSCI 110	Introduction to Computer Science I	3.00
CIS 116	C++ Programming II OR	3.00
CSCI 120	Introduction to Computer Science II	3.00
CIS 117	Scripting	3.00
CIS 121	Android Application Development	3.00
CIS 125	Introduction to C#.net Programming	3.00
CIS 190D	Software Development Internship	1.00-3.00
MATH 102	College Algebra	4.00

Emphasis in Web Design:

Students must complete at least twelve (12) additional units from the following courses:

CIS 111	Web Page Programming and Design	3.00
CIS 117	Scripting	3.00
CIS 161	Website Design and Programming Using Dreamweaver	3.00
CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop OR	3.00
CIS 180	Computer Graphics with Adobe Illustrator	1.00-3.00
CIS 190A	Web Master Internship	3.00
CIS 211	Cascading Style Sheet (CSS) Web Design	3.00

Emphasis in Computer Assisted Graphic Design:

Students must complete at least twelve (12) additional units from the following courses:

CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 165	Introduction to 3D Modeling and Animation	3.00
CIS 166	Advanced 3D Modeling and Animation	3.00
CIS 180	Computer Graphics with Adobe Illustrator	1.00-3.00

CIS 182	Desktop Publishing with Adobe Indesign	1.00-3.00
CIS 184	Photoshop and Digital Photography	3.00
CIS 190E	Digital Media Design Internship	1.00-3.00
ART 120	Foundations of Two-Dimensional Design	3.00

TOTAL CREDIT HOURS: 27.00-29.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 27.00-29.00. 16.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 46 units out of 60 or at least 77% of the units required to confer the degree can be completed through distance education.**

Computer Science (CSCI)

Associate in Science in Computer Science for Transfer (AS-T) Degree

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

Major/Program Requirements

Required Courses:

CSCI 110	Introduction to Computer Science I	3.00
CSCI 120	Introduction to Computer Science II	3.00
CSCI 200	Discrete Structures OR	4.00
MATH 200	Discrete Structures	4.00
CSCI 240	Computer Organization and Assembly Language Programming	3.00
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
PHYSIC 250	College Physics I	4.00
PHYSIC 251	College Physics II	4.00

TOTAL CREDIT HOURS: 29.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 29.00. 9.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 45 units out of 68 or at least 66% of the units required to confer the degree can be completed through distance education.**

Computer Science-Associate of Science

Major/Program Requirements

Required Courses:

The Associate of Science degree in Computer Science at Crafton Hills College is designed to meet the needs of students transferring to a four-year university who intend to major in Computer Science or a related field of study

CSCI 110	Introduction to Computer Science I	3.00
CSCI 120	Introduction to Computer Science II	3.00
CSCI 200	Discrete Structures OR	4.00
MATH 200	Discrete Structures	4.00
CSCI 230	Introduction to Data Structures and Algorithms	3.00
CSCI 240	Computer Organization and Assembly Language Programming	3.00
MATH 250	Single Variable Calculus I	4.00

TOTAL CREDIT HOURS: 20.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 20.00. 12.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 48 units out of 60 or at least 80% of the units required to confer the degree can be completed through distance education.**

Economics (ECON)

Associate in Arts in Economics for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

ECON 200	Principles of Macroeconomics OR	3.00
ECON 200H	Principles of Macroeconomics-Honors	3.00
ECON 201	Principles of Microeconomics OR	3.00
ECON 201H	Principles of Microeconomics-Honors	3.00
MATH 110	Introduction to Probability and Statistics OR	4.00
PSYCH 120	Statistics for the Social and Behavioral Sciences	4.00
MATH 250	Single Variable Calculus I OR	4.00
MATH 141	Calculus for Business	4.00

Students must complete at least three (3) additional units from the following courses:

MATH 102	College Algebra	4.00
MATH 160	Precalculus	4.00
MATH 251	Single Variable Calculus II	4.00
ACCT 208	Introduction to Financial Accounting	4.00
ACCT 209	Introduction to Managerial Accounting	4.00
CIS 101	Introduction to Computer and Information Technology	3.00
BUSAD 145	Business Communication OR	4.00
COMMST 145	Business Communication	4.00

Students must complete at least an additional three (3) units from the following courses:

MATH 102	College Algebra	4.00
MATH 160	Precalculus	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	5.00
MATH 265	Linear Algebra	4.00
ACCT 208	Introduction to Financial Accounting	4.00
ACCT 209	Introduction to Managerial Accounting	4.00
CIS 101	Introduction to Computer and Information Technology	3.00
BUSAD 145	Business Communication OR	4.00
COMMST 145	Business Communication	4.00

TOTAL CREDIT HOURS: 20.00-23.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 20.00-23.00. 12.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 48 units out of 60 or at least 80% of the units required to confer the degree can be completed through distance education.**

English (ENGL)

Associate in Arts in English for Transfer (AA-T) Degree...

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

Major/Program Requirements

Required Courses:

ENGL 152H	Intermediate Composition and Literature - Honors	4.00
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Students must complete at least six (6) units from the following courses:

ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World literature from the 17th Century to the Present	3.00

Students must complete at least six (6) additional units from the following courses:

ENGL 102	Intermediate Composition and Critical Thinking OR	4.00
ENGL 102H	Intermediate Composition and Critical Thinking-Honors	4.00
ENGL 232	Creative Writing	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World literature from the 17th Century to the Present	3.00

Students must complete at least three (3) additional units from the following courses:

ENGL 108	World Drama I OR	3.00
THART 108	World Drama I	3.00
ENGL 109	World Drama II OR	3.00
THART 109	World Drama II	3.00
ENGL 120	Fundamentals of News Writing OR	3.00
JOUR 120	Fundamentals of News Writing	3.00
ENGL 127	Introductory Literary Magazine Production: The Sand Canyon Review	3.00
ENGL 150	Classical Mythology	3.00
ENGL 155	Children's Literature OR	3.00
ENGL 155H	Children's Literature-Honors	3.00
ENGL 160	Literature by Women	3.00
ENGL 163	Chicano/Latino Literature	3.00
ENGL 170	The Film Experience	3.00
ENGL 175	Literature and Religion of the Bible OR	3.00
RELIG 175	Literature and Religion of the Bible	3.00
ENGL 226	Play and Screenplay Analysis OR	3.00
THART 226	Play and Screenplay Analysis	3.00
ENGL 232	Creative Writing	3.00
ENGL 250	Fiction	3.00
ENGL 260	Survey of American Literature I	3.00

ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 275	Shakespeare	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World literature from the 17th Century to the Present	3.00
ARABIC 101	College Arabic I	5.00
ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	5.00
ARABIC 104	College Arabic IV	5.00
COMMST 120	Oral Interpretation of Literature OR	3.00
COMMST 120H	Oral Interpretation of literature - Honors	3.00
COMMST 145	Business Communication OR	4.00
BUSAD 145	Business Communication	4.00
FRENCH 101	College French I	5.00
FRENCH 102	College French II	5.00
FRENCH 103	College French III	5.00
FRENCH 104	College French IV	5.00
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00
JAPN 101	College Japanese I	5.00
JAPN 102	College Japanese II	5.00
JAPN 103	College Japanese III	5.00
JAPN 104	College Japanese IV	5.00
RUS 101	College Russian I	5.00
RUS 102	College Russian II	5.00
SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00
THART 100	Introduction to Theatre OR	3.00
THART 100H	Introduction to Theatre-Honors	3.00

TOTAL CREDIT HOURS: 19.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 19.00. 7.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 43 units out of 60 or at least 72% of the units required to confer the degree can be completed through distance education.**

English - Associate of Arts Degree

Major/Program Requirements

Required Courses:

ENGL 101	Freshman Composition OR	4.00
ENGL 101H	Freshman Composition-Honors	4.00
ENGL 102	Intermediate Composition and Critical Thinking OR	4.00
ENGL 102H	Intermediate Composition and Critical Thinking-Honors OR	4.00
ENGL 152H	Intermediate Composition and Literature	4.00

Student must complete at least six (6) units from the following courses:

ENGL 270 and ENGL 271: Recommended for students planning on transferring to California State University, San Bernardino

ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00

Student must complete at least six (6) additional units from the following courses:

ENGL 150	Classical Mythology	3.00
ENGL 155	Children's Literature OR	3.00
ENGL 155H	Children's Literature-Honors	3.00
ENGL 160	Literature by Women	3.00
ENGL 163	Chicano/Latino Literature	3.00
ENGL 170	The Film Experience	3.00
ENGL 175	Literature and Religion of the Bible OR	3.00
RELIG 175	Literature and Religion of the Bible	3.00
ENGL 232	Creative Writing	3.00
ENGL 250	Fiction	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 275	Shakespeare	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World literature from the 17th Century to the Present	3.00

TOTAL CREDIT HOURS: 20.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 20.00. 14.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 50 units out of 60 or at least 83% of the units required to confer the degree can be completed through distance education.**

Fire Technology (FIRET)

Fire Technology - Associate of Science Degree

Major/Program Requirements

Required Courses:

FIRET 100	Fire Protection Organization	3.00
FIRET 101	Fire Prevention Technology	3.00
FIRET 102	Fire Behavior and Combustion	3.00
FIRET 103	Fire Protection Systems	3.00
FIRET 114	Principles of Fire and Emergency Services Safety and Survival	3.00
FIRET 116	Building Construction for Fire Protection	3.00

A minimum of 5.50 units are to be selected from the following courses:

FIRET 082	Fire Prevention 1A	2.50
FIRET 083	Fire Prevention 1B	2.50
FIRET 084	Fire Management 1	2.50
FIRET 085	Fire Command 1A	2.50
FIRET 086	Fire Command 1B	2.50
FIRET 087	Fire Investigation 1A	2.50
FIRET 088	Fire Investigation 1B	2.50
FIRET 104	Fire Apparatus and Equipment	3.00
FIRET 106	Fire Protection Hydraulics and Water Supply	3.00
FIRET 111	Public Education Officer	2.50
FIRET 112	Fire Control Fire Aircraft Rescue and Firefighting	2.50
FIRET 113	Fire Service Career Preparation	3.00
FIRET 118	Wildland Fire Control	3.00
FIRET 183	Aircraft Accidents	2.50

TOTAL CREDIT HOURS: 23.50

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 23.50. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 36 units out of 60 or at least 60% of the units required to confer the degree can be completed through distance education.**

French (FRENCH)

French - Associate of Arts Degree

The French program at Crafton Hills College provides students an opportunity to communicate in French as well as an understanding of French culture.

Major/Program Requirements

Required Courses:

FRENCH 101	College French I	5.00
FRENCH 102	College French II	5.00
FRENCH 103	College French III	5.00
FRENCH 104	College French IV	5.00

TOTAL CREDIT HOURS: 20.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 20.00. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 36 units out of 60 or at least 60% of the units required to confer the degree can be completed through distance education.**

Geography (GEOG)

Associate in Arts in Geography for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

GEOG 102	Cultural Geography OR	3.00
GEOG 102H	Cultural Geography-Honors	3.00
GEOG 110	Physical Geography OR	3.00
GEOG 110H	Physical Geography-Honors	3.00
GEOG 111	Physical Geography Laboratory OR	1.00
GEOG 111H	Physical Geography Laboratory-Honors	1.00

Students must complete at least six (6) units from the following courses:

Required Courses, List A

GEOG 114	Investigations in Weather and Climate OR	4.00
GEOG 115	Elements of Weather and Climate	3.00
GEOG 120	World Regional Geography	3.00
GEOG 126	Geography of California	3.00

Students must complete six (6) additional units from the following courses:

Required Courses, List B

GEOL 100	Physical Geology OR	4.00
GEOL 100H	Physical Geology-Honors OR	4.00
GEOL 101	Introduction to Geology OR	3.00
GEOL 101H	Introduction to Geology-Honors AND	3.00
GEOL 160	Geology Laboratory	1.00
GIS 175	Introduction to Information Mapping	3.00
ANTHRO 102	Cultural Anthropology OR	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00
GEOG 114	Investigations in Weather and Climate	4.00
GEOG 115	Elements of Weather and Climate	3.00
GEOG 120	World Regional Geography	3.00
GEOG 126	Geography of California	3.00

TOTAL CREDIT HOURS: 19.00-20.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 19.00-20.00. 6.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 42 units out of 60 or at least 70% of the units required to confer the degree can be completed through distance education**

Geography - Associate of Science Degree

Major/Program Requirements

Required Courses:

GEOG 102	Cultural Geography OR	3.00
GEOG 102H	Cultural Geography-Honors	3.00
GEOG 110	Physical Geography OR	3.00
GEOG 110H	Physical Geography-Honors	3.00
GEOG 111	Physical Geography Laboratory OR	1.00
GEOG 111H	Physical Geography Laboratory-Honors	1.00
GEOL 100	Physical Geology OR	4.00
GEOL 100H	Physical Geology-Honors OR	4.00
GEOL 160	Geology Laboratory AND	1.00
GEOL 101	Introduction to Geology OR	3.00
GEOL 101H	Introduction to Geology-Honors	3.00
GIS 175	Introduction to Information Mapping	3.00

Students must complete at least eight (8) units from the following courses:

GEOG 120	World Regional Geography	3.00
GEOG 126	Geography of California	3.00
ANTHRO 102	Cultural Anthropology OR	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00
ANTHRO 106	Biological Anthropology OR	3.00
ANTHRO 106H	Biological Anthropology-Honors	3.00
CHEM 101	Introduction to Chemistry OR	4.00
CHEM 150	General Chemistry I OR	5.00
CHEM 150H	General Chemistry I-Honors	5.00
CHEM 151	General Chemistry II OR	5.00
CHEM 151H	General Chemistry II-Honors	5.00
GEOL 170	Geologic History of the Great Basin	1.00
GEOL 175	Geology of the Eastern Mojave Desert	1.00
GEOL 177	Geology of the High Desert and Western Mojave Desert Region	1.00
GEOL 180	Geology of Joshua Tree National Park	1.00
GEOL 181	Geology of the Anza Borrego Region	1.00
GEOL 190	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 250	Geology of California	3.00
GEOL 270	Geology of the Eastern Sierra Nevada	1.00
MATH 103	Plane Trigonometry	4.00
POLIT 102	California Politics and Culture	3.00

TOTAL CREDIT HOURS: 22.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 22.00. 11.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 47 units out of 60 or at least 78% of the units required to confer the degree can be completed through distance education.**

Geology (GEOL)

Associate in Science in Geology for Transfer (AS-T) Degree

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

Major/Program Requirements

Required Courses:

GEOL 100	Physical Geology OR	4.00
GEOL 100H	Physical Geology-Honors OR	4.00
GEOL 160	Geology Laboratory AND	1.00
GEOL 101	Introduction to Geology OR	3.00
GEOL 101H	Introduction to Geology-Honors	3.00
GEOL 112	Historical Geology	4.00
GEOL 150	Geology and the Environment OR	3.00
GEOL 150H	Geology and the Environment-Honors	3.00
CHEM 150	General Chemistry I OR	5.00
CHEM 150H	General Chemistry I-Honors	5.00
CHEM 151	General Chemistry II OR	5.00
CHEM 151H	General Chemistry II-Honors	5.00
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00

Recommended Courses.

BIOL 100	General Biology	4.00
MATH 252	Multivariable Calculus	5.00
PHYSIC 250	College Physics I	4.00
PHYSIC 251	College Physics II	4.00
PHYSIC 252	College Physics III	4.00

TOTAL CREDIT HOURS: 26.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 26.00. 3.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 39 units out of 65 or at least 60% of the units required to confer the degree can be completed through distance education.**

History (HIST)

Associate in Arts in History for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

HIST 100	History of the United States to 1877 OR	3.00
HIST 100H	History of the United States to 1877- Honors	3.00
HIST 101	History of the United States 1865 to Present OR	3.00
HIST 101H	History of the United States 1865 to Present	3.00
HIST 170	World Civilizations (3500 BCE-1500 CE) OR	3.00
HIST 170H	World Civilizations (3500 BCE-1500 CE)	3.00
HIST 171	World Civilizations (1500 CE to the Present) OR	3.00
HIST 171H	World Civilizations (1500 CE to the Present)	3.00

Students must complete at least three (3) units from the following courses:

HIST 107	The United States and the North American Indians OR	3.00
ANTHRO 107	The United States and the North American Indians	3.00
ARABIC 101	College Arabic I	5.00
ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	5.00
ARABIC 104	College Arabic IV	5.00
ASL 101	American Sign Language I	4.00
ASL 102	American Sign Language II	4.00
ASL 103	American Sign Language III	4.00
ASL 104	American Sign Language IV	4.00
COMMST 174	Communication in a Diverse World	3.00
ENGL 160	Literature by Women	3.00
ENGL 163	Chicano/Latino Literature	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World literature from the 17th Century to the Present	3.00
FRENCH 101	College French I	5.00
FRENCH 102	College French II	5.00
FRENCH 103	College French III	5.00
FRENCH 104	College French IV	5.00
JAPN 101	College Japanese I	5.00
JAPN 102	College Japanese II	5.00
JAPN 103	College Japanese III	5.00
JAPN 104	College Japanese IV	5.00
MCS 110	The American Deaf Experience: Introduction to Deaf Studies	3.00
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
RELIG 101	Introduction to World Religions OR	3.00
RELIG 101H	Introduction to World Religions-Honors	3.00
RELIG 110	Tribal and Ethnic Religions OR	3.00
ANTHRO 110	Tribal and Ethnic Religions	3.00
RUS 101	College Russian I	5.00
RUS 102	College Russian II	5.00

SOC 141	Minority Relations	3.00
SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00
<i>Students must complete at least three (3) additional units from the following courses:</i>		
HIST 107	The United States and the North American Indians OR	3.00
ANTHRO 107	The United States and the North American Indians	3.00
HIST 135	Religion in America OR	3.00
RELIG 135	Religion in America	3.00
ANTHRO 102	Cultural Anthropology OR	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00
HIST 145	California History	3.00
ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Contemporary Art	3.00
ECON 100	Introduction to Economics	3.00
ECON 200	Principles of Macroeconomics OR	3.00
ECON 200H	Principles of Macroeconomics-Honors	3.00
ECON 201	Principles of Microeconomics OR	3.00
ECON 201H	Principles of Microeconomics-Honors	3.00
GEOG 120	World Regional Geography	3.00
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00
HUM 140	Humanities Through the Arts	3.00
JOUR 135	Mass Communication in Society OR	3.00
COMMST 135	Mass Communication in Society	3.00
MUSIC 103	Appreciation of American Popular Music OR	3.00
MUSIC 103H	Appreciation of American Popular Music-Honors	3.00
MUSIC 120	Appreciation of Musical Literature OR	3.00
MUSIC 120H	Appreciation of Musical Literature- Honors	3.00
MUSIC 134	Jazz History	3.00
PHIL 101	Introduction to Philosophy OR	3.00
PHIL 101H	Introduction to Philosophy-Honors	3.00
POLIT 100	American Politics OR	3.00
POLIT 100H	American Politics-Honors	3.00
POLIT 102	California Politics and Culture	3.00
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
POLIT 110	Introduction to Political Theory	3.00
PSYCH 100	General Psychology OR	3.00
PSYCH 100H	General Psychology- Honors	3.00
RELIG 100	Introduction to Religious Studies OR	3.00
RELIG 100H	Introduction to Religious Studies-Honors	3.00
RELIG 101	Introduction to World Religions OR	3.00
RELIG 101H	Introduction to World Religions-Honors	3.00
RELIG 110	Tribal and Ethnic Religions OR	3.00
ANTHRO 110	Tribal and Ethnic Religions	3.00
SOC 100	Introduction to Sociology OR	3.00
SOC 100H	Introduction to Sociology-Honors	3.00

TOTAL CREDIT HOURS: 18.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00. 12.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 48 units out of 60 or at least 80% of the units required to confer the degree can be completed through distance education**

History - Associate of Arts Degree

Major/Program Requirements

Required Courses:

HIST 100	History of the United States to 1877 OR	3.00
HIST 100H	History of the United States to 1877- Honors	3.00
HIST 101	History of the United States 1865 to Present OR	3.00
HIST 101H	History of the United States 1865 to Present- Honors	3.00
HIST 170	World Civilizations (3500 BCE-1500 CE) OR	3.00
HIST 170H	World Civilizations (3500 BCE-1500 CE) - Honors	3.00
HIST 171	World Civilizations (1500 CE to the Present) OR	3.00
HIST 171H	World Civilizations (1500 CE to the Present) - Honors	3.00
<i>Students must complete at least six (6) units from the following courses:</i>		
HIST 107	The United States and the North American Indians OR	3.00
ANTHRO 107	The United States and the North American Indians	3.00
HIST 135	Religion in America OR	3.00
RELIG 135	Religion in America	3.00
HIST 145	California History	3.00
ANTHRO 102	Cultural Anthropology OR	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00
ANTHRO 110	Tribal and Ethnic Religions OR	3.00
RELIG 110	Tribal and Ethnic Religions	3.00
ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Contemporary Art	3.00
ECON 100	Introduction to Economics	3.00
ECON 200	Principles of Macroeconomics OR	3.00
ECON 200H	Principles of Macroeconomics-Honors	3.00
ECON 201	Principles of Microeconomics OR	3.00
ECON 201H	Principles of Microeconomics-Honors	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World literature from the 17th Century to the Present	3.00
GEOG 102	Cultural Geography OR	3.00
GEOG 102H	Cultural Geography-Honors	3.00
GEOG 120	World Regional Geography OR	3.00
GEOG 126	Geography of California	3.00
MUSIC 103	Appreciation of American Popular Music OR	3.00
MUSIC 103H	Appreciation of American Popular Music-Honors	3.00
MUSIC 120	Appreciation of Musical Literature OR	3.00
MUSIC 120H	Appreciation of Musical Literature- Honors	3.00
MUSIC 134	Jazz History	3.00
PHIL 101	Introduction to Philosophy OR	3.00
PHIL 101H	Introduction to Philosophy-Honors	3.00
POLIT 100	American Politics OR	3.00
POLIT 100H	American Politics-Honors	3.00
POLIT 102	California Politics and Culture	3.00
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00

POLIT 110	Introduction to Political Theory	3.00
RELIG 100	Introduction to Religious Studies OR	3.00
RELIG 100H	Introduction to Religious Studies-Honors	3.00
RELIG 101	Introduction to World Religions OR	3.00
RELIG 101H	Introduction to World Religions-Honors	3.00
RELIG 113	Introduction to Eastern Religions	3.00
RELIG 176	Jesus and His Interpreters	3.00
SOC 100	Introduction to Sociology OR	3.00
SOC 100H	Introduction to Sociology-Honors	3.00
SOC 141	Minority Relations	3.00
THART 108	World Drama I OR	3.00
ENGL 108	World Drama I	3.00
THART 109	World Drama II OR	3.00
ENGL 109	World Drama II	3.00

TOTAL CREDIT HOURS: 18.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00. 12.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 48 units out of 60 or at least 80% of the units required to confer the degree can be completed through distance education.**

Japanese (JAPN)

Japanese - Associate of Arts Degree

Major/Program Requirements

Required Courses:

JAPN 101	College Japanese I	5.00
JAPN 102	College Japanese II	5.00
JAPN 103	College Japanese III	5.00
JAPN 104	College Japanese IV	5.00

TOTAL CREDIT HOURS: 20.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 20.00. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 36 units out of 60 or at least 60% of the units required to confer the degree can be completed through distance education.**

Kinesiology

Associate in Arts in Kinesiology for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

KIN 200	Introduction to Kinesiology	3.00
ANAT 150	Human Anatomy and Physiology I	4.00
ANAT 151	Human Anatomy and Physiology II	4.00

Students must complete one (1) unit from any three (3) of the following movement-based course areas:

Aquatics

KIN/S 164A	Swimming I	.50-1.00
KIN/S 164B	Swimming II	.50-1.00
KIN/S 164C	Swimming III	.50-1.00
KIN/S 164D	Swimming IV	.50-1.00
KIN/F 173A	Water Aerobics and Deep Water Exercise I	.50-1.00
KIN/F 173B	Water Aerobics and Deep Water Exercise II	.50-1.00
KIN/F 173C	Water Aerobics and Deep Water Exercise III	.50-1.00
KIN/F 173D	Water Aerobics and Deep Water Exercise IV	.50-1.00

Combatives

KIN/S 159A	Karate I	.50-1.00
KIN/S 159B	Karate II	.50-1.00
KIN/S 159C	Karate III	.50-1.00
KIN/S 159D	Karate IV	.50-1.00

Team Sports

KIN/S 116A	Soccer I	.50-1.00
KIN/S 116B	Soccer II	.50-1.00
KIN/S 116C	Soccer III	.50-1.00
KIN/S 116D	Soccer IV	.50-1.00
KIN/S 193A	Softball I	.50-1.00
KIN/S 193B	Softball II	.50-1.00
KIN/S 193C	Softball III	.50-1.00
KIN/S 193D	Softball IV	.50-1.00

Individual Sports

KIN/S 120A	Golf I	.50-1.00
KIN/S 120B	Golf II	.50-1.00
KIN/S 120C	Golf III	.50-1.00
KIN/S 120D	Golf IV	.50-1.00
KIN/S 148A	Tennis I	.50-1.00
KIN/S 148B	Tennis II	.50-1.00
KIN/S 148C	Tennis III	.50-1.00
KIN/S 148D	Tennis IV	.50-1.00

Fitness

KIN/F 105A	Aerobic Conditioning I	.50-1.00
KIN/F 105B	Aerobic Conditioning II	.50-1.00

KIN/F 105C	Aerobic Conditioning III	.50-1.00
KIN/F 105D	Aerobic Conditioning IV	.50-1.00
KIN/F 108A	Resistance and Weight Training I	.50-1.00
KIN/F 108B	Resistance and Weight Training II	.50-1.00
KIN/F 108C	Resistance and Weight Training III	.50-1.00
KIN/F 108D	Resistance and Weight Training IV	.50-1.00
KIN/F 127A	Walking for Fitness I	.50-1.00
KIN/F 127B	Walking for Fitness II	.50-1.00
KIN/F 127C	Walking for Fitness III	.50-1.00
KIN/F 127D	Walking for Fitness IV	.50-1.00
KIN/F 168A	Yoga I	.50-1.00
KIN/F 168B	Yoga II	.50-1.00
KIN/F 168C	Yoga III	.50-1.00
KIN/F 168D	Yoga IV	.50-1.00
KIN/F 190A	Tai Chi I	.50-1.00
KIN/F 190B	Tai Chi II	.50-1.00
KIN/F 190C	Tai Chi III	.50-1.00
KIN/F 190D	Tai Chi IV	.50-1.00

Dance

KIN/D 163A/DANCE 163A	Ballroom/Swing/Salsa I	.50-1.00
KIN/D 163B/DANCE 163B	Ballroom/Swing/Salsa II	.50-1.00
KIN/D 163C/DANCE 163C	Ballroom/Swing Salsa III	.50-1.00
KIN/D 163D/DANCE 163D	Ballroom/Swing Salsa IV	.50-1.00

Students must complete at least six (6) additional units from the following list:

MATH 110	Introduction to Probability and Statistics	4.00
CHEM 150	General Chemistry I OR	5.00
CHEM 150H	General Chemistry I-Honors	5.00
PHYSIC 110	General Physics I OR	4.00
PHYSIC 250	College Physics I	4.00
KIN 231	First Aid and CPR	3.00

TOTAL CREDIT HOURS: 21.00-23.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 21.00-23.00. 3.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 39 units out of 60 or at least 65% of the units required to confer the degree can be completed through distance education.**

Mathematics (MATH)

Associate in Science in Mathematics for Transfer (AS-T) Degree

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

Major/Program Requirements

Required Courses:

MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	5.00

Students must complete at least six (6) units from the following courses, with at least three (3) units from Group A:

Group A

MATH 265	Linear Algebra	4.00
MATH 266	Introduction to Ordinary Differential Equations	4.00

Group B

MATH 255	Computer-Based Problems for Calculus	1.00- 2.00
MATH 110	Introduction to Probability and Statistics	4.00
CIS 114	C++ Programming I	3.00
CIS 116	C++ Programming II	3.00
PHYSIC 250	College Physics I	4.00
CSCI 110	Introduction to Computer Science I	3.00
CSCI 120	Introduction to Computer Science II	3.00

TOTAL CREDIT HOURS: 19.00-21.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 19.00-21.00. 3.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 39 units out of 60 or at least 65% of the units required to confer the degree can be completed through distance education**

Mathematics - Associate of Science Degree

The Mathematics department offers a major program which may be adapted to serve a variety of needs and interests. Students may develop elective patterns which will prepare them to transfer to an upper division mathematics program or for employment.

Major/Program Requirements

Required Courses:

MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	5.00

Students must complete at least five (5) units from the following courses:

MATH 115	The Ideas of Mathematics	3.00
MATH 200	Discrete Structures OR	4.00
CSCI 200	Discrete Structures	4.00
MATH 265	Linear Algebra	4.00
MATH 266	Introduction to Ordinary Differential Equations	4.00
CIS 114	C++ Programming I	3.00
CIS 116	C++ Programming II	3.00
PHYSIC 110	General Physics I	4.00
PHYSIC 111	General Physics II	4.00
PHYSIC 250	College Physics I	4.00
PHYSIC 251	College Physics II	4.00
PHYSIC 252	College Physics III	4.00
MATH 110	Introduction to Probability and Statistics	4.00
CSCI 110	Introduction to Computer Science I	3.00
CSCI 120	Introduction to Computer Science II	3.00
MATH 255	Computer-Based Problems for Calculus	1.00- 2.00

TOTAL CREDIT HOURS: 18.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00. 5.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 41 units out of 60 or at least 68% of the units required to confer the degree can be completed through distance education**

Multidisciplinary Degrees

Multidisciplinary degrees are designed for students who have broad interest in a particular area that expands beyond a single discipline. These degrees provide an option to students wishing to explore a variety of related disciplines or to prepare for any number of fields. Students will need to complete CHC's general education requirements to earn these degrees. The discipline-specific courses may not prepare students for transferring into a major at a four-year college.

Multidisciplinary Associate of Arts Fine Arts Degree

The Associate of Arts Fine Arts degree focuses on the development of creative expression and critical inquiry in music and the arts. Students will appreciate the value of artistic expression and human creativity in the fine arts and evaluate them as part of human culture and human creativity. This degree is multidisciplinary giving students the knowledge and experience in theatre arts, the visual arts, music and dance.

Major/Program Requirements

Required Courses:

A minimum of six (6) units must be taken from the following courses in at least two disciplines.

ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Contemporary Art	3.00
MUSIC 103	Appreciation of American Popular Music OR	3.00
<i>MUSIC 103H</i>	<i>Appreciation of American Popular Music-Honors</i>	<i>3.00</i>
MUSIC 120	Appreciation of Musical Literature OR	3.00
<i>MUSIC 120H</i>	<i>Appreciation of Musical Literature- Honors</i>	<i>3.00</i>
THART 100	Introduction to Theatre OR	3.00
THART 100H	Introduction to Theatre-Honors	3.00

Students must complete at least (12) twelve additional units from the following courses in at least two disciplines:

Art

ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Contemporary Art	3.00
ART 105	History of Modern Art	3.00
ART 119	Digital Video Production	3.00
ART 120	Foundations of Two-Dimensional Design	3.00
ART 121	Foundations of Three-Dimensional Design	3.00
ART 124	Drawing I	3.00
ART 126	Painting I	3.00
ART 132	Life Drawing I	3.00
ART 175	Sculpture	3.00
ART 200	Printmaking	3.00
ART 204	Contemporary Topics in American Art	1.00
ART 226	Painting II	3.00
ART 232	Life Drawing II	3.00

Music

MUSIC 100	Fundamental Skills in Music	3.00
MUSIC 101	Music Theory I	4.00
MUSIC 102	Music Theory II	4.00
MUSIC 103	Appreciation of American Popular Music OR	3.00
MUSIC 103H	Appreciation of American Popular Music-Honors	3.00
MUSIC 120	Appreciation of Musical Literature OR	3.00
MUSIC 120H	Appreciation of Musical Literature- Honors	3.00
MUSIC 132	Guitar I	2.00
MUSIC 133	Guitar II	2.00
MUSIC 134	Jazz History	3.00
MUSIC 135	Piano I	2.00
MUSIC 136	Piano II	2.00
MUSIC 150X4	Concert Choir	1.00
MUSIC 164X4	Concert Band	2.00
MUSIC 174X4	Jazz Band	1.00

MUSIC 179X4	Contemporary Ensemble	2.00
MUSIC 180X4	Musical Theatre Workshop	2.00
MUSIC 190	Songwriting and Composition	3.00
MUSIC 195	Music Technology and Recording	4.00
MUSIC 201	Music Theory III	4.00
MUSIC 202	Music Theory IV	4.00
MUSIC 232	Guitar III	2.00
MUSIC 233	Guitar IV	2.00
MUSIC 235	Piano III	2.00
MUSIC 236	Piano IV	2.00

Theatre Arts

THART 100	Introduction to Theatre OR	3.00
THART 100H	Introduction to Theatre-Honors	3.00
THART 108	World Drama I OR	3.00
ENGL 108	World Drama I	3.00
THART 109	World Drama II OR	3.00
ENGL 109	World Drama II	3.00
THART 110	Voice and Diction OR	3.00
COMMST 110	Voice and Diction	3.00
THART 120	Beginning Acting	3.00
THART 124X2	Beginning Performance Workshop	3.00
THART 133	Audition Techniques	1.00
THART 134X4	Technical Theatre Workshop	1.00
THART 140X2	Intermediate Performance Workshop	3.00
THART 145	Advanced Theatre Practicum I	3.00
THART 150	Summer Theatre Workshop OR	3.00
DANCE 174	Dance Production Workshop	2.00
THART 176	Fundamentals of Stagecraft I	3.00
THART 179	Fundamentals of Stagecraft II	3.00
THART 205	Play Directing	3.00
THART 220	Intermediate Acting	3.00
THART 221	Advanced Acting	3.00
THART 226	Play and Screenplay Analysis OR	3.00
ENGL 226	Play and Screenplay Analysis	3.00
THART 245	Advanced Theatre Practicum II	3.00
THART 250	Advanced Summer Theatre Workshop	3.00

TOTAL CREDIT HOURS: 18.00

CHC GE-breadth requirements: 28 units. 25 of which or 90% can be completed by taking one of several GE courses approved for Distance Education delivery. **14 or 100% of the additional elective units needed to reach 60 all of which can be completed through distance education.**

Total credit hours specific to the degree: 18.00. 15.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 54 units out of 60 or at least 90% of the units required to confer the degree can be completed through distance education**

Multidisciplinary Associate of Arts Humanities Degree

The Associate of Arts degree in Humanities emphasizes the study of cultural, literary, humanistic and artistic expression within the context of the human experience. Students will evaluate and interpret the ways in which people in different cultures have responded to themselves and the world around them throughout history. This degree is multidisciplinary, preparing students to transfer into majors such as history, English, philosophy, religious studies and other areas in the humanities.

Major/Program Requirements

Required Core Courses:

A minimum of three (3) three units must be taken from each of the following groups.

History and Civilization

HIST 170	World Civilizations (3500 BCE-1500 CE) OR	3.00
HIST 170H	World Civilizations (3500 BCE-1500 CE) - Honors	3.00
HIST 171	World Civilizations (1500 CE to the Present) OR	3.00
HIST 171H	World Civilizations (1500 CE to the Present) - Honors	3.00
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00

Philosophy and Religion

PHIL 101	Introduction to Philosophy OR	3.00
PHIL 101H	Introduction to Philosophy-Honors	3.00
PHIL 105	Introduction to Ethics: Moral Values in Today's Society OR	3.00
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society-Honors	3.00
RELIG 100	Introduction to Religious Studies OR	3.00
RELIG 100H	Introduction to Religious Studies-Honors	3.00
RELIG 101	Introduction to World Religions OR	3.00
RELIG 101H	Introduction to World Religions-Honors	3.00
RELIG 110	Tribal and Ethnic Religions OR	3.00
ANTHRO 110	Tribal and Ethnic Religions	3.00
RELIG 135	Religion in America OR	3.00
HIST 135	Religion in America	3.00
RELIG 175	Literature and Religion of the Bible	3.00
ENGL 175	Literature and Religion of the Bible	3.00
RELIG 113	Introduction to Eastern Religions	3.00
RELIG 176	Jesus and His Interpreters	3.00
ENGL 150	Classical Mythology	3.00

Fine Arts

ART 105	History of Modern Art	3.00
ENGL 170	The Film Experience	3.00
HUM 140	Humanities Through the Arts	3.00
MUSIC 103	Appreciation of American Popular Music OR	3.00
MUSIC 103H	Appreciation of American Popular Music-Honors	3.00
MUSIC 120	Appreciation of Musical Literature OR	3.00
MUSIC 120H	Appreciation of Musical Literature- Honors	3.00
MUSIC 134	Jazz History	3.00
THART 100	Introduction to Theatre OR	3.00
THART 100H	Introduction to Theatre-Honors	3.00

Literature

ENGL 155	Children's Literature OR	3.00
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ENGL 155H	Children's Literature-Honors	3.00
ENGL 160	Literature by Women	3.00
ENGL 163	Chicano/Latino Literature	3.00
ENGL 250	Fiction	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 275	Shakespeare	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World literature from the 17th Century to the Present	3.00

One of the following:

ENGL 108	World Drama I	3.00
THART 108	World Drama I	3.00
THART 109	World Drama II	3.00

TOTAL CREDIT HOURS: 18.00

CHC GE-breadth requirements: 28 units. 25 of which or 90% can be completed by taking one of several GE courses approved for Distance Education delivery. **14 or 100% of the additional elective units needed to reach 60 all of which can be completed through distance education.**

Total credit hours specific to the degree: 18.00. 12.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 51 units out of 60 or at least 85% of the units required to confer the degree can be completed through distance education**

Multidisciplinary Associate of Arts Liberal Studies - Teacher Preparation Degree

The Associate of Arts Liberal Studies-Teacher Preparation degree is designed for students intending to transfer to a four-year college or university with the goal of a career in teaching.

The courses in the degree satisfy CHC general education requirements for the associate degree, prepare students for the majority of their lower division courses in education, and fulfill the IGETC and CSU Breadth general education requirements and the courses needed for a degree in liberal studies at transfer institutions.

Major/Program Requirements

Required Courses:

CD 105	Child Growth and Development	3.00
CD 211	Observation and Methods in School-Age Development OR	3.00
CD 212	Observation and Methods in Early Child Development	3.00
CD 295	Elementary Laboratory	3.00
EDU 290	Introduction to Education	3.00

Students must complete at least (6) six units from the following courses:

CD 182	Teaching in a Diverse Society	3.00
CIS 101	Introduction to Computer and Information Technology OR	3.00
<i>BUSAD 230</i>	<i>Using Computers for Business</i>	<i>3.00</i>

Required General Education Courses:

Students should complete the following courses to fulfill the general education requirements of the associate degree.

BIOL 100	General Biology	4.00
MATH 115	The Ideas of Mathematics	3.00
HEALTH 102	Biological Principles of Health	3.00
CHEM 101	Introduction to Chemistry OR	4.00
PHYSIC 100	Introduction to Physics	4.00
ENGL 101	Freshman Composition OR	4.00
ENGL 101H	Freshman Composition-Honors	4.00
POLIT 100	American Politics OR	3.00
POLIT 100H	American Politics-Honors	3.00

Students must complete at least (3) three additional units from the following courses:

HIST 100H	History of the United States to 1877- Honors	3.00
HIST 101	History of the United States 1865 to Present OR	3.00
HIST 101H	History of the United States 1865 to Present- Honors	3.00

Students must complete at least (3) three additional units from the following courses:

ENGL 152H	Intermediate Composition and Literature - Honors	4.00
ENGL 155	Children's Literature OR	3.00
ENGL 155H	Children's Literature-Honors	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World literature from the 17th Century to the Present	3.00
ENGL 108	World Drama I OR	3.00
THART 108	World Drama I	3.00
ENGL 109	World Drama II OR	3.00
THART 109	World Drama II	3.00

Students must complete at least (4) four additional units from the following courses:

ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	5.00
ARABIC 104	College Arabic IV	5.00

ASL 102	American Sign Language II	4.00
ASL 103	American Sign Language III	4.00
ASL 104	American Sign Language IV	4.00
FRENCH 102	College French II	5.00
FRENCH 103	College French III	5.00
FRENCH 104	College French IV	5.00
JAPN 102	College Japanese II	5.00
JAPN 103	College Japanese III	5.00
JAPN 104	College Japanese IV	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00

Students must complete at least (3) three additional units from the following courses:

HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00
PHIL 101	Introduction to Philosophy OR	3.00
PHIL 101H	Introduction to Philosophy-Honors	3.00
PHIL 105	Introduction to Ethics: Moral Values in Today's Society OR	3.00
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society-Honors	3.00
RELIG 100	Introduction to Religious Studies OR	3.00
RELIG 100H	Introduction to Religious Studies-Honors	3.00
RELIG 101	Introduction to World Religions OR	3.00
RELIG 101H	Introduction to World Religions-Honors	3.00

Students must complete at least (3) three additional units from the following courses:

ART 100	Art History I: Prehistoric Art to Medieval Art	3.00
ART 102	Art History II: Renaissance Art to Contemporary Art	3.00
MUSIC 120	Appreciation of Musical Literature OR	3.00
MUSIC 120H	Appreciation of Musical Literature- Honors	3.00
THART 100	Introduction to Theatre OR	3.00
THART 100H	Introduction to Theatre-Honors	3.00

Students must complete at least (3) three additional units from the following courses:

COMMST 100	Elements of Public Speaking OR	3.00
COMMST 100H	Elements of Public Speaking- Honors	3.00
COMMST 111	Interpersonal Communication OR	3.00
COMMST 111H	Interpersonal Communication-Honors	3.00
COMMST 140	Small Group Communication	3.00

Students must complete at least (3) three additional units from the following courses:

ENGL 102	Intermediate Composition and Critical Thinking OR	4.00
ENGL 102H	Intermediate Composition and Critical Thinking-Honors	4.00
COMMST 125	Critical Thinking through Argumentation and Debate OR	3.00
COMMST 125H	Critical Thinking through Argumentation and Debate-Honors	3.00
PHIL 103	Introduction to Logic: Argument and Evidence	3.00

TOTAL CREDIT HOURS: 58.00

Total credit hours specific to the degree: 58.00 which includes the required GE coursework. **31.00 of the required units or 53% can be completed through Distance Education. 2.00 units or 100% of the additional elective units needed to reach the required 60 units can be completed through distance education.**

This degree has been included in the Substantive Change Proposal because at least 33 units out of 58 or at least 57% of the units required to confer the degree can be completed through distance education

Multidisciplinary Associate of Arts Social Science Degree

The Associate of Arts degree Social Science emphasizes the study of social and behavioral sciences. Students will recognize, describe and analyze individual behaviors and social institutions that influence our world. This degree is multidisciplinary preparing students to transfer in majors such as psychology, sociology, political science, history, anthropology and religious studies.

Major/Program Requirements

A minimum of (3) three units must be taken from each of the following groups:

Required Courses:

History and Culture

ANTHRO 102	Cultural Anthropology OR	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00
GEOG 102	Cultural Geography OR	3.00
GEOG 102H	Cultural Geography-Honors	3.00
GEOG 120	World Regional Geography	3.00
HIST 100	History of the United States to 1877 OR	3.00
HIST 100H	History of the United States to 1877- Honors	3.00
HIST 101	History of the United States 1865 to Present OR	3.00
HIST 101H	History of the United States 1865 to Present- Honors	3.00
HIST 170	World Civilizations (3500 BCE-1500 CE) OR	3.00
HIST 170H	World Civilizations (3500 BCE-1500 CE) - Honors	3.00
HIST 171	World Civilizations (1500 CE to the Present) OR	3.00
HIST 171H	World Civilizations (1500 CE to the Present) - Honors	3.00

Political and Social Institutions

ECON 100	Introduction to Economics	3.00
ECON 200	Principles of Macroeconomics OR	3.00
ECON 200H	Principles of Macroeconomics-Honors	3.00
ECON 201	Principles of Microeconomics OR	3.00
ECON 201H	Principles of Microeconomics-Honors	3.00
POLIT 100	American Politics OR	3.00
POLIT 100H	American Politics-Honors	3.00
POLIT 102	California Politics and Culture	3.00
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
POLIT 110	Introduction to Political Theory	3.00

Philosophy and Religion

PHIL 101	Introduction to Philosophy OR	3.00
PHIL 101H	Introduction to Philosophy-Honors	3.00
PHIL 105	Introduction to Ethics: Moral Values in Today's Society OR	3.00
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society-Honors	3.00
RELIG 110	Tribal and Ethnic Religions OR	3.00
ANTHRO 110	Tribal and Ethnic Religions	3.00
RELIG 135	Religion in America OR	3.00
<i>HIST 135</i>	<i>Religion in America</i>	<i>3.00</i>
RELIG 100	Introduction to Religious Studies OR	3.00
RELIG 100H	Introduction to Religious Studies-Honors	3.00
RELIG 101	Introduction to World Religions OR	3.00
RELIG 101H	Introduction to World Religions-Honors	3.00
RELIG 113	Introduction to Eastern Religions	3.00

RELIG 176	Jesus and His Interpreters	3.00
<i>Behavioral Science</i>		
CD 105	Child Growth and Development	3.00
CD 126	Child, Family and Community	3.00
PSYCH 100	General Psychology OR	3.00
PSYCH 100H	General Psychology- Honors	3.00
PSYCH 102	Personal and Social Adjustment	3.00
PSYCH 103	Theories of Personality	3.00
PSYCH 110	Abnormal Psychology	3.00
PSYCH 111	Developmental Psychology: Lifespan	3.00
PSYCH 118	Human Sexual Behavior	3.00
SOC 100	Introduction to Sociology OR	3.00
SOC 100H	Introduction to Sociology-Honors	3.00
SOC 105	Social Problems	3.00
SOC 130	Marriage, Family and Intimate Relationships	3.00
SOC 141	Minority Relations	3.00
SOC 150	Gerontology	3.00

TOTAL CREDIT HOURS: 18.00

CHC GE-breadth requirements: 28 units. 25 of which or 90% can be completed by taking one of several GE courses approved for Distance Education delivery. **14 or 100% of the additional elective units needed to reach 60 all of which can be completed through distance education.**

Total credit hours specific to the degree: 18.00. 18.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 57 units out of 60 or at least 95% of the units required to confer the degree can be completed through distance education**

Multidisciplinary Associate of Science Environmental Science Degree

Major/Program Requirements

Required Courses

One of the following:

BIOL 100	General Biology	4.00
BIOL 130	Cell and Molecular Biology	4.00
BIOL 130H	Cell and Molecular Biology-Honors	4.00

One of the following:

CHEM 101	Introduction to Chemistry	4.00
CHEM 150	General Chemistry I	5.00
CHEM 150H	General Chemistry I-Honors	5.00

One of the following sequences:

GEOL 100	Physical Geology OR	4.00
GEOL 100H	Physical Geology-Honors OR	4.00
GEOL 160	Geology Laboratory AND	1.00
GEOL 101	Introduction to Geology OR	3.00
GEOL 101H	Introduction to Geology-Honors	3.00

In addition to the required coursework, each student must choose an emphasis and take at least (12) twelve units from one of the following areas:

Emphasis in Biological Sciences

CHEM 151	General Chemistry II OR	5.00
CHEM 151H	General Chemistry II-Honors	5.00
CHEM 102	Introduction to Organic Chemistry OR	4.00
CHEM 212	Organic Chemistry I	4.00
BIOL 123	Ecology and Environment	3.00
BIOL 131	Populations and Organisms	4.00
CHEM 213	Organic Chemistry II	4.00

Emphasis in Geoscience Studies

GEOG 110	Physical Geography OR	3.00
GEOG 110H	Physical Geography-Honors	3.00
GEOG 111	Physical Geography Laboratory OR	1.00
GEOG 111H	Physical Geography Laboratory-Honors	1.00
GEOL 150	Geology and the Environment OR	3.00
GEOL 150H	Geology and the Environment-Honors	3.00
GEOG 126	Geography of California	3.00
GEOL 170	Geologic History of the Great Basin	1.00
GEOL 175	Geology of the Eastern Mojave Desert	1.00
GEOL 177	Geology of the High Desert and Western Mojave Desert Region	1.00
GEOL 180	Geology of Joshua Tree National Park	1.00
GEOL 181	Geology of the Anza Borrego Region	1.00
GEOL 190	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 250	Geology of California	3.00
GEOL 270	Geology of the Eastern Sierra Nevada	1.00
ANTHRO 106	Biological Anthropology OR	3.00
ANTHRO 106H	Biological Anthropology-Honors	3.00
CHEM 151	General Chemistry II OR	5.00
CHEM 151H	General Chemistry II-Honors	5.00

PHYSIC 100	Introduction to Physics OR	4.00
PHYSIC 110	General Physics I	4.00
PHYSIC 250	College Physics I	4.00

TOTAL CREDIT HOURS: 23.00

CHC GE-breadth requirements: 28 units. 25 of which or 90% can be completed by taking one of several GE courses approved for Distance Education delivery. **12 or 100% of the additional elective units needed to reach 60 all of which can be completed through distance education.**

Total credit hours specific to the degree: 23.00. 14.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 51 units out of 60 or at least 85% of the units required to confer the degree can be completed through distance education**

Multidisciplinary Associate of Science Multiple Sciences Degree

Major/Program Requirements

Required Courses:

A minimum of six (6) six units must be taken from two of the following three groups:

Physical Sciences

ASTRON 150	Introduction to Astronomy OR	3.00
ASTRON 150H	Introduction to Astronomy-Honors	3.00
ASTRON 160	Astronomy Laboratory	1.00
CHEM 101	Introduction to Chemistry	4.00
CHEM 102	Introduction to Organic Chemistry	4.00
CHEM 123	Chemistry for Everyone	3.00
CHEM 150	General Chemistry I OR	5.00
CHEM 150H	General Chemistry I-Honors	5.00
CHEM 151	General Chemistry II OR	5.00
CHEM 151H	General Chemistry II-Honors	5.00
CHEM 212	Organic Chemistry I	4.00
CHEM 213	Organic Chemistry II	4.00
ENGR 101	Introduction to Engineering	3.00
PHYSIC 100	Introduction to Physics	4.00
PHYSIC 110	General Physics I	4.00
PHYSIC 111	General Physics II	4.00
PHYSIC 250	College Physics I	4.00
PHYSIC 251	College Physics II	4.00
PHYSIC 252	College Physics III	4.00

Earth Sciences

GEOL 100	Physical Geology OR	4.00
GEOL 100H	Physical Geology-Honors	4.00
GEOL 101	Introduction to Geology OR	3.00
GEOL 101H	Introduction to Geology-Honors	3.00
GEOL 112	Historical Geology	4.00
GEOL 113	Earth and Life History	3.00
GEOL 150	Geology and the Environment OR	3.00
GEOL 150H	Geology and the Environment-Honors	3.00
GEOL 160	Geology Laboratory	1.00
GEOL 170	Geologic History of the Great Basin	1.00
GEOL 175	Geology of the Eastern Mojave Desert	1.00
GEOL 177	Geology of the High Desert and Western Mojave Desert Region	1.00
GEOL 180	Geology of Joshua Tree National Park	1.00
GEOL 181	Geology of the Anza Borrego Region	1.00
GEOL 190	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 250	Geology of California	3.00
GEOL 270	Geology of the Eastern Sierra Nevada	1.00
GEOG 110	Physical Geography OR	3.00
GEOG 110H	Physical Geography-Honors	3.00
GEOG 111	Physical Geography Laboratory OR	1.00
GEOG 111H	Physical Geography Laboratory-Honors	1.00
GEOG 126	Geography of California	3.00

OCEAN 100	Investigations in Oceanography	4.00
OCEAN 101	Elements of Oceanography OR	3.00
OCEAN 101H	Elements of Oceanography-Honors	3.00
<i>Biological Sciences</i>		
ANAT 101	Essentials of Human Anatomy and Physiology	4.00
ANAT 150	Human Anatomy and Physiology I	4.00
ANAT 151	Human Anatomy and Physiology II	4.00
ANTHRO 106	Biological Anthropology OR	3.00
ANTHRO 106H	Biological Anthropology-Honors	3.00
BIOL 100	General Biology	4.00
BIOL 123	Ecology and Environment	3.00
BIOL 130	Cell and Molecular Biology OR	4.00
BIOL 130H	Cell and Molecular Biology-Honors	4.00
BIOL 131	Populations and Organisms	4.00
HEALTH 263	Nutrition and Health OR	3.00
HEALTH 263H	Nutrition and Health-Honors	3.00
MICRO 102	Introductory Microbiology	4.00
MICRO 150	Medical Microbiology	5.00

TOTAL CREDIT HOURS: 18.00

CHC GE-breadth requirements: 28 units. 25 of which or 90% can be completed by taking one of several GE courses approved for Distance Education delivery. **14 or 100% of the additional elective units needed to reach 60 all of which can be completed through distance education.**

Total credit hours specific to the degree: 18.00. 18.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 57 units out of 60 or at least 95% of the units required to confer the degree can be completed through distance education**

Multidisciplinary Associate of Science Health Sciences Degree

Major/Program Requirements

Required Core Courses

CHEM 101	Introduction to Chemistry	4.00
ANAT 150	Human Anatomy and Physiology I	4.00
ANAT 151	Human Anatomy and Physiology II	4.00
MICRO 150	Medical Microbiology	5.00
ENGL 101	Freshman Composition OR	4.00
ENGL 101H	Freshman Composition-Honors	4.00
<i>One of the following:</i>		
COMMST 100	Elements of Public Speaking	3.00
COMMST 100H	Elements of Public Speaking- Honors	3.00
COMMST 111	Interpersonal Communication	3.00
COMMST 111H	Interpersonal Communication-Honors	3.00
<i>One of the following:</i>		
PSYCH 100	General Psychology	3.00
PSYCH 100H	General Psychology- Honors	3.00
PSYCH 111	Developmental Psychology: Lifespan	3.00
<i>One of the following:</i>		
SOC 100	Introduction to Sociology	3.00
SOC 100H	Introduction to Sociology-Honors	3.00
ANTHRO 102	Cultural Anthropology	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00

TOTAL CREDIT HOURS: 30.00

CHC GE-breadth requirements: 28 units. 25 of which or 90% can be completed by taking one of several GE courses approved for Distance Education delivery. **5 or 100% of the additional elective units needed to reach 60 all of which can be completed through distance education.**

Total credit hours specific to the degree: 30.00. 17.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 37 units out of 60 or at least 62% of the units required to confer the degree can be completed through distance education**

Music (MUSIC)

Associate in Arts in Music for Transfer (AA-T) Degree

The Associate in Arts-Transfer (AA-T) degree in Music at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to pursue a Bachelor of Arts in Music degree.

Major/Program Requirements

Required Courses:

MUSIC 101	Music Theory I	4.00
MUSIC 102	Music Theory II	4.00
MUSIC 201	Music Theory III	4.00
MUSIC 202	Music Theory IV	4.00
MUSIC 141X4	Applied Music	.50

Required Ensemble Courses:

MUSIC 150X4	Concert Choir OR	1.00
MUSIC 174X4	Jazz Band	1.00

Total of 4 units of any combination of ensemble courses.

TOTAL CREDIT HOURS: 22.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 22.00. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 36 units out of 60 or at least 60% of the units required to confer the degree can be completed through distance education.**

Music - Associate of Arts Degree

The Crafton Hills College Music Program provides basic training in Common Practice Era Theory, Western history, and practice/performance techniques. There are two ensembles (Jazz Ensemble and Choir) that perform 6-8 concerts each year and the Music Program hosts a Music Major recital each semester.

Major/Program Requirements

Required Courses:

MUSIC 101	Music Theory I	4.00
MUSIC 102	Music Theory II	4.00
MUSIC 120	Appreciation of Musical Literature OR	3.00
MUSIC 120H	Appreciation of Musical Literature- Honors	3.00
MUSIC 141X4	Applied Music	.50
MUSIC 135	Piano I	2.00
MUSIC 136	Piano II	2.00
MUSIC 235	Piano III	2.00
MUSIC 236	Piano IV	2.00

Students must complete at least eight (8) units from the following:

MUSIC 132	Guitar I	2.00
MUSIC 133	Guitar II	2.00
MUSIC 150X4	Concert Choir	1.00
MUSIC 164X4	Concert Band	2.00
MUSIC 174X4	Jazz Band	1.00
MUSIC 179X4	Contemporary Ensemble	2.00
MUSIC 232	Guitar III	2.00
MUSIC 233	Guitar IV	2.00
MUSIC 247A	Special Projects in Music	1.00-3.00
MUSIC 247B	Special Projects in Music	1.00-3.00
MUSIC 247C	Special Projects in Music	1.00-3.00
MUSIC 247D	Special Projects in Music	1.00-3.00

Students must complete at least three (3) additional units from the following:

MUSIC 100	Fundamental Skills in Music	3.00
MUSIC 103	Appreciation of American Popular Music OR	3.00
MUSIC 103H	Appreciation of American Popular Music-Honors	3.00
MUSIC 134	Jazz History	3.00
MUSIC 180X4	Musical Theatre Workshop	2.00
MUSIC 190	Songwriting and Composition	3.00
MUSIC 195	Music Technology and Recording	4.00

TOTAL CREDIT HOURS: 32.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 32.00. 6.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 31 units out of 60 or at least 52% of the units required to confer the degree can be completed through distance education**

Philosophy (PHIL)

Associate in Arts in Philosophy for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

PHIL 101	Introduction to Philosophy OR	3.00
PHIL 101H	Introduction to Philosophy-Honors	3.00
PHIL 103	Introduction to Logic: Argument and Evidence	3.00
PHIL 105	Introduction to Ethics: Moral Values in Today's Society OR	3.00
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society-Honors	3.00
RELIG 101	Introduction to World Religions OR	3.00
RELIG 101H	Introduction to World Religions-Honors	3.00
RELIG 113	Introduction to Eastern Religions	3.00

Students must complete three (3) additional units from the following courses:

ANTHRO 110	Tribal and Ethnic Religions OR	3.00
HIST 135	Religion in America OR	3.00
HUM 101	The Humanities I: Prehistoric to Medieval OR	3.00
HUM 102	The Humanities II: Renaissance to Post Modern OR	3.00
RELIG 100	Introduction to Religious Studies OR	3.00
RELIG 100H	Introduction to Religious Studies-Honors OR	3.00
RELIG 110	Tribal and Ethnic Religions OR	3.00
RELIG 120	Introduction to Islam OR	3.00
RELIG 135	Religion in America OR	3.00
RELIG 175	Literature and Religion of the Bible OR	3.00
RELIG 176	Jesus and His Interpreters	3.00

TOTAL CREDIT HOURS: 18.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00. 15.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 51 units out of 60 or at least 85% of the units required to confer the degree can be completed through distance education**

Philosophy - Associate of Arts Degree

Major/Program Requirements

Required Courses:

PHIL 101	Introduction to Philosophy OR	3.00
PHIL 101H	Introduction to Philosophy-Honors	3.00
PHIL 105	Introduction to Ethics: Moral Values in Today's Society OR	3.00
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society-Honors	3.00

Students must complete at least six (6) units from the following courses:

HIST 170	World Civilizations (3500 BCE-1500 CE) OR	3.00
HIST 170H	World Civilizations (3500 BCE-1500 CE) - Honors	3.00
HIST 171	World Civilizations (1500 CE to the Present) OR	3.00
HIST 171H	World Civilizations (1500 CE to the Present) - Honors	3.00
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00

Students must complete at least six (6) additional units from the following courses:

PHIL 103	Introduction to Logic: Argument and Evidence	3.00
RELIG 100	Introduction to Religious Studies OR	3.00
RELIG 100H	Introduction to Religious Studies-Honors	3.00
RELIG 101	Introduction to World Religions OR	3.00
RELIG 101H	Introduction to World Religions-Honors	3.00
RELIG 110	Tribal and Ethnic Religions OR	3.00
ANTHRO 110	Tribal and Ethnic Religions	3.00
RELIG 113	Introduction to Eastern Religions	3.00
RELIG 176	Jesus and His Interpreters	3.00

TOTAL CREDIT HOURS: 18.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00. 12.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 48 units out of 60 or at least 80% of the units required to confer the degree can be completed through distance education**

Physics (PHYSIC)

Associate in Science in Physics for Transfer (AS-T) Degree

The Associate in Science-Transfer (AS-T) degree in Physics at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in physics, astronomy, astrophysics or a related field of study.

Major/Program Requirements

Required Courses:

PHYSIC 250	College Physics I	4.00
PHYSIC 251	College Physics II	4.00
PHYSIC 252	College Physics III	4.00
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	5.00

TOTAL CREDIT HOURS: 25.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 25.00. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 36 units out of 64 or at least 56% of the units required to confer the degree can be completed through distance education.**

Political Science (POLIT)

Associate in Arts in Political Science for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

POLIT 100	American Politics OR	3.00
POLIT 100H	American Politics-Honors	3.00

Students must complete at least nine (9) units from the following courses:

POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
POLIT 110	Introduction to Political Theory	3.00
MATH 110	Introduction to Probability and Statistics OR	4.00
PSYCH 120	Statistics for the Social and Behavioral Sciences	4.00

Students must complete at least six (6) additional units from the following courses:

POLIT 102	California Politics and Culture	3.00
MATH 110	Introduction to Probability and Statistics OR	4.00
PSYCH 120	Statistics for the Social and Behavioral Sciences	4.00
ANTHRO 102	Cultural Anthropology OR	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00
ECON 100	Introduction to Economics	3.00
ECON 200	Principles of Macroeconomics OR	3.00
ECON 200H	Principles of Macroeconomics-Honors	3.00
ECON 201	Principles of Microeconomics OR	3.00
ECON 201H	Principles of Microeconomics-Honors	3.00
GEOG 120	World Regional Geography	3.00
HIST 100	History of the United States to 1877 OR	3.00
HIST 100H	History of the United States to 1877- Honors	3.00
HIST 101	History of the United States 1865 to Present OR	3.00
HIST 101H	History of the United States 1865 to Present- Honors	3.00
HIST 170	World Civilizations (3500 BCE-1500 CE) OR	3.00
HIST 170H	World Civilizations (3500 BCE-1500 CE) - Honors	3.00
HIST 171	World Civilizations (1500 CE to the Present) OR	3.00
HIST 171H	World Civilizations (1500 CE to the Present) - Honors	3.00
PSYCH 100	General Psychology OR	3.00
PSYCH 100H	General Psychology- Honors	3.00
SOC 100	Introduction to Sociology OR	3.00
SOC 100H	Introduction to Sociology-Honors	3.00

TOTAL CREDIT HOURS: 18.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00. **6.00 of the required units in this discipline have been approved for Distance Education delivery. This degree has been included in the Substantive Change Proposal because at least 42 units out of 60 or at least 70% of the units required to confer the degree can be completed through distance education**

Political Science - Associate of Arts Degree

Major/Program Requirements

Required Courses:

POLIT 100	American Politics OR	3.00
POLIT 100H	American Politics-Honors	3.00

Students must complete at least six (6) units from the following list:

POLIT 102	California Politics and Culture	3.00
POLIT 104	Introduction to Comparative Politics	3.00
POLIT 106	Introduction to World Politics	3.00
POLIT 110	Introduction to Political Theory	3.00

Students must complete at least six (6) additional units from the following list:

HIST 100	History of the United States to 1877 OR	3.00
HIST 100H	History of the United States to 1877- Honors	3.00
HIST 101	History of the United States 1865 to Present OR	3.00
HIST 101H	History of the United States 1865 to Present- Honors	3.00
HIST 170	World Civilizations (3500 BCE-1500 CE) OR	3.00
HIST 170H	World Civilizations (3500 BCE-1500 CE) - Honors	3.00
HIST 171	World Civilizations (1500 CE to the Present) OR	3.00
HIST 171H	World Civilizations (1500 CE to the Present) - Honors	3.00

Students must complete at least three (3) additional units from the following list:

ECON 100	Introduction to Economics	3.00
ECON 200	Principles of Macroeconomics OR	3.00
ECON 200H	Principles of Macroeconomics-Honors	3.00
ECON 201	Principles of Microeconomics OR	3.00
ECON 201H	Principles of Microeconomics-Honors	3.00

Recommended Courses

It is recommended that students complete their general education requirements in physical and biological sciences and mathematics by taking the following courses:

GEOG 110	Physical Geography OR	3.00
GEOG 110H	Physical Geography-Honors	3.00
GEOG 111	Physical Geography Laboratory OR	1.00
GEOG 111H	Physical Geography Laboratory-Honors	1.00
ANTHRO 106	Biological Anthropology OR	3.00
ANTHRO 106H	Biological Anthropology-Honors	3.00
MATH 110	Introduction to Probability and Statistics OR	4.00
PSYCH 120	Statistics for the Social and Behavioral Sciences	4.00

TOTAL CREDIT HOURS: 18.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00. **9.00 of the required units in this discipline have been approved for Distance Education delivery. This degree has been included in the Substantive Change Proposal because at least 45 units out of 60 or at least 75% of the units required to confer the degree can be completed through distance education**

Psychology (PSYCH)

Associate in Arts in Psychology for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

PSYCH 100	General Psychology OR	3.00
PSYCH 100H	General Psychology- Honors	3.00
PSYCH 101	Research Methods	3.00
MATH 110	Introduction to Probability and Statistics OR	4.00
PSYCH 120	Statistics for the Social and Behavioral Sciences	4.00
PSYCH 111	Developmental Psychology: Lifespan	3.00
BIOL 100	General Biology	4.00

Students must complete at least three (3) units from the following courses:

PSYCH 102	Personal and Social Adjustment	3.00
PSYCH 103	Theories of Personality	3.00
PSYCH 110	Abnormal Psychology	3.00
PSYCH 118	Human Sexual Behavior	3.00

TOTAL CREDIT HOURS: 20.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00. 12.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because least 48 units out of 60 or least 80% of the units required to confer the degree can be completed through distance education**

Psychology - Associate of Arts Degree

Psychology is one of the most popular majors because it is so useful in research, counseling, human services, marketing, management, emergency services, and law. At Crafton Hills College, this major is supported by a very active student club.

Major/Program Requirements

Required Courses:

PSYCH 100	General Psychology OR	3.00
PSYCH 100H	General Psychology- Honors	3.00
PSYCH 101	Research Methods	3.00
MATH 110	Introduction to Probability and Statistics OR	4.00
PSYCH 120	Statistics for the Social and Behavioral Sciences	4.00
PSYCH 111	Developmental Psychology: Lifespan	3.00
BIOL 100	General Biology	4.00

Students must complete at least six (6) additional units from the following courses:

PSYCH 102	Personal and Social Adjustment	3.00
PSYCH 103	Theories of Personality	3.00
PSYCH 110	Abnormal Psychology	3.00
PSYCH 118	Human Sexual Behavior	3.00

TOTAL CREDIT HOURS: 23.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 23.00. 15.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 51 units out of 60 or at least 85% of the units required to confer the degree can be completed through distance education**

Religious Studies (RELIG)

Religious Studies - Associate of Arts Degree

Major/Program Requirements

Required Courses:

RELIG 100	Introduction to Religious Studies OR	3.00
RELIG 100H	Introduction to Religious Studies-Honors	3.00
RELIG 101	Introduction to World Religions OR	3.00
RELIG 101H	Introduction to World Religions-Honors	3.00

Students must complete at least six (6) units from the following courses:

HIST 170	World Civilizations (3500 BCE-1500 CE) OR	3.00
HIST 170H	World Civilizations (3500 BCE-1500 CE) - Honors	3.00
HIST 171	World Civilizations (1500 CE to the Present) OR	3.00
HIST 171H	World Civilizations (1500 CE to the Present) - Honors	3.00
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00

Students must complete at least six (6) additional units from the following courses:

RELIG 110	Tribal and Ethnic Religions OR	3.00
ANTHRO 110	Tribal and Ethnic Religions	3.00
RELIG 113	Introduction to Eastern Religions	3.00
RELIG 135	Religion in America OR	3.00
HIST 135	Religion in America	3.00
RELIG 175	Literature and Religion of the Bible OR	3.00
ENGL 175	Literature and Religion of the Bible	3.00
RELIG 176	Jesus and His Interpreters	3.00
PHIL 101	Introduction to Philosophy OR	3.00
PHIL 101H	Introduction to Philosophy-Honors	3.00
PHIL 105	Introduction to Ethics: Moral Values in Today's Society OR	3.00
PHIL 105H	Introduction to Ethics: Moral Values in Today's Society-Honors	3.00
ENGL 150	Classical Mythology	3.00

TOTAL CREDIT HOURS: 18.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00. **12.00 of the required units in this discipline have been approved for Distance Education delivery. This degree has been included in the Substantive Change Proposal because at least 48 units out of 60 or at least 80% of the units required to confer the degree can be completed through distance education**

Sociology (SOC)

Associate in Arts in Sociology for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

SOC 100	Introduction to Sociology OR	3.00
SOC 100H	Introduction to Sociology-Honors	3.00
SOC 105	Social Problems	3.00
PSYCH 120	Statistics for the Social and Behavioral Sciences OR	4.00
MATH 110	Introduction to Probability and Statistics	4.00

Students must complete at least six (6) units from the following courses:

SOC 130	Marriage, Family and Intimate Relationships	3.00
SOC 141	Minority Relations	3.00
SOC 145	Sex, Gender and Society	3.00

Students must complete at least three (3) additional units from the following courses:

SOC 130	Marriage, Family and Intimate Relationships	3.00
SOC 141	Minority Relations	3.00
SOC 145	Sex, Gender and Society	3.00
SOC 150	Gerontology	3.00
ANTHRO 102	Cultural Anthropology OR	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00
PSYCH 100	General Psychology OR	3.00
PSYCH 100H	General Psychology- Honors	3.00
POLIT 100	American Politics OR	3.00
POLIT 100H	American Politics-Honors	3.00
ECON 100	Introduction to Economics	3.00

TOTAL CREDIT HOURS: 19.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 19.00. **9.00 of the required units in this discipline have been approved for Distance Education delivery. This degree has been included in the Substantive Change Proposal because at least 45 units out of 60 or at least 75% of the units required to confer the degree can be completed through distance education**

Sociology - Associate of Arts Degree

Major/Program Requirements

Required Courses:

SOC 100	Introduction to Sociology OR	3.00
SOC 100H	Introduction to Sociology-Honors	3.00
SOC 105	Social Problems	3.00
SOC 141	Minority Relations	3.00

Students must complete at least six (6) units from the following courses:

ANTHRO 102	Cultural Anthropology OR	3.00
ANTHRO 102H	Cultural Anthropology-Honors	3.00
GEOG 102	Cultural Geography OR	3.00
GEOG 102H	Cultural Geography-Honors	3.00
MATH 110	Introduction to Probability and Statistics OR	4.00
PSYCH 120	Statistics for the Social and Behavioral Sciences	4.00
PSYCH 100	General Psychology OR	3.00
PSYCH 100H	General Psychology- Honors	3.00

Students must complete at least three (3) additional units from the courses listed above or the following courses:

SOC 130	Marriage, Family and Intimate Relationships	3.00
SOC 150	Gerontology	3.00

TOTAL CREDIT HOURS: 18.00-19.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00-19.00. 15.00 of the required units in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 51 units out of 60 or at least 85% of the units required to confer the degree can be completed through distance education**

Spanish (SPAN)

Associate in Arts in Spanish for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00

Students must complete at least three (3) units from the following courses:

ENGL 163	Chicano/Latino Literature	3.00
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TOTAL CREDIT HOURS: 23.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 23.00. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 36 units out of 60 or at least 60% of the units required to confer the degree can be completed through distance education.**

Spanish - Associate of Arts Degree

Major/Program Requirements

Required Courses:

SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00

TOTAL CREDIT HOURS: 20.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 20.00. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 36 units out of 60 or at least 60% of the units required to confer the degree can be completed through distance education.**

Theatre Arts (THART)

Associate in Arts in Theatre Arts for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

THART 100	Introduction to Theatre OR	3.00
THART 100H	Introduction to Theatre-Honors	3.00
THART 108	World Drama I OR	3.00
ENGL 108	World Drama I	3.00
THART 120	Beginning Acting	3.00
THART 124X2	Beginning Performance Workshop OR	3.00
THART 134X4	Technical Theatre Workshop	1.00

Students must complete at least nine (9) units from the following courses:

THART 124X2	Beginning Performance Workshop	3.00
THART 134X4	Technical Theatre Workshop	1.00
THART 176	Fundamentals of Stagecraft I	3.00
THART 179	Fundamentals of Stagecraft II	3.00
THART 220	Intermediate Acting	3.00
THART 226	Play and Screenplay Analysis OR	3.00
ENGL 226	Play and Screenplay Analysis	3.00

TOTAL CREDIT HOURS: 18.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 18.00. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 36 units out of 60 or at least 60% of the units required to confer the degree can be completed through distance education.**

Theatre Arts - Associate of Arts Degree

The Theatre Arts program is designed to provide:

1. Preparation for transfer to a four year college theatre program with a course of study that results in a BA or BFA degree
2. An AA degree representing equivalent of the first two years of a course of study in a four year college theatre program. The normal course of study in four year programs features a variety of classes in a track program format that develops the different aspects of theatre performance and technical skills such as acting, voice and diction, dance, production experience, stage craft, introduction to theatre, theatre history, directing, audition technique and text analysis.
3. The program is also designed to provide courses such as Introduction to Theatre that fulfill general education requirements and courses of popular interest for non theatre major students such as dance and acting.

Major/Program Requirements

Required Courses:

THART 100	Introduction to Theatre OR	3.00
THART 100H	Introduction to Theatre-Honors	3.00
THART 120	Beginning Acting	3.00

STUDENTS MUST CHOOSE ONE AREA OF EMPHASIS FROM THE FOLLOWING TWO (2) EMPHASIS OPTIONS:

Emphasis in Performance:

THART 110	Voice and Diction OR	3.00
COMMST 110	Voice and Diction	3.00
THART 220	Intermediate Acting	3.00
THART 221	Advanced Acting	3.00
THART 124X2	Beginning Performance Workshop	3.00
THART 134X4	Technical Theatre Workshop	1.00
THART 140X2	Intermediate Performance Workshop	3.00

Recommended Courses:

THART 140X2	Intermediate Performance Workshop	3.00
THART 145	Advanced Theatre Practicum I	3.00
THART 245	Advanced Theatre Practicum II	3.00
THART 226	Play and Screenplay Analysis OR	3.00
ENGL 226	Play and Screenplay Analysis	3.00

Emphasis in Theatre Technology:

THART 176	Fundamentals of Stagecraft I	3.00
THART 179	Fundamentals of Stagecraft II	3.00
THART 134X4	Technical Theatre Workshop	1.00
THART 145	Advanced Theatre Practicum I	3.00
THART 245	Advanced Theatre Practicum II	3.00

TOTAL CREDIT HOURS: 23.00-26.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 23.00-26.00. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 36 units out of 60 or at least 60% of the units required to confer the degree can be completed through distance education.**

Appendix C-2: AA, AS Degrees, At Least 40 Percent DE

Crafton Hills College offers four AA and AS degrees with at least 40%, but fewer than 50% of credits in DE formats.

Child Development (CD)

Associate in Arts in Elementary Teacher Education for Transfer (AA-T) Degree

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

Major/Program Requirements

Required Courses:

CD 105	Child Growth and Development	3.00
CD 295	Elementary Laboratory	3.00
EDU 290	Introduction to Education	3.00

Required General Education Courses:

ENGL 101	Freshman Composition OR	4.00
ENGL 101H	Freshman Composition-Honors	4.00
COMMST 100	Elements of Public Speaking OR	3.00
COMMST 100H	Elements of Public Speaking- Honors	3.00
BIOL 100	General Biology	4.00
CHEM 101	Introduction to Chemistry	4.00
PHYSIC 100	Introduction to Physics	4.00
ENGL 152	Intermediate Composition and Literature	4.00
HIST 100	History of the United States to 1877 OR	3.00
HIST 100H	History of the United States to 1877- Honors	3.00
HIST 170	World Civilizations (3500 BCE-1500 CE) OR	3.00
HIST 170H	World Civilizations (3500 BCE-1500 CE)	3.00
GEOG 120	World Regional Geography	3.00
POLIT 100	American Politics OR	3.00
POLIT 100H	American Politics-Honors	3.00

Students must complete at least three (3) units from the following courses:

COMMST 125	Critical Thinking through Argumentation and Debate OR	3.00
COMMST 125H	Critical Thinking through Argumentation and Debate-Honors OR	3.00
ENGL 102	Intermediate Composition and Critical Thinking OR	4.00
ENGL 102H	Intermediate Composition and Critical Thinking-Honors	4.00

Students must complete at least three (3) additional units from the following courses:

MUSIC 120	Appreciation of Musical Literature OR	3.00
MUSIC 120H	Appreciation of Musical Literature- Honors	3.00
THART 100	Introduction to Theatre OR	3.00
THART 100H	Introduction to Theatre-Honors	3.00

Students must also complete the following seven (7) units:

GEOL 140	Earth Science	3.00
GEOL 141	Earth Science Laboratory	1.00
MATH 106	Mathematical Concepts for Elementary School Teachers - Number	3.00

Systems

TOTAL CREDIT HOURS: 57.00-58.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 57.00-58.00. **24.00 of the required units in this discipline have been approved for Distance Education delivery. This degree has been included in the Substantive Change Proposal because at least 24 units out of 60 or at least 40% of the units required to confer the degree can be completed through distance education**

Emergency Medical Services (EMS)

Emergency Medical Services - Associate of Science Degree

Major/Program Requirements

Required Courses:

EMS 150	Patient Assessment for Paramedics	3.00
EMS 151	Introduction to EMS for Paramedics	2.00
EMS 152	Cardiology for the Paramedic	4.50
EMS 153	Pharmacology for the EMT-Paramedic	3.00
EMS 154	Emergency Medical Services Theory for the Paramedic	8.00
EMS 155	Skills Development for Paramedics	3.00
EMS 156	Clinical Externship for the Paramedic	2.00
EMS 157	Field Externship for the Paramedic	7.50

TOTAL CREDIT HOURS: 33.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 33.00. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 25 units out of 61 or at least 41% of the units required to confer the degree can be completed through distance education.**

Geology (GEOL)

Geology - Associate of Science Degree

Major/Program Requirements

Required Courses:

GEOL 100	Physical Geology OR	4.00
GEOL 100H	Physical Geology-Honors OR	4.00
GEOL 160	Geology Laboratory AND	1.00
GEOL 101	Introduction to Geology OR	3.00
GEOL 101H	Introduction to Geology-Honors	3.00
GEOL 112	Historical Geology	4.00
CHEM 150	General Chemistry I OR	5.00
CHEM 150H	General Chemistry I-Honors	5.00
CHEM 151	General Chemistry II OR	5.00
CHEM 151H	General Chemistry II-Honors	5.00
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
PHYSIC 250	College Physics I	4.00

Students must complete at least two (2) units from the following courses:

GEOL 170	Geologic History of the Great Basin	1.00
GEOL 175	Geology of the Eastern Mojave Desert	1.00
GEOL 177	Geology of the High Desert and Western Mojave Desert Region	1.00
GEOL 180	Geology of Joshua Tree National Park	1.00
GEOL 181	Geology of the Anza Borrego Region	1.00
GEOL 190	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 270	Geology of the Eastern Sierra Nevada	1.00

Recommended Courses:

PHYSIC 251	College Physics II	4.00
PHYSIC 252	College Physics III	4.00
GEOL 170	Geologic History of the Great Basin	1.00
GEOL 175	Geology of the Eastern Mojave Desert	1.00
GEOL 180	Geology of Joshua Tree National Park	1.00
GEOL 181	Geology of the Anza Borrego Region	1.00
GEOL 190	Geology of the Eastern Sierra Nevada, Northern Section	1.00
GEOL 250	Geology of California	3.00
GEOL 251	Geology of National Parks and Monuments	3.00
GEOL 270	Geology of the Eastern Sierra Nevada	1.00
GIS 175	Introduction to Information Mapping	3.00
OCEAN 101	Elements of Oceanography	3.00

TOTAL CREDIT HOURS: 32.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 32.00. **3.00 of the required units in this discipline have been approved for Distance Education delivery. This degree has been included in the Substantive Change Proposal because at least 28 units out of 60 or at least 47% of the units required to confer the degree can be completed through distance education**

Physics (PHYSIC)

Physics - Associate of Science Degree

Major/Program Requirements

Required Courses:

PHYSIC 250	College Physics I	4.00
PHYSIC 251	College Physics II	4.00
PHYSIC 252	College Physics III	4.00
CHEM 150	General Chemistry I OR	5.00
CHEM 150H	General Chemistry I-Honors	5.00
CHEM 151	General Chemistry II OR	5.00
CHEM 151H	General Chemistry II-Honors	5.00
MATH 250	Single Variable Calculus I	4.00
MATH 251	Single Variable Calculus II	4.00
MATH 252	Multivariable Calculus	5.00

Recommended Courses:

MATH 266	Introduction to Ordinary Differential Equations	4.00
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TOTAL CREDIT HOURS: 35.00

CSU GE-breadth or IGETC for CSU requirements: 39-42 units CSU electives (as needed to reach 60 transferrable units): 0-3. **A total of 36 of the required GE or IGETC units can be completed by taking one of several GE courses approved for Distance Education delivery which is 90%.**

Total credit hours specific to the degree: 35.00. None of the courses in this discipline have been approved for Distance Education delivery. **This degree has been included in the Substantive Change Proposal because at least 25 units out of 63 or at least 40% of the units required to confer the degree can be completed through distance education.**

Appendix D-1: Certificates, 50 Percent or Greater DE

This section contains certificates for which 50% or more of the credits can be fulfilled by taking courses approved for Distance Education.

Cisco Certified Network Associate Certificate

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for the Cisco Certified Network Associate (CCNA) Certification Examination. Satisfactory passing of the exam will lead to employment in entry-level positions in the small office and/or home office (SOHO) market.

Major/Program Requirements

Required Courses:

CIS 140	Introduction to Networks (Cisco CCNA 1)	4.00
CIS 141	Basic Routing and Switching (Cisco CCNA 2)	4.00
CIS 142	Advanced Routing and Switching (CISCO CCNA 3)	4.00
CIS 143	WAN Technologies and Network Services (CISCO CCNA 4)	4.00

TOTAL CREDIT HOURS: 16.00

Total credit hours in the Certificate: 16. **All of the required units have been approved for Distance Education delivery. This degree has been included in the Substantive Change Proposal because all 16 out of 16 or 100% of the units can be completed through distance education**

Computer Information Systems Certificate

The objective of this certificate is to provide students the knowledge and skills necessary to prepare for employment in entry-level positions in the field of Computer Information Systems. The certificate indicates that the student has acquired knowledge of the different aspects of information technology including programming, hardware, networking, databases, and web design.

Major/Program Requirements

Required Courses:

CIS 101	Introduction to Computer and Information Technology OR	3.00
BUSAD 230	Using Computers for Business	3.00
CIS 104	Object Oriented Programming with Visual Basic OR	3.00
CIS 113	Java Programming OR	3.00
CIS 114	C++ Programming I OR	3.00
CSCI 110	Introduction to Computer Science I	3.00
CIS 111	Web Page Programming and Design	3.00
CIS 130	Hardware and Information Technology	3.00
CIS 140	Introduction to Networks (Cisco CCNA 1)	4.00

Students must complete at least twelve (12) additional units from the following courses:

CIS 104	Object Oriented Programming with Visual Basic	3.00
CIS 113	Java Programming	3.00
CIS 114	C++ Programming I OR	3.00
CSCI 110	Introduction to Computer Science I	3.00
CIS 116	C++ Programming II OR	3.00
CSCI 120	Introduction to Computer Science II	3.00
CIS 141	Basic Routing and Switching (Cisco CCNA 2)	4.00
CIS 161	Website Design and Programming Using Dreamweaver	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 211	Cascading Style Sheet (CSS) Web Design	3.00

TOTAL CREDIT HOURS: 28.00

Total credit hours in the Certificate: 28. **22.00 of the required units have been approved for Distance Education delivery. This degree has been included in the Substantive Change Proposal because 22 out of 28 or 79% of the units can be completed through distance education**

Appendix D-2: Certificates, At Least 40 Percent DE

This section includes certificates that do not meet the 50% threshold, but are anticipated to meet or exceed 50% by spring 2017. (An asterisk indicates courses are currently being considered for DE delivery.)

Computer Assisted Graphic Design Certificate

The objective of this certificate is to provide students the knowledge and skills necessary for employment in entry-level positions in the field of Computer Assisted Graphic Design. The certificate indicates student knowledge of the software, theory, and abilities required to pursue a career in Computer Assisted Graphic Design.

Major/Program Requirements

Required Courses:

ART 120	Foundations of Two-Dimensional Design	3.00
ART 124	Drawing I	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 165	Introduction to 3D Modeling and Animation	3.00
CIS 180*	Computer Graphics with Adobe Illustrator	1.00-3.00
CIS 182*	Desktop Publishing with Adobe Indesign	1.00-3.00

Recommended Courses:

CIS 166	Advanced 3D Modeling and Animation	3.00
CIS 184	Photoshop and Digital Photography	3.00

TOTAL CREDIT HOURS: 18.00

Total credit hours in the Certificate: 18. **3.00 of the required units have been approved for Distance Education delivery. This degree has been included in the Substantive Change Proposal because 3 out of 18 or 17% of the units can be completed through distance education.**

Programming Certificate

The objective of this certificate is to provide students with the knowledge and skills necessary for employment in entry-level positions in the field of computer programming or to continue to pursue a four-year degree in Computer Information Systems or Computer Science. The Programming Certificate indicates the student has acquired knowledge of various programming languages including basic language structures, syntax, debugging, and application development.

Major/Program Requirements

Required Courses:

CIS 095	Employability Skills for Technical Careers	2.00
CIS 114	C++ Programming I OR	3.00
CSCI 110	Introduction to Computer Science I	3.00
CIS 116	C++ Programming II OR	3.00
CSCI 120	Introduction to Computer Science II	3.00

Students must complete at least ten (10) additional units from the following courses:

CIS 104	Object Oriented Programming with Visual Basic	3.00
CIS 105	Database Concepts and Design	3.00
CIS 111*	Web Page Programming and Design	3.00
CIS 113	Java Programming	3.00
CIS 117	Scripting	3.00
CIS 121	Android Application Development	3.00
CIS 125	Introduction to C#.net Programming	3.00
CIS 190D	Software Development Internship	1.00-3.00
MATH 102	College Algebra	4.00

TOTAL CREDIT HOURS: 18.00-20.00

Total credit hours in the Certificate: 18.00-20.00. **6.00 of the required units have been approved for Distance Education delivery. This degree has been included in the Substantive Change Proposal because 6 out of 20 or 30% of the units can be completed through distance education**

Web Design Certificate

The objective of this certificate is to provide students the knowledge and skill necessary for employment in entry-level positions in the field of Web Design. The certificate indicates that the student has acquired knowledge of Web page design and development with an emphasis on graphic and visual elements and the Web-specific Adobe Creative Suite applications.

Major/Program Requirements

Required Courses:

CIS 111*	Web Page Programming and Design	3.00
CIS 161	Website Design and Programming Using Dreamweaver	3.00
CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 211	Cascading Style Sheet (CSS) Web Design	3.00

Recommended Courses:

CIS 180	Computer Graphics with Adobe Illustrator	1.00-3.00
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TOTAL CREDIT HOURS: 15.00-18.00

Total credit hours in the Certificate: 15.00-18.00. **6.00 of the required units have been approved for Distance Education delivery. This degree has been included in the Substantive Change Proposal because 6 out of 18 or 33% of the units can be completed through distance education**

Appendix E: Participation and Membership, Distance Education Planning

Membership of the ETC is as follows:

Voting Members: Faculty (appointed by the CHC Academic Senate):

- Faculty chair (Distance Education Coordinator)
- Instructional Faculty (appointed by the Academic Senate) one of whom serves as a Liaison to the Curriculum Committee
- Student Services faculty member

Instruction Support faculty member Non-Voting Members:

- The CHC Vice President of Instruction or designee,
- Vice President of Student Services or designee
- Student Senate Representative
- Representative from Technology Services
- Representative from the District Technology Services Department (TESS)

Endnotes

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- ⁱ Educational Master Plan Committee webpage, charge.
http://www.craftonhills.edu/Faculty_and_Staff/Committees/Educational_Master_Plan_Committee
- ⁱⁱ Crafton Council webpage, charge. http://www.craftonhills.edu/Faculty_and_Staff/Committees/Crafton_Council
- ⁱⁱⁱ SBCCD Board of Trustees Meeting Minutes October 9, 2014, p. 4, Action Items.
<http://www.sbccd.org/~media/Files/SBCCD/District/Board/Minutes/2014%20Minutes/10-9-14.pdf>
- ^{iv} Crafton Hills College Distance Education Plan 2016-2020.
http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/CHC_Distance_Ed_Plan_1-26-16_approved.pdf
- ^v Crafton Hills College Student Equity Plan, 2014.
http://www.craftonhills.edu/~media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/Planning%20Documents/2014_CHCStuEquityPlan_Final.pdf
- ^{vi} SBCCD Economic Development and Corporate Training Website, Environmental Scanning.
<https://www.edctraining.org/research/labor-market-reports>
- ^{vii} Presentation, 2016 Educational and Facilities Master Plans, Slide 22, Regional Gaps, Associate Degrees
<http://www.sbccd.org/~media/Files/SBCCD/District/Research/Planning/SBVC%20Presentation%20-%20External%20Scan.pdf>
- ^{viii} Dadgar, M. and Trimble, M.J. (2014). Labor market returns to sub-baccalaureate credentials: How much does a community college degree or certificate pay? Educational Evaluation and Policy Analysis. Downloaded from <http://eepa.aera.net> on February 12, 2016.
<http://epa.sagepub.com/content/early/2014/10/21/0162373714553814.full.pdf+html?ikey=IC4hU3xEM6Gg.&keytype=ref&siteid=spepa>
- ^{ix} Educational Technology Meeting Minutes January 27, 2016.
http://www.craftonhills.edu/Faculty_and_Staff/Committees/Educational_Technology_Committee/~media/F974791F3D884B4EA77011A5122AD16F.ashx
- ^x CHC Webpage, Online Teaching. http://www.craftonhills.edu/Faculty_and_Staff/Online_Teaching
- ^{xi} Crafton Hills College Distance Education Plan, 2016-2020, page 12.
http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/CHC_Distance_Ed_Plan_1-26-16_approved.pdf
- ^{xii} Academic Senate Minutes January 20, 2016, Old Business, Approval of DE Plan
http://www.craftonhills.edu/Faculty_and_Staff/Academic_Senate/~media/89266AC0CDCE451E9EB2BD53D5E799CE.ashx
- ^{xiii} Online Classes Webpage http://www.craftonhills.edu/Academic_and_Career_Programs/Online_Classes
- ^{xiv} Admissions and Records Webpage http://www.craftonhills.edu/Admissions_and_Records
- ^{xv} Counseling/Online Orientation Webpage
http://www.craftonhills.edu/Prospective_Students/Orientation/Online_Orientation

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- ^{xvi} SBCCD Board of Trustees Meeting Minutes 5/14/2015, p 238, PrepTalk Contract Approval
<http://www.sbccd.org/~media/Files/SBCCD/District/Board/Minutes/2015%20Minutes/5-14-15%20minutes.pdf>
- ^{xvii} Campus Bookstore Webpage <http://bookstore.craftonhills.edu/>
- ^{xviii} Library Catalog Search Page, Worldcat <https://sbccdlibs.worldcat.org/>
- ^{xix} Library Webpage, Contact Information and Hours http://www.craftonhills.edu/Current_Students/Library
- ^{xx} Library Staff http://www.craftonhills.edu/Current_Students/Library/Library_Staff
- ^{xxi} CHC Distance Education Success and Completion Rates from 2010/11 to 2014/15 (Institutional Effectiveness, Research, and Planning.)
http://www.craftonhills.edu/~media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/Research%20Briefs/Instruction/RRN%201166%20CHC_DE_SucRet_1011to1415.pdf
- ^{xxii} SBCCD Board Policy 7120, Recruitment and Hiring, regarding fulfillment of minimum qualifications
<http://www.sbccd.org/~media/Files/SBCCD/District/Board/Board%20Policies/7000/BP%207120%20Recruitment%20and%20Hiring%2012-11-14.pdf>
- ^{xxiii} CHC Catalog, General Education Options <http://craftonhills.smartcatalogiq.com/2015-2016/Catalog/Section-V-What-Are-Your-Options/Associate-Degree-Programs/General-Education-Options>
- ^{xxiv} CHC Catalog, General Education Outcomes <http://craftonhills.smartcatalogiq.com/en/2015-2016/Catalog/Section-V-What-Are-Your-Options/Associate-Degree-Programs/General-Education-Options/General-Education>
- ^{xxv} SBCCD Board Policy 4030, Academic Freedom
<http://www.sbccd.org/~media/Files/SBCCD/District/Board/Board%20Policies/4000/BP%204030%20Academic%20Freedom%2012-11-14.pdf>
- ^{xxvi} MOU, SBCCD and CTA Regarding Student Learning Outcomes and Faculty Evaluations
<http://www.sbccd.org/~media/Files/SBCCD/District/HR%20%20Documents/Bargaining%20Agreements/CTA/CTA%20Mou%201%2030%202013.pdf>
- ^{xxvii} Academic Senate Resolution, SLOs, 2010-11
http://www.craftonhills.edu/Faculty_and_Staff/Academic_Senate/~media/AFAC7A5C3FFB4744A59F38B894F51D89.ashx
- ^{xxviii} Financial Aid Webpage http://www.craftonhills.edu/Current_Students/Financial_Aid
- ^{xxix} Campus Police Webpage http://www.craftonhills.edu/Current_Students/Campus_Police
- ^{xxx} DSPS Webpage http://www.craftonhills.edu/Current_Students/Disabled_Student_Services
- ^{xxxi} EOPS/CARE/CalWORKS Webpage http://www.craftonhills.edu/Current_Students/EOPS_CARE_CalWORKS
- ^{xxxii} Health and Wellness Webpage http://www.craftonhills.edu/Current_Students/Health_and_Wellness_Center
- ^{xxxiii} SBCCD Annual Reports Webpage: Audit, Budget, Futuris, and Reports to the Community.
http://www.sbccd.org/District_News_and_Events/Press_Room_and_Publications/Annual_Reports

^{xxxiv} SBCCD Annual Financial Report, June 30, 2015, for example.

<http://www.sbccd.org/~media/Files/SBCCD/District/Internal%20Audits/Audit%20Annual%20Report/2014-15%20Audit%20Report%20-%20District.pdf>

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: March 10, 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.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

Adjunct & Substitute Academic Employees
Academic Year 2015-2016
March 10, 2016

Crafton Hills College

<u>NAME</u>	<u>DISCIPLINE</u>
Nancy Helms	Dance
Frank Madrid	CIS
Brooke Fife	Adjunct Counselor
Michelle Tinoco	Adjunct Counselor
Claudia Garcia	Adjunct Counselor
Samantha Stephens	Adjunct Counselor
Kristen McCracken	Adjunct Counselor
Hanna Madrid	Adjunct Counselor
Ozzie Lomeli	Adjunct Counselor
Armando Garcia	Adjunct Counselor
Alyssa Ciuiello	Adjunct Counselor
Jess Schreckengost	Adjunct Counselor
Chanel Lee	Adjunct Counselor
Jesse Juarez	Adjunct Counselor
Kareem Savoy	Adjunct Counselor
Annie Ishihara	Adjunct Counselor
Ali-Shah Pettaway-Jordan	Adjunct Counselor
Laneay London	Adjunct Counselor
Sherece Jefferson	Adjunct Counselor
Charles Sandoval Oyas	Adjunct Counselor
Christina Rigas Mulcahy	Adjunct Counselor
Liana Zuno-Eadie	Adjunct Counselor
Joshua Bonilla	Adjunct Counselor
C.R. Cochrane-McClurkin	Adjunct Counselor
Christopher Markin	Adjunct Counselor
Henriette Langdon	Adjunct Counselor
Mia Davis	Adjunct Counselor
Joy Marie Menzel	Adjunct Counselor
Nancy Alvarenga-Canela	Adjunct Counselor
Maria Diaz-Nunez	Adjunct Counselor
Linda Bhavailai	Adjunct Counselor
Richard Alvarez	Adjunct Counselor
Sean Mann	Adjunct Counselor
Jacob Peck	Adjunct Counselor
Yecica Bernardo	Adjunct Counselor
Athena Corrales	Adjunct Counselor
Cassandra Burch	Adjunct Counselor
Veronica Gonzalez	Adjunct Counselor
Shimeka Arnold	Adjunct Counselor
Jeff Cutkomp	Adjunct Counselor
Micheal Block	Adjunct Counselor
Yarick Whitmore	Adjunct Counselor
Shanell Davis	Adjunct Counselor
Cedrick Brookins	Adjunct Counselor
Chris Williams	Adjunct Counselor

Jairo de Leon	Adjunct Counselor
Laura Ross	Adjunct Counselor
Jennifer Choi	Adjunct Counselor
Ashley Willis	Adjunct Counselor
Debra Arvsio	Adjunct Counselor
Cherisse Hunter-Southern	Adjunct Counselor
Patricia Sidhom	Adjunct Counselor
Carl MacArthur	Adjunct Counselor
Hannah Jones	Adjunct Counselor
Richard Garcia	Adjunct Counselor
Marcy Demetro	Adjunct Counselor
Donna Martin	Adjunct Counselor
Larann Henderson	Adjunct Counselor
Evelyn Heredia	Adjunct Counselor
Elizabeth Duarte	Adjunct Counselor
April Fernandez	Adjunct Counselor
Fatima Elali	Adjunct Counselor
Michelle Williams	Adjunct Counselor
Antoinette Bailey	Adjunct Counselor
Donna Inglis	Adjunct Counselor
Twanna Williams	Adjunct Counselor
John Levyssohn	Adjunct Counselor
Mary Pierce	Adjunct Counselor
TaMarra Hicks	Adjunct Counselor
Isaiah Whitfield	Adjunct Counselor
Sara Sheeran	Adjunct Counselor
Natalie Erikson	Adjunct Counselor
Christina Papadakis	Adjunct Counselor
Adekunle ILori	Adjunct Counselor
Lisa Contreras	Adjunct Counselor
Oscar Reyes	Adjunct Counselor

San Bernardino Valley College

NAME

Delmonte, Orlando

DISCIPLINE

Machine Technology

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: March 10, 2016

SUBJECT: Consideration of Approval of Appointment of District Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Lawrence Strong.

OVERVIEW

Lawrence Strong, Director of Fiscal Services, District, effective March 11, 2016, Management Salary Schedule Range 19, Step E, at \$131,921 annually. Replaces Jose Torres. Funding Source is Fiscal Services General Fund and is included in the 2015-2016 budget.

ANALYSIS

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

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. Gloria Fisher, President, SBVC
Dr. Cheryl Marshall, President, CHC

DATE: March 10, 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
Academic Year 2015-2016
March 10, 2016

Crafton Hills College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Ambriz, Matt	Fire Technology	03/11/2016-06/30/2016
deBoer, Travis J.	Fire Technology	03/11/2016-06/30/2016
Duran, Jason	Fire Technology	03/11/2016-06/30/2016
McKibban, Corinne	Anatomy	03/11/2016-06/30/2016
Medvec, Jessica	Fire Technology	03/11/2016-06/30/2016
Pham, Belle	Anatomy & Physiology	03/11/2016-06/30/2016
Puffer, Hans	Anatomy	03/11/2016-06/30/2016

San Bernardino Valley College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Brown, Charles	Arts & Humanities/Music	03/23/2016-04/30/2016
Bufer, Larry	Arts & Humanities/Music	03/23/2016-04/30/2016
Crabtree, Amanda	Student Services/DSP&S	03/11/2016-06/30/2016
Enriquez, Brandon	Arts & Humanities/Music	03/23/2016-04/30/2016
Freitag, Morgan	Student Services/DSP&S	03/11/2016-06/30/2016
Hall, Suzan K.	Student Services/Student Health Services	03/11/2016-06/30/2016
Hammermities, Hermann	Arts & Humanities/Music	03/23/2016-04/30/2016
MacNeil, Kayla	Student Services/DSP&S	03/11/2016-06/30/2016
McDowell, Laura	Student Services/DSP&S	03/11/2016-06/30/2016
Palacios, Myrna	Student Services/DSP&S	03/11/2016-06/30/2016
Rojo, Paula	Arts & Humanities/RTVF	03/11/2016-06/30/2016
Talamantes, Jasmine	President's Office/Marketing & PR	03/11/2016-06/30/2016
Taylor, David	Arts & Humanities/Art	03/11/2016-05/31/2016
Thornburg, Lisa	Arts & Humanities/Theatre Arts	03/11/2016-05/19/2016
Windhausen, Erin	Science/Biology	03/11/2016-06/30/2016

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: March 10, 2016
SUBJECT: Consideration of Approval of Employee Promotion

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of Carrita Morales.

OVERVIEW

Carrita Morales, Clerical Assistant II, Financial Aid, CHC, promoted to Student Services Technician II, Assessment Center, CHC, effective March 11, 2016, Classified Salary Schedule Range 34 Step B, \$3,447.00 per month. New Position. Funding Source is Matriculation Funds.

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
Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, President, SBVC

DATE: March 10, 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
March 10, 2016

Crafton Hills College

Allen, Denise, Non-instructional pay for Distance Ed Coordinator, 8/18/2015* through 12/18/2015, not to exceed 4.5 hours at \$49.00 per hour. Funding source is Equity Fund.

Allen, Denise, Non-instructional pay for District Assembly, 8/18/2015* through 12/18/2015, not to exceed 36 hours at \$49.00 per hour. Funding source is District Assembly General Fund.

*Paperwork was delayed.

San Bernardino Valley College

Adams, Kathryn, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 13 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Barnett, Kellie, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 13 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Beuche, William, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 36 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Chatterjee, Achala, for High Schools and ROP (Regional Occupational Programs) articulation meetings/agreements, 3-11-16 to 5-10-16, not to exceed 15 hours, at \$49.00 per hour. Funding source is the RAMP (Ready to Accelerate My Pathway) Grant.

Copeland, Mary, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 36 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Halabi, Tarif, for High Schools and ROP (Regional Occupational Programs) articulation meetings/agreements, 3-11-16 to 5-10-16, not to exceed 15 hours, at \$49.00 per hour. Funding source is the RAMP (Ready to Accelerate My Pathway) Grant.

Heibel, Todd, to support the GIS (Geographical Information Systems) program, will assist with marketing GIS programs to other disciplines and providing spatial analysis services, 3-11-16 to 6-30-16, not to exceed 40 hours, at \$49.00 per hours. Funding sources is the Perkins Grant.

Hoyt, James, for High Schools and ROP (Regional Occupational Programs) articulation meetings/agreements, 3-11-16 to 5-10-16, not to exceed 5 hours, at \$49.00 per hour. Funding source is the RAMP (Ready to Accelerate My Pathway) Grant.

Jaramillo, Richard, for High Schools and ROP (Regional Occupational Programs) articulation meetings/agreements, 3-11-16 to 5-10-16, not to exceed 15 hours, at \$49.00 per hour. Funding source is the RAMP (Ready to Accelerate My Pathway) Grant.

Jennings, Amy, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 26 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Kawa, Jon, will create collateral material for the Digital Design Career Day taking place in the 2016 spring semester, 3-11-16 to 5-1-16, not to exceed \$500.00, at \$49.00 per hour. Funding source is the Perkins Grant.

Kellogg, Elena, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 36 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

King, Melissa, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 26 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Krizek, Jeffrey, to support the GIS (Geographical Information Systems) program, will assist with marketing GIS programs to other disciplines and providing spatial analysis services and creating instructional vignettes, 3-11-16 to 6-30-16, not to exceed 50 hours, at \$49.00 per hours. Funding sources is the Perkins Grant.

Lee, Dirkson, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 126 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Marrs, Tracy, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 180 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Melancon, Berchman, for High Schools and ROP (Regional Occupational Programs) articulation meetings/agreements, 3-11-16 to 5-10-16, not to exceed 5 hours, at \$49.00 per hour. Funding source is the RAMP (Ready to Accelerate My Pathway) Grant.

Meyer, Stacy, for High Schools and ROP (Regional Occupational Programs) articulation meetings/agreements, 3-11-16 to 5-10-16, not to exceed 15 hours, at \$49.00 per hour. Funding source is the RAMP (Ready to Accelerate My Pathway) Grant.

Milligan, Joshua, for High Schools and ROP (Regional Occupational Programs) articulation meetings/agreements, 3-11-16 to 5-10-16, not to exceed 5 hours, at \$49.00 per hour. Funding source is the RAMP (Ready to Accelerate My Pathway) Grant.

Moneymaker, Melinda, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 13 hours, at \$49.00 per hour.

Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Murphy, Joel, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 36 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Nelson, Brandy, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 13 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Ortiz, Miguel, for High Schools and ROP (Regional Occupational Programs) articulation meetings/agreements, 3-11-16 to 5-10-16, not to exceed 5 hours, at \$49.00 per hour. Funding source is the RAMP (Ready to Accelerate My Pathway) Grant.

Pires, Romana, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 18 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Ramirez, Alberta, will provide mentoring/support for tutors in the faculty directed tutoring across the disciplines project, 1-25-16 to 5-26-16, not to exceed 36 hours, at \$49.00 per hour. Funding source is Basic Skills. This item being ratified due to the office missed getting board approval at the January 2016 board date.

Robinson, James, for facilitator for the annual 2016 Great Teacher's Retreat on April 15, 2016, will be paid a flat rate of \$1,000.00. Funding source is Professional and Organizational Development Funds.

Worley, Edward, for High Schools and ROP (Regional Occupational Programs) articulation meetings/agreements, 3-11-16 to 5-10-16, not to exceed 5 hours, at \$49.00 per hour. Funding source is the RAMP (Ready to Accelerate My Pathway) Grant

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

DATE: March 10, 2016

SUBJECT: Consideration of Approval of One and Two Year Contracts for Tenure Track Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure track contracts for academic employees.

OVERVIEW

The following employees on the attached list have been recommended by their division chair/manager to enter into one-year and two-year contracts.

ANALYSIS

The Board of Trustees regularly grants one-year contracts to first year contract employees and two-year contracts to second year faculty per AB-1725.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

One and Two Year Contracts for Tenure Track Academic Employees
March 10, 2016

The following first-year contract employees are recommended to receive second year probationary status:

Bailes, Brandi	Mathematics
Harris, Kashaunda	EOPS
Quach, Patricia	Tutoring
Rahbarnia, Shohreh	Chemistry
Rojas, Daniel	Respiratory
Sandy, Hannah	Health and Wellness
Xayaphanthong, Soutsakhone	Counseling

The following second-year contract employees are recommended to enter into two-year probationary contracts for years three and four:

Alder, Mike	Fire
Barrie, Trinette	Counseling
Cervantez, Jeff	Philosophy and Religious Studies
Sternard, Evan	Counseling

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: March 10, 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

March, 2016

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Micallef, Bradley	Fire Technology Program	CHC	Fire Tech Specialist/Tactical Officer/Safety Officer	3/11/16	6/30/16	\$30.00/\$23.00/\$22.50
Wilkins, Junius	Public Safety and Emergency Services	CHC	Lab Inst/Primary Inst/EMS Specialist	3/11/16	6/30/16	\$20.00/\$25.00/\$30.00
Ramirez, Edgar	Applied Technology, Transportation, Culinary Arts Division/Automotive Collision	SBVC	Assistant Instructor	3/11/16	5/19/16	\$20.00
Hill, Travis	Applied Technology, Transportation, Culinary Arts Division/Electricity-Electronics Dept.	SBVC	Tutor II	3/1/16	5/19/16	\$12.00
Turnbeau, Deanna	Office of Instruction	SBVC	Program Assistant	3/11/16	6/15/16	\$20.00
Grant, Chris	Human Resources	DIST	Emergency Preparedness Coordinator	3/14/16	6/30/16	\$35.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Short Term Hourly Employees

March 10, 2016

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Trees, Jennie	Kinesiology and Health/Student Recreation Services	CHC	Project Assistant II	3/11/16	6/30/16	\$12.00
Davis, Sean Lee	Kinesiology and Health/Student Recreation Services	CHC	Project Assistant II	3/11/16	6/30/16	\$12.00

Substitute Employees							
March 10, 2016							
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate	Justification
Book, Paula J	Child Development Center	CHC	Child Development Assistant	2/6/16	4/5/16	\$13.35	Ext: On call for Sick/Vac Coverage
Ramirez, Berenice	Child Development Center	CHC	Child Development Assistant	2/6/16	4/5/16	\$13.35	Ext: On call for Sick/Vac Coverage
Scott, Mary J	Child Development Center	CHC	Child Development Assistant	2/6/16	4/5/16	\$13.35	Ext: On call for Sick/Vac Coverage
Mills, Lawrence	Applied Technology	SBVC	Tool Room Specialist	2/1/16	4/1/16	\$15.48	New: Vacancy in active recruitment.
Jensen, Jennifer	Financial Aid	CHC	Financial Aid Specialist	1/11/16	3/11/16	\$20.82	New: Vacancy in active recruitment.
Hall, Suzan	Health/Kinesiology /Athletics	SBVC	Secretary I	2/16/16	4/16/16	\$16.69	New: Medical LOA Coverage
Lopez, Daniel	Counseling	CHC	Student Services Technician I	11/17/15	03/03/16	\$17.09	New: Vacancy - in recruitment
Cruz, Pedro	District Computing Services	DIST	Snr. Programmer Analyst	3/1/2016	5/1/2016	\$38.85	Ext: Vacancy. In recruitment.
St. Jean, Sara N.	Office of Instruction	CHC	Admin. Assistant	2/1/16	3/25/16	\$22.43	Ext: Vacancy. In recruitment.

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: March 10, 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 3/10/2016

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Consultants				
Strata Information Group (SIG)	(12939) Provide consulting to assist District in setting up the Fiscal 2016-2017 in Colleague for Financial Aid Term: 2/10/2016 - 6/30/2016 Funding Source: General Funds	TESS/SBCCD	\$20,000.00	SSutorus

SubTotal for Consultants: 1

Legal

Fletcher, Heald & Hildreth, PLC	(12902) Legal services for KVCR for items regarding Federal Communications Commission and other Federal concerns for all of the KVCR departments TV, FM and FMX Term: 1/1/2016 - 12/31/2017 Funding Source: KVCR - FNX Grant	KVCR/KVCR	\$12,000.00	SSutorus
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SubTotal for Legal: 1

Professional Services

MAAS Companies, Inc	(12948) Provide oversight consulting services for Facilities, Planning and Construction department by overseeing the construction projects as well as other responsibilities as identified as necessary by the District Term: 3/1/2016 - 6/30/2016 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$86,000.00	JTorres
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Contract Type

Firm

Purpose and Information

Department / Location

Amount Signed

SubTotal for Professional Services: 1

Grand Total Contracts for Board Date 3/10/2016: 3

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: D Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

DATE: March 10, 2016

SUBJECT: Consideration of Approval of Rescission of Pre-Retirement Reduced Workload for Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the rescission of the pre-retirement reduced workload for Laura Gomez, Counselor, SBVC.

OVERVIEW

Laura Gomez, Counselor, SBVC, previously submitted a request to participate in the pre-retirement reduced workload plan per Article 22 of the CTA Agreement beginning with the 2015/2016 academic year and the request was approved at the April 9, 2015, Board meeting. Ms. Gomez has rescinded her request for a reduced pre-retirement workload.

ANALYSIS

In accordance with Article 22 of the CTA Agreement, full-time faculty employees who meet the requirements may reduce their contract from full-time to percent of contract while maintaining their retirement benefits pursuant to Ed Code Sections 22713 & 87483 or Government Code Section 20900.

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: March 10, 2016

SUBJECT: Consideration of Approval of Temporary Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the temporary academic appointments of Violeta Vasquez and Lisa Martin.

OVERVIEW

Violeta Vasquez, Counselor, CHC, effective March 11, 2016 through June 30, 2016. Salary placement to be determined upon verification of education and experience. New position. Funding source is Matriculation Funds.

Lisa Martin, Counselor, CHC, effective March 11, 2016 through June 30, 2016. Salary placement to be determined upon verification of education and experience. New position. Funding source is Matriculation Funds.

ANALYSIS

It is essential that each position be filled on a temporary basis while the recruitment process for a permanent replacement is being conducted. Due to a clerical error, Mr. Lee was not sent to the January 21, 2016 board for approval.

BOARD IMPERATIVE

I. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

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: March 10, 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.

DISTRICT INDIVIDUAL MEMBERSHIPS

NAME	MEMBERSHIP	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Ashley Gaines	Rotary Club of Redlands	Business networking and partnerships	\$620.00	EDCT Foundation	

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: March 10, 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 163380 - 163612 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.

PO#	Vendor Name	Purchase Order Description	Amount
163466	SHABAZZ, RICKY	Conference	300
163528	US BANK CORPORATE PMT SYSTEMS	Conference	50
163553	TEMAN TRAINING AND CONSULTING	Conference	150
163523	US BANK CORPORATE PMT SYSTEMS	Conference	214.06
163477	CHATTERJEE, ACHALA	Conference	560
163501	FENDER, ROCHELLE	Conference	95.38
163562	US BANK CORPORATE PMT SYSTEMS	Conference	122
163490	US BANK CORPORATE PMT SYSTEMS	Conference	89.32
163387	RP GROUP	Conference	2,500.00
163392	GALLAGHER, AMBER	Conference	2,402.00
163460	LANGENFIELD, ELIZABETH	Conference	200
163388	SOSA, GIOVANNI	Conference	117
163595	HARRIS II, JAMES L	Conference	57
163520	LOWRY, BELINDA	Conference	750
163416	US BANK CORPORATE PMT SYSTEMS	Conference	684.48
163586	COMMUNITY COLLEGE LEAGUE OF CA	Conference	175
163588	GLOVER, EARLINE	Conference	50
163521	HASTINGS, RONALD	Conference	155
163431	FRED PRYOR SEMINARS	Conference	149
163459	MARTINEZ, SONJA	Conference	48
163426	MANIAOL, ALBERT	Conference	1,385.00
163448	CCCEOPSA	Conference	250
163382	CALWORKS ASSOCIATION	Conference	2,125.00
163519	CALWORKS ASSOCIATION	Conference	425
163610	US BANK CORPORATE PMT SYSTEMS	Conference	2,320.00
163556	SCIAC	Conference	275
163591	WILKINS, JANICE	Conference	1,405.00
163436	ACADEMIC SENATE, THE	Conference	495
163439	HUSTON, CELIA	Conference	1,209.78
163441	GILBERT, JEREMIAH	Conference	2,345.00
163384	LOERA, ANDREW	Conference	3,417.68
163418	CHAVEZ GONZALEZ, NATALIE	Conference	3,457.70
163544	MOORE, SANDRA	Conference	143.54
163390	MUSKAVITCH, JOHN	Conference	603
163513	US BANK CORPORATE PMT SYSTEMS	Conference	297
163516	GALLAGHER, AMBER	Conference	243
163542	CALIFORNIA COMMUNITY COLLEGES	Conference	150
163514	GALLAGHER, AMBER	Conference	120
163515	US BANK CORPORATE PMT SYSTEMS	Conference	297
163543	CALIFORNIA COMMUNITY COLLEGES	Conference	350
163590	GROSS, DAWN	Conference	1,590.00
163472	LINDAMOOD-BELL LEARNING	Conference	879
163473	HALLEX, ALICIA	Conference	930.23
163507	SOCIETY FOR HUMAN RESOURCE	Conference	1,700.00
163508	SOCIETY FOR HUMAN RESOURCE	Conference	1,700.00

163509 SOCIETY FOR HUMAN RESOURCE	Conference	1,700.00
163401 ECCTYC	Dues & Memberships	100
163400 NLN	Dues & Memberships	1,390.00
163510 CCCDECO	Dues & Memberships	100
163405 US BANK CORPORATE PMT SYSTEMS	Equipment	611.35
163430 PREMIER BUSINESS RESOURCES	Equipment	1,975.56
163476 DIGITAL BUYER	Equipment	524.34
163571 ROSE BRAND	Equipment	2,408.40
163612 US BANK CORPORATE PMT SYSTEMS	Equipment	3,821.04
163411 AMBERWICK CORP	Hazardous Material	694
163386 STAPLES	Instructional Supplies	448.69
163391 HARDY DIAGNOSTICS	Instructional Supplies	156.97
163393 WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	277.51
163394 FREY SCIENTIFIC	Instructional Supplies	71.28
163395 HARDY DIAGNOSTICS	Instructional Supplies	161.56
163396 BIO-RAD LABORATORIES	Instructional Supplies	154.87
163399 BIOQUIP PRODUCTS	Instructional Supplies	239.59
163402 MCLAREN, MERIDYTH	Instructional Supplies	793.64
163406 NILES BIOLOGICAL INC	Instructional Supplies	150.07
163409 US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	75.25
163423 MUSSON THEATRICAL	Instructional Supplies	599.72
163435 JOHNSTONE SUPPLY	Instructional Supplies	3,013.72
163444 FLINN SCIENTIFIC INC	Instructional Supplies	930.04
163454 VASQUEZ, TATIANA	Instructional Supplies	39.25
163456 HARDY DIAGNOSTICS	Instructional Supplies	1,457.29
163461 MISSION TRANSMISSIONS	Instructional Supplies	1,458.00
163462 FLINN SCIENTIFIC INC	Instructional Supplies	2,328.07
163526 PEARSON ASSESSMENT	Instructional Supplies	487.58
163546 HOUGHTON MIFFLIN HARCOURT	Instructional Supplies	386.86
163547 FLINN SCIENTIFIC INC	Instructional Supplies	1,197.88
163550 ALL ELECTRONICS	Instructional Supplies	1,248.05
163551 DIGI-KEY ELECTRONICS	Instructional Supplies	450.28
163552 OUT-FIT	Instructional Supplies	1,515.92
163575 SCANTRON CORPORATION	Instructional Supplies	111.11
163576 POCKET NURSE	Instructional Supplies	369.36
163579 ACME TOOLS	Instructional Supplies	190.08
163603 ALLIED REFRIGERATION INC	Instructional Supplies	181.14
163548 SARGENT WELCH	Instructional Supplies	471.61
163549 PASCO SCIENTIFIC	Instructional Supplies	159.8
163545 THOUSAND OAKS OPTICAL	Instructional Supplies	202.12
163455 JUDD ASSOCIATES	IT Equipment	50,855.41
163504 DELL COMPUTER COMPANY	IT Equipment	1,761.51
163557 DELL COMPUTER COMPANY	IT Equipment	12,671.33
163577 SEHI COMPUTER PRODUCTS INC	IT Equipment	3,253.75
163594 APPLE COMPUTER INC	IT Equipment	4,455.72
163596 APPLE COMPUTER INC	IT Equipment	4,139.12
163465 JONES & BARTLETT LEARNING LLC	Media	89.1

163482 FRED PRYOR SEMINARS	Media	202.37
163602 HOBART INSTITUTE WELDING TECH	Media	968.4
163385 STAPLES	Non-Instructional Supplies	315.64
163468 STAPLES	Non-Instructional Supplies	671.86
163479 MENCHACA, PATRICIA	Non-Instructional Supplies	47.39
163573 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	24
163574 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	38.32
163380 STAPLES	Non-Instructional Supplies	92.16
163381 STAPLES	Non-Instructional Supplies	116.79
163383 STAPLES	Non-Instructional Supplies	358.73
163397 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	200
163433 STAPLES	Non-Instructional Supplies	145.31
163437 STAPLES	Non-Instructional Supplies	243.19
163443 ACCUCUT	Non-Instructional Supplies	192.12
163445 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	48.6
163446 STAPLES	Non-Instructional Supplies	201.01
163447 STAPLES	Non-Instructional Supplies	250.43
163449 STAPLES	Non-Instructional Supplies	233.15
163452 SAMY'S CAMERA	Non-Instructional Supplies	214.92
163453 CAMPING WORLD	Non-Instructional Supplies	914.72
163463 GLOVE NATION	Non-Instructional Supplies	1,231.39
163464 NAPA AUTO PARTS	Non-Instructional Supplies	103.33
163469 STAPLES	Non-Instructional Supplies	582.99
163470 STAPLES	Non-Instructional Supplies	265.94
163474 STAPLES	Non-Instructional Supplies	224.52
163486 STAPLES	Non-Instructional Supplies	126.71
163487 STAPLES	Non-Instructional Supplies	315.33
163506 STAPLES	Non-Instructional Supplies	69.61
163522 STAPLES	Non-Instructional Supplies	75.58
163536 MOBILE ID SOLUTIONS INC	Non-Instructional Supplies	3,866.34
163538 BEST BUY	Non-Instructional Supplies	209.46
163541 R&S NORTHEAST LLC	Non-Instructional Supplies	1,000.00
163554 ULINE	Non-Instructional Supplies	1,388.66
163580 STAPLES	Non-Instructional Supplies	750.98
163581 STAPLES	Non-Instructional Supplies	1,036.71
163582 ROTOLO CHEVROLET	Non-Instructional Supplies	110.84
163583 INMARK	Non-Instructional Supplies	61.92
163589 STAPLES	Non-Instructional Supplies	425.61
163592 STAPLES	Non-Instructional Supplies	419.25
163597 STAPLES	Non-Instructional Supplies	624.51
163598 STAPLES	Non-Instructional Supplies	549.54
163599 STAPLES	Non-Instructional Supplies	129.82
163600 STAPLES	Non-Instructional Supplies	81.07
163601 CDW GOVERNMENT INC	Non-Instructional Supplies	306.94
163609 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	2,751.88
163611 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	379.55
163432 STAPLES	Non-Instructional Supplies	366.84

163438 STAPLES	Non-Instructional Supplies	277.03
163532 STAPLES	Non-Instructional Supplies	121.26
163458 PROVANTAGE LLC	Non-Instructional Supplies	62.61
163389 PACIFIC BEACH HOTEL	Operational Expenses & Fees	4,562.68
163403 SBVC SUN ROOM	Operational Expenses & Fees	3,094.20
163407 CALIFORNIA SCIENCE CENTER	Operational Expenses & Fees	206
163417 ARAMARK EDUCATIONAL SERVICES	Operational Expenses & Fees	509.85
163419 WISEGARVER, LINDSEY	Operational Expenses & Fees	86.78
163442 SANDY, HANNAH	Operational Expenses & Fees	27.11
163471 NATIONAL COLLEGE RESOURCES	Operational Expenses & Fees	245
163529 HOFFMANN, DONNA	Operational Expenses & Fees	60
163539 ALPAH GAMMA SIGMA INC	Operational Expenses & Fees	4,590.00
163559 IN-N-OUT BURGER	Operational Expenses & Fees	7,100.00
163584 SBVC FOOD SERVICES	Operational Expenses & Fees	447.01
163585 SBVC FOOD SERVICES	Operational Expenses & Fees	197.53
163604 SBCCD FINANCIAL AID	Operational Expenses & Fees	1,894.00
163605 WELLS, CAROL	Operational Expenses & Fees	58
163606 XAYAPHANTHONG, SOUTS	Operational Expenses & Fees	120.65
163434 SBVC CAMPUS BUSINESS OFFICE	Other Student Aid	90
163560 CHC BOOKSTORE	Other Student Aid	6,592.32
163478 MENCHACA, PATRICIA	Personal Mileage	83.38
163500 WILKINS, JANICE	Personal Mileage	81.43
163511 SNOWHITE, MARK	Personal Mileage	109.48
163587 WILKINS, JANICE	Personal Mileage	33.05
163608 WILLIAMS, CHRISTOPHER	Personal Mileage	200
163561 VERIZON BUSINESS	Phone Utilities	60
163567 AT&T	Phone Utilities	164.24
163398 BARNES & NOBLE INC	Reference Books	193.57
163429 HUA, HENRY	Refreshments	9.99
163440 SBVC FOOD SERVICES	Refreshments	165.88
163475 US BANK CORPORATE PMT SYSTEMS	Refreshments	117
163488 SBVC FOOD SERVICES	Refreshments	51.11
163533 US BANK CORPORATE PMT SYSTEMS	Refreshments	1,000.00
163537 SBVC FOOD SERVICES	Refreshments	2,000.00

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: March 10, 2016

SUBJECT: Consideration to Approve Conference Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests for Conference Expenses.

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	RATIFICATION/ AMENDMENT
Wendy Zinn	Economic Development and Corporate Training	2016 California Association for the Gifted 54th Annual Conference	02/26/16	02/28/16	Palm Springs, CA	Presenting at the state conference to provide our teachers a better understanding of what STEM means for our students and information regarding the STEM Certificate for Educators, a joint certificate offered through CSUSB and SBCCD. Anticipated value to the district will be additional revenue generated through the STEM experts in our region	\$1,205.00	CAPS/Robotics Categorical Funds	Request for ratification due to technical issues with the data entry for February's board agenda items.
Wendy Zinn	Economic Development and Corporate Training	Pathways, Partnerships, Programs: 3P's of Success	03/05/16	03/09/16	Sacramento, CA	The purpose is to learn more about pathways and partnership to enrich and enhance my ability to implement pathways in our feeder school districts. Anticipate value to the district will be my ability to assist in implementing pathways per the RAMP UP grant with our feeder school districts.	\$2,051.00	RAMP UP Grant Funds	Request for ratification due to technical issues with the data entry for February's board agenda items.

DISTRICT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Dawn Gross	TESS/ATPC	CSUN International Technology & Persons with Disabilities Conference	03/23/16	03/25/16	San Diego, CA	To learn about new technologies & software for the blind and visually impaired. To keep the ATPC up to date with the newest and best technologies to best empower blind and visually impaired students.	\$1,295.00	ATPC Grant	
Dawn Gross	TESS/ATPC	57th Annual Conference of CA Transcribers & Educators for the Board	04/07/16	04/10/16	Los Angeles, CA	To attend Board meeting & recruit new transcribers and tactile artists as independent contractors for the ATPC	\$1,250.00	ATPC Grant	
Dawn Gross	TESS/ATPC	Braille Authority of North America Board Meeting	05/19/16	05/26/16	Townson, MD	ATPC is a voting member of this organization and attendance is required. To discuss and vote on Braille code changes and how the ATPC will implement the changes.	\$1,590.00	ATPC Grant	

DISTRICT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Jose Torres and Larry Strong	Business & Fiscal Services	2016 ACBO Spring Conference	5/23/2016	5/25/2016	Monterey, CA	To afford Business & Fiscal Services leadership the opportunity to learn from, and interface with, key industry professionals, focusing on pertinent topics such as crisis management tactics and preparing for the changes that lie ahead. Expenses for conference are estimated at \$1,230.00 each.	\$2,460.00	Controller General Funds	

DISTRICT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Glen Kuck	TESS	Association for Institutional Research (Data and Decisions for Higher Education)	05/30/16	06/03/16	New Orleans, LA	The AIR (Association for Institutional research) is the world's largest gathering of higher-education professionals working in institutional research, assessment, planning and related postsecondary education fields. Attendance will allow for networking, training and information gathering for the latest tools and resources to support data use for decision making, planning and accreditation.	\$3,408.00	DCS General Funds	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Scott Rippy	Math	NADE Annual Conference	03/16/16	03/19/16	Anaheim, CA	To be up to date on strategies and principles for teaching developmental mathematics.	\$1,000.00	Basic Skills Categorical Funding	
T.L. Brink	Career Ed/Human Development	2016 AAR Western Region Annual Conference	03/31/16	04/03/16	Tucson, AZ	Presenting a paper on the use of psychological assessment for analysis of the prayer life of Flannery O'Connor. Additionally, learn about latest trends in this discipline, as we hope to create a transfer major.	Time Only	n/a	
June Yamamoto	Career Ed/Human Development	CCCAOE 2016 Spring Conference	04/19/16	04/22/16	Sacramento, CA	As administrator for the Perkins Career and Technical Education Grant, this conference provides pertinent information for grant administrators. Sessions will provide information on current legislation, research, student success and CTE workshops.	\$1,889.00	Ramp Up Grant	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
T.L. Brink	Career Ed/Human Development	96th Annual Convention, Western Psychological Association	04/28/16	05/01/16	Long Beach, CA	18 of my students' poster sessions will be presented. Help stay current on innovations in research methods, a course which I hope to offer online through the exchange OEI.	Time Only	n/a	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Sandra Blackman, Kathy Kafela, Botra Moeung, Daniele Ramsey as faculty members, Chris Williams as staff and 25 students	Tumaini and Career and Transfer Center	Historical Black Colleges and University (HBCU) Tours	03/20/16	03/25/16	Atlanta, GA	To increase transfer rates to Historical Black Colleges and Universities (HBCU). Providing students with campus tours and overviews of the admissions requirements that have articulation agreements with the California Community College Chancellor's office.	Cost covered by contract - board approved at the 01/21/2016 Board of Directors meeting.	Student Equity Categorical Fund	
Christie Gabriel-Millette	Research, Planning, and Institutional Effectiveness	8th Annual AHSI/Best Practices Conference: Building Bridges to Access, Equity, and Success at HSIs	03/20/16	03/23/16	Camarillo, CA	This conference provides an array of sessions that demonstrate the success of high impact practices that have been implemented mostly through Department of Education Title V funding. This conference will provide the opportunity to network with other leaders and to brainstorm and share information on how to make the Title V programs more successful at SBVC.	\$1,173.98	HSI STEM PASS Go Grant Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Emma Diaz	Mathematics, Business, and Computer Technology	2016 Commission On Adult Basic Education (COABE) Conference	04/09/16	04/13/16	Dallas, TX	I will be assisting in several workshops that will present an opportunity to see the best practices on a national level. New ideas will be shared and incorporated into existing programs at SBVC and/or will be used to build successful pathways within the community.	\$2,278.00	AB104 Grant Fund	
Ann Gibbons	Mathematics, Business, and Computer Technology	2016 Commission On Adult Basic Education (COABE) Conference	04/09/16	04/13/16	Dallas, TX	I will be assisting in several workshops that will present an opportunity to see the best practices on a national level. New ideas will be shared and incorporated into existing programs at SBVC and/or will be used to build successful pathways within the community.	\$2,349.50	AB104 Grant Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Henry Hua	Mathematics, Business, and Computer Technology	2016 Commission On Adult Basic Education (COABE) Conference	04/09/16	04/13/16	Dallas, TX	I will be assisting in several workshops that will present an opportunity to see the best practices on a national level. New ideas will be shared and incorporated into existing programs at SBVC and/or will be used to build successful pathways within the community.	\$2,310.08	AB104 Grant Fund	
Ricky Shabazz	Student Services	2016 California Community Colleges Chief Student Services Administrators Association (CCCCSSAA) Spring Conference	04/19/16	04/22/16	Sacramento, CA	Professional Development for examining Student Success Strategies and Models, Student Equity, Fiscal Resources, Developing the Workforce and Innovation in Curriculum and Instruction. Fostering the collaboration between Student Services and Instruction to increase student success on campus.	\$1,730.76	Student Success & Support Programs Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Dr. Haragewen Kinde	VP of Instruction Office	2016 California Community Colleges Chief Instructional Officers (CCCCIO) Spring Conference	04/19/16	04/23/16	Sacramento, CA	This conference will cover: on-line education, educational planning and common assessment in Cal. Comm. Colleges, AB86, Student Success, effective hiring and evaluation procedures and enrollment management. The information learned from this conference will be utilized and shared with SBVC's managers and staff.	\$1,940.49	Instruction General Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Albert Maniaol	Applied Technology, Transportation and Culinary Arts	2016 California Community College Association for Occupational Education (CCCAOE) Conference	04/20/16	04/22/16	Sacramento, CA	The purpose is to learn new policies, grant opportunities, partnerships and best practices related to Career Technical Education (CTE). The knowledge, skills, networking and grant opportunities I will learn from attending this conference will help me become a better leader in managing CTE programs, regulatory compliance, building stronger industry partnerships and in obtaining grant funds to sustain CTE programs.	\$1,900.00	Perkins Grant Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Jeremiah Gilbert	Math	2016 Spring Plenary Session Sponsored by Academic Senate for California Community Colleges (ASCCC)	04/20/16	04/24/16	Sacramento, CA	Will allow the SBVC Academic Senate President (myself) to participate in and become familiar with legislation and dialogue taking place at the state level, which could have a direct effect locally. The president can then convey this information to the campus and the district upon his return in attempt to keep all constituencies informed and up-to-date.	\$2,345.00	Academic Senate General Fund	
Celia Huston	Library	2016 Spring Plenary Session Sponsored by Academic Senate for California Community Colleges (ASCCC)	04/20/16	04/23/16	Sacramento, CA	Learn the responsibilities of the Academic Senate President in making statewide recommendations and resolutions. Gain a better understanding of issues and activities at the Academic Senate level that could benefit or be of concern to SBVC.	\$1,704.78	Academic Senate General Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Andrew Loera	Student Health Services	Accelerated Strengths Coaching Course	04/24/16	04/30/16	San Francisco, CA	This training is critical in continuing to offer support to the Strength's initiative on the campus since our Mental Health Educator has resigned. The Strengths initiative has supported professional development to students, staff, faculty and team building, along with providing student success and an improved campus climate for San Bernardino Valley College.	\$7,167.68	Student Health Fees Restricted Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Natalie Chavez Gonzalez	Student Health Services	Accelerated Strengths Coaching Course	04/24/16	04/30/16	Washington D.C.	This training is critical in continuing to offer support to the Strength's initiative on the campus since our Mental Health Educator has resigned. The Strengths initiative has supported professional development to students, staff, faculty and team building, along with providing student success and an improved campus climate for San Bernardino Valley College.	\$7,009.73	Student Health Fees Restricted Fund	
Veada Benjamin	Admissions & Records	2016 California Association of Community Colleges Registrars & Admissions Office (CACRAO) Conference	05/01/16	05/04/16	Sacramento, CA	To support professional development opportunities to new and seasoned Admissions and Records officers. To provide staff with best practices, legislative updates and communicate information about innovation trends.	\$1,662.00	Admissions & Records Office General Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
April Dale-Carter	Admissions & Records	2016 California Association of Community Colleges Registrars & Admissions Office (CAC CRAO) Conference	05/01/16	05/04/16	Sacramento, CA	To support professional development opportunities to new and seasoned Admissions and Records officers. To provide staff with best practices, legislative updates and communicate information about innovation trends	\$1,637.00	Admissions & Records Office General Fund	
Linda Molinda	Admissions & Records	2016 California Association of Community Colleges Registrars & Admissions Office (CAC CRAO) Conference	05/01/16	05/04/16	Sacramento, CA	To support professional development opportunities to new and seasoned Admissions and Records officers. To provide staff with best practices, legislative updates and communicate information about innovation trends	\$1,649.00	Admissions & Records Office General Fund	
Raquel Villa	Admissions & Records	2016 California Association of Community Colleges Registrars & Admissions Office (CAC CRAO) Conference	05/01/16	05/04/16	Sacramento, CA	To support professional development opportunities to new and seasoned Admissions and Records officers. To provide staff with best practices, legislative updates and communicate information about innovation trends	\$1,647.00	Admissions & Records Office General Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Alicia Hallex	Disabled Student Programs & Services	Lindamood-Bell Learning Processes: LIPS Workshop	05/01/16	05/04/16	San Luis Obispo, CA	The Lindamood Phoneme Sequencing (LiPS) Program is a researched-based instructional program that develops phonemic awareness, reading, spelling, and speech skills for students with learning disabilities.	\$1,809.23	DSP&S Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Ricky Shabazz	Student Services	2016 NASPA Closing the Achievement Gap: Student Success in Higher Education	06/08/16	06/12/16	College Park, MD	To gain knowledge on how student affairs practitioners can better support students who are first generation, low-income, of DACA status or international. To learn how other colleges on a national scene are working to improve student success in hopes of researching interventions that may aid San Bernardino Valley College (SBVC). Submitted proposal to present on the Student Success Newsletter and data gathered from SBVC's demographics	\$2,581.48	Student Services General Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Ricky Shabazz	Student Services	Hobson University 2016	07/24/16	07/28/16	Las Vegas, NV	For the implementation of the Educational Planning Initiative with California State Chancellors Office for the Common Assessment and educational plans. We are the pilot school and sending a team to learn more about the software integration.	\$1,854.71	Student Success & Support Programs Categorical Fund	

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: March 10, 2016

SUBJECT: Consideration to Approve District/College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests for District/College Expenses.

OVERVIEW

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

CHC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE
ACCJC Follow-Up Visit	April 13-14, 2016	Refreshments and supplies for the ACCJC Accreditation follow-up visit to CHC.	Not to exceed \$250.00	Campus President General Fund

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Academic Support Holiday Training Dinner	12/12/14	Food and refreshments. This event provided accademic support to instructors of the Student Success Center. Supplemental Instructors are employed to meet the academic support needs and required training. Approximately 80 students and staff members attended this training.	\$826.75	HSI STEM PASS GO Grant	The event occurred during a time where there was a substitute secretary in place and she was unaware of the district policy to create a PR for such an event. Due to changes in management in the cafeteria, we were only recently informed of the unpaid invoice which has created this ratification
HSI STEM PASS GO Grant - Spring of Learning at Valley	3/11/16, 3/25/16, 4/01/16, 4/08/16, and 4/15/16	Food and beverages, non-instructional supplies, and customized print items. Spring of Learning at Valley is an effort by HSI STEM PASS GO to provide a clear path for regional STEM high school students to learn about SBVC's STEM program and opportunities being offered at SBVC.	\$21,000.00	HSI STEM PASS GO Grant	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
University of Missouri-Kansas City, SI Leader Training	3/25/16 - 3/26/16	Food and beverages, non-instructional supplies, and customized print items. Supplemental Instruction has been a very successful academic support program at San Bernardino Valley College. HSI STEM PASS GO will fund trainers from the University of Kansas City, Missouri to visit SBVC and train both faculty and student SI leaders.	\$23,000.00	HSI STEM PASS GO Grant	
Guardian Scholars Open House	03/30/16	Refreshments and Materials Sponsored by the Guardian Scholars program, this event will formally introduce the Guardian Scholars program to the San Bernardino Valley College campus and the San Bernardino community at large. Guardian Scholars is entrenched within the overall college success plan. As a part of the Student Equity Plan the program is charged with increasing the number of foster youth who register, persist and take advantage of student support services on campus. Anticipated attendance is staff, students, foster youth and community partners.	\$2,097.00	Student Equity Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Annual Spring Transfer/College Fair 2016	04/13/16	Refreshments , Decorations, Rentals, Advertising and Printing Sponsored by the Student Success and Support Program and the Transfer and Career Services, the purpose of the fair is to increase retention and transfer rates by providing awareness of requirements for public, private and out-of-state universities. Exposure to a variety of institutions will assist students with obtaining admissions information, getting their transfer questions answered, and ultimately transferring to a 4-year institution. Anticipated attendance is 725 students, faculty, staff and University Representatives.	\$4,350.00	Student Success and Support Program Categorical Funds and the Transfer Center Trust	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Great Teachers' Retreat	04/15/16	Facilities Rental, Facilitator, Conference Expenses/Travel and Refreshments This annual event, held at the University of Redlands, Orton Conference Center, is hosted by SBVC Professional and Organizational Development for faculty, staff and academic managers to discuss and develop instructional methodologies and strategies. Anticipated attendance is 40 faculty, staff , facilitator, academic managers.	\$2,760.50	Professional and Organizational Development General Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
California Association of Alcohol and Drug Educators Conference (CAADE)	04/15/16-04/17/16	Lodging, Registration and Transportation Sponsored by the Human Services Club, the CAADE conference is an educational networking conference for professionals and students in the alcohol and drug treatment field. The conference is attended by community college students, instructors, and treatment professionals. the conference features workshops, speakers, and events that give our students an opportunity to learn the latest research and development with the field of alcohol and drug studies. Anticipated attendance is 12 students and faculty members. Chaperones will be Melinda MoneyMaker and Brandy Nelson.	\$6,790.00	Student Clubs & Trust/Human Services Trust Account	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) Graduation Ceremony	04/16/16	Refreshments Sponsored by the Foster and Kinship Department, the YESS/ILP graduation celebration is held for the foster youth who have successfully completed the 14-week Independent Living Program Life Skills classes which consist of four modules: Daily Living Skills, Education, Employment, and Financial Literacy. these classes help to prepare the youth to continue their educational or vocational goals and to gain employment. The celebration will take place at Shakey's Pizza in Redlands, CA. Anticipated attendance will be 25 staff, faculty and foster youth	\$300.00	Youth Empowerment Strategies for Success/Independent Living program (YESS/ILP) Categorical Account	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
"Working Together for Children - New Opportunities for Change"	04/28/16	Refreshments, Speaker and Materials Sponsored by the Foster & Kinship Care Education program, this conference will highlight critical issues facing youth in care such as reducing trauma, improving educational outcomes, mental health concerns of transitioning youth, and increasing awareness of commercial exploitation of foster/kinship youth in order to improve their lives and give caregivers an opportunity to network. Anticipated attendance is 125 staff, foster parents, kinship caregivers, professional experts, educational liaisons and community partners.	\$6,045.22	Foster & Kinship Care Education Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
High School Counselor & Career Technician Conference	04/29/16	Refreshments and Promotional Products Sponsored by San Bernardino Valley College's (SBVC's) Counseling Department, this conference, to be held at SBVC, is geared towards providing information for high school counselors and career technicians about SBVC's program offerings, current initiatives due to the Student Success Act, such as learning communities, academic and student support services, and strengthening SBVC's partnership with feeder high schools. Anticipated attendance is 150 High School Counselors and Career Technicians, faculty and staff.	\$5,943.51	Matriculation Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Western Psychological Association (WPA) Conference	04/28/16-05/01/16	Registration and Transportation Sponsored by the Mind and Matter Club, the WPA conference is a student friendly psychological professional conference. The conference provides students with opportunities to learn about current research, new areas of psychology, and opportunities to network with their peers. Anticipated attendance is 16 students and faculty. Chaperone will be Dr. Amy Jennings.	\$2,480.00	Student Clubs & Trust/Mind and Matter Club Account and Student Clubs & Trust/Inter Club Council Club Account	
Transfer Celebration and Reception 2016	05/06/16	Awards, Printing, Refreshments and Advertising Sponsored by the Transfer and Career Services Department and the Student Success and Support Program, this event will recognize/celebrate San Bernardino Valley College (SBVC) students who have been accepted and will be transferring to four year institutions. Transfer and Career Services will work with the four year university/college representatives in recognizing students. Anticipated attendance is 200 students, faculty, staff and community members.	\$3,350.00	Student Success and Support Program Categorical Funds and the Transfer Center Trust Account	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Guardian Scholars Conference	05/12/16	Refreshments, Speaker and Materials Sponsored by the Guardian Scholars program, this conference is to inform community partners, foster youth, and college staff of the benefits and services provided to potential current students who have been a member of the foster youth population and to ensure that they can access student support services that will assist with the matriculating of these young people through the college system. Conference to be held at San Bernardino Valley College. Anticipated attendance is 125 staff, professional experts, foster youth and community members.	\$5,545.22	Student Equity Categorical Funds	

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: March 10, 2016
SUBJECT: Consideration of Approval of Amendment 001 to the Contract with Lima Consulting, Inc. of Key West FL

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the contract with Lima Consulting, Inc. of Key West FL to extend the term by 365 days. There is no increase in cost associated with this amendment.

OVERVIEW

On April 9, 2015, the Board of Trustees approved a contract with Lima Consulting for investigative services in conjunction with water intrusion issues on the PE Complex project at Crafton Hills College.

Lima Consulting was contracted to analyze and review these water intrusion issues and to act as SBCCD's expert for communication on the insurance claim through the District's owner controlled insurance program (OCIP). As the claim is still under investigation, Lima Consulting will continue to provide consultative services and evaluation for the determination of the final negotiations.

ANALYSIS

This amendment will result in no increase to the Lima Consulting, Inc. contract value of \$50,000.00. Contract term is extended for 365 days.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There is no financial impact associated with the approval of this board item.

LIMA CONSULTING, INC. CONTRACT AMENDMENT: 001

PROJECT: Crafton Hills College (CHC)
11711 Sand Canyon Road
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Lima Consulting, Inc.
1236 Washington Street
Key West, FL 33040

Brief Description:

This amendment is to extend the service agreement for one (1) year to continue investigative consulting services in relation to the PE Complex Dance Studio. Lima Consulting, Inc. will continue to provide consultation services and evaluation of Insurance determinations for this project as required per contract agreement.

Attachments:

- Kitchell/BRj project memo – No. 60 (2 pages)

Costs:

\$0.00 N/A- Contract extension only (LIMA BILLING PER ORIGINAL CONTRACT TERMS) *lm*

The original Contract Sum	\$50,000.00
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$50,000.00
The Contract Sum will be increased by this Amendment	\$0.00
The new Contract Sum including this Amendment	\$50,000.00

The Contract Schedule as of this Amendment will be increased by: 365 calendar days

By signing this Amendment the SBCCD authorizes Lima Consulting, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Lima Consulting, Inc. contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

CONSULTANT
Lima Consulting, Inc.

PROGRAM MANAGER
Kitchell/BRj

OWNER
SBCCD

By: *[Signature]*

By: *[Signature]*

By: _____

DATE: 1/26/16


DATE: 2/2/16

DATE:

No 60 – CHC PE Complex

DATE: January 25, 2016

TO: Fath-Allah Oudghiri, AIA, MBA
Director Facilities Planning & Construction
San Bernardino Community College District (SBCCD)

FROM: Leilani Nunez 
Project Manager
Crafton Hills College (CHC)
Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**
CHC-1510- PE Complex
Lima Consulting, Inc. Amendment #1

SCOPE:

SBCCD approval to extend the existing service agreement to Lima Consulting, Inc. for one (1) year for continued investigative consulting services in relation to the PE Complex Dance Studio.

NARRATIVE:

Lima Consulting, Inc. will continue to provide consultation services and evaluation of insurance determinations for this project as required per existing contract agreement under the terms.

Lima's original service agreement is for consulting services that includes a site visit to review the existing flooring, a review of project documents and destructive testing and analysis, after which Lima will provide a recommendation for further action which could include additional testing, or preliminary determinations. This request to extend the contract for one (1) year as Zurich Insurance Company has not yet determined a conclusion to the claim.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD approve the attached Amendment #1 for one (1) year for the remainder of the contract sum.

Contract History:


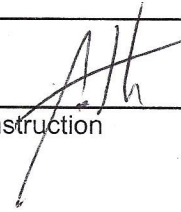
Original Contract Sum: \$50,000.00
Spent to date: \$8,480.80
Remaining Contract Sum: \$41,519.20
Original Contract Term: 3/10/15 to 3/10/16

BUDGET INFORMATION:

PE Complex. – 1510
Info from Measure M Budget V31 — 01/25/2016

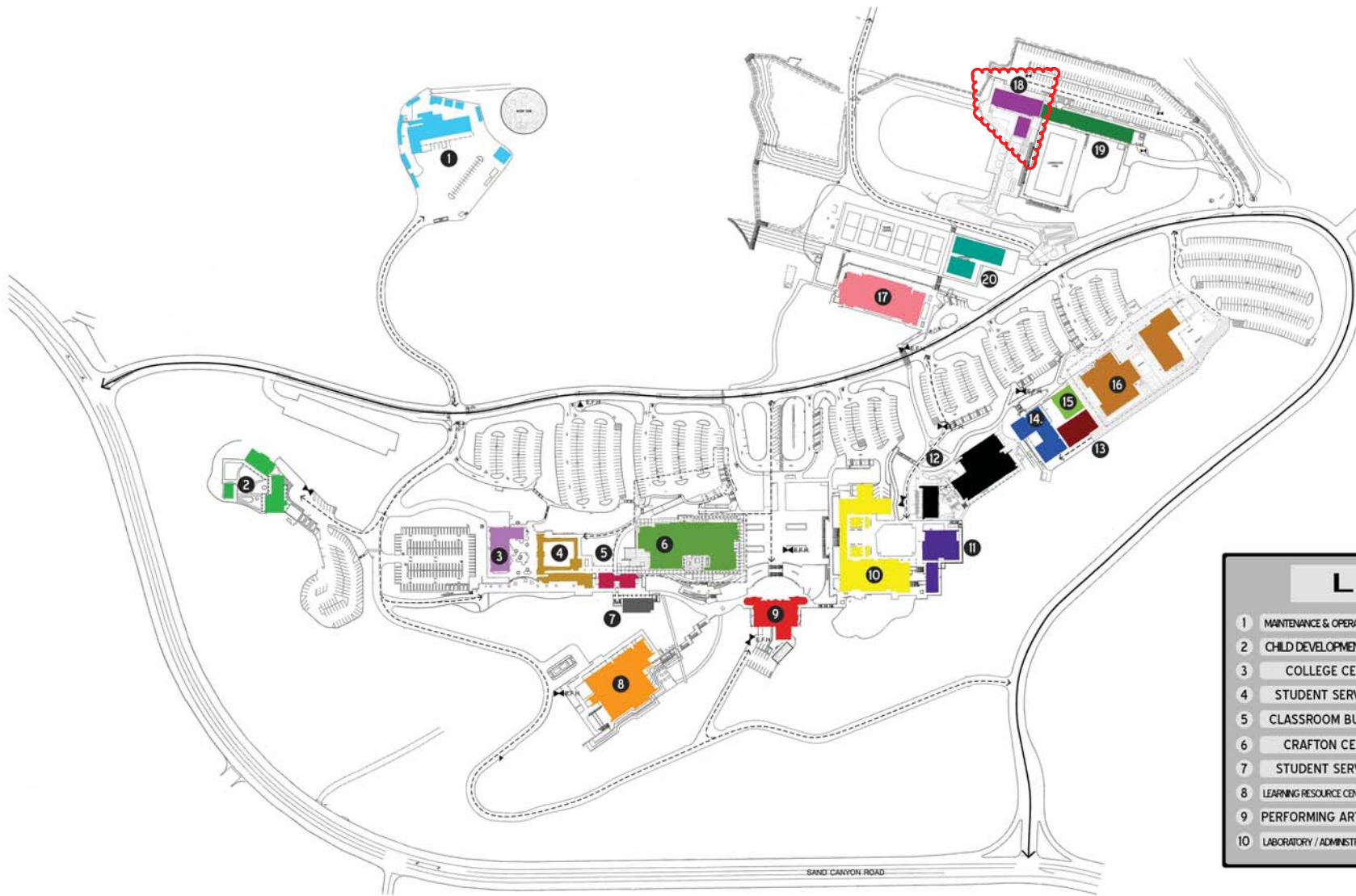
Project Original Budget Amount:	\$ 6,952,080.61
Project Current Spent to date:	\$ 6,927,951.19
Project Current Estimate to Complete:	\$ 185,566.51
Project Memo Forecast Cost:	\$ 0.00
Project Change Amount:	\$ 0.00

Approvals:

	1/26/16
_____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	1/26/16
_____ George Johnson, Bond Program Manager, Kitchell/BRj	Date
	1/26/16
_____ Mike Strong, Vice President, Administrative Services, CHC	Date
	01.26.2016
_____ Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	Date

Attachments: Lima Consulting Inc., Amendment #1

*BR
1-26-16*



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, Bond Program Manager, Kitchell/BRj
DATE: March 10, 2016
SUBJECT: Consideration of Approval of Amendment 002 to the Contract with PMSM Architects of San Luis Obispo CA – Laboratory/Administration Building

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 002 to the contract with PMSM Architects of San Luis Obispo, CA in the amount of \$32,637.00.

OVERVIEW

On May 9, 2013, the Board of Trustees approved a contract with PMSM Architects for architectural services on the Laboratory/Administration Building (LADM) Renovation project at Crafton Hills College.

CHC reviewed the LADM Renovation project drawings after Division of the State Architect (DSA) approval to verify drawings still met with current needs. It was determined that changes were required to the Veteran's Resource Center; Police Station; audio visual, information technology, and security systems; exiting water receptors; and owner project requirements standards. This amendment is required to add the described systems into the current plans and specifications.

ANALYSIS

The effect of this amendment will be an addition of \$32,637.00 to the PMSM Architects contract, resulting in a revised contract amount of \$732,477.32.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

ARCHITECT CONTRACT AMENDMENT: 002

PROJECT: Crafton Hills College (CHC)
LADM Renovation
11711 Sand Canyon Road, Yucaipa, CA 92399

OWNER: San Bernardino Community College District
114 S. Del Rosa Avenue
San Bernardino, CA 92408

TO: PMSM Architects
802 E. Cota Street, Suite A
Santa Barbara, CA 93103

Description:

This amendment is for additional services to the Architect for the following scopes of work:

1. Architect to make changes to the Veteran's Resource Center and Police Department per Campus request.
2. Architect to make changes to decommission the existing water receptors at LADM and Chemistry & Biological Sciences (CHS) per Campus request.
3. Architect to update hardware and roofing specifications.
4. Architect to make requested changes to AV, IT and Security per Campus request.
5. Architect to coordinate design changes to incorporate additional Owner Project Requirements (OPR) per commissioning as built.

Attachments:

Kitchell/BRj LADM Renovation Project Memo 22 (17) pages w/ proposal.

Costs:

1. **\$32,637.00** Total of this requested Consultant Contract Amendment: 002

The original Contract Sum	\$673,265.32
Net change by previous Amendments	\$26,575.00
The Contract Sum prior to this Amendment	\$699,840.32
The Contract Sum will be increased by this Amendment	\$32,637.00
The new Contract Sum including this Amendment	\$732,477.32
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes PMSM Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to PMSM Architects contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

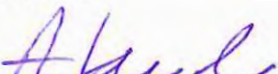
Authorized:

George R. Johnson
Bond Program Director

Jose F. Torres
Vice Chancellor Business Fiscal
Services
SBCCD

PMSM Architects

Kitchell/BRj

By: 
DATE: 2/16/16

By: 
DATE: 2/18/16

By: _____
DATE: _____

Kitchell/BRj

11715 Sand Canyon Rd., Yucaipa, CA 92399

Project Memo

Ph: 909.435.4159 Fax: 909.794.8901

No. 22 – LADM Renovation

DATE: January 22, 2016

TO: Fath-Allah Oudghiri, AIA, MBA
Director Facilities Planning & Construction
San Bernardino Community College District (SBCCD)

FROM: Nicholas Farano *NF 1/05/16*
Project Manager
Crafton Hills College (CHC)
Kitchell/BRj

RE: Crafton Hills College (CHC) Measure M
CHC-4636-LADM Renovation
PMSM Architects Amendment CA 008²

PROJECT SCOPE:

SBCCD approval to amend PMSM Architects' agreement for architectural services for the Lab/Administration Building (LADM) Renovation project, and increase Purchase Order (PO) #160266 by a total amount of \$32,637.00.

NARRATIVE:

Crafton Hills College reviewed the LADM Renovation project drawings after DSA approval to verify the drawings still met the current needs of the college. Based on the reviews, the camps requested changes to the Contract Documents.

The following changes were completed by PMSM, and are included in Addendum #1 of the bid set:

1. Veteran's Resource Center and Police Department changes include the removal of the ATM enclosure, the addition of a door at the police department and the infill of a current door opening. The change required revisions to the ceiling design, MEP systems, door and finish schedules, door hardware specification and signage.
2. The decommissioning of the existing water receptors at LADM and Chemistry & Biological Sciences (CHS). The change required revisions to the plumbing drawings.

The following changes are to be incorporated into the bid documents and will require a future addenda:

1. AV/IT and Security changes include additional data drops, revised the locations of security cameras and changed the projectors. The change includes revisions to the technology drawings and specifications.
2. OPR changes include adjusting the required HHW temperature and changing the number of the air handler units. The change required revisions to the overall MEP calculations and all HVAC drawings.

PMSM's proposal was negotiated to its current total costs for an original submitted cost of \$32,637.00.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to execute Amendment CA 008² to PMSM Architects and increase PO # 160266 by the total amount of \$32,637.00.

BUDGET INFORMATION:

LADM Renovation – Proj. #4636

Info from Measure M Budget V#31 — 12/31/15

Project Original Budget Amount:	\$ 15,541,611.00
Project Current Spent to date:	\$ 1,253,345.69
Project Current Estimate to Complete:	\$ 13,452,866.98
Project Memo Forecast Cost:	\$ 32,637.00
Project Change Amount:	\$ 00.00

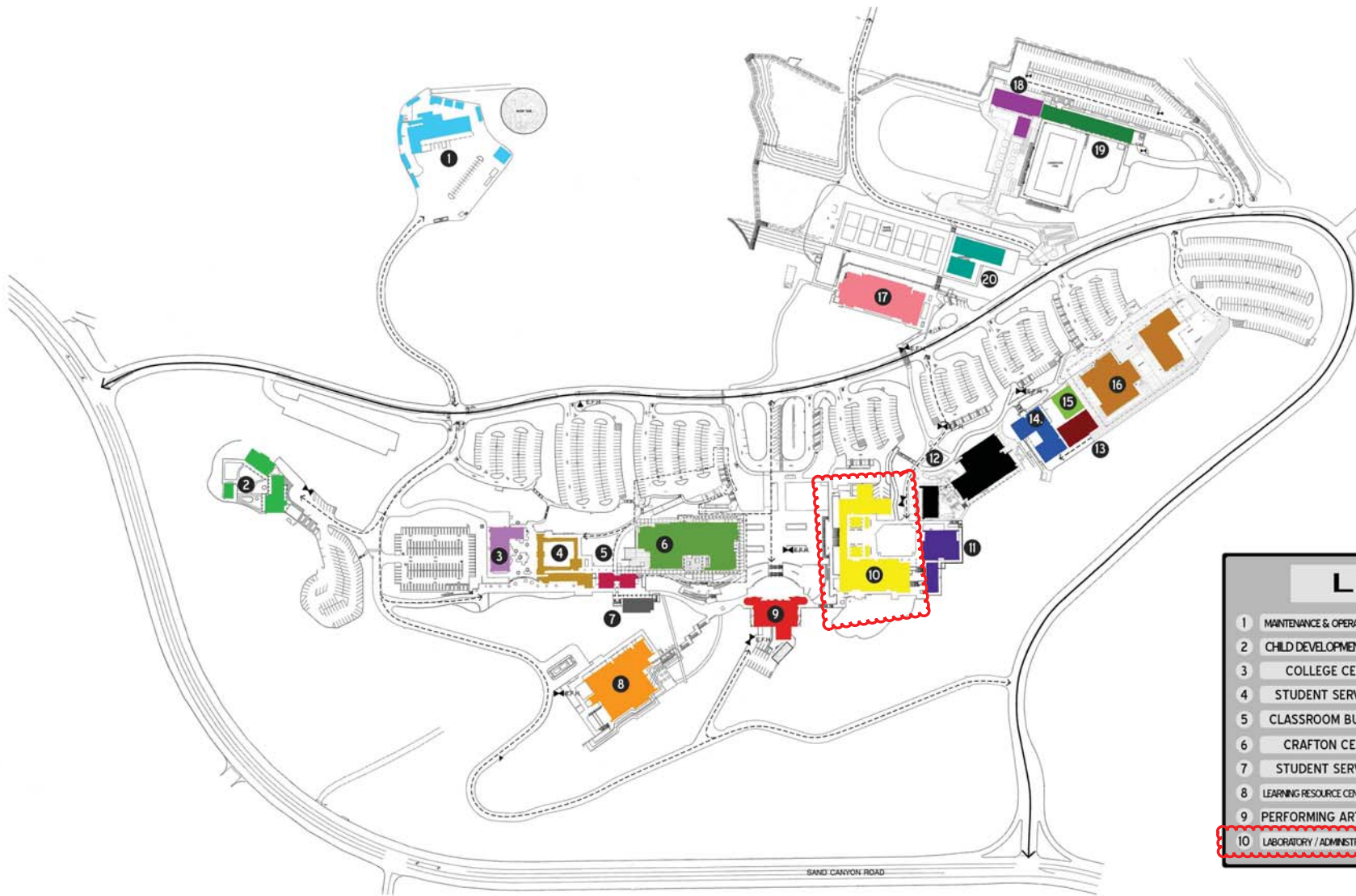
Budget Line Item # 42-50-02-4636-0257-6220.10-7100 – Architectural Fees

Approvals:

	1/25/16
_____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	1/26/16
_____ George Johnson, Bond Program Manager, Kitchell/BRj	Date
	1/26/16
_____ Mike Strong, Vice President, Administrative Services, CHC	Date
	01.26.2016
_____ Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	Date

Attachments: PMSM Architect's Proposed CA No. 4 dated 1/22/16
LADM Renovation AV/IT/Security Scope Matrix
LADM and SSA Commissioning Review Meeting Minutes dated 1/5/16

BC 1-25-16



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, Bond Program Manager, Kitchell/BRj

DATE: March 10, 2016

SUBJECT: Consideration of Approval of Amendment 002 to the Contract with PMSM Architects of San Luis Obispo CA – Student Services A

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 002 to the contract with PMSM Architects of San Luis Obispo CA in the amount of \$14,037.00.

OVERVIEW

On May 9, 2013, the Board of Trustees approved a contract with PMSM Architects for architectural services on the Student Services A (SSA) Renovation project at Crafton Hills College.

CHC reviewed the SSA project drawings after the Division of the State Architect (DSA) approval to verify drawings still met with current needs. It was determined that changes were required to the audio visual, information technology, security systems and owner project requirements standards. The amendment is required to add the described systems into the current plans and specifications.

ANALYSIS

The effect of this amendment will be an addition of \$14,037.00 to the PMSM Architects contract, resulting in a revised contract amount of \$332,095.93.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

ARCHITECT CONTRACT AMENDMENT: 002

PROJECT: Crafton Hills College (CHC)
Student Services A Renovation
11711 Sand Canyon Road, Yucaipa, CA 92399

OWNER: San Bernardino Community College District
114 S. Del Rosa Avenue
San Bernardino, CA 92408

TO: PMSM Architects
802 E. Cota Street, Suite A
Santa Barbara, CA 93103

Description:

This amendment is for additional services to the Architect for the following scopes of work:

1. Architect to make changes to site lighting and flatwork to match Campus changes.
2. Architect to update hardware and roofing specifications.
3. Architect to make requested changes to AV, IT and Security per Campus request.
4. Architect to coordinate design changes to incorporate additional Owner Project Requirements (OPR) per commissioning as built.

Attachments:

Kitchell/BRJ Student Services A Renovation Project Memo 20 (12) pages w/ proposal

Costs:

1. **\$14,720.00** Total of this requested Consultant Contract Amendment: 002

The original Contract Sum	\$313,383.93
Net change by previous Amendments	\$4,675.00
The Contract Sum prior to this Amendment	\$318,059.93
The Contract Sum will be increased by this Amendment	\$14,037.00
The new Contract Sum including this Amendment	\$332,095.93
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes PMSM Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to PMSM Architects contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

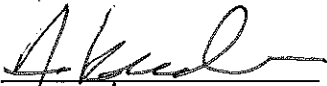
Authorized:

George R. Johnson
Bond Program Director

Jose F. Torres
Vice Chancellor Business Fiscal
Services
SBCCD

PMSM Architects

Kitchell/BRJ

By: 
DATE: 2/11/16


By: 
DATE: 2/12/16

By: _____
DATE: _____

No. 20 – Student Services-A Renovation

DATE: January 22, 2016

TO: Fath-Allah Oudghiri, AIA, MBA
Director Facilities Planning & Construction
San Bernardino Community College District (SBCCD)

FROM: Lellani Nunez 
Project Manager
Crafton Hills College (CHC)
Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**
CHC-8222-Student Services-A Renovation (SSA)
PMSM Architects Amendment CA 02

PROJECT SCOPE:

SBCCD approval to amend PMSM Architect's agreement for architectural services for the SSA Renovation project, and increase Purchase Order (PO) #160840 by a total amount of \$14,037.00.

NARRATIVE:

Crafton Hills College reviewed the SSA Renovation project drawings after DSA approval to verify the drawings still met the current needs of the Campus. Based on the reviews, the Campus requested changes to the Contract Documents.

The following changes were completed by PMSM and included in Addendum #1 of the bid documents:

1. Changes to exterior lighting and paving to match changes completed by the Campus after DSA approval. The change required changes to the electrical and site plans.
2. Update to roofing specifications to remove proprietary references and still maintain Campus warranty requirements. This change was completed in the roofing specification only.
3. Changes to hardware specifications to include Campus key type and closeout deliverables. This change was completed in the hardware specification only.

The following changes are to be incorporated into the bid documents and will require a future addenda:

1. AV/IT and Security changes including adding card readers, changing the projectors, changing hardware types, and relocating the security panel. This change will revise the telecomm and architectural drawings and telecom and hardware specifications.
2. OPR changes including adjusting the hot water temperature, eliminating pre-heat coils in the air handler units, and updating the sequence of operations. This change will revise the overall MEP calculations, all the HVAC drawings, and some of the HVAC specifications.

PMSM's proposal was negotiated to its current total costs from an original submitted costs of \$14,720.00.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to execute amendment CA 02 to PMSM Architects and increase PO # by the total amount of \$14,037.00.

BUDGET INFORMATION:


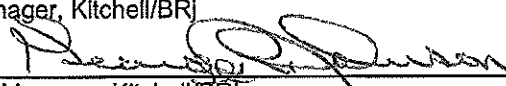

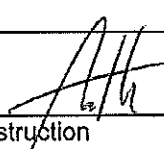
Student Services A – Proj. #8222

Info from Measure M Budget V#31 — 01/22/16

Project Original Budget Amount:	\$ 7,582,467.00
Project Current Spent to date:	\$ 675,400.18
Project Current Estimate to Complete:	\$ 5,903,205.98
Project Memo Forecast Cost:	\$ 14,037.00
Project Change Amount:	\$ 00.00

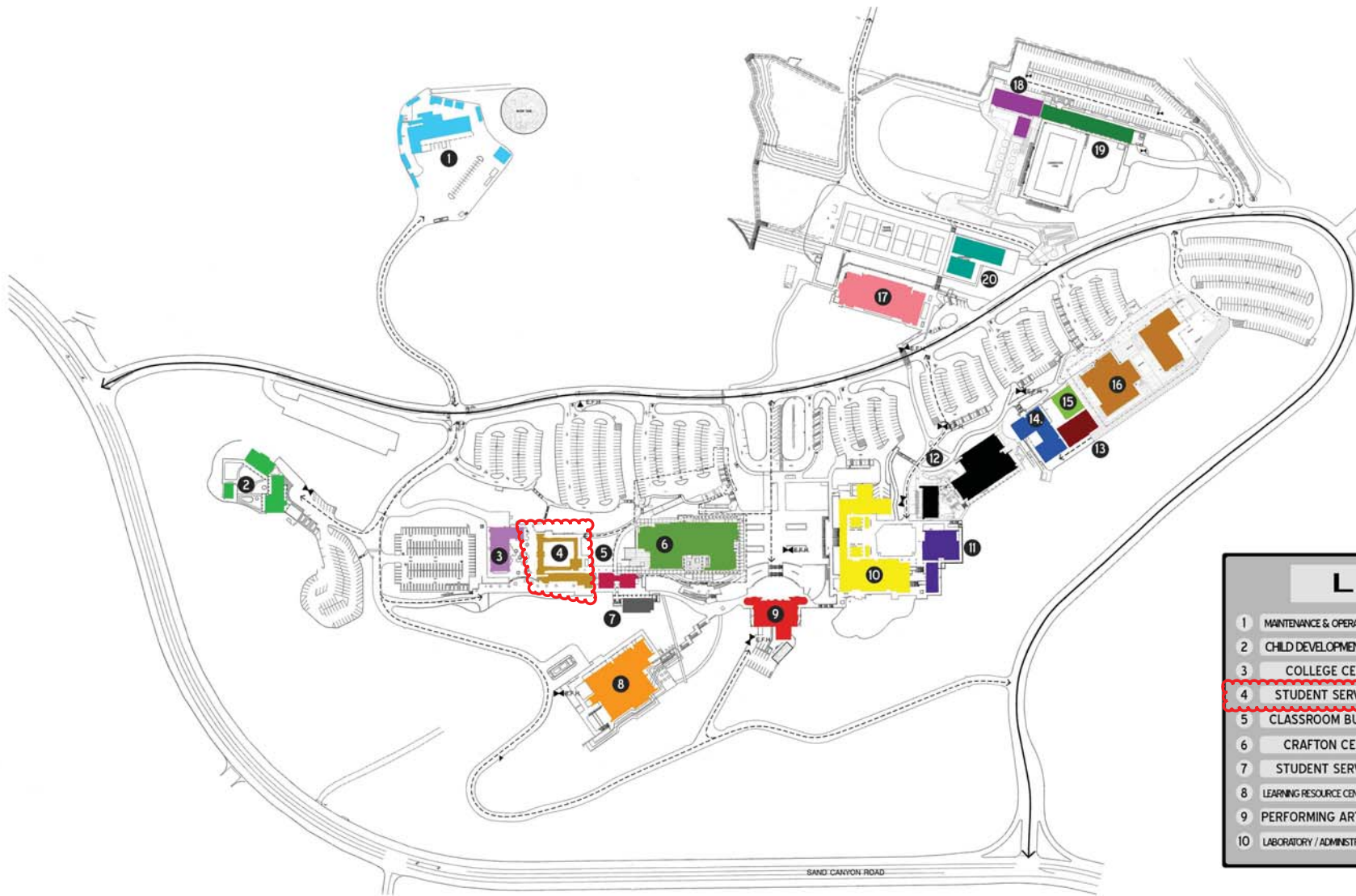
Project Memo cost of \$1,180.00 will be transferred from Budget Line Item # 42-50-02-8222-0257-5800.00-7100 – Soft Cost Contingency to Budget Line Item # 42-50-02-8222-0257-6220.10-7100 – Architectural Services

Approvals:

	1/26/16
Brooke Duncan, Sr. Campus Manager, Kitchell/BRJ	Date
	1/26/16
George Johnson, Bond Program Manager, Kitchell/BRJ	Date
	1/26/16
Mike Strong, Vice President, Administrative Services, CHC	Date
	01.26.2016
Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	Date

Attachments: PMSM Architects Proposed CA No. 3 dated 1/22/16
LADM and SSA Commissioning Review Meeting Minutes dated 1/5/16

AP
1-26-16



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, Bond Program Manager, Kitchell/BRj
DATE: March 10, 2016
SUBJECT: Consideration of Approval of Amendment 008 to the Contract with Knowland Construction Services, Inc. of Rancho Palos Verdes CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 008 to the contract with Knowland Construction Services, Inc. of Rancho Palos Verdes, CA in the amount of \$42,264.00.

OVERVIEW

On August 9, 2012, the Board of Trustees approved a contract with Knowland Construction Services, Inc. for inspection services on the Measure M projects at Crafton Hills College and San Bernardino Valley College.

This amendment is for inspection services on the New Crafton Center project at Crafton Hills College through March 2016. Knowland's initial scope of inspection services included an estimated figure based on the contract schedule duration of 18 months – May 2014 through November 2015. This amendment extends the services for this project by approximately four months due to the re-work of exterior panels by the contractor.

ANALYSIS

The effect of this amendment will be an addition of \$42,264.00 to the Knowland Construction Services, Inc. contract, resulting in a revised contract amount of \$2,705,400.00.

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: 008**

PROJECTS: Crafton Hills College (CHC)
New Crafton Center
11711 Sand Canyon Road, Yucaipa, CA 92399

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 amends the total value of the contract Knowland Construction Services, Inc. has with SBCCD for Division of State Architect (DSA) Inspector of Record services for various SBVC and CHC Measure M projects. Knowland's Construction Services, Inc. Contract Amendment #008 is for extended Inspection Services fees associated with the New Crafton Center project at Crafton Hills College (CHC).

COSTS:

\$42,264.00 Total for Contract Amendment No. 008

ATTACHMENTS: -

CHC Kitchell/BRj New Crafton Center Project Memo No. 67 (4 pages) with proposal

The original Contract Sum	\$1,500,000.00
Net change by previous Amendments	\$1,163,136.00
The Contract Sum prior to this Amendment	\$2,663,136.00
The Contract Sum will be increased by this Amendment	\$42,264.00
The new Contract Sum including this Amendment	\$2,705,400.00

The Contract Schedule as of this Amendment will be increased by: 0 calendar 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

By: _____

DATE: 2/3/2016

George Johnson
Bond Program Director
Kitchell/BRj

By: _____

DATE: 2/17/16

Jose F. Torres
Vice Chancellor Business Fiscal
Services - SBCCD


By: _____

DATE: _____

No. 67 – New Crafton Center

DATE: February 3, 2016

TO: Fath-Allah Oudghiri, AIA, MBA
Director Facilities Planning & Construction
San Bernardino Community College District (SBCCD)

FROM: Leilani Núñez 
Project Manager
Crafton Hills College (CHC)
Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**
CHC-8208-New Crafton Center (NCC)
Knowland Construction Services Amendment CA8

PROJECT SCOPE:

SBCCD approval to amend Knowland Construction Services agreement for DSA Inspector of Record Services for the New Crafton Center project, and increase purchase order #160530

NARRATIVE:

As a community college district, all construction projects at SBCCD fall under the jurisdiction of the Division of State Architects (DSA). DSA is a California State Government Division or agency that has been given the task of regulating the construction of public schools throughout the State of California. As a part of that regulatory process DSA requires that a DSA Certified building inspector continuously observe all aspects of the construction process. School districts are required to pay for the services of the project inspector.

Knowland Construction Services is contracted to provide inspection services for SBCCD through the District approved RFQ/RFP process. Kitchell/BRj obtained a proposal from Knowland to complete the inspection services on the New Crafton Center project. Knowland's initial scope of inspection services included an estimated figure based on the contract schedule duration of 18 months. Starting in May 2014, their contract value of \$241,920.00 covered inspection through November 2015. Knowland's proposal to complete the project is an estimated 587 additional hours through March 2016 for \$42,264.00 per the following breakdown:

34	Swing Space inspection hours billed to NCC
156	December 2015 inspection services hours
156	January 2016 inspection services forecasted hours
85	February 2016 inspection services forecasted hours
156	March 2016 inspection services forecasted hours (includes DSA closeout)
587	Total additional hours

This proposal is within current acceptable industry standards for inspection services and is according to the rates provided in their contract.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to amend Knowland Construction Services agreement by \$42,264.00, and increase purchase order #160530 by \$42,264.00.

BUDGET INFORMATION:

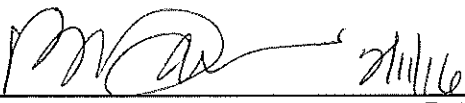

New Crafton Center – 8208

Info from Measure M Budget V31 — 02/01/16

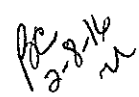
Project Original Budget Amount:	\$ 31,347,128.00
Project Current Spent to date:	\$ 26,353,291.10
Project Current Estimate to Complete:	\$ 5,016,952.88
Project Memo Forecast Cost:	\$ 42,264.00
Project Change Amount:	\$ 00.00

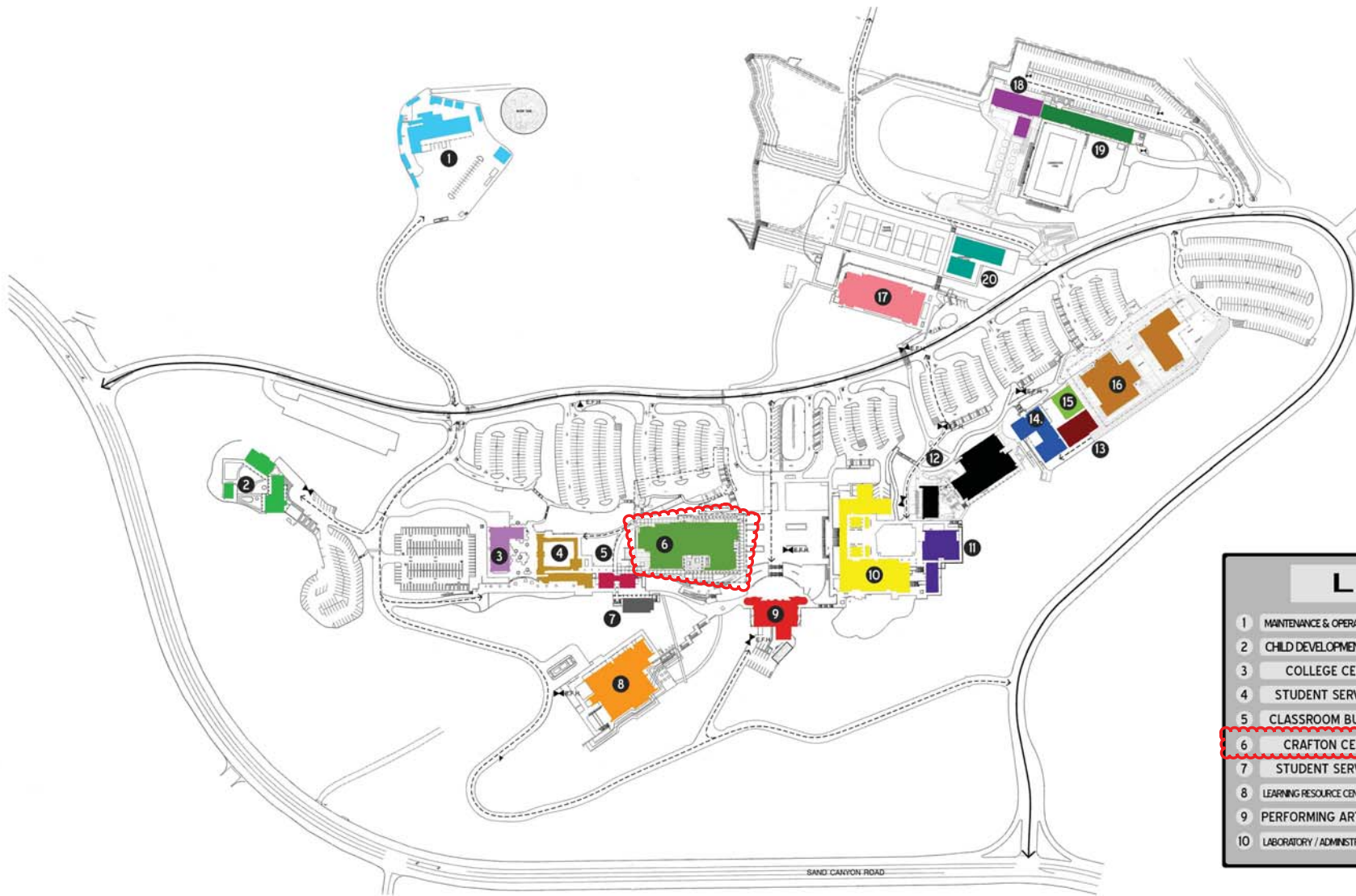
Project Memo cost of \$42,264.00 will be transferred from Budget Line Item # 42-50-02-8222-0257-5800.00-7100 – Soft Cost Contingency and from Budget Line Item #42-50-32-8208-0257-5809.00-7100 – Hard Cost Contingency to Budget Line Item # 42-50-02-8222-0257-6210.20-7100 – Inspection Services

Approvals:

	2/11/16
Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	2/12/16
George Johnson, Bond Program Manager, Kitchell/BRj	Date
	2/17/16
Mike Strong, Vice President, Administrative Services, CHC	Date
	2-17-16
Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	Date

Attachments: Knowland Construction Services Proposal dated 1/29/16





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: March 10, 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 contract amendments and ratify the following change orders. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

Crafton Hills College – Miscellaneous Improvements Campuswide						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Corovan Moving & Storage of Fullerton CA	CO-01	99,527.80	0.00	9,616.00	109,143.80	9.66
Corovan Moving & Storage of Fullerton, CA	CO-02	99,527.80	9,616.00	-1,407.00	107,736.80	-1.41
Yesco Signs of Jurupa Valley, CA	CO-01	88,772.00	0.00	7,186.67	95,958.67	8.10
Crafton Hills College – Chemistry & Health Services (CHS), Phase I						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
National Construction & Maintenance Inc. of Perris CA	CO-01	162,872.10	0.00	-2,516.00	160,356.00	-1.57

OVERVIEW

Construction change orders may be generated by a number of circumstances. These include changes directed by the District 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 \$12,879.67.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

5248
Project Number

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management

CHURN Moves C.O. #01
C.O./P.C. #

CHANGE ORDER

Original Contract Amount:	\$99,527.80
Amount of Previous Contract Amendments:	\$0.00
Amount of Previous Change Orders:	\$0.00
Current Contract Amount	\$99,527.80

School Name:	SBCCD - Crafton Hills College	Date:	2/4/16
Project Description:	CHC-Misc Bond Improvements - CHURN Campus Moves	Contract #:	Bld Category
To (Contractor):	Corovan Moving & Storgae	Attn:	Jim Allsopp

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 scope 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 documentation and noted after the bid and execution of the trade contract.

See detailed backup for more information.

Refer to Attached Project Memo No. : CHURN Campus Moves #01
TOTAL COST OF THIS CHANGE ORDER : \$9,616.00

Reason for Change: **See Breakdown by item on next page

Site Cost, Unforeseen 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:	\$99,527.80
The contract AMOUNT due to this Change Order will be increased by:	\$0.00
The contract AMOUNT due to this Change Order will be decreased by:	\$9,616.00
The revised Contract Amount, including this Contract Change Order is:	\$109,143.80
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	4-Feb-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 #1 includes items: Item 1.1 & Item 1.2

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

Architect <i>N/A</i>		Date
Construction Manager - Kitchel/BRJ <i>TOM ANDERSON</i>	<i>[Signature]</i>	<i>2-4-16</i>
Contractor - Corovan Moving & Storage <i>JIM ALLSOPP</i>	<i>[Signature]</i> Jim Allsopp - Director of Business Development	<i>2-8-16</i>
District: San Bernardino Community College District	Jose Torres - Interim Vice Chancellor Fiscal Services	Date

CHANGE ORDER No. 001

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Corovan COR #007R1 Furniture Move LADM	H-4	100		\$8,928.00	\$8,928.00
Item 1.2	Corovan COR #005 Relocation of FFE from OE-1 to GYM Bld	H-4	100		\$688.00	\$688.00
Subtotal						\$9,616.00
TOTAL CONTRACT CHANGE ORDER No. 01						\$9,616.00

* Architects has a disagreement on the entitlement of this item. See detailed backup for more information.

** 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
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* 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

5248
Project Number

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management
CHANGE ORDER

CHURN Moves C/O #02
C.O./P.C. #

Original Contract Amount:	\$99,527.80
Amount of Previous Contract Amendments:	\$0.00
Amount of Previous Change Orders:	\$9,616.00
Current Contract Amount	\$109,143.80

School Name:	SBCCD - Crafton Hills College	Date:	2/4/16
Project Description:	CHC-Misc Bond Improvements - CHURN Campus Moves	Contract # :	Bid Category
To (Contractor):	Corovan Moving & Storage	Attn:	Jim Allsopp

You are hereby directed to make the following changes in the above reference contract for:

Item No: Refer to attachments

Description of Work

This scope of work will become a deductive change order for the general contractor (Corovan Moving & Storage). District generated, building cost, added and/or deleted/reduced scope. These items were included in the original contract documents and noted after the bid and execution of the trade contract. The Mail room, Honors Lounge and Security offices were de-scoped from the scope of work (contract).

See detailed backup for more information

Refer to Attached Project Memo No. :
TOTAL COST OF THIS CHANGE ORDER :

CHURN Moves #02
-\$1,407.00

Reason for Change: **See Breakdown by item on next page

- Site Cost, Unforeseen 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


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.

Current contract AMOUNT:	\$109,143.80
The contract AMOUNT due to this Change Order will be increased by:	\$0.00
The contract AMOUNT due to this Change Order will be decreased by:	-\$1,407.00
The revised Contract Amount, including this Contract Change Order is:	\$107,736.80
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	4-Feb-16

San Bernardino Community College District Change Order No.: CO #2 includes items: Item 1.1

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

Architect <i>N/A</i> Tom Anderson		Date 2-4-16
Construction Manager - Kitchell/BRJ Jim Allsopp	Tom Anderson - Project Manager	Date 2-8-16
Contractor - Corovan Moving & Storage	Jim Allsopp - Director of Business Development	Date
District: San Bernardino Community College District	Jose Torres - Interim Vice Chancellor Fiscal Services	Date

CHANGE ORDER No. 002

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	Corovan COR #02 / Deduct Mail Room, Security & Honors Lounge were de-scoped from scope of work	H-4	100	(\$1,407.00)		(\$1,407.00)
Subtotal						(\$1,407.00)
TOTAL CONTRACT CHANGE ORDER No. 02						(\$1,407.00)

* Architects has a disagreement on the entitlement of this item. See detailed backup for more information.

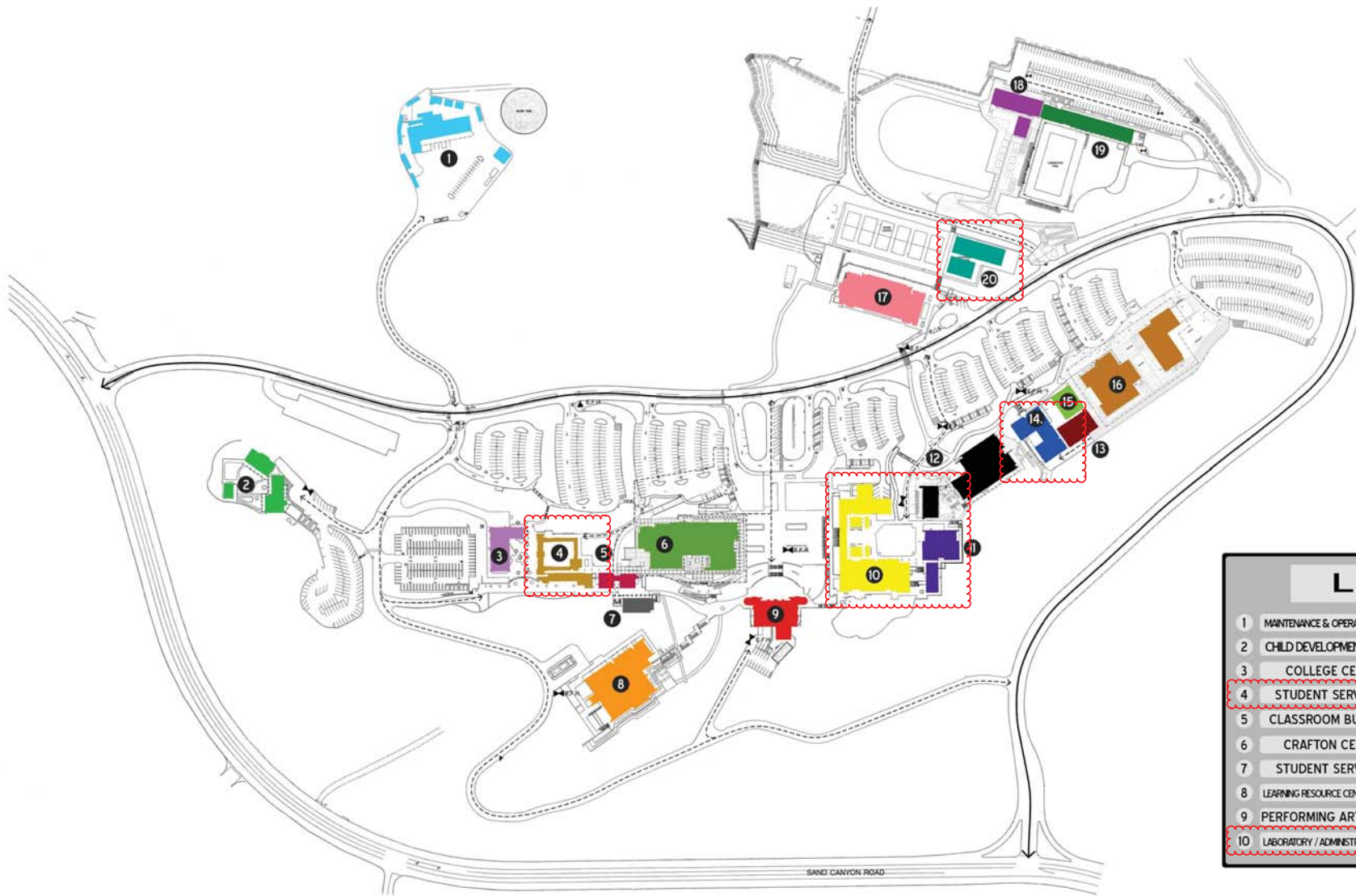
**Architects has a disagreement with amount approved in this item. See detailed backup for more information.

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* 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	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
 Capital Facilities Program Management
CHANGE ORDER

5248
 Project Number

Building Signage &
 Numbering Project CO#1
 C.O./ P.C. #

Original Contract Amount:	\$88,772.00
Amount of Previous Contract Amendments:	\$0.00
Amount of Previous Change Orders:	\$0.00
Current Contract Amount	\$88,772.00

School Name:	SBCCD - Crafton Hills College	Date:	1/13/16
Project Description:	CHC- Misc Bond Improvements Wayfinding Signage Project	Contract # :	Bid Category
To (Contractor):	YESCO LLC dba YESCO Signs LLC	Attn:	Tim Scheer

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, site cost, district added or deleted. Building cost, agency or code revision. 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. : CHC-Building Signage & Numbering Project CO#1
TOTAL COST OF THIS CHANGE ORDER : \$7,186.67

Reason for Change: **See Breakdown by Item on next page

Site Cost, Unforeseen 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

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.

Current contract AMOUNT:	\$88,772.00
The contract AMOUNT due to this Change Order will be increased by:	\$7,186.67
The contract AMOUNT due to this Change Order will be decreased by:	\$0.00
The revised Contract Amount, including this Contract Change Order is:	\$95,958.67
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	14-Aug-15

San Bernardino Community College District Change Order No.: CO #01 Includes items: Item 1.1

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

Ben Millett Architect - HCA (DKC)	 Darryl Carlozian, HCA Architects P.P. Ben Millett	Date <u>1-13-16</u>
 Construction Manager - Kitchell/BRJ	 Rod B. Struts - Project Manager	Date 1/14/16
Contractor: YESCO LLC dba YESCO Signs LLC	Rob B. Struts - Vice President - Finance	Date
District: San Bernardino Community College District	Jose Torres - Interim Vice Chancellor Fiscal Services	Date

CHANGE ORDER No. 01

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
COR #1						
Item 1.1	Delete M&O Building & Letters from scope of work	H - 4	100	(\$6,244.00)		(\$6,244.00)
	Delete Building Numbers from M&O Building	H - 4	100	(\$184.00)		(\$184.00)
	Mfr / install (3) sets of "CNTL" & "Central Complex" letters	H - 4	100		\$6,336.00	\$6,336.00
	Mfr / install (7) sets of numbers for "CNTL" Buildings	H - 4	100		\$2,833.00	\$2,833.00
	Mfr / install (3) sets of numbers for CYN Hall Building	H - 4	100		\$1,102.00	\$1,102.00
	Install (4) sets "CYN" Canyon Center & associated letters	H - 4	100		\$3,157.00	\$3,157.00
	Tax Adjustment					\$186.67
	Subtotal					\$7,186.67
TOTAL CONTRACT CHANGE ORDER No. 01						\$7,186.67

* Steinberg Architects has a disagreement on the entitlement of this item. See detailed backup for more information.

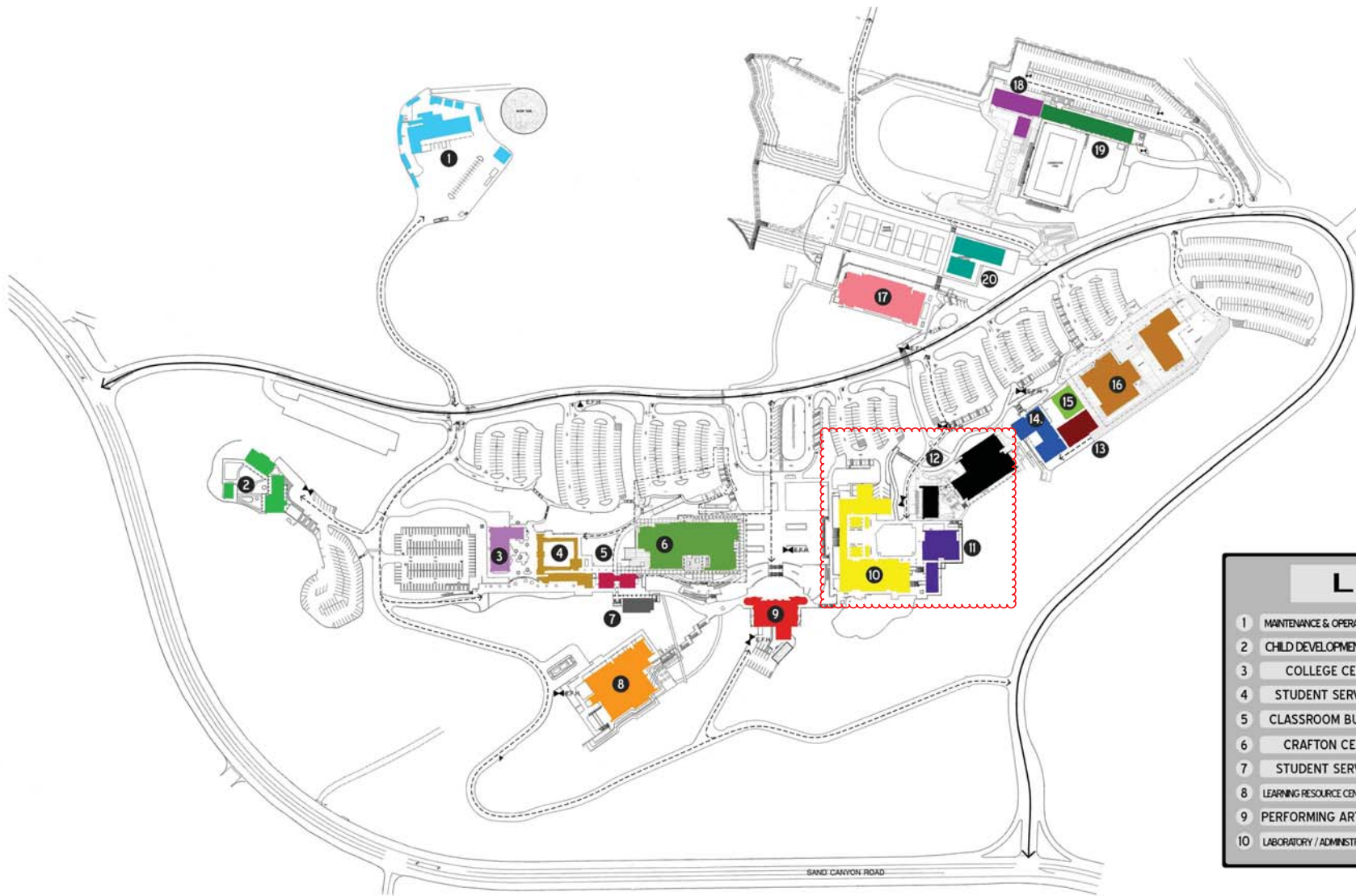
** Steinberg Architects has a disagreement with amount approved in this item. See detailed backup for more information.

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* 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	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

4040
Project Number

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management
CHANGE ORDER

CHS TI Phase 1 C.O. #01
C.O./P.C. #

Original Contract Amount: \$162,872.10
 Amount of Previous Contract Amendments: \$0.00
 Amount of Previous Change Orders: \$0.00
 Current Contract Amount: \$162,872.10

School Name:	SBCCD - Crafton Hills College	Date:	12/11/2015
Project Description:	CHC-CHS Building TI Phase 1	Contract #:	Bld Category
To (Contractor):	National Construction & Maintenance	Attn:	Anthony Labrjola, President

You are hereby directed to make the following changes in the above reference contract for:

Item No: Refer to attachments
Description of Work
 This scope of work will become a deductive change order for the general contractor. Generated from the construction manager (Kitchell/BRJ) added and/or deleted/reduced scope. These items were included in the original contract documents (Alternate #3) 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 1 #05
 TOTAL COST OF THIS CHANGE ORDER : -\$2,516.00

- Reason for Change:** **See Breakdown by Item on next page
- Site Cost, Unforeseen 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:	\$162,872.10
The contract AMOUNT due to this Change Order will be increased by:	\$0.00
The contract AMOUNT due to this Change Order will be decreased by:	-\$2,516.00
The revised Contract Amount, including this Contract Change Order is:	\$160,356.10
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	11-Dec-15

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 #1 Includes Items: Item 1.1

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>Mark Morrison</u> Architect - Little Diversified	<u>[Signature]</u> Shoji Takeshima - Sr. Project Mgr.	Date 2-5-16
<u>Tom Anderson</u> Construction Manager - Kitchell/BRJ	<u>[Signature]</u> Tom Anderson - Project Manager	Date 2/5/14
<u>Tony Labrjola</u> Contractor - National Construction & Maintenance	<u>[Signature]</u> Tony Labrjola - President	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	NCM COR #01 / Deduct Alternate #3	H-2	100	(\$2,516.00)		(\$2,516.00)
Subtotal						(\$2,516.00)
TOTAL CONTRACT CHANGE ORDER No. 03						(\$2,516.00)

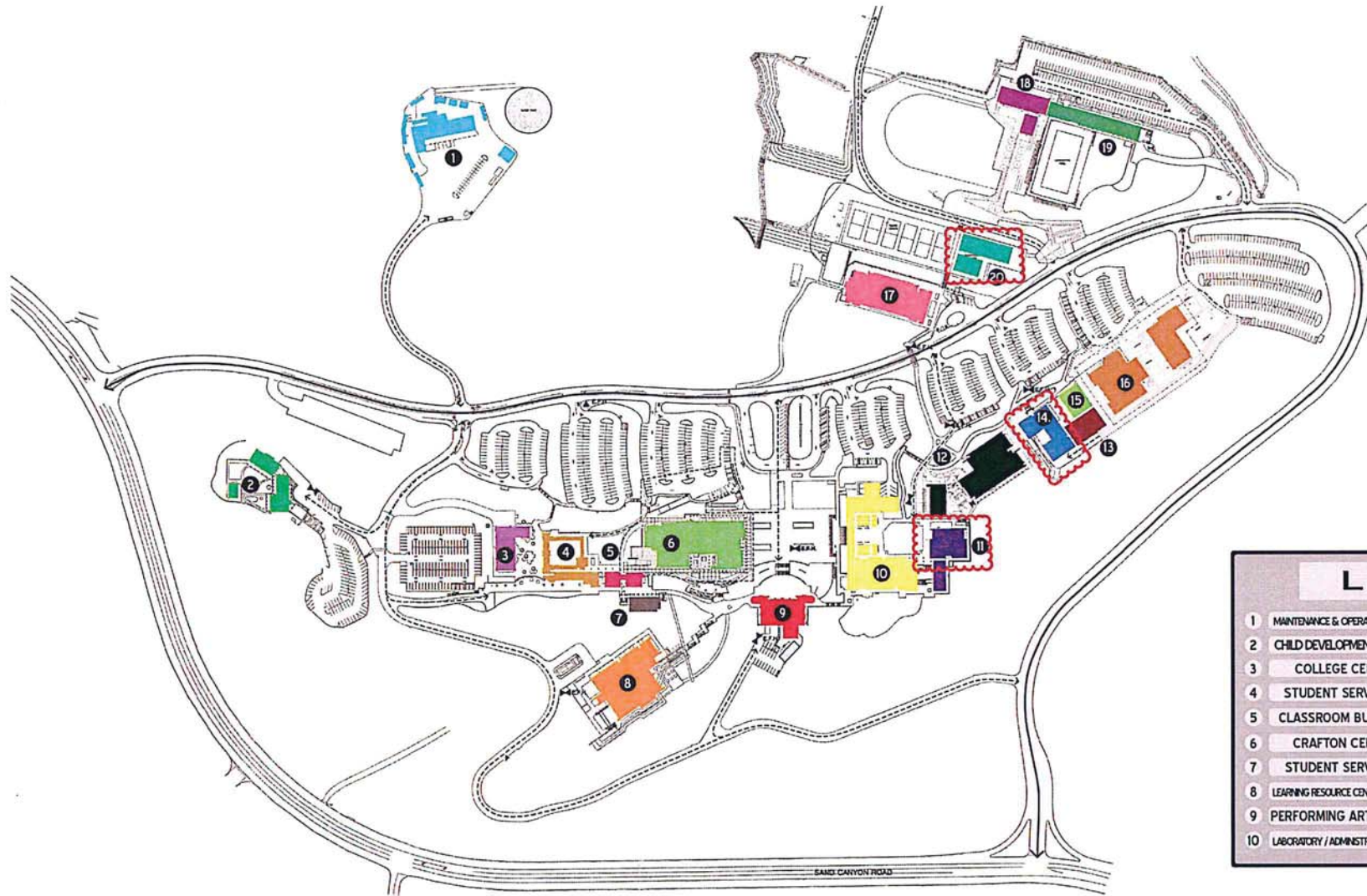
* Little Diversified Architects has a disagreement on the entitlement of this item. See detailed backup for more information.
 ** Little Diversified Architects has a disagreement with amount approved in this item. See detailed backup for more information.

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "J" 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	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
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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: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: March 10, 2016

SUBJECT: Consideration of Approval to Accept Board Ad Hoc Committee Reports

RECOMMENDATION

It is recommended that the Board of Trustees accept oral reports from 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.

- Board Policy & Accreditation Ad Hoc – Donna Ferracone, Dr. Donald L. Singer, Gloria Harrison
- Evaluation (Board Self-Evaluation and Chancellor Evaluation) Ad Hoc – Gloria Harrison, John Longville, Nickolas W. Zoumbos
- Board Goals Ad Hoc – John Longville, Joseph Williams, Donna Ferracone
- 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: March 10, 2016

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

RECOMMENDATION

It is recommended that the Board of Trustees approve Board Policies. The Administrative Procedures are for information only. BP/AP 7250 Educational Administrators.

ANALYSIS

The changes to BP 7250 was submitted for First Reading on January 28, 2016.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

San Bernardino Community College District
Board Policy
Chapter 7 – Human Resources

BP 7250 EDUCATIONAL ADMINISTRATORS

(Replaces current SBCCD BP 7250)

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

An administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developing jointly by the Chancellor and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Chancellor.

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NOTE: *To be used if the Board offers contracts for educational administrators.*

The Governing Board has determined that educational administrators shall be employed by an appointment or contract. Deans and Vice Presidents shall receive one (1) year contracts and Presidents and Vice Chancellors shall receive two (2) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code. ~~Every educational administrator shall be employed by an appointment or contract of [up to four years in duration].~~

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

NOTE: *The language highlighted in gray shading is unique to SBCCD.*

❖ From current SBCCD BP 7250 titled Management Employees

~~The following positions are designated management positions:~~

~~Management employees are those employees of the District who are designated as "Management" by the Board. The management positions designated by the Board are those positions set forth on the Management Salary Schedule.~~

~~Academic management employees (educational administrators) are those management employees who are employed in an academic position designated by the Board as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the colleges.~~

~~Classified management employees are those management employees who are not employed as academic management (educational administrators).~~

~~The following management positions are designated by the Board as the Executive Officers of the District: Chancellor, Vice Chancellors, College Presidents.~~

~~The Board shall fix and prescribe the duties of the management employees.~~

90 ~~The Chancellor is responsible for establishing procedures to assure that the~~
91 ~~requirements of state laws and regulations regarding the management employees are~~
92 ~~met.~~

93
94 ~~Also see BP/AP 7120 titled Recruitment and Hiring~~

95
96 References: Education Code Sections 72411 et seq., 87002(b), and 87457-87460;
97 Government Code Section 3540.1(g) and (m)

98
99
100 **NOTE:** The language in **red ink** is **legally required** and recommended by the Policy and Procedure
101 Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current
102 SBCCD BP 7250 titled Management Employees adopted on 7/8/10. The language in **blue ink** is included
103 for consideration.
104

Adopted: 7/8/10

Revised:

105

106

107
108

COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
<u>BP 7250</u>	<u>2/18/16 – HR</u>	<u>Strike lines 13, 46, 63-65, 90 for clean-up.</u> <u>Line 48-49 to read: The governing Board has determined that educational administrators shall be employed by an appointment or contract. Deans and Vice Presidents shall receive one (1) year contracts and Presidents and Vice Chancellors shall receive two (2) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code. Strike lines 67-88 as this is defined in 7230 and 7260.</u>	

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110

San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7250 EDUCATIONAL ADMINISTRATORS

(Replaces current SBCCD AP 7250)

~~**NOTE:** This procedure is optional. BP 7250 titled Educational Administrators addresses legal requirements related to educational administrators. Local practice may be inserted, if any beyond Board policy.~~

~~❖ From current SBCCD AP 7250 titled Management Employees~~

~~**NOTE:** Recommend deleted the language shaded in gray as it broadly discusses hiring all categories of employees and this procedure only pertains to classified employees.~~

~~The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open, inclusive, and lawful, hiring process that supports the goals of diversity and equal opportunity providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the most qualified candidate who best meets the needs of our students both directly and indirectly.~~

~~The administration, faculty, and staff recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding employees who will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.~~

~~**RECRUITMENT AND HIRING** (NOTE: Also see new BP/AP 7120 titled Recruitment and Hiring)~~

HIRING QUALIFICATIONS

The San Bernardino Community College District has established the following hiring qualifications for all classified management educational administrator positions:

43 A. Demonstrated sensitivity to, understanding of, and respect for the diverse
44 academic, socio-economic, cultural, disability, religious, sexual orientation, and
45 ethnic backgrounds of community college students.

46
47 B. Meet the minimum qualifications as stated in the job description.

48
49 C. Commitment to participate in the collegiate consultation process of the College
50 and the District.

51
52 C.D. See BP/AP 3410 Nondiscrimination to ensure the most up-to-date
53 protected classes are addressed.

54 55 **GENERAL HIRING PROVISIONS**

56 57 **A. Approval to Fill a Position**

58
59 Requests to fill new or vacant positions must be processed through the
60 appropriate administrator, College President, Fiscal Services and the Office of
61 Human Resources, and must receive the approval of the Vice Chancellor of
62 Human Resources & Employee Relations or Designee. All management
63 positions shall be approved by Chancellor's Cabinet prior to being announced.

64 65 **B. Online Employment Application Process**

66
67 The Office of Human Resources implemented this system in order to automate
68 and streamline many of the paper-driven aspects of the employment application
69 process. All requested positions must be submitted through the Online
70 Application System. After the requested information for the vacant position is
71 filled out and submitted, the request will then be approved by the appropriate
72 administrators. The receipt of the Personnel Requisition Form by the Office of
73 Human Resources and budget authorization by Fiscal Services indicates
74 approval to begin the recruitment process.

75 76 **C. Recruitment**

77
78 The District shall maintain a program of verifiable Equal Employment Opportunity
79 recruitment of qualified members of historically underrepresented groups in all
80 job categories and classifications, including but not limited to faculty, classified
81 and confidential employees; categorically funded positions; and all other
82 executive, administrative and managerial positions.

83 84 **D. Job Announcements**

85
86 Job announcements shall clearly state job specifications setting forth the
87 knowledge, skills, and abilities necessary for job performance. All job
88 specifications which the District wishes to utilize shall be reviewed by the

89 appropriate administrator and the Office of Human Resources before the position
90 is announced to ensure conformity with the requirements of Title 5 and both
91 State and Federal non-discriminatory laws. The content of the job
92 announcement is the responsibility of the appropriate administrator and the
93 Office of Human Resources and must be approved by the Vice Chancellor of
94 Human Resources & Employee Relations or Designee.

95
96 The position announcement must include the following:

- 97
98 1. A description of the duties and responsibilities;
- 99
100 2. Minimum qualifications;
- 101
102 3. Additional desirable qualifications that are job related and support the
103 responsibilities of the position;
- 104
105 4. Provision for presentation of qualifications that are equivalent to the
106 minimum qualifications;
- 107
108 5. Notification of testing if required; and
- 109
110 6. Legal qualifiers, established by the Office of Human Resources to
111 comply with Federal, State, and District regulations (e.g. Title 5, Title VII,
112 EEO and ADA).

113 114 E. Pre-Screening Process

115
116 The Office of Human Resources will pre-screen the applications to ensure that
117 applicants meet minimum qualifications and requirements as set forth in the
118 position announcement and, on that basis, will certify the “qualified” pool of
119 applicants.

120 121 F. The Screening Committee

- 122
123 1. The appropriate administrator in consultation with the Office of Human
124 Resources will designate the composition of the Screening Committee to
125 ensure appropriate representation from the affected department.
- 126
127 2. The Screening Committee for management positions shall have no less
128 than three (3) and no more than nine (9) members who have been trained
129 by the Office of Human Resources.

130
131 3. For President Recruitment, the Screening Committee shall consist fifteen (15)
132 members. The members will consist of (1) ASG; (1) CSEA; (1) CTA; (4)
133 Academic Senate; (2) Classified Senate; (3) Manager’s Association appointment
134 (one recommended to be a Vice President); (1) Foundation Board member; (1)

135 Staff/Confidential; (1) Community member. Based on unforeseeable
136 circumstances, if a member is unable to participate or continue, the committee
137 can be comprised of less than 15 committee members.
138

139 4. All Screening Committee members must receive training on equal
140 opportunity, diversity, and the employment process for each Screening
141 Committee on which they serve. Such training will be provided by the
142 Office of Human Resources.

143
144 45. The majority of the members shall be those with applicable knowledge
145 in the job category or classification with at least one member being directly
146 from the affected department.

147
148 56. Every Screening Committee shall have at least one management
149 member and one California Schools Employee Association (CSEA)
150 appointee and when appropriate, an appointee from the Academic
151 Senate.

152
153 67. The administrator of the vacant position will appoint the remaining
154 members of the Screening Committee. Each Screening Committee will
155 also include an Equal Employment Opportunity representative designated
156 by the Office of Human Resources.

157
158 78. The Equal Employment Opportunity representative's role and
159 responsibility is to maintain confidentiality and ensure the hiring process
160 remains fair and equitable.

161
162 89. Every effort must be made to incorporate broad representation on
163 every Screening Committee to bring a variety of perspectives to the
164 screening process.

165
166 910. The appropriate administrator of the vacant position submits the
167 membership of the Screening Committee to the Office of Human
168 Resources for approval.

169 G. Interview Process

170
171
172 1. In cases where fewer than three (3) candidates are invited for interview,
173 the Screening Committee Chair shall provide written justification to the
174 Office of Human Resources.

175
176 2. The screening Committee develops job related interview questions. All
177 questions will be reviewed by the Vice Chancellor of Human Resources &
178 Employee Relations or designee. All Interview questions are confidential.
179

- 180 3. The Screening Committee will determine the candidates, date, and time
181 to interview.
182
- 183 4. The Office of Human Resources will contact the candidates to be
184 interviewed. The appropriate administrator will coordinate with the Office
185 of Human Resources the arrangements for the time and place of the
186 interview.
187
- 188 5. The interview will be conducted by the members of the Screening
189 Committee. Each candidate will be asked the same questions, in the
190 same way, for a fair and consistent basis in assessing all the interviewees.
191
- 192 6. All Screening Committee members must sign a confidentiality statement
193 prior to the interviews and are required to fill out an evaluation form and
194 rank all interviewees.
195
- 196 7. If a Screening Committee member is absent from any part of the
197 interview process, that member is disqualified from any future participation
198 unless otherwise determined by the Vice Chancellor of Human Resources
199 & Employee Relations.
200
- 201 8. After the 1st level interviews are concluded, each member of the
202 Screening Committee will evaluate the qualifications of the interviewees.
203 The EEO representative will be responsible for all documentation of the
204 interview and recommendation. The Screening Committee will identify
205 strengths and concerns
206 of all candidates advancing to 2nd level interviews.
207
- 208 9. The supervisor may participate on the 1st level interviews on
209 recommendation of the appropriate administrator. In unique situations
210 where the only representative of the affected department is the supervisor,
211 the Office of Human Resources will assess the particular circumstance.
212
- 213 10. The Screening Committee will recommend at least three (3)
214 candidates to the appropriate administrator for 2nd level interviews. The
215 Screening Committee shall recommend no less than three (3), unless
216 fewer were interviewed or unless the Screening Committee Chair presents
217 written justification for submitting fewer than three (3) for 2nd level
218 interview.
219
- 220 11. Second level interviews will be convened for all finalists by the
221 appropriate administrator or designee.
222
- 223 12. The Office of Human Resources will contact the finalists to be
224 interviewed at 2nd level and communicate the arrangements for the time

225 and place for the interview, as determined by the appropriate administrator
226 or designee.

227
228 H. Selection Process

229
230 The appropriate administrator and designee shall select one of the finalists, who
231 is best qualified to fill the position and shall recommend such person to the
232 Chancellor.

233
234 The appropriate administrator will submit an online notification to the Office of
235 Human Resources to forward the screening to the Board of Trustees for
236 approval.

237
238 I. Reference Check

239
240 Upon receipt of the selected candidate, the Office of Human Resources or the
241 College President will conduct reference check in accordance with the policies
242 and principles of Equal Employment Opportunity.

243
244 The Office of Human Resources will contact the successful candidate to make a
245 provisional offer of employment, contingent upon passing the Department of
246 Justice clearance, pre-employment physical, and Board of Trustee approval.

247
248 Once the successful candidate has accepted the offer, the Office of Human
249 Resources will notify the unsuccessful candidates in writing of non-selection.

250
251 **EMPLOYMENT REQUIREMENTS**

252
253 All ~~management~~ employees will be required to comply with all federal, state, and local
254 requirements for employment.

255
256 A. Fingerprints **(NOTE: ~~This is addressed in new~~See AP 7337 titled**
257 **Fingerprinting)**

258
259 1. All managers shall be required to provide fingerprint cards at the time of
260 hire. The cost of the fingerprinting shall be borne by the employee.

261
262 2. Substitute and temporary employees employed for less than a school
263 year are exempted from the provisions of this policy.

264
265 B. Examination for Tuberculosis **(NOTE: ~~This is addressed in new~~See AP 7336**
266 **titled Certification of Freedom from Tuberculosis)**

267
268 1. New Employees:

269

270 All management employees of the ~~San Bernardino Community College~~
271 District must file with the District a certificate of evidence showing the
272 employee was examined and found free from active tuberculosis. This
273 evidence must be filed prior to the date of the original employment. An
274 intradermal tuberculin test is provided free of charge at each college
275 Health Services Office. Any charge for an exam by an outside agency will
276 be borne by the employee.

277
278 2. Renewals:

279
280 a. Thereafter, all employees shall be required to undergo an X-ray
281 of the lungs or an approved intradermal tuberculin test that, if
282 positive, shall be followed by an X-ray of the lungs every four years.
283 Intradermal tests are available as described above.

284
285 b. Notice of renewal requirements shall be the responsibility of the
286 District Personnel Office and will be mailed to the home 45 days
287 prior to the expiration date.

288
289 c. Adequate release time from the employee's workstation will be
290 allowed to comply with this requirement.

291
292 d. Failure to comply may result in immediate suspension without
293 pay until such time as the employee undergoes such an
294 examination and presents evidence thereof to school officials.

295
296 e. Requests for exemptions for religion or other reasons will not be
297 approved.

298
299 C. Loyalty Oath

300
301 All management personnel will be required to sign the legally prescribed oath of
302 allegiance upon employment with the District.

303
304 D. Employment Eligibility Verification I-9 (**NOTE:** ~~This is addressed in new~~See
305 AP 7125 titled Verification of Eligibility for Employment)

306
307 All new employees are required to satisfy the requirements of the Employment
308 Eligibility Verification Form I-9.

309
310 E. Scheduling of Interviews

311
312 Applicants who are invited for an initial interview and who live more than 200
313 miles away will be scheduled for an interview with the college president or
314 chancellor, if possible, in addition to the committee interview on the same day as
315 the initial interview.

316
317 Finalists who are invited for a second interview and live more than 200 miles
318 away will be reimbursed for actual travel and meal expenses incurred as set forth
319 in the Employee Travel Policy.

320
321 **HOURS OF EMPLOYMENT**

322
323 A. The workweek for all management personnel shall be a minimum of forty (40)
324 hours.

325
326 B. No overtime or compensatory time off will be granted for overtime necessary
327 in the performance of management duties.

328
329 **PROFESSIONALGROWTH** (**NOTE:** ~~This is addressed in new~~ See BP/AP 7160 titled
330 Professional Development)

331
332 A. Management personnel on the management salary schedule shall be eligible
333 for tuition cost reimbursement from an accredited institution.

334
335 B. Reimbursement will only be given for courses completed with a grade of "C" or
336 better, "credit", or equivalent grade, which pertains to their management position.

337
338 C. Such reimbursement shall not exceed costs of 18 semester units of course
339 work per year.

340
341 D. Reimbursement shall not be allowed for courses carrying zero units.

342
343 E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of
344 similar course work at the University of California.

345
346 F. All courses/programs for which a manager seeks tuition reimbursement must
347 have prior approval of the Chancellor and the Board.

348
349 ~~**MANAGEMENT EVALUATION** (**NOTE:** ~~This is addressed in new~~ BP/AP 7150 titled~~
350 ~~Evaluation)~~

351
352 ~~All management employees shall be evaluated in accordance with these procedures~~
353 ~~and Board Policy 7251-7150.~~

354
355 ~~A. Frequency of Evaluation~~

356
357 ~~Each manager will be evaluated once per year for the first two years of~~
358 ~~employment, and every three years thereafter. Evaluations may be held on a~~
359 ~~more frequent basis when significant deficiencies are noted.~~

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361 ~~B. Goals/Objectives~~

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~~Each manager will meet with his/her supervisor at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.~~

~~C. Evaluation Committee~~

~~By September 1 of each year of required evaluation, the supervisor and employee will meet and mutually agree upon the formation of an evaluation committee.~~

~~In the case of campus-level managers, the committee shall include the immediate supervisor as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA as appropriate to the job assignment. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.~~

~~In the case of the College Presidents, the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA as appropriate to the campus. In each case, the President will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.~~

~~In the case of the district-level managers, the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA as appropriate to the job assignment. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.~~

~~D. Campus/District Survey~~

~~As appropriate to the assignment, the committee shall seek written feedback from the campus and/or district community. In obtaining this feedback, the committee shall use an evaluation form approved by the Board of Trustees. Using the approved form, the committee shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the manager is performing assigned responsibilities. To assist in~~

408 ~~this task, the manager will provide the committee with a preliminary list of those~~
409 ~~with whom he/she interacts with on a regular basis. Responses on the approved~~
410 ~~form shall be signed, and the committee shall prepare a consolidated summary~~
411 ~~of the ratings and comments. Original survey documents will be destroyed once~~
412 ~~the consolidated summary is prepared. A copy of the consolidated summary will~~
413 ~~be made available to the manager at the conclusion of the evaluation procedure.~~

414 ~~E. Evaluation Committee Meeting~~

415
416
417 ~~Prior to the evaluation conference, the person being evaluated will submit to the~~
418 ~~supervisor a written self-evaluation of his/her performance, which shall be based~~
419 ~~on the approved job description and previously established, mutually agreed~~
420 ~~upon goals and objectives. The employee may submit a portfolio of~~
421 ~~representative work, or any other items he/she considers appropriate.~~

422
423 ~~The supervisor and the evaluation committee will meet to consider the self-~~
424 ~~evaluation, the campus/district survey, and any additional material submitted by~~
425 ~~the manager. The committee may consider any other documents or information~~
426 ~~sources which they agree are appropriate.~~

427 ~~F. Evaluation Report~~

428
429
430 ~~The committee will produce a written evaluation no later than November 15. The~~
431 ~~report shall include:~~

- 432
433 ~~1. A summary of duties from the job description, which shall serve as a~~
434 ~~basis for the evaluation.~~
- 435
436 ~~2. A summary list of the goals and objectives from the prior year that have~~
437 ~~been mutually agreed upon by the manager and his/her supervisor.~~
- 438
439 ~~3. An assessment of the extent to which the manager meets his/her stated~~
440 ~~goals and objectives.~~
- 441
442 ~~4. An assessment of the management strengths of the manager.~~
- 443
444 ~~5. The identification of any areas in which the manager can improve~~
445 ~~his/her performance or management skills.~~

446
447 ~~The written report shall specify one of the following:~~

- 448
449 ~~1. Commendation for superior performance;~~
- 450
451 ~~2. Confirmation of satisfactory performance;~~

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~~3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.~~

~~The evaluation record shall be read and signed by the manager, the immediate supervisor, and the responsible evaluators before being placed in his/her file. The manager shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish. An official file of evaluation reports shall be maintained in the District Personnel Office. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they be expunged.~~

~~There will be only three copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated, one copy will remain with the immediate supervisor, and the original will become a part of the official file in the Personnel Office.~~

~~G. Procedures in the Case of Unsatisfactory Performance of Responsibilities~~

~~When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed and approved by the immediate supervisor who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the immediate supervisor will work with the manager to identify a mentor to provide guidance and advice.~~

~~In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the supervisor, but in no case later than six months after the initial findings of the evaluation committee. The re-evaluation process shall include the submission of new goals and objectives to the immediate supervisor, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.~~

~~H. Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration~~

~~In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract nonrenewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.~~

VACATIONS

499 A. Management employees earn vacation at the rate of 1.91 days per month for
500 each complete month of service. In determining vacation accrued at the end of
501 any calendar month, the product of 1.91 X months worked shall be rounded to
502 the nearest whole number.

503
504 B. All vacation computation is based on a fiscal year of July 1 to June 30.

505
506 C. New employees with an employment date other than the first working day of
507 the month shall not start accruing vacation until the first working day of the
508 following month of employment.

509
510 D. Each July all management employees shall be notified by the Payroll
511 Department of their June 30 accrued vacation credits. Management employees
512 can accrue vacation credits up to 46 days. Once vacation credits reach the
513 maximum accrual level no more vacation credits will be earned.

514
515 E. Vacations will be set at the convenience of both the employee and the District,
516 and are subject to the approval of the manager to whom he/she is responsible,
517 and the Campus President or Chancellor, as appropriate.

518
519 F. Upon leaving the employment of the District, a management employee shall
520 be entitled to lump sum compensation for earned and unused vacation at his/her
521 current salary. Payment shall be made up to the accrued number of vacation
522 days not to exceed forty-six (46) days.

523
524 **LEAVES OF ABSENCE** (*NOTE: ~~The information in the following section could be~~*
525 *addressed in new See AP 7340*)

526
527 A. Professional Growth - A leave of absence for professional growth and study
528 shall be provided for managers. Such leave shall be for a period of two months
529 at full pay.

530
531 1. Managers must have completed six years of service with the District,
532 two of which must have been in a management position.

533
534 2. Such leave will be at the convenience of the District and is subject to
535 approval by the Board upon recommendation by the Chancellor.

536
537 3. Application

538
539 a. An application for professional growth leave shall be submitted
540 for approval by February 1st of the year proceeding the fiscal year
541 in which the leave is to be taken. Approval or denial shall be made
542 prior to June 1st of the same year.

543

544 b. Employees who meet the eligibility requirements will make
545 application to the Chancellor after having secured the endorsement
546 of their immediate supervisor and the college president when
547 applicable.

548
549 c. Applications will be evaluated on the following factors:

550
551 (1) Purpose of the leave

552
553 (2) Value to the District

554
555 (3) Convenience to the District

556
557 d. If the number of applications exceeds the allowable leaves (see
558 below), resolution and selection will be based on the following:

559
560 (1) Length of service with the District

561
562 (2) Length of time since last leave

563
564 4. Conditions

565
566 a. Managers/administrators are not eligible for faculty sabbatical
567 leaves.

568
569 b. Granting of a professional growth leave shall not adversely affect
570 the implementation of the faculty sabbatical leave policy.

571
572 c. Acceptance of a leave under this policy removes the recipient
573 from the eligibility list for a period of at least an additional six years.

574
575 d. Not more than three managers from SBVC, one from CHC, and
576 one from Central Services shall be granted leave in any one fiscal
577 year. No more than three managers from the entire District shall be
578 on leave at the same time.

579
580 e. For the purpose of this procedure, administrative management
581 groups are defined as follows:

582
583 (1) Central Services

584
585 (2) College--Instruction, Student Services

586
587 f. Leaves granted in each administrative/management group listed
588 in above shall be limited to the number of persons that may be on
589 leave at one time as follows:

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(1) Groups with three managers or less--1

(2) Groups with four through seven managers--2

(3) Groups with over seven managers--3

g. The president of either campus shall not be on professional growth leave at the same time as the manager responsible for instructional administration.

h. Duties of the manager(s) on leave are to be assumed and performed by other members of management for the period of the leave at no additional cost to the District when possible.

B. Sick Leave

1. Every full-time, 12-month management employee employed 5 days a week shall be entitled to 12 days leave of absence for illness and injury per year.

2. A management employee, employed 5 days a week, who is employed for less than a full fiscal year, is entitled to that proportion of 12 days leave of absence for illness or injury as the number of months he/she is employed bears to 12.

3. A management employee, employed less than 5 days per week, shall be entitled for a fiscal year of service to that proportion of 12 days leave of absence for illness or injury as the number of days he/she is employed per week bears to 5. When such person is employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which he/she is entitled.

4. Pay for any days of such absence shall be the same as the pay that would have been received had the employee served during the day.

5. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the year.

6. If an employee does not take the full amount of leave allowed in any year under this policy, the amount not taken shall be accumulated from year to year.

635 7. The Board may require proof of illness or injury for the purposes of this
636 policy.

637
638 C. Maternity Leave

639 1. A manager may use sick leave for absences necessitated by
640 pregnancy, miscarriage, childbirth, and recovery therefrom. The length of
641 absence, including the date on which the leave shall commence and the
642 date on which the employee shall resume duties, shall be determined by
643 the employee and the employee's physician.

644
645 2. Disabilities caused or contributed to by pregnancy, miscarriage,
646 childbirth, and recovery therefrom are, for all job-related purposes,
647 temporary disabilities, and shall be treated as such under any health or
648 temporary disability insurance or sick leave.

649
650 3. This provision shall be construed as requiring the District to grant leave
651 with pay only when it is necessary to do so in order that leaves of absence
652 for disabilities caused or contributed to by pregnancy, miscarriage, or
653 childbirth be treated the same as leaves for illness, injury, or disability.

654
655
656 D. Bereavement Leave

657 1. Every person employed in a management position is entitled to a paid
658 leave of absence, not to exceed 3 days, or 5 days if travel out-of-state or a
659 round trip of over 500 miles is required, on account of the death of any
660 member of his/her immediate family.

661
662 2. Member of the immediate family means the mother, father, grandparent
663 or a grandchild of the employee or the spouse of the employee, and the
664 spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law
665 or sister, sister-in-law of the employee, or any relative living in the
666 immediate household of the employee.

667
668
669 E. Personal Necessity Leave

670 1. Any days of leave of absence for illness or injury allowed pursuant to
671 the District sick leave policy may be used by the employee at his/her
672 election in cases of personal necessity.

673
674 2. Request for such personal necessity leave shall be submitted to the
675 Chancellor or designee prior to the absence, explaining the specific nature
676 of the personal emergency.

677
678 3. The employee shall not be required to secure advance permission for
679 leave taken for any of the following reasons:
680

- 681
682 a. Death or serious illness of a member of his/her immediate family.
683
684 b. Accident, involving his/her person or property, or the person or
685 property of a member of his/her immediate family.
686

687 F. Industrial Accident and Illness Leave

- 688
689 1. Employees must have served in the District a minimum of 9 months.
690
691 2. Industrial accident or illness leave of absence shall not exceed 60 days
692 in any one fiscal year for the same accident or illness.
693
694 3. Allowable leave shall not accumulate from year to year.
695
696 4. Industrial accident or illness leave shall commence on the first day of
697 absence.
698
699 5. During any paid leave of absence, the employee shall endorse to the
700 District the temporary disability indemnity checks received on account of
701 his/her industrial accident or illness.
702
703 6. When an accident or illness overlaps in the next fiscal year, the
704 employee is entitled only to the balance of the 60 days not used.
705
706 7. At such time that the employee has used his/her full entitlement of 60
707 days industrial leave, he/she may use his/her accumulated sick leave.
708 Sick leave will be used at a rate equal to the pay received from the District
709 less any contribution from Worker's Compensation.
710
711 8. Evidence must support the fact that the illness or accident arose out of
712 employment. The Board of Trustees may require a physician's report on
713 probable cause.
714
715 9. Management employees shall submit information regarding the nature
716 and causes of all absences in order that adequate personnel records may
717 be maintained.
718

719 G. Military Leave

720
721 Permanent employees or probationary employees whose combined District
722 service and military service total one full year shall be entitled to full pay for the
723 first 30 calendar days of absence for reserve training in any one fiscal year. Such
724 leave must be verified by a copy of the military orders requiring military pay.
725

726 H. Jury Duty Leave

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When a management employee is absent because of a mandatory court appearance as a juror, said employee shall suffer no monetary loss by reason of said service. Such employee shall receive his/ her regular salary (upon receipt by the District of a valid jury duty verification), but shall reimburse to the District jury duty payment received from the court, excluding reimbursement for mileage.

I. Unpaid Leave

An unpaid leave of absence may be granted by the Board upon the recommendation of the Chancellor subject to the following provisions:

1. A request for leave that clearly articulates the terms and conditions requested must be submitted to the immediate supervisor. The supervisor will act upon the request and, in the case of a favorable response, will forward the request through the appropriate channels. If the immediate supervisor opposes the leave, he/she shall notify the applicant within 15 working days of the date of submission. Applicants who are denied leave have the right to appeal through the usual organizational channels.
2. No more than one full-year of unpaid leave will be granted to an employee, and such leave shall not extend beyond one year.
3. No unpaid leave will be granted to an employee who takes a position with another organization which by its nature is considered to be permanent and continuing.
4. An individual on unpaid leave retains the right to District employment at the end of the leave but does not retain the right to return to the specific position vacated.
5. A notice of intent to return must be filed in writing with the District Personnel Office three months prior to the anticipated date of return.
6. An unpaid leave will be treated as a "break" in service. An individual on unpaid leave will not receive advancement credit on any salary schedule, will not be credited with sick days or vacation days, and will not receive retirement credit while on leave.
7. An individual on unpaid leave may purchase continued coverage under District health, dental, and life insurance plans.

J. Family Care Leave

1. An employee with more than one year of continuous service with the District who is eligible for other leave benefits shall be granted upon

773 request an unpaid family care leave up to a total of four months in any
774 twenty-four month period pursuant to the requirements of this policy.

775
776 a. For purposes of this policy, the term "family care leave" means
777 either:

778
779 (1) Leave for reason of the birth of a child of the employee,
780 the placement of a child with an employee in connection with
781 the adoption of the child by the employee, or the serious
782 illness of a child of the employee; or

783
784 (2) Leave to care for a parent or spouse who has a serious
785 health condition.

786
787 2. An unpaid family care leave granted pursuant to this policy shall be in
788 addition to any other leave pursuant to the Government Code, except that
789 an unpaid family care leave used in conjunction with a pregnancy leave of
790 four months or more may be limited by the District within its discretion to
791 one month.

792
793 3. An unpaid family care leave shall be treated as any other unpaid leave.
794 During an unpaid family care leave, an employee shall retain employee
795 status with the District, and such leave shall not constitute a break in
796 service. An employee returning from an unpaid family care leave shall
797 have no less seniority than when the leave commenced.

798
799 4. If an employee's need for an unpaid family care leave is foreseeable,
800 the employee shall provide the District with reasonable advance notice of
801 the need for such leave. If the employee's need for such leave is
802 foreseeable due to a planned medical treatment or supervision, the
803 employee shall make a reasonable effort to schedule the treatment or
804 supervision to avoid disruption to the operations of the District.

805
806 5. The District requires that an employee's request for an unpaid family
807 care leave for the purposes of caring for a child, spouse or parent who has
808 a serious health condition be supported by a written certification issued by
809 the health care provider of the individual family member requiring care.
810 This written certification must include:

- 811
812 a. The date on which the serious health condition commenced;
813
814 b. The probable duration of the condition;
815
816 c. An estimate of the amount of time the health care provider
817 believes the employee needs to care for the individual requiring
818 care; and

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d. A statement that the serious health condition warrants the participation of a family member to provide care during a period the treatment or supervision of the individual requiring care.

e. If additional leave is requested by the employee upon expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written recertification consistent with the requirements for an initial certification.

6. Definitions - for purposes of this policy and consistent with current law:

a. The term "child" means a biological, adopted, or foster child, a step-child, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen years of age or an adult dependent child.

b. The term "parent" means biological, foster, or adoptive parent, step-parent, or a legal guardian.

c. The term "serious health condition" means an illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a period of the treatment or supervision, and involves either of the following:

(1) Inpatient care in a hospital, hospice, or residential health care facility; or

(2) Continuing treatment or continuing supervision by a health care provider.

d. The term "health care provider" means an individual holding either a physician's and surgeon's certificate issued pursuant to applicable law, or an osteopathic physician's and surgeon's certificate issued pursuant to applicable law.

7. The District within its discretion may allow an employee upon written request to utilize accumulated illness and accident leave for the purpose of family care leave.

8. An employee taking unpaid family care leave pursuant to this policy shall continue to be entitled to participate in health plans and other benefits to the same extent and under the same conditions as apply to other unpaid leaves of absence.

865 9. The District may refuse to grant an employee's request for unpaid family
866 care leave under this policy even though all requirements of this policy
867 have been satisfied if:

868
869 a. The refusal is necessary to prevent undue hardship to the
870 operations of the District;

871
872 b. The employee and the other parent would receive unpaid family
873 care leave exceeding four months in any twenty-four hour period; or
874

875 c. The other parent is also taking family care leave at the same time
876 or is unemployed.
877

878 10. Any employee returning from an unpaid family care leave shall be
879 assigned to the same or comparable position. For purposes of this policy
880 and consistent with current law, the term "same or comparable position"
881 means a position that has the same or similar duties and pay which can
882 be performed at the same or similar geographic location as the position
883 held prior to the leave.
884

885 11. This policy shall not be construed to entitle the employee to receive
886 disability benefits as provided in the Labor Code.
887

888 **HEALTH AND WELFARE BENEFITS** ([NOTE: See AP 7381 Health & Welfare Benefits](#))
889

890 A. A program of health and welfare benefits shall be provided to all management
891 employees.
892

893 B. Hospitalization/Medical - The insurance premium for the Board approved
894 hospitalization/medical plan is paid for the employee, spouse and dependents by
895 the District.
896

897 C. Dental - The insurance premium for the Board approved dental plan is paid for
898 the employee, spouse and dependents by the District.
899

900 D. Life - The insurance premium for the Board approved life insurance plan is
901 paid for the employee by the District.
902

903 E. Health Insurance Continuation After Retirement - Any management employee
904 who opts for early retirement or disability retirement will continue to receive
905 hospitalization/medical plan benefits available to certificated employees of the
906 District, until age 65, subject to all of the following conditions:
907

908 1. Has attained the age of 55 before terminating employment with the
909 District or earlier under disability retirement.
910

- 911 2. Has completed a minimum of five years of service with the District
912 (disability retirement); has completed a minimum of ten years of service
913 with the District (service retirement).
914
915 3. Must have been an employee of the District immediately preceding
916 retirement status.
917
918 4. Must be on retirement with the State Teachers Retirement System or
919 Public Employees Retirement System.
920

921 **OPTIONAL PRE-RETIREMENT REDUCED WORKLOAD PROGRAM**
922

923 A. The employee:
924

- 925 1. Must be 55 years of age prior to the reduction of workload under this
926 program. The employee must be 55 years of age before the beginning of
927 the college year or semester in which the reduction in workload starts.
928
929 2. Must have been employed full-time in an academic position for at least
930 ten (10) years of which the preceding five (5) years were full-time
931 employment. Sabbaticals and other approved leaves do not constitute a
932 break in service. Such leave, however, is not used to compute the five (5)
933 years full-time service requirement prior to entering the program.
934
935 3. Must request that the option be exercised. The plan can only be
936 terminated by mutual consent of employee and employer.
937
938 4. Must make contributions to the STRS or PERS Retirement System
939 equal to the amount required for a full-time (100%) employee. Payment of
940 this contribution shall be made in the manner in which contributions are
941 made by regular employees.
942

943 B. The employer (SBCCD):
944

- 945 1. At its discretion, may approve or disapprove the employee's request.
946 The District shall provide the employee with written rationale for its
947 disapproval.
948
949 2. Except for the reduction in salary corresponding to the reduced
950 workload, will provide the employee the same benefits (including all
951 health, medical, insurance plans, etc.) provided a regular full-time (100%)
952 employee.
953
954 3. Must agree to make contributions to the STRS or PERS Retirement
955 System in accordance with the law.
956

957 C. The Plan (Pre-Retirement Option):
958

959 1. The option may be exercised for a period not to exceed five (5) years or
960 age 65, whichever comes first.

961
962 2. The minimum part-time employment under the plan shall be the
963 equivalent of one-half of the number of days of service required by the
964 employee's contract of employment during the final year of service in a
965 full-time (100%) position.

966
967 3. By mutual agreement of the employer and the employee, an Optional
968 Pre-Retirement Reduced Workload Program may be increased or
969 decreased within the code limitations.

970
971 4. If an employee works less than a 100% assignment, the amount of sick
972 leave earned varies directly to the percent of full-time (100%) employment.
973 For example, 50% employment would yield 50% of 10 days or 5 days of
974 full-time sick leave, or 10 days of 50% sick leave.

975
976 5. An employee on less than full-time (100%) employment who must use
977 sick leave will reduce earned sick leave on the same basis as
978 employment.

979
980 6. To allow for sufficient time in planning, scheduling and budget
981 preparation, the following deadlines shall apply:

982
983 a. January 15 - The employee shall notify the employer not later
984 than January 15 of intention to exercise the Pre-Retirement Option
985 for the ensuing school year.

986
987 b. March 15 - Agreement between employer and employee must be
988 finalized by March 15 for the ensuing school year.

989
990 **EARLY RETIREMENT PLAN** ([NOTE: See AP 7381 Health & Welfare Benefits](#))
991

992
993 A. The employee must have been employed in the District on a full-time basis for
994 a minimum of ten (10) years.

995
996 B. The minimum age for eligibility under this program will be 55.

997
998 C. The District may agree to award a consulting contract and the employee must
999 retire from the District in accordance with all applicable statutes, rules and
1000 regulations of the STRS or PERS Retirement System. The District may
1001 disapprove any application as long as any disapproval is not arbitrary or
1002 capricious.

1003
1004 D. An employee accepted under this plan can never return as a full-time
1005 employee. He/she will be employed as a part-time employee in retired status in
1006 accordance with rules and regulations of the STRS or PERS Retirement System.
1007 At the termination of this plan, the employee may be employed as a part-time
1008 employee on the non-contract hourly rate.

1009
1010 E. The employee may continue certain fringe benefit coverages by assuming
1011 responsibility for premiums if accepted by the insurer.

1012
1013 F. Compensation shall be at the appropriate hourly rate, not to exceed the
1014 maximum prescribed by law in any one fiscal year.

1015
1016 G. There shall be no maximum or minimum number of applicants accepted under
1017 this plan. The applicant can only be certain of eligibility for acceptance after
1018 he/she has met with the Chancellor, or someone designated by the Chancellor,
1019 to determine whether or not the District will have a need for his/her services. In
1020 the event that there are more eligible applicants than the District will be able to
1021 use effectively, the principle of seniority will be used as the deciding criterion to
1022 determine who will be accepted under this plan.

1023
1024 H. Employees on disability retirement do not qualify for the plan.

1025
1026 I. Deadline for application is March 15.

1027
1028 **CELLULAR TELEPHONE USAGE** (**NOTE:** ~~The information in the following section~~
1029 ~~could be addressed in new~~See BP/-AP 6450 Wireless or Cellular Phone Use)

1030
1031 A. Authorization

1032 Each college president and each vice chancellor may designate managers to
1033 receive partial reimbursement for the use of a cellular telephone in conducting
1034 District business.

1035
1036 B. Application

1037 Managers shall make application through the appropriate channel. Approved
1038 applications shall be forwarded from the campus to the Vice Chancellor Fiscal
1039 Affairs for implementation.

1040
1041 C. Reimbursement

1042 Reimbursement shall be at a rate not to exceed \$50 per month, which shall
1043 include purchase of the telephone, activation, monthly service charges, and air
1044 use time—including long distance calls. While monthly application for
1045 reimbursement is not required, periodic verification of telephone usage may be
1046 requested.

1047
1048 D. Review

1049 This policy shall receive periodic review to assess the appropriateness of the
1050 reimbursement rate.

1051

1052 **HOURLY TEACHING**

1053 Management personnel may teach one class per semester at the current hourly pay
1054 rate, subject to approval of the immediate supervisor and campus president. Any class
1055 taught for hourly pay shall be outside the manager's normal working hours.

1056

1057 **ADMINISTRATOR RETREAT RIGHTS**

1058

1059 A. An administrator hired after June 30, 1990, who does not have tenure in the
1060 District at the time of hire may be reassigned only to a first-year probationary
1061 faculty position and to such a position only if he or she meets the following
1062 criteria:

1063

1064 1. He/she holds an administrative position that is not part of the classified
1065 service, or if he/she holds an administrative position that is part of the
1066 classified service, he/she was certified by the Academic Senate as
1067 possessing qualifications in a specified discipline or disciplines similar to
1068 those expected of a newly hired faculty member in that discipline(s).

1069

1070 2. He/she has served in this district a total of at least two years as a
1071 faculty member or administrator. This service must have been satisfactory
1072 according to documentation.

1073

1074 3. He/she is being reassigned for reasons other than for cause, as defined
1075 in the Education Code.

1076

1077 4. Reassignment shall not result in the lay-off or forced change in the
1078 contract assignment for any contract faculty member.

1079

1080 B. To determine the discipline to which an administrator shall be assigned, the
1081 following shall apply:

1082

1083 1. The administrator can be assigned only to a discipline in which he/she
1084 meets the minimum qualifications as specified by the Education Code and
1085 Title 5. The Academic Senate shall certify to the Governing Board that the
1086 administrator meets at least minimum qualifications and/or equivalencies
1087 for the discipline(s) in question and shall recommend the discipline(s) to
1088 which the administrator should be assigned. The Governing Board shall
1089 provide the Academic Senate with an opportunity to present its views to
1090 the Board before the Board makes a determination. A written record of
1091 the Board's decision, including the view of the Academic Senate, shall be
1092 available for review pursuant to Education Code.

1093

1094 2. The administrator shall be assigned to a discipline in which he or she
1095 has not only the minimum qualifications but also where all of the following
1096 apply:

1097
1098 a. There are sufficient assignments in the discipline or service area
1099 currently held by temporary or hourly faculty or contract overload to
1100 make a full-time assignment for an additional faculty member.

1101
1102 b. The administrator has an interest as indicated by a statement of
1103 the administrator's own preference for assignment.

1104
1105 C. Unless otherwise specified in a personal contract, an administrator reassigned
1106 to a faculty position shall be compensated based on placement on the faculty
1107 salary schedule according to his/her education and experience. Placement on
1108 the faculty salary schedule will include years served as an administrator.

1109
1110 D. These procedures will be reviewed by the joint Academic Senate Executive
1111 Committee and the Vice President of Instruction, SBVC, and the Vice President
1112 of Instruction CHC, no later than April 15 of each year. Changes can be
1113 proposed by joint agreement and forwarded to the Board for approval.

1114
1115 Also see BP/AP 7120 titled Recruitment and Hiring

1116
1117 **References:** Education Code Sections 72411 et seq., 87002(b), and 87457-87460;
1118 Government Code Section 3540.1(g) and (m)

1119
1120
1121 **NOTE:** The **red ink** signifies language that is **suggested as good practice** and recommended by the
1122 Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black**
1123 **ink** is from current SBCCD AP 7250 titled Management Employees approved on 5/9/13. The language in
1124 **blue ink** is included for consideration.

1125

Approved: 5/9/13

Revised:

1126
1127

1128

COMMENTS

1129

BP or AP #	Representative group	COMMENT	RESPONSE
<p>AP 7250 Educational Administrators</p>	<p>Human Resources – 10/5/15</p>	<p>Strike lines 13-36</p> <p>Lines 40-41 to read: The District has established the following hiring qualifications for all educational administrator positions:</p> <p>Line 49 becomes C.</p> <p>Add line 51-52: D. See BP/AP 3410 Nondiscrimination to ensure the most up-to-date protected classes are addressed.</p> <p>Line 244: strike – “management”</p> <p>Line 247: strike – “This is addressed in new” and add “See”</p> <p>Line 256: strike – “This is addressed in new” and add “See”</p> <p>Line 261: strike – “San Bernardino Community College”</p> <p>Line 295: strike – “This is addressed in new” and add “See”</p> <p>Line 320: strike – “This is addressed in new” and add “See”</p> <p>Strike lines 340-486 Evaluations are a separate AP/BP</p> <p>Line 288 – add (See BP/AP</p>	<p>12/1/15 – District Assembly agreed.</p>

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>7340 titled Leaves)</p> <p>Line 516 replace note with (See BP/AP 7340 titled Leaves)</p> <p>Line 880: add (See AP 7381 titled Health and Welfare Benefits)</p> <p>Line 913 add (See AP 7381 titled Health and Welfare Benefits)</p> <p>Line 983 add (See AP 7381 titled Health and Welfare Benefits)</p> <p>Line 1020 replace note with (See BP/AP 6450 titled Wireless or Cellular Phone Use)</p> <p>Strike line 1108</p>	
AP 7250	11/13/15 - Allen	No issues	12/1/15 – District Assembly agreed.
AP 7250	3/1/16 – HR & District Assembly	<p>Lines 131-137 add: 3. For President Recruitment, the Screening Committee shall consist fifteen (15) members. The members will consist of (1) ASG; (1) CSEA; (1) CTA; (4) Academic Senate; (2) Classified Senate; (3) Manager’s Association appointment (one recommended to be a Vice President); (1) Foundation Board member; (1) Staff/Confidential; (1) Community member. Based on unforeseeable circumstances, if a member is unable to participate or</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		continue, the committee can be comprised of less than 15 committee members. Re-number section F.	

1130

1131

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: March 10, 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 2310 Regular Meetings of the Board, BP/AP 2340 Agendas, BP/AP 2510 Collegial Consultation, BP/AP 2714 Distribution of Tickets or Passes, BP 3820 Gifts, BP 7335 Health Examinations, AP 3510 Workplace Violence, BP/AP 7330 Communicable Disease, AP 3515 Reporting of Crimes, AP 5520 Student Discipline Procedures, and AP 6800 Safety

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
Board Policy
Chapter 2 – Board of Trustees

BP 2310 REGULAR MEETINGS OF THE BOARD

(Replaces current SBCCD BP 2120)

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

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

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

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

Recessed Meetings

Meetings may be recessed by the President with the consent of the majority of the Board members present.

Study Sessions

The Board may hold study sessions open to the public for the study of general topics of interest to the Board or the community in the operation of the District Board procedures and programs.

Hearing on the Budget

45 A public hearing of the budget shall be held in conjunction with the September Board
46 Meeting prior to adoption of the budget as provided by law.

47

48 **Taking Action on Items not on the Agenda**

49

50 The Board may only take action on items not posted on the agenda by a two-thirds vote
51 or a unanimous vote when a simple majority exists under the following conditions (a) an
52 emergency situation exists; (b) there is a need to take immediate action and that the
53 need for action came to the attention of the local agency subsequent to the agenda
54 being posted; and (c) the item was continued from a previous meeting to the meeting at
55 which action is being taken.

56

57 **References:** Education Code Section 72000(d);
58 Government Code Sections 54952.2, 54953 et seq., and 54961

59

Adopted: 4/8/04
Revised: 6/11/15

60

61

62

COMMENTS

63

BP or AP #	Representative group	COMMENT	RESPONSE
BP 2310	2/1/16-District Assembly Approved		

64

65

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

BP 2340 AGENDAS

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board of Trustees.

The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor, although the District may defer a request to a later date. (See Education Code Section 72121.5 and Administrative Procedure 2340). The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Chancellor in consultation with the Board President.

For consideration, items from members of the public must be submitted and received~~Agenda items submitted by members of the public must be received~~ by the

44 Office of the Chancellor two weeks prior to the Board meeting and at least 72 hours to
45 assure compliance with the Brown Act prior to the regularly scheduled Board meeting.

46
47 Agenda items initiated by members of the public shall be placed on the Board's agenda
48 following the items of business initiated by the Board and by staff. Please be advised
49 that while individuals may request to place items directly related to District business on
50 the Board agenda, the District may defer a request to a later date. (See Education
51 Code section 72121.5 and Administration Procedure 2340). Any agenda item submitted
52 by a member of the public and heard at a public meeting cannot be resubmitted before
53 the expiration of a 90 day period following the initial submission.

54
55 **References:** Education Code Sections 72121 and 72121.5;
56 Government Code Sections 6250 et seq. and 54954 et seq.

57

Adopted: 4/9/15

58

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60

61
62

COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
BP 2340 Agendas	Currier & Hudson - 8/4/15	Please be advised that while individuals may request to place items directly related to District business on the Board agenda, the District may defer a request to a later date. (See Education Code section 72121.5 and Administration Procedure 2340).	Board Policy Work Group 8/14/15 – simplified wording and moved it to 34-35 “although the District may defer a request to a later date. (See Education Code Section 72121.5 and Administrative Procedure 2340)” Simplified lines 42-48 to “For consideration, items from members of the public must be submitted and received by the Office of the Chancellor two weeks prior to the Board meeting.”
BP 2340	2/1/16- District Assembly Approved		

63
64

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

AP 2340 AGENDAS

(Replaces current SBCCD AP 2120)

The agenda for the Board of Trustees Meetings is the official document under which business is transacted. The official agenda shall be posted on the District website and on the front door of the District Administration Building and the Administration Building on each college campus, and District education centers at least 72 hours prior to each Regular Meeting and 24 hours prior to each Special Meeting of the Board. Copies of the agenda shall be available in the Chancellor's Office during regular office hours prior to the Board Meeting and in the Board Room prior to the start of each meeting.

Agenda Development

The agenda is prepared by the Secretary to the Board (the Chancellor) in consultation with the Board President and the Chancellor's Cabinet. Requests for placing items directly related to District business on the agenda can be submitted by any individual or group. Requests should include the name, address, and telephone number of the person submitting the request, the name of any organization represented, a statement of action requested of the Board, and pertinent background material leading to the request. The Chancellor will place the item on the agenda and notify the individual or group of the time and place the item will be heard. ~~The right is reserved to defer requests to a later date or to exclude items unrelated to District business. Please be advised that while individuals may request to place items directly related to District business on the Board agenda, the District may defer a request to a later date.~~

References: Education Code Section 72121

Approved: 4/04
Revised: 3/12/15

38

COMMENTS

39

BP or AP #	Representative group	COMMENT	RESPONSE
AP 2340 Agendas	Currier & Hudson - 8/4/15	Add to lines 30-32: Please be advised that while individuals may request to place items directly related to District business on the Board agenda, the District may defer a request to a later date. (See Education Code section 72121.5 and Administration Procedure 2340).	Board Policy Work Group 8/14/15 – simplified wording and struck lines 29-32 as it is written in the BP.
AP 2340	2/1/16- District Assembly Approved		

40

41

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

BP 2510 COLLEGIAL CONSULTATION

(Replaces current SBCCD BP 2225)

The Board embraces the concept of collegial consultation and to establish procedures to ensure faculty, management, classified staff, and students the right to participate effectively in collegial consultation in particular areas where they have their responsibility and expertise as specified in Title 5 regulations, while retaining its own right and responsibilities in all areas defined by state laws and regulations.

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

Each of the following shall participate as required by law in the decision-making processes of the District:

Academic Senate(s) (Title 5 Sections 53200-53206)

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

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

1. Curriculum including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Education program development;
5. Standards or policies regarding student preparation and success;
6. District and college consultation structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;

- 45 8. Policies for faculty professional development activities;
46 9. Processes for program review;
47 10. Process for institutional planning and budget development; and
48 11. Other academic and professional matters as mutually agreed upon between the
49 Governing Board and the Academic Senate.

50
51 The Board also recognizes its obligation, under Title 5 Regulations, to “consult
52 collegially” with the Academic Senate on these “academic and professional matters.”
53 Additional academic and professional matters may be added as specified in #11 only
54 through formal resolution of the Board.

55
56 The Board further recognizes that, under Title 5, it may choose to “consult collegially”
57 through the option of “mutual agreement” on policy issues, or the option of “relying
58 primarily on the advice and judgment of the senate” when adopting policies and
59 procedures on “academic and professional matters.”

60
61 The Board of Trustees shall have the final responsibility for developing all policies
62 governing the community college district, including academic and professional matters.
63 For purposes of academic and professional matters, the Board shall rely primarily on
64 the advice of the Academic Senate. If the Board has a compelling reason for not
65 accepting the advice of the Academic Senate, it shall provide that reason in writing upon
66 request of the Academic Senate. The decision of the Board on all policy shall be final.

67
68 **Classified Staff** (Title 5 Section 51023.5)

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

73
74 **Associated Students** (Title 5 Section 51023.7)

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

81
82 Except for unforeseeable emergency situations, the Board shall not take any action on
83 matters subject to this policy until the appropriate constituent group or groups have
84 been provided the opportunity to participate.

85
86 Nothing in this policy will be construed to interfere with the formation or administration of
87 employee organizations or with the exercise of rights guaranteed under the Educational
88 Employment Relations Act, Government Code Sections 3540 et seq.

89
90 **References:** Education Code Section 70902(b)(7);

91 Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and
92 51023.7 (Students);
93 ACCJC Accreditation Standards IV.A and IV.D.7
94

Adopted: 4/10/03

Revised: 4/8/04, 10/9/14, 12/11/14

95
96

COMMENTS

97
98

BP or AP #	Representative group	COMMENT	RESPONSE
BP 2510	2/1/16- District Assembly Approved		

99

Legal Citations for BP 2510

100
101

EDUCATION CODE - EDC

TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]

(Title 3 enacted by Stats. 1976, Ch. 1010.)

DIVISION 7. COMMUNITY COLLEGES [70900 - 88651]

(Division 7 enacted by Stats. 1976, Ch. 1010.)

102

PART 43. THE CALIFORNIA COMMUNITY COLLEGES [70900 - 70902]

(Heading of Part 43 renumbered from Part 43.5 by Stats. 1995, Ch. 758, Sec. 78.)

103

70901.

104

(a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and effective element in the structure of public higher education in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.

105

(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance of those purposes, perform the following functions:

106

(1) Establish minimum standards as required by law, including, but not limited to, the following:

107

(A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.

108

(B) Minimum standards for the employment of academic and administrative staff in community colleges.

109

(C) Minimum standards for the formation of community colleges and districts.

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

AP 2510 COLLEGIAL CONSULTATION

(Replaces current SBCCD AP 2225)

MISSION STATEMENT

Collegial Consultation is a process involving faculty, administrators, classified staff and students in deliberations regarding day-to-day and long-range planning and policies for the college. These deliberations lead to recommendations that the Chancellor carries forward to the Board of Trustees for final approval. In issues related to academic and professional matters the Board will rely primarily on the Academic Senate. Other areas of decision-making in regard to Board Policy will be mutually agreed upon between the Governing Board, the Academic Senate, administration, staff and students.

PHILOSOPHY OF COLLEGIAL CONSULTATION

Collegial Consultation is the democratic process utilized on campus in decision-making procedures. Successful Consultation creates an environment of awareness throughout the District by having each constituency represented throughout the process. To be effective, collegial Consultation must exhibit the following characteristics:

- Capacity to establish directions and goals
- React to internal and external stimuli
- Move with diligence and timeliness
- Provide the campus community with an annual cycle of planning and budgeting

The process is designed to establish the goals, priorities, and objectives of the college. The exercise of administrative prerogatives must reflect these aims in order to perpetuate an environment of mutuality and trust.

DISTRICT ASSEMBLY

Charge

The District Assembly provides a forum for effective communication among representatives of the Academic Senates, Faculty Association, California School Employees Association (CSEA), the Associated Students, and the Management. The District Assembly will discuss issues of policy to the college community and assign those issues to appropriate committees for development of recommendations. The District Assembly is an advisory group to the Chancellor. The **District Assembly** reviews

44 the collegial Consultation Administrative Regulations annually and recommends
45 revisions to the Chancellor and the college constituencies.

46
47 It is a function of the District Assembly to review all recommendations and to reach
48 consensus prior to moving recommendations forward to the Board of Trustees.

49
50 See the District website for additional web links regarding participation in local decision-
51 making.

52
53 See the Crafton Hills College organizational handbook and college website for
54 additional web links regarding participation in local decision-making.

55
56
57

58 **SAN BERNARDINO VALLEY COLLEGE COLLEGIAL GOVERNANCE** 59 **MISSION STATEMENT**

60 San Bernardino Valley College provides quality education and services that support a
61 diverse community of learners.

62 *(College Council re-approved revision on 8/22/13)*

63
64

64 **EDUCATIONAL PHILOSOPHY**

65 **We believe**

- 66 • That a well-educated populace is essential to the general welfare of the community.
- 67 • That quality education empowers the student to think critically, to communicate clearly,
68 and to grow personally and professionally.
- 69 • That an enriched learning environment promotes creativity, self-expression, and the
70 development of critical thinking skills.
- 71 • That our strength as an institution is enhanced by the cultural of our student population
72 and staff.
- 73 • That we must provide students with access to the resources, services, and
74 technological tools that will enable them to achieve their educational goals.
- 75 • That we can measure our success by the degree to which our students become self-
76 sufficient learners and contributing members of society.
- 77 • That plans and decisions must be data driven, and based on an informed
78 consideration of what will best serve students and the community.
- 79 • That we must model our commitment to lifelong learning by maintaining currency in
80 our professions and subject disciplines.
- 81 • That as part of the collegial consultation process, all levels of the college organization
82 must openly engage in sharing ideas and suggestions to develop innovative ways to
83 improve our programs and services.
- 84 • That interaction between all members of the college community must be marked by
85 professionalism, intellectual openness, and mutual respect.
- 86 • That we must hold ourselves and our students to the highest ethical and intellectual
87 standards.
- 88 • That we must maintain a current, meaningful and challenging curriculum.

- 89 • That students succeed best when following an educational plan and when enrolled in
90 classes that meet their interest and goals, and match their level of academic
91 preparedness.
- 92 • That all members of our campus community are entitled to learn and work in an
93 environment that is free from physical, verbal, sexual, and/or emotional threat or
94 harassment.
- 95 • That students learn best on a campus that is student-centered and aesthetically
96 pleasing.
- 97 • That we must be responsible stewards of campus resources.

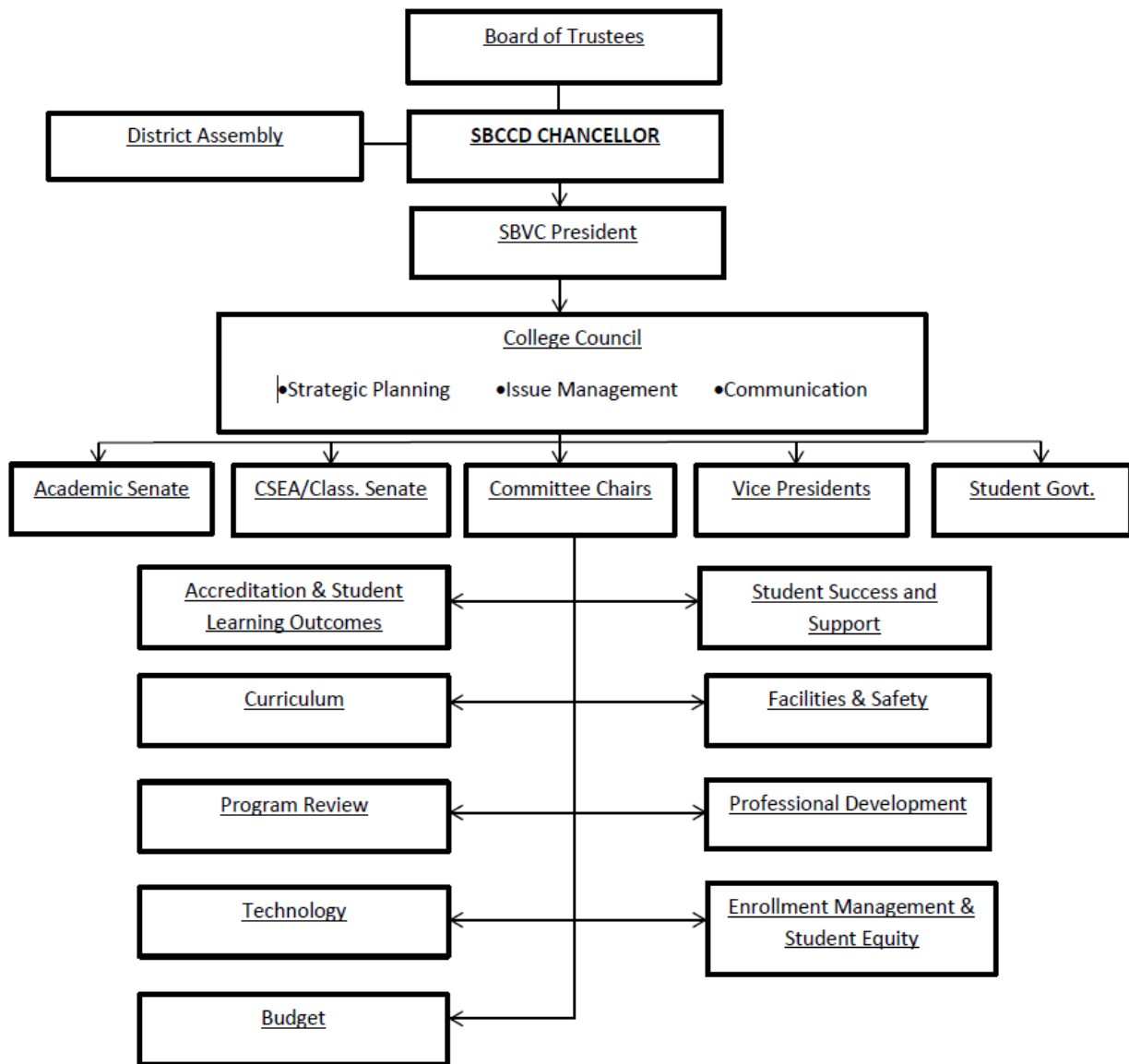
98
99 **VISION STATEMENT**

100 San Bernardino Valley College will become the college of choice for students in the
101 Inland Empire and will be regarded as the “alma mater” of successful, lifelong learners.
102 We will build our reputation on the quality of our programs and services and on the
103 safety, comfort, and beauty of our campus. We will hold both our students and
104 ourselves to high standards of achievement and will expect all members of the college
105 community to function as informed, responsible, and active members of society.
106 (Revised 1-25-06)

107
108 **GOVERNANCE PHILOSOPHY**

109 San Bernardino Valley College is committed to the idea of Collegial Consultation as
110 assured in AB1725. We acknowledge the rights and responsibilities accorded to all
111 parties within the District to participate effectively in District consultation and support the
112 establishment of procedures whereby faculty, staff, and students are ensured of
113 appropriate consultation on matters affecting them.

114
115 We believe that groups of individuals working together to pool their knowledge,
116 experience, and perspectives are an integral part of the decision making process at
117 Valley College, and that the development of policies and procedures for college
118 governance benefits greatly by involving those with appropriate expertise and those
119 who will be most affected by those policies and procedures.



**COLLEGE COUNCIL
Charge**

The College Council has three primary functions: planning, issue management, and communication.

The college planning function includes the college Educational Master Plan (EMP), thereby developing the college's Educational Strategic Plan. The EMP includes the Program Review annual needs prioritization, Technology Plan, Five Year Construction & Facilities Plan, Enrollment Management Plan, Basic Skills Plan, and Professional Development Plan. College Council reviews each of the plans and analyzes each for budget impact and provides recommendations to the President.

135 The issue management function takes place as campus issues are presented to the
136 College Council and referred to the appropriate committee for review, consideration,
137 and recommendation to the President.

138
139 The communication function is served by the College Council as the central
140 communication venue for college governance issues including budget, in that all
141 constituent groups are represented and are responsible for reporting and disseminating
142 of information to their appointing body.

143
144 **Membership**
145 Membership is comprised of the President, College Vice Presidents, the President of
146 the Academic Senate, the Classified Senate President, the President of the Associated
147 Students or designee, the CSEA President or designee, the CTA President or designee,
148 the Director of Research, and the chairs of the following committees: Enrollment
149 Management & Student Equity, Accreditation, Curriculum, Facilities and Safety,
150 Matriculation, Professional Development, Program Review, and Technology. The
151 President serves as chair of the College Council unless otherwise agreed upon, at
152 which point a faculty member and a manager will serve as co-chairs.

153
154 **College Council Standing Committees**
155 The standing committees of College Council are appointed annually and have
156 representatives from each of the constituent groups: faculty, staff, students, and
157 managers. Each committee will be co-chaired by a non-manager (faculty or staff) and
158 one manager (that assists with clerical support, copying, and dissemination of materials
159 as needed).

160
161 Should representation not occur in any group, the President will confer with the
162 appropriate representative/President/designee to determine the best alternative to
163 secure appropriate representation and participation from the absent group.
164 Meetings: Unless otherwise noted, standing committees are not held during the
165 summer.

166
167 **COLLEGIAL CONSULTATION COMMITTEES**
168 **ACCREDITATION AND STUDENT LEARNING OUTCOMES COMMITTEE**

169 **Charge**
170 The Accreditation and Student Learning Outcomes Committee prepares the self-study,
171 prepares for the accreditation team site visit, follows up on implementation of
172 accreditation recommendations, performs assessments as needed, and prepares any
173 follow-up reports or documentation. The committee monitors the development and
174 assessment process for student learning outcomes in courses, programs and general
175 education requirements. The committee generates and regularly reviews guidelines and
176 best practices for all aspects of student learning process.

177
178 **Membership**

179 Membership is comprised of the Accreditation Liaison Officer, at least one faculty
180 member from each division and other interested faculty, administrators, staff and
181 students.

182 **CURRICULUM COMMITTEE**

183 **Charge**

184 Under AB1725 the Academic Senate has the responsibility to make recommendations
185 with respect to academic and professional matters. Curriculum is an academic matter
186 and, therefore, the Curriculum Committee is authorized by the Academic Senate to
187 make recommendations about the curriculum of the college, including approval of new
188 courses, deletion of existing courses, proposed changes in courses, periodic review of
189 course outlines, approval of proposed programs, deletion of programs, review of degree
190 and certificate requirements, approval of prerequisites and co-requisites, and
191 assessment of curriculum as needed.

192 **Membership**

193 Membership is comprised of the Vice President of Instruction (or designee) and one
194 other manager, a Curriculum Chair or Co-Chairs appointed by the Academic Senate,
195 the Articulation Officer, faculty members from each division as recommended by the
196 Academic Senate, two students, and two Instruction Office staff members
197 (Administrative Curriculum Coordinator and Schedule/Catalog Data Specialist)
198 appointed by the Vice President of Instruction (in collaboration with CSEA) to serve as a
199 resource to the committee.

200 *(College Council approved revisions on 11/13/13)*

201 **ENROLLMENT MANAGEMENT AND STUDENT EQUITY COMMITTEE**

202 **Charge**

203 The Enrollment Management and Student Equity Committee serves in an advisory
204 capacity to the President's Cabinet regarding enrollment. The committee is responsible
205 for reviewing internal and external assessment trend data as it applies to enrollment
206 planning, researching and reviewing successful models of recruitment and retention
207 programs, projecting enrollment growth/decline, projecting academic and student
208 support service needs based on enrollment trends. The committee makes
209 recommendations regarding recruitment and retention strategies, in the annual updating
210 of the Enrollment Management Plan. The committee reviews and regularly updates the
211 Student Equity Plan. Both plans are forwarded to College Council for review.

212 **Membership**

213 Membership is comprised of the Vice President of Student Services or designee, Dean
214 of Counseling and Matriculation, two Deans from Instruction, Dean of Research,
215 Planning and Institutional Effectiveness, Director of Financial Aid, Director of
216 Admissions and Records, and Director of Marketing and Public Relations, Student
217 Success Services and Programs Coordinator, and other interested faculty,
218 administrators, staff and students.

219 *(College Council approved revisions on 5/14/14)*

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FACILITIES & SAFETY COMMITTEE

Charge

The Facilities & Safety Committee serves as an advisory committee to college services and operations including: facilities, campus appearance, emergency preparedness, sustainability practices, and campus safety training. Additionally, the committee reviews and submits the Facilities & Capital Outlay Plan to College Council.

Membership

Membership is comprised of the Vice President of Administrative Services, Director of Maintenance and Operations, District Police Supervisor, Dean of Student Development, DSPS Coordinator, two students and other interested administrators, faculty, staff, and students.

(College Council approved revisions on 10/23/13)

STUDENT SUCCESS AND SUPPORT COMMITTEE

Charge

The Student Success Committee is authorized by the Academic Senate to annually review and update the College's Student Success Plan, propose the budget for categorical matriculation funds, provide advice on policies, procedures, and implementation of matriculation components including admission, orientation assessment, counseling, prerequisites, follow-up, training, and research.

Membership

Membership is comprised of the Vice President of Student Services, Dean of Counseling and Matriculation, Director of Admissions & Records, Director of Financial Aid, Student Success Coordinator, Dean of Research, Planning and Institutional Effectiveness, one representative from English, Reading, and Math, and other interested administrators, faculty, staff and students.

(College Council approved revisions on 5/14/14)

PROGRAM REVIEW COMMITTEE

Charge

For regular programmatic assessment on campus, the Program Review Committee examines and evaluates the resource needs and effectiveness of all instructional and service areas. These review processes occur on one-, two-, and four-year cycles as determined by the District, College, and other regulatory agencies. Program Review is conducted by authorization of the SBVC Academic Senate.

The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
- Improve performance, services, and programs
- Contribute to long-range planning
- Contribute information and recommendations to other college processes, as appropriate

270 • Serve as the campus' conduit for decision-making by forwarding information to
271 appropriate committees

272

273

Membership

274 Membership is comprised of at least 3 Vice Presidents or their designees, as appointed
275 by the President, 10% faculty representation by Division, at least 3 classified staff
276 members as appointed by Classified Senate/CSEA, and one student.

277 *(College Council approved revisions to charge on 3/12/14), (College Council approved*
278 *revisions on 12/11/13)*

279

PROFESSIONAL DEVELOPMENT COMMITTEE

280

281

Charge

282 The Professional Development Committee serves as an advisory committee for the
283 college professional development programs, and as a resource for training needs
284 across campus. The committee prepares and implements the state required three-year
285 Professional Development Plan, and reviews it annually to assure that campus goals
286 and objectives are being met. The committee allocates staff development funds based
287 on criteria in the plan. Additionally the committee is responsible for planning,
288 programming and communication of campus professional development programs. The
289 faculty member on the committee serve as the campus sabbatical leave committee and
290 make recommendations to the college president for proposed leave recipients. The
291 faculty members also serve as the campus flex committee.

292

293

Membership

294 Membership is comprised of one manager (designated by the President), Professional
295 Development Coordinator, a representative of the technology committee, and interested
296 faculty, administrators, and staff.

297

298

TECHNOLOGY COMMITTEE

299

Charge

300 The Technology Committee develops the Technology Plan for SBVC and submits it to
301 the SBVC College Council. The Plan recommends methods to assess, purchase, install,
302 and encourage use of new technology; technology funding priorities; and strategies for
303 redistributing current resources. It sets standards and guidelines for the minimum
304 specifications for new technology, for maintaining the current technology in new
305 construction, and to maximize use of District network resources and instructional
306 learning resources. Accessibility to technology will be considered when developing
307 goals, methods, recommendations, guidelines, and standards. In addition, members
308 serve as campus representatives on District Technology Committees.

309

310

Membership

311 Membership is comprised of the Vice Presidents of Instruction, Administrative Services,
312 and Student Services or their designees; a representative from the Audio Department; a
313 representative from District Computing Services, representative(s) from the college
314 Network Specialist and all other interested faculty and staff in the campus community.

315

316 **BUDGET COMMITTEE**

317 **Charge**

318 The Budget Committee serves in an advisory capacity to College Council in all aspects
319 of budget development and management to protect the financial wellbeing of the college
320 and to operate successfully within our budget. The Budget Committee makes data-
321 driven recommendations that align resource allocations with resource planning, utilizing
322 the college mission, institutional planning documents, and program review
323 recommendations.

324
325 The Budget Committee serves in all three areas of the College Council’s primary
326 functions including: planning, issue management, and communication. Specifically, the
327 Budget Committee develops annual budget assumptions, recommends reserve and
328 contingency funds, identifies discretionary monies, and reviews and develops strategies
329 for funding campus priorities. The Budget Committee reviews and makes
330 recommendations for resolution of emerging budget issues and creates processes for
331 better budget development and management. Throughout the year, the Budget
332 Committee articulates and clarifies the budget development and management process
333 for the campus community, including training, promoting budget awareness, and
334 maintaining the transparency of budget decisions.

335
336 **Membership**

337 The Budget Committee membership totals eight, including the Vice President of
338 Administrative Services (chair) representing management, and seven appointed
339 members representing management (1), faculty (3), classified staff (2), Associated
340 Student Government (1). One non-management member will be elected co-chair
341 annually.

342 *(College Council approved inclusion of committee on 9/11/13), (Revised membership*
343 *approved by College Council on 3/12/14)*

344
345 **ADDITIONAL COMMITTEES**

346 A number of committees exist that have a specific purpose or function, but are not part
347 of the formal collegial consultation process_ ~~within College Council~~. These include:

348
349 **OFFICE OF THE PRESIDENT**

350 ~~**PROGRAM FOR THE ADVANCEMENT OF LEADERSHIP OF MANAGERS (PALM)**~~
351 ~~**MANAGER’S MEETING**~~

352 Reporting to the President, Valley College managers (directors, deans, vice presidents)
353 meet as needed with the President to review and discuss items as submitted to the
354 College Council and to study leadership theory and practices.

355
356 **PRESIDENT’S CABINET**

357 The President meets weekly in a staff meeting with the Vice Presidents to discuss
358 operations and logistics.

359
360 **SCHOLARSHIPS**

361 **Charge**

362 The Scholarships Committee reviews applications for scholarships and makes awards
363 according to guidelines.

364

Membership

366 Membership is comprised of the Foundation Director, and interested administrators,
367 faculty, and classified staff.

368

369

ANNUAL AWARDS COMMITTEE

370

Charge

371 The Annual Awards Committee plans and implements the Annual *Spotlighting Our*
372 *Success Faculty & Staff Awards Celebration* event each spring. This event recognizes
373 outstanding employees and retirees from all areas of the campus. The committee
374 organizes a campus-wide nomination and voting process that leads to organizing and
375 coordinating all logistics related to the awards ceremony event. The committee chair is
376 the Director of Marketing & Public Relations with guidance from the Office of the
377 President.

378

379

Membership

380 **Membership is comprised of at least one member from classified, faculty,**
381 **management, Faculty Association and other interested individuals.**

382

ARTS, LECTURES, AND DIVERSITY

383

Charge

384 The Arts, Lectures, and Diversity Committee plans and promotes a series of lectures
385 and cultural events designed to celebrate our diversity and enrich the instructional
386 environment of the college.

387

388

Membership

389 Membership includes the Vice Presidents of Instruction and Student Services or
390 designees, Dean of Humanities, and interested administrators, faculty, classified staff
391 and students.

392

393

INSTRUCTIONAL SERVICES

394

INSTRUCTIONAL CABINET

395

Charge

396 The Instructional Cabinet reviews instructions related issues and concerns and advises
397 the Vice President of Instruction.

398

399

Membership

400 Membership is comprised of the Vice President of Instruction and the deans reporting to
401 the Vice President of Instruction.

402

403

TENURE REVIEW COMMITTEE

404

Charge

405 ~~The Tenure Review Committee meets in January to review the four evaluations of each~~
406 ~~faculty member being considered for tenure. If all four evaluations of a faculty member~~
407 ~~are fully satisfactory, the Tenure Review Committee shall recommend that individual to~~

408 ~~the President for tenure. If the Tenure Review Committee has any doubts about a~~
409 ~~faculty member's overall performance, the committee shall, in consultation with the~~
410 ~~faculty member's supervisor, set up a new evaluation of him/her, to be conducted~~
411 ~~according to the evaluation procedure already in place in the District.~~
412 ~~If the committee wants to use tenure procedures or materials as part of this evaluation,~~
413 ~~it can do so only with the consent of the affected faculty member. The two faculty~~
414 ~~members on the Tenure Review Committee who were appointed by the Senate and the~~
415 ~~bargaining unit shall serve as the peer evaluators for this evaluation. At the conclusion~~
416 ~~of this evaluation, the Tenure Review Committee shall meet and decide on a~~
417 ~~recommendation to the President of tenure or dismissal for the faculty member in~~
418 ~~question. All recommendations regarding fourth-year faculty members shall be~~
419 ~~submitted to the President by February 15. If the President and the committee disagree,~~
420 ~~they shall meet with the District Chancellor to present their differing points of view. The~~
421 ~~Chancellor shall have final authority to make a recommendation to the Board of~~
422 ~~Trustees (this charge and membership quoted directly from the current AGREEMENT~~
423 ~~between the SBCCD and the SBCCD Chapter CTA/NEA).~~
424 ~~Per the provisions of the CTA contract, the Tenure Review committee is also involved in~~
425 ~~providing remediation assistance to those faculty whose evaluations are less than~~
426 ~~satisfactory. The Tenure Review Committee follows the charge, membership, and~~
427 ~~timeline as defined in the current agreement between the SBCCD and the SBCCD~~
428 ~~Chapter CTA.~~

Membership

431 ~~The College President appoints a tenured faculty member as the Tenure Review~~
432 ~~Coordinator who chairs the committee and the appropriate Vice Presidents or~~
433 ~~designees. The President of the Academic Senate and the college representative of the~~
434 ~~collective bargaining unit each appoint one tenured faculty member to serve on the~~
435 ~~Tenure Review Committee.~~

ONLINE PROGRAMS COMMITTEE

Charge

439 The Online Programs Committee advises the Vice President of Instruction regarding
440 issues related to online learning at the college. In addition, the committee assists
441 discipline faculty in the preparation of distance education requests to the Curriculum
442 Committee. The committee serves as a conduit of information among faculty,
443 administration, and students by providing ~~technological~~ vision for issues related to
444 online learning.

Memberships

447 Membership is comprised of interested faculty, administrators, staff, and students.

HONORS

Charge

451 The Honors Committee serves as an advisory committee to the Vice President of
452 Instruction relative to the college's Honors Program including the admission of students
453 into the program, assessment of program effectiveness, the schedule rotation of honors

454 courses, proposals for new honors courses , and the evaluation of existing honors
455 courses.

456

457 **Membership**

458 Membership is comprised of the Vice President of Instruction or designee, the Honors
459 Coordinator, Honors Counselor, and interested administrators and faculty.

460

461

~~WORKFORCE DEVELOPMENT COMMITTEE~~

462

~~Charge~~

~~This Workforce Development Committee reviews recommendations from the Career
464 and Technical Education (CTE) advisory committees. The committee participates in the
465 Perkins Grant allocation process and makes recommendations to the Perkins Grant
466 administrator.~~

467

468 **Membership**

~~469 Membership is comprised of the Perkins Grant Administrator and includes
470 representation from vocational certificates and degree areas as well as other interested
471 administrators, faculty, classified staff, and students.~~

472

473

BASIC SKILLS COMMITTEE

474

Charge

475 The Basic Skills Committee creates the planning documents, oversees the
476 implementation of the campus basic skills plan, and prepares the college's basic skills
477 report.

478

479

Membership

480 Membership is comprised of the Vice President of Instruction, at least one faculty
481 member from counseling, english, mathematics, and reading, and other interested
482 faculty, administrators, staff, and students.

483 *(College Council approved revisions on 12/11/13)*

484

485

STUDENT SERVICES

486

CAMPUS LIFE AND COMMENCEMENT

487

Charge

488 This Campus Life and Commencement Committee monitors and serves as the primary
489 clearing house for student activities on the campus, including commencement. The
490 committee develops a campus-wide master calendar in coordination with the Director of
491 Marketing.

492

493

Membership

494 Membership is comprised of the Vice President of Student Services, Director of Student
495 Life, Student Activities Coordinator, ASG President, Student Services Coordinator,
496 Director of Marketing and Public Relations, and interested administrators, faculty,
497 classified staff, and students.

498 *(College Council approved revisions on 5/14/14)*

499

500 **DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) ADVISORY**
501 **COMMITTEE**

502 **Charge**

503 This Disabled Student Programs and Services (DSPS) Advisory Committee serves as
504 an advisory committee to the Director of DSPS relative to the needs of students with
505 disabilities.

506
507 **Membership**

508 Membership is comprised of the Student Success Coordinator, Coordinator of Disabled
509 Student Services, Coordinator of Health Services, and interested faculty, staff, and
510 students.

511 *(College Council approved revisions on 5/14/14)*

512
513 **STUDENT POLICIES & SCHOLASTIC STANDARDS**

514 **Charge**

515 The Student Policies and Scholastic Standards Committee serves as an advisory
516 committee for the development and implementation of academic policies such as but
517 not limited to petitions related to admissions, probation, disqualification, and graduation
518 requirements.

519
520 **Membership**

521 The membership is comprised of the Director of Admissions & Records, interested
522 faculty, a classified staff member from the Admissions and Records office, and one
523 student.

524 *(College Council approved revisions on 5/14/14)*

525
526 **STUDENT SERVICES CABINET**

527 **Charge**

528 The Student Services Cabinet reviews Student Service related issues and concerns in
529 an advisory capacity to the Vice President of Student Services.

530
531 **Membership**

532 Membership is comprised of the Vice President of Student Services, Dean of
533 Counseling and Matriculation, Veteran's Administrator, Director of Student Life, Director
534 of Admissions and Records, Director of Financial Aid, Director of Library and Learning
535 Services, Director of EOP&S, Occupational Advancement Supervisor, Coordinator of
536 Student Health Center, and Coordinator of DSP&S.

537 *(College Council approved revisions on 5/14/14)*

538
539 **STUDENT SERVICES COUNCIL**

540 **Charge**

541 The Student Services Council meets monthly to discuss and review campus issues
542 particularly applicable to student success.

543
544 **Membership**

545 Membership is comprised of the Vice President of Student Services and the Student
546 Services leadership team.
547 *(College Council approved revisions on 5/14/14)*

548
549 **ADMINISTRATIVE SERVICES**
550 **ADMINISTRATIVE SERVICES CABINET**

551 **Charge**

552 Reporting to the Vice President of Administrative Services, the Administrative Services
553 Cabinet meets on a periodic basis to discuss and review campus related issues and
554 advise the Vice President of Administrative Services.

555
556 **Membership**

557 Membership is comprised of the Vice President of Administrative Services and the
558 Administrative Services Supervisors.

559
560 **CAMPUS SUSTAINABILITY**

561 **Charge**

562 The Campus Sustainability committee charge is to advance and implement the
563 strategies and seven goals of the SBVVD Sustainability Plan on the San Bernardino
564 Valley College campus; specifically developing, designing, and implementing campus
565 policies and procedures for sustainability.

566
567 **Membership**

568 Membership includes all SBVC members of the SBCCD Sustainability Committee, and
569 any other interested managers, faculty, staff, and students.
570 *(College Council approved revisions on 2/12/14)*

571
572 **References:** Education Code Section 70902(b)(7);

573 Title 5 Sections 53200 et seq., 51023.5, and 51023.7;

574 ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5)

575
Approved: 10/25/12

Revised: 2/19/15

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578

COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
AP 2510	SBVC College Council – 3/24/15	<p>College Council had given me some errors regarding this AP I have not had time to share:</p> <p>1) Under Membership (beginning line 148) for College Council, Budget Committee is missing.</p> <p>2) The committee names do not all agree with those listed on the page before and should be consistent: For instance, we have Student Success and Support in the chart put Matriculation on the following page. Likewise, it should be Accreditation & Student Learning Outcomes on both pages.</p> <p>There is some question regarding membership with one or two possible additions, however this has not been finalized as of this date (maybe at tomorrow's meeting).</p> <p>If you could please share with the ad hoc committee today, I would appreciate it as I'm not sure I will be able to attend.</p>	
AP 2510	District Legal - 3/28/15	<p>(1) Under "Mission Statement" on the first page, I suggest adding "certain" before "day-to-day" and changing "the college" to "the District and the Colleges."</p> <p>(2) Under "District Assembly," I suggest changing "all recommendations" to "certain recommendations" and changing "to reach" to "to try to reach."</p>	
AP 2510	2/1/16- District Assembly Approved		

580

581

582

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

BP 2714 DISTRIBUTION OF TICKETS OR PASSES

The District shall comply with California Fair Political Practices Commission (“FPPC”) Regulation 18944.1 regarding distribution by the District of tickets and passes to facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose.

The District will distribute tickets or passes when attendance at the event will further the District’s mission or will contribute to the professional development of an employee or a member of the Board of Trustees. Pursuant to FPPC Regulation 18944.1(a)(2), a “public purpose” for the distribution of tickets or passes to District employees (but not trustees) can be to support general employee morale or retention, or to reward service to the District. Tickets or passes may be distributed only to accomplish one or more of these public purposes.

The distribution of any ticket or pass by the District to, or at the behest of, a District employee or trustee must accomplish a public purpose of the District. Under FPPC Regulation 18944.1(e), the District has discretion to determine whether the distribution of a ticket or pass serves a legitimate public purpose of the District, and the Board of Trustees hereby delegates to the Chancellor the authority to make these determinations.

Individuals who receive tickets or passes under this Policy are prohibited from giving them to any other person, except to members of the individual’s immediate family solely for their personal use, or to no more than one guest solely for their attendance at the event.

The Chancellor shall ensure that there are procedures that comply with the FPPC Regulation 18944.1 regarding distribution of tickets or passes to facilities, events, shows, or performances, and regarding the reporting requirements on FPPC Form 802.

Also see BP/AP 2010 (“Conflict of Interest”); AP 2714 (“Distribution of Tickets or Passes”)

Reference: Title 2 Section 18944.1

Adopted: 11/13/14

44

COMMENTS

45

BP or AP #	Representative group	COMMENT	RESPONSE
BP2714	Jack Lipton – 7/29/15	Add to 27-29: and the Board of Trustees hereby delegates to the Chancellor the authority to make these determinations.	Board Policy Work Group 8/14/15 – strike recommendations as they do not apply to sponsorships. Board will create a new BP for sponsorships.
BP 2714	2/1/16- District Assembly Approved		

46

47

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

AP 2714 DISTRIBUTION OF TICKETS OR PASSES

From time-to-time, the District receives tickets or passes to facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose. The District will distribute these tickets or passes when attendance at the event will further the District's mission or will significantly contribute to the professional development of an employee or a member of the Board of Trustees, as determined by the Chancellor or designee.

The District will distribute the ticket or pass to the person who will benefit most directly or whose regular role in the District most directly relates to the facility, event, show, or performance. If more than one person would benefit equally, or their role relates equally to the facility, event, show, or performance, the District will select one person to receive the ticket or pass by lot or rotation.

Pursuant to the California Fair Political Practices Commission ("FPPC") Regulation 18944.1(b)(1), the receipt of a ticket or pass from an outside agency is not a reportable gift if the recipient reimburses the District for the value, or if all of the following are true:

- A. The ticket or pass is not earmarked by the original source for use by a particular individual;
- B. The District determines, in its sole discretion, who may use the ticket or pass; and
- C. The distribution of the ticket or pass is made pursuant to BP 2714.

In addition, pursuant to FPPC Regulation 18944.1(b)(2), the receipt of a ticket or pass from the District itself is not a reportable gift so long as:

- A. The District obtained the ticket or pass pursuant to the terms of a contract for the use of public property;
- B. The District controls the actual event; or
- C. The District purchased the ticket or pass at fair market value and distributed it pursuant to BP 2714.

43 For each ticket or pass distributed, including those which the recipient treats as income
44 consistent with applicable state and federal income tax laws, the District shall complete
45 the FPPC Form 802.

46
47 **Reference:** FPCC Regulation 18944.1

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Approved: 10/9/14

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP2714	Jack Lipton – 7/29/15	Add to 15-16: as determined by the Chancellor or designee.	Board Policy Work Group 8/14/15 – strike recommendations as they do not apply to sponsorships. Board will create a new BP for sponsorships.
AP 2714	2/1/16- District Assembly Approved		

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San Bernardino Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3510 WORKPLACE VIOLENCE PLAN

The District is committed to providing a safe work environment that is free of violence and the threat of violence.

Responding to Threats of Violence

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.

Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action.

The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been

43 authorized by a District employee to have the knife, or is a duly appointed peace
44 officer who is engaged in the performance of his/her duties.

45
46 Any employee who is the victim of any violent threatening or harassing conduct, any
47 witness to such conduct, or anyone receiving a report of such conduct, whether the
48 perpetrator is a District employee or a non-employee, shall immediately report the
49 incident to his/her supervisor or other appropriate person.

50
51 *District Police or 911*

52
53 No one, acting in good faith, who initiates a complaint or reports an incident under this
54 policy will be subject to retaliation or harassment.

55
56 Any employee reported to be a perpetrator will be provided both due process and
57 representation before disciplinary action is taken.

58
59 In the event the District fears for the safety of the perpetrator or the safety of others at
60 the scene of the violent act, *District police or 911* will be called.

61
62 **References:** Cal/OSHA; Labor Code Sections 6300 et seq.;
63 Title 8 Section 3203;
64 Code of Civil Procedure Section 527.8;
65 Penal Code Sections 273.6, 626.9, and 626.10
66

Approved: 3/12/15, 5/14/15

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68

COMMENTS

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70

BP or AP #	Representative group	COMMENT	RESPONSE
AP 3510	11/23/15 – Legal Update #27	The title of this procedure was updated for clarity.	
AP 3510	2/1/16- District Assembly Approved		

71
72

Legal Citations for AP 3510

73
74

Cal/OSHA; Labor Code 6300 et seq.; Title 8 Section 3203; Code of Civil Procedure Section 527.8; Penal Code Sections 273.6, 626.9, 626.10, and 12021

75
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77

LABOR CODE SECTIONS 6300 et seq.

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6300. The California Occupational Safety and Health Act of 1973 is hereby enacted for the purpose of assuring safe and healthful working conditions for all California working men & women by authorizing the enforcement of effective standards, assisting and encouraging employers to maintain safe and healthful working conditions, and by providing for research, info, education, training, & enforcement in the field of occupational safety & health.

86
87
88

6301. The definitions set forth in this chapter shall govern the construction and interpretation of this part.

89
90

6302. As used in this division:

91
92

- (a) "Director" means the Director of Industrial Relations.
- (b) "Department" means the Department of Industrial Relations.

93
94
95
96
97
98

(c) "Insurer" includes the State Compensation Insurance Fund and any private company, corporation, mutual association, and reciprocal or interinsurance exchange, authorized under the laws of this state to insure employers against liability for compensation under this part and under Division 4 (commencing with Section 3201), and any employer to whom a certificate of consent to self-insure has been issued.

99
100

(d) "Division" means the Division of Occupational Safety and Health.

101
102

(e) "Standards board" means the Occupational Safety and Health Standards Board, within the department.

103
104

(f) "Appeals board" means the Occupational Safety and Health Appeals Board, within the department.

105
106

(g) "Aquaculture" means a form of agriculture as defined in Section 17 of the Fish and Game Code.

107
108
109
110

(h) "Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an

San Bernardino Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3515 REPORTING OF CRIMES

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

Members of the San Bernardino Community College District who are witnesses or victims of a crime should immediately report the crime to ~~appropriate law enforcement authorities~~the District Police Department.

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the ~~appropriate law enforcement authorities~~District Police Department. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

~~[For Districts with Police Departments]~~The District will instruct members of the District Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Human Resources/ Vice President of Student Services ~~designate position~~ if the complainant consents.

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;

- 44 • Arson;
- 45 • Arrests for liquor law violations, drug law violations, and illegal weapons
- 46 possession;
- 47 • Persons who were not arrested for liquor law violations, drug law
- 48 violations, and illegal weapons possession, but who were referred for
- 49 campus disciplinary action for same;
- 50 • Crimes that manifest evidence that the victim was intentionally selected
- 51 because of the victim's actual or perceived race, gender, religion, sexual
- 52 orientation, ethnicity, or disability and involve larceny-theft, simple assault,
- 53 intimidation, destruction/damage/vandalism of property, or any other crime
- 54 involving bodily injury;
- 55 • Those reported to the District Police Department [~~appropriate law~~
- 56 enforcement authorities]; and
- 57 • Those that are considered to represent a continuing threat to other
- 58 students and employees.

59

60 In the event that a situation arises, either on or off campus, that, in the judgment of the

61 [Chief of Campus Police or President of the College ~~designated officer, which may be~~

62 ~~the chief of campus police~~], constitutes an ongoing or continuing threat, a campus

63 wide "timely warning" will be issued. The warning will be issued through the college e-

64 mail system to students, faculty, staff and the campus' student newspaper. The

65 information shall be disseminated by the Emergency Manager [~~insert designated~~

66 officer] in a manner that aids the prevention of similar crimes.

67

68 Depending on the particular circumstances of the crime, especially in all situations that

69 could pose an immediate threat to the community and individuals, the Emergency

70 Manager [~~insert designated officer~~] may also post a notice on the campus-wide

71 electronic bulletin board on the- District website at www.sbccd.org [~~identify appropriate~~

72 authority] web site at: [~~insert website address~~], providing the community with more

73 immediate notification. The electronic bulletin board is immediately accessible via

74 computer by all faculty, staff and students. Anyone with information warranting a timely

75 warning should report the circumstances to the District Police [~~campus police~~], by

76 phone- 909-384-4491 [~~XXX-XXXX~~] or in person at the police station at Crafton Hills

77 College or San Bernardino Valley College [~~location~~].

78

79 The District shall not be required to provide a timely warning with respect to crimes

80 reported to a pastoral or professional counselor.

81

82 If there is an immediate threat to the health or safety of students or employees occurring

83 on campus, the District shall follow its emergency notification procedures.

84

85 The District shall annually collect and distribute statistics concerns crimes on campus.

86 All college staff with significant responsibility for student and campus activities shall

87 report crimes about which they receive information.

88

89 The District shall publish an Annual Security Report every year by October 1 that
90 contains statistics regarding crimes committed on campus and at affiliated locations for
91 the previous three years. The Annual Security Report shall also include policies
92 pertaining to campus security, alcohol and drug use, crime prevention, the reporting of
93 crimes, sexual assault, victims' assistance program, student discipline, campus
94 resources and other matters. The District shall make the report available to all current
95 students and employees. The District will also provide perspective students and
96 employees with a copy of the Annual Security Report upon request. A copy of the
97 Annual Security Report can be obtained by contacting the District Police Department
98 [name and address of office] or at the Website address published in [list publications
99 that list the address]www.sbccd.org/police.

100
101 To Report a Crime:
102 Contact [~~Designated Campus Security Office or Campus Police Department~~ at
103 [(XXX) XXX-XXXX (non-emergencies)] and dial 9-1-1 (emergencies only). Any
104 suspicious activity or person seen in the parking lots or loitering around vehicles or
105 inside buildings should be reported to the police department. In addition you may report
106 a crime to the following areas:

107
108 CHC-Student Health Services 909-389-3271
109 SBVC-Student Health Services 909-384-8273
110 SBVC-Title IX coordinator 909-384-8992
111 CHC Title IX coordinator 909-389-3355
112 Human Resources 909-382-4041
113 SBVC Vice President of Student Services 909-384-8992
114 CHC Vice President of Student Services at 909-389-3355

115
116 — [Chief Student Services Officer]
117 (XXX) XXX-XXXX

118
119 — [Chief Counseling Officer]
120 (XXX) XXX-XXXX

121
122 — [Chief Student Health Officer]
123 (XXX) XXX-XXXX

124
125 — [Chief Human Resources Officer]
126 (XXX) XXX-XXXX

127
128 — [Identify additional personnel]

129
130 NOTE: Either Alternative 1 or Alternative 2 must be selected. One of the Alternatives
131 is legally required.

132
133 [Alternative 1]
134 If you are the victim of a crime and do not want to pursue action within the District's
135 System or the criminal justice system, you may still want to consider making a
136 confidential report. With your permission, the District Police Department

137 ~~[insert designated office]~~ can file a report on the details of the incident without
138 revealing your identity. The purpose of a confidential report is to comply with your wish
139 to keep the matter confidential, while taking steps to ensure the future safety of yourself
140 and others. With such information, the District can keep an accurate record of the
141 number of incidents involving students, determine where there is a pattern of crime with
142 regard to a particular location, method, or assailant, and alert the campus community to
143 potential danger. Reports filed in this manner are counted and disclosed in the annual
144 crimes statistics for the institution.

145
146 The District Police Department ~~[designated office or campus police]~~ encourage anyone
147 who is the victim or witness to any crime to promptly report the incident to the police.
148 Because police reports are public records under state law, the District Police Department
149 ~~[campus police department]~~ police cannot hold reports of crime in confidence.
150 Confidential reports for purposes of inclusion in the annual disclosure of crime statistics
151 can generally be made to other campus security authorities as identified below.
152 Confidential reports of crime may also be made to SBVC Vice President of Student Services
153 ~~[insert designated officer]~~ at ~~[XXX-XXXX]~~909-384-8992.

154
155 **[Alternative 2]**

156 The District does not allow victims or witnesses to report crimes on a voluntary,
157 confidential basis for inclusion in the annual disclosure of crime statistics.

158
159 **NOTE:** *The following procedure is not legally required but authorized pursuant to 34*
160 *Code of Federal Regulations Part 99.31(a)(13),(14). It is **suggested as good practice.***

161
162 The District may disclose the final results of disciplinary proceeding to a victim of an
163 alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of
164 the outcome. The District may also disclose to anyone, the final results of a disciplinary
165 proceeding in which it concludes that a student violated District policy with respect to a
166 crime of violence or non-forcible sex offense. The offenses that apply to this
167 permissible disclosure are:

- 168 — Arson;
- 169 — Assault offenses;
- 170 — Burglary;
- 171 — Criminal homicide — manslaughter by negligence;
- 172 — Criminal homicide — murder and non-negligent manslaughter;
- 173 — Destruction, damage, or vandalism of property;
- 174 — Kidnapping or abduction;
- 175 — Robbery;
- 176 — Forcible sex offenses;

177
178 The disclosure may only include the final result of the disciplinary proceeding with
179 respect to the alleged criminal offense. The District shall not disclose the name of any
180 other student, including a victim or witness, unless the victim or witness has waived
181 his/her right to confidentiality.

182

183 **NOTE:** *For districts that participate in the Cal Grant Program, the following is also*
184 **legally required** *(To assist Districts comply with this reporting requirement, the*
185 *California Attorney General’s Office and University of California Office of the President,*
186 *in partnership with the Alameda County and San Bernardino County District Attorney’s*
187 *Offices and San Francisco and Oxnard Police Departments, has published a Model*
188 *Memorandum of Understanding that Districts may use as a template to help them*
189 *comply with their reporting requirements. This template, and instructions on how to use*
190 *the template, are available on the Attorney General’s website*
191 *(<http://oag.ca.gov/campus-sexual-assault>). Districts should still consult with their own*
192 *legal counsel before finalizing any Memorandum of Understanding between the District*
193 *and local law enforcement.):*

194
195 **Required Reports to Local Law Enforcement Agency**

196 Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault,
197 or hate crime, committed on or off campus, that is received by a campus security
198 authority and made by the victim for the purposes of notifying the institution or law
199 enforcement must be immediately, or as soon as practicably possible, disclosed to the
200 local law enforcement agency. The report shall not identify the victim, unless the victim
201 consents to being identified after the victim has been informed of his/her right to have
202 his/her personally identifying information withheld. If the victim does not consent to
203 being identified, the alleged assailant shall not be identified in the information disclosed
204 to the local law enforcement agency.

205
206 **References:** Education Code Sections 212 and, 67380, 67383, and 87014;
207 Penal Code Sections 245 and 422.55;
208 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime
209 Statistics Act of 1998;
210 20 United States Code Section 1232g;
211 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and
212 668.46;Campus Security Act of 1990

213
214
215 **NOTE:** *The **red ink** signifies language that is **legally required** and recommended by the Policy and*
216 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore).*

217 **Approved:**

218
219

220
221

COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 3515	POLICE	LINE 16 the District Police Department]. LINE 22 District Police Department LINE 27 For Districts with Police Departments LINE 30 Human Resources/ Vice President of Student Services LINE 53 the District Police Department LINE 58 the Chief of Campus Police or President of the College LINE 61 Emergency Manager LINE 65 Emergency Manager LINE 70 District police 909-384-4491 LINE 71 police station at Crafton Hills College or San Bernardino Valley College LINE 91 the District Police Department LINE 92 www.sbccd.org/police LINE 95 the District Police Department [(909) 384-4491 (non-emergencies)] LINE 100 CHC-Student Health Services 909-389-3271 LINE 101 SBVC-Student Health Services 909-384-8273 LINE 102 SBVC-Title IX coordinator 909-384-8992 LINE 103 CHC Title IX coordinator 909-389-3355 LINE 104 Human Resources 909-382-4041 LINE 105SBVC Vice President of Student Services 909-384-8992 LINE 106 CHC Vice President of Student Services at 909-389-3355 LINE 111 chose Alternative 1 LINE 114 District Police Department LINE 123 District Police Department LINE 125 District Police Department LINE 129 CHC-Student Health Services 909-389-3271 LINE 130 SBVC-Student Health Services 909-384-8273 LINE 132 SBVC-Title IX coordinator 909-384-8992 LINE 133 CHC Title IX coordinator 909-389-3355 LINE 134 Human Resources 909-382-4041 LINE 135 SBVC Vice President of Student Services] at [909-384-8992	
AP 3515	11/23/15 – Legal Update #27	A note in this procedure was updated to add a link to resources offered by the California Attorney General’s Office to assist Districts comply with AB 1433 reporting requirements.	
AP 3515	2/1/16- District		

BP or AP #	Representative group	COMMENT	RESPONSE
	Assembly Approved		

222

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, 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

Revised: 4/8/04, _____

91

COMMENTS

92
93

BP or AP #	Representative group	COMMENT	RESPONSE
BP 3820	2/1/16- District Assembly Approved		

94
95

Legal Citation for BP 3820

96
97

Education Code Section 72122

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72122. The governing board of a community college district shall, unless a request by the student has been made pursuant to this section, hold closed sessions if the board is considering the suspension of, or disciplinary action or any other action in connection with any student of the community college district, if a public hearing upon the question would lead to the giving out of information concerning students which would be in violation of state or federal law regarding the privacy of student records.

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Before calling a closed session of the governing board of the district to consider these matters, the governing board of the district shall, in writing, by registered or certified mail or by personal service, if the student is a minor, notify the student and his or her parent or guardian, or the student if the student is an adult, of the intent of the governing board of the district to call and hold the closed session. Unless the student, or his or her parent, or guardian shall, in writing, within 48 hours after receipt of the written notice of intention, request that the hearing of the governing board be held as a public meeting, then the hearing to consider those matters shall be conducted by the governing board in closed session. If the written request is served upon the clerk or secretary of the governing board, the meeting shall be public except that any discussion at the meeting that might be in conflict with the right to privacy of any student other than the student requesting the public meeting or on behalf of whom the meeting is requested, shall be in closed session. Whether the matter is considered at a closed session or at a public meeting, the final action of the governing board of the community college district shall be taken at a public meeting and the result of that action shall be a public record of the community college district.

127
128
129

The governing board of a community college district may hold closed sessions to consider the conferring of honorary degrees or to consider gifts from a donor who wants to remain anonymous.

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

AP 5520 STUDENT DISCIPLINE PROCEDURES

NOTE: *This procedure is legally required, except as specifically noted. Local practice may be inserted, but must comply with the standards of due process reflected in this example.*

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

Definitions:

District – The San Bernardino Community College District

Student – Any person currently enrolled as a student at any college or in any program offered by the District.

Instructor – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Short-term Suspension – Exclusion of the student by the ~~Chancellor~~ College President and/or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

43 **Long-term Suspension** – Exclusion of the student by the Chancellor or designee for
44 good cause from one or more classes for the remainder of the school term, or from all
45 classes and activities of the college for one or more terms.

46
47 **Expulsion** – Exclusion of the student by the Board of Trustees from all colleges in the
48 District for one or more terms.

49
50 **Removal from class** – Exclusion of the student by an instructor or college administrator
51 for the day of the removal and the next class meeting.

52
53 **Written or verbal reprimand** – An admonition to the student to cease and desist from
54 conduct determined to violate the Standards of Student Conduct. Written reprimands
55 may become part of a student's permanent record at the college. A record of the fact
56 that a verbal reprimand has been given may become part of a student's record at the
57 college for a period of up to one year.

58
59 **Withdrawal of Consent to Remain on Campus** – Withdrawal of consent by the
60 College President's designee or the College Discipline Officer or District Police for any
61 person to remain on campus in accordance with Penal Code Section 626.4 where the
62 College President's designee or the College Discipline Officer or District Police has
63 reasonable cause to believe that such person has willfully disrupted the orderly
64 operation of the campus.

65
66 **Day** – Days during which the District is in session and regular classes are held,
67 excluding Saturdays and Sundays.

68
69 **Short-term Suspensions, Long-term Suspensions, and Expulsions:** Before any
70 disciplinary action to suspend or expel is taken against a student, the following
71 procedures will apply:

- 72 • **Notice** – The College President's designee or the College Discipline Officer will
73 provide the student with written notice of the conduct warranting the discipline.
74 The written notice will include the following:
 - 75 ○ the specific section of the Standards of Student Conduct that the student is
76 accused of violating.
 - 77 ○ a short statement of the facts supporting the accusation.
 - 78 ○ the right of the student to meet with the College President's designee or the
79 College Discipline Officer or designee to discuss the accusation, or to
80 respond in writing.
 - 81 ○ the nature of the discipline that is being considered.
- 82
83 • **Time limits** – The notice must be provided to the student within ~~X~~ of 5 days of the
84 date of notification to the College Discipline Officer on which the conduct took
85 place; in the case of continuous, repeated or ongoing conduct, the notice must
86 be provided within [number of days] 5 days of the date on which conduct
87 occurred which led to the decision to take disciplinary action.

- 89 • **Meeting** – If the student chooses to meet with the College President’s designee or
90 the College Discipline Officer ~~[designated position]~~, the meeting must occur no
91 sooner than ~~[number of days]~~ **5 days** after the notice is provided. At the
92 meeting, the student must again be told the facts leading to the accusation, and
93 must be given an opportunity to respond verbally or in writing to the accusation.
94 ~~(No mention of forms used or staff being able to suspend for two days)~~

95
96 **Short-term Suspension** – Within ~~[number of days]~~ **5 days** after the meeting described
97 above, the College President ~~Chancellor]~~ shall, pursuant to a recommendation from the
98 ~~[number of days]~~, decide whether to impose a short-term suspension, whether to
99 impose some lesser disciplinary action, or whether to end the matter. Written notice of
100 the ~~Chancellor~~ College President’s decision shall be provided to the student. The notice
101 will include the length of time of the suspension, or the nature of the lesser disciplinary
102 action. The College President’s ~~Chancellor’s~~ decision on a short-term suspension shall
103 be final.

104
105 **Long-term Suspension** – Within ~~[number of days]~~ after the meeting described above,
106 the ~~Chancellor~~ College President shall, pursuant to a recommendation from the
107 ~~[designated position]~~, decide whether to impose a long-term suspension. Written
108 notice of the Chancellor decision shall be provided to the student. The notice will
109 include the right of the student to request a formal hearing before a long-term
110 suspension is imposed, and a copy of this policy describing the procedures for a
111 hearing.

112
113 **Expulsion** – Within ~~[number of days]~~ **5 days** after the meeting described above, the
114 Chancellor shall, pursuant to a recommendation from the ~~[designated position]~~,
115 decide whether to recommend expulsion to the Board of Trustees. Written notice of the
116 Chancellor’s decision shall be provided to the student. The notice will include the right
117 of the student to request a formal hearing before expulsion is imposed, and a copy of
118 this policy describing the procedures for a hearing.

119
120 **Hearing Procedures** – Request for Hearing.

121
122 **NOTE:** ~~Timelines may be locally determined. Five days is usually the minimum notice~~
123 ~~time accepted by courts.~~

124
125 Within ~~[number]~~ **5 days** after receipt of the Chancellor’s decision regarding a long-term
126 suspension or expulsion, the student may request a formal hearing. The request must
127 be made in writing to the Chancellor or designee.

128
129 **Schedule of Hearing** – The formal hearing shall be held within ~~[number]~~ **15 days, or a**
130 **mutually agreeable time,** ~~days~~ after a formal request for hearing is received.

131
132 **NOTE:** ~~The Board of Trustees may hear these matters itself, or may use the services of~~
133 ~~a hearing officer or a panel. If the hearing panel format is adopted, the following is~~
134 ~~suggested.~~

135
136 **Hearing Panel** – The hearing panel for any disciplinary action shall be composed of
137 ~~[insert composition, such as one administrator, one faculty member and one~~
138 ~~student.]~~ two faculty members, one student, one staff, and the VPSS (non-voting
139 chair).

140
141 ~~The Chancellor~~College President and, ~~the president of the Academic Senate, and the~~
142 ~~AS president,~~ shall each, at the beginning of the academic year, establish a list of at
143 least five persons who will serve on student disciplinary hearing panels. The Chancellor
144 shall appoint the hearing panel from the names on these lists. However, no
145 administrator, faculty member or student who has any personal involvement in the
146 matter to be decided, who is a necessary witness, or who could not otherwise act in a
147 neutral manner shall serve on a hearing panel. (Concerns about membership and size)

148
149 **Hearing Panel Chair** – ~~The Chancellor~~College President shall appoint one member of
150 the panel to serve as the chair. The decision of the hearing panel chair shall be final on
151 all matters relating to the conduct of the hearing unless there is a vote by both other
152 members of the panel to the contrary.

153 Conduct of the Hearing

154
155 **NOTE:** ~~The hearing must comply with principles of due process, including the right to~~
156 ~~confront and cross examine witnesses. The following procedure is legally advised.~~

157
158
159 The members of the hearing panel shall be provided with a copy of the accusation
160 against the student and any written response provided by the student before the hearing
161 begins.

162
163 The facts supporting the accusation shall be presented by a college representative who
164 shall be the [designate position].

165
166 The college representative and the student may call witnesses and introduce oral and
167 written testimony relevant to the issues of the matter.

168
169 Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

170
171 Unless the hearing panel determines to proceed otherwise, the college representative
172 and the student shall each be permitted to make an opening statement. Thereafter, the
173 college representative shall make the first presentation, followed by the student. The
174 college representative may present rebuttal evidence after the student completes his or
175 her evidence. The burden shall be on the college representative to prove by the
176 preponderance of the evidence that the facts alleged are true.

177
178 The student may represent himself/herself, and may also have the right to be
179 represented by a person of his/her choice. [Suggested language: except that the
180 student shall not be represented by an attorney unless, in the judgment of the

181 ~~hearing panel, complex legal issues are involved. If the student wishes to be~~
182 ~~represented by an attorney, a request must be presented not less than five days~~
183 ~~prior to the date of the hearing. If the student is permitted to be represented by~~
184 ~~an attorney, the college representative may request legal assistance. The hearing~~
185 ~~panel may also request legal assistance; any legal advisor provided to the panel~~
186 ~~may sit with it in an advisory capacity to provide legal counsel but shall not be a~~
187 ~~member of the panel nor vote with it.]~~

188
189 ~~Hearings shall be closed and confidential unless the student requests that it be open to~~
190 ~~the public. Any such request must be made no less than [number of days] prior to the~~
191 ~~date of the hearing.~~

192
193 ~~In a closed hearing, witnesses shall not be present at the hearing when not testifying,~~
194 ~~unless all parties and the panel agree to the contrary.~~

195
196 ~~The hearing shall be recorded by the District either by tape recording or stenographic~~
197 ~~recording, and The official recording shall be the only recording made. No witness who~~
198 ~~refuses to be recorded may be permitted to give testimony. In the event the recording is~~
199 ~~by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask~~
200 ~~each person present to identify themselves by name, and thereafter shall ask witnesses~~
201 ~~to identify themselves by name. Tape recording shall remain in the custody of the~~
202 ~~District at all times, unless released to a professional transcribing service. The student~~
203 ~~may request a copy of the tape recording.~~

204
205 ~~All testimony shall be taken under oath; the oath shall be administered by the hearing~~
206 ~~panel chair. Written statements of witnesses under penalty of perjury shall not be used~~
207 ~~unless the witness is unavailable to testify. A witness who refuses to be tape recorded~~
208 ~~is not unavailable.~~

209
210 ~~Within [number]5 days following the close of the hearing, the hearing panel shall~~
211 ~~prepare and send to the Chancellor a written decision. The decision shall include~~
212 ~~specific factual findings regarding the accusation, and shall include specific conclusions~~
213 ~~regarding whether any specific section of the Standards of Student Conduct were~~
214 ~~violated. The decision shall also include a specific recommendation regarding the~~
215 ~~disciplinary action to be imposed, if any. The decision shall be based only on the record~~
216 ~~of the hearing, and not on matter outside of that record. The record consists of the~~
217 ~~original accusation, the written response, if any, of the student, and the oral and written~~
218 ~~evidence produced at the hearing.~~

219
220 **Chancellor's Decision:**

221 ~~Long-term suspension – Within [number of days]5 days following receipt of the~~
222 ~~hearing panel's recommended decision, the Chancellor shall render a final written~~
223 ~~decision. The Chancellor may accept, modify or reject the findings, decisions and~~
224 ~~recommendations of the hearing panel. If the Chancellor modifies or rejects the hearing~~
225 ~~panel's decision, the Chancellor shall review the record of the hearing, and shall~~
226 ~~prepare a new written decision which contains specific factual findings and conclusions.~~

227 The decision of the Chancellor shall be final. (Should appeal first to Vice President of
228 Student Services, secondly the College President, lastly to the Chancellor)

229
230 Expulsion – Within ~~number of days~~ 5 days following receipt of the hearing panel's
231 recommended decision, the Chancellor shall render a written recommended decision to
232 the Board of Trustees. The Chancellor may accept, modify or reject the findings,
233 decisions and recommendations of the hearing panel. If the Chancellor modifies or
234 rejects the hearing panel's decision, he or she shall review the record of the hearing,
235 and shall prepare a new written decision which contains specific factual findings and
236 conclusions. The Chancellor decision shall be forwarded to the Board of Trustees.

237
238 **Board of Trustees Decision:** The Board of Trustees shall consider any
239 recommendation from the Chancellor for expulsion at the next regularly scheduled
240 meeting of the Board after receipt of the recommended decision.

241
242 The Board shall consider an expulsion recommendation in closed session, unless the
243 student has requested that the matter be considered in a public meeting in accordance
244 with these procedures (Education Code Section 72122).

245
246 The student shall be notified in writing, by registered or certified mail or by personal
247 service, to the address last on file with the District, at least three days prior to the
248 meeting, of the date, time, and place of the Board's meeting.

249
250 The student may, within forty-eight hours after receipt of the notice, request that the
251 hearing be held as a public meeting.

252
253 Even if a student has requested that the Board consider an expulsion recommendation
254 in a public meeting, the Board will hold any discussion that might be in conflict with the
255 right to privacy of any student other than the student requesting the public meeting in
256 closed session.

257
258 The Board may accept, modify or reject the findings, decisions and recommendations of
259 the Chancellor and/or the hearing panel. If the Board modifies or rejects the decision,
260 the Board shall review the record of the hearing, and shall prepare a new written
261 decision which contains specific factual findings and conclusions. The decision of the
262 Board shall be final.

263
264 The final action of the Board on the expulsion shall be taken at a public meeting, and
265 the result of the action shall be a public record of the District.

266
267 **Immediate Interim Suspension** (Education Code Section 66017): The Chancellor
268 may order immediate suspension of a student where he/she concludes that immediate
269 suspension is required to protect lives or property and to ensure the maintenance of
270 order. In cases where an interim suspension has been ordered, the time limits
271 contained in these procedures shall not apply, and all hearing rights, including the right

272 to a formal hearing where a long-term suspension or expulsion is recommended, will be
273 afforded to the student within ten (10) days.

274
275 **Removal from Class** (Education Code Section 76032): Any instructor may order a
276 student removed from his/her class for the day of the removal and the next class
277 meeting. The instructor shall immediately report the removal to the Chancellor and the
278 [designated position]. The [designate position] shall arrange for a conference
279 between the student and the instructor regarding the removal. If the instructor or the
280 student requests, the [designated position] shall attend the conference. The student
281 shall not be returned to the class during the period of the removal without the
282 concurrence of the instructor. Nothing herein will prevent the [designated position]
283 from recommending further disciplinary procedures in accordance with these
284 procedures based on the facts which led to the removal.

285
286 **Withdrawal of Consent to Remain on Campus:** The [designate position] may notify
287 any person for whom there is a reasonable belief that the person has willfully disrupted
288 the orderly operation of the campus that consent to remain on campus has been
289 withdrawn. If the person is on campus at the time, he/she must promptly leave or be
290 escorted off campus. If consent is withdrawn by the [designate position] a written
291 report must be promptly made to the Chancellor/College President.

292
293 The person from whom consent has been withdrawn may submit a written request for a
294 hearing on the withdrawal within the period of the withdrawal. The request shall be
295 granted not later than seven days from the date of receipt of the request. The hearing
296 will be conducted in accordance with the provisions of this procedure relating to interim
297 suspensions.

298
299 In no case shall consent be withdrawn for longer than [number of days] from the date
300 upon which consent was initially withdrawn.

301
302 Any person as to whom consent to remain on campus has been withdrawn who
303 knowingly reenters the campus during the period in which consent has been withdrawn,
304 except to come for a meeting or hearing, is subject to arrest (Penal Code Section
305 626.4).

306
307 **Time Limits:** Any times specified in these procedures may be shortened or lengthened
308 if there is mutual concurrence by all parties.

309
310 **❖ From current SBCCD AP 5500 titled Standards of Conduct and Disciplinary**
311 **Procedures**

312
313 Students enrolled in the San Bernardino Community College District shall refrain from
314 disruptive conduct which significantly interferes with the instructional program, college
315 activities, or which endangers the health or safety of members of the college, including
316 visitors to the campus. Disruptive conduct on the part of students shall be cause for
317 disciplinary action in accordance with policies adopted by the San Bernardino

318 Community College District Board of Trustees and pursuant to appropriate sections of
319 the Education Code, the Business and Professions Code, the Health and Safety Code,
320 and the Penal Code of California.

321
322 **NOTE: The following list of conduct is shown as struck as it is delineated in BP**
323 **5500 and does not need to be repeated in the administrative procedure.**

324
325 ~~A. DISCIPLINARY ACTION~~

326
327 ~~1. Disciplinary action for good cause may be imposed upon a student by an instructor,~~
328 ~~an administrator, or the Board of Trustees for misconduct of any of the following~~
329 ~~infractions while attending college classes or college-sponsored activities.~~

330
331 ~~a. Continued disruptive behavior, willful disobedience, habitual profanity or~~
332 ~~vulgarity, or the open and persistent defiance of the authority or persistent~~
333 ~~abuse of college personnel.~~

334
335 ~~b. Assault, battery, or any threat of force or violence upon a student or visitor~~
336 ~~to the campus or college personnel.~~

337
338 ~~c. Willful misconduct which results in injury or death to a student, campus~~
339 ~~visitor, or college personnel, or cutting, defacing, or otherwise harming any~~
340 ~~real or personal property owned by the District.~~

341
342 ~~d. The use, sale, or possession of illegal drugs or substance or any poison~~
343 ~~classified as such by Schedule D in Section 4160 of the Business and~~
344 ~~Professions Code, or the presence on campus of anyone under the~~
345 ~~influence of such drugs or substances.~~

346
347 ~~e. The use or possession of alcoholic beverages on college property or at any~~
348 ~~college sponsored event, or the presence on campus of anyone under the~~
349 ~~influence of alcohol.~~

350
351 ~~f. Willful or persistent smoking in any area where smoking has been~~
352 ~~prohibited by law or by regulation of the Board of Trustees.~~

353
354 ~~g. Dishonesty, such as cheating, plagiarizing, or knowingly furnishing false~~
355 ~~information to the college or to college officials.~~

356
357 ~~h. Forgery, alteration, or misuse of college documents, records, or~~
358 ~~identification.~~

359
360 ~~i. Violation of college regulations governing student organizations, the use of~~
361 ~~college facilities, or the time, place and manner of public expression or~~
362 ~~distribution of materials.~~

363

364 ~~j. Unauthorized entry to facilities or use of college supplies, equipment, and~~
365 ~~telephones.~~
366 ~~k. Possession or use of any firearm, explosive device, dangerous chemical, or~~
367 ~~other deadly weapons while on college property or at college-sponsored~~
368 ~~activities.~~
369
370 ~~l. Driving of motorcycles and other off-road vehicles on college property,~~
371 ~~other than the regular roads and parking lots.~~
372
373 ~~m. Persistent, serious misconduct where other means of correction have failed~~
374 ~~to bring about proper conduct.~~
375
376 ~~n. Obstruction of pedestrian and/or vehicular traffic while on college property~~
377 ~~or at college-sponsored activities.~~
378
379 ~~o. Hazing, defined as including any method of initiation into a student organization or~~
380 ~~any pastime or amusement engaged in with respect to such an organization that~~
381 ~~causes, or is likely to cause, bodily danger or physical harm to any student or other~~
382 ~~person attending any school, college, university or other educational institution in this~~
383 ~~State.~~
384
385 ~~p. Persistent violation of smoking regulations.~~
386
387 ~~21.~~ Disciplinary action includes:
388
389 REPRIMAND A verbal or written reprimand regarding the misconduct.
390
391 PROBATION Student conduct probation may include, but is not limited to, ineligibility to
392 participate in extra-curricular activities and certain other student privileges.
393
394 SUSPENSION Exclusion from the colleges and college-sponsored activities for a
395 specified time.
396
397 EXPULSION Exclusion by the District Board of Trustees from the college and all
398 college-sponsored activities.
399
400 a. Short-term suspension by a college instructor - any college instructor, for good
401 cause, may remove a student from the classroom for the day of the removal and the
402 next regular class meeting.
403
404 (1) Before ordering the suspension of any student from class, the instructor shall first
405 give or make reasonable efforts to give the student an oral or written notice of the
406 reasons for the proposed suspension.
407
408 (2) Immediately following the suspension, the instructor shall notify the college
409 president or designee of the removal and request that the student proceed to the

410 president or designee's office. If the student proceeds to the designated office, the
411 president or designee shall review the action and may discuss the matter further with
412 the student, or instructor, or both.

413
414 (3) A student shall not be returned to the class from which the student was removed
415 during the period of exclusion without the concurrence of the instructor of the class and
416 the president or designee. Following completion of the period of removal and with
417 written authorization from the college president or designee to do so, the student shall
418 be readmitted to the class.

419
420 (4) If the student is a minor, the parents or legal guardian shall, within 48 hours, be
421 notified in writing signed by the college president or designee.

422
423 (a) The college president or designee shall immediately, within 48 hours, hold a parent
424 conference regarding the removal from class.

425
426 (b) The college president or designee shall determine if suspension from the class, or
427 college, for a longer period of time is appropriate.

428
429 b. Suspension by the College President

430
431 (1) The college president or designee can suspend a student for good cause as follows:

432
433 (a) From one or more classes for a period of up to ten days of instruction.

434
435 (b) From one or more classes for the remainder of the school term.

436
437 (c) From all classes and activities of the college for one or more terms.

438
439 (2) Before imposing discipline as authorized by this policy, the college president or
440 designee shall first give, or make reasonable efforts to give, the student an oral or
441 written notice for the proposed disciplinary action.

442
443 (3) Within a reasonable period of time following delivery to the student of the notice, the
444 college president or designee shall give or make reasonable efforts to give the student
445 an opportunity to respond to the accusation or otherwise offer relevant comment on the
446 proposed disciplinary action.

447
448 (a) Disciplinary procedures under this policy may proceed or continue notwithstanding
449 the failure or refusal of a student to respond, attend or otherwise participate after having
450 been properly notified of the proceeding by oral or written communication.

451
452 (b) Following the decision of the college president or designee, the disciplinary action
453 imposed on the student, if any, shall be reported to the Chancellor or designee of the
454 District.

455

456 (c) If either the notice or decision or both were not in writing, a written notice confirming
457 the action taken shall be mailed to the student within five (5) working days.

458
459 c. Expulsion by the Board of Trustees

460
461 (1) The Board of Trustees may expel a student when other means of correction fail to
462 bring about proper conduct, or it seems probable that the continued presence of the
463 student causes a danger to the physical safety of the student or to others.

464
465 (2) Whenever this policy calls for or permits a notice or other communication to be
466 delivered by mail, the mailing of such communication by certified mail, postage-paid and
467 addressed to the last known address of the student, shall be deemed a sufficient
468 compliance with the provision and it shall be presumed to have been received. A
469 student's failure or refusal to sign a receipt of the communication shall not cause the
470 notice to be null and void.

471
472 (3) No fees paid by or for a student for the semester, summer session, or other term in
473 which the student is suspended or expelled shall be refunded. If the student is
474 readmitted before the close of the semester, summer session, or other term in which the
475 suspension occurred, no additional fees shall be required of the student on account of
476 the suspension.

477
478 (4) Should disciplinary action involve the misappropriation of District property or funds,
479 the disciplinary action will remain in effect until full reimbursement is made through
480 appropriate District/college offices.

481
482 (5) Any violation or violations of law, ordinance, regulations, or rule regulating, or
483 pertaining to, the parking of vehicles, shall not be cause for the removal, suspension, or
484 expulsion of a student from a community college

485
486 (6) The president or the president's designee at a community college shall, upon the
487 suspension or expulsion of any student, notify the appropriate law enforcement
488 authorities of the county or city in which the school is located of any action of the
489 student which may be in violation of Section 245 of the Penal Code.

490
491
492 **B. DISCIPLINARY PROCEDURES**

493
494 Suspension or expulsion of a student in the San Bernardino Community College District
495 shall be accompanied by a formal hearing, unless the student involved waives the right
496 to such a hearing, in accordance with the student due process procedures. The student
497 shall make a decision regarding waiving the right to a hearing within five (5) working
498 days.

499
500 **1. Disciplinary Hearing Committee**

501

502 a. At the beginning of each school year, each college president shall establish a
503 standing panel from which one or more Disciplinary Hearing Committees may be
504 appointed. The panel shall be made up of:

505
506 (1) Five to fifteen faculty members whose names are obtained from the Academic
507 Senate.

508
509 (2) Five to fifteen students whose names are obtained from the student government
510 officers/senators.

511
512 (3) Four to ten administrators/supervisors appointed by the college president.
513

514 b. The college president or designee will appoint a hearing committee consisting of a
515 maximum of two faculty members, two students, and one administrator/supervisor to
516 hear each disciplinary action. The college president shall select a chairperson from the
517 committee.

518 519 **2. Hearing Procedures**

520
521 a. Formal Notice

522
523 (1) In all cases where a hearing before a Disciplinary Hearing Committee is to be held,
524 the college president or designee will prepare and personally deliver or mail a written
525 notice to the student not less than five (5) working days prior to the hearing. Notices
526 sent to the last address available in the Records Office, by certified mail, postage
527 prepaid and return receipt requested, shall be presumed to have been received and
528 read.

529
530 (2) Notices including a list of the Hearing Committee members shall specify the time
531 and place of hearing and contain a statement of the charges against the student. A copy
532 of these procedures shall be enclosed. Notice shall also specify if there is to be an
533 interim exclusion from the college campus pursuant to Penal Code Section 626.4.
534 Copies of such notice will be sent to the student's instructors and Campus Police.
535

536 (3) The chairperson and the student will be allowed one preemptory challenge of any
537 member of the Disciplinary Hearing Committee through questioning members of the
538 committee during the initial hearing meeting. The committee chairperson shall
539 immediately replace the individual(s) involved in the preemptory challenge. If the
540 committee chairperson is challenged, another member of the committee will assume the
541 chair so the hearing can proceed, and take action to replace the vacant position.
542

543 (4) The student shall notify the Committee chairperson in writing within three (3) working
544 days of the Hearing if he/she will be represented by an advocate and/or legal counsel.
545 The Hearing Committee may then request legal counsel to be present and serve the
546 Hearing Committee in an advisory capacity. The Hearing shall begin within five (5)

547 workings days after the three-day period allowed for the student to respond regarding
548 representation.

549
550 b. The Hearing

551
552 (1) Opening: The Chairperson shall call the Hearing to order, introduce the participants,
553 and announce the purpose of the Hearing, e.g., "This Committee meets pursuant to [the](#)
554 [Board Policy 6060](#), [on](#) Standards of Student Conduct and [Discipline](#) ~~Disciplinary Action~~,
555 to make charges against and to make findings of fact and recommendations for action
556 to the college president." The chairperson shall then call for preemptory challenges.

557
558 (2) Charges: The chairperson shall distribute copies of the charges to the members of
559 the Committee, read the charges aloud, and ask the student if the charges have been
560 received. If the answer is in the affirmative, the Hearing shall proceed. If the answer is
561 in the negative, the chairperson may request evidence to rebut the student's denial of
562 notice. The chairperson shall decide whether or not to proceed with the Hearing. If the
563 Hearing must be rescheduled, it shall be held within five (5) working days.

564
565 (3) Plea: The student shall admit or deny each charge. If the student admits each
566 charge and wishes to present no evidence of mitigating circumstances or other defense,
567 the Committee shall retire to make its decision. If the student denies any or all of the
568 charges, or wishes to present evidence of mitigating circumstances, the Hearing shall
569 proceed.

570
571 (4) Burden of proof and producing evidence: The student shall be regarded as innocent
572 of the charges until the contrary is established by the Committee. The college has the
573 burden of producing sufficient evidence to support all allegations.

574
575 (5) Arguments: First, the college president or designee and then the student shall be
576 afforded an opportunity to make or waive an opening statement, i.e., give an outline of
577 all allegations and circumstances. The student may reserve the opening statement until
578 after the college president or designee has finished presenting the case for the college.
579 After the opening statements, the committee shall have an opportunity to hear
580 witnesses and other relevant evidence in support of the case presented.

581
582 (6) Evidence: Formal rules of evidence shall not apply. All relevant evidence is
583 admissible, including written statements from witnesses not available during the
584 Hearing.

585
586 (7) Hearings shall be closed and confidential: All witnesses shall be excluded, except
587 when testifying, unless all parties agree to the contrary. Both the college president or
588 designee and the student shall be entitled to call witnesses and to question witnesses
589 presented by the other. A member of the committee may ask questions at any time
590 upon recognition by the chairperson. Either side may recall a witness who again may
591 be questioned by both parties and the Committee.

592

593 (8) Conclusion: First, the college president or designee and then the student shall be
594 afforded the opportunity to make or waive a closing argument. The Committee shall
595 retire to deliberate with only the members of the Committee present. The Hearing
596 Committee shall reach its decision based only upon the record of the Hearing and shall
597 not consider matters outside of that evidence. Within five (5) working days of the
598 Hearing, the chairperson will deliver to the college president a written report giving
599 specific findings of fact as to each charge, and making recommendations for action
600 arrived at by a majority vote of the Committee. Recommendations from the Committee
601 for action shall be specific.

602
603 c. College President's Decision
604

605 (1) Within five (5) working days following receipt of the Committee's recommendation,
606 the college president shall make a written decision. The college president shall base a
607 decision only upon the report of the Hearing Committee. The president may adopt the
608 recommendations made, may adopt a less severe sanction, or may adopt a more
609 severe sanction.

610
611 (2) The college president should then promptly send a copy of the decision, together
612 with the Hearing Committee decision, to the student, the student's legal guardian, the
613 Committee chairperson, and the college president's designee.

614
615 (3) If the decision is to suspend or expel a student, the college president shall notify the
616 District Chancellor in writing within five (5) working days. When the decision is to
617 recommend expulsion of any student to the Board of Trustees, the college president
618 may suspend the student pending action by the Board.

619
620 d. Board Action
621

622 (1) Upon receipt of the college president's recommendation for expulsion, the District
623 Chancellor shall review all documents submitted and steps taken by the Disciplinary
624 Hearing Committee. If due process procedures have been followed, the
625 recommendation for expulsion shall be presented to the Board of Trustees for action at
626 the next regularly scheduled meeting.

627
628 (2) The Board shall consider student disciplinary actions at any regularly scheduled
629 public meeting held and should do so within thirty (30) days of receipt of the
630 recommendation by the District Chancellor.

631
632 (3) The Board shall, unless otherwise requested by the student involved, hold closed
633 sessions to consider expulsion if a public hearing upon such question would lead to the
634 giving out of information concerning students which would be in violation of regulations
635 protecting the privacy of student records. Before calling such closed session, the Board
636 shall, in writing, by registered or certified mail or by personal service, notify the student
637 or the student and parent, or guardian if the student is a minor, of the intent of the Board
638 to call and hold such closed session. Unless the student or parent or guardian shall, in

639 writing, within 48 hours request that the Board consider the matter in a public meeting,
640 then the hearing to consider such matters shall be conducted by the Board in closed
641 session. If such written request is served upon the District Chancellor, the meeting shall
642 be public, except that any discussion at such meeting that might be in conflict with the
643 right to privacy of any student other than the student requesting the public meeting or on
644 behalf of whom such meeting is requested, or the right to privacy of any employee, then
645 the meeting shall be in closed session. Whether the matter is considered at a closed
646 session or at a public meeting, the final action of the Board shall be taken at a public
647 meeting.

648
649 (4) Upon review, the Board will either confirm, modify, remand or reject the
650 recommendation of the college president. The Board's action shall be limited to a review
651 of the record of the Hearing Committee, and the decisions of the Hearing Committee
652 and the college president, and the Board shall not consider any evidence outside that
653 record. The Board's action shall be final and binding on all parties.

654 e. Reconsideration

656
657 (1) Any request for reconsideration of an expulsion shall be made in writing to the Board
658 of Trustees. The request for reconsideration shall be labeled as such, and must state
659 each ground on which the student seeks reconsideration of the Board's expulsion
660 decision.

661
662 (2) The District Chancellor shall review the request for reconsideration together with the
663 record of the hearing and the documents relating to the expulsion to assure that the
664 request satisfies all requirements and that all pertinent information is available for the
665 Board of Trustees.

666
667 (3) Upon receipt of any request for reconsideration, the president of the college from
668 which the student was expelled shall immediately be provided a copy of the request,
669 and the college president shall respond to the request in writing within ten (10) days of
670 receipt of the request. The college president's response shall be sent to the Chancellor
671 and the Board of Trustees with a copy to the student.

672
673 (4) The Board should consider any request for reconsideration of any expulsion at any
674 regularly scheduled public meeting held within thirty (30) days of receipt of the request
675 by the Board of Trustees.

676
677 (5) The Board of Trustees shall, unless otherwise requested by the former student,
678 consider any request for reconsideration of expulsion in closed session. The Board of
679 Trustees shall consider only the request for reconsideration, any responses by the
680 president of the college from which the student was expelled, and the record of
681 expulsion.

682
683 (6) The Board of Trustees may, at its discretion, agree to permit the former student to
684 present the request for reconsideration personally. If the Board of Trustees agrees to

685 such a presentation, the president of the college from which the student was expelled
686 must be afforded an opportunity to be present and to respond.

687
688 (7) The final action of the Board of Trustees on a request for reconsideration shall be
689 taken at a public meeting and the result of such action shall be a public record of the
690 District.

- 691
- 692 **3. Disciplinary Records**
- 693
- 694 a. The college president or designee shall maintain all records of a disciplinary hearing.
- 695
- 696 b. The case file shall be destroyed upon a finding of innocence.
- 697
- 698 c. Disciplinary files shall be retained for at least five (5) years from the time of a final
699 determination.

700

701 **References:** Education Code Sections 66017, 66300, 72122, and 76030, et seq.;
702 Penal Code Section 626.4

703

704

705 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
706 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This procedure reflects
707 updates/revisions from the Policy and Procedure Service in April 2014.
708

Approved:

709

710

COMMENTS

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
<u>AP 5520</u>	<u>11/23/15 – Legal Update #27</u>	<u>This procedure was updated to correct a typographical error and to make clarifications.</u>	
<u>AP5520</u>	<u>CHC VPSS – 3/26/15</u>	<u>Insert after Line 36</u> <ul style="list-style-type: none"> • <u>College Discipline Officer</u> <i>Each College President will designate an administrator to process student disciplinary charges (Disciplinary Officer).</i> 	
	<u>CHC VPSS – 3/26/15</u>	<u>47-49</u> <u>Short-term Suspension – Exclusion of the student by the College President Chancellor or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.</u>	
	<u>CHC VPSS – 3/26/15</u>	<u>51-53</u> <u>Long-term Suspension – Exclusion of the student by the Chancellor Collge President or designee for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.</u>	
	<u>CHC VPSS – 3/26/15</u>	<u>89-93</u> <ul style="list-style-type: none"> • <u>Time limits – The notice must be provided to the student within five of days of the date of notification to the College Discipline Officer on which the conduct took place; in the case of continuous, repeated or ongoing conduct, the notice must be provided within [number of days] five days of the date on which conduct occurred which led to the decision to take disciplinary action.</u> 	
	<u>CHC VPSS – 3/26/15</u>	<u>95-100</u> <ul style="list-style-type: none"> • <u>Meeting – If the student chooses to meet with the College Discipline Officer [designated position], the meeting must occur no sooner than [number of days] one day after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation</u> 	

BP or AP #	Representative group	COMMENT	RESPONSE
	<p><u>CHC VPSS – 3/26/15</u></p>	<p><u>110-115</u> Short-term Suspension – Within <u>[five number of days]</u> after the meeting described above, the <u>College Discipline Officer</u>Chancellor shall, pursuant to a recommendation from the [number of days], decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the <u>Chancellor</u>College Discipline Officer's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The <u>Chancellor's</u>College Discipline Officer's decision on a short-term suspension shall be final.</p>	
	<p><u>CHC VPSS – 3/26/15</u></p>	<p><u>117-122</u> Expulsion – Within <u>[ten number of days]</u> days after the meeting described above, the <u>Chancellor</u>College President shall, pursuant to a recommendation from the <u>[College Discipline Officer</u>designated position], decide whether to recommend expulsion to the Board of Trustees. Written notice of the <u>Chancellor's</u>President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of this policy describing the procedures for a hearing.</p>	
	<p><u>CHC VPSS – 3/26/15</u></p>	<p><u>129-134</u> Within <u>[number ten]</u> days after receipt of the <u>Chancellor's</u>College President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the <u>College President</u>Chancellor or designee.</p>	
	<p><u>CHC VPSS – 3/26/15</u></p>	<p><u>133-134</u> Schedule of Hearing – The formal hearing shall be held within ten <u>[number]</u> days after a formal request for hearing is received.</p>	
	<p><u>CHC VPSS – 3/26/15</u></p>	<p><u>140-142</u> Hearing Panel – The hearing panel for any disciplinary action shall be composed of <u>two</u> students, two faculty members, and one administrator, and chaired by the Vice President of Student Services or designee, who shall be a non-voting member. <u>[insert]</u></p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<i>composition, such as one administrator, one faculty member and one student.</i>	
	CHC VPSS – <u>3/26/15</u>	<p><u>144-150</u> <u>The College President, Chancellor, the president of the Academic Senate, and the AS president shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The College President Chancellor shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.</u><i>(Concerns about membership and size)</i> <u>Hearing Panel Chair – The Chancellor shall appoint one member of the panel to serve as the chair. Vice President of Student Services or designee shall serve as the chair and a non-voting member of the Hearing Panel. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.</u></p>	
	CHC VPSS – <u>3/26/15</u>	<p><u>166-167</u> <u>The facts supporting the accusation shall be presented by a college representative who shall be the College Discipline Officer, the [designate position].</u></p>	
	CHC VPSS – <u>3/26/15</u>	<p><u>181-190</u> <u>The student may represent himself/herself, and may also have the right to be represented by a person of his/her choice. (I accept the suggested language)</u><i>[Suggested language: except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it</i></p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<u>in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.</u>	
	<u>CHC VPSS – 3/26/15</u>	192-194 Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than [number of days] prior to the date of the hearing.	
	<u>CHC VPSS – 3/26/15</u>	213-221 <u>Within [number five] days following the close of the hearing, the hearing panel shall prepare and send to the Chancellor-College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.</u>	
	<u>CHC VPSS – 3/26/15</u>	223-231 <u>Chancellor's-College President's Decision:</u> Long-term suspension – Within <u>[ten number of days]</u> following receipt of the hearing panel's recommended decision, the <u>College President Chancellor</u> shall render a final written decision. The <u>College President Chancellor</u> may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the <u>Chancellor-College President</u> modifies or rejects the hearing panel's decision, the <u>College President Chancellor</u> shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. <u>The decision of the Chancellor-College President shall be final.</u> 233-239	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>Expulsion – Within <u>[number of days ten]</u> following receipt of the hearing panel's recommended decision, the <u>Chancellor</u> College President shall render a written recommended decision to the Board of Trustees via the Chancellor. The <u>Chancellor</u> College President may accept, modify or reject the findings, decisions and recommendations of the hearing panel. If the <u>College President Chancellor</u> modifies or rejects the hearing panel's decision, he or she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The <u>College President's Chancellor</u> decision shall be forwarded to the Board of Trustees via the Chancellor and shall be mailed or personally delivered to the student.</p>	
	<p><u>CHC VPSS – 3/26/15</u></p>	<p><u>278-287</u> Removal from Class (Education Code Section 76032): Any instructor may order a student removed from his/her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the <u>College President Chancellor</u> and the <u>[College Discipline Officer designated position]</u>. The <u>[College Discipline Officer designate position]</u> shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the <u>[College Discipline Officer designated position]</u> shall attend the conference. The student shall not be returned to the class during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the <u>[College Discipline Officer designated position]</u> from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.</p>	
	<p><u>CHC VPSS – 3/26/15</u></p>	<p><u>289-294</u> Withdrawal of Consent to Remain on Campus: The <u>[College Discipline Officer or District Police Officer designate position]</u> may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus</p>	

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
		has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn by the <u>[College Disciplinary Officer or District Police Officer, designate position]</u> a written report must be promptly made to the <u>Chancellor/College President</u> .	
	<u>CHC VPSS – 3/26/15</u>	In no case shall consent be withdrawn for longer than <u>ten [number of days]</u> from the <u>date upon which consent was initially withdrawn</u> .	
	<u>CHC VPSS – 3/26/15</u>	<p>506-521</p> <p><u>Make this consistent with Lines 140-142. Hearing Panel – The hearing panel for any disciplinary action shall be composed of two students, two faculty members, and one administrator. [insert composition, such as one administrator, one faculty member and one student.]</u></p> <p>a. At the beginning of each school year, each College President shall establish a standing panel from which one or more Disciplinary Hearing Committees may be appointed. The panel shall be made up of:</p> <p>(1) Five to fifteen faculty members whose names are obtained from the Academic Senate.</p> <p>(2) Five to fifteen students whose names are obtained from the student government officers/senators.</p> <p>(3) Four to ten administrators/supervisors appointed by the college president.</p>	
	<u>SBVC VPSS 3/19/15</u>	Line 30...I suggest that we mention that SBCCD has two campuses, SBVC and CHC. Each campus is responsible for implementing and investigating student code of conduct violations. Each campus has a college discipline officer (this term should actually be the Student Discipline Officer) who is responsible for investigating student code of conduct violations and ensuring that students are provided fair and equitable due process. Each campus has an appeals process that goes before the college president first, and then to the Chancellor of the SBCCD. I recommend changing the term	

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
		<p>College Discipline Officer to Student Discipline Officer everywhere that it appears.</p> <p>Line 38...Add the two campuses (CHC and SBVC). Add definition for college discipline officer (recommend Student Discipline Officer) and that this person may be different on each campus. I think that we need to define the college presidents and the chancellor.</p> <p>Line 47...replace "the" with a. Chancellor should be Student Discipline Officer. Suspension should be from both campuses and any district property and/or district activity.</p> <p>Line 51 Chancellor should be Student Discipline Officer. Suspension should be from both campus and any district property or district activity.</p> <p>Line 55... Expulsion is usually permanent and/or indefinitely, while suspension is usually for a period of time or number of years?</p> <p>Line 68 should only be Student Discipline Officer. Same for line 69/70. The process to remove someone from campus should always come from one source which is the Student Discipline Officer so that there is a record and we ensure that the student is provided due process to appeal. The police and Student Discipline Officer should be working together when student is removed from class or the campus.</p> <p>Line 85 should only be Student Discipline Officer.</p> <p>Line 89 5 days</p> <p>Line 92 5 days</p> <p>Line 95 should be Student Discipline Officer</p> <p>Line 96 should be within five days or a mutually agreed upon time.</p> <p>Line 99...no need for a form. Should mention that student can have representation at the meeting.</p>	

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
		<p>Line 102...30 days... Line 103...the Student Discipline Officer shall decide the disciplinary action. No need for the second number of days.</p> <p>Line 110.. 30 days...Line 111...change chancellor to college president</p> <p>Line 111... Student Discipline Officer</p> <p>Line 117... 30 days</p> <p>Line 118... college president or designee</p> <p>Line 129...5 days. After Chancellor's or the college President's</p> <p>Line 131... replace Chancellor with Student Discipline Officer, or add Student Discipline Officer as the designee?</p> <p>Line 133...30 days or a mutually agreed upon date. Student must contact the Student Discipline Officer in writing within 5 days of receiving the formal results of an investigation to schedule a hearing. Directions on how to schedule a hearing will be included in the letter to the student that summarizes the related charges.</p> <p>Line 141... My suggestion is that the hearing panel is chaired by the vice president of student services and/or their designee. The VPSS or their designee should not be a voting member of the hearing panel. Chair is present to ensure that the student is afforded due process and the hearing runs smoothly. Voting members of the hearing panel shall consist of two faculty members selected by the academic senate, a student selected by the ASG, an administrator selected by the college president, and a classified staff member selected by the classified senate. Need an odd number for voting purposes.</p> <p>Line 144... replace Chancellor with college president</p> <p>Line 150...See line 141</p> <p>Line 152... Replace chancellor with college president. Suggestion that the hearing panel</p>	

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
		<p>be chaired by the vice president of student services and/or their designee. The VPSS or their designee is not a voting member of the hearing panel.</p> <p>Line 166... Student Discipline Officer</p> <p>Line 182... Student should be allowed to have a presentative present as long as they notify the Student Discipline Officer in writing within 5 days of the hearing. This should be noted in the summary letter of the action being taking against the student. A new hearing date may be schedule to accommodate the student and the college each having a representative present. The rep can attend the hearing but may not address the participants in the hearing. They representative is there to advise the student accused of a student code of conduct violation. The representative can appear in the hearing to serve as advisor to the accused.</p> <p>Line 193. The hearing should always be closed to the public, except for the participants and the witnesses in the hearing. We need to add something about students having the write to bring witnesses to the hearing.</p> <p>Line 213... 5 days</p> <p>Line 214... To the Chancellor and the college president</p> <p>Line 223....add or college president's. Chancellor's or College President's Decision Line 224... within 30 days. Suggestion that suspensions should be college presidents and expulsions should be the chancellor. Suspension appeals should go first to the college president and then to the chancellor. We should be clear about how the appeal process works at the college level and at the District level.</p> <p>Line 230...Expulsion appeals should be handled by the chancellor. The appeal should not go to the person chairing the hearing committee. Who to appeal to may vary on each campus.</p>	

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
		<p>Line 233...5 days</p> <p>Line 240... I think that we should have a section that talks about how to file an appeal. The student shall have the right to appeal the decision of the hearing committee. Within 5 days of receiving the results of the hearing panel the student shall have the write to file an appeal with the Chancellor of the SBCCD. The Chancellor may accept, modify or reject the findings, decisions and recommendations of the hearing panel. The decision of the Chancellor shall be final. I am not sure that thought behind the section in lines 223-239. Usually a student is afforded the opportunity to appeal the decision of the hearing committee to either the college president or the chancellor. At that point a review is completed by either the college president or the chancellor and a final decision is rendered. This way there are two layers of due process afforded to the student.</p> <p>Line 280...Replace chancellor with college discipline officer and the area dean.</p> <p>Line 281... The Student Discipline Officer and/or the area dean</p> <p>Line 183... The Student Discipline Officer and/or the area dean shall attend (remove if the conference</p> <p>Line 183... The Student Discipline Officer</p> <p>Line 289.... The Student Discipline Officer</p> <p>Line 293... The Student Discipline Officer</p> <p>Line 294... To the college president and chancellor</p> <p>Line 302....Delete line 302 and 303</p> <p>Line 305...Add students who are removed, suspended or expelled from the college must contact campus police (enter phone number) prior entering any SBCCD district property. Suspension and/or expulsion applies to all SBCCD properties (CHC, SBVC and District Office).</p>	
<u>AP 5520</u>	1/28/16 - <u>VPSS</u>	<u>Line 39 recommendation to replace Chancellor with College President and/or</u>	

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
		<u>designee</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 39 recommendation to replace Chancellor with College President and/or designee</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 48 add an instructor or college administrator</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Several lines: Designated Authority/Position should be College President's Designee or Campus Discipline Officer</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 79 5 days</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 80 5 days</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 89 5 days</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 90 replace Chancellor with College President</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 97 5 days</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 98 replace Chancellor with College President</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 104 5 days</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 116 5 days</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 120 15 days or at a mutually agreeable time</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 128 the hearing committee needs to be an odd number with the VPSS as the non-voting chair. I would suggest a student, staff, 2 faculty and a manager (not including the VPSS). Six members</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 139. The College President instead of Chancellor</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 180. I would suggest the hearing is never public.</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 200 5 days</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 211 5 days</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 219 5 days</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 200 No mention of when the student will be notified and how to file an appeal</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 93 replace Chancellor with College President</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 96 replace Chancellor with College President</u>	
<u>AP 5520</u>	<u>1/28/16 - VPSS</u>	<u>Line 99 replace Chancellor with College</u>	

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
		<u>President</u>	
<u>AP 5520</u>	1/28/16 - <u>VPSS</u>	<u>Line 96 This may violate a student's right to due process to appeal the decision. Perhaps short term suspension should be deleted and interim suspension should be used instead.</u>	
<u>AP 5520</u>	1/28/16 - <u>VPSS</u>	<u>Line 111 This is already in AP 5500. Which one takes precedence?</u>	
<u>AP 5520</u>	1/28/16 - <u>VPSS</u>	<u>Line 273 student must go through regular conduct process explained in AP/BP 5500</u>	
<u>AP 5520</u>	1/28/16 - <u>VPSS</u>	<u>Line 280 replace Chancellor with College President</u>	
<u>AP 5520</u>	1/28/16 - <u>VPSS</u>	<u>Line 57 should add in probation status and should add that "other sanctions may be applied including but not limited to referrals, request for documentation, etc."</u>	
<u>AP 5520</u>	1/28/16 - <u>VPSS</u>	<u>Overall- Can this be combined with AP/BP 5500 for efficiency?</u>	
<u>AP 5520</u>	1/28/16 - <u>VPSS</u>	<u>Overall- Again, the appeal process is a significant part of the discipline process and should be included in AP 5520.</u>	
AP 5520	2/1/16- District Assembly Approved		

713

714

San Bernardino Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6800 **OCCUPATIONAL SAFETY**

(Replaces current SBCCD AP 6800)

NOTE: *The language in red ink is **legally required**. Safety conditions of employment are a mandatory subject of bargaining, and may be more specific than the following procedures, which are minimum standards to cover students and unrepresented employees. AP 3510 titled Workplace Violence Plan covers many of the same requirements, and some districts may prefer to not include a similar procedure here. Local practice may be inserted. The following will comply with requirements.*

Definitions

Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of your work.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property.

A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual or property.

Workplace includes off-campus locations as well as college-sponsored activities where faculty, staff, or student employees are engaged in college business or locations where incidents occur as a result of the person's relationship to the college community.

Emergencies

Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel by first dialing 911 and then notifying law enforcement.

45 **Equipment and Sanitation**
46 Should the duties of an employee require the use of equipment to ensure the safety of
47 the employee, the District shall furnish such equipment. Complaints related to health
48 safety, sanitation and working conditions shall be forwarded to Police and Safety
49 Services for review and recommendation.

50
51 **Crisis and Conflict Intervention**
52 Any employee experiencing an unsafe work condition should immediately contact
53 his/her supervisor or Police and Safety Services. The supervisor shall immediately
54 notify Police and Safety Services about any acts or threats of violence. The employee
55 will be provided consultation regarding resources available to resolve the unsafe work
56 condition.

57
58 It is the responsibility of all employees to immediately report threats, acts of violence or
59 any other behavior which deliberately hurts or harms another person at the college to
60 their immediate supervisor and [Police and Safety Services or local law
61 enforcement]. Such reports will be promptly and thoroughly investigated.

62
63 ***NOTE: The following language is suggested as good practice.***

64
65 **Employee Crisis Assistance Team**
66 An Employee Crisis Assistance Team is established to provide regular training and
67 advice to individuals and departments. Training activities may include, but not be
68 limited to, skill development in conflict resolution, communication, anger management
69 and early identification of unsafe working conditions in the workplace.

70
71 Team advising activities may include individual consultations, peer mediation, conflict
72 resolution services and referral to outside sources.

73
74 Immediately upon notification of an act of violence or threat of violence involving an
75 employee, the team member notified will initiate Employee Crisis Assistance Team
76 procedures as stated below.

77
78 In the event of an act or threat of violence, the team will investigate the incident and
79 forward the results of the completed investigation to the Chief of Police and Safety
80 Services for consideration. Law enforcement will take appropriate action if the incident
81 involves injuries or criminal activity.

82
83 The team will coordinate available resources to provide intervention, consultation or
84 referral, which may include arranging for counselors to work with victims and observers
85 of the incident.

86
87 **Restraining Orders/Court Orders**
88 An employee shall notify law enforcement of any restraining orders/court orders when
89 named as a plaintiff, and provide a copy of the order to [law enforcement, e.g., college or
90 local police]. In the event the supervisor is informed by an employee of a restraining

91 order, the supervisor will contact [law enforcement, e.g., college or local police], ensure
92 they are aware of it, and that they have a copy of the restraining order on file.

93
94 Also see AP 6850 titled Hazardous Materials as well as AP 7343 titled Industrial
95 Accident and Illness Leave

96
97 **NOTE:** *Current SBCCD AP 6800 titled Safety combines numerous topics and issues*
98 *that will be addressed in other board policies and administrative procedures including:*
99 *BP/AP 3505 titled Emergency Response Plan, BP/AP 3510 titled Workplace Violence*
100 *Plan, AP 6850 titled Hazardous Materials, AP 7343 titled Industrial Accident and Illness*
101 *Leave, and BP/AP 7330 titled Communicable Disease (see gray shading of language to*
102 *be addressed in other documents below). Consider retaining only the language at the*
103 *beginning of current SBCCD AP 6800 that is unshaded below.*

104
105 ❖ **From current SBCCD AP 6800 titled Safety**

106 107 **INJURY AND ILLNESS PREVENTION PROGRAM**

108
109 The District will institute and administer a comprehensive occupational Injury and Illness
110 Prevention Program (IIPP) for all employees. The goal of the program is to prevent
111 accidents, to reduce personal injury and occupational illness, and to comply with all
112 safety and health standards.

113 114 **A. Responsibility**

115
116 The Executive Director, Facilities Planning/Administrative Services, is responsible for
117 district-wide coordination of the program. The College President is responsible for
118 administration of the program on campus. Each supervisor is responsible for
119 implementing the IIPP in his/her work area. A copy of the IIPP shall be available from
120 each supervisor. Questions regarding the program should be directed to one's
121 supervisor, the College President, or the Executive Director, Facilities Planning/
122 Administrative Services.

123 124 **B. Employee Compliance**

- 125
126 1. Employees who follow safe work practices will have this fact documented on
127 their performance reviews. Employees who are unaware of correct safety and
128 health procedures will be trained or retrained as necessary.
129
130 2. Willful violations of safe work practices may result in disciplinary action.

131 132 **C. Communication**

- 133
134 1. Matters concerning occupational safety and health will be communicated to
135 employees by written documentation, staff meetings, formal and informal training
136 and posting. Communication from employees to supervisors about unsafe or

137 unhealthy conditions is encouraged and may be verbal or written, as the
138 employee chooses. The employee may use the "Report of Safety Hazard" form
139 and remain anonymous.

140
141 2. NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING
142 HAZARDS, OR POTENTIAL HAZARDS, OR FOR MAKING SUGGESTIONS
143 RELATED TO SAFETY.

144
145 3. The results of the investigation of any employee safety suggestion or report of
146 hazard will be reported to all employees affected by the hazards or posted on
147 appropriate bulletin boards.

148 149 **D. Inspections**

150
151 1. Each supervisor and/or safety representative will conduct an inspection to
152 identify unsafe work conditions and practices:

153
154 a. At least once each quarter in all work areas; and

155
156 b. Whenever new substances, processes, procedures, or equipment are
157 introduced into the workplace that represent a new occupational safety
158 and health hazard; and

159
160 c. Whenever the supervisor is made aware of a new or previously
161 unrecognized hazard.

162
163 2. The "Hazard Checklist" or "Hazard Assessment" form shall be used to
164 document inspections.

165 166 **E. Injury and Illness Investigation**

167
168 Occupational injuries and illness will be investigated in accordance with established
169 procedures and documented.

170 171 **F. Correction of Unsafe or Unhealthy Conditions**

172
173 1. Whenever an unsafe or unhealthy condition, practice, or procedure is
174 observed or reported, the supervisor will take appropriate corrective measures in
175 a timely manner based upon the severity of the hazard. Employees will be
176 informed of the hazard and interim protective measures taken until the hazard is
177 corrected.

178
179 2. Employees may not enter an imminent hazard area, without appropriate
180 equipment, training, and the prior specific approval of the supervisor.

181 182 **G. Training**

- 183
184 1. The program administrator shall assure that supervisors receive training on
185 safety and health hazards to which employees under their immediate direction
186 and control may be exposed.
187
188 2. Supervisors are responsible to see that those under their direction receive
189 training on general workplace safety as well as specific instructions with regard to
190 hazards unique to any job assignment.
191
192 3. This training is provided:
193
194 a. To all employees and those given new assignments for which training
195 has not previously been received. The "Employee Safety Checklist"
196 should be used to document this training;
197
198 b. Whenever new substances, processes, procedures or equipment are
199 introduced to the workplace and represent a new hazard; and
200
201 c. Whenever the employer is made aware of a new or previously
202 unrecognized hazard.
203
204 4. When a supervisor is unable to provide the required training, he/she should
205 request such training be given to the employee by others by notifying the
206 program administrator. The "Request for Training" form should be used.
207

208 **H. Record Keeping**

- 209
210 1. The supervisor shall keep records of inspections, including the name of the
211 person(s) conducting the inspection, the unsafe conditions and work practices
212 that have been identified and action taken to correct the identified unsafe
213 conditions and work practices. These records shall be maintained for three
214 years.
215
216 2. The supervisor shall also keep documentation of safety and health training
217 attended by each employee, including employee name, training dates, type(s) of
218 training and training providers. This documentation shall be maintained for three
219 years.
220

221 APPROVED: 6/9/94
222

223 **HAZARDOUS MATERIALS COMMUNICATIONS PROGRAM** (NOTE: This language
224 is addressed in AP 6850 titled Hazardous Materials)
225

226 The District must post at least one CAL/OSHA Notice in each location where business
227 is conducted in a conspicuous place where notices to employees are customarily
228 posted.

229
230 Where employers are engaged in activities that are physically dispersed such as
231 construction or transportation, the notice required shall be posted at each location to
232 which employees report each day.

233
234 Where employees do not usually work at, or report to, a single location, the notice or
235 notices shall be posted at the location or locations from which the employees operate to
236 carry out their activities.

237
238 Each employer shall take steps to insure that such notices are not altered, defaced or
239 covered by other material.

240
241 The notice shall inform employees that employers who use any substance listed as a
242 hazardous substance by Cal/OSHA regulations must provide employees with
243 information on the contents of material safety data sheets (MSDS) or equivalent
244 information about the substance which trains employees to use the substance safely.

245
246 The notice must also state that the employer is required to make available on a timely
247 and reasonable basis a MSDS on each hazardous substance in the workplace upon
248 request of an employee, collective bargaining representative, or an employee's
249 physician.

250
251 The notice must also state that employees have the right to see and copy the medical
252 record and other records of employee exposure to potentially toxic materials or harmful
253 physical agents.

254
255 If the District is required to conduct tests or to engage in monitoring or measuring to
256 determine employee exposure to hazards by specific standards it shall notify the
257 affected employee or employees or their representative, prior to commencement of the
258 date, time and place of the testing, monitoring or measuring of employee exposure.

259
260 The District must provide the an employee or employees, or their representatives with
261 the opportunity to observe the testing, sampling, monitoring or measuring undertaken
262 pursuant to such standards.

263
264 Whenever any employee has been or is being exposed to toxic materials or harmful
265 physical agents in concentrations or at levels exceeding those prescribed by applicable
266 standard, order, or special order, the District must promptly notify any employee so
267 affected in writing of the fact that the employee has been exposed, and of the corrective
268 action being taken.

269
270 Reference:
271 Title 8, Section 340 et seq.

272
273

274 **PREVENTIVE WORKPLACE VIOLENCE PLAN** (NOTE: This language is addressed
275 in BP/AP 3510 titled Workplace Violence Plan)
276

277 The Board is committed to providing a District work and learning environment that is
278 free of violence and the threat of violence. The Board's priority is the effective handling
279 of critical workplace violence incidents, including those dealing with actual or potential
280 violence.

281
282 This administrative regulation is to assure that employees are informed regarding what
283 actions will be considered violent acts, and requiring any employee who is the victim of
284 any violent conduct in the workplace, or is a witness to violent conduct to report the
285 incident, and that employees are informed that there will be no retaliation for such
286 reporting.

287
288 **Responding to Threats of Violence**

289
290 The top priority in this process is effectively handling critical workplace incidents,
291 especially those dealing with actual or potential violence.

292
293 Violence or the threat of violence against or by any employee of the District or any other
294 person is unacceptable.

295
296 Should a non-employee on District property demonstrate or threaten violent behavior,
297 he/she may be subject to criminal prosecution.

298
299 Should an employee, during working hours, demonstrate or threaten violent behavior
300 he/she may be subject to disciplinary action.

301
302 The following actions are considered violent acts:

- 303
- 304 • Striking, punching, slapping or assaulting another person.
- 305 • Fighting or challenging another person to fight.
- 306 • Grabbing, pinching or touching another person in an unwanted way whether
307 sexually or otherwise.
- 308 • Engaging in dangerous, threatening or unwanted horseplay.
- 309 • Possession, use, or threat of use, of a firearm, knife, explosive or other
310 dangerous object, including but not limited to any facsimile firearm, knife or
311 explosive, on District property, including parking lots, other exterior premises,
312 District vehicles, or while engaged in activities for the District in other locations,
313 unless such possession or use is a requirement of the job.
- 314 • Threatening harm or harming another person, or any other action or conduct
315 that implies the threat of bodily harm.
- 316 • Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade
317 longer than 2½ inches upon the grounds, unless the person is authorized to
318 possess such a weapon in the course of his or her employment, has been

319 authorized by a District employee to have the knife, or is a duly appointed peace
320 officer who is engaged in the performance of his or her duties.

321
322 Any employee who is the victim of any violent threatening or harassing conduct, any
323 witness to such conduct, or anyone receiving a report of such conduct, whether the
324 perpetrator is a District employee or a non-employee, shall immediately report the
325 incident to his/her supervisor or other appropriate person.

326
327 No one, acting in good faith, who initiates a complaint or reports an incident under this
328 policy will be subject to retaliation or harassment.

329
330 Any employee reported to be a perpetrator will be provided both due process and
331 representation before disciplinary action is taken.

332
333 In the event the District fears for the safety of the perpetrator or the safety of others at
334 the scene of the violent act, Campus Police will be called.

335
336 **Reference:**

337
338 Cal/OSHA; Labor Code Sections 6300 et seq.
339 Title 8, Section 3203
340 Code of Civil Procedure Section 527.8
341 Penal Code Sections 273.6; 626.9; 626.10; and 12021

342
343
344 **DISASTER PREPAREDNESS PLAN** *(NOTE: This language is addressed in BP/AP*
345 *3505 titled Emergency Preparedness Plan)*

346
347 **A. Authorization**

348
349 Each District site must prepare, publish, practice/test, and update yearly a site specific
350 INCIDENT ACTION PLAN utilizing the Standardized Emergency Management Systems
351 (SEMS)

352
353 **B. Content of the Incident Action Plan**

354
355 Each Incident Action Plan must contain all of the following elements:

- 356
357 1. The Purpose of the Plan
358 2. A site personnel listing for all Command Staff and General Staff
359 3. A statement of the conditions under which the INCIDENT ACTION PLAN will
360 be activated.

361
362 **C. Specific Disaster Preparedness Plans Must be Prepared for Each of the Following:**

- 363 1. Earthquake
364 2. Major Fire

- 365 3. Power Outage
- 366 4. Flooding, Winds, Natural Disasters
- 367 5. Bomb Threats
- 368 6. Hazardous Materials Incidents
- 369 7. Shooting on Campus, Sniper, Barricaded Suspects
- 370 8. Civil Disorders
- 371 9. Aircraft Accidents and/or Explosions
- 372 10. Major Traffic Collision

373

374 **D. Concept of Operations**

375

376 Each SEMS INCIDENT ACTION PLAN will outline the functions, duties, and

377 responsibilities necessary for the effective responses to any situation. The SEMS Plan

378 is the administrative guide for rapid communications and decision-making. The following

379 topics must be addressed in each plan:

- 380
- 381 1. Administrative Authority
- 382 2. SEMS Emergency Organizational Structure
- 383 3. Functional Procedures Required
- 384 4. General Emergency Functions and Operations for specific disaster
- 385

386 **E. Practice Drills**

387 Each INCIDENT ACTION PLAN shall be tested yearly with a practice drill approved by

388 the Site Incident Commander.

389

390

391 **COMMUNICABLE DISEASE, EMPLOYEES** *(NOTE: This language is addressed in*

392 *BP/AP 7330 titled Communicable Disease)*

393

394 All newly hired academic employees shall have on file a medical certificate indicating

395 freedom from communicable diseases, including tuberculosis. No academic employee

396 shall commence service until such medical certificate has been provided to the District.

397

398 All newly hired employees must show that they have been examined within the past 60

399 days to determine that they are free from active tuberculosis.

400

401 All employees shall be required to undergo an examination within four years of

402 employment and every four years thereafter, to determine if they are free from

403 tuberculosis.

404

405 Reference:

406 Education Code Sections 87408; 87408.6; 88021

407

408 **INDUSTRIAL ACCIDENTS AND ILLNESS** *(NOTE: This language is addressed in AP*

409 *7343 titled Industrial Accident and Illness Leave)*

410

411 **A. Academic Employees**

412
413 Academic employees shall be entitled to not less than 60 days leave on account of an
414 industrial accident or illness in any one fiscal year for the same accident.

415
416 Allowable leave shall not be accumulated from year to year.

417
418 Industrial accident or illness leave shall commence on the first day of absence.

419
420 When an academic employee is absent from his or her duties on account of an
421 industrial accident or illness, the employee shall be paid the portion of the salary due
422 him or her for any month in which the absence occurs as, when added to his or her
423 temporary disability indemnity under the Labor Code, will result in a payment to the
424 employee of not more than his or her full salary. "Full salary," shall be computed so that
425 it shall not be less than the employee's "average weekly earnings" as that phrase is
426 used in Section 4453 of the Labor Code. For purposes of this section, however, the
427 maximum and minimum average weekly earnings set forth in Section 4453 of the Labor
428 Code shall otherwise not be deemed applicable.

429
430 Industrial accident or illness leave shall be reduced by one day for each day of
431 authorized absence regardless of a temporary disability indemnity award. When an
432 industrial accident or illness leave overlaps into the next fiscal year, the employee shall
433 be entitled to only the amount of unused leave due him or her for the same illness or
434 injury.

435
436 Upon termination of the industrial accident or illness leave, the employee shall be
437 entitled to the benefits provided in Education Code Sections 87780, 87781 and 87786,
438 and, for the purposes of each of these sections, his or her absence shall be deemed to
439 have commenced on the date of termination of the industrial accident or illness leave.
440 However, if the employee continues to receive temporary disability indemnity, he or she
441 may elect to take as much of his or her accumulated sick leave which, when added to
442 his or her temporary disability indemnity, will result in a payment to the employee of not
443 more than his or her full salary.

444
445 During any paid leave of absence, the employee may endorse to the District the
446 temporary disability indemnity checks received on account of his or her industrial
447 accident or illness. The District shall issue the employee appropriate salary warrants for
448 payment of the employee's salary and shall deduct normal retirement, other authorized
449 contributions, and the temporary disability indemnity, if any, actually paid to and
450 retained by the employee for periods covered by the salary warrants.

451
452 Any employee receiving benefits as a result of this section, during periods of injury or
453 illness, shall remain within the State of California unless the Chancellor authorizes travel
454 outside the state.

455
456 **B. Classified Employees**

457 Classified employees shall be entitled to not less than 60 days leave on account of an
458 industrial accident or illness, in any one fiscal year for the same accident.

459
460 Allowable leave shall not be accumulative from year to year.

461
462 Industrial accident or illness leave of absence will commence on the first day of
463 absence.

464
465 Payment for wages lost on any day shall not, when added to an award granted the
466 employee under the workers' compensation laws of this state, exceed the normal wage
467 for the day.

468
469 Industrial accident leave will be reduced by one day for each day of authorized absence
470 regardless of a compensation award made under workers' compensation.

471
472 When an industrial accident or illness occurs at a time when the full 60 days will overlap
473 into the next fiscal year, the employee shall be entitled to only that amount remaining at
474 the end of the fiscal year in which the injury or illness occurred, for the same illness or
475 injury.

476
477 The industrial accident or illness leave of absence is to be used in lieu of entitlement
478 acquired under Education Code Section 88191. When entitlement to industrial accident
479 or illness leave has been exhausted, entitlement to other sick leave will then be used;
480 but if an employee is receiving workers' compensation, the person shall be entitled to
481 use only so much of the person's accumulated or available sick leave, accumulated
482 compensating time, vacation or other available leave which, when added to the workers'
483 compensation award, provide for a full day's wage or salary.

484
485 Periods of leave of absence, paid or unpaid, shall not be considered to be a break in
486 service of the employee.

487
488 During all paid leaves of absence, whether industrial accident leave as provided in this
489 procedure, sick leave, vacation, compensated time off or other available leave provided
490 by law or the action of the district, the employee shall endorse to the District wage loss
491 benefit checks received under the workers' compensation laws of this state. The
492 District, in turn, shall issue the employee appropriate warrants for payment of wages or
493 salary and shall deduct normal retirement and other authorized contributions.
494 Reduction of entitlement to leave shall be made only in accordance with this procedure.

495
496 When all available leaves of absence, paid or unpaid, have been exhausted and if the
497 employee is not medically able to assume the duties of the person's position, the
498 person, if not placed in another position, shall be placed on a reemployment list for a
499 period of 39 months. When available, during the 39-month period, the person shall be
500 employed in a vacant position in the class of the person's previous assignment over all
501 other available candidates except for a reemployment list established because of lack of

502 work or lack of funds, in which case the person shall be listed in accordance with
503 appropriate seniority regulations.

504
505 The Vice Chancellor of Human Resources may require that an employee serve, or have
506 served continuously, one year of employment before the benefits provided by this
507 section are made available to the person. All service of an employee prior to the
508 effective date of any such requirement shall be credited in determining compliance with
509 the requirement.

510
511 Any employee receiving benefits as a result of this section shall, during periods of injury
512 or illness, remain within the State of California unless the Chancellor authorizes travel
513 outside the state.

514
515 An employee who has been placed on a reemployment list, as provided above, who has
516 been medically released for return to duty and who fails to accept an appropriate
517 assignment, shall be dismissed.

518
519 Reference: Education Code Sections 87787, 88192.

520
521 **References:** [Cal/OSHA;](#)
522 [Labor Code Sections 6300 et seq;](#)
523 [Title 8 Section 3203;](#)
524 [Code of Civil Procedure Section 527.8;](#)
525 [Penal Code Sections 273.6, 626.9, 626.10, and 12021](#)

526
527
528 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
529 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
530 current SBCCD AP 6800 titled Safety approved on 6/9/94. The language in **blue ink** is included for
531 consideration.

532

Approved: 6/9/94
Revised:

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 6800	11/23/15 – Legal Update #27	The legal citations in this procedure were revised to clarify the penal code reference.	
AP 6800	2/1/16- District Assembly Approved		

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Legal Citations for AP 6800

49 C.F.R. Part 40 and Part 655; 29 C.F.R. 1910.101 et seq.; Health and Safety Code Section 104420; and Title 8 Section 3203

49 CFR Part 40

TITLE 49: TRANSPORTATION

PART 40 - PROCEDURES FOR TRANSPORTATION WORKPLACE DRUG AND ALCOHOL TESTING PROGRAMS

Reprinted by the Department of Transportation, Drug and Alcohol Policy and Compliance Office,
400 7th St., SW, Washington, DC 20590 (202) 366-3784

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[Subpart A - Administrative Provisions](#)

- § 40.1 Who does this regulation cover?
- § 40.3 What do the terms used in this regulation mean?
- § 40.5 Who issues authoritative interpretations of this regulation?
- § 40.7 How can you get an exemption from a requirement in this regulation?

[Subpart B - Employer Responsibilities](#)

- [§ 40.11 What are the general responsibilities of employers under this regulation?](#)
- [§ 40.13 How do DOT drug and alcohol tests relate to non-DOT tests?](#)
- [§ 40.15 May an employer use a service agent to meet DOT drug and alcohol testing requirements?](#)
- [§ 40.17 Is an employer responsible for obtaining information from its service agents?](#)
- [§ 40.19 \[Reserved\]](#)
- [§ 40.21 May an employer stand down an employee before the MRO has completed the verification process?](#)
- [§ 40.23 What actions do employers take after receiving verified test results?](#)
- [§ 40.25 Must an employer check on the drug and alcohol testing record of employees it is intending to use to perform safety-sensitive duties?](#)
- [§ 40.26 What form must an employer use to report Management Information System \(MIS\) data to a DOT agency?](#)
- [§ 40.27 May an employer require an employee to sign a consent or release in connection with the DOT drug and alcohol testing program?](#)
- [§ 40.29 Where is other information on employer responsibilities found in this regulation?](#)

[Subpart C - Urine Collection Personnel](#)

- [§ 40.31 Who may collect urine specimens for DOT drug testing?](#)
- [§ 40.33 What training requirements must a collector meet?](#)
- [§ 40.35 What information about the DER must employers provide to collectors?](#)
- [§ 40.37 Where is other information on the role of collectors found in this regulation?](#)

San Bernardino Community College District
Board Policy
Chapter 7 – Human Resources

BP 7330 COMMUNICABLE DISEASE

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

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired academic or classified employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis by providing the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo an examination within **four years of employment and every four years thereafter,** to determine if they are free from tuberculosis.

Also see BP/AP 7335 titled Health Examinations and AP 7336 titled Certification of Freedom from Tuberculosis

References: Education Code Sections 87408, 87408.6, and 88021

NOTE: *The language in red ink is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in blue ink is included for consideration.*

Adopted:

COMMENTS

40
41

BP or AP #	Representative group	COMMENT	RESPONSE
BP 7330	11/23/15 – Legal Update #27	This policy was updated to clarify the requirement that newly hired employees provide certification that they are free from active tuberculosis.	
BP 7330	2/1/16- District Assembly Approved		

42

Legal Citations for BP 7330

43
44

Education Code Sections 87408, 87408.6, and 88021

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87408. (a) When a community college district wishes to employ a person in an academic position and that person has not previously been employed in an academic position in this state, the district shall require a medical certificate showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students. The medical certificate shall be submitted directly to the governing board by a physician and surgeon licensed under the Business and Professions **Code**, a commissioned medical officer exempted from licensure by Section 2144 of the Business and Professions **Code**, or a commissioned medical officer in the United States Air Force. The medical examination shall have been conducted not more than six months before the submission of the certificate and shall be at the expense of the applicant. A governing board may offer a contract of employment to an applicant subject to the submission of the required medical certificate. Notwithstanding Section 87031, the medical certificate shall become a part of the personnel record of the employee and shall be open to the employee or his or her designee.

(b) The governing board of a community college district may require academic employees to undergo a periodic medical examination by a physician and surgeon licensed under the Business and Professions **Code**, or a commissioned medical officer exempted from licensure by Section 2144 of the Business and Professions **Code**, to determine that the employee is free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students. The periodic medical examination shall be at the expense of the district. The medical certificate shall become a part of the personnel record of the employee and shall be open to the employee or his or her designee.

87408.6. (a) Except as provided in subdivision (h), no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past 60 days to determine that he or she is

San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7330 COMMUNICABLE DISEASE

NOTE: The following language in red ink is **legally required**. Local practice may be inserted, which should address or include the following, which is excerpted from statute:

For successful applicants for academic positions:

- A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students.
- The medical certificate shall be submitted by a physician as authorized by code.
- The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.
- A contract of employment may be offered to an applicant subject to the submission of the required medical certificate.
- The medical certificate becomes a part of the personnel record of the employee and is open to the employee or his/her designee.

NOTE: It is **optional** for the District to require academic employees to undergo periodic medical examinations to determine if they are free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students. If the district does so, similar statutes apply.

It is **legally advised** that “communicable disease” also includes (but is not limited) to hepatitis.

Procedures should also address:

- Process of notification to employees
- Examination process
- Certification process

Also see BP/AP 7335 titled Health Examinations and AP 7336 titled Certification of Freedom from Tuberculosis

44 **References:** Education Code Sections 87408, 87408.6, and 88021

45

46

47 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
48 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is
49 included for consideration.

50

Approved:

51

52

COMMENTS

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54

BP or AP #	Representative group	COMMENT	RESPONSE
AP 7330	11/23/15 – Legal Update #27	This procedure was updated to clarify that only successful applicants for academic positions are required to submit certification that the applicant is free from any communicable disease.	
AP 7330	2/1/16- District Assembly Approved		

55
56

Legal Citations for AP 7330

57
58

Education Code Sections 87408, 87408.6, and 88021

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87408. (a) When a community college district wishes to employ a person in an academic position and that person has not previously been employed in an academic position in this state, the district shall require a medical certificate showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students. The medical certificate shall be submitted directly to the governing board by a physician and surgeon licensed under the Business and Professions **Code**, a commissioned medical officer exempted from licensure by Section 2144 of the Business and Professions **Code**, or a commissioned medical officer in the United States Air Force. The medical examination shall have been conducted not more than six months before the submission of the certificate and shall be at the expense of the applicant. A governing board may offer a contract of employment to an applicant subject to the submission of the required medical certificate. Notwithstanding Section 87031, the medical certificate shall become a part of the personnel record of the employee and shall be open to the employee or his or her designee.

(b) The governing board of a community college district may require academic employees to undergo a periodic medical examination by a physician and surgeon licensed under the Business and Professions **Code**, or a commissioned medical officer exempted from licensure by Section 2144 of the Business and Professions **Code**, to determine that the employee is free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students. The periodic medical examination shall be at the expense of the district. The medical certificate shall become a part of the personnel record of the employee and shall be open to the employee or his or her designee.

87408.6. (a) Except as provided in subdivision (h), no person shall be initially employed by a community college district in an academic

San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7335 HEALTH EXAMINATIONS

NOTE: This procedure is **optional**. Statute requires districts to certify that employees are free from any communicable disease that makes the applicant unfit to instruct or associate with students (see BP/AP 7330 titled Communicable Disease and AP 7336 titled Certification of Freedom from Tuberculosis). Procedures that require further health examinations in accordance with BP 7335 titled Health Examinations, if any, should be included here.

Sample from another District

The primary purpose of the pre-placement physical is to provide a safe work environment for all District employees under the District's legal obligation. It results in a healthier employee population, improved morale, and may avoid unnecessary injuries. An offer of employment to the person selected for a position is contingent upon successful completion of a pre-placement physical exam at District expense. No candidate shall be required to participate in such an examination solely on the basis of the candidate's age or disability.

A candidate or employee must be able to do the essential job functions stated in the job description with or without accommodations. The Americans with Disabilities Act (ADA) requires that an individual with a disability is evaluated in relation to the job's essential job functions. An accommodation is any modification or adjustment to a job or work environment that will enable a qualified applicant, candidate, or employee with a disability to participate in the application process or perform essential job functions. These adjustments are made to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities. The District will only look at the position the candidate was hired for and not for another position in the District for which the person may be suited.

Physical Examination of Employees

All candidates who have successfully completed the selection process and have been offered employment for regular positions shall be required to complete a pre-placement

44 physical examination in order to determine their ability to perform the essential job
45 functions.

46
47 Candidates will execute an authorization or release of medical information for this
48 examination only after an offer of employment has been made (post-offer) and as a
49 condition of employment. These examinations will be at the District's expense.
50 Applicants for temporary positions designated as "high risk" or "moderate risk" may be
51 required to complete a physical examination to determine their ability to perform the
52 essential job functions without risk to themselves or others. Physical-agility testing for a
53 high level of physical work may be included in the physical examination.

54
55 Campus Police officers are required under the Peace Officer Standards and Training
56 (P.O.S.T.) to complete the Medical Examination Report (POST2-253), which will be
57 more extensive and thorough than the pre-placement physical examination mentioned
58 above.

59
60 Reasonable accommodation of disabled applicants and employees will be provided in
61 accordance with federal (ADA and Section 504 of the Rehabilitation Act) and state
62 (FEHA) mandates.

63
64 The District may require a "fitness-for-duty" health examination of any regular or
65 substitute employee where doubt exists as to the ability to continue to perform the
66 essential job functions of the position. Such examination will be conducted by any of
67 the licensed physicians authorized to conduct health examinations for the District at no
68 expense to the employee.

70 **Mental Health Screenings**

71 The District may require an employee to obtain a psychiatric clearance whenever, in the
72 judgment of the District, such employee shows evidence of deviation from normal
73 mental health of such a degree as to render the employee incompetent to perform the
74 essential job functions and "Emotional Effort" as identified in the job description. The
75 selection of the physician and the cost of the examination shall be the responsibility of
76 the District.

78 **Appeal Process**

79 If, as a result of such examination or screening, the candidate/employee is determined
80 to be unable to perform the essential job functions of his/her position, an evaluation by
81 the designated physician will be conducted to determine whether his/her needs can
82 reasonably be accommodated on either a temporary and/or permanent basis.

83
84 The District must conduct an interactive process meeting with the candidate/employee,
85 the employee's immediate supervisor, the appropriate division head, and the District's
86 Director of Risk Management/ADA Coordinator, with input from the examining
87 medical/mental health provider, to review the physical abilities and restrictions of the
88 person, and determine if the position for which the person has been selected can be
89 modified in order to accommodate his/her restrictions. The candidate must sign an

90 authorization form for Use of Disclosure of Protected Health Information to permit the
91 medical facility to release the information regarding physical/mental limitations. If the
92 candidate does not release the information regarding these limitations or if it is
93 determined the candidate cannot perform the essential job functions with or without
94 reasonable accommodations, the employment may be denied. If the candidate has any
95 questions on the results, he/she is free to contact the medical facility and the physician
96 after he/she receives the results from the District.

97
98
99 **Sample from another District**

100
101 The following positions are designated for pre-employment medical examinations
102 (clerical positions in these departments are excluded):

- 103
- 104 • Operations
- 105 • Grounds
- 106 • Maintenance
- 107 • Police and Security
- 108 • IT Instructional Support Techs
- 109 • Mechanics
- 110 • Warehouse/Shipping/Receiving Clerks
- 111 • Mailroom staff
- 112
- 113

114 **Sample from another District**

115
116 Certain jobs in departments within the District may require a prospective employee to
117 submit to a pre-employment physical examination (that can include x-rays) after a
118 conditional offer of employment, but prior to assuming the duties of the position. Those
119 departments are, but are not limited to: Campus Police Services, Safety and Security
120 and Grounds and Custodial.

121
122 Upon receipt of a conditional offer of employment, the prospective employee will be
123 given an order for a physical examination to be performed at a clinic location of the
124 District's choosing and at the District's expense. The clinic will be given a copy of the
125 job description for the prospective employee.

126
127 Once the examination is completed the results will be transmitted to the Human
128 Resources office via fax, email, or U.S. Mail. Said results will indicate whether the
129 prospective employee has a disability or condition that poses a direct threat to health or
130 safety, based on the essential job functions.

131
132 If the prospective employee is cleared to perform the essential job functions, he/she will
133 be notified and may begin work as soon as he/she has been cleared.

135 If the prospective employee is not cleared by the pre-employment physical examination
136 to perform the essential job functions, the Human Resources Department will notify the
137 prospective employee, by phone, of the results and inform the prospective employee
138 that he/she does not qualify for the position based on the results. The applicant may get
139 a second opinion, at his/her own expense, from his/her personal physician, which will be
140 taken into consideration. If requested, the District will give the prospective employee a
141 copy of the report showing the results of the pre-employment physical examination.

142
143 Also see BP/AP 7330 titled Communicable Disease and AP 7336 titled Certification of
144 Freedom from Tuberculosis

145
146 **References:** Government Code Section 12940;
147 42 U.S. Code Section 12112;
148 29 Code of Federal Regulations, Part 1630

149
150
151

NOTE: *The **red ink** signifies language that is **suggested as good practice** and recommended by the*
152 *Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue***
153 ***ink** is included for consideration.*

154

Approved:

155
156

157 **COMMENTS**

158

BP or AP #	Representative group	COMMENT	RESPONSE

159

160 **Legal Citations for AP 7335**

161

162 **Education Code Sections 87408 and 87408.6**

163

164 **87408.**

165 (a) When a community college district wishes to employ a person in an
166 academic position and that person has not previously been employed in an
167 academic position in this state, the district shall require a medical certificate
168 showing that the applicant is free from any communicable disease, including,
169 but not limited to, active tuberculosis, unfitting the applicant to instruct or
170 associate with students. The medical certificate shall be submitted directly to
171 the governing board by a physician and surgeon licensed under the Business
172 and Professions Code, a physician assistant practicing in compliance with
173 Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and
174 Professions Code, or a commissioned medical officer exempted from licensure.
175 The medical examination shall have been conducted not more than six months
176 before the submission of the certificate and shall be at the expense of the
177 applicant. A governing board may offer a contract of employment to an
178 applicant subject to the submission of the required medical certificate.
179 Notwithstanding Section 87031, the medical certificate shall become a part of
180 the personnel record of the employee and shall be open to the employee or his
181 or her designee.

182 (b) The governing board of a community college district may require academic
183 employees to undergo a periodic medical examination by a physician and
184 surgeon licensed under the Business and Professions Code, a physician assistant
185 practicing in compliance with Chapter 7.7 (commencing with Section 3500) of
186 Division 2 of the Business and Professions Code, or a commissioned medical
187 officer exempted from licensure, to determine that the employee is free from
188 any communicable disease, including, but not limited to, active tuberculosis,
189 unfitting the applicant to instruct or associate with students. The periodic
190 medical examination shall be at the expense of the district. The medical

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: March 10, 2016

SUBJECT: Consideration to Vote for Candidates for the 2016 CCCT Board of Directors

RECOMMENDATION

It is recommended that the Board of Trustees determine a vote for each of the eight vacancies and authorize staff to forward the official ballot to the League Office before the deadline.

OVERVIEW

The election of members of the CCCT Board of the League will take place between March 10 and April 25. This year there are eight vacancies..

Each member community college district board of the League shall have one vote for each of the vacancies on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The eight candidates who receive the most votes will serve three-year terms.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No impact to the budget.



**CCCT 2016 BOARD
O F F I C I A L B A L L O T**

Vote for no more than eight (8) by checking the boxes next to the names.

NOMINATED CANDIDATES

List order based on Secretary of State's February 12, 2016 random drawing.

- Mary Figueroa, Riverside CCD
- *Susan "Sue" M. Keith, Citrus CCD
- *Linda S. Wah, Pasadena Area CCD
- Loren Steck, Monterey CCD
- T. J. Prendergast III, South Orange County CCD
- Carmen Avalos, Cerritos CCD
- Kenneth A. Brown, El Camino CCD
- *Sally W. Biggin, Redwoods CCD
- *Louise Jaffe, Santa Monica CCD
- Marianne Tortorici, Victor Valley CCD
- Andra Hoffman, Los Angeles CCD
- *Jerry D. Hart, Imperial CCD
- *Cy Gulassa, Peralta CCD
- Barbara Gaines, Antelope Valley CCD
- Shaun Giese, Lassen CCD

* Incumbent

WRITE-IN CANDIDATES

Type each qualified trustee's name and district on the lines provided below.

Board Secretary and Board President or Board Vice President must sign below:

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

District: _____

Secretary of the Board

President or Vice President of the Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Rebeccah Warren-Marlatt, Vice President of Instruction

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: March 10, 2016

SUBJECT: Consideration of Approval to Accept CHC's Final Accreditation Report

RECOMMENDATION

It is recommended that the Board of Trustees accept CHC's Final Accreditation Follow-Up Report.

ANALYSIS

The Final Follow-Up Report demonstrates that the College and District have resolved deficiencies, which led to noncompliance and that it now meets the Standards. The Report will be followed by a visit of commission representatives.

OVERVIEW

The first read of the Draft Follow-Up Report in response to the Accrediting Commission for Community and Junior College's (ACCJC) recommendations was approved on February 25, 2016. After approval, the Report will be submitted to the ACCJC by March 15, 2016.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**Crafton Hills College
Follow-Up Report**

**Submitted by
Crafton Hills College
11711 Sand Canyon Road
Yucaipa, CA 92399**



**Submitted to
Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges**

Certification of the Follow-Up Report, December 2015

To: Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges

**From: Dr. Cheryl A. Marshall, President
Crafton Hills College
11711 Sand Canyon Rd.
Yucaipa, CA 92399**

I certify that there was broad participation by the campus community and believe this Report accurately reflects the nature and substance of this institution.

Signatures

Cheryl A. Marshall, Ed.D., President, Crafton Hills College	Date
John Longville, President, San Bernardino Community College District Board of Trustees	Date
Bruce Baron, Chancellor San Bernardino Community College District	Date
Denise Hoyt, President, Crafton Hills College Academic Senate	Date
Michelle Tinoco, President, Crafton Hills College Classified Senate	Date
Aaron Burgess, President, Crafton Hills College Student Senate	Date

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Report Preparation

The Crafton Hills College 2015 Follow-Up Report is submitted to the Commission in response to six college recommendations, four district recommendations, and the issuance of Warning to Crafton Hills College in January, 2015. In addressing each of the six college recommendations, the College used its existing governance structures to promote internal communication and collaboration. The Institutional Effectiveness, Accreditation, and Outcomes Committee (IEAOC) led the college's response, working in concert with the Academic Senate, the Planning and Program Review Committee, the Chairs Council, the Budget Committee, District Human Resources and Fiscal Services, and the Crafton Council.

Response to the four District recommendations was led by a District-wide steering committee chaired by the Associate Vice Chancellor of Technology and Educational Support Services and comprised of the presidents of both colleges, the accreditation liaison officers and faculty co-chairs of the College committees on accreditation, Academic Senate presidents, Classified Senate presidents, Student Senate presidents, two Board of Trustees members, the Chancellor of the District, the interim Vice Chancellor of Human Resources, the interim Vice Chancellor of Fiscal Services, the Deans of Institutional Effectiveness and Research, representatives of District Human Resources, a CSEA representative, and a CTA representative. The steering committee met in April 2015. Workgroups of the same steering committee met in May and throughout the summer. The full steering committee reconvened in September of 2015 and monthly thereafter to monitor and provide feedback on the progress that was being made towards addressing the District recommendations. The goals of the taskforce were to:

- 1) Distill what triggered the Crafton Hills College and San Bernardino Valley College visiting teams' findings
- 2) Evaluate what must be done to address the findings
- 3) Identify resources, points of accountability, and timelines that will be necessary to address the findings
- 4) And, list what evidence would satisfy the visiting team to show we have addressed each recommendation.

The final outcome of the taskforce was a tactical plan to resolve all District recommendations.

Addressing the District recommendations involved close collaboration among Crafton Hills College, San Bernardino Valley College (SBVC), and District personnel. The communication between the two Colleges and the District was, at times, conflicted. Concerns from both colleges included:

- The Board's actions were sometimes inconsistent with its role. For example:
 - Based on a third party complaint to the Commission, ACCJC concluded that the SBVC President did not meet minimum qualifications for her position, a violation of Board Policy 7120 (Recruitment and Hiring): "Academic employees shall

possess the minimum qualifications prescribed for their positions by the Board of Governors.” The SBVC President will retire in June 2016 and a national search is currently under way.

- Public comments by the Board President during in-service day were perceived as censoring the colleges' ability to communicate freely with regard to accreditation concerns.
- Inadequate response to Academic Senate resolutions, and inconsistent collegial consultation with the faculty on academic and professional matters (10 + 1 issues); for example:
 - The Academic Senate’s vote of no confidence for the Chancellor elicited no Board response initially. The Board later answered with a legal opinion that the vote fell outside the purview of the Senate. The Senate sought input from the State Academic Senate, which supported the legal opinion. Since then, the Chancellor presented to all District managers on January 12, 2016 and to the Crafton Council on January 26, 2016 his personal plan for improvement in leadership, inclusiveness, and transparency. His plan was also outlined in the monthly Chancellor’s Chat, which is distributed to every employee in the District.
 - Funding was allocated over the summer to implement the new HR reorganization. While the District Budget Committee approved the added cost, the meeting took place during the summer. Although the meeting was pre-scheduled and compensation for faculty who were on summer break was available, no faculty attended. The District has since developed a process to ensure the participation of faculty in decision-making during the summer months.
 - A consultant to develop the District Facilities Master Plan was hired without faculty representation in the selection process and in the determination of the scope of work. The College administration issued an apology to the Academic Senate. The consultants have held a meeting with the Senate to discuss the scope and purpose of their consultancy, and to express their commitment to consultation and faculty input.
- The Crafton Hills College Academic Senate disputed the assessment to the College of the cost of tuition reimbursements to the San Bernardino Valley College President for enrollment in a degree program.

Despite the formal and informal conflict that arose after the Commission recommendation, the District Accreditation Steering Committee and college Institutional Effectiveness, Accreditation, and Outcomes Committee continued to work cooperatively to address and to document the efforts to meet ACCJC standards. The District Steering Committee met periodically from spring, 2015 through fall 2015. Sub-committees of this group, comprised of District and College personnel, developed the Board Orientation and Handbook, and a revised policy revision and review process.

The Vice Chancellor of Fiscal Services and the Vice Chancellor of Human Resources attended meetings of the Academic and Classified Senates to answer accreditation-related questions. Both participated in monthly accreditation open forums at Crafton Hills College, and district updates were provided at college In-Service and Flex days. The Vice Chancellor of Fiscal Services met with the President, Vice President of Administrative Services and Academic Senate President of Crafton Hills College to discuss faculty concerns about the process the District used to allocate funds after the 2015-16 Budget had been approved.

As mentioned above, the Chancellor met with the Crafton Council, the central deliberative body of the College, to discuss his plan for improvement and to express his interest in collaboration and inclusivity.

The Board of Trustees has invited a technical assistance team of the California Community Colleges Institutional Effectiveness Partnership Initiative (IEPI) to assist them in addressing issues impacting the District. Additionally, the Board of Trustees approved a statement of self-reflection and affirmation of responsibility at the February 25, 2016 meeting:

The Board recognizes the importance of the ACCJC recommendations and continues an ongoing review to address each one in detail. In so doing the Board reasserts its commitment to reflection and self-improvement as a governing body. The Board reaffirms its duty to work collegially to address the ACCJC findings, and to strive for the improvement and success of the Colleges, the District, and the community we serve. Last, the Board appreciates and commends the efforts of all staff, across the district, in their hard work to collegially address the recommendations of the ACCJC.

The College Accreditation Liaison Officer prepared this Follow-Up report, with the input, support, and review of the Institutional Effectiveness, Accreditation, and Outcomes Committee. A draft of the Follow-Up Report was shared with the committee on September 15, 2015 and on November 2, 2015. The draft plan was emailed to the Academic, Classified, and Student Senates, and the entire campus November, 4 2015. The IEAOC Co-Chairs and Accreditation Liaison Officer provided updates regarding the follow-up report to the Crafton Council, the primary shared governance body on campus, charged with reviewing the action taken in response to the external evaluation. Additionally, open forums were held each month from October through December at College Hour. A third draft of the document was emailed to the entire campus community on January 12, 2015. Included in the email was a survey designed to assess campus perceptions of the progress made towards resolution of the recommendations.

Workshops on the District and College progress towards meeting Commission standards were held during flex day on January 15, 2016, and at the spring in-service on January 15, 2016. Participants at the flex and in-service workshops completed the same survey, which was made available in paper and electronic formats. The data from the campus and workshop surveys were

incorporated into the section under each recommendation sub-titled *Analysis of Results Achieved to Date*.

A work group comprised of the Accreditation Liaison Officers from San Bernardino Valley College and Crafton Hills College, the Associate Vice Chancellor of Technology and Educational Support Services, the Vice Chancellor of Human Resources, and the Vice Chancellor of Fiscal Services met from December through February to ensure alignment of the two college follow up reports, to identify gaps in narrative and evidence, and to coordinate communication with the campuses.

The final report was read and approved by the Crafton Council on January 26, 2016. The Board of Trustees formally reviewed the report three times: February 4, 2016, February 25, 2016, and March 10, 2016 for final approval. A timeline outlining the College and District processes in responding to the Commission’s recommendations is provided below.

Crafton Hills College 2015 Follow-Up Report Detailed Timeline

Month/Date	Activity
February, 2015	College receives External Evaluation Report; the Commission issues Warning
February, 2015	President shares the External Evaluation Report with campus
February, 2015	IEAOC develops a response template
	Response template shared with Crafton Council
May, 2015	District Steering Committee: District Recommendations
February - May, 2015	Steering Committee meets throughout spring 2015
June - July, 2015	A sub-committee of the District Accreditation Steering Committee meets
September 15, 2015	Preliminary draft to the IEAOC
October 8, 2015	CHC/SBVC joint presentation to the Board of Trustees
October 19, 2015	First Open Forum
November 2, 2015	Second Preliminary draft to the IEAOC
November 6, 2015	Preliminary draft to the campus
November 23, 2015	Second Open Forum
December 11 2015	Second Draft to Campus and Collegial Consultation Groups
December 14, 2015	Third Open Forum (Resource Allocation Model)
January 5, 2016	1 st Draft Follow-up Report to SBVC/District work group
January 11, 2016	Alignment Meeting with SBVC and District
January 12, 2016	Distribution to Senates and Crafton Council
January 14, 2016	Workshop and Presentation, Accreditation (Flex)
January 15 2015	Workshop and Presentation, Accreditation (In-Service)
January 20	Academic Senate Review

January 22	Student Senate Review
January 22	Classified Senate Review
January 25, 2016	Fourth Open Forum
January 26, 2016	Crafton Council Final Approval
January 27, 2016	2 nd Draft Follow-up Report to Board
February 4, 2016	Board Meeting, Study Session
February 17, 2016	3 rd Draft Follow-up Report to Board
February 25, 2016	Board Meeting, Business
March 2, 2016	Final Follow-Up Report to Board
March 3, 2016	Sixth Open Forum, Campus Preparation
March 10, 2016	Board Meeting, Final Approval and Signature
March 15, 2016	Follow-up report submitted to ACCJC

Response to the Commission Action Letter

When the Commission finds that an institution has pursued a course deviating from the Commission's Eligibility Requirements, Accreditation Standards, or Commission policies to an extent that gives concern to the Commission, it may issue a warning to the institution to correct its deficiencies, refrain from certain activities, or initiate certain activities. The Commission will specify the time within which the institution must resolve these deficiencies. During the warning period, the institution will be subject to reports and visits at a frequency to be determined by the Commission. If warning is issued as a result of the institution's educational quality and institutional effectiveness review, reaffirmation is delayed during the period of warning. The accredited status of the institution continues during the warning period. (ACCJC (2014) Accreditation Reference Handbook, p. 44).

The deficiencies and recommended improvements cited by the Commission had emerged in the College's self-evaluation process, and therefore, many of the actions to address the issues were under way when the external evaluation team visited Crafton Hills College in October, 2014. As of December, 2015, the College has resolved or made significant progress toward resolving the six college recommendations and the four district recommendations.

College Recommendations to Meet the Standards

College Recommendation 1, Assessment and Review of Outcomes at All Levels In order to meet the standards, the team recommends that the college systematically complete the implementation and regularly assess and review student learning outcomes (and services area outcomes, where applicable) for all courses, programs, certificates, and degrees and;

- Demonstrate the use of the assessment results to make improvements to courses and programs; Demonstrate the use of student learning assessment results in college-wide planning;
- Demonstrate that resource decisions are based on student learning assessment results;
- Develop and implement a process to ensure that SLOs are included on all course syllabi. (Prior Recommendation 4 from 2002, Prior Recommendation 3 from 2008, II.A.1.c, II.A.2.e, II.A.2.f, II.A.2.h, II.A.6, II.B.1, II.B.4, II.C.2, ER 10)

College Recommendation 2, Distance Education Plan

In order to meet the standards, the team recommends that the college update its Distance Education plan to provide guidance in determining the long-term vision for distance education to support the current and future needs of its students including student support and library and learning support services. (Prior Recommendation #8 from 2008, II.A.1.b, II.B.1, II.B.3, II.B.3.a, II.B.3.c, II.C.1, II.C.1.c)

College Recommendation 3, Program Elimination Policy

In order to meet the standards, the team recommends that the College establish a policy to address when programs are eliminated or significantly changed and ensure that this process does not negatively impact students. (II.A.6.b)

College Recommendation 4, College Catalog

In order to meet the standards, the team recommends that the College demonstrate a practice of preparation, review, and publishing the College Catalog at an appropriate time and with a level of accuracy to assure student success. (II.B.2)

College Recommendation 1, Assessment and Review of Outcomes at All Levels

In order to meet the standards, the team recommends that the college systematically complete the implementation and regularly assess and review student learning outcomes (and services area outcomes, where applicable) for all courses, programs, certificates, and degrees and;

- 1. Demonstrate the use of the assessment results to make improvements to courses and programs;**
- 2. Demonstrate the use of student learning assessment results in college-wide planning;**
- 3. Demonstrate that resource decisions are based on student learning assessment results;**
- 4. Develop and implement a process to ensure that SLOs are included on all course syllabi. (Prior Recommendation 4 from 2002, Prior Recommendation 3 from 2008, II.A.1.c, II.A.2.e, II.A.2.f, II.A.2.h, II.A.6, II.B.1, II.B.4, II.C.2, ER 10)**

II.A.1.C. The institution identifies student learning outcomes for courses, programs, certificates, and degrees; assesses student achievement of those outcomes; and uses assessment results to make improvements.

II.A.2.e. The institution evaluates all courses and programs through an on-going systematic review of their relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans.

II.A.2.f. The institution engages in ongoing, systematic evaluation and integrated planning to assure currency and measure achievement of its stated student learning outcomes for courses, certificates, programs including general and vocational education, and degrees. The institution systematically strives to improve those outcomes and makes the results available to appropriate constituencies.

II.A.2.h. The institution awards credit based on student achievement of the course's stated learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education.

II.A.6. The institution assures that students and prospective students receive clear and accurate information about educational courses and programs and transfer policies. The institution describes its degrees and certificates in terms of their purpose, content, course requirements, and expected student learning outcomes. In every class section students receive a course syllabus that specifies learning objectives consistent with those in the College's officially approved course outline.

II.B.1. The institution assures the quality of student support services and demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution.

II.B.4. The institution evaluates student support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.

II.C.2. The institution evaluates library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.

Eligibility Requirement 10 The institution defines standards for student achievement and assesses its performance against those standards. The institution publishes for each program the program's expected student learning and any program-specific achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve the identified outcomes and that the standards for student achievement are met

Recommendation 3, 2008; Recommendation 4, 2002: Student Learning Outcomes. With regard to Recommendation 3 below, Crafton Hills College should demonstrate that it is at the Development Level on the Commission's Rubric for Evaluating Institutional Effectiveness and will reach the Proficiency Level by the Commission's 2012 deadline. As was noted in recommendation 4 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should complete the development, implementation, assessment and review of course, program and institution wide student learning outcomes and utilize the assessment results to make continuous program improvements. (Standards I.B.1, II.A.1.c, II.A.2.a, II.A.2.b, II.A.2.f, ER 10)

Actions Taken to Resolve Deficiencies

1) The College has engaged in the systematic completion of outcomes (II.A.1.c, II.A.2.e, II.A.2.f, II.B.1, II.B.4, II.C.2, ER 10)

When the external evaluation team visited the College in October, 2014, 100% of institutional learning outcomes had been assessed, though assessments had been completed for only 71.6% of course outcomes and 68% of program outcomes. General Education outcomes had not yet been assessed. During the prior spring semester, the College had adopted a universal four-point rubric to allow course level outcomes results to more clearly align with program and institutional outcomes, promoting a better understanding of the gaps in student learning across the institution.

In addition, in fall 2014, the College adopted a new cloud tool as the sole repository of SLO information. Previously, outcomes were archived in any of three locations: ELumen, a software program designed to manage outcomes assessment; the Planning and Program Review online tool; and an online Nichols model tool. The new cloud tool has improved tracking and inventory of SLO data, and has allowed for the alignment and assessment of outcomes at all levels of the institution.

Training in the use of the new cloud tool occurred throughout fall, 2014 and spring 2015. Training of adjunct faculty took place at the Adjunct Faculty Orientation on January 14, 2016. As Table 1 indicates, as of November 2015 97.1% of course and 97.8% of program outcomes had been assessed and documented in the cloud tool.

Table 1, Outcomes Assessment Completion through November 2015 by Type of Outcome

Month/Year	Course Outcomes		Program Outcomes		Learning & Support		Institutional Learning Outcome	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
2013-14	227	71.6%	30	68.2%	10	100%	6	100%
Dec. 2014	278	86.1%	32	72.7%	16	100%	6	100%
January 2015	291	89.8%	37	84.1%	16	100%	6	100%
March 2015	291	89.8%	40	90.9%	16	100%	6	100%
April 2015	292	91.0%	40	90.9%	16	100%	6	100%
May 2015	313	93.2%	42	95.5%	16	100%	6	100%
June 2015	328	95.9%	44	97.8%	16	100%	6	100%
Nov. 2015	334	97.1%	44	97.8%	16	100%	6	100%

To ensure that outcomes completion data was readily available and broadly disseminated, the Office of Institutional Effectiveness, Research, and Planning (OIERP) created an online dashboard, which displays the course assessment rate by division, department, unit, discipline,

and reporting year. The Dean of OIERP demonstrated the tool to the Institutional Effectiveness, Accreditation and Outcomes Committee on January 20, 2015 and to the Chairs Council in fall 2014.

As indicated above, the assessment of both courses and programs increased substantially with the implementation of the new cloud tool. An example of the ways course level assessments align with program, general education, and institutional learning outcomes is demonstrated in Figures 1-4, which are snapshots from the online cloud tool.

Figure 1 shows an example of the course assessment of ASL 103. The cloud tool shows the number of students in each of the four rubric categories. A score of zero denotes no achievement of the outcome, and a score of four denotes high achievement. The tool also features linkages with program outcomes, each of which can be selected from a pull-down menu, general education outcomes, and institutional outcomes.

Figure 1: Course Assessment, ASL 103

#	SLO Statement	# of Students Meeting SLO Rubric				Total Assessed	% Assessed 3 or Higher	Target Met?
		1	2	3	4			
1	Expressive Communication: Students will demonstrate language proficiency by signing American Sign Language at a beginning to intermediate level.	0	2	10	11	23	91.3	Yes
Outcomes Mapping								
Program-Level			General Ed			Institutional		
Demonstrate ls			GEO#6: Oral T			ILO#2: Written		
2	Receptive Communication: Students will interpret visual/signed ASL at a beginning to intermediate level.	0	2	3	18	23	91.3	Yes
Outcomes Mapping								
Program-Level			General Ed			Institutional		
Interpret visual			GEO#6: Oral T			ILO#2: Written		

Figure 2 shows a summary of the program level assessment for American Sign Language for the past three years. Links are provided to the faculty reflections logged, the number of sections reporting, and the number not reporting within the past three years.

Figure 3 shows the ILO summary report for the past three years. To date, 499 sections have been linked to one or more Institutional Learning Outcomes.

Figure 4 shows the GE Assessment Report for the past three years. The report shows the percentage of students who met each general education outcome with a score of 3 or above.

Figure 2: Program Assessment, ASL

Program Summary Report

Year
Period
Division
Department

Tools ▾

Program SLOs

#	Program SLO Statement	# of Students Meeting SLO Rubric				# 3 or higher	% 3 or higher
		1	2	3	4		
1	Demonstrate language proficiency by signing American Sign Language at a beginning to intermediate level.	11	26	98	107	205	84.71%
2	Interpret visual/signed ASL at a beginning to intermediate level.	32	22	80	107	187	77.59%
3	Demonstrate appropriate knowledge of the Deaf community regarding social interactions, beliefs, values, arts, literature, entertainment, and diversity.	9	13	83	138	221	90.95%
4	Define the concept of culture, appreciate other cultures and interact with members of those cultures in relation to their own.	7	16	107	79	186	89.00%
5	N/A						

10 Reflection(s)
11 Section(s) Reporting
36 Section(s) Not Reporting

Figure 3: ILO Assessment Report

ILO/GEO Summary Report

Year Period Type

Tools

Institution Learning Outcomes

#	Institution Learning Outcomes	# of Students Meeting SLO Rubric				# 3 or higher	% 3 or higher
		1	2	3	4		
1	Critical Thinking: Students demonstrate critical thinking through decision-making, problem-solving, analysis of information, and creative thinking across the disciplines.	1694	1428	3635	7620	11255	78.28%
2	Written & Oral Communication: Students are able to express ideas clearly in a variety of formats and contexts; read, listen, and interpret accurately; and use appropriate technology to do so.	848	607	1939	3730	5669	79.58%
3	Interpersonal & Group Skills: Students are able to work with others with respect, honesty, responsibility, empathy, and collaborative synergy. They can also manage conflict and advocate for themselves and others with integrity.	50	44	213	401	614	86.72%
4	Society & Culture: Students are able to describe the social, cultural, and political forces at work in our diverse, global world. They understand and appreciate different perspectives and are able to operate with civility in a complex world that involves changing social institutions and diverse world views.	220	343	908	1388	2296	80.31%
5	Information Literacy: Students are able to apply research to access information and technology. They can analyze, evaluate, synthesize, and use information resourcefully.	166	104	281	699	980	78.40%
6	Ethics & Values: Students make informed, principled choices; foresee the consequences of their choices; and solve moral dilemmas. They demonstrate self-awareness, social responsibility, and behavior guided by personal and professional ethics.	59	32	163	177	340	78.89%
7	N/A	552	557	1142	4131	5273	82.62%

499 Section(s) Reporting

3409 Section(s) Not Reporting

Figure 4: GE Assessment Report

General Education Outcomes

#	General Education Outcomes	# of Students Meeting SLO Rubric				# 3 or higher	% 3 or higher
		1	2	3	4		
1	Natural Science: Students successfully completing a course in this area will be able to apply a problem solving strategy such as the scientific method or other systematic process of inquiry and to recognize the contributions of science and technology in our world.	411	516	1334	2219	3553	79.31%
2	Social & Behavioral Sciences: Students successfully completing a course in this area will be able to recognize, describe and analyze individual behaviors and various social institutions that influence our world.	184	266	533	580	1113	71.21%
3	Humanities: Students successfully completing a course in this area will be able to identify and evaluate the historical and cultural context of the human experience as it relates to his/her perspective of that experience.	384	176	606	1271	1877	77.02%
4	Fine Arts: Students successfully completing a course in this area will be able to appreciate the value of artistic expression and human creativity in the fine arts and evaluate them as part of human culture.	155	118	290	940	1230	81.84%
5	Written Traditions: Students successfully completing a course in this area will be able to write competently for a variety of purposes and audiences.	243	166	445	825	1270	75.64%
6	Oral Traditions: Students successfully completing a course in this area will be able to demonstrate effective oral communication skills, including speaking and listening to individuals of diverse backgrounds.	134	248	852	1098	1950	83.62%
7	Quantitative Reasoning: Students successfully completing a course in this area will be able to interpret quantitative reasoning and perform mathematical operations in an effort to demonstrate quantitative reasoning skills.	566	478	1127	1342	2469	70.28%
8	Critical Thinking & Information Literacy: Students successfully completing a course in this area will be able to access, analyze, synthesize, evaluate and use various forms of information.	623	513	1403	2804	4207	78.74%
9	Health & Wellness: Students successfully completing a course in this area will be able to appreciate one's own physical, mental and emotional health and demonstrate the knowledge and/or skills associated with actions necessary for optimum health and physical efficiency.	149	107	226	1870	2096	89.12%
10	Diversity & Multiculturalism: Students successfully completing a course in this area will be able to comprehend and appreciate cultural diversity, explore the multicultural nature of our world, and interact with other cultures in relation to one's own.	58	88	297	378	675	82.22%
11	American Heritage: Students successfully completing a course in this area will be able to recognize and appreciate the unique contributions, history and collective heritage of the United States.						
12	N/A	682	439	1168	4819	5987	84.23%

499 Section(s) Reporting

3409 Section(s) Not Reporting

The structure of the tool allows the faculty member to document the course-level outcome, and to choose the program, institutional, and general education outcomes to which it most closely aligns. In this way, for example, each of the course-level outcomes for ASL 103 serves as evidence of higher-order assessments.

Dialogue. In addition to department, division, and college wide dialogues described in the 2014 Self Evaluation, campus dialogues to discuss General Education and Institutional Learning Outcomes took place on flex day, Wednesday, April 1, 2015, on in-service day, August 18, 2015, and at the spring 2016 flex and in-service days on January 14 and 15, 2016, respectively. Participants of the well-attended events developed ideas for improvement in those areas. A summary of the dialogues was emailed to the campus and posted on the ILO and GEO websites.

To promote dialogue about assessment, the Dean of the Office of Institutional Effectiveness and Planning developed a PowerPoint presentation which he delivered to many campus committees and constituencies, including: the Planning and Program Review Committee (9/21/2015); Educational Master Planning Committee (9/22/2015); Institutional Effectiveness, Accreditation, and Outcomes Committee (9/1/2015); Crafton Council (8/25/2015); Student Success, Equity, and Enrollment Management Committee (9/17/2015); Chairs Council (10/2/2015); Classified Senate (10/9/2015); Professional Development Committee (10/2/2015); and the Basic Skills Committee (10/21/2015). The presentation included a report of the percentage of course and program outcomes completed, and the results of dialogue and feedback concerning the general education outcomes and the institutional learning outcomes. The Institutional Effectiveness, Accreditation, and Outcomes Committee is currently working on processing, prioritizing, and implementing the suggestions and feedback received through the assessment process and the dialogues about the process and results.

Learning Support. Though, as the evaluation report indicated, all Student Services units had engaged in assessment, the staff engaged in additional planning at the spring 2015 in-service to adopt a programmatic approach to assessment. Each unit now conducts assessment specific to: 1) student satisfaction; 2) productivity; 3) student learning; and 4) institutional impact. Outcomes are placed on a three-year calendar and linked to institutional learning outcomes, if appropriate, as well as to Student Services goals. Outcomes will be placed in the new cloud tool, once the design of the tool has been modified to accommodate service unit outcomes. Also, the Student Services Council agenda features a standing agenda item regarding outcomes assessment. Members of the Council report their outcomes assessment progress, and the group shares in the dialogue regarding the implications of the data for program improvement.

Outcomes for the Tutoring Center were reported in the Planning and Program Review process during the 2014 cycle. While all outcomes were not completely assessed, the department made modifications to the Summer Bridge program, improvements to the weekly tutoring program, and changes in the tutor training program to address the results of assessment.

The Library continues to collect and analyze productivity and student satisfaction. Data shows increases in the circulation of library materials, reference instruction sessions, and door counts, as well as high student satisfaction at 95 percent. The librarians continue to assess student learning outcomes for their library orientations. The Library staff will assess student learning and faculty satisfaction with library materials by the end of spring 2016.

2) Improvements to courses and programs are documented and ongoing (II.A.2.f).

As indicated above, course and program outcomes are documented in the online cloud tool, which features an aggregated assessment of progress on each of the four rubric points, and a

written reflection regarding the results of the assessment. Program improvement is documented in the Planning and Program Review process, in which each unit participates every four years, and in the Annual Planning process. For example, the American Sign Language program reported assessment progress and instructional improvements under Item 3 of the 2015-16 Annual Plan, a required reporting item. A snapshot of the department's report is shown in Figure 5.

As mentioned above, campus dialogues concerning institutional learning outcomes and general education outcomes took place in spring 2015 and spring 2016. For example, faculty found that 87 percent of students earned a score of 3 or 4 on the Humanities General Education Outcome rubric. They recommended that successful practices being used to reach this learning outcome be identified and shared with the campus community. During spring, 2016, the Office of Instruction began development of a "Best Practices for Teaching and Instruction" website, cataloging and demonstrating practices that promote student success.

In contrast, students' relatively low attainment of success on the Writing Traditions General Education Outcome prompted faculty to recommend additional collaboration between the Tutoring Center and English faculty, such as developing embedded tutoring techniques, zero unit labs, directed learning activities, adding study groups, and employing early alert/follow-up tools to promote appropriate intervention.

A summary of the dialogue regarding each outcome and the accompanying suggestions for improvement can be found on the OIERP website.

Figure 5, Snapshot of 2015-16 Annual Plan, American Sign Language, Progress on SLOs

3. Progress on SLOs

Updating this Question is **Required** on the Annual Plan!

Rubric Item: [Student Learning Outcomes](#)

- a. Please summarize the progress your unit has made on program and/or course level SLO measures you have applied since your last program review.
- b. Please describe any program/course and/or instructional improvements made by your unit as a result of the outcomes assessment process.
- c. What is your plan for continuously completing the assessment cycle?
- d. If your program has SAOs, please discuss here.

All SLOs have been, and will continue to be measured every year. ASL 101, ASL 103 and MCS 110 are assessed every fall, and ASL 102 and 104 are assessed in the spring as well as a rotating elective course (ASL 200/ASL 205). Students' community involvement (Cultural Diversity Appreciation), receptive and expressive signing skills, as well as Deaf Cultural and History knowledge are examined. This is consistent with the program SLOs of receptive and expressive communication and cultural awareness and appreciation. Overall, the SLO data shows a pretty steady trend in students' success rates.

Past SLO results have been a large motivating factor in all ASL faculty members coming together to share their materials. Large USB devices were purchased so each faculty member could share their, and receive others', teaching related documents. Assignment guidelines, projects, PowerPoints, review games, and assessments have been exchanged among faculty members for continual course development and improvements.

Since the previous annual plan, the ASL program has lowered their course caps. Previous caps were set at 40 students for ASL 101 and 102, and 35 students for ASL 103 and 104. The course caps now decrease with each level so ASL 101 has a cap of 35 students, ASL 102=30 students, 103= 25 students, 104=25 students. This has had a positive impact on student learning and the ability for instructors to provide better and more frequent feedback. Faculty members have been able to implement more hands-on projects that require more grading time such as video assessments and projects. However, with the lower caps, we expected classes to fill more quickly. In reality we experienced lower fill rates but this was a result of offering more sections of courses, as in 101 courses, and the cyclical nature of 102/103 courses. There has been rise/fall cycle of enrollment in ASL 102 and 103/104 courses for the past few years. This fall 2015 semester, we experience a high enrollment of ASL 103 students, to the point we had to open a second section of 103, something that has never been done before. At the same time, we saw a steep decrease in ASL 102 enrollment. I am hopeful that the new ASL 901/902 courses will help boost overall enrollment of the program and increase program retention.

In order to continue our assessment cycles, the fulltime faculty member will continue to train her part-time faculty members and set up tutorials to assist them in this process. Sample rubrics (see attachment) have been provided to them as a means of gathering data while they grade assignments that they already require.

The inclusion of the implications of assessments in the College Planning and Program Review process ensures the close alignment of outcomes with college-wide planning.

3) Assessment results are used in college wide planning (II.A.2.f).

The College approached the requirement to demonstrate the use of student learning assessment results in college-wide planning on several fronts. First, College committees responsible for planning, such as the Student Success, Engagement, Equity, and Enrollment Management (SSEEM) Committee, the Budget Committee, and the Educational Master Planning Committee revised their charges to include a reliance on quantitative and qualitative research and the results of student learning assessments in carrying out their planning. For example, the SSEEM Committee's charge was revised as follows (new language is in italics):

The Student Success, Equity, and Enrollment Management Committee is charged with developing and overseeing the Student Success Plan, the Student Equity Plan, and the Enrollment Management Plan for the college. *Relying on quantitative and qualitative research and the results of student learning assessments*, the SSEEM committee *uses an evidence-based approach in planning* recruitment, admission, retention, and student support services and programs to promote the success of all students. The Student Success, Equity, and Enrollment Management committee meets twice per month.

Second, the Planning and Program Review (PPR) process has included an update of course and program-level outcomes for the past several years; however, to better link outcomes with planning, in spring 2015 the PPR Committee reviewed Institutional Learning Outcomes before prioritizing the unit-level objectives and their accompanying resources. Other types of evidence considered in the prioritization of objectives and resources included Student Satisfaction results, Title IX mandates, the College Brain Trust enrollment study, college completion data, equity research, alumni data, environmental scan data, and financial aid participation data.

The College reports the funding status of resources biannually during fall and spring in-service days. To ensure that the information regarding resource allocation is shared as broadly as possible, the Planning and Program Review Committee, Budget Committee, and Crafton Council added to their webpage a link to a spreadsheet showing all the institution's objectives, their accompanying resources, their funding status, and their priority ranking by the PPRC and by the President's Cabinet.

The spring 2016 flex and in-service days featured a workshop to promote dialogue about institutional and general education learning outcomes, to address improvements in the College's SLO process as a result of last year's dialogues, and to elicit feedback from participants regarding the improvement of teaching and learning. These dialogues resulted in the following feedback:

- Develop a common understanding of success (i.e. 90 percent at a score of 3 or higher)
- Establish a target standard for courses and programs (i.e. 80 percent of students scoring at 3 of higher)

- Include a default to “standard met” or “standard not met,” depending on the outcome
- Include a clear definition of each rubric point in the cloud tool

In addition to the suggestions for improving the process, proposed actions were also developed around the improvement of student learning:

- Hold mock job interviews for students
- Hold a forum discussion about the improvement of students’ critical thinking skills
- Require English 101 as a pre-requisite to all college-level coursework

4) Outcomes are listed in course syllabi (II.A.2h, II.A.6).

In spring, 2015 the Vice President of Instruction surveyed Chief Instructional Officers to explore methods of including outcomes in course syllabi. To meet the 2014 standard II.A.3, the Curriculum Committee recommended that outcomes be added to course outlines of record beginning in fall 2015, and that updates occur as courses and programs undergo content review. The Academic Senate approved a Syllabus Checklist listing the Instructor’s Name and Student Learning Outcomes as required syllabus components.

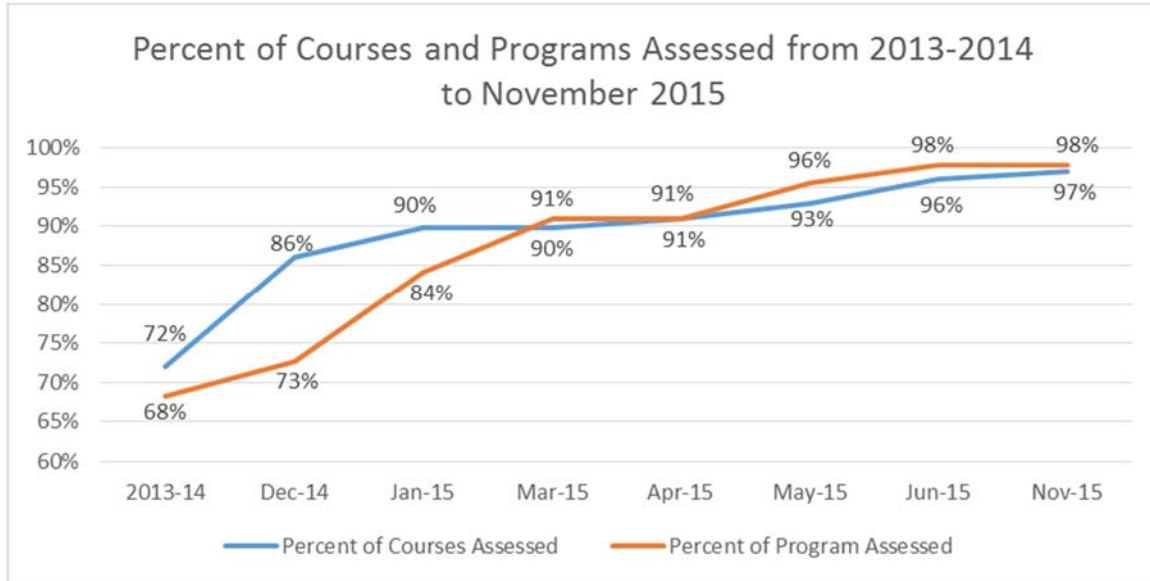
In the past, the divisions were responsible for the collection and examination of course syllabi, and the process was sometimes not systematic. In fall 2015 81% of course syllabi had been collected from faculty; of these, 89.5 percent included student learning outcomes.

Beginning spring 2016, the Office of Instruction collects all syllabi and distributes them to the divisions so they can be checked for the required components, including student learning outcomes.

Analysis of Results Achieved to Date

The College has made substantial progress towards addressing this deficiency. Assessment of 97.1 percent of courses and 97.8 percent of programs has been accomplished; the assessment of general education outcomes and institutional learning outcomes is at 100 percent. Figure 6 shows the dramatic progress that Crafton has made in the process of collecting and analyzing outcomes, and using results to improve student learning. In just six months the percent of courses assessed increased from 72% to 96% and the percent of programs assessed increased from 68% to 98%. Dialogue about the results of outcomes has been robust and ongoing, and processes have been revised to ensure that outcomes are considered in College-wide planning and resource allocation.

Figure 6: Percent of courses and programs assessed from 2013-14 to November 2015



Evidence of the Results

1) Systematic Completion of Outcomes

- C.1.a. SLO Cloud Crafton Hills College Homepage
- C.1.b. SLO Course Assessment Rate
- C.1.c. 2015 - 2016 Campus Wide Dialogue Assessment Results ILO #5, Information Literacy
- C.1.d. 2015-2016 Campus Wide Dialogue Assessment Results GEO #3, Humanities
- C.1.e. 2015-2016 Campus Wide Dialogue Assessment Results GEO #4, Fine Arts
- C.1.f. 2015 - 2016 Campus Wide Dialogue Assessment Results GEO #10, Diversity and Multiculturalism
- C.1.g. 2015 - 2016 Campus Wide Dialogue Assessment Results GEO #11, American Heritage

- C.1.h. CHC Professional Development Committee website, Minutes, March 13, 2015, Item 4, Finalize April 1st Flex Day Schedule
- C.1.i. CHC Professional Development Committee website, Minutes, April 3, 2015, Item 2, Report on GEO-ILO Outcome Assessment Workshop
- C.1.j. Agenda, IEAOC August 31, 2015
- C.1.k. Minutes Planning and Program Review, April 6, 2015
- C.1.l. Student Services Outcomes Summary
- C.1.m. Student Services Three-Year Assessment Plan
- C.1.n. Tutoring Center Program Review, Item 3, Outcomes Assessment Reporting

2) Use of Assessment in College-wide Planning:

C.1.o. PPR Agenda, 4/6/2015

C.1.p. Budget Committee Webpage, Link to Funding Status of Prioritized Objectives

C.1.q. Planning and Program Review Webpage, Link to Funding Status of Prioritized Objectives

C.1.r. Crafton Council Webpage, Link to Funding Status of Prioritized Objectives

3) Improvements to Courses and Programs

C.1.s. Student Learning Outcomes/Course Learning Outcomes

C.1.t. Student Learning Outcomes/Course Assessment Reports

C.1.u. Student Learning Outcomes/Program Assessment Reports

C.1.v. Student Learning Outcomes/General Education Assessment Reports

C.1.w. Student Learning Outcomes/ILO Assessment Reports

C.1.x. Planning and Program Review Web Tool (guest login: sbccd/chcaccreditor guest password: tGVBpR8K)

4) Outcomes on Course Outlines of Record and Course Syllabi

C.1.y. Syllabus Checklist (on Academic Senate website)

C.1.z. Academic Senate Document, Student Learning Outcomes on Course Outlines of Record. May 6, 2015

Additional Plans Developed

The Library will assess faculty satisfaction with the library holdings. The new faculty coordinator of the Tutoring Center is developing assessments specific to student learning. While the majority of courses have been assessed, work must continue to involve adjunct faculty in the ongoing assessment of the sections they teach in order to develop a more thorough understanding of student learning across the institution.

To further improve the syllabus collection method the Instruction Office, in conjunction with the Office of Institutional Effectiveness, Research, and Planning and the College Web Developer is creating a database to allow faculty to upload their course syllabi. The database features a drop-down menu of SLOs by course and a check box to verify the professor has included SLOs. The database will allow for reports and data to be accessed by deans and the Vice President of Instruction to ensure faculty adherence to the Academic Senate-approved syllabus checklist.

Crafton Hills College will continue to refine and scale the assessment of outcomes at every level. Campus discussions about the results of assessment will continue to inform resource allocation, planning, and institutional improvement.

College Recommendation 2, Distance Education Plan

In order to meet the standards, the team recommends that the college update its Distance Education plan to provide guidance in determining the long-term vision for distance education to support the current and future needs of its students including student support and library and learning support services. (Prior Recommendation #8 from 2008, II.A.1.b, II.B.1, II.B.3, II.B.3.a, II.B.3.c, II.C.1, II.C.1.c)

II.A.1.b. The institution utilizes delivery systems and modes of instruction compatible with the objectives of the curriculum and appropriate to the current and future needs of its students.

II.B.1. The institution assures the quality of student support services and demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution

II.B.3. The institution researches and identifies the learning support needs of its student population and provides appropriate services and programs to address those needs.

II.B.3.a. The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method

II.B.3.c. The institution designs, maintains, and evaluates counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function.

II.C.1. The institution supports the quality of its instructional programs by providing library and other learning support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings, regardless of location or means of delivery.

II.C.1.c. The institution provides students and personnel responsible for student learning programs and services adequate access to the library and other learning support services, regardless of their location or means of delivery.

Actions Taken to Resolve Deficiencies

In spring, 2015 the Academic Senate adopted a resolution recommending the assignment of distance education (DE) coordination duties to a CHC faculty in order to undertake the revision and updating of the College Distance Education Plan. Because returning students and students aged 24-39 are designated in the College Equity Plan as disproportionately impacted, this position receives Equity Plan funding. A Distance Education Coordinator began work on July 1, 2015.

1) The Distance Education Plan has been updated and revised (II.A.1, II.A.1.b).

The 2015-2020 Distance Education Plan received a second reading by the Crafton Hills College Academic Senate on December 2, 2015. The Senate distributed the plan to the College community on December 2, 2015. Final Senate approval occurred on January 20, 2016. The plan was then forwarded to Crafton Council and approved on January 26, 2016.

The new Distance Education plan includes:

- The mission of distance education,
- Determination and approval processes of distance education courses,
- Alignment of the de plan with the Crafton Hills College educational master plan goals
- Discussion of the major distance education initiatives, including:
 - Faculty training and support
 - Student success and readiness strategies
 - Online student services; policies and procedures, such as verification of student identity
 - Assessment of student achievement
 - Planning for growth in distance education course and program offerings.

2) Distance Education instructional programs have been reviewed and a substantive change proposal is under way (II.A.1).

The new Distance Education Coordinator worked during the summer of 2015 to review all online curricula and to determine the extent to which programs can be offered in an online format. As a result of this examination, the College found that at least 50 percent of several programs could be completed in a DE format. The Accreditation Liaison Officer contacted ACCJC in November, 2015 and was advised to send a request for Substantive Change review to the commission to ensure the College aligns with ACCJC standards. The substantive change request will be submitted to the Commission in March, 2016 for consideration at the May, 2016 meeting.

3) Counseling has adopted an online distance counseling tool (II.B.1, II.B.3, II.B.3.a, II.B.3.c, II.C.1).

During spring 2015 the Counseling department reviewed online counseling tools. Individuals involved included the Dean of Student Success, the Department Chair of Counseling, the Webmaster, and the Distance Education and Tutorial Center Coordinators. After deliberation, the department selected Prep Talk as the online counseling delivery tool. The tool includes video chat, document display, and student authentication using students' login information. The contract with the company was board approved on May 14, 2015. Implementation took place during July, 2015 and was piloted with Crafton Hills College Master Students (sophomore-level student workers hired to assist students with college processes) in early December and implemented with counselor-assigned learning communities in January, 2016.

4) Library and Learning Support are reviewing online tutoring and service platforms (II.C.1, II.C.1.c)

The Educational Technology Committee (an Academic Senate committee) considered several online tutoring platforms. The committee requested demonstrations from two companies, Smarthinking and NetTutor, which occurred on January 27, 2016 and February 10, 2016. The department plans to enter into a contractual agreement, and to implement the tool in the summer of 2016.

Analysis of Results Achieved to Date

Considerable progress has been made to date. Staffing for the College's distance efforts has been funded and the Distance Education Coordinator position filled; sixty faculty have participated in @One training; the distance education plan has been updated; counseling has selected and piloted an online counseling tool, and the Tutoring Center is in the process of determining a suitable product for the delivery of online tutoring. The College has permission to submit a substantive change proposal to the Commission to ensure alignment with ACCJC standards. The proposal will be considered at ACCJC's May 2016 meeting.

Evidence of the Results

C.2.a. Academic Senate Resolution, DE Coordination

C.2.b. November 2015 CHC Academic Senate Written Report to the Board paragraph 4, regarding Distance Education

C.2.c. Academic Senate Minutes December 2, 2015, third item under Old Business

C.2.d. Academic Senate Minutes January 20, 2016, DE Plan (Old Business)

C.2.e. Crafton Council Minutes, January 26, 2016

C.2.f. SBCCD Board of Trustees Meeting Minutes 5/14/2015, p.238, Prep Talk Contract Approval.

C.2.g. Link to Prep Talk

Additional Plans Developed

The College will execute the actions and meet the objectives of the new updated Distance Education Plan.

Counseling, EOPS/CARE/CalWORKS, and the Transfer/Career Center will continue to pilot PrepTalk throughout spring 2016. Online counseling will be provided to all Crafton Hills College students who desire to access services in this format by summer, 2016.

A substantive change proposal for approval of several distance education degrees will be forwarded to ACCJC in March, 2016 for consideration at the Commission's May, 2016 meeting.

College Recommendation 3, Program Elimination Policy

In order to meet the standards, the team recommends that the College establish a policy to address when programs are eliminated or significantly changed and ensure that this process does not negatively impact students. (II.A.6.b)

II.A.6.b. When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption

Actions Taken to Resolve Deficiency

The College has a program elimination policy (II.A.6.b).

In fall, 2014, the Chairs Council, an Academic Senate Committee comprised of instructional and non-instructional department chairs, added program viability to their list of discussion items. The Council developed a proposed process based on the examination of program discontinuance models from several colleges. The process includes the establishment, modification, or discontinuance of degree and certificate instructional programs, instructional disciplines, and all departments of other campus units offering instruction, including student service programs that include an instruction component. The first reading of the process by the Academic Senate occurred on November 19, 2014. The second and third readings took place on December 3 and 17, 2014, respectively. The policy was approved by the Senate on December 17, 2014, by Crafton Council on September 22, 2015, and by the SBCCD Board of Trustees as an information item on November 12, 2015.

The program viability process ensures that the elimination or contraction of programs will not negatively impact students by taking into consideration the following factors:

1. The impact on students and student success
2. The impact on the comprehensiveness and balance of offerings across the college curriculum and within the district
3. The impact the educational and budget-planning process used at the institution
4. The positive and/or negative impact on transfer to four-year colleges and universities
5. The effects of the program on local businesses and industries;
6. The effects of the program on faculty and staff
7. In the case of program discontinuance, provisions that can and should be made for students in progress to complete their educational goals.

The information-gathering processes required by the Program Viability procedures also requires that proposals for program elimination consider the effects on students of discontinuing a program, the potential for disproportionate impact on any group of students, and student employability and/or transferability. Quantitative indicators must address the persistence, completion, and success of students in the program. Last, at least one open forum is required to allow any concerned member of the campus community or the greater community to voice his or her opinion and to express concerns about the elimination of a program.

Analysis of Results Achieved to Date

While no programs have been significantly changed since the new Program Viability process was adopted, the process clearly identifies the need to consider the effect on students of

contraction or discontinuance of programs, and for provisions to be made for impacted students in completing their educational goals. This deficiency has been resolved.

Evidence of the Results

C.3.a. CHC Academic Senate Minutes, 12/17/2014, p. 2

C.3.b. Crafton Council Minutes, 9/22/2015, p. 2

C.3.c. SBCCD Board of Trustees Meeting Minutes, 11/12/2015, p. 11

C.3.d. Program Viability Process

Additional Plans Developed

The College will use the Program Viability process and will document and address any issues that arise, including those that affect student success and completion.

College Recommendation 4, College Catalog

In order to meet the standards, the team recommends that the College demonstrate a practice of preparation, review, and publishing the College Catalog at an appropriate time and with a level of accuracy to assure student success. (II.B.2)

II.B.2. The institution provides a catalog for its constituencies with precise, accurate, and current information concerning the following:

a. General Information

- Official Name, Address(es), Telephone Number(s), and Web Site Address of the Institution
- Educational Mission
- Course, Program, and Degree Offerings
- Academic Calendar and Program Length
- Academic Freedom Statement
- Available Student Financial Aid
- Available Learning Resources
- Names and Degrees of Administrators and Faculty
- Names of Governing Board Members

b. Requirements

- Admissions
- Student Fees and Other Financial Obligations
- Degree, Certificates, Graduation and Transfer

c. Major Policies Affecting Students

- Academic Regulations, including Academic Honesty
- Nondiscrimination
- Acceptance of Transfer Credits
- Grievance and Complaint Procedures
- Sexual Harassment
- Refund of Fees

d. Locations or publications where other policies may be found

Actions Taken to Resolve the Deficiency

The College Catalog is published timely and the contents are accurate (II.B.2).

Timeliness and accuracy of the published College Catalog have improved since changes in staffing were executed and a digital catalog implemented. Cleanup of errors in the curriculum occurred throughout spring and summer of 2015, and was complete by June 30.

The College has made considerable process changes to improve the timeliness and accuracy of the catalog:

- The catalog now has administrative oversight in Student Services. The role of Instruction is to develop and maintain the instructional curriculum and programs.
- An audit of the state approval status of all curriculum has been completed by the new Catalog/Schedule Specialist, with support from the Articulation Officer and a counselor. The 2015-16 courses are now accurately described in the college catalog.
- An audit of the current list of open courses is now under way, and the course inventory will be updated. Outdated courses and those that will no longer be offered will be archived and/or removed.
- The application for state approval of courses has been reassigned to the Articulation Officer.
- The catalog committee has now become a work group. The work group has instituted open labs with all participants in the catalog development process. Technical support is provided to content experts, who use the open lab time to update and maintain catalog content regarding state regulations, curriculum, policies, and procedures.
- The workflow has an approval process - from the content expert to the appropriate manager, then to the catalog specialist. The college catalog workflow allows units to update their information throughout the year, with oversight by the Catalog/Schedule Specialist.
- Updates to the catalog can be made electronically throughout the year for publication in the subsequent year. The updating process occurs offline so that it does not impact the status of the currently published catalog.
- The catalog is printable, searchable, and also accessible. It is customizable to the student; users are able to create their own logins and create a personalized document.
- A search feature has been made available on our website that allows individuals to pinpoint specific information in our catalog with ease.

The *go-live* date for the new online catalog was July 1 2015. July 1 will also continue to serve as the annual archival date for the previous catalog. Addenda will be published electronically.

Analysis of Results Achieved to Date

The 2015-16 online catalog was published in May 2015, well before past publication dates.

To determine the extent to which issues of accuracy were addressed, the Dean of Student Support and the Interim Dean of the Office of Institutional Effectiveness, Research and Planning distributed a survey to a small sample of stakeholders, including counselors, instructional faculty, students and staff. All respondents agreed or strongly agreed that the online catalog is user-friendly, a helpful resource, and easy to locate on the CHC website.

The College is publishing the College Catalog in a timely fashion. The course, degree and certificate content has been reviewed and edited, and the accuracy of the information has improved. The College has fully addressed this deficiency.

Evidence of the Results

C.4.a. Crafton Hills 2015-2016 Catalog

C.4.b. Fall 2015 Survey: College Catalog

Additional Plans Developed

The College will continue to make alterations to the catalog production process and to fine-tune the final product. A new digital workflow and tracking procedure will be designed and implemented that will enable the College to specify department ownership for specific sections of the catalog and that will ensure accuracy and collaboration. This will include an accountability feature that will ensure all information published in the catalog is reviewed annually.

In response to the survey results, the College will relocate the current and archived catalogs on the website to make them more easily accessible from the College website front page.

An expanded survey to gauge the accuracy and timeliness of the College Catalog will be distributed to multiple campus stakeholders in fall 2016. The catalog work group will make improvements indicated by the results of the survey.

College Recommendations to Improve

College Recommendation 5, Board Approval of Mission Statement

In order to improve, the college should ensure that it does not begin to use or publish its mission statement in college materials such as the college website and college catalog prior to approval or adoption by the District Board of Trustees. (I.A.2, I.A.4, II.A.6.c, IV.B.3.a.)

College Recommendation 6, Performance Evaluations

In order to improve, the team recommends that the college fully adhere to its systematic and regularly scheduled process of performance evaluation across all employee groups. (III.A.1.b)

College Recommendation 5, Board Approval of Mission Statement

In order to improve, the college should ensure that it does not begin to use or publish its mission statement in college materials such as the college website and college catalog prior to approval or adoption by the District Board of Trustees. (I.A.2, I.A.4, II.A.6.c, IV.B.3.a.)

I.A.2 The mission statement is approved by the governing board and published.

I.A.4 The institution's mission is central to institutional planning and decision making.

II.A.6.c The institution represents itself clearly, accurately, and consistently to prospective and current students, the public, and its personnel through its catalogs, statements, and publications, including those presented in electronic formats. It regularly reviews institutional policies, procedures, and publications to assure integrity in all representations about its mission, programs, and services.

IV.B.3.a. The district/system clearly delineates and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice.

Actions Taken to Resolve the Deficiency

The Board of Trustees has approved the Crafton Hills College Mission Statement (II.A.2, I.A.4, II.A.6.c, IV.B.3.a.

In 2012-13, the College engaged in a dialogue resulting in changes to the Mission, Vision, and Values. The Crafton Council agreed to implement the new mission effective spring 2014, before it had been approved by the board. The College Mission, Vision, and Values were later board approved on October 9, 2014.

In addition, the Educational Master Planning Committee (EMPC), charged with the periodic review and revision of the College's Educational Master Plan--which includes the College mission, vision, and values--added the following language to its charge on December 8, 2015: "The EMPC forwards revisions of the Educational Master Plan and the College Mission, Vision, and Values to the Crafton Council for review and approval."

To prevent a similar occurrence, Crafton Council, the central deliberative collegial consultation body at Crafton Hills College, approved a change in its charge on November 10, 2015. The charge now includes the following language: "(the Crafton Council) forwards revisions of the College Mission, Vision, and Values to the Board of Trustees for review and approval, and determines an appropriate implementation date."

The revised committee charges are published in the updated Crafton Hills College Organizational Handbook. In addition, all participative governance committees are required to review their charges at the first meeting of the year, ensuring that this improvement will be sustainable and ongoing.

The new mission is published in the College Catalog, in the Planning and Program Review online template, in the Committee Meetings and Agendas template, and in other online and paper publications.

Analysis of Results Achieved to Date

The new mission has been board-approved and changes have been made to the charges of the two participative governance committees most directly involved in the review and approval of the mission. The College has met the recommendation for improvement.

Evidence of the Results

C.5.a. Crafton Hills Council Minutes 4/22/2014

C.5.b. SBCCD Board of Trustees Agenda 10/9/2014, approval of CHC Mission, Vision, Values. P. 3, Item 12.iii.

C.5.c. SBCCD Board of Trustees Minutes 10/9/2014, approval of CHC Mission, Vision, Values, p. 4.

C.5.d. Educational Master Plan Committee Minutes, 12/8/2015

C.5.e. Crafton Council Minutes, 11/10/2015

Additional Plans Developed

Any changes in the College mission will be submitted to the Board of Trustees for review and approval, as indicated in the revised charges of the Educational Master Planning Committee and the Crafton Council.

College Recommendation 6, Performance Evaluations

In order to improve, the team recommends that the college fully adhere to its systematic and regularly scheduled process of performance evaluation across all employee groups. (III.A.1.b)

III.A.1.b. The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The institution establishes written criteria for evaluating all personnel, including performance of assigned duties and participation in institutional responsibilities and other activities appropriate to their expertise. Evaluation processes seek to assess effectiveness of personnel and encourage improvement. Actions taken following evaluations are formal, timely, and documented

Actions Taken to Resolve the Deficiency

Performance evaluations are completed timely (II.A.1.b).

As reported in the College’s 2014 Self Evaluation, the 2014-2017 Three-Year Staffing Plan dated March 19, 2014 indicated that problems conducting timely evaluations continued to be a matter of concern. The External Evaluation Team noted, “The College has improved, noting only four classified staff and two management staff (out of a staff of 230) had overdue evaluations. There was no information to indicate faculty evaluations are overdue.”

However, to improve the percentage of timely evaluations, the SBCCD Human Resources Department is implementing PeopleAdmin, an online tool with a feature that allows employee evaluation notifications to be emailed to managers. The software now attaches each position in accordance to the appropriate evaluation cycle, and includes the evaluation cycle for probationary employees. Pending full implementation of the tool, Human Resources is maintaining and updating all evaluation information in a spreadsheet and has actively promoted the timely evaluation of all staff. As of fall 2015, management employees with past-due evaluations were evaluated, and those who had a change of assignment or supervisor were either placed on a new evaluation cycle or were evaluated. Past-due evaluations of classified and academic employees are taking place in accordance with the appropriate bargaining unit agreement.

Pending the implementation of PeopleAdmin, the Vice Chancellor of Human Resources will share the tracking spreadsheet with the President’s Cabinet to ensure alignment with the campus records, and to ensure that the spreadsheet reflects any reporting or organizational changes that may have taken place. Beginning spring 2016, evaluation notifications will be emailed to both the responsible manager and the individual to be evaluated.

To promote a more thorough understanding of the importance and utility of performance evaluations, the Human Resources department has developed a training catalog for managers. Topics covered include performance improvement, evaluations, performance coaching, and the FRISK documentation model.

Table 2 (also shown in District Recommendation 2) shows the employee evaluation status as of January 2016.

Table 2: District wide Employee Evaluation Status Summary, January 2016.

Status	Employees	Percent
On-Schedule Evaluations	554	89.07%
Past-Due Evaluations	68	10.93%
Total Evaluations	622	100%

Analysis of Results Achieved to Date

The District and the College have collaborated to develop a system for timely and effective employee evaluations. Training is taking place to increase the proficiency of managers in carrying out evaluations.

Evidence of the Results

C.6.a. People Admin - Evaluation Tracking overview (e.g. Performance Management) (Attachment IV)

C.6.b. District Evaluation Tracking Spreadsheet

C.6.c. Survey, User Satisfaction with HR Services

C.6.d. The LEADer's Catalog: Learning, Education, Achievement, Diversity (HR publication)

Additional Plans Developed

All Crafton Hills College managers will participate in Human Resources training on the topics of employee evaluations and performance.

District Recommendations to Meet the Standards

District Recommendation 1, Board of Trustees Policies

In order to meet standards, the team recommends that the Board of Trustees examine its role in the development of policies and ensure that it acts in a manner consistent with its approved policies and bylaws. The team further recommends that the Board of Trustees take steps to ensure that all policies are developed or revised within the framework of the established input and participation process. (III.A.3, III.A.3.a, III.D.3, IV.A.2, IV.B.1.e, IV.B.1.j)

District Recommendation 2, District Human Resources

In order to meet standards, the team recommends that the Board of Trustees, and the chancellor, in consultation with the leadership of the college campuses, develop a strategy for addressing significant issues to improve the effectiveness of district human resources services that support the colleges in their missions and functions. These issues include: Reliable data from the Human Resources Department to support position control and other human resources functions;

- Timeliness of employee evaluations;
- Responsiveness and improved timelines for employee hiring;
- Consistent policy interpretation and guidance; and
- Completion of the faculty evaluation instrument to include work on Student Learning Outcomes. (Prior Commission Recommendation #1 from 2009, Prior Recommendation #7 and #9 from 2008, III.A, III.A.1, III.A.1.b, III.A.1.c, III.A.5, IV.B.3.b)

District Recommendation 3, District Level Integrated Planning

In order to meet standards, the team recommends that the District follow their Resource Allocation Model focusing on transparency and inclusiveness, supported by a comprehensive district-wide Enrollment Management Plan and a Human Resource/Staffing Plan integrated with other district-wide programs and financial plans, broadly communicated to the colleges. (*Crafton Hills College* Commission Recommendation #1, III.A.6, III.D, III.D.1.a, III.D.1b, III.D.1.d, III.D.4, IV.B.3.c)

District Recommendation 1, Board of Trustees Policies

In order to meet standards, the team recommends that the Board of Trustees examine its role in the development of policies and ensure that it acts in a manner consistent with its approved policies and bylaws. The team further recommends that the Board of Trustees take steps to ensure that all policies are developed or revised within the framework of the established input and participation process. (III.A.3, III.A.3.a, III.D.3, IV.A.2, IV.B.1.e, IV.B.1.j)

III.A.3 The institution systematically develops personnel policies and procedures that are available for information and review. Such policies and procedures are equitably and consistently administered.

III.A.3.a. The institution establishes and adheres to written policies ensuring fairness in all employment procedures.

III.D.3. The institution has policies and procedures to ensure sound financial practices and financial stability.

IV.A.2. The institution establishes and implements a written policy providing for faculty, staff, administrator, and student participation in decision making processes. The policy specifies the manner in which individuals bring forward ideas from their constituencies and work together on appropriate policy, planning, and special-purpose bodies.

IV.B.1.e. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.

IV.B.1.j. The governing board is informed about and involved in the accreditation process

Actions Taken to Resolve Deficiencies

Both Crafton Hills College and San Bernardino Valley College reported in their respective self evaluations that: 1) there had been no policy review for the past four years; 2) the Board’s request for campus review of all Board Policies and Administrative Procedures during the 2014-15 academic year caused much consternation among faculty due to the highly compressed timeframe; 3) the approval of several board policies (BP 2140 Public Participation at Board Meetings, BP 6610 Local Hire Policy, and BP 6320 Investments) had not been conducted in accordance with the approved procedure; and 4) the Board of Trustees did not complete the Chancellor’s evaluation in a timely manner consistent with the relevant Board Policy and Administrative Procedure.

Since the College was placed on warning status, the Board, Chancellor, and Academic Senate have engaged in an ongoing dialogue regarding the Board’s adherence to policies and bylaws. Although dialogue has been contentious at times, it has been conducted within the governance framework established by Board Policy, has been characterized by civility, and has led to the Board’s examination and improved understanding of its role.

1) The Board has examined its role in the development of policies.

The issuance of warning status to both colleges in the District prompted the Chancellor to convene a District accreditation steering committee charged with identifying the triggers for the recommendations and for proposing a plan of action to remedy deficiencies. Among the issues cited was the Board’s adherence to Board-approved policies and processes. Both colleges in the District had cited instances of failure to adhere to board policies in their respective self-evaluation reports.

To address this deficiency, the District accreditation steering committee convened two sub-committees charged with: a) developing a local Board Handbook, and b) reviewing and revising Board Policy 2140, which codifies the District’s process for proposing, reviewing, and approving Board Policies and Administrative Procedures. Both groups included Board members, as well as representatives from the District and both colleges.

The revised Board Handbook augments and expands upon the Community College League of California (CCLC) Trustee Training Handbook, including such training topics as the Chancellor’s responsibilities, the Board President’s responsibilities, and a timeline for Board member training. The new Handbook includes a sign-off sheet to verify the training of Board members in each topic area. The District Assembly recommended changes to the Board Handbook and approved it as amended at the Board of Trustees meeting on September 1, 2015.

On June 1, 2015 the Board of Trustees participated in ACCJC training that specifically addressed the role of the Board. Topics addressed included board roles and responsibilities from an accreditation viewpoint, scenarios describing the accreditation experiences of three community college boards, and some actions for improvement.

In August 2015, a facilitated Board retreat was held to discuss Board imperatives, review 2014-15 goals, establish 2015-16 goals, review the Board's self-evaluation, and review the ACCJC recommendations.

2) The Board acts in a manner consistent with policies and bylaws (III.D.3.a, II.D.3, IV.B.1.e).

As stated above, District Recommendation One has been the recommendation that has resulted in the highest degree of conflict in developing a resolution. Campus constituencies, including the Academic Senate and the Classified Senate, have perceived that the Board has sometimes not acted in a manner consistent with its policies, particularly with regard to Board Policy 2435, Chancellor's Evaluation; and Board Policy 2715 which addresses the Board Code of Ethics and Standards of Practice, and 4030, which addresses Academic Freedom.

BP 2435: Chancellor's Evaluation. In the October 2014 Self Evaluation, the College reported that the Chancellor's evaluation had not been completed pursuant to Board Policy and Administrative Procedure 2435. Though the evaluation process was underway at the time of the external evaluation visit, the Board failed to complete the Chancellor's evaluation during 2014-15. On October 19, 2015, the Chancellor's Evaluation Committee convened to commence the process for 2015-16 evaluation of the Chancellor. The Committee scheduled anticipated meeting dates as well as determined the date(s) for distribution of the campus wide survey. An *ad hoc* evaluation committee was established by the Board of Trustees. The evaluation was completed in November, 2015 and submitted to the Board of Trustees. The Board shared the evaluation with the Chancellor in closed session at the regular Board Meeting on December 10, 2015. The Committee completed the report by the end of November 2015, and submitted it to the Board of Trustees. The final evaluation was approved by the Board on January 14, 2016.

The Board and District Administration have taken direct steps to improve collective decision-making, and to ensure inclusiveness in these processes. For example, District Administration revised processes to address faculty input into the budget process during summer months; implemented procedures that allow the District Budget Committee to have input on collective bargaining discussions that may have budgetary impacts; and included College vice presidents in one of the two monthly Chancellor's Cabinet meetings.

3) The Board has adopted a framework for policy review (III.A.3, II.A.3.a, III.D.3, IV.A.2)

At the time of the external evaluation visit in fall of 2014, the Colleges had been asked by the Board to review all Board policies during 2013-2014 and to ensure they were up to date and

consistent with legal mandates and accreditation standards. This goal was proving to be unattainable given the number of Board policies and administrative procedures. To address this problem, the District Accreditation Steering Sub-Committee asked the District Assembly, a shared governance body charged with the approval of Board Policies and Administrative Procedures, to stop the BP/AP review process until a new procedure for policy review and revision was developed, and to table approval of the Board Handbook to allow time for review and revision over the summer of 2015. The District Assembly approved both requests. The District Assembly also recommended, and the Board agreed, that the BP/AP review process be reviewed by joint sub-committees of the District Assembly and the District Accreditation Steering Committee.

The joint sub-committees of the District Assembly and the District Accreditation Steering Committee convened on two occasions and revised Board Policy and Administrative Procedures (BP/AP 2410) to incorporate the recommendations of the District Accreditation Steering Committee. These changes included establishing a six-year review cycle for BP/AP review, establishing points of accountability for the review process, developing a tracking system for the review cycle and rationale for BP/AP changes that is available for all to see online, ensuring input by subject area experts, and preventing inconsistencies with other District BPs/APs. Training sessions were then conducted with the individuals assigned as points of accountability for this new process. The training sessions included the prioritization of BP/APs based on those that were already under review prior to District Assembly putting the process on “pause.”

As of January, 2016 policy and procedure updates are following the shared governance model and are moving through the Chancellor’s Cabinet to District Assembly and then to the Board for first and then second review and approval (for Board Policies) or information (Administrative Procedures). To date:

- 42 policies and 21 procedures have been reviewed by the Board Committee
- 41 policies and 16 procedures have been reviewed by the District Assembly
- 14 policies have been approved and adopted by the Board of Trustees.

Analysis of Results Achieved to Date

The Board has taken proactive steps to better understand its role and responsibilities. A new Handbook has been developed, and new Board members are required to sign off on sections as they complete them. Board members participated in the District Accreditation Steering Committee and were represented on the sub-committees to develop the Handbook and the policy/administrative procedure review process. The new process for review and approval of Board Policies and Administrative Procedure appears to be working well. The Academic Senate is aware of the policies and procedures that have implications related to academic and professional responsibilities, and it includes a list of upcoming policies to be evaluated in their agendas.

The Chancellor's evaluation was completed in January, 2016.

A survey was distributed to the entire campus, Academic and Student Senates, spring open forum participants, workshop participants, and the Institutional Effectiveness, Accreditation and Outcomes Committee to assess campus perceptions of actions taken to address the Commission's recommendations. Of the 25 respondents, 43.4 percent agreed or strongly agreed that the Board of Trustees understands its role in developing district policies. Fewer respondents (39.1 percent) agreed that the Board of Trustees acts in a manner consistent with established policy; and 39.1 percent felt the Board seeks the input of faculty, staff, and students in developing and revising policies. The open-ended responses, however, revealed mixed perceptions, including comments such as the following:

The Board seems to better understand their role as a policy body.

And

The Board understands its role, but fails to understand that its ability to get good information has diminished dramatically due to reliance on unreliable sources.

It is clear that the actions the Board has taken to address the recommendation have not resulted in an immediate change of perception, suggesting that it will take time for the impact of the remedies to be fully realized.

Evidence of the Results

- D.1.a. Minutes/Meeting Summaries from District Accreditation Steering Committee
- D.1.b. Minutes from District Assembly (see, for instance, November 4, 2014, October 6, 2015, and September 1, 2015).
- D.1.c. Minutes, Academic Senate, October 21, 2015 (showing dialogue regarding vote of no confidence, resolution on district budget process, district assessment for degrees)
- D.1.d. Minutes, Academic Senate, November 4, 2015 (showing dialogue between Chancellor and CHC students, Senate Business, Item 1)
- D.1.e. Minutes, Academic Senate, November 18, 2015 (showing dialogue regarding Educational/Facilities Master Planning and process for including faculty, Administrative Report)
- D.1.f. Minutes, Academic Senate, December 2, 2015 (showing discussion of BPs and APs, Old Business, Item 2)
- D.1.g. Minutes, Classified Senate, April 3, 2015 (showing dialog with Chancellor)
- D.1.h. Minutes, Classified Senate, October 9, 2015 (showing dialog with Vice Chancellor, Human Services)
- D.1.i. Updated Board Policy 2410
- D.1.j. Updated Administrative Procedure 2410

- D.1.k. 6-Year BP AP Review Cycle (pdf Excel spreadsheet, second line from the top of the webpage)
- D.1.l. Cross-Referenced Old and New Policies and Procedures (pdf Excel spreadsheet, first line at the top of the webpage)
- D.1.m. Board Handbook (updated 10/8/2015)
- D.1.n. Board Minutes, December 10, 2015, Closed Session, 3.b.
- D.1.o. Board Minutes, January 14, 2016, Evaluation of Chancellor

Additional Plans Developed by the SBCCD

District Recommendation 2, District Human Resources

In order to meet standards, the team recommends that the Board of Trustees, and the chancellor, in consultation with the leadership of the college campuses, develop a strategy for addressing significant issues to improve the effectiveness of district human resources services that support the colleges in their missions and functions. These issues include:

- **Reliable data from the Human Resources Department to support position control and other human resources functions;**
- **Timeliness of employee evaluations;**
- **Responsiveness and improved timelines for employee hiring;**
- **Consistent policy interpretation and guidance; and**
- **Completion of the faculty evaluation instrument to include work on Student Learning Outcomes. (Prior Commission Recommendation #1 from 2009, Prior Recommendation #7 and #9 from 2008, III.A, III.A.1, III.A.1.b, III.A.1.c, III.A.5, IV.B.3.b)**

III.A. The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness. Personnel are treated equitably, are evaluated regularly and systematically, and are provided opportunities for professional development. Consistent with its mission, the institution demonstrates its commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity. Human resource planning is integrated with institutional planning.

III.A.1. The institution assures the integrity and quality of its programs and services by employment personnel who are qualified by appropriate education, training, and experience to provide and support these programs and services.

III.A.1.b. The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The institution establishes written criteria for evaluating all personnel, including performance of assigned duties and participation in institutional responsibilities and other activities appropriate to their expertise. Evaluation processes seek to assess effectiveness of personnel and encourage improvement. Actions taken following evaluations are formal, timely, and documented

III.A.1.c. Faculty and others directly responsible for student progress toward achieving stated student learning outcomes have, as a component of their evaluation, effectiveness in producing those learning outcomes.

III.A.5. The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.

IV.B.3.b. The district / system provides effective services that support the colleges in their missions and functions.

Actions Taken to Resolve the Deficiency

1) The Office of Human Resources has become more effective (III.A., IV.B.3.b).

The External Evaluation Team Report stated “The employee satisfaction surveys as well as interviews with faculty and staff at the College indicate that staffing instability in the Human Resource Department may be taking a toll on the efficiency of the two Colleges.”

To begin to address the recommendation and standards, the Chancellor determined that the District must address the staffing of Human Resources. A new Vice Chancellor of Human Resources was hired in May 2015. After close examination of the organization structure and functional gaps in the department, she took immediate steps to reorganize and improve staffing in Human Resources to better support the needs of the colleges and the District units. Using the data included in 2014-15 Human Resources Program Review as a baseline for planning, the Vice Chancellor of Human Resources and her staff developed a Human Resources restructuring plan that was approved by the Board of Trustees on June 11, 2015.

The Human Resources Plan components address the following objectives:

- Increase the efficiency of recruitment efforts
- Increase diversity in the organization based on the EEO Plan
- Track and monitor the evaluation system to ensure efficiency and consistency
- Provide professional development to support all SBCCD staff, faculty, and managers
- Develop effective retention and recruitment practices
- Develop efficient and streamlined hiring processes
- Ensure compliance and consistency in day-to-day operations
- Develop a positive and collaborative district/college culture
- Address Worker’s Compensation matters and related legal requirements
- Provide support, compliance and guidance for environmental and safety issues
- Address liability matters, including tort claims and related investigations of facilities

The Human Resources Reorganization and Restructuring Plan includes the addition of two positions, the restructuring of several job descriptions to align job functions with the needs of the department, and the reduction of three confidential positions. The Director of Safety and Risk, who formerly reported to Business and Fiscal Services, was reassigned to Human Resources. The department’s staffing is outlined in Table 2.

The Coordinator of Diversity and Talent Recruitment position replaced two Recruitment Specialist positions. This individual conducts local, state, and national recruitments, and develops, maintains, and follows the legally-mandated SBCCD EEO Plan to ensure recruitment efforts address diversity and equal opportunity in employment

Table 3: Human Resources Staff, 2015-16 (Post-Re-organization)

Position, 2015-16	Status
Vice Chancellor	Existing
Administrative Assistant II	Existing
Director, Human Resources	New
Director, Safety and Risk Management (reorganized from Fiscal Services to HR)	Existing
Employee Relations Officer	New
Coordinator - Diversity and Talent Acquisition	New
Coordinator - Professional Learning & Org. Effectiveness (revised job description)	Revised
Benefits Specialist	Existing
HR Generalist	Existing
HR Generalist	Existing
HR Generalist	Existing
HR Generalist	Existing
Recruiter - Professional Expert	Revised
Clerical Assistant II	Existing

The Employee Relations Officer replaced the Human Resources Analyst position. In addition to assuming an analyst’s responsibilities, this individual will also be responsible for addressing the growing needs related to Title IX and ADA mandates.

The Coordinator of Professional Learning and Organizational Effectiveness was approved through the District’s planning and program review process. Originally entitled Training Specialist, this position plans, coordinates, and implements professional and leadership development for the District. This position will ensure District compliance with state and federal regulations regarding discrimination, sexual harassment, Equal Opportunity Employment, and Title IX.

Subsequent to Board approval of the HR Reorganization and Restructure Plan, five positions were filled over the summer, and were approved at the August 13, 2015 and September 10, 2015 Board meetings. These positions included: Coordinator of Professional Learning and Organizational Effectiveness, Employment Relations Officer, Coordinator, Diversity and Talent Acquisition, and two Human Resources Generalists. These positions were filled and approved expeditiously in order to enable the Human Resources department to respond to the ACCJC recommendations from the 2015 External Evaluation and to better meet the needs of the District and College. The total cost of personnel after the restructuring was \$637,878; however, because several vacant positions were either eliminated or re-organized, the net cost was \$134,367. The

department is now comprised of eleven employees. In addition, one-time funds were used to pay for the costs of such Human Resources infrastructure items as Title IX assessment, investigator and coordinator training, tracking tools, and employee training modules.

2) There is reliable data to support position control (IV.B.3.b).

To improve the accuracy and timeliness of the data to support position control, Questica Software was implemented. Questica is an operation, capital, and position planning software program that allows the District to assign unique position numbers to budgeted and new positions. This software allows for timely salary distribution reports to the colleges.

A manual on SBCCD hiring processes was created to clarify the processes by which all positions, and actions related to positions, are handled. The manual includes a flow chart and necessary forms, such as a newly-revised personnel requisition form and the Chancellor's Cabinet approval form. Included in the process is a Job Analysis Questionnaire (JAQ) designed to provide managers with guidance in the development of a new job description, and to ensure compliance with EEO legal requirements. The JAQ is an internal tool that is applied prior to final position approval. The use of this tool prevents errors and inconsistencies in developing job descriptions, and avoids delays.

3) Employee evaluations have been completed timely (III.A, III.A.1.b, IV.B.3.b).

As reported in the College's 2014 Self Evaluation, the 2014-2017 Three-Year Staffing Plan dated March 19, 2014 indicated timely evaluations and lack of a system continued to be a matter of concern. The External Evaluation Team noted, "The College has improved, noting only four classified staff and two management staff (out of a staff of 230) had overdue evaluations. There was no information to indicate faculty evaluations are overdue."

When fully implemented, PeopleAdmin software, purchased at the beginning of fall 2015 semester, will assist in maintaining employee evaluation notifications to managers. Once the current and correct employee information and evaluation cycle is recorded, PeopleAdmin will allow automated evaluation notifications to be generated to managers and to those individuals scheduled for evaluation.

Pending the full implementation of PeopleAdmin, the Office of Human Resources has compiled a list of current and past-due employee evaluations. Those with no change in assignment were evaluated first, followed by employees with a change of assignment and/or supervisor. In some cases, Human Resources will place the employee on a new evaluation cycle, depending on whether there was a change in the employee's position and/or supervisor since the prior evaluation. The completion of a past-due evaluation will reset the evaluation cycle, serving as the base year for the ACCJCsequent evaluation cycle. Current and past-due management evaluations were initiated and completed in fall 2015. Past-due evaluations of classified and academic employees will take place

in accordance with the respective bargaining unit agreements. Table 4 shows the employee evaluation status as of January, 2016 across the District.

Table 4: District wide Employee Evaluation Status Summary, January 2016

Status	Employees	Percent
On-Schedule Evaluations	554	89.07%
Past-Due Evaluations	68	10.93%
Total Evaluations	554	89.07%

Recognizing the importance of the evaluation process, the Human Resources staff endeavored to understand the reasons that evaluations were past due. The Human Resources staff concluded that the District lacked training on the evaluation process. To respond to this need, Human Resources is now providing training on the evaluation process, which began in January, 2016, and will continue to provide ongoing training on this topic to ensure that each employee receives timely and constructive performance feedback. The topic of evaluation is included in a new catalog of workshops and training topics for managers, published in January, 2016.

4) There has been improved responsiveness and improved timelines for employee hiring (III.A, III.A.1, IV.B.3.b).

Several strategies were developed to improve the timeliness of the employment process. The first concerned human resources staffing. Two Human Resources Generalist positions were filled in summer, 2015. The HR Generalist is responsible for planning and oversight of the selection process. Hiring processes are now carefully calendared to include deadlines for all hiring activities leading to the projected Board of Trustees meeting date as the end point. One time-saving device is the concurrent internal and external posting of all vacancies for the first two weeks of the process. If the position is filled with an internal candidate, the posting is simply withdrawn.

Hiring committee members are now identified when a position is announced, rather than after a position has closed, as was the previous practice. All hiring committee meetings and interviews are scheduled well in advance to avoid delays due to scheduling conflicts.

To improve the hiring process, the District has focused on reducing the number of failed searches, and on targeted, job-specific recruitment strategies. The primary work of the new Coordinator, Diversity and Talent Acquisition is to conduct local, state, and national searches, and to coordinate recruitment efforts that draw the most qualified position applicants in adequate numbers for selection. Recruitment activity has increased in 2015-compared to 2014-15. For example, in 2014-15, the District participated in two recruitment fairs. During 2015-16, the District will participate in seven recruitment fairs. In addition, job search engines have been examined for their efficacy in recruiting applicants. The contracts of those with minimal hits will be discontinued, while others, such as the State Registry, not previously utilized by the District, were identified as a viable recruitment tool.

As Table 5 illustrates, the District hired 25 full-time employees in new or replacement positions between June 2015 and September 2015, compared to 12 positions during the same time period in 2014-15, representing an increase of 108%. Table 6 shows the number of recruitments that took place in 2015-16, and Table 7 shows the number of 2015 hires by employee category.

Table 5: Fall Quarter Hires, 2014-15 vs. 2015-16

Quarter	SBCCD (District)	Crafton Hills College	San Bernardino Valley College	Total Hires
June-September, 2014-15	1	4	7	12
June-September, 2015-26	10	6	9	25

Table 6: 2015-2016 Recruitments as of January 2016

Recruitment Status	CHC	District	SBVC	TOTAL
Anticipated	6	3	5	14
In Process	21	10	14	45
On Hold	1	3	10	14
Total	28	16	29	73

Table 7: 2015 District Hires by Employee Category

Hires	CHC	District	SBVC	TOTAL
Academic	6	0	31	37
Classified	9	7	23	39
Confidential	0	6	0	6
Interim-Mgmt	1	2	0	3
Management	0	3	5	8
Total	16	18	59	93

5) There is consistent policy interpretation and guidance from the Office of Human Resources (III.A.3, III.A.3.a, IV.B.3.b).

The Office of Human Resources is developing a manual to guide and document SBCCD hiring processes, and to ensure the consistency and accuracy of policy interpretation. New and continuing Human Resources employees participate in weekly Human Resources staff meetings, at which the contents of the HR Manual will be discussed. Collective bargaining agreements and meet and confer agreements with management and confidential associations will also be reviewed as part of HR’s ongoing internal training efforts. The Human Resources department also holds bi-weekly “lunch and learn” meetings to provide policy and process updates. Topics include research and best practices in areas such as benefits, recruitment, and professional development.

6) The faculty evaluation instrument has been completed to include outcomes (II.A.1.c).

In 2013 the faculty bargaining unit and the District agreed to a Memorandum of Understanding (MOU) regarding the incorporation of faculty participation in Student Learning Outcomes assessment in the faculty evaluation. Faculty responsibilities delineated in this MOU include:

- a. Writing and revising learning outcomes
- b. Choosing a method to measure the learning outcomes
- c. Setting a numerical target for outcome results
- d. Assessment of the learning outcomes
- e. Participating in department meetings
- f. Documenting the results of the cycle

As of October 2014, when the External Evaluation team visited the campuses of the District, the agreed-upon language had not been incorporated into the faculty evaluation tool. The “Tools Committee,” an ad hoc group convened to address evaluations tools, met October 23, 2015. Based on their recommendation, negotiations with CTA, the faculty bargaining unit, took place. The new contract language and the appropriate placement on the evaluation form was distributed to all managers and is available on the District Wiki, labeled Formal Evaluation Procedure Pursuant to Article 16B. The specific language in the evaluation form reads, “I have self-reflected in regards to the development and assessment of SLOs (this statement may apply to SLO/Compensated Part-Time Faculty).” The statement includes a check-box above the signature line for the individual being evaluated. By checking the box, faculty verifies they have fulfilled the faculty responsibilities outlined in the memorandum of understanding. At a January 12, 2016 District management meeting, the Vice Chancellor of Human Resources reviewed the memorandum of understanding and emphasized the importance of linking the faculty responsibilities with the self-reflection.

Professional Development addresses improvement throughout the district (III.A.5, IV.B.3.b).

As mentioned above, the Human Resources department developed a catalog of professional development opportunities for managers. Topics covered include the evaluation of personnel, bargaining agreements, and progressive discipline. The catalog was published online in January, 2016. Spring, 2016 trainings for managers will cover investigations, FRISK (Facts, Rules, Impact, Suggestion, Knowledge), and documentation and progressive intervention.

Analysis of Results Achieved to Date

Considerable improvements have been made in the Office of Human Resources. A new Vice Chancellor was hired, the department has undergone reorganization, and additional funding for staff and necessary software, training, and contracts was allocated. In a few short months, there have been notable improvements in the areas of professional development, recruitment, hiring, and evaluations. The faculty evaluation instrument now includes verification of participation in

the outcomes assessment process, and is backed by the specific deliverables outlined in the memorandum of understanding agreed to by the District and the faculty bargaining unit.

The results of the San Bernardino Community College District Climate Survey revealed that:

- 71 percent of the respondents agreed or strongly agreed that Human Resources staff are courteous and helpful.
- 55 percent of the respondents agreed or strongly agreed that planning for human resources is integrated with the District Strategic Plan and/or the District level planning processes.
- 51 percent of the respondents agreed or strongly agreed that they were satisfied with the level of services provided by Human Resources.

Several respondents to the District climate survey noted an improvement in leadership of Human Resources. The following comment is an example:

[Name] is bringing an excellent level of professionalism to the HR Department. [Pronoun] made organizational changes quickly based on the needs of the department and the needs of accreditation. The inability of the District to recruit a qualified HR Vice Chancellor previously was difficult for the staff to work with, but, it was necessary to wait to make change of this magnitude until we had a permanent VC.

Of the 25 staff, managers, and faculty who participated in the campus accreditation survey, 60 percent agreed or strongly agreed that Human Resources consistently interprets policy pertaining to hiring processes and collective bargaining agreements; 56.4 percent felt the District is responsive to staffing needs. Comments related to this recommendation were generally positive. For example:

HR tries to implement effectively, but has not had a strong leader, nor support for years. This is changing and it is apparent that the VC is on top of things and moving in a good direction.

To summarize, though considerable improvements have taken place, the efforts of the District Human Resources department to address the recommendation are not yet apparent to all employees.

Evidence of the Results

Reliable data

D.2.a. Position Tracking System

D.2.b. Board Policy 3100 – Organizational Structure

D.2.c. Informer Dashboard – Demographic Data Analysis

Timeliness of employee evaluations

- D.2.d. People Admin - Evaluation Tracking overview (e.g. Performance Management)
- D.2.e. District Evaluation Tracking Spreadsheet
- D.2.f. Survey Results, User Satisfaction
- D.2.g. The LEADers Catalog p. 3, Progressive Discipline

Responsiveness and improved timelines for employee hiring

- D.2.h. Vacancy tracking Spreadsheet
- D.2.i. Minutes, Board of Trustees, June 11, 2015 (Human Resources Restructure/Reorganization, Action Agenda, Item 4)

Consistent policy interpretation and guidance

- D.2.j. Job Analysis Questionnaire
- D.2.k. Human Resources Manual
- D.2.l. Meeting Notes and/or Agendas, Human Resources meetings

Completion of the faculty evaluation instrument to include work on Student Learning Outcomes

- D.2.m. Memorandum of Understanding, SLOs and Faculty Evaluation
- D.2.n. Faculty Evaluation Summary Form

Analysis

- D.2.o. SBCCD Employee Climate Survey, 2015-16, pp. 32-36

Additional Plans Developed by the SBCCD

The Human Resources Department will continue to work collaboratively with the campus to promote effective communication. Efforts to provide the campus with consistent policy interpretation will continue, and metrics designed to assess staff knowledge and expertise will be developed and implemented. The effectiveness of the department and the services it offers will be evaluated annually, and improvements will be made based on the results of assessment.

District Recommendation 3, District Level Integrated Planning

In order to meet standards, the team recommends that the District follow their Resource Allocation Model focusing on transparency and inclusiveness, supported by a comprehensive district-wide Enrollment Management Plan and a Human Resource/Staffing Plan integrated with other district-wide programs and financial plans, broadly communicated to the colleges. 2009 Crafton Hills College Commission Recommendation #1, III.A.6, III.D, III.D.1.a, III.D.1b, III.D.1.d, III.D.4, IV.B.3.c)

III.A.6. Human resource planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.

III.D. Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. Financial resources planning is integrated with institutional planning.

III.D.1.a. Financial planning is integrated with and supports all institutional planning.

III.D.1b. Institutional planning reflects realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.

III.D.1.d. The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.

III.D.4. Financial resource planning is integrated with institutional planning. The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement of the institution.

IV.B.3.c. The district / system provides fair distribution of resources that are adequate to support the effective operations of the colleges.

Actions Taken to Resolve the Deficiency

1) The District follows the Resource Allocation Model (III.D, III.D.1.d, III.D.4).

Beginning in 2010, the District implemented a Resource Allocation Model (RAM) that allocated the funds between the two colleges as follows: 70% to San Bernardino Valley College and 30% to Crafton Hills College, after district expenses were assessed based on the same model. The 70/30 model, however, did not address the needs of either college. In particular, Crafton Hills College was continuously operating in a structural deficit under the 2010 version of the RAM.

Growth in the Crafton Hills College student population and College facilities prompted campus and District dialogues to take place about the adequacy of the RAM in promoting managed growth and fiscal sustainability at both campuses. To answer the concerns, the District Budget Committee developed and recommended the implementation of a revised RAM that allocates funding based upon actual FTES generation, rather than the 70/30 split. Support for the revision was provided by an in-depth resource allocation study conducted by the College Brain Trust in spring 2014. The new RAM was implemented in fall 2014; however, there was a lack of constituent understanding of the model, and the colleges continued to express the need for a planning tool that would allow them to explore enrollment strategies proactively, and to better use the campus budget committees for input and guidance. In addition, Board AP2610 (Presentation of Initial Collective Bargaining Proposals) requires the Chancellor to provide the Board with “a long term fiscal analysis illustrating the overall impact on the District’s budget including employee step and column costs as well as health and welfare benefit increases.”

In response to input from the colleges, the District Budget Committee recommended revisions to the RAM and modified the Resource Allocation Model Guidelines in August 2015. The new model, described in detail in Figure 6, provides clear goals and expectations for both colleges, allows San Bernardino Valley College, the District’s medium-sized institution, to continue growing, and shifts the risk and reward of unfunded FTES generation to Crafton Hills College.

The new RAM provides the District with the flexibility to adjust to changing circumstances without the need for extensive debate and readjustment every fiscal year. For example, at the August 20, 2015 meeting, the District Budget Committee (DBC) approved a recommendation to Chancellor’s Cabinet to revise the RAM Guidelines for FY 2015-16 to accommodate the state’s newly proposed growth formula. The recommendations were approved, and the new RAM was implemented in 2015-16.

2) Financial decision-making is transparent, inclusive, and broadly communicated to the Colleges (III.D).

The District has clearly defined guidelines and processes for financial planning and budget development, involving all constituencies. Budget preparation is addressed in Board Policy and

Administrative Procedure 6200, and budget management is addressed in Board Policy and Administrative Procedure 6250.

Inclusiveness. The College Budget Committee actively participates in budget and resource allocation processes, and provides input to the District Budget Committee. Other groups, such as the Crafton Council and Planning and Program Review Committee, also have the opportunity to provide input through the College Budget Committee.

The District Budget Committee, chaired by the Vice Chancellor of Fiscal Services, is responsible for ensuring that budget-related decision-making is characterized by clear communication, transparency, inclusiveness, and evidence based information.

To ensure that all constituent groups were informed about the new Resource Allocation Model, the 2015-2016 Budget allocation was presented by the Chancellor or Vice-Chancellor of Business and Fiscal Services to constituent groups and to the Board of Trustees. The Vice Chancellor of Fiscal Services discussed the RAM with the Classified Senate on September 4, 2015 and at an open forum on January 25, 2016.

Transparency. To increase fiscal transparency and communication throughout the District, the District Budget Committee developed an annual report and emailed the first iteration to all employees on September 30, 2015. The annual report provides the meetings at-a-glance during the year along with the 2014-15 District Budget Committee recommendations.

Additionally, an online publication entitled *Frequently Asked Questions* (FAQ) was developed to provide clarification on such topics as the Resource Allocation Model, the 15% Reserve Fund, and the District Office Expense Budget. These documents were emailed to all employees on October 8, 2015 (Resource Allocation Model), October 30, 2015 (15% Reserve Fund), and October 19, 2015 (District Office Expense Budget).

The district budget for fiscal year 2015-16 is available online, and has been distributed to the members of the Budget Committee. The District Budget Committee's Annual Report and the Resource Allocation Model FAQs are available online.

To promote and maintain consistent communication with the leadership of the colleges, the District meets regularly with the College Presidents and Vice Presidents of Administrative Services to discuss financial issues that could potentially affect the colleges. Participants include the District Interim Director of Fiscal Services and the Vice Chancellor of Business & Fiscal Services. However, these meetings do not replace the collegial process that takes place during District Budget Committee meetings.

The results of a 2016 survey to assess employees' perceptions of District Services revealed that 66 percent of respondents agreed or strongly agreed that financial planning is integrated with the District Strategic Plan, and 46 percent reported, "do not know" on this item. Fifty-two percent of

respondents reported they did not know whether the District follows the RAM. Guided by these outcomes, the District and the College will continue to take steps to improve communication with the campuses regarding budget processes.

3) A comprehensive District Enrollment Management Plan is integrated with district programs and financial Plans (III.D, III.D.1.a, III.D.4).

The District conducted an Enrollment Management assessment in 2014 with the help of a consulting firm, The College Brain Trust. The results of the assessment were presented to the District and College budget committees, and were discussed with College leadership including presidents, vice presidents, faculty senate presidents, and District office staff. Work was identified for the next steps, including allocation of enrollments by college, budget implications, data needs, and the ability to grow.

On May 12, 2015, the District Accreditation Steering Committee recommended that the Chancellor establish a District Enrollment Management Committee. The District Budget Committee and District Assembly recommended members for the group. The first meeting of the District Enrollment Management Committee--comprised of 25 members representing both colleges the district, and employee constituencies--took place on November 15, 2015. The group's charge is to develop an enrollment management plan that supports and guides the work of the colleges, and to ensure alignment with the District's strategic goals and objectives.

A draft of the plan will be distributed to campus constituencies in spring 2016. The draft will be posted and comments elicited from district and college employees.

4) The Human Resources Staffing Plan is integrated with District-Wide Programs and Financial Plans (III.A.6).

The District, with the help of The College Brain Trust, developed a Staffing Plan in 2014 that was shared with the District Assembly. Using this information as a foundation, the District convened a District committee to develop a comprehensive staffing plan. The committee, led by the Vice Chancellor of Human Resources, met throughout fall and spring, 2016 to develop the committee charge and the scope of work, and to decide on the contents of the plan. Members included broad representation from the colleges and constituencies. As of January, 2016 the plan's contents had been determined and narrative was being developed for review by the committee. It is anticipated the Staffing Plan will be completed by March 2016. A vetting process similar to the one used for the Enrollment Management will take place; the draft plan will be reviewed by campus constituencies, and campus input will be used to inform the final version.

Figure 6, San Bernardino Community College District Resource Allocation Model



Revised Resource Allocation Model (RAM) Guidelines
Fiscal Year 2015-16
(As Revised by DBC on 8/20/2015)

Revenues shall be divided between the two colleges of the District, San Bernardino Valley College and Crafton Hills College, in accordance with the following principles. These guidelines accord best with the desired objectives of transparency, fairness, and ease of understanding; and have the flexibility to adjust to changing circumstances, without the need for extensive debate and readjustment every fiscal year.

-
1. The SB361 State Base Allocation revenue for each college shall be passed directly on to the college concerned.
-
2. The district's State non-credit FTES allocation revenue shall be passed directly on to the college that produced the non-credit FTES.
-
3. The district's state credit FTES allocation revenue shall be divided between the two colleges as follows:

<p>San Bernardino Valley College</p> <p>I. 10,454 10,504 total projected funded FTES</p> <p>II. San Bernardino Valley College will carry any excess over 10,454 10,504 as unfunded FTES *</p>	<p>Crafton Hills College</p> <p>I. 4,721 4,841 total projected funded FTES</p> <p>II. All District Unfunded FTES will be carried by Crafton Hills College (projected is 78 23 unfunded FTES)</p> <p>III. District to fund unfunded FTES from fund balance</p>
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-
4. Overcap funding for credit FTES shall be divided between the two colleges as follows. (Overcap is the additional FTES the district could recapture if other districts do not grow enough during the year. It is usually known around February of each year at recalculation [Recalc].)

<p>San Bernardino Valley College</p> <p>No additional Overcap funding since San Bernardino Valley College will be fully funded for the credit FTES</p>	<p>Crafton Hills College</p> <p>Additional Overcap funding will be absorbed by Crafton Hills College since all unfunded FTES are carried by Crafton</p>
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-
5. Other eligible revenues received by the district shall be divided between the two colleges in accordance with the relative FTES numbers achieved by the colleges as in item 3. above.
-
6. Site-specific revenues will remain with the college concerned.
-
7. District growth levels/targets may be recommended by District Budget Committee and approved/modified by the Chancellor's Cabinet.
-
8. Districtwide assessments shall be divided between the two colleges based on FY 2015-16 projected actual (not funded) FTES.

<p>San Bernardino Valley College</p> <p>10,454 10,504 actual FTES</p>	<p>Crafton Hills College</p> <p>4,864 actual FTES</p>
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Analysis of Results Achieved to Date

The District and the Colleges have worked collaboratively to address this recommendation. The Resource Allocation Model has been revised, approved by appropriate constituencies, and broadly shared with the Colleges. Budgetary decision-making includes representatives from campuses and the District, as well as all constituencies. Efforts have been made to provide

budget information in a variety of formats: via emailed reports directly from Fiscal Services; via face-to-face meetings between the Vice Chancellor and campus senates, committees, and individuals; and through the monthly *Chancellor's Chat*.

At its May 21, 2015 meeting, the District Budget Committee was asked to complete the annual Committee Self-Evaluation and later tallied responses (a total of 9 were received). The results of the self-evaluation were presented to the District Budget Committee during the June 19, 2015 meeting. The self-evaluation showed that all respondents felt that quality of information flow from the committee to the constituency groups is good to very good; all respondents agreed that the quality of information flow from the constituency groups to the committee was good to very good; and all respondents agreed that the quality of communication by the committee with the District community as a whole was good to very good. However, as the District Climate Survey results showed, the campus is still unclear about the how the RAM works, and how it aligns with the District Strategic Plan. The campus accreditation survey showed that 41 percent of the 25 respondents agreed or strongly agreed that the District is transparent and inclusive in matters pertaining to financial planning and budget development.

Excellent progress has been made on the development of the District Enrollment Management Plan and the District Staffing Plan. The committees charged with developing these plans will continue to work on the integration of all planning documents (e.g., educational, facilities, technology, and staffing) and to develop an integrated timeline that shows the relationships between and among District and campus strategic planning processes. This is planned to be completed during spring, 2016.

The responses to the annual District Employee Climate Survey showed divided perceptions of fiscal services. Respondents tended to agree that the fiscal services staff is helpful and that financial planning is integrated with the District Strategic plan. However, they were less likely to agree that the Resource Allocation Model is open and easy to understand, or that dependable financial information is distributed in a timely fashion. The narrative responses showed equally divided responses. For example:

Fiscal services is very professional and dependable. However, budget planning and disseminating budget information should include staff support and not management only. Information is not given timely nor accurately.

And,

The district holds meetings regarding resource allocation and prioritization, but then decides to do whatever the Chancellor wants instead.

The College accreditation survey revealed equally divided perceptions; 42 percent of respondents agreed or strongly agreed that the District is transparent and inclusive in matters

pertaining to financial planning and budget development; 38 percent disagreed or strongly disagreed with this statement. For example:

We receive excellent new and regular emails about the state, college, and the district budget and financial processes. I feel much better informed!

And,

The process still feels very top down. Though the District might think it (sic) getting good info from groups like the Senate and the unions, those groups are not communicating well with their constituents yet claim to know what those constituents want.

As with the other District recommendations, the perceptions of College employees regarding the District's progress are mixed in spite of the considerable efforts that have taken place.

Evidence of the Results

Resource Allocation Model

- D.3.a. College Brain Trust Resource Allocation and Utilization Review, January 2014 (cited in CHC 2015 Self Evaluation)
- D.3.b. FAQs, 2015-16 Final Budget and Resource Allocation Model
- D.3.c. SBCCD Resource Allocation Model, 2015-16
- D.3.d. Response of Chancellor's Cabinet to the Recommendations of the College Brain Trust, February 2014

Transparency, Inclusiveness, and Broad Communication

- D.3.e. FAQs, 2015-16 Final Budget and Resource Allocation Model
- D.3.f. SBCCD Employee Climate Survey 2015-2016, p. 4 Collaborativb

Enrollment Management Plan

- D.3.g. Multi Year Resource Allocation Forecast for the Unrestricted General Fund, 2015-16 through 2016-17

Human Resources Staffing Plan

- D.3.h. Notes, Human Resources Staffing Plan Ad Hoc Committee, October 2015
- D.3.h.i. Notes, Human Resources Staffing Plan Ad Hoc Committee, November 2015
- D.3.i. Human Resources Staffing Plan

Additional Plans Developed by the SBCCD

The District Enrollment Management Planning Committee and the Staffing Planning Committee will complete their planning processes in spring 2016. The committees charged with developing these plans will continue to work on the integration of all planning documents (e.g., educational, facilities, technology, and staffing) and to work with the District Strategic Planning Committee to develop an integrated timeline that shows the relationships between and among District and campus strategic planning processes. This work is planned to be completed during spring, 2016. The College and the District will continue to use a variety of modalities to communicate with employees about budget issues and the Resource Allocation Model, and will assess employee perceptions annually.

District Recommendations to Improve

District Recommendation 4, Board Orientation

In order to improve effectiveness, the team recommends that the District develop a local Board orientation program to ensure that all members of the Board are adequately prepared to provide leadership appropriate to their role as board members (IV.B.1.f).

District Recommendation 4, Board Orientation

In order to improve effectiveness, the team recommends that the District develop a local Board orientation program to ensure that all members of the Board are adequately prepared to provide leadership appropriate to their role as board members (IV.B.1.f).

IV.B.1.f. The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

Actions Taken to Address the Recommendation

The Board has developed and implemented a local Board orientation and training process (IV.B.1.f).

In response to the Commission recommendation for improvement, the SBCCD Board of Trustees reviewed and revised the Board Handbook over the past year. The current draft includes the mission, vision and values of the District, organizational charts for both campuses and the District entities, Board imperatives and goals, Board duties and responsibilities, procedural information regarding the Board and its meetings, planning and evaluation, accreditation, and a Board member orientation, among other topics. The section of the handbook concerning orientation calls for the orientation of all new Board of Trustee appointees within 30 days of appointment. The responsibility for orienting new Board members is shared by the Chancellor and current Board of Trustees members. The training includes orientation to the institution, such as college history and development; briefings on the organization, programs, budget, and facilities of the colleges and sites; and orientation to trusteeship, including roles of Board members, attendance at local, state, and national meetings, and review of pertinent laws and Board policy. The new Board Handbook was approved by District Assembly on September 1, 2015 and by the Board on October 8, 2015. The Handbook is available on the District website.

Each section of the handbook features a checklist, which the new Board member is expected to sign. The Board scheduled a special meeting for the purposes of new Trustee Orientation on December 3, 2015.

In addition, the SBCCD Board of Trustees participated in Board Training at a special meeting on June 1, 2015. Topics addressed included Board roles and responsibilities from an accreditation viewpoint, the realm of the Board, scenarios describing the accreditation experiences of three community college boards, and some actions for improvement.

The Board President received training specific to his/her role (IV.B.1.f).

Local Board President Training was included in the latest edition of the Board Handbook. Topics covered include Board imperatives and goals, Board duties and responsibilities, elections, officers of the Board, committees of the Board, Board education, the Brown Act, preparing for meetings, communications among Board members, and the like. Most important in addressing the recommendation is the addition of clear language that the Board President is ultimately responsible to orient new board members and student trustees. Last, the Board Policy concerned with Board Officers (BP 2210) was updated to align with the new handbook. Board Policy 2210 was approved by the District Assembly on November 3, 2015, was forwarded to the Board for a first reading on

December 10, 2015. Final Board approval took place on January 21, 2016. The updated Board Policy will be added to the District website.

Analysis of Results Achieved to Date

A new Board Handbook and Board training process was developed with input from both colleges, Board members, and District representatives. In December 2015 one new Board member has been selected. She has received two training sessions—one with the Chancellor and the second with the Chancellor and Board President. The sessions focused on background information on the District, issues impacting the District and Board; Board Handbook, Board Policies, committee structure, and the distinctions between board governance and District operations. District materials were provided to the Trustee for study. The Trustee was connected with online Trustee resources of the California Community Colleges League and ACCJC. The new Trustee signed off on completion of the Board training modules. The District has fully addressed this recommendation for improvement.

Evidence of the Results

- D.4.a. District Assembly Minutes, September 1, 2015, re: Old Business/ Revised Board Handbook Review
- D.4.b. SBCCD Board of Trustees Minutes, June 1, 2015, Item 8, pp. 1-2.
- D.4.c. SBCCD Board of Trustees Handbook (Approved 10/8/15)
- D.4.d. SBCCD Board of Trustees Minutes, December 3, 2015, Item 3: New Trustee Orientation

Additional Plans Developed

The updated version of Board Policy 2210 will be added to the SBCCD/Board of Trustees website once it is Board approved, anticipated to occur in January 2016.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Dr. Gloria Fisher, President
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: March 10, 2016
SUBJECT: Consideration of Approval to Accept SBVC's Final Accreditation Report

RECOMMENDATION

It is recommended that the Board of Trustees accept SBVC's Final Accreditation Follow-Up Report.

ANALYSIS

The Final Follow-Up Report demonstrates that the College and District have resolved deficiencies, which led to noncompliance and that it now meets the Standards. The Report will be followed by a visit of commission representatives.

OVERVIEW

The first read of the Draft Follow-Up Report in response to the Accrediting Commission for Community and Junior College's (ACCJC) recommendations was approved on February 25, 2016. After approval, the Report will be submitted to the ACCJC by March 15, 2016.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

Submitted by
San Bernardino Valley College
701 S Mt. Vernon Ave.
San Bernardino, Ca 92410



Submitted to
Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges
10 Commercial Blvd # 204,
Novato, CA 94949

Certification of the Follow-Up Report

To: Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges

**From: Gloria Fisher, President
San Bernardino Valley College
701 S Mt. Vernon Ave.
San Bernardino, CA 92410**

We certify that there was broad participation by the campus community and that the San Bernardino Community College District Board of Trustees has reviewed it. We believe this report accurately reflects the nature and substance of this institution.

Signatures

John Longville, President, SBCCD Board of Trustees	Date
Bruce Baron, Chancellor San Bernardino Community College District	Date
Gloria Fisher, President, San Bernardino Valley College	Date
Dr. Haragewen Kinde, Accreditation Liaison Officer, SBVC	Date
Dr. Celia Huston, Faculty Co-Chair, Accreditation and SLO Committee	Date
Dr. Jeremiah Gilbert, President, San Bernardino Valley College Academic Senate	Date
Grayling Eaton, President, CSEA	Date
Linda Subero, President, San Bernardino Valley College Associated Student Government	Date

Certification of the Follow-Up Report ii

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Report Preparation

This section describes the process of report preparation and identifies those who were involved in its preparation.

To respond to the Accrediting Commission for Community and Junior College's (ACCJC) District Recommendations, an Ad Hoc task force was assembled that included representatives from the Board of Trustees, Chancellor, College Presidents, Academic and Classified Senates, California School Employees Association (CSEA), California Teachers Association (CTA), Student Government, Human Resources, Research and Planning, Black Faculty and Staff, Latino Faculty and Staff, Accreditation Liaison Officers, and Business and Fiscal Services. The full task force conducted three initial meetings in April 2015 and several sub-task force meetings in May 2015 and throughout the summer. The full task force began meeting again in September 2015 and monthly thereafter to monitor and provide feedback on the progress that was being made towards addressing the District recommendations.

The purpose of the initial three meetings in April were to analyze each of the District-level findings to:

1. Distill what triggered the visiting team's findings;
2. Evaluate what needed to be done to address the findings;
3. identify resources, points of accountability, and timelines necessary to address the findings; and
4. List what evidence would satisfy the visiting team to show we have addressed each recommendation.

The task force reviewed and collectively agreed to the following goals for the task force:

1. Develop a tactical plan that will enable the District to completely satisfy the ACCJC District Recommendations, with evidence to support addressing the recommendations and satisfying the standards;
2. Develop a tactical plan that all constituent groups believe can satisfy the ACCJC District Recommendations;
3. Work as a team to communicate the work that has and will be done to re-instill confidence in our colleges' and District's ability to serve our community;
4. Develop a monitoring process that all constituency groups believe is accurate, timely, meaningful, and transparent.

The SBCCD and its colleges fully recognized the rationale for the four District Recommendations. These recommendations highlighted issues our District has been cognizant of but has had challenges addressing. The recommendations provided by the visiting team were constructive, provided guidance, and served as impetus for the SBCCD to finally put thoughts into action.

Constituent groups collectively supported all steps in this process; the end result includes solutions they collectively believe fully address the ACCJC District recommendation. The solutions that have been implemented codify processes along with timelines and points of responsibility, and ensure ongoing transparency.

The work of the ACCJC Ad Hoc Committee provided a foundation for the Accreditation and SLO [ASLO] Committee as they worked on the District Recommendations section of the follow-up report. In Spring 2015 the ASLO committee developed a timeline for drafting, editing, and finalizing the follow-up report. ASLO committee members who were a part of the ACCJC Ad Hoc committee were tasked with drafting sections addressing the response to the three District recommendations. Follow-Up Report First Draft, October 2015 focused on steps taken to date by the campus and District to resolve deficiencies.

The ASLO Committee, with the assistance of the Office of Research, Planning, and Institutional Effectiveness, conducted a First Draft survey to solicit feedback from the campus. For each recommendation, employees were asked to respond on a 5-point Likert scale as to whether the recommendation had been adequately addressed. A comment box was included on the survey for additional feedback. The survey and first draft were distributed to all campus and District employees on October 15, 2015. Two reminders were sent before the survey closed on November 6, 2015. There were 85 respondents to the survey. CSEA, concerned that classified staff would be uncomfortable with or unable to access the online survey gathered feedback on the first draft from classified staff and submitted a report to the ASLO Committee. The CSEA feedback represents approximately 35 classified staff members and 27 classified staff responded to the online survey. As both the online survey and CSEA feedback are anonymous, there could be duplication. The Associated Student Government (ASG) representative to the ASLO committee gathered feedback from the ASG Board.

The October 2015 Survey benchmarked the progress the campus and District had made towards meeting the recommendations. Many of the improvements being made at the District level may not yet have been apparent to the campus by October 2015, so the survey provided a snapshot of the campus perceptions of the progress being made, and insight into what areas of the recommendations needed more development and better communication. The survey results and feedback were shared with the ASLO Committee, Academic Senate, the ACCJC Ad-Hoc Task Force, and directly communicated to a member of the Board of Trustees, the Vice Chancellor of Business and Finance, and the Vice Chancellor of Human Resources. A limitation of these findings is that the response rate [85] provides a limited level of statistical validity and results may not be representative of all employees.

Feedback from the October 2015 Draft was combined with the updated information from the District presented to the ACCJC Taskforce in December 2015 to create the SBVC Follow-Up Report Second Draft, January 2016. Survey results and feedback were used to capture the campus perspective in the narrative analysis, thus creating a follow-up report that reflects the viewpoint and character of the SBVC campus. The second draft was released at the Accreditation Forum on January 14, 2016. Representatives from the District were present at the forum to report on the progress that had been made of each of the District recommendations and to answer questions. The Accreditation Forum was a part of the Spring Flex Day and, despite ongoing advertisement by the Office of Professional Development, the forum was poorly attended.

The SBVC Follow-Up Report Second Draft, January 2016 was distributed campus-wide via e-mail on January 19, 2016. A campus-wide online survey on the 2nd draft that included all classified, faculty, and management employees was conducted the week January 25, 2016. Results from this survey, as well as results from ASG, feedback from classified staff gathered by CSEA, and the 2015-2016 San Bernardino Community College District Employee Climate Survey (SBCCD Climate Survey) conducted in December 2015, were incorporated into the final document.

The January 2016 campus-wide survey had a much lower response rate than the October 2015 survey, with only 17 participants replying to the online survey, 4 from the ASG Board and 23 classified staff. A limitation of these findings is that the response rate provides a limited level of statistical validity and results may not be representative of all employees. Yet even these limited results and comments provide a snapshot of the campus perceptions of the progress being made, insights into what areas of the recommendations needed more development and better communication, and indicate what improvement has been made since October 2015.

Surveys were not the only method of gathering feedback, but were considered the most successful due to the high participation rate in the October 2015 survey and the candid responses in both surveys. The October 2015 survey garnered more response and participation than any of the open forums held for the Accreditation Self-Study or the Follow-Up report. The anonymity of the survey allowed employees to fully express their concerns, and the online format removed any conflicts of time and location. CSEA provided valuable feedback from classified staff for both drafts distributed to the campus, as did ASG. Feedback on the District recommendations and the drafts were also solicited from the Academic Senate, and College Council and the Accreditation and SLO Committee. Adjunct faculty received accreditation updates and had opportunity to ask questions at adjunct orientation.

Evidence List – Report Preparation

- 1.1 [ACCJC Ad-Hoc Task Force Minutes/Meeting Summaries](#)
- 1.2 SBVC Follow-Up Report First Draft, October 2015
- 1.3 SBVC Follow-Up Report First Survey, October 2015
- 1.4 Classified Staff Follow-Up Report First Draft prepared by CSEA, October 2015
- 1.5 ASLO Minutes reflecting ASG Feedback
- 1.6 Accreditation Forum 1/14/2016
 - a. PPT; Timeline, College Recommendation 1, Commission Recommendation 1
 - b. District Recommendation 1 Handouts
 - c. District Recommendation 2 Handouts
 - d. District Recommendation 3 Handouts
- 1.7 SBVC Follow-Up Report Second Draft, January 2016
- 1.8 Flex Day 1/14/2016 Schedule and Advertising
- 1.9 SBVC Follow-Up Report Second Draft Survey, January 2016
- 1.10 ASG Follow-Up Report Second Draft Survey, February 2016
- 1.11 Classified Staff Follow-Up Report Second Draft Feedback prepared by CSEA, February 2016
- 1.12 2015-2016 San Bernardino Community College District Employee Climate Survey
- 1.13 Dialogue regarding Follow-Up Report

Follow Up Report Timeline

Month/Date	Activity
February 2015	College receives External Evaluation Report; the Commission issues Warning
February 2015	President shares the External Evaluation Report with campus
February - May, 2015	District ACCJC Ad-Hoc Committee meets throughout spring 2015
May 2015	District ACCJC Ad-Hoc Committee Meetings: District Recommendations
June - July, 2015	A sub-group of the District ACCJC Ad-Hoc Committee meets
September 15, 2015	Preliminary draft to the ASLO Committee
October 8, 2015	CHC/SBVC joint presentation to the Board of Trustees
October 15, 2015	First Draft to SBVC Campus; Follow-up Survey Begins
November, 2015	Follow Up Survey Closes – Results disseminated
January 8, 2016	Follow-up Report, 2 nd Draft to SBVC/District work group
January 11, 2016	Alignment Meeting with SBVC and District
January 13, 2016	Adjunct Orientation Workshops
January 14, 2016	Workshop and Presentation, Accreditation (Flex);
January, 20, 2016	Follow-up Report, 2nd Draft to Campus
February 3, 2016	First Reading, Academic Senate
February 4, 2016	Follow-up Report, 2 nd Draft presented to Board of Trustees
February 10, 2016	First Reading, College Council
February 17, 2016	Academic Senate Approval
February 24, 2016	College Council Approval
TBD	Student Senate Approval
TBD	Classified Approval
February 25, 2016	First Reading, Board of Trustees
March 10, 2016	Board of Trustees, Final Approval and Signature
March 15, 2016	Follow-up Report submitted to ACCJC

ACCJC Recommendation to Resolve College Deficiencies

At the conclusion of Standard 2.A of the ACCJC Visiting Team Report, the team noted The College's SLO assessment process was functioning well and appears to have become well established. The program-level SLO assessment cycle was lagging, however, with only a minority of programs having completed assessment at the time of the site visit. (I.B.1)

College Recommendation 1: *In order to meet the standards, the team recommends that all programs' student learning outcomes be assessed on a regular basis as part of a sustainable cycle of continuous quality improvement.*

Actions Taken to Resolve Deficiencies

At the time of the ACCJC visit, only 22% of SBVC's programs were continuously collecting assessment data on PLOs and evaluating the data on a 3-year cycle. SBVC had a timetable developed to achieve 100% PLO ongoing assessment and systematic evaluation by the end of the academic year by mapping the required courses within the discipline to the Program Level Outcomes of the degree or certificate program. Course assessment data collected every semester are aligned with and provide assessment data for PLOs. These data are available for use in the Program Summary Evaluation that takes place at least once every three years. By the time of receipt of the ACCJC Action Letter in February 2015, PLO ongoing assessment had reached 83%. Currently 100% of SBVC's programs are continuously collecting assessment data on PLOs and systematically evaluating the data on a 3-year cycle.

Courses are the common denominator for learning outcomes assessment. Every student who attends SBVC, whether for self-improvement, lifelong learning, job skills, certificates, degrees, or transfer, will take a course; thus, courses become the foundation for assessment. SBVC has collected of SLO assessment data for each course offered every semester since Fall 2013. This practice of ongoing assessment has created a data-rich environment used as part of the systematic 3-year evaluation process.

Ongoing assessment of PLOs is achieved by mapping the course assessment data to the program level. Courses in all disciplines that are a part of a degree or certificate program are mapped to the PLOs for that degree or certificate for ongoing assessment. The assessment data, along with other discipline-specific criteria, are used as part of the systematic 3-year evaluation process.

The process of mapping was often used as a baseline evaluation of PLOs and resulted in rewriting of SLOs/PLOs, developing new assessment methodologies and criteria, and identifying capstone projects or courses that could also be used to assess PLOs. Concurrently, the ASLO Co-Chair and District Computer Programming office were working together to create an online system for outcomes assessment by modifying the open source program SLOCloud. The SLOCloud was easily adapted to reflect the paper forms and processes established by the college. The SLOCloud collects assessment data and generates course and program level reports that include aggregated data for courses and programs, assessment methodology and criteria, and qualitative reflections of faculty.

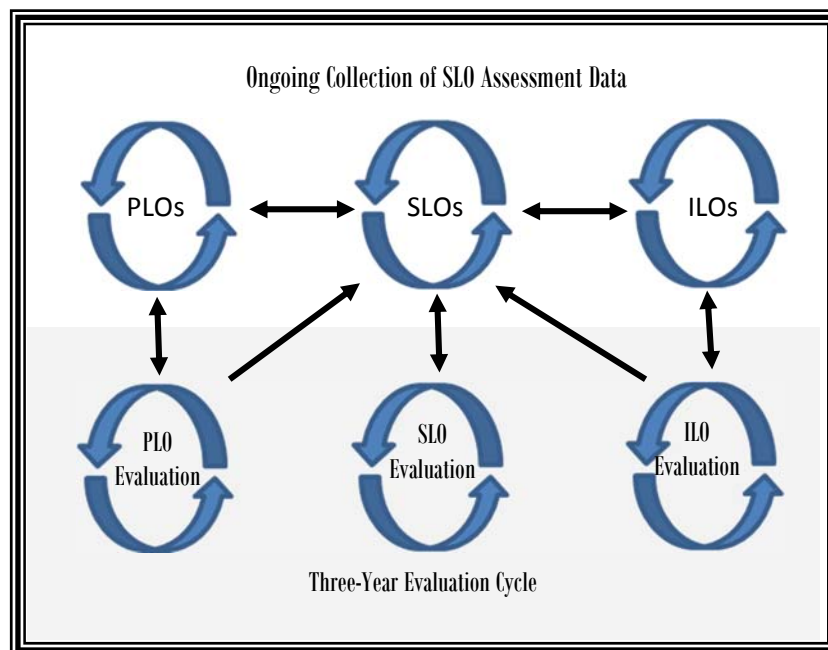


Figure 1. Relationships among SLO, PLO, and ILO assessments.

Analysis of Actions to Resolve Deficiencies

The October 2015 survey responses for College Recommendation 1 indicated the campus was satisfied the recommendation had been met. Ninety percent (90%) of respondents agreed or strongly agreed that the recommendation had been adequately addressed, 6% of respondents disagreed, and 14% indicated “Don’t Know or N/A.” There were a total of 9 comments. Several expressed satisfaction with the SLO Cloud and the mapping process and some voiced concern that there was too much focus on ongoing assessment and not enough evaluation and dialogue. The January 2016 survey showed that 16 of the respondents (94%) agreed or strongly agreed that the campus has met the recommendations and 1 respondent (6%) disagreed.

Ongoing assessment and three-year evaluation cycles for PLOs have been established for 100% of programs. Over 87% of programs have engaged in dialogue and formally completed their first 3-year evaluation and are on schedule for their next evaluation. The remaining 13% of programs, consisting primarily of new or newly revised degrees and certificates, are on schedule for their first 3-year evaluation.

Ongoing assessment and systematic evaluation have stimulated formal and informal dialog about teaching and learning at SBVC. For example, Diesel is a program that used a PLO assessment to

implement changes. Diesel indicated that reading comprehension presented a challenge to many students; the department worked with Disabled Students Programs and Services department to provide reading support and textbook audio for students with reading challenges.

Many programs chose to evaluate or reevaluate PLOs after the Course-to-PLO mapping for the SLOCloud process had been completed. After mapping was complete, dialog among faculty led to programmatic changes; for example: programs were able to see whether PLOs and SLOs were out of alignment, resulting in writing more effective outcomes; programs identified potential capstone courses and assignments; programs saw the need to develop a common assessment instrument; programs initiated curriculum changes; and programs identified equipment and professional development needs.

Evidence List- College Recommendation 1

2.1 [ACCJC Visiting Team Report](#)

2.2 PLO Mapping Spreadsheet

2.3 Sample SLO Cloud Course and Program Reports

2.3a Reading 920 SLO Course Report

2.3b Disaggregated Course SLO Data and PLO Report for Chemistry Program Review.pdf

2.4 SBVC Follow-Up Report First Survey, October 2015 Comments

2.5 Program Evaluation Three-Year Cycles

2.6 Diesel Program Evaluations

2.7 Representative Sample of Program Evaluations

2.7a RTVF Degree and Certificate

2.7b Food Service Certificate Program Evaluation

2.7c CIT-Degree Program Evaluation

ACCJC Recommendations to Resolve District Deficiencies

District Recommendation 1:

The ACCJC Visiting Team reported in the conclusion of Standard IV.B

The team found evidence throughout the Self-Evaluation, which was confirmed during the team's visit, that the Standards for Board and Administrative Organization are met with the exception of the Board being in compliance with its own policies. Also, the team found that, while there was evidence that new board members attend orientation, they do not have a specific orientation to their role as a San Bernardino Community College board member.

In order to meet the standards, the team recommends that [1] the Board of Trustees examine its role in the development of policies and [2] ensure that it acts in a manner consistent with its approved policies and bylaws. The team further recommends that the Board of Trustees take steps to [3] ensure that all policies are developed or revised within the framework of the established input and participation process. (III.A.3, III.A.3.a, III.D.3, IV.A.2, IV.B.1.e, IV.B.1.j)

Actions Taken to Resolve Deficiencies

The ACCJC Ad Hoc Task Force collectively identified the following deficiencies, which were recognized as District shortcomings that needed to be addressed and which were believed to have led to the findings.

Subsequently, the task force openly and candidly discussed strategies for addressing these deficiencies.

The corrective actions collectively recommended were:

1. To define timeline and systematic process for BP/AP review. The timing should be specific and achievable and include:
 - a. The monitoring and tracking of progress via checklists;
 - b. Clear definitions and be communicated;
 - c. Subject expert review and tracking;
 - d. Tracking of the rationale for any changes;
 - e. Watching for conflict with other BP/APs;
 - f. Needing to make sure current policies are available online;
 - g. Inclusion in the Board self-evaluation; and
 - h. A clear definition of "Periodic Review."
2. Board Training
 - a. The development of a local Board Handbook inclusive of training.
 - b. Develop a living and evolving list of what every board member should know and be trained on.
 - c. Consideration for transition time between Board of Trustee Presidents.
3. Develop local Board President Training which should be included in overall Board Handbook/Training; should include clear language that Board President is ultimately responsible to orient new board members and student trustees.

During the month of May and throughout the summer, the sub-task force committees for the development of a Board Policy Manual and for the revision of the Board Policy and Administrative Procedures (BP/AP 2410) met. In both instances, representatives from the ACCJC District Task Force met with the District Assembly to request that the current BP/AP review process be placed on “pause” until a new process was developed and proposed for the fall, and that rather than approving the Board Handbook that was scheduled to be approved, they allow time for the ACCJC District Task Force to review and incorporate additional changes over the summer. Both requests were approved. It was suggested, and agreed to, that the BP/AP review process be reviewed by joint sub-committees of the District Assembly and the ACCJC District Task Force.

The SBVC Academic Senate had a thorough discussion of the ACCJC Action Letter at the 2/18/15 and the 3/4/15 meetings. The Senate considered that the District Recommendations and the Commission Recommendation resulted from insufficient leadership and management at the District level, and ultimately the responsibility of the Chancellor. The Senate took action to resolve the deficiencies by initiating a vote of no confidence in the Chancellor. The SBVC Academic Senate worked with the Crafton Hills College Academic Senate to craft a resolution and gather evidence. The resolution and evidence were presented to the Board of Trustees at the 4/9/15 board meeting, with a request that the resolution be placed on the agenda for discussion at the 5/14/15 board meeting. The Board of Trustees offered the following statement in reply. "The Board has received and carefully reviewed the Academic Senates' no confidence resolutions (SBVC Resolution SP15.02 and CHC Resolution SP15.04) and supporting documents. As with all information received by the Board, it will be given careful consideration. The Board requests that the faculty work together with the Chancellor and the District Office staff to implement the recommendations of the ACCJC and prepare the follow up report for submission on its March 15, 2016 due date." The Academic Senate continues to participate in the District ACCJC Ad-Hoc Task Force and work with the ASLO Committee, Ad-Hoc Staffing Plan Committee, Enrollment Management Committee, and others to resolve campus and District deficiencies.

[1] Board Examination of Role

The sub-task force committee working on the Board Handbook met to review the local handbook that was being proposed, and incorporated the changes recommended by the ACCJC District Task Force. This included ensuring that the local handbook complemented, augmented, and expanded upon the Community College League of California (CCLC) Trustee Training, reviewing and adding to the list of topics in which all trustee members should be trained, ensuring regular updating of the handbook, specifying Chancellor and Board President responsibilities, specifying when the training of board members is to occur, and incorporating a sign-off sheet to verify the training of board members in each topic area. District Assembly recommended changes to the Board Handbook and approved the Board Handbook as amended at the Board meeting on 9/1/2015.

The Board of Trustees received training from ACCJC on June 1, 2015 that specifically addressed the role of the Board. Topics addressed included board roles and responsibilities from an accreditation viewpoint, the realm of the board, scenarios describing the accreditation experiences of three community college boards, and some pathway actions for improvement. In August 2015, a trustee at the

Butte-Glenn Community College District in Oroville facilitated the Board Retreat. The retreat agenda included:

- Board Imperatives
- Review of Board Self-Evaluation
- Review of 2014-2015 Board Goals
- Establishing 2015-2016 Board Goals
- Review of ACCJC Recommendations.

A new trustee was appointed to the board in December 2015. The Trustee has received two training sessions, one with the Chancellor and the second with the Chancellor and Board President. The sessions focused on: background information on SBCCD, outstanding issues currently impacting the District and Board of Trustees; and Board Handbook, Board Policy, committee structures, and how board governance differed from District operations. District materials were provided to the Trustee for study. The Trustee was connected with online Trustee resources for CCCL and ACCJC.

One Trustee recently completed the Excellence in Trusteeship Program sponsored by the Community College League of California. At the February 25, 2016 meeting Trustees shared what they had learned about the role of Trustees at the 2016 National Legislative Summit in Washington, DC sponsored by the Association of Community College Trustees.

[2] Board Acting in a Manner Consistent with Policies

The Board of Trustees has become more educated about policy and procedures. The Board of Trustees is studying a list of perceived inconsistencies between Board Policies and Board actions that were identified in the October 2015 Follow-up Survey. The effectiveness of these efforts to improve consistency will be seen over time and extends beyond the timeline for this report.

[3] Framework for Policy Review

The joint sub-committees of the District Assembly and the ACCJC District Task Force convened on two occasions and revised Board Policy and Administrative Procedures (BP/AP 2410) to incorporate the recommendations of the ACCJC District Task Force. These changes included establishing a defined timeline for BP/AP review (6-year review cycle), establishing points of accountability for the review process, developing a tracking system for the review cycle along with a rationale for BP/AP changes available for all to see online, ensuring input by subject area experts, and preventing conflicts with other District BPs/APs. Training sessions were conducted for both the subject area experts and those charged with accountability for the review process. The BP/AP review cycle was reviewed at District Assembly on 9/1/2015 and approved at the 10/6/2015 meeting.

District Assembly is reviewing the 86 BP/APs scheduled for review this year in accordance with the current AP 2410 review process. As of January 2016:

- 42 policies and 21 procedures have been reviewed by the Board Committee.

- 41 policies and 16 procedures have been reviewed by the District Assembly.
- 14 policies have been approved and adopted by the Board of Trustees.

Analysis of Actions to Resolve Deficiencies

The October 2015 survey showed that 39% of the respondents agreed or strongly agreed the District had adequately addressed the recommendation; 38% of respondents disagreed or strongly disagreed the District adequately addressed the recommendation; and 23% of respondents responded “Don’t Know or N/A” The 19 comments expressed concerns about inconsistencies between board actions and board Policy, effectiveness of the Board Handbook, and support for the AP/BP review process (2.4). November 2015 feedback from classified staff expressed concerns about the Board’s compliance with Board policies.

A trustee met ASLO co-chairs to discuss the findings of the October 2015 survey and attended the December 4, 2015 ACCJC Ad-Hoc Task Force meeting, where further discussion of District Recommendation 1 took place. Following those meetings, the Chancellor and the Board requested a list of the inconsistencies noted by the campus for further review and discussion. Items included were:

- Board Agenda 8/13/15 p. 42 references BP 7250 in a request for management tuition reimbursement. BP 7250 is an incorrect reference. Tuition reimbursement is mentioned in AP 7250, and AP 7250 refers the reader to correct BP 7160/AP 7160 Professional Development.
- The above-referenced tuition reimbursement request was challenged by the Academic Senate Resolution FA15-5. The resolution stated that the tuition reimbursements were intended for professional development whereas the request for reimbursement would pay tuition for a manager to earn a degree retroactively that was required for the current position held by the manager.
- BP 2315: Board regularly fails to report on the results of closed session items during the meeting and in minutes [Dates forthcoming].
- It is unclear whether the Board evaluated the Chancellor according to BP/AP in 2014-2015. Chancellor's evaluation is on every Board agenda, but the completion of the Chancellor's evaluation has not been reported out.
- BP 2340 - Board Agenda announcement did not comply with the Brown Act’s stipulation to post the agenda 72 hour in advance of the meeting for 10/08/2015 (Agenda emailed 10/06/2015) and 11/12/2015 (Agenda emailed 11/10/2015).
- Board approved the hiring of a campus president who did not hold an appropriate degree from an institution accredited by a recognized U.S. accrediting agency at the time of the degree was awarded.

- BP/AP 2510 - Board frequently acts on items that have not had sufficient collegial consultation and/or items that fall under the 10 +1 purview of the Academic Senate. Examples cited are: Reorganization of Personnel during summer (impacted campus budgets, hiring processes, duplication of positions, insufficient program review/needs assessment); Hiring outside consultants for Facilities & Educational Master Plan (impacted budget & intuitional planning at the campus level); Budget approval when tentative budget was altered by the DBC over the summer without all constituencies being represented. [Note: DBC is addressing the summer issues in several ways; moving up the budget timeline, and having prioritized lists for adjustments in place prior to commencement.]
- BP 2715/BP 4030 The Board President's urging District employees to censor their conversations with ACCJC is a violation of ethics and academic freedom. BP 4030 states "Academic freedom allows academic employees to seek and present the truth as they know it on problems and issues, subject to the accepted standards of professional responsibility without fear of interference from administrators, the District Board of Trustees, governmental authorities, or pressure groups." Accreditation is an academic and professional matter as defined by Title 5, Section 53206, California Code of Regulations; thus it is entirely appropriate for academic employees to address the ACCJC.

Although a few of the comments in SBCCD Climate Survey refer to the Board of Trustees, the SBCCD Climate Survey does not directly address District Recommendation 1.

In working on District Recommendation 1, the Board of Trustees has become more involved at a campus and District level. The Trustee member of the ACCJC Ad-Hoc Task Force has encouraged increased dialog among the Board, District and Campuses. Board members are now assigned to sub-committees and meet with the Vice-Chancellors to gain a better understanding of Budget and HR issues. The Board is actively involved in developing and adhering to the new Board Handbook.

On October 19, 2015, the Chancellor's Evaluation Committee convened to commence the process for the 2015-16 evaluation of the Chancellor. The Committee scheduled anticipated meeting dates as well as determined the date for the distribution of the campus-wide survey. The Committee planned to complete the report by the end of November 2015, and to submit said report to the Board of Trustees. A separate ad hoc evaluation committee, established by the Board of Trustees, was working simultaneously to address the Chancellor's evaluation. The Chancellor's evaluation took place on January 14, 2016. The Board of Trustees has met with the Chancellor to discuss goals for the upcoming year.

The majority of 23 classified staff who provided feedback to the second draft through CSEA responded "no" to the questions "In your opinion does the Board of Trustees now ensure that it acts in a manner consistent with approved policies and bylaws?" and "In your opinion are policies developed or revised within the framework of the established shared governance processes?". Classified staff continue to be concerned about the actions of the Board and classified participation in shared governance.

The January 2016 survey shows that 12 of the respondents (70%) agreed or strongly agreed that the campus has met the recommendations and 5 respondent (30%) disagreed or strongly disagreed. Comments expressed concerns about the constraints of the Follow-Up Report timeline. It was felt that

the Board Handbook and BP/AP Review Cycle show promise, but more time is required to analyze the impact and effectiveness of the solutions.

Evidence List – District Recommendation 1

- 3.1 [Academic Senate Meetings](#) 2/18/15; 3/4/15
- 3.2 Academic Senate Resolution [SP15.02](#)
- 3.3 [Board of Trustees Meeting](#) 5/14/15
- 3.4 [Board Handbook](#)
- 3.5 [Board of Trustees Meeting](#) 6/1/2015
- 3.6 [Board of Trustees Retreat Presentation](#), 8/20/15
- 3.7 [Board of Trustees Meeting](#), January 25, 2016
- 3.8 [District Assembly Meeting](#) 11/3/14, 9/1/15, 10/6/15
- 3.9 Email List of Concerns with the Board December 18, 2015
- 3.10 Academic Senate Resolution [FA15-5](#)
- 3.12 [Board Minutes, 12/10/15, Closed Session, 3.b.](#)
- 3.13 Chancellor’s Evaluation, [Board Agenda, 1/14/2016](#),
- 3.14 SBVC Follow-Up Report Second Draft Survey, January 2016 Comments

District Recommendation 2

At the conclusion of Standard III.A of the ACCJC Visiting Team Report, the team made the following observations.

Interviews with members of all constituent groups reveal high levels of frustration with the length of time needed to complete the hiring process. If the hiring process does not yield an accepted employment, the process begins again with the failed position moving to the end of a rotation of prioritized positions, thus delaying the hiring for previously ranked positions. The employee satisfaction surveys as well as interviews with faculty and staff at the College indicate that staffing instability in the Human Resources Department may be taking a toll on the efficiency of the institution. Employee surveys completed as a component of District planning reveal that end users of human resources services are frustrated by a lack of permanent personnel to respond to information requests and process needs related to hiring and the evaluation of employees. In addition to the high level of frustration with Human Resources at the District level, faculty and administration cited heavy workload and insufficient personnel to efficiently complete human resource functions at the College in a timely manner, despite the fact that two more positions were recently approved for Human Resources at the District Office. A lack of permanent leadership in the Human Resource Department at the District level has contributed to inconsistencies in hiring practice at the College and, as a result, undermined employee confidence in the Human Resource Department's ability to meet planning goals.

And made the following recommendation:

- [1] Reliable data from the Human Resources Department to support position control and other human resources functions;*
- [2] Timeliness of employee evaluations;*
- [3] Responsiveness and improved timelines for employee hiring;*
- [4] Consistent policy interpretation and guidance; and*
- [5] Completion of the faculty evaluation instrument to include work on Student Learning Outcomes*

(III.A, III.A.1.b, III.A.1.c, III.A.5, IV.B.3.b).

Actions Taken to Resolve Deficiencies

The ACCJC Ad Hoc Task Force collectively identified the following deficiencies, recognized as District shortcomings that needed to be addressed and which were believed to have led to the findings.

. The corrective actions collectively recommended were:

1. Continue to utilize and expand upon the functionality of the new budgeting system, Qwestica. Specifically, utilizing one system to handle Position Control Management allows for the reconciliation of positions between the District and the colleges through the Administrative Services offices and District Fiscal Services. The Qwestica system shows position status in real

- time and accommodates for future planning (e.g., grants with multi-year funding or retirements);
2. Establish points of accountability where position changes are to be submitted and who is to enter the changes into the system;
 3. Define the data requirements needed by the colleges to anticipate position needs. This step is to be accomplished in two phases. The first phase is to create dashboards that link local data and data available through the State Chancellor's Data-Mart. The second phase will be to build data dashboards directly into an Enterprise Resource Planning (ERP) system for which the District is currently preparing to issue a Request for Proposal (RFP);
 4. Provide training to users on where this information is located, how to access it, and how to interpret and use the data within for planning purposes;
 5. Consistent with the need for additional data, HR needs to reconcile positions with regard to whom employees report, validate and codify the evaluation process ensuring alignment with Board Policy, and ultimately move to an integrated environment consistent with the District's intent to move to an ERP;
 6. To improve the timeliness of evaluations, HR needs to reinforce the evaluation timelines with managers, validate reporting structures, and when notifying managers of which employees are to be evaluated, the Dean or next responsible managers are to be copied in the notification;
 7. While Questica now addresses the concerns over which positions are funded versus unfunded, there is still a need to accommodate for forecasted positions not accounted for in Questica;
 8. HR needs to codify the hiring process and provide consistent training to its staff, including mapping out each step in the hiring process, establishing time expectations, and identifying and eliminating bottlenecks. HR items should also be added to Board of Trustee Study Sessions to expedite hiring;
 9. HR needs to codify its departmental rules and procedures, provide consistent and ongoing training to its staff, and work to reduce staff turnover;
 10. HR needs to consult with managers on best marketing approaches based on the type of position for which they are recruiting. Consistent with this recommendation, HR's budget needs to be augmented to accommodate for marketing needs;
 11. To get better candidate pools, HR needs to ensure consistency in job description structure and instead of committees trying to come up with "related fields" prior to reviewing applications, HR should screen for degree minimum requirements, after which the committee considers appropriateness of degrees in conjunction with applicants' professional experience;
 12. HR needs to evaluate the needs for classified testing, as most managers have found the tests to not be valid based on the true expectations of the position for which they need to hire; and
 13. HR needs to convene the Tools committee to address the Student Learning Outcome (SLO) requirement in faculty evaluations.

The ACCJC Visiting Team Report stated "The employee satisfaction surveys as well as interviews with faculty and staff at the College indicate that staffing instability in the Human Resource Department may be taking a toll on the efficiency of the two Colleges." The District took action to stabilize HR by hiring permanent Vice Chancellor of Human Resources in May 2015. The Vice Chancellor found that the

Human Resources department was operating on an older HR model, with dated job descriptions and responsibilities. Recognizing that the current HR model in place, compounded by the number of vacancies within the department and the lack of permanent leadership led to the deficiencies cited by the ACCJC, the Vice Chancellor took immediate steps to reposition the HR department to better support the needs of the campus.

Working with the Chancellor's Cabinet, the 2014/2015 Human Resources program review, and as much as possible within the existing resources and number of positions allotted to HR, the Vice Chancellor of Human Resources prepared the *Human Resources Reorganization and Restructure Plan*.

The essential element of the plan are to:

1. Increase the efficiency of recruitment efforts;
2. Create more diversity in the organization based on population (EEO Plan);
3. Track and monitor the evaluation system so that it is streamlined and consistent;
4. Provide professional development to support the District staff;
5. Develop effective retention and recruitment practices (e.g., on-boarding, orientation, and training);
6. Develop more efficient and streamlined hiring processes;
7. Ensure compliance and consistency are met within day-to-day operations;
8. Develop positive and collaborative cultural systems within the District;
9. Address worker's compensation matters and related legal requirements;
10. Provide support, compliance, and guidance for environmental and safety issues; and
11. Address liability matters including tort claims and related investigations of facilities.

The Human Resources Reorganization and Restructure Plan includes the addition of two positions; the restructuring of various job descriptions to align essential functions with actual job performance; and the reduction of three (3) confidential positions. The Director of Safety and Risk, who formerly reported to Business and Fiscal Services, now reports to Human Resources.

Table 1: Human Resources Staff, 2015-16 (Post-Reorganization)

Position, 2015-16	Status
Vice Chancellor	Existing
Administrative Assistant II	Existing
Director, Human Resources	New
Director, Safety and Risk Management (reorganized from Fiscal Services to HR)	Existing
Employee Relations Officer	New
Coordinator - Diversity and Talent Acquisition	New
Coordinator - Professional Learning & Org. Effectiveness (revised job description)	Revised
Benefits Specialist	Existing
HR Generalist	Existing
HR Generalist	Existing
HR Generalist	Existing

HR Generalist	Existing
Recruiter - Professional Expert	Temporary
Clerical Assistant II	Existing

The Coordinator of Diversity and Talent Recruitment position replaced two Recruitment Specialist positions. This position conducts recruitment locally, statewide, and nationally and develops, maintains, and follows the legally mandated SBCCD EEO Plan to ensure recruitment efforts address diversity and equal opportunity employment.

The Employee Relations Officer position replaced the Human Resources Analyst position and in addition to an Analyst's responsibilities, is responsible for addressing the ever-growing needs related to Title IX compliance and ADA requirements.

Coordinator, Professional Learning and Organizational Effectiveness, is a position that is similar to a position that had been previously approved in the 2014/2015 District Program Review process and was originally entitled Training Specialist. This position is charged with coordinating, implementing, and supporting the implementation of professional and leadership development. This position will assure District compliance with all training necessary for state and federal laws and regulations including but not limited to Discrimination, Sex Harassment, Equal Employment Opportunity, and Title IX.

Upon Board approval of the Human Resources Reorganization and Restructure Plan, five positions - Coordinator, Professional Learning & Organizational Effectiveness, Employment Relations Officer, Coordinator, Diversity and Talent Acquisition, and Human Resources Generalist (2) - were hired over the summer and approved at the August 13, 2015 and September 10, 2015 Board meetings. These positions were expedited by Chancellor's cabinet so that Human Resources would be positioned to meet the many needs of the District and campuses in the current academic year. The Human Resources Reorganization and Restructure Plan indicated that the restructure would cost approximately \$134,000 in additional salaries. This changed when the existing Recruitment Specialist position was vacated and eliminated. The Human Resources Department had been initially recommended at 13 positions prior to May 2015. After the restructure/reorganization plan was finalized, it comprised 11 positions, with each having added duties and responsibilities to meet the growing and complex needs within the department. The net cost of the personnel reorganization was \$80,000. The department is now comprised of eleven employees. In addition, one-time funds were used to pay for the costs of such Human Resources infrastructure items as Title IX assessment, investigator and coordinator training, tracking tools, and employee training modules.

[1] Reliable data from the Human Resources Department to support position control and other human resources functions;

Position Control is a human resources and fiscal tool that allows the District to track the funding and history of a position without regard to employee names or vacancies. "The San Bernardino County

Office of Education system that the District uses lacks the ability to assign unique position numbers to budgeted and new positions, delaying instantaneous salary distribution detail reports to the College.”

Questica Software, an operating, capital, and position planning software solution, with a Salary and Position Planning module, has been fully implemented to ensure accurate funding and position control for management. It maintains budgeting aspects, ensuring all management is aware of the funding source for each position.

An internal hiring process manual was created that addresses how all positions and actions related to positions move through the system. The process includes a flow chart and necessary forms. Included in this process is a new Job Analysis Questionnaire (JAQ) designed to provide managers with a series of questions that incorporate consistent guidelines in the formation of a new job description consistent with and meets legal requirements of an equal opportunity employer. Human Resources has designed the JAQ as an internal tool used prior to the final approval of a position so that supports are provided to the departments to prevent delays caused by errors and inconsistencies in forming a job description.

[2] Timeliness of Employee Evaluations

The ACCJC Visiting Team report noted that “During the visit, the District Team verified that tracking records maintained by Human Resources for all employee evaluations are inconsistent in the dates that the evaluations are scheduled and actually completed based on College records.”

When fully implemented, PeopleAdmin software, purchased at the beginning of fall semester 2015 after a thorough evaluation period, will address and assist in maintaining employee evaluation notifications to managers. PeopleAdmin will monitor each position and, based on the position’s evaluation cycle (annual, every two years, every three years, etc.), generate a notification to the employee and the appropriate manager. Once all current data is entered into the system, it will maintain the information and provide timely notifications (4.8).

Pending the full implementation of PeopleAdmin, Human resources has compiled a list of current and past-due employee evaluations. Those with no change in assignment were evaluated first, followed by employees with a change of assignment and/or supervisor.

Current and past-due management evaluations were initiated and completed in fall 2015. Past-due evaluations of classified and academic employees will take place in accordance with the respective bargaining unit agreements. Eight overdue academic evaluations were completed in December 2015. The classified evaluation process will begin April 2016 as per Article 2.1 of the CSEA contract.

Table 2: District-wide Past-due Evaluations, January 2016

Status	Academic	Classified	Management	Grand Total
Interim Immediate Supervisor	1	2		3
Management Mid-Year Hire		2		2
Missed Deadline	13	64	4	81
Grand Total	14	68	4	86

Table 3: District-wide Employee Evaluation Status Summary, March 2016

	Employees	Percent
On-schedule Evaluations	554	89.07%
Past-Due Evaluations	68	10.93%
Total Evaluations	622	100%

[3] Employee Hiring

Several strategies have been developed to improve the timeliness of the employment process. Two Human Resources Generalist positions were filled over the summer. Timelines for hiring are now planned by identifying the date of Board Meeting for final approval and scheduling hiring committee meetings and interviews with the intent of completing the hiring process by the target date. Two weeks of the hiring process is saved by concurrently posting vacancies internally and externally; if the position is filled internally, the external posting is withdrawn. Hiring committee members are identified when a position is announced, instead of after a position has closed. All hiring committee meetings and interviews are scheduled well in advance to avoid delays due to scheduling conflicts.

Decreasing the number of failed searches will speed up the hiring process. The primary work of the new Coordinator, Diversity and Talent Acquisition position is to conduct recruitment locally, statewide, and nationally, and efficiently and effectively coordinate recruitment efforts to obtain the most qualified applicants for positions.

HR is being proactive in its recruitment efforts. District participated in only two (2) recruitment fairs in the spring of 2014-15, whereas HR attended seven (7) recruitment fairs in fall 2015. Job search engines, which have been utilized by the District for the purpose of recruitment, have been analyzed to determine whether posted jobs are rendering "hits" by prospective applicants. Search engines that demonstrated minimal hits have been identified for non-renewal of contracts while others, such as the State Registry, which has not been utilized by the District, have been identified as a viable option for recruitment.

The Vacancy Tracking Spreadsheet is a tool being used by HR to track position control numbers, approvals, hiring committee dates, anticipated Board dates, status and other essential information for each vacancy. A flowchart for personnel requests has been developed and outlines the steps that need

to be taken to hire new and replacement employees.

As Table 4 illustrates, the District hired 25 full-time employees in new or replacement positions between June 2015 and September 2015, compared to 12 positions during the same time period in 2014-15, representing an increase of 108%. Table 5 shows the number of recruitments that took place in 2015-16, and Table 6 shows the number of 2015 hires by employee category.

Table 4: Fall Quarter Full-time Hires, 2014-15 vs. 2015-16

Quarter	DIST	CHC	SBVC	FT Total Hires
June-September, 2014-15	1	4	7	12
June-September, 2015-16	10	6	9	25

Table 5: 2015-2016 Recruitments, March 2016

Recruitment Status	CHC	DIST	SBVC	TOTAL
Anticipated	6	3	5	14
In Process	21	10	14	45
On Hold	1	3	10	14
Total	28	16	29	73

Table 6: 2015 District Hires by Employee Category, March 2016

Hires	CHC	DIST	SBVC	TOTAL
Academic	6	0	31	37
Classified	9	7	23	39
Confidential	0	6	0	6
Interim-Mgmt	1	2	0	3
Management	0	3	5	8
Total	16	18	59	93

[4] Consistent Policy Interpretation

The Human Resources Department has established a spreadsheet to guide hiring processes and address interpretation of policy and procedure. This tool will be used on an ongoing basis and has been incorporated into weekly training meetings within the Human Resources department. During the weekly training meetings, the entire staff addresses concerns/issues that may have occurred in the previous week to ensure open dialogue and consistency of application of policy and procedure. In addition, the department convenes bi-weekly “lunch and learn” meetings to provide training updates and sharing of knowledge across distinct areas within the department such as benefits, recruitment, and professional

development based on recognized needs in the field. As such, HR has begun the process of training not only new staff, but also existing staff to address the unique and complex scenarios that occur on a daily basis. As a part of this process, collective bargaining agreements as well as meet-and-confer agreements with management and confidential associations are reviewed. Monthly HR meetings focus on policies and procedures as well as goals and objectives that align with the District-wide strategic plan.

[5] Faculty Evaluation Instrument/SLOs

The Tools committee which includes faculty representation from SBVC and CHC, and has the authority to change evaluation instruments, met on October 23, 2015. The Tools committee recommended placement of the following statement “I have self-reflected in regards to the development and assessment of SLOs (this statement may apply to SLO/Compensated Part-Time Faculty)” in the faculty evaluation. HR consulted with CTA representatives to determine the placement of the statement on faculty evaluation forms. The self-reflection statement includes a check-box above the signature line for the individual being evaluated. By checking the box, faculty are acknowledging that they have self-reflected on SLOs as per the SLO process defined by Academic Senate. The new evaluation form was distributed to all managers and is available on the District Wiki, labeled Formal Evaluation Procedure Pursuant to Article.

Analysis of Actions to Resolve Deficiencies

District Recommendation 2 contains many recommendations whose resolution can be demonstrated by statistics, implementation of new software, and updated evaluation instruments. The recommendation also speaks to consistent HR policy interpretation and guidance. The Vice Chancellor of Human Resources has taken steps, through staff training and regular meetings, to improve consistent policy interpretation and guidance. The effectiveness of these steps to improve consistency will be seen over time and extends beyond the timeline for this report

The October 2015 survey showed 38% of the respondents agreed or strongly agreed that the District had adequately addressed the recommendation. 39% of respondents disagreed or strongly disagreed adequately addressed the recommendation. 23% of respondents responded “Don’t Know or N/A”. The 16 comments expressed concerns and praise. A greater proportion of the comments indicated that little improvement had been made in HR. Concern was expressed about the appropriateness of the reorganization of HR, especially the creation of the Professional Learning and Organizational Development position when each campus already has a Professional Development Coordinator. The ACCJC visiting team gave SBVC’s Professional Development Department a commendation for the professional development program on campus. Other comments spoke favorably of the changes in HR and found noticeable improvements in the department. November 2015 feedback from classified staff expressed concerns that the recommendations regarding timely evaluations, consistent policy interpretation and efficiency of the hiring process had not yet been resolved.

The 2015/2016 San Bernardino Community College District Employee Climate Survey (SBCCD Climate Survey) was conducted in December 2015. When asked about the overall satisfaction with HR, 51% of respondents agreed or strongly agreed they were satisfied and 49% indicated disagreement or strong disagreement (p. 34 q9x). The SBCCD Climate Survey asked several questions that directly related to District Recommendation 3.

- 48.9 percent of respondents indicated that they agreed or strongly agreed that HR provides consistent and accurate information (p34 q9v).
- 42.7 percent agreed or strongly agreed that HR provides consistent policy interpretation (p.33 q9o).
- 48.9 percent agreed or strongly agreed that employees were evaluated at stated intervals.

The majority of 23 classified staff who provided feedback to the second draft through CSEA responded “no” to the questions “In your opinion does the SBCCD Human Resources Department now offer consistent policy interpretation?”, “Does the SBCCD treat employees equitably when applying policies?” and “Is hiring timely? Are needed positions filled promptly?” Comments varied with some expressing dissatisfaction with HR and others noting that HR has made some progress.

The January 2016 survey showed that 12 of the respondents (70%) agreed or strongly agreed that the campus has met the recommendations and 5 respondents (30%) disagreed or strongly disagreed (1.9).

Comments from both the SBCCD Climate Survey and the January 2016 survey were similar to those expressed in the October 2015 survey, although there was some indications that new hiring processes require additional paperwork and could become a burden to managers and staff involved in the process. Two of the comments in the January 2016 survey mentioned that the SLO self-reflection statement in the faculty evaluation would benefit from further definition and broader opportunity for self-reflection and evaluation. ASG comments were directed at the need for the District to hire more staff and faculty.

The self-reflection instrument that was developed for faculty evaluations is consistent with the practices and recommendations presented in the 2012 article *Faculty Evaluations – The SLOAC Debate Continues*, the 2013 paper *Sound Principles for Faculty Evaluation*, and the Fall 2014 Resolution 02.01 *Student Learning Outcomes and Faculty Evaluations* adopted by Academic Senate for California Community College Colleges.

The Chancellor is taking steps to improve communication with constituent groups regarding important work across the District. Out of concern that one-one-one meetings are too narrowly focused and District Assembly is too large, the Chancellor has created the Chancellor’s Advisory Group. The Chancellor’s Advisory Group will include key campus constituency leaders and create the opportunity informally to discuss new ideas, concerns, problems, strategies and to gather advice. The membership includes the following positions: Chancellor, CHC President, SBVC President, VC HR, VC Fiscal, Associate VC TESS, CHC Faculty Senate President, SBVC Faculty Senate President, CHC Classified Senate, SBVC Classified Senate, and Management Association President.

Evidence List – District Recommendation 2

- 4.1 [Human Resources Reorganization](#), page 275
- 4.2 [Coordinator of Diversity & Talent Job Description](#), page 254
- 4.3 [Employee Relations Officer Job Description](#), page 248
- 4.4 [Coordinator of Professional and Organization Development Job Description](#), page 259
- 4.5 Position Tracking
- 4.6 Internal Hiring Manual/Flow Chart
- 4.7 JAG
- 4.8 PeopleAdmin
- 4.9 Past-Due Employee Evaluation Tracking
- 4.10 CSEA Contract
- 4.11 Sample E-mails from HR
- 4.12 List of Job Fairs
- 4.13 Vacancy Tracking
- 4.14 Human Resources Standard Operating Procedures Manual
- 4.15 E-Mail from Sheri Lillard
- 4.16 [Faculty Evaluation Summary Form](#)
- 4.17 Evidence of Managers Receiving Information
- 4.18 ASCCC Publications
 - 4.18a *Faculty Evaluations – The SLOAC Debate Continues*
 - 4.18b *Sound Principles for Faculty Evaluation*
 - 4.18c *Learning Outcomes and Faculty Evaluations*
- 4.19 Chancellor’s Email

District Recommendation 3

In the conclusion of Standard IIID in the ACCJC Visiting Team Report the team noted “In May 2013, the District Budget Committee developed a process to adjust the Resource Allocation Model based on data and institutional planning documents to determine the appropriate allocation to the Colleges. The team found that this fact is not widely known on campus and that there are certain aspects of the model that lack transparency such as the criteria for funding the District wide assessments and why some revenue is excluded from the model. Also, the team could not find any evidence of integrated planning at the District level or how campus-level planning links to District-level planning which is the reason why both the College and District teams developed District Recommendation 2.”

In order to meet the standards, the team recommends that the District [1] follow their Resource Allocation Model focusing on [2] transparency and inclusiveness, supported by a comprehensive District-wide [3] Enrollment Management Plan and a [4] Human Resource/Staffing Plan integrated with other District-wide programs and financial plans, broadly [5] communicated to the colleges (III.A.6, III.D, III.D.1.a, III.D.1b, III.D.1.d, III.D.4, IV.B.3.c).

Actions Taken to Resolve Deficiencies

The ACCJC Ad Hoc task force openly and candidly discussed strategies for addressing these deficiencies.

The corrective actions that were collectively recommended were.

1. Though Board AP2610 (Presentation of Initial Collective Bargaining Proposals) as amended requires the Chancellor to provide advanced notice and forecasts to the Board of Trustees, there is also a need to provide the colleges with scenarios in advance, capitalizing on use of the campus budget committees;
2. Need documented process, guidelines, and training on how to implement resource allocation model, using “Guiding Principles” (e.g., SBVC must stay above 10,000 FTE, CHC needs to become financially self-sufficient) and there is a need for the Chancellor and Vice-Chancellor of Fiscal Services to promote an approved resource allocation model consistently and transparently;
3. Need to develop and use District Enrollment Management Plan;
4. Campus presentations and Quarterly or Annual Newsletter from District Budget Committee;
5. Provide realistic scenarios in advance and adjust budget calendar to facilitate forecasting for the colleges.

[1][3]Resource Allocation Model [RAM] and Enrollment Management Plan [EMP]

In response to the Collaborative Brain Trust (CBT) report on enrollment management received October 2014, the Chancellor formed an enrollment management task force comprising 11 members representing both campuses and the District. The task force was charged with developing a recommendation on FTES goal distribution between the two colleges. On April 16, 2015, the enrollment

management task force recommended the “floating” Resource Allocation Model (RAM) be modified to a more systematical model that could address the issues identified in the CBT report.

District Budget Committee revised RAM Guidelines for FY 2014-15 and 2015-16 in August 2015. The new model provides clear goals and expectations from both colleges, allows SBVC to continue growing, and shifts the risk and reward of unfunded FTES to Crafton.



Revised Resource Allocation Model (RAM) Guidelines
Fiscal Year 2015-16
(As Revised by DBC on 8/20/2015)

Revenues shall be divided between the two colleges of the District, San Bernardino Valley College and Crafton Hills College, in accordance with the following principles. These guidelines accord best with the desired objectives of transparency, fairness, and ease of understanding; and have the flexibility to adjust to changing circumstances, without the need for extensive debate and readjustment every fiscal year.

1. The SB361 State Base Allocation revenue for each college shall be passed directly on to the college concerned.

2. The district's State non-credit FTES allocation revenue shall be passed directly on to the college that produced the non-credit FTES.

3. The district's state credit FTES allocation revenue shall be divided between the two colleges as follows:

San Bernardino Valley College

- I. ~~10,454~~ 10,504 total projected funded FTES
- II. San Bernardino Valley College will carry any excess over ~~10,454~~ 10,504 as unfunded FTES *

Crafton Hills College

- I. ~~4,723~~ 4,841 total projected funded FTES
 - II. All District Unfunded FTES will be carried by Crafton Hills College (projected is ~~78~~ 23 unfunded FTES)
 - III. District to fund unfunded FTES from fund balance
-

4. Overcap funding for credit FTES shall be divided between the two colleges as follows. *(Overcap is the additional FTES the district could recapture if other districts do not grow enough during the year. It is usually known around February of each year at recalculation [Recalc].)*

San Bernardino Valley College

No additional Overcap funding since San Bernardino Valley College will be fully funded for the credit FTES

Crafton Hills College

Additional Overcap funding will be absorbed by Crafton Hills College since all unfunded FTES are carried by Crafton

5. Other eligible revenues received by the district shall be divided between the two colleges in accordance with the relative FTES numbers achieved by the colleges as in item 3. above.

6. Site-specific revenues will remain with the college concerned.

7. District growth levels/targets may be recommended by District Budget Committee and approved/modified by the Chancellor's Cabinet.

8. Districtwide assessments shall be divided between the two colleges based on FY 2015-16 projected actual (not funded) FTES.

San Bernardino Valley College

~~10,454~~ 10,504 actual FTES

Crafton Hills College

4,864 actual FTES

The District believes that this new RAM provides transparency, fairness, and ease of understanding; and has the flexibility to adjust to changing circumstances, without the need for extensive debate and readjustment every fiscal year. As an example of the flexibility of this new RAM, at its August 20, 2015 meeting, the District Budget Committee (DBC) approved a recommendation to Chancellor's Cabinet to revise the RAM Guidelines for FY 2015-16 in view of the state's newly proposed growth formula.

On May 12, 2015, the enrollment management task force recommended to the Chancellor to establish a Districtwide Enrollment Management Committee with membership recommendations from the District Budget Committee and District Assembly in order to develop a District wide Enrollment Management Plan. The committee comprises 15 members representing both campuses, the District, and all employee constituencies. The group's charge is to develop and enrollment management plan that supports and guides the work of the colleges, and to ensure alignment with the District's strategic goals and objectives. A draft of the plan was distributed to campus constituencies in late February. The draft was posted to elicit comments elicited from district and college employees.

[2][5]Transparency and Communication

To promote and maintain consistent communication with the leadership of the Colleges, the District meets regularly with the college presidents and Vice Presidents of Administrative Services to discuss financial issues that could potentially affect the colleges. The attendance to these meetings include the Director of Fiscal Services and Vice Chancellor of Business & Fiscal Services from the District Office. However, these meetings do not replace the collegial process that takes place during District Budget Committee meetings

To keep the Board of Trustees informed and to provide realistic scenarios in advance, Board AP2610 (Presentation of Initial Collective Bargaining Proposals) as amended, requires the Chancellor to provide advance notice and forecasts to the Board of Trustees; there is also a need to provide the colleges with scenarios in advance, capitalizing on use of the campus budget committees.

At its May 21, 2015 meeting, DBC was asked to complete the annual Committee Self-Evaluation and later tallied those results (a total of 9 responses were received). The results of the Self-Evaluation was presented to DBC during the June 19, 2015 meeting. The Self-Evaluation showed all respondents believed that quality of information flow from the committee to the constituency groups was good to very good; all respondents agreed that the quality of information flow from the constituency groups to the committee was good to very good; and all respondents agreed that the quality of communication by the committee with the District community as a whole was good to very good.

The Vice Chancellor of Business and Fiscal Services has remained the chair of the District Budget Committee and continues to have the responsibility for clear communication, transparency, inclusiveness, and evidence-based information.

The District Budget Committee's [DBC] Annual Report was emailed District-wide on September 25, 2015. The annual report provided the meetings at-a-glance during the year along with the recommendation from DBC during FY 2014-15. Frequently Asked Questions (FAQs) regarding the FY 2015-16 budget and RAM were emailed District-wide in September and October 2015. The District Budget FY 2015-16 is available online and in the library. The DBC Annual Report and RAM FAQs are available online.

The proposed 2015-2016 Budget allocation based on the RAM guidelines has been presented by the Chancellor or Vice-Chancellor of Fiscal Services to various constituents groups and the Board of Trustees.

Questions were raised about how the District apportionment was determined. Between the preliminary budget presentation (May 2015) and the adoption of the final budget (September 2015), \$1,308,628 was added to the District apportionment. When the Chancellor addressed the San Bernardino Valley College Academic Senate on 9/30/2015, he stated that he had asked the Vice-Chancellor of Business and Fiscal Services to provide an explanation for the significant increase. This increase was discussed during the October 15, 2015 District Budget Committee and addressed in the Department of Fiscal Services Frequently Asked Questions letter that was emailed District wide.

[4] Staffing Plan

An Ad-Hoc Staffing Plan committee was formed in October 2015 and met third time in January. The goal of the January meeting was to: evaluate the content of the proposed staffing plans, and look at the available data and how the data addresses the recommendations in the plan. A section on how future changes such as the economy, enrollment, and legislation could impact the staffing plan, and a summary of the entire plan took place at the February 2016 meeting. Ad-Hoc Staffing Plan committee members took the draft of the staffing plan to their constituencies for review and feedback. March 2016 is the target date for final approval of the Staffing Plan.

Analysis of Actions to Resolve Deficiencies

District Recommendation 3 contains tangible items such as the Enrollment Management Plan and the Staffing Plan whose resolution can be demonstrated by the completion of the plans. The recommendation also speaks to consistency, transparency and communication. It can be shown that the Chancellor and Vice Chancellor of Fiscal Services have taken steps to improve transparency and communication. The consistent practice and effectiveness of these steps and their impact on campus culture extends beyond the timeline for this report.

The October 2015 survey showed approximately 33% of the respondents agreed or strongly agreed that the District had adequately addressed the recommendation; another 43% of respondents disagreed or strongly disagreed the District had adequately addressed the recommendation. Finally, almost 22% of respondents responded "Don't Know or N/A." The 16 comments varied widely, with many respondents noting greater transparency and communication from the Office of Fiscal Services and other

respondents who believed the communication and transparency efforts were superficial. There were also comments that clearly referenced earlier versions of the RAM. November 2015 feedback from classified staff expressed also concerns that efforts to improve communication and transparency were insufficient, and that classified staff had limited opportunities to provide input into budgetary decisions.

After reviewing the survey results, The Vice Chancellor of Business and Fiscal Services choose to be proactive and improve communication with the campuses. He has been attending Academic Senate meetings. To fully explain budget issues, a Budget Forum took place on 1/14/2016. The Forum went beyond the ACCJC recommendations and explored broader budgetary concerns. The Budget Forum was a part of the Spring Flex Day and, despite ongoing advertisement by the Office of Professional Development, was poorly attended.

The SBCCD Climate Survey included several questions that addressed the recommendations in District Recommendation 3. These results, which include responses from Crafton Hills College employees, were collected in December 2015.

- 65.9 % of respondents believed that financial planning is integrated with the District Strategic Plan (p. 49 q11a).
- 49.3% indicated that financial planning in integrated with and supports all District planning (p. 49 q9bw).
- 40.7% agree that appropriate financial information is disseminated throughout the institution in a timely manner (p.49 q9by).
- 41.3 % agreed that the District regularly evaluated its financial processes and used the results of the evaluation to improve them (p. 40 q9cc).
- 47.1 % believed that the District followed the RAM (p. 41 q9bz)

Few classified staff responded to CSEA questions on the second draft regarding District Recommendation 3. Classified staff comments focus on the RAM, transparency, and the lack of administrative managers in the draft of the Staffing Plan. The January 2016 survey showed that 12 of the respondents (70%) agreed or strongly agreed that the campus has met the recommendations, and 5 respondents (30%) disagreed or strongly disagreed. Comments in the SBCCD Climate Survey and the January 2016 Survey indicate that concerns about trust and transparency are still prevalent. Comments also noted that efforts are being made to better communicate budget information to the campus.

The Chancellor is taking steps to improve communication with constituent groups regarding important work across the District. Based on a concern that one-one-one meetings are too narrowly focused and District Assembly is too large, the Chancellor created the Chancellor's Advisory Group. The Chancellor's Advisory Group will include key campus constituency leaders and create the opportunity informally to discuss new ideas, concerns, problems, strategies and to gather advice. The membership includes the following positions: Chancellor, CHC President, SBVC President, VC HR, VC Fiscal, Associate VC TESS, CHC Faculty Senate President, SBVC Faculty Senate President, CHC Classified Senate, SBVC Classified Senate, and Management Association President.

Evidence List – District Recommendation 3

- 5.1 [College Brain Trust Resource Allocation and Utilization Review, January 2014](#) (cited in CHC 2015 Self Evaluation)
- 5.2 [FAQs, 2015-16 Final Budget and Resource Allocation Model](#)
- 5.3 [SBCCD Resource Allocation Model, 2015-16](#)
- 5.4 [Response of Chancellor’s Cabinet to the Recommendations of the College Brain Trust, February 2014](#)
- 5.5 [FAQs, 2015-16 Final Budget and Resource Allocation Model](#)
- 5.6 [SBCCD Employee Climate Survey 2015-2016, p. 4](#)
- 5.7 [Multi Year Resource Allocation Forecast for the Unrestricted General Fund, 2015-16 through 2016-17](#)
- 5.8 Human Resources Staffing Plan Ad Hoc Committee
- 5.9 Human Resources Staffing Plan

ACCJC Recommendation to Resolve Third Party Comment Deficiencies

Commission Recommendation 1

In order to meet standards, the college must [1] ensure that the President holds an appropriate degree from an institution accredited by a recognized U.S. accrediting agency at the time of the degree was awarded. Furthermore, the college should [2] ensure that the college catalog contain precise, accurate, and current information with the names and degrees of all administrators and faculty.

Actions Taken to Resolve Deficiencies

[1] Ensure College President holds an appropriate degree

In April 2015, Chancellor announced that the President had enrolled at Pacific Oaks College, an institution accredited by WASC, with the goal of earning a bachelor's equivalency based on life experience and a Master's Degree of Arts in Human Development. The Chancellor felt that this action would resolve the deficiency.

In November 2015, the President announced her retirement, effective June 30, 2016.

[2] Ensure that the college catalog contain precise, accurate, and current information with the names and degrees of all administrators and faculty

The 2015-2016 Catalog lists all degrees held by faculty and administrators.

Analysis of Actions to Resolve Deficiencies

[1] The initial plan to resolve this deficiency was opposed by the Academic Senate. Resolution SP15.03 ACCJC Commission Recommendation 1 and Minimum Eligibility Requirements for Chief Executive Officers was passed on 3/25/15 opposing the action recommend by the Chancellor to resolve the Commission Recommendation by having the President enroll in an academic program that would meet minimum qualifications for the position. The Academic Senate believes that enrollment in a master's program will not meet the Commission's expectation that SBVC "ensure that the President holds an appropriate degree from an institution accredited by a recognized U.S. accrediting agency" at the time the Follow-up is due.

The October 2015 survey showed that about 28% of the respondents agreed or strongly agreed that the District had adequately addressed the recommendation; also, 61% of respondents disagreed or strongly disagreed adequately addressed the recommendation; and approximately 12% of respondents responded "Don't Know or N/A. The 29 comments from the survey and classified staff feedback

expressed concerns about: the campus's accreditation, reputation, and morale of the campus; the hiring process; and the quality of college being attended by the president.

Since the announcement of the president's retirement, Human Resources, in consultation with college constituencies, is working towards hiring a president to start July 1, 2016. The Vice Chancellor of Human Resources, in cooperation with the Office of Research, Planning, and Institutional Effectiveness, sent out a survey to solicit information on what the campus would like to see in the next president. The president position announcement on 2/1/2016 and the announcement will run for 60 days. To obtain a diverse pool of applicants, the position is posted in many publications and website, including: SBCCD Employment Website, and CCC Registry.

- A hiring committee composed of (1) CSEA, (1) Classified staff (President's Office), (1) Classified Senate, (1) CTA, (1) SBVC Academic Senate, (1) Management, and (1) Chancellor's designee, (1) Student, (1) Community member (optional) will be convened
- Open Forums will be held

The faculty expressed a desire for a larger hiring committee and a proposed committee structure comprising 15 members is being vetted in District Assembly before going to the Board on March 10, 2016.

The January 2016 Survey showed that 10 (63%) of the respondents agreed or strongly agreed that the recommendation had been addressed while 6 (37%) disagreed or strongly Disagreed. Comments from the January 2016 Survey expressed concern that the president holding an appropriate degree from an institution accredited by a recognized U.S. accrediting agency would not be in place at the time for Follow-Up report was submitted.

At the February 25, 2016 Board meeting it was announced that a recruiting firm would be hired to work with the presidential recruitment and updated information about the hiring process would come to the Board at the March 10, 2015 meeting. On March 1, 2016 an email was sent to campus constituency groups identifying the contact person for the search and his desire to meet with campus constituencies.

During the February 25, 2016 meeting some Board members also expressed a desire to become more involved in the hiring process for the President.

The hiring of a recruitment firm and the potential impact on the timeline for hiring a new President, and the Board's wish to be involved in the hiring process was included in the Academic Senate President's Report for discussion at the March 2, 2016 Academic Senate meeting.

[2] It was noted in the comments from both surveys that the 2015-2016 College Catalog reflected the necessary updates, and this portion of the recommendation has been met.

Evidence List- Commission Recommendation 1

- 6.1 Chancellor's E-mail
- 6.2 E-Mail Announcement of President Fisher's retirement
- 6.3 [College Catalog](#) Part V: Administration and Faculty, p. 138.
- 6.4 Academic Senate Resolution [SP14.03](#)
- 6.5 [Academic Senate Meeting](#) 3/25/2015
- 6.6 SBVC College President Recruitment Timeline
- 6.7 E-mail Characteristic of a President Survey
- 6.8 Job Announcement
- 6.9 Board Minutes 2/25/2016
- 6.10 Email regarding Recruitment Agency

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: March 10, 2016
SUBJECT: Consideration of Acceptance of Amendment of Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the amendment to the retirement of Laura Record.

OVERVIEW

Laura Record, Administrative Assistant I, Student Services, CHC. Retirement effective July 1, 2016, after 30 years of service. Last day of employment is June 30, 2016.

ANALYSIS

The employee's retirement was approved by the Board on February 25, 2016, with 20 years of service. The correct number of years of service should be 30 years.

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: March 10, 2016

SUBJECT: Consideration of Acceptance of Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirements of Michele Spahn and Mary Avila Gutierrez.

OVERVIEW

Michele Spahn, Health Science Skills Lab Instructional Specialist with the Nursing Department, SBVC is retiring effective May 27, 2016 after 10 years of service. Last day of employment with the district is May 27, 2016.

Mary Avila Gutierrez, Secretary II with the Science Department, SBVC is retiring effective June 30, 2016, after 27 years of service. Last day of employment with the district 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. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

DATE: March 10, 2016

SUBJECT: Consideration of Approval of Interim Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the interim management appointment of Odette Salvaggio McGinnis.

OVERVIEW

Odette Salvaggio McGinnis, Interim Dean, Mathematics, Business and Computer Technology, SBVC, Management Salary Schedule Range, 19, Step B, \$113,957.00 annually, effective March 11, 2016, through April 3, 2016, or until the return of Dean Henry Hua. Mathematics, Business and Computer Technology General Fund.

ANALYSIS

It is necessary to appoint individuals to serve on an interim basis until the positions are filled permanently.

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: Bruce Baron, Chancellor

PREPARED BY: Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations and Jose F. Torres, Vice Chancellor, Business & Fiscal Services

DATE: March 10, 2016

SUBJECT: Consideration of Approval of Revision of Early Retirement Incentive Plan

RECOMMENDATION

It is recommended that the Board of Trustees approve a revision to the Classification Payout Amounts of the Early Retirement Incentive Plan for eligible employees effective July 1, 2016.

OVERVIEW

As a cost savings strategy and a proactive approach to increasing full-time faculty levels, we recommend approval of an Early Retirement Incentive Plan. It is important to note that this is not a typical SERP or supplemental employee retirement plan; retirement health benefits are not being offered. However, employees will still be eligible to participate in the service retirement options afforded by their bargaining unit contract or board policy.

In order for the Plan's goals to be successful, a minimum number of employees must participate. If minimum levels of participation cannot be confirmed by March 25, 2016, the offer will be withdrawn.

ANALYSIS

The District currently has over 130 employees that will be eligible to participate in this Early Retirement Incentive Program; however, we do not anticipate a high level of participation. Based on our internal analysis and in order for the Plan's goals to be successful, we will require a minimum of fifteen (15) CTA resignations and ten (10) resignations from any other classification to accept this incentive.

Based on the College's prioritization process, all fifteen (15) CTA positions will be refilled and the District will convert an additional five (5) part-time positions to full-time. All ten (10) positions from other classifications will be refilled and/or realigned appropriately.

Eligibility Requirements as of June 30, 2016	1. Employee must be at least sixty (60) years of age as of June 30, 2016 <u>and</u>	
	2. Have a minimum of five (5) years of service with the District	
Classification Payout Amount	\$10,000 \$20,000	Management/Non-Bargaining
	\$20,000 \$30,000	CTA
	\$10,000 \$20,000	CSEA
	\$10,000 \$20,000	Confidential
2016 Timeline	January 21	Board approval of Early Retirement Incentive Plan
	January 22	Formal announcement to employees
	February 4	Q&A District Education Workshop on Retirement Plan Incentive
	March 18	Letters of resignation due to Human Resources
	March 25	Last day to rescind resignation
	May 12	Board approves resignations
	June 30	Participants retire from District
	July 1	Early Retirement Incentive Plan becomes effective

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The financial implications based on our target is a one-time payout amount of \$400,000 \$650,000, which will be paid out from the District reserves. This may decrease the Fund Balance to less than the established goal of 15%.

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: March 10, 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 3/10/2016

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>General</i>				
ABM Building Solutions	(12920) Provide maintenance to Central Plant; flush and clean system, add 200 lbs. of sand to filter, and check operation Term: 2/17/2016 - 3/31/2016 Funding Source: General Funds	Maintenance/SBVC	\$1,881.00	SSutorus
ABM Building Solutions	(12861) Repairs to boilers at SBVC campus Term: 1/27/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$10,048.00	SSutorus
AR industries dba A & R Tarpaulis, Inc	(12840) Repair of vinyl covers on parking meters Term: 2/1/2016 - 6/30/2016 Funding Source: Parking Fee	Maintenance/SBVC	\$407.70	SSutorus
Bon Appetit	(12904) Catering for the 2016 Great Teachers Summit held at the University of Redlands Term: 4/15/2016 - 4/15/2016 Funding Source: General Funds	Professional Dev/SBVC	\$1,329.46	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	(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 \$25,000 Term: 9/14/2015 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$40,000.00	SSutorus
	Citadel Environmental Services, Inc	(12890) Asbestos bulk sampling for SBVC Tech Building T-126 Term: 2/9/2016 - 6/30/2016 Funding Source: General Funds	Safety/SBCCD	\$1,313.50	SSutorus
	Citadel Environmental Services, Inc	(12884) Indoor air quality testing in the women's restroom at the Technical Bldg. Term: 2/1/2016 - 6/30/2016 Funding Source: General Funds	Safety/SBCCD	\$2,596.00	SSutorus
	Colton Redlands Yucaipa ROP	(12881) Provide curriculum development activities to enhance science programs; funded through Digital Media grant Term: 3/11/2016 - 10/28/2016 Funding Source: State Grant	PDC/SBCCD	\$3,500.00	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>					
	Cook, Peter	(12914) Presentation of "A Feast For Your Eyes" for Deaf History Month Term: 3/25/2016 - 3/25/2016 Funding Source: General Funds	Art/SBVC	\$2,500.46	SSutorus
	CPP, Inc	(12892) Provide a four day workshop for 21 participants on Myers-Briggs Personality Assessment testing certification program that teaches participants how to administer and interpret the assessment Term: 3/28/2016 - 3/31/2016 Funding Source: Matriculation	Counseling/SBVC	\$30,800.00	SSutorus
	Diamondback Fire & Rescue	(12878) Repairs to breathing apparatus used by Fire Technology program participants Term: 2/1/2016 - 6/30/2016 Funding Source: General Funds	Fire Technology/CHC	\$5,100.04	SSutorus
	Direct Connection	(12880) Data processing and mail service for direct mail campaign for NEW donors for TV and FM Term: 2/1/2016 - 6/30/2016 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$8,332.50	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>				
Direct Connection	(12879) Data processing and mail service for direct mail campaign for PAST donors for TV and FM Term: 2/1/2016 - 6/30/2016 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$6,539.00	SSutorus
Elite Voices Speakers and Events Bureau, LLC	(12472) Motivational speaker and presentation for Black History month; Amendment 1 - to remove the morning speaking engagements and reduce the cost by \$5,000 Term: 2/11/2016 - 2/11/2016 Funding Source: General Funds	Student Life/SBVC	\$15,000.00	SSutorus
ENKO Systems	(12941) Provide and install multimedia lecterns with custom cut outs for audio visual equipment Term: 2/19/2016 - 6/30/2016 Funding Source: Capital Outlay	District M & O/SBCCD	\$2,740.00	SSutorus
ENKO Systems	(12942) Provide and install two audio visual systems with screens Term: 2/19/2016 - 6/30/2016 Funding Source: Capital Outlay	District M & O/SBCCD	\$18,330.00	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>					
	Foreman, Becky	(12857) Facilitation and coordination of an all day AB86 Executive Committee Meeting Term: 2/10/2016 - 2/10/2016 Funding Source: AB86 Adult Consortium	Mathematics/SBVC	\$3,000.00	SSutorus
	Foreman, Becky	(12858) Facilitation and coordination of an all day AB86 Executive Committee Meeting Term: 2/9/2016 - 2/9/2016 Funding Source: AB86 Adult Consortium	Mathematics/SBVC	\$3,000.00	SSutorus
	Foreman, Becky	(12859) Facilitation and coordination of an all day AB86 Executive Committee Meeting Term: 2/17/2016 - 2/17/2016 Funding Source: AB86 Adult Consortium	Mathematics/SBVC	\$3,000.00	SSutorus
	Foreman, Becky	(12853) Facilitation of a two hour AB86 Executive Committee Meeting Term: 2/26/2016 - 2/26/2016 Funding Source: AB86 Adult Consortium	Mathematics/SBVC	\$300.00	SSutorus
	Foreman, Becky	(12854) Facilitation of a two hour AB86 Executive Committee Meeting Term: 3/10/2016 - 3/10/2016 Funding Source: AB86 Adult Consortium	Mathematics/SBVC	\$300.00	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>				
Foreman, Becky	(12855) Facilitation of a two hour AB86 Executive Committee Meeting Term: 4/29/2016 - 4/29/2016	Mathematics/SBVC	\$300.00	SSutorus
	Funding Source: AB86 Adult Consortium			
Foreman, Becky	(12856) Facilitation of a two hour AB86 Executive Committee Meeting Term: 6/2/2016 - 6/2/2016	Mathematics/SBVC	\$300.00	SSutorus
	Funding Source: AB86 Adult Consortium			
Franco, Alex DBA Hi-Desert Forklift	(12929) Provide forklift training to PDC participants; cost covered by Caltrans grant Term: 2/16/2016 - 6/30/2016	PDC/SBCCD	\$5,000.00	SSutorus
	Funding Source: State Grant			
GMAT, Inc dba Inland Overhead Door Company	(12862) Repairs in Library to overhead door and replacement of four lock clips Term: 1/27/2016 - 6/30/2016	Maintenance/SBVC	\$866.00	SSutorus
	Funding Source: General Funds			
Grandeur Videography	(12860) Provide aerial photography of CHC campus for promotional advertising Term: 2/1/2016 - 3/30/2016	Marketing/CHC	\$800.00	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>				
Gray, Leslie M.	(12896) Workshop on shadow puppetry and performance of a multiple style puppet show Term: 4/15/2016 - 4/15/2016 Funding Source: General Funds	Arts & Lecture/SBVC	\$1,400.00	SSutorus
House of Cards	(12899) Production of personalized greeting cards; Purchase through CalCard Term: 12/1/2015 - 2/1/2016 Funding Source: General Funds	District Police/SBCCD	\$245.73	SSutorus
Inland Empire Tours & Transportation	(12852) Bus rental for Geography field trip to Crystal Cove State Park Term: 4/15/2016 - 4/15/2016 Funding Source: General Funds	Geography/SBVC	\$2,076.00	SSutorus
In-N-Out Burger	(12872) Catering for Financial Aid outreach event; funded by State BFAP funds Term: 5/3/2016 - 5/3/2016 Funding Source: State Grant	Financial Aid/SBVC	\$7,100.00	SSutorus
Lynam Industries	(12925) Provide educational training to students in the Welding Technology Program; no cost to District Term: 2/1/2016 - 1/31/2021 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>
<u>General</u>					
	Mcgowen, Georgia	(12917) Presentation on campus community and safe spaces Term: 4/7/2016 - 4/8/2016 Funding Source: Student Equity	Social Science/CHC	\$500.00	SSutorus
	Ochoa, Salvador	(12933) Speaker - Photography presentation on "Migration & Culture" Term: 3/29/2016 - 3/29/2016 Funding Source: General Funds	Arts & Lecture/SBVC	\$300.00	SSutorus
	Pacific Stainless	(12926) Repairs to hand rail at SBVC Term: 2/4/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$216.00	SSutorus
	Pandora	(12930) Advertising on the radio for CHC and SBVC late start Spring enrollment Term: 2/17/2016 - 3/27/2016 Funding Source: Advertising - General Fund	Marketing/SBCCD	\$18,187.15	SSutorus
	Patterson, Natalie	(12911) Speaker - Poetry reading to celebrate national poetry month with Q & A session Term: 4/19/2016 - 4/19/2016 Funding Source: General Funds	Arts & Lecture/SBVC	\$1,000.00	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>				
PBS - Public Broadcasting Service	(12906) Sponsorship at the PBS Annual Meeting and promotional lanyards Term: 5/16/2016 - 5/18/2016 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$8,000.00	SSutorus
Pena, Luis A DBA Tech 4 Fit	(12389) On demand repair and maintenance of fitness equipment; This is to approve an increase of the not to exceed amount by \$3,000 Term: 7/1/2015 - 6/30/2016 Funding Source: General Funds	Athletics/SBVC	\$6,000.00	SSutorus
PR Printing	(12903) Production of 250 business cards Term: 2/1/2016 - 4/30/2016 Funding Source: General Funds	District Police/SBCCD	\$211.68	SSutorus
Project 21 Dance	(12932) Performance - Black History Month dance performance Term: 2/19/2016 - 2/19/2016 Funding Source: General Funds	Arts & Lecture/SBVC	\$1,000.00	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>					
	Reader Magazine	(12891) Advertisement to promote CHC programs in the Redlands, Yucaipa, Banning and Beaumont area magazine Term: 2/1/2016 - 4/30/2016 Funding Source: Advertising - General Fund	Marketing/CHC	\$885.00	SSutorus
	San Bernardino County Superintendent of Schools	(12882) Provide curriculum development activities to enhance science programs; funded through ICT/Digital Media grant Term: 3/11/2016 - 10/28/2016 Funding Source: State Grant	PDC/SBCCD	\$14,000.00	SSutorus
	Technical Employment Training, Inc.	(12912) Speaker - Provide workshop on Technical Education to the Chinese delegation Term: 2/26/2016 - 2/26/2016 Funding Source: Community Service	PDC/SBCCD	\$750.00	SSutorus
	Time for Change Foundation	(12900) Quarter page promotional advertisement of District wide programs Term: 4/15/2016 - 4/15/2016 Funding Source: Advertising - Genral fund	Chancellor/SBCCD	\$3,000.00	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>				
University of Missouri - Kansas City	(12928) Provide faculty awareness and leadership training to faculty and staff Term: 3/25/2016 - 3/26/2016 Funding Source: STEM Grant	STEM/SBVC	\$14,831.00	SSutorus
University of Redlands	(12905) Facility Rental for the 2016 Great Teachers Summit held at University of Redlands Term: 4/15/2016 - 4/15/2016 Funding Source: General Funds	Professional Dev/SBVC	\$1,950.00	SSutorus
Valles, Judith	(12916) Speaker - Book reading and signing of "As My Mother Would Say" Term: 3/31/2016 - 3/31/2016 Funding Source: General Funds	Art & Lecture/SBVC	\$500.00	SSutorus
Villegas, Christina	(12915) Presentation on "Will Fair-Wage Laws Effectively Promote a More Equitable & Inclusive Workplace?" Term: 3/23/2016 - 3/23/2016 Funding Source: General Funds	Art & Lecture/SBVC	\$500.00	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>				
Westside Story Newspaper	(12893) 1/4 page advertisement to promote SBVC and CHC programs in the Black History Special Edition publication Term: 2/18/2016 - 2/18/2016 Funding Source: Advertising - General Fund	Marketing/SBCCD	\$393.00	SSutorus
Williams, Conney	(12931) Speaker - Poetry reading with Q & A session Term: 4/19/2016 - 4/19/2016 Funding Source: General Funds	Arts & Lecture/SBVC	\$300.00	SSutorus
Yucaipa & Calimesa News Mirror	(12875) Quarter page color advertisement in the News Mirror and Highland Community News to promote CHC grand opening celebration Term: 2/5/2016 - 2/5/2016 Funding Source: Advertising - General Fund	Marketing/CHC	\$524.80	SSutorus
<i>SubTotal for General: 51</i>			<i>\$251,154.02</i>	
<u>Income - Contract Ed</u>				
San Bernardino City USD	(12910) SBVC to offer two college level courses to SBCUSD students; Political Science 100 & Spanish 102 Term: 1/10/2016 - 6/30/2016 Funding Source: N/A	Middle College/SBVC	\$38,284.00	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 - Contract Ed</i>					
<i>SubTotal for Income - Contract Ed: 1</i>				\$38,284.00	
<i>Income - Facilities Use</i>					
California Virtual Academies	(12909) Use of SBVC Auditorium for academy graduation Term: 6/21/2016 - 6/21/2016 Funding Source: N/A	Administrative Services/SBVC	\$774.48	SSutorus	
Fusion Aquatics	(12922) Use of CHC swimming pool for swim practices Term: 1/16/2016 - 6/30/2016 Funding Source: N/A	Aquatics Center/CHC	\$2,000.00	SSutorus	
Moreno Valley Aquatics	(12927) Use of CHC swimming pool for swim practice Term: 12/21/2015 - 12/30/2015 Funding Source: N/A	Aquatics Center/CHC	\$350.75	SSutorus	
Public Safety Academy	(12864) Facilities use of parking lot for the VW Bug Car Show; no charge Term: 2/27/2016 - 2/27/2016 Funding Source: N/A	Administrative Services/SBVC		SSutorus	
<i>SubTotal for Income - Facilities Use: 4</i>				\$3,125.23	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - General</u>				
FCC Group International (USA)	(12913) PDC to provide workshops on Technical Education to the Chinese delegation Term: 2/26/2016 - 2/26/2016 Funding Source: N/A	PDC/SBCCD	\$1,800.00	SSutorus
South Coast Air Quality Management District	(12901) Sponsorship in exchange for assistance in production services of a Public Service Announcement Term: 2/1/2016 - 6/30/2016 Funding Source: N/A	RTVF/SBVC	\$5,000.00	SSutorus
<i>SubTotal for Income - General: 2</i>			<i>\$6,800.00</i>	
<u>Income - Grant</u>				
Butte-Glenn CCD	(12885) CHC to be a subgrantee to California Community College Chancellor's Office grant for Education Planning Initiative Term: 3/10/2016 - 3/9/2017 Funding Source: N/A	Counseling/CHC	\$135,000.00	SSutorus
CCC Chancellor's Office	(12940) Grant Application - 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		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Grant</u>					
	National Community Renaissance	(12923) MOU - SBVC to be part of the Promise Zone Initiative for San Bernardino project as part of a Federal grant application Term: 2/16/2016 - 9/30/2017 Funding Source: N/A	President/SBVC		SSutorus
	Yosemite CCD	(12918) Instructional agreement for the advancement of child development teachers to get stipends to advance their Early Childhood Teachers Certifications Term: 9/1/2015 - 6/30/2016 Funding Source: N/A	Child Development/SBVC	\$3,570.00	SSutorus
<i>SubTotal for Income - Grant: 4</i>				<i>\$138,570.00</i>	
<u>Income - Lease</u>					
	American Towers, Inc	(12936) Lease of land on Dunlap Acres at CHC for media tower; This is to approve Amendment 4 - language update and increase in rent by \$160 per month to cover cost of utility usage by contractor Term: 5/15/1992 - 6/30/2030 Funding Source: N/A	Administrative Services/CHC	\$370,000.00	SSutorus
<i>SubTotal for Income - Lease: 1</i>				<i>\$370,000.00</i>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Underwriter</u>					
	Agua Caliente Cultural Museum	(12908) Underwriter agreement for programs "Native Birds Singing" and "Native Film Fest" Term: 1/27/2016 - 2/29/2016 Funding Source: N/A	TV/KVCR	\$5,000.00	SSutorus
	Redlands eAcademy	(12907) Underwriter agreement for programs airing on KVCR 91.9 FM Term: 2/1/2016 - 5/1/2016 Funding Source: N/A	FM/KVCR	\$6,000.00	SSutorus
<i>SubTotal for Income - Underwriter: 2</i>				<i>\$11,000.00</i>	
<u>Joint Power/Piggyback Purchase</u>					
	Dell Computer Company	(12868) Purchase of "Surface Pro4" computer equipment; WSCA 7-15-70-34-003 Term: 2/1/2016 - 6/30/2016 Funding Source: General Funds	TESS/SBCCD	\$1,761.51	SSutorus
	Dell Computer Company	(12938) Purchase of 30 desktop computers and one server Term: 2/18/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$40,760.70	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Joint Power/Piggyback Purchase</u>				
EPC It Solutions Inc	(12863) Extreme networks wireless internet upgrades for SBVC campus; WSCA AR1470 Term: 2/1/2016 - 6/30/2016 Funding Source: Capital Outlay	Technology Services/SBVC	\$131,474.19	SSutorus
EPC It Solutions Inc	(12943) Purchase of a wireless access points system for smart classroom; WSCA 7-14-70-12 Term: 2/19/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$84,462.80	SSutorus
EPC It Solutions Inc	(12944) Purchase of hardware for computer connects systems for smart classroom; WSCA 7-14-70-12 Term: 6/19/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$58,188.39	SSutorus
G/M Business Interiors	(12898) Furnish and install Herman Miller Canvas System and tables in the Administration Bldg.; piggyback contract San Bernardino County 10-209-A2 Term: 2/1/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$5,645.43	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>				
KI -Krueger International	(12921) Purchase, delivery and installation of KI furniture/workstation in the PDC office; CMAS 4-09-71-0075B Term: 2/17/2016 - 3/31/2016	District M & O/SBCCD	\$13,833.61	SSutorus
	Funding Source: General Funds			
SIGMAnet	(12937) Purchase of Cisco phone/conference system; CMAS 3-15-70-2486F Term: 2/18/2016 - 6/30/2016	Kitchell/SBCCD	\$6,555.43	SSutorus
	Funding Source: Bond Funded			
<i>SubTotal for Joint Power/Piggyback Purchase: 8</i>			<i>\$342,682.06</i>	
<u>Leases</u>				
SecurCare Self Storage	(12945) Rental of 3 fifteen by five foot storage units to hold Safety Department items Term: 3/1/2016 - 2/28/2021	Safety/SBCCD	\$13,200.00	SSutorus
	Funding Source: General Funds			
<i>SubTotal for Leases: 1</i>			<i>\$13,200.00</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Maintenance Agreement</u>				
Harlow's Kitchen Concepts	(12895) Purchase of a five year extended warranty on an industrial refrigerator in the Child Development Center model SCRR230; funded through Child Care Food Program grant Term: 1/29/2016 - 1/28/2021 Funding Source: State Grant	Child Care Center/SBVC	\$349.00	SSutorus
<i>SubTotal for Maintenance Agreement: 1</i>			<i>\$349.00</i>	
<u>Software/Online Services</u>				
Blackboard	(12934) Financial Aid check processing services for both campuses Term: 2/15/2016 - 2/14/2021 Funding Source: General Funds	Accounting/SBCCD	\$44,000.00	SSutorus
Bomgar Corporation	(12883) Software license and maintenance for remote support of staff and employee computer systems Term: 2/27/2016 - 2/26/2017 Funding Source: Capital Outlay	Technology Services/SBVC	\$6,778.43	SSutorus
Cynosure New Media, Inc	(12877) Development of online orientation programs for SBVC Term: 2/1/2016 - 6/30/2016 Funding Source: STEM Grant	STEM/SBVC	\$45,150.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>					
	Gallup, Inc.	(12919) Online testing for Strengths Quest; online testing services for 76 students to help them find their talents to achieve academic, career and personal success; at a cost of \$9.99 per student; funded through the Minority Science and Engineering Improvement program grant Term: 8/7/2015 - 6/30/2016 Funding Source: Federal Grant	Science/SBVC	\$759.24	SSutorus
	Geofeedia	(12851) Software licensing for "Geofeedia Professional Edition"; online services for department to monitor social media Term: 2/1/2016 - 1/31/2017 Funding Source: General Funds	District Police/SBCCD	\$7,000.00	SSutorus
	Getty Images US, Inc DBA JupiterImages	(12897) Software subscription for Thinkstock images; images that can be used on District documents and publications, enabling the District to remain compliant with copyright laws Term: 2/6/2016 - 2/6/2017 Funding Source: General Funds	TESS/SBCCD	\$3,993.60	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>					
	Siemens Industry, Inc	(12873) On demand software maintenance for the Physical Science building access system and C-Cure software Term: 2/1/2016 - 1/31/2017 Funding Source: General Funds	Administrative Services/SBVC	\$6,000.00	SSutorus
	Spectra Logic Corporation	(12870) Software license for "SpectraGuard" on site support; Tech support for the archive data tapes and storage center for television programs on KVCR and FNX Term: 1/22/2016 - 1/21/2019 Funding Source: KVCR - CPB Grant - TV	TV/FNX/KVCR	\$34,299.29	SSutorus
	TL On Demand	(12894) Online interactive leadership training Term: 1/10/2016 - 1/11/2016 Funding Source: General Funds	Chancellor/SBCCD	\$299.00	SSutorus
	TouchBistro USA, Inc.	(12924) Software subscription for "Point of Sale System" for SBVC Sunroom Term: 1/1/2016 - 6/30/2016 Funding Source: General Funds	Technical Training/SBVC	\$9,184.88	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>					
	Xerox Education Services	(11265) Provide online access to "CampusOnCall" internet portal services to access Student information from other Colleges and Universities; Amendment 1 - This is to approve use of these services by the SBVC Financial Aid Department Term: 5/5/2014 - 5/4/2019 Funding Source: General Funds	Fin Aid/Accounting/SBCCD	\$5,000.00	SSutorus
<i>SubTotal for Software/Online Services: 11</i>				<i>\$162,464.44</i>	
<i>Grand Total Contracts for Board Date 3/10/2016: 86</i>					

Routine Contracts - Summary

Scheduled Board Meeting 03/10/2016

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>General</i>	51	\$251,154.02
<i>Joint Power/Piggyback</i>	8	\$342,682.06
<i>Leases</i>	1	\$13,200.00
<i>Maintenance Agreement</i>	1	\$349.00
<i>Software/Online Services</i>	11	\$162,464.44
	72	
		Total Expenses
		<u><u>\$769,849.52</u></u>

INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Income - Contract Ed</i>	1	\$38,284.00
<i>Income - Facilities Use</i>	4	\$3,125.23
<i>Income - General</i>	2	\$6,800.00
<i>Income - Grant</i>	4	\$138,570.00
<i>Income - Lease</i>	1	\$370,000.00
<i>Income - Underwriter</i>	2	\$11,000.00
	14	
		Total Income
		<u><u>\$529,495.23</u></u>
Total Number of Contracts	<u><u>86</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: Lawrence P. Strong, Interim Director, Fiscal Services

DATE: March 10, 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
March 10, 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 March 10, 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
 March 10, 2016

EXHIBIT A

Fund 01 – General Fund

Fund Balance Prior to Transfer(s)		\$14,245,492		
Date	Ref #	Transfer to Classification	Amount	Comments
02/10/2016	160431	5000 Other Expenses	\$2,000	<i>To meet urgent emerging need for the SBVC library</i>
02/11/2016	160438	5000 Other Expenses	\$2,400	<i>To award donation made to the music department, and to resolve an error in the processing of a student's financial aid</i>
02/23/2016	160490	5000 Other Expenses	\$320,000	<i>To cover legal expenses for Human Resources and to support search for college presidents</i>
Fund Balance After Transfer(s)		\$13,921,092		

Fund 41 – Capital Outlay

Fund Balance Prior to Transfer(s)		\$7,486,433		
Date	Ref #	Transfer to Classification	Amount	Comments
02/23/2016	160496	5000 Other Expenses	\$141,619	<i>To reverse omission of rent expense from budget for Bryn Mawr location</i>
Fund Balance After Transfer(s)		\$7,344,814		

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: Erika Almaraz, Interim Director of Internal Audits
DATE: March 10, 2016
SUBJECT: Consideration of Approval to Adopt a Resolution to Apply for Fiscal Independence and a Resolution to Designate a District Disbursing Officer

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to apply for fiscal independence and a resolution to designate a District Disbursing Officer.

OVERVIEW

Education Code §85266.5 authorizes the governing board of a community college district to apply for fiscal independence, which would allow a District Disbursing Officer designated by the governing board to issue warrants without review or approval of the County Superintendent of Schools or the County Auditor. Fiscal independence is granted by the Board of Governors, based largely on recommendation from the community college district's applicable county office and results of an independent certified public accountant survey of the district's accounting controls.

On January 21, 2016, the Board of Trustees approved contracts for a new enterprise resource planning solution in order to significantly improve the administrative and operational efficiency and effectiveness of the District's human resources, finance, operations, and business functions. As we move forward with this process, it is recommended that the Board of Trustees apply for fiscal independence from the County.

ANALYSIS

Achieving fiscal independence would allow SBCCD to implement its new integrated management information system without the need for extensive and cumbersome interface with County finance and payroll systems. It would also maximize the colleges' ability to obtain accurate and timely information, monitor their budgets, analyze current financial data, and ensure sound financial decision making.

If granted by the Board of Governors, fiscal independence would require the District to assume the majority of responsibilities previously performed by the County for fiscal, budget, human resources/payroll, and financial management systems processing. In addition, the District would take on oversight of the internal audit function for the issuance of payroll and commercial warrants. The County would retain only high-level oversight of the District.

The anticipated timeline to achieve fiscal independence is as follows.

March 2016	<ul style="list-style-type: none">▪ Present resolution and application for fiscal independence.▪ Present resolution to appoint a District Disbursing Officer.▪ File resolution and application for fiscal independence with the County.
May 2016	<ul style="list-style-type: none">▪ Present a resolution to bond the designated District Disbursing Officer.▪ Audit services contract for the performance of the required audit survey.
October/ November 2016	Undergo audit survey.
March 2017	<ul style="list-style-type: none">▪ The County to approve the application for fiscal independence.▪ The Board of Governors to decide whether to grant fiscal independence.
July 1, 2017	Effective date on which the District may issue warrants if fiscal independence is granted.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Fiscal independence will be included in the fiscal year 2016-2017 budget.

San Bernardino Community College District
Resolution to Apply for Fiscal Independence Pursuant To Education Code Section 85266.5

ON MOTION of Member _____, seconded by Member _____, the following resolution is hereby adopted:

WHEREAS Education Code section 85266.5 authorizes the Board of Trustees of a community college district to apply for fiscal independence and;

WHEREAS the Board of Trustees of San Bernardino Community College District has reviewed the California Community College Accounting Advisory for Fiscal Independence, and is satisfied that the District can meet the provisions of section 85266.5 and desires to become fiscally independent and;

WHEREAS the California Community Colleges' Board of Governors grants fiscal independence and its decision is based largely on the recommendation from the applicable county officers and the results of an independent certified public accountant survey of the district's accounting controls.

THEREFORE, BE IT RESOLVED that the Board of Trustees hereby adopts this resolution and the application for fiscal independence in Appendix A, pursuant to Education Code Section 85266.5, and requests accountability to issue all warrants (both salary and commercial), except debt service, of the District by a person designated as the District Disbursing Officer, to those entitled thereto, which payments have been examined, allowed, and ordered paid by the Board of Trustees.

BE IT FURTHER RESOLVED that the Board of Trustees directs that this resolution and application be submitted to the office of the County Superintendent of Schools and the California Community Colleges' Chancellor's Office to request fiscal independence status.

BE IT FURTHER RESOLVED that the Board of Trustees understands the District is to pay all costs pertaining to the audit of accounting controls arranged by the office of the County Superintendent of Schools and that the Board of Trustees agrees to provide all data and assistance as required by the County Superintendent of Schools during the course of the audit.

BE IT FURTHER RESOLVED, that if fiscal independence is approved, the Board of Trustees assumes complete responsibility for the legality of, proper accounting of, and compliance with budgetary restrictions of warrants issued by the District; and that the Board of Trustees is to provide for the independence of the Disbursing Officer, to include access to legal counsel; and that the Board is still required to file timely and accurate reports with County officers; and that charges may be required for services provided to the District by County officers; and that the Board is required to pay all penalties and/or assessments resulting from late or inaccurate retirement reporting.

PASSED and ADOPTED this 10th day of March, 2016 by the following vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Bruce Baron, Secretary of the governing board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary of the Governing Board

San Bernardino Community College District
Resolution to Apply for Fiscal Independence Pursuant To Education Code Section 85266.5
March 10, 2016

Appendix A: California Community Colleges District
Application for Fiscal Independence

To: Mr. Ted Alejandre, County Superintendent
San Bernardino County Superintendent of Schools

Dr. Brice W. Harris, Chancellor
California Community Colleges Chancellor's Office

The San Bernardino Community College School District (the District) hereby applies for fiscal independence in issuing its own warrants under the provision of Education Code Section 85266.5. The District Chancellor and Vice Chancellor of Business & Fiscal Services acknowledge that fiscal independence for the District is predicated on the continuing adherence to the following Board of Governors standards:

Standard 1: Adequate Fund Balances: The District has avoided deficit balances in its governmental funds and has maintained a prudent reserve in its unrestricted general fund over the preceding five fiscal years.

Standard 2: Statute and Governing Board: The District makes only lawful and appropriate expenditures in carrying out the programs authorized by statute and by the governing board.

Standard 3: Adequate Internal Controls: The staff of the accounting, budgeting, contracts, management information systems, internal audits, human resources, and procurement departments are adequate in numbers and skill level to conduct administrative programs independent of detailed review by the county office of education and to provide an internal audit function that assures adequate internal controls.

Standard 4: Legality and Propriety of Transactions: The staff of the accounting, budgeting, contracts, management information systems, internal audits, human resources, and procurement departments exercise independent judgement to assure the legality and propriety of transactions.

John Longville
President, Board of Trustees
San Bernardino Community College District

Bruce Baron
Chancellor
San Bernardino Community College District

Date

Date

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

Erika Almaraz
Interim Director of Internal Audits
San Bernardino Community College District

Date

Date

**San Bernardino Community College District
Resolution to Designate a Disbursing Officer
March 10, 2016**

ON MOTION of Member _____, seconded by Member _____, the following resolution is hereby adopted:

WHEREAS the governing board of San Bernardino Community College District is applying for fiscal independence as permitted by Education Code section 85266.5, and is requesting accountability to issue all warrants, except debt service, of the District and;

WHEREAS Education Code section 85266.5 requires that the governing board designate a District Disbursing Officer who shall have the authority to issue warrants of the District.

WHEREAS the governing board has reviewed the California Community College Accounting Advisory for Fiscal Independence, and acknowledges that the person designated as the District Disbursing Officer shall be independent from operational responsibilities which would subject him/her to political influence and create an inherent conflict of interest.

THEREFORE BE IT RESOLVED that the Board of Trustees hereby adopts this resolution, and designates the Director of Fiscal Services as the District Disbursing Officer, and thereby assigns the responsibilities and duties listed in Appendix A to the District Disbursing Officer.

BE IT FURTHER RESOLVED that the District Disbursing Officer shall maintain a significant degree of independence in the process of approving or disapproving warrants.

BE IT FURTHER RESOLVED that the District Disbursing Officer shall be authorized to independently seek legal counsel when questions arise regarding the propriety of District expenditures within his/her disbursing authority, and shall be authorized to follow the advice of legal counsel.

PASSED and **ADOPTED** this 10th day of March, 2016 by the following vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Bruce Baron, Secretary of the governing board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary of the Governing Board

**San Bernardino Community College District
Resolution to Designate a Disbursing Officer
March 10, 2016**

Appendix A: Responsibilities & Duties of the District Disbursing Officer

It shall be the responsibility of the governing board to approve expenditures and the responsibility of the District Disbursing Officer to issue warrants. The District Disbursing Officer assumes the statutory responsibilities of both the County Superintendent of Schools and the County Auditor-Controller for the pre-audit function of all claims against the District. As such, the person designated as the District Disbursing Officer must be sufficiently independent from responsibilities which would subject him/her to political influence and create an inherent conflict of interest. The District Disbursing Officer shall report to the Vice Chancellor for Fiscal & Business Services. Detailed responsibilities and duties of the designated District Disbursing Officer, or designee, to include the following.

- | | |
|---|---|
| <ul style="list-style-type: none">• Have independent access to the governing board, chancellor, and legal counsel, and independent authority to disapprove purchases where legal or operational deficiencies exist.• Be covered by a fidelity bond in an amount fixed by the governing board.• Issue warrants in accordance with procedures prescribed by the San Bernardino County Superintendent of Schools.• Maintain adequate documentation and required reporting interface with the County Superintendent of Schools.• Ensure the legality and accuracy related to all warrants issued.• Determine that funds are available to cover payment of claims.• Determine that adequate documentation exists to substantiate the appropriateness and authenticity of financial transactions.• Determine that there has been compliance with budgetary, legal, procedural and specially-funded programs requirements.• Maintain a record of all transactions reviewed, together with notations regarding rejected warrant requests.• Ensure organizational independence between operating, custodian, accounting and internal auditing departments.• Ensure that the separation of duties is properly controlled.• Ensure a degree of independence of the District Disbursing Officer from other management positions sufficient to maintain positive integrity of responsibilities.• Ensure controls between the Purchasing and Accounts Payable Departments.• Ensure controls between the Human Resources and Payroll Departments. | <ul style="list-style-type: none">• Ensure the control of warrants and signatures.• Ensure the adherence to governing board policies and regulations.• Provide financial information to the governing board.• Ensure budget controls and procedures are in accordance with good business and management practices.• Prepare financial statements and cost analysis reports.• Ensure that retirement reports are accurate and meet all requirements specified for STRS, PERS, Social Security, and Medicare.• Monitor the integrity of the encumbrance process.• Monitor the integrity of the accounting procedures and internal control systems.• Coordinate internal and external auditing activities.• Ensure that there are adequate audit trails through operational data processing systems.• Review and interpret legislation as it relates to the collection and disbursement of funds.• Prepare or coordinate the preparation of written reports and corrective action plans for audit findings and recommendations: (1) Internal Audit, (2) Reply to Certified Annual Audit Reports.• Audit Revolving Cash Funds and bank accounts.• Review the annual closing and re-opening of the book-of-accounts for compliance with State accounting requirements.• Review the preparation of State and federal reports.• Issue duplicate warrants.• Detect, account for, and recover monies lost due to forged warrants.• Process garnishments and tax liens against employees and/or vendors. |
|---|---|

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, Interim Director, Fiscal Services
DATE: March 10, 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
March 10, 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 March 10, 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
 March 10, 2016

EXHIBIT A

Fund 01 – General Fund

Date	Ref #	Income	Amount to Be Appropriated	Major Classification	Comments
01/13/2016	160417	\$8,710	\$8,710	5000 Other Expenses	<i>To adjust Science, Technology, Engineering and Mathematics (STEM) Pass-Go grant budget in accordance with allocation for FY2016</i>
	Total	\$8,710	\$8,710	General Fund	

Fund 41 – Capital Outlay

Date	Ref #	Income	Amount to Be Appropriated	Major Classification	Comments
2/23/2016	160498	\$500,000	\$87,000	5000 Other Expenses	<i>To set up budget for the expenditure of one-time state funding to be used for program review needs at SBVC and CHC</i>
			\$413,000	6000 Capital Outlay	
	Total	\$500,000	\$500,000	Capital Outlay	

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: Erika Almaraz, Interim Director of Internal Audits
DATE: March 10, 2016
SUBJECT: Consideration of Approval to Select an Auditor for Fiscal Year 2015-16 and Approve Second Optional Year of Contract with Vavrinek, Trine, Day & Company, LLP of Rancho Cucamonga CA

RECOMMENDATION

It is recommended that the Board of Trustees approve the selection of Vavrinek, Trine, Day & Company, LLP (VTD) of Rancho Cucamonga CA to perform an independent audit of all funds under the control or jurisdiction of the district for fiscal year 2015-16, and approve the second optional year their contract in the amount of \$167,450.00.

OVERVIEW

SBCCD Administrative Procedure 6400 requires that, on or before April 1 of each fiscal year, the Board approve the selection of a certified public accountant licensed by the California State Board of Accountancy to audit the district.

ANALYSIS

In May of 2014, the Board approved a contract with VTD to serve as a qualified auditor for one year with two optional years. Approval of VTD to perform the fiscal year 2016 audit will fulfill second optional year of this contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 01, Unrestricted General Fund 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: March 10, 2016
SUBJECT: Consideration of Approval of a Contract with Little Diversified Architectural Consulting, Inc. of Newport Beach CA

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Little Diversified Architectural Consulting, Inc. of Newport Beach CA for architectural services on the Classroom Building (CL) project at Crafton Hills College in the amount of \$30,000.00.

OVERVIEW

The Classroom Building is in need of interior cosmetic maintenance to meet the program needs of CHC as described in the District's Measure M construction program. Little Diversified's scope of work includes design, construction administration and close-out services for the project to keep the building safe and operable for several more years.

ANALYSIS

At the request of CHC, Little Diversified is being proposed for this project due to the firm's previous experience and performance at the campus, its competitive pricing, and willingness to work with an aggressive timeline to meet the Fall 2016 class schedule.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence


FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

No. 02 – Classroom Bldg (CL Tenant Improvements)

DATE: January 25, 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)
Architectural Services Agreement: Little Diversified Architectural Consulting

PROJECT SCOPE:

SBCCD approval of Little Diversified Architectural Consulting architectural services agreement for the CHC Classroom Bldg (CL Tenant Improvements) Project.

NARRATIVE:

The location of educational programs and departments have moved locations, both temporarily and permanently as a result of new construction at Crafton Hills College (CHC), specifically Canyon Hall, Crafton Center and Public Safety & Allied Health. The CHC Campus has collaborated with Little Diversified Architectural Consulting to perform professional architectural and engineering design services for similar projects and the Campus has requested a proposal for the Classroom Building (CL), reviewed its scope, schedule and fees and determined it to be the best value. Scope of work would include interior improvements for cosmetic, maintenance, and minor work to be completed in the summer of 2016. Architectural services provided by Little Diversified Architectural Consulting is 10% of the construction cost estimated at \$300,000.00 with 50% of the project phasing to accommodate program needs to keep portions of the building operational during summer school session.

RECOMMENDATION:

Kitchell/BRJ recommends that SBCCD approve the architectural services contract and issue a purchase order to Little Diversified Architectural Consulting in the amount of \$30,000.00 at the February 2016 Board.

BUDGET INFORMATION:


Classroom Bldg. – 8226

Info from Measure M Budget V31 — 12/31/15

Project Original Budget Amount:	\$ 302,698.15
Project Current Spent to date:	\$ 69,850.52
Project Current Estimate to Complete:	\$ 218,528.34
Project Memo Forecast Cost:	\$ 30,000.00
Project Change Amount:	\$ 00.00

Project Memo cost of \$30,000.00 to be funded from Budget Line Item #42-50-02-8226-0257-6220.10-7100 – Architectural Fees

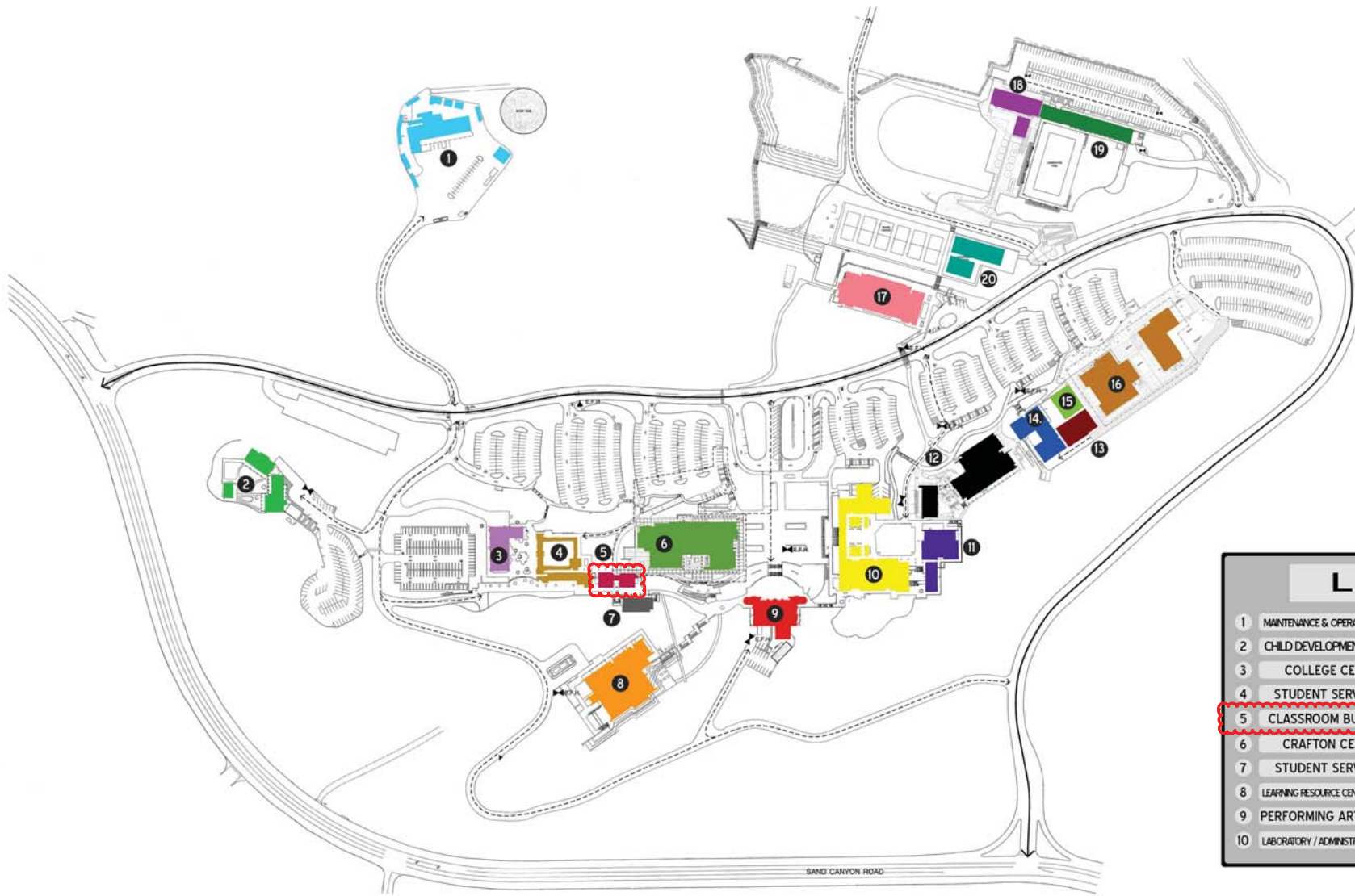
Approvals:

	1/25/16
Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	1/26/16
George Johnson, Bond Program Manager, Kitchell/BRj	Date
	1/20/16
Mike Strong, Vice President, Administrative Services, CHC	Date
	01.26.2016
Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	Date

Attachments: Little Diversified Architectural Consulting Proposal (10 Pages)

* BID WITH ALTERNATES TO STAY WITHIN THE PROJECT BUDGET.

bc
1-25-16



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, Bond Program Manager, Kitchell/BRj
DATE: March 10, 2016
SUBJECT: Consideration of Approval of a Contract with Vista Environmental Consulting of Anaheim CA

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Vista Environmental Consulting of Anaheim CA for hazmat monitoring services on various Measure M construction projects in the amount of \$5,025.00.

OVERVIEW

As part of the construction phase of the Measure M projects, it is necessary to provide monitoring services for hazmat abatement as required by State regulatory agencies. The following CHC construction projects require hazmat monitoring services to keep the buildings safe and operable for several more years:

1. Chemistry and Health Services (CHS)/Miscellaneous Improvements.
2. Miscellaneous Improvements Campuswide.

ANALYSIS

Vista Environmental is the vendor proposed to provide environmental services. Vista has performed environmental surveys and hazmat monitoring on Measure M construction projects for the last five years. This new contract will provide services for an additional term of three years to afford consistency and value.

BOARD IMPERATIVE

- III. Resource Management for Efficiency, Effectiveness, and Excellence


FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

No. 02 – CHC (CHS – 2nd Floor Tenant Improvement Phase 2)

DATE: 1/25/2016

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-4640- Chemistry, Health, Sciences (CHS)
 Vista Environmental Consulting Professional Service Agreement

SCOPE:

SBCCD approval of Vista Environmental Consulting Professional Service Agreement for hazardous material abatement monitoring required for the Chemistry, Health, Science Remodel (CHS Tenant Improvement Phase 2) and the Measure M Bond Projects.

NARRATIVE:

As part of the construction phase for the Measure M projects, it is necessary to provide monitoring services for hazmat abatement as required by the state regulatory agencies. Vista Environmental Consulting's contract has expired with the District. Vista has provided monitoring services for many of the Measure M projects and was the selected RFP vendor for these services. This request is to execute an agreement for a period of three (3) years to provide these services for the remaining projects.

The Chemistry, Health, Science (CHS) tenant improvement project requires monitoring of hazardous material abatement performed by the Contractor. Per the hazmat survey for the CHS building, the scope includes the abatement of items that are known to contain hazardous materials. Kitchell/BRj received and reviewed the attached proposal that is consistent with construction industry standard fees for this type of service.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD approve Vista Environmental Consulting Professional Service Agreement in the amount of \$5,025.00

BUDGET INFORMATION:

Chemistry, Health, Science Remodel – Proj. # (4640)
Info from Measure M Budget V#31—12/31/15

Project Original Budget Amount:	\$ 553,444.00
Project Current Spent to date:	\$ 168,757.56
Project Current Estimate to Complete:	\$ 348,948.54
Project Memo Forecast Cost:	\$ 5,025.00
Project Change Amount:	\$ 00.00

Budget Line Item will be 42-50-02-4640-0257-6220.13-7100 – Testing/Special Testing





Kitchell/BRJ

11715 Sand Canyon Rd., Yucaipa, CA 92399

Project Memo

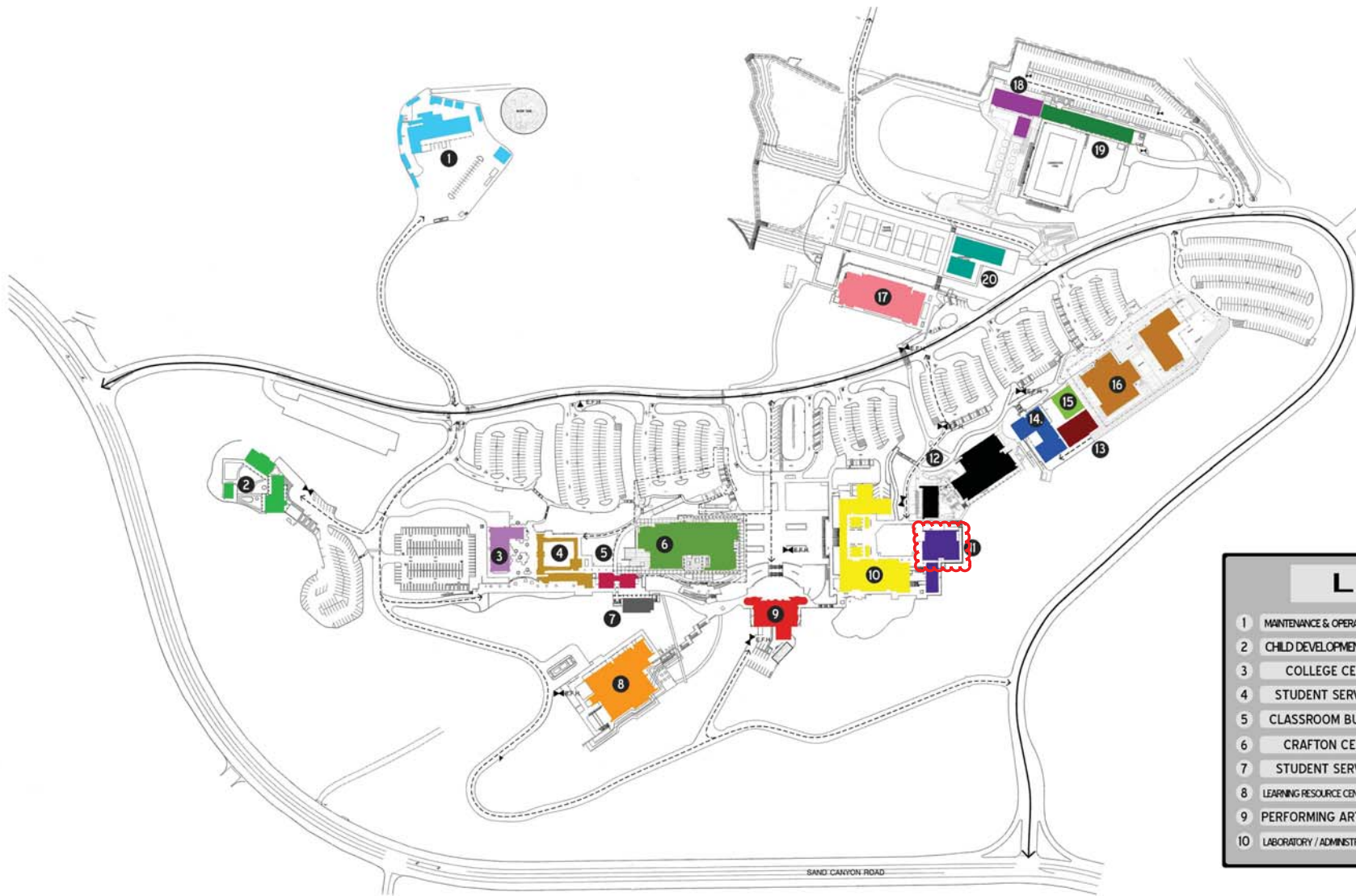
Ph: 909.435.4159 Fax: 909.794.8901

Approvals:

	1/28/16
Brooke Duncan, Sr. Campus Manager, Kitchell/BRJ	Date
	1/28/16
George Johnson, Bond Program Manager, Kitchell/BRJ	Date
	2/9/16
Mike Strong, Vice President Administrative Services, CHC	Date
	2/16/16
Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	Date

Attachments: Vista Environmental Consulting Agreement

HC 2/28/16



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: Stacey Nikac, Executive Assistant

DATE: March 10, 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 – March 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
DISTRICT				
Marsac	Deirdre	EDCT PDC	Not only is Deirdre talented, efficient, and a fast-learner, but she has a willing and humble spirit and is always ready to assist, doing whatever task is needed.	Roanne Holliman
Parada	Osman	Technical Services	Thank you for quickly retrieving archived files from the server. Without these items, I would not be able to reproduce important documents.	Stacey Nikac
CHC				
Chavez	Ed	Custodial	Ed completes all tasks in a timely manner and with a smile on his face!	Anonymous
Wilson	Sherri	Mathematics	Thank you for being a GREAT professor and going beyond by helping your students! I appreciate all the hard work and time you put into helping us understand concepts.	Anonymous
SBVC				
Alex-Schiel	Valerie	Food Services	Valerie really helped us on January 29, 2016 with a wonderful, plated lunch recognizing Valley-Bound Commitment students and thanking the San Manuel Band of Mission Indians for their support of the program. Thank you!	Karen Childers

Caring Hands Applause Cards – March 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Conley	Johnny	First Year Experience/Valley Bound Commitment Program	Thank you for coordinating the student panel and bringing our wonderful VBC students to the luncheon with the San Manuel Band of Mission Indians on January 29, 2016.	Karen Childers
Cota	Marco	Counseling & Matriculation	Thank you for presenting and contributing to the success of the January 29, 2016 luncheon with our Valley-Bound Commitment students and the San Manuel Band of Mission Indians.	Karen Childers
Flaa	Jonathan	Technology Services	Thank you for your expert help getting the projector ready for the January 29th luncheon for the San Manuel Band of Mission Indians and Valley-Bound Commitment students. You saved the day!	Karen Childers
Jenkins	Robert	Facilities Operations and Maintenance	For your continued effort to make progress on goals and positive change while managing the heavy load of daily operations.	Scott Stark

Caring Hands Applause Cards – March 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Luke	Dr. Craig	Valley Bound & FYI	Most of his classes are more than just professional, more like a motivational type. In one class he said something that helped me figure out a problem that I had not from now but from my child hood. I love his enthusiasm.	Noris, Student
Martinez	Sonja	Development & Community Relations	Great job on your first event! Thank you for your hard work in putting together the Valley-Bound luncheon recognizing our successful students and the contribution of the San Manuel Band of Mission Indians.	Karen Childers
Moody	Amanda	Office of Student Life	For keeping the office working on full cylinders while staff was away at a conference and training.	Raymond Carlos
Plemons	Justine	Office of Student Life	For representing SBVC at the ASCA conference and applying the knowledge to the Office of Student Life.	Raymond Carlos
Rodriguez	Carmen	EOP&S	Thank you for keeping in touch with our Valley-Bound Commitment students and presenting our success data at the Celebrating our Success luncheon on January 29, 2016 with the San Manuel Band of Mission Indians.	Karen Childers

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, Interim Director of Fiscal Services
DATE: March 10, 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 February 21, 2016. As of February 21, the District was 64.6% through the fiscal year and had spent and/or encumbered approximately 55.6% of its budgeted general funds.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

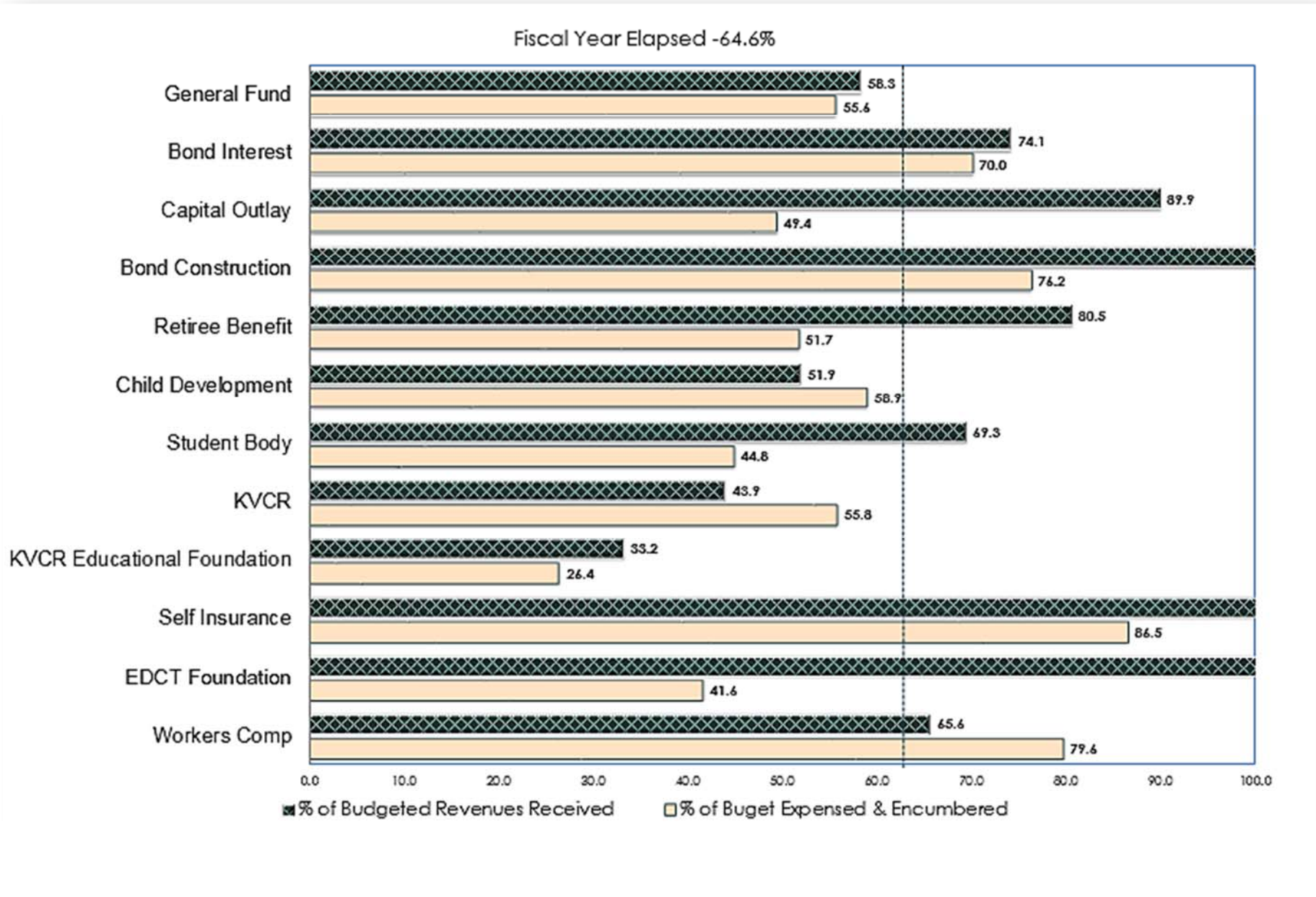
There are no financial implications.



Budget Revenue & Expenditure Summary

Year to Date 2/21/2016
64.6% of Fiscal Year Elapsed

	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund	\$129,588,041	\$ 75,489,889	58.3%	\$131,565,542	\$ 73,198,871	55.6%	
21 Bond Interest & Redemption	\$ 24,000,000	\$ 17,793,080	74.1%	\$ 24,000,000	\$ 16,803,952	70.0%	
41 Capital Outlay Projects	\$ 4,990,221	\$ 4,484,454	89.9%	\$ 8,935,221	\$ 4,411,469	49.4%	
42 Bond Construction	\$ 35,000,000	\$ 37,459,689	107.0%	\$ 75,174,727	\$ 57,304,492	76.2%	<i>Encumbered amount is \$28,924,177.</i>
68 Retiree Benefit	\$ 1,875,000	\$ 1,509,503	80.5%	\$ 375,000	\$ 193,697	51.7%	
72 Child Development	\$ 2,709,804	\$ 1,406,825	51.9%	\$ 2,709,804	\$ 1,597,249	58.9%	
73 Student Body Center Fee	\$ 293,352	\$ 203,432	69.3%	\$ 293,352	\$ 131,514	44.8%	
74 KVCR	\$ 5,858,949	\$ 2,574,992	43.9%	\$ 5,858,949	\$ 3,267,561	55.8%	<i>Encumbered amount is \$815,755.</i>
76 KVCR Educational Foundation	\$ 2,841,126	\$ 941,908	33.2%	\$ 2,841,126	\$ 750,292	26.4%	
78 Self Insurance-Liability	\$ 550,000	\$ 551,900	100.3%	\$ 748,145	\$ 646,905	86.5%	<i>Premiums are paid in July. Revenue recorded in January.</i>
79 EDCT Foundation	\$ 200,000	\$ 201,663	100.8%	\$ 240,000	\$ 99,768	41.6%	
84 Workers Compensation	\$ 1,082,000	\$ 709,704	65.6%	\$ 1,082,000	\$ 861,453	79.6%	<i>Encumbered amount is \$146,354.</i>



BDX110
 ALL FUNDS
 72 San Bernardi no Communi ty Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2015 TO 06/30/2016

#J68

02/21/2016

PAGE 1

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8100.00 FEDERAL HEA REVENUES	6,373,431.39	1,239,614.85	1,239,614.85	19.4	0.00	5,133,816.54	80.5
8600.00 STATE REVENUES	96,931,207.42	56,352,432.78	56,352,432.78	58.1	0.00	40,578,774.64	41.8
8800.00 LOCAL REVENUES	26,191,402.37	17,892,994.98	17,892,994.98	68.3	0.00	8,298,407.39	31.6
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	129,588,041.18	75,489,889.01	75,489,889.01	58.2	0.00	54,098,152.17	41.7
1100.00 CONTRACT CLASSROOM INST.	16,625,070.09	9,550,455.39	9,550,455.39	57.4	0.00	7,074,614.70	42.5
1200.00 CONTRACT CERT. ADMINI STRATORS	9,660,315.20	5,076,451.47	5,076,451.47	52.5	0.00	4,583,863.73	47.4
1300.00 INSTRUCTORS DAY/HOURLY	12,439,491.70	7,159,044.05	7,159,044.05	57.5	0.00	5,280,447.65	42.4
1400.00 NON-INSTRUCTION HOURLY CERT.	2,591,932.71	1,293,434.03	1,293,434.03	49.9	0.00	1,298,498.68	50.0
TOTAL: 1000	41,316,809.70	23,079,384.94	23,079,384.94	55.8	0.00	18,237,424.76	44.1
2100.00 CLASSI FIED MANAGERS-NON-INSTRU	19,752,365.25	11,664,523.67	11,664,523.67	59.0	0.00	8,087,841.58	40.9
2200.00 INSTRUCTIONAL AID S	1,400,078.26	849,317.99	849,317.99	60.6	0.00	550,760.27	39.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	3,813,760.57	1,771,109.93	1,771,109.93	46.4	0.00	2,042,650.64	53.5
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	1,791,319.79	724,130.90	724,130.90	40.4	0.00	1,067,188.89	59.5
TOTAL: 2000	26,757,523.87	15,009,082.49	15,009,082.49	56.0	0.00	11,748,441.38	43.9
3100.00 CERTI FICATED RETIREMENT	3,814,057.96	2,183,844.35	2,183,844.35	57.2	0.00	1,630,213.61	42.7
3200.00 CLASSI FIED RETIREMENT	2,538,366.39	1,775,885.71	1,775,885.71	69.9	0.00	762,480.68	30.0
3300.00 OASDHI /FICA	2,409,025.54	1,434,181.22	1,434,181.22	59.5	0.00	974,844.32	40.4
3400.00 HEALTH AND WELFARE BENEFITS	9,942,261.77	4,948,405.84	4,948,405.84	49.7	0.00	4,993,855.93	50.2
3500.00 STATE UNEMPLOYMENT INSURANCE	73,989.28	38,760.79	38,760.79	52.3	0.00	35,228.49	47.6
3600.00 WORKERS COMPENSATION INSURANCE	958,284.00	551,050.00	551,050.00	57.5	0.00	407,234.00	42.4
3900.00 OTHER BENEFITS	220,035.39	138,756.75	138,756.75	63.0	0.00	81,278.64	36.9
TOTAL: 3000	19,956,020.33	11,070,884.66	11,070,884.66	55.4	0.00	8,885,135.67	44.5
4100.00 TEXTBOOKS	322,198.40	128,094.12	128,094.12	39.7	122,186.74	71,917.54	22.3
4200.00 BOOK, MAGAZI NE&PERI OD-DI ST. USE	101,969.59	18,755.70	18,755.70	18.3	27,678.66	55,535.23	54.4
4300.00 INSTRUCTI ONAL SUPPLI ES	516,924.32	133,397.47	133,397.47	25.8	111,911.34	271,615.51	52.5
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	27,445.12	1,132.24	1,132.24	4.1	2,843.75	23,469.13	85.5
4500.00 NONI NSTRUCTI ONAL SUPPLI ES	1,617,831.02	499,181.28	499,181.28	30.8	444,734.46	673,915.28	41.6
4700.00 FOOD SUPPLI ES	130,117.92	38,657.87	38,657.87	29.7	55,593.00	35,867.05	27.5
TOTAL: 4000	2,716,486.37	819,218.68	819,218.68	30.1	764,947.95	1,132,319.74	41.6
5100.00 PERSON&CONSULTANT SVC-DI ST USE	9,735,119.62	2,063,546.60	2,063,546.60	21.1	3,090,755.97	4,580,817.05	47.0
5200.00 TRAVEL & CONFERENCE EXPENSES	1,591,844.06	431,756.78	431,756.78	27.1	287,862.27	872,225.01	54.7
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	417,426.60	165,459.89	165,459.89	39.6	17,523.76	234,442.95	56.1
5400.00 INSURANCES - DI STRICT USE	121,000.00	120,331.00	120,331.00	99.4	0.00	669.00	.5
5500.00 UTI LI TI ES & HOUSEKEEP-DI ST. USE	2,934,006.22	1,377,499.77	1,377,499.77	46.9	1,179,686.83	376,819.62	12.8
5600.00 RENTS, LEASES&REPAI RS-DI ST. USE	4,246,195.85	2,435,726.43	2,435,726.43	57.3	782,930.89	1,027,538.53	24.1
5700.00 LEGAL/ELECTI ON/AUDI T-DI ST. USE	1,009,370.00	471,129.47	471,129.47	46.6	415,023.13	123,217.40	12.2
5800.00 OTHER OPERATI NG EXP-DI ST. USE	7,470,126.19	569,544.98	569,544.98	7.6	262,617.73	6,637,963.48	88.8
TOTAL: 5000	27,525,088.54	7,634,994.92	7,634,994.92	27.7	6,036,400.58	13,853,693.04	50.3

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	118,271,928.81	57,613,565.69	57,613,565.69	48.7	6,801,348.53	53,857,014.59	45.5
6100.00 SITES & IMPROVEMENTS-DIST. USE	491,174.14	151,916.45	151,916.45	30.9	41,148.42	298,109.27	60.6
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	1,870,985.13	155,934.94	155,934.94	8.3	715,058.74	999,991.45	53.4
6300.00 LIBRARY BOOKS - EXPANSION	106,718.00	73,713.27	73,713.27	69.0	30,867.30	2,137.43	2.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	3,465,006.54	720,227.11	720,227.11	20.7	410,421.17	2,334,358.26	67.3
TOTAL: 6000	5,933,883.81	1,101,791.77	1,101,791.77	18.5	1,197,495.63	3,634,596.41	61.2
TOTAL: 1000-6999	124,205,812.62	58,715,357.46	58,715,357.46	47.2	7,998,844.16	57,491,611.00	46.2
7300.00 INTERFUND TRANSFERS	5,750,000.00	5,750,000.00	5,750,000.00	100.0	0.00	0.00	.0
7400.00 OTHER TRANSFERS	600,000.00	0.00	0.00	.0	0.00	600,000.00	100.0
7500.00 OTHER OUTGO-STUDENT FIN AID	55,935.78	28,196.65	28,196.65	50.4	0.00	27,739.13	49.5
7600.00 OTHER STUDENT AID	953,794.19	256,702.94	256,702.94	26.9	449,770.14	247,321.11	25.9
TOTAL: 7000	7,359,729.97	6,034,899.59	6,034,899.59	81.9	449,770.14	875,060.24	11.8
TOTAL: 1000-7999	131,565,542.59	64,750,257.05	64,750,257.05	49.2	8,448,614.30	58,366,671.24	44.3

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	129,588,041.18	75,489,889.01	75,489,889.01	58.2	0.00	54,098,152.17	41.7
TOTAL:	1000-5999	118,271,928.81	57,613,565.69	57,613,565.69	48.7	6,801,348.53	53,857,014.59	45.5
TOTAL:	1000-6999	124,205,812.62	58,715,357.46	58,715,357.46	47.2	7,998,844.16	57,491,611.00	46.2
TOTAL:	1000-7999	131,565,542.59	64,750,257.05	64,750,257.05	49.2	8,448,614.30	58,366,671.24	44.3
TOTAL EXPENSES	(1000 - 7999)	131,565,542.59	64,750,257.05	64,750,257.05	49.2	8,448,614.30	58,366,671.24	44.3

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	772,731.91	772,731.91	100.0	0.00	572,731.91-	.0
8800.00 LOCAL REVENUES	23,800,000.00	14,041,567.27	14,041,567.27	58.9	0.00	9,758,432.73	41.0
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	17,793,080.18	17,793,080.18	74.1	0.00	6,206,919.82	25.8
7100.00 DEBT RETIREMENT	24,000,000.00	16,803,952.20	16,803,952.20	70.0	0.00	7,196,047.80	29.9
TOTAL: 7000	24,000,000.00	16,803,952.20	16,803,952.20	70.0	0.00	7,196,047.80	29.9
TOTAL: 1000-7999	24,000,000.00	16,803,952.20	16,803,952.20	70.0	0.00	7,196,047.80	29.9

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	17,793,080.18	17,793,080.18	74.1	0.00	6,206,919.82	25.8
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	16,803,952.20	16,803,952.20	70.0	0.00	7,196,047.80	29.9
TOTAL EXPENSES	(1000 - 7999)	24,000,000.00	16,803,952.20	16,803,952.20	70.0	0.00	7,196,047.80	29.9

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/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	753,294.55	753,294.55	59.8	0.00	505,767.05	40.1
8900.00 OTHER FINANCING SOURCES	3,200,000.00	3,200,000.00	3,200,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	4,990,220.88	4,484,453.83	4,484,453.83	89.8	0.00	505,767.05	10.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	95,724.00	56,639.00	56,639.00	59.1	0.00	39,085.00	40.8
TOTAL: 2000	95,724.00	56,639.00	56,639.00	59.1	0.00	39,085.00	40.8
3200.00 CLASSIFIED RETIREMENT	11,340.42	6,615.21	6,615.21	58.3	0.00	4,725.21	41.6
3300.00 OASDHI/FICA	7,359.61	4,318.60	4,318.60	58.6	0.00	3,041.01	41.3
3400.00 HEALTH AND WELFARE BENEFITS	12,253.15	7,147.46	7,147.46	58.3	0.00	5,105.69	41.6
3500.00 STATE UNEMPLOYMENT INSURANCE	48.10	28.26	28.26	58.7	0.00	19.84	41.2
3600.00 WORKERS COMPENSATION INSURANCE	1,200.00	700.00	700.00	58.3	0.00	500.00	41.6
3900.00 OTHER BENEFITS	58.94	34.37	34.37	58.3	0.00	24.57	41.6
TOTAL: 3000	32,260.22	18,843.90	18,843.90	58.4	0.00	13,416.32	41.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	2,686,654.00	351,259.49	351,259.49	13.0	736,020.00	1,599,374.51	59.5
5200.00 TRAVEL & CONFERENCE EXPENSES	480.00	280.00	280.00	58.3	0.00	200.00	41.6
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	244,405.43	154,854.46	154,854.46	63.3	82,641.15	6,909.82	2.8
5800.00 OTHER OPERATING EXP-DIST. USE	3,123.60	0.00	0.00	.0	0.00	3,123.60	100.0
TOTAL: 5000	2,934,663.03	506,393.95	506,393.95	17.2	818,661.15	1,609,607.93	54.8
TOTAL: 1000-5999	3,062,647.25	581,876.85	581,876.85	18.9	818,661.15	1,662,109.25	54.2
6100.00 SITES & IMPROVEMENTS-DIST. USE	1,660,801.88	0.00	0.00	.0	262,992.81	1,397,809.07	84.1
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	2,508,649.40	784,101.80	784,101.80	31.2	704,937.86	1,019,609.74	40.6
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,703,122.57	885,249.20	885,249.20	51.9	373,649.65	444,223.72	26.0
TOTAL: 6000	5,872,573.85	1,669,351.00	1,669,351.00	28.4	1,341,580.32	2,861,642.53	48.7
TOTAL: 1000-6999	8,935,221.10	2,251,227.85	2,251,227.85	25.1	2,160,241.47	4,523,751.78	50.6

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)	4,990,220.88	4,484,453.83	4,484,453.83	89.8	0.00	505,767.05	10.1
TOTAL:	1000-5999	3,062,647.25	581,876.85	581,876.85	18.9	818,661.15	1,662,109.25	54.2
TOTAL:	1000-6999	8,935,221.10	2,251,227.85	2,251,227.85	25.1	2,160,241.47	4,523,751.78	50.6
TOTAL:	1000-7999	8,935,221.10	2,251,227.85	2,251,227.85	25.1	2,160,241.47	4,523,751.78	50.6
TOTAL EXPENSES	(1000 - 7999)	8,935,221.10	2,251,227.85	2,251,227.85	25.1	2,160,241.47	4,523,751.78	50.6

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	1,285.60	1,285.60	57.1	0.00	964.20	42.8
TOTAL: 2000	2,249.80	1,285.60	1,285.60	57.1	0.00	964.20	42.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,079,866.93	105,222.93	105,222.93	9.7	328,493.32	646,150.68	59.8
5400.00 INSURANCES - DISTRICT USE	232,078.00	8,325.00	8,325.00	3.5	0.00	223,753.00	96.4
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	66,767.02	30,077.32	30,077.32	45.0	32,191.37	4,498.33	6.7
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	271,000.00	14,175.00	14,175.00	5.2	181,375.00	75,450.00	27.8
5800.00 OTHER OPERATING EXP-DIST. USE	4,851,878.69	9,291.67	9,291.67	.1	20,808.33	4,821,778.69	99.3
TOTAL: 5000	6,501,590.64	167,091.92	167,091.92	2.5	562,868.02	5,771,630.70	88.7
TOTAL: 1000-5999	6,503,840.44	168,377.52	168,377.52	2.5	562,868.02	5,772,594.90	88.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	647,111.00	37,556.25	37,556.25	5.8	200,534.75	409,020.00	63.2
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	62,969,538.32	27,830,959.72	27,830,959.72	44.1	25,859,825.77	9,278,752.83	14.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	5,054,237.24	343,421.03	343,421.03	6.7	2,300,948.36	2,409,867.85	47.6
TOTAL: 6000	68,670,886.56	28,211,937.00	28,211,937.00	41.0	28,361,308.88	12,097,640.68	17.6
TOTAL: 1000-6999	75,174,727.00	28,380,314.52	28,380,314.52	37.7	28,924,176.90	17,870,235.58	23.7

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	6,503,840.44	168,377.52	168,377.52	2.5	562,868.02	5,772,594.90	88.7
TOTAL:	1000-6999	75,174,727.00	28,380,314.52	28,380,314.52	37.7	28,924,176.90	17,870,235.58	23.7
TOTAL:	1000-7999	75,174,727.00	28,380,314.52	28,380,314.52	37.7	28,924,176.90	17,870,235.58	23.7
TOTAL EXPENSES	(1000 - 7999)	75,174,727.00	28,380,314.52	28,380,314.52	37.7	28,924,176.90	17,870,235.58	23.7

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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	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	374,999.87	9,503.30	9,503.30	2.5	0.00	365,496.57	97.4
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	1,509,503.30	1,509,503.30	80.5	0.00	365,496.57	19.4
3300.00 OASDHI/FICA	190.02	79.84	79.84	42.0	0.00	110.18	57.9
3400.00 HEALTH AND WELFARE BENEFITS	360,348.38	189,099.85	189,099.85	52.4	0.00	171,248.53	47.5
3500.00 STATE UNEMPLOYMENT INSURANCE	7.39	2.79	2.79	37.7	0.00	4.60	62.2
3900.00 OTHER BENEFITS	14,454.55	4,514.52	4,514.52	31.2	0.00	9,940.03	68.7
TOTAL: 3000	375,000.34	193,697.00	193,697.00	51.6	0.00	181,303.34	48.3
TOTAL: 1000-5999	375,000.34	193,697.00	193,697.00	51.6	0.00	181,303.34	48.3

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	1,509,503.30	1,509,503.30	80.5	0.00	365,496.57	19.4
TOTAL:	1000-5999	375,000.34	193,697.00	193,697.00	51.6	0.00	181,303.34	48.3
TOTAL:	1000-6999	375,000.34	193,697.00	193,697.00	51.6	0.00	181,303.34	48.3
TOTAL:	1000-7999	375,000.34	193,697.00	193,697.00	51.6	0.00	181,303.34	48.3
TOTAL EXPENSES	(1000 - 7999)	375,000.34	193,697.00	193,697.00	51.6	0.00	181,303.34	48.3

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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	110,958.73	110,958.73	66.1	0.00	56,751.97	33.8
8600.00 STATE REVENUES	2,362,093.00	1,196,796.16	1,196,796.16	50.6	0.00	1,165,296.84	49.3
8800.00 LOCAL REVENUES	180,000.00	99,069.75	99,069.75	55.0	0.00	80,930.25	44.9
TOTAL: 8000	2,709,803.70	1,406,824.64	1,406,824.64	51.9	0.00	1,302,979.06	48.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,339,466.26	737,113.65	737,113.65	55.0	0.00	602,352.61	44.9
2300.00 NON-INSTRUCTION HOURLY CLASS.	291,774.00	239,363.22	239,363.22	82.0	0.00	52,410.78	17.9
TOTAL: 2000	1,631,240.26	976,476.87	976,476.87	59.8	0.00	654,763.39	40.1
3100.00 CERTIFICATED RETIREMENT	26,493.00	16,454.41	16,454.41	62.1	0.00	10,038.59	37.8
3200.00 CLASSIFIED RETIREMENT	105,471.73	65,752.54	65,752.54	62.3	0.00	39,719.19	37.6
3300.00 OASDHI /FICA	81,632.27	46,600.50	46,600.50	57.0	0.00	35,031.77	42.9
3400.00 HEALTH AND WELFARE BENEFITS	458,504.16	242,701.04	242,701.04	52.9	0.00	215,803.12	47.0
3500.00 STATE UNEMPLOYMENT INSURANCE	1,242.93	396.72	396.72	31.9	0.00	846.21	68.0
3600.00 WORKERS COMPENSATION INSURANCE	52,096.04	29,750.00	29,750.00	57.1	0.00	22,346.04	42.8
3900.00 OTHER BENEFITS	17,934.42	8,588.52	8,588.52	47.8	0.00	9,345.90	52.1
TOTAL: 3000	743,374.55	410,243.73	410,243.73	55.1	0.00	333,130.82	44.8
4300.00 INSTRUCTIONAL SUPPLIES	24,000.00	6,042.43	6,042.43	25.1	11,373.28	6,584.29	27.4
4500.00 NONINSTRUCTIONAL SUPPLIES	64,980.75	20,322.09	20,322.09	31.2	41,822.91	2,835.75	4.3
4700.00 FOOD SUPPLIES	127,230.70	63,341.71	63,341.71	49.7	62,138.99	1,750.00	1.3
TOTAL: 4000	216,211.45	89,706.23	89,706.23	41.4	115,335.18	11,170.04	5.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	11,557.00	615.67	615.67	5.3	0.00	10,941.33	94.6
5800.00 OTHER OPERATING EXP-DIST. USE	95,800.21	0.00	0.00	.0	2,299.00	93,501.21	97.6
TOTAL: 5000	107,357.21	615.67	615.67	.5	2,299.00	104,442.54	97.2
TOTAL: 1000-5999	2,698,183.47	1,477,042.50	1,477,042.50	54.7	117,634.18	1,103,506.79	40.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	11,620.25	0.00	0.00	.0	2,571.48	9,048.77	77.8
TOTAL: 6000	11,620.25	0.00	0.00	.0	2,571.48	9,048.77	77.8
TOTAL: 1000-6999	2,709,803.72	1,477,042.50	1,477,042.50	54.5	120,205.66	1,112,555.56	41.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	2,709,803.70	1,406,824.64	1,406,824.64	51.9	0.00	1,302,979.06	48.0
TOTAL:	1000-5999	2,698,183.47	1,477,042.50	1,477,042.50	54.7	117,634.18	1,103,506.79	40.8
TOTAL:	1000-6999	2,709,803.72	1,477,042.50	1,477,042.50	54.5	120,205.66	1,112,555.56	41.0
TOTAL:	1000-7999	2,709,803.72	1,477,042.50	1,477,042.50	54.5	120,205.66	1,112,555.56	41.0
TOTAL EXPENSES	(1000 - 7999)	2,709,803.72	1,477,042.50	1,477,042.50	54.5	120,205.66	1,112,555.56	41.0

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	203,432.06	203,432.06	69.3	0.00	89,919.94	30.6
TOTAL: 8000	293,352.00	203,432.06	203,432.06	69.3	0.00	89,919.94	30.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	99,245.36	63,342.50	63,342.50	63.8	0.00	35,902.86	36.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	54,000.00	36,198.20	36,198.20	67.0	0.00	17,801.80	32.9
TOTAL: 2000	153,245.36	99,540.70	99,540.70	64.9	0.00	53,704.66	35.0
3200.00 CLASSIFIED RETIREMENT	11,662.82	7,504.21	7,504.21	64.3	0.00	4,158.61	35.6
3300.00 OASDHI/FICA	7,592.26	4,733.99	4,733.99	62.3	0.00	2,858.27	37.6
3400.00 HEALTH AND WELFARE BENEFITS	35,493.34	17,868.60	17,868.60	50.3	0.00	17,624.74	49.6
3500.00 STATE UNEMPLOYMENT INSURANCE	49.62	30.93	30.93	62.3	0.00	18.69	37.6
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	1,750.00	1,750.00	58.3	0.00	1,250.00	41.6
3900.00 OTHER BENEFITS	147.36	85.96	85.96	58.3	0.00	61.40	41.6
TOTAL: 3000	57,945.40	31,973.69	31,973.69	55.1	0.00	25,971.71	44.8
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	20,500.00	0.00	0.00	.0	0.00	20,500.00	100.0
TOTAL: 4000	22,500.00	0.00	0.00	.0	0.00	22,500.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	9,661.24	0.00	0.00	.0	0.00	9,661.24	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	46,000.00	0.00	0.00	.0	0.00	46,000.00	100.0
TOTAL: 5000	55,661.24	0.00	0.00	.0	0.00	55,661.24	100.0
TOTAL: 1000-5999	289,352.00	131,514.39	131,514.39	45.4	0.00	157,837.61	54.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
TOTAL: 6000	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
TOTAL: 1000-6999	293,352.00	131,514.39	131,514.39	44.8	0.00	161,837.61	55.1

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	203,432.06	203,432.06	69.3	0.00	89,919.94	30.6
TOTAL:	1000-5999	289,352.00	131,514.39	131,514.39	45.4	0.00	157,837.61	54.5
TOTAL:	1000-6999	293,352.00	131,514.39	131,514.39	44.8	0.00	161,837.61	55.1
TOTAL:	1000-7999	293,352.00	131,514.39	131,514.39	44.8	0.00	161,837.61	55.1
TOTAL EXPENSES	(1000 - 7999)	293,352.00	131,514.39	131,514.39	44.8	0.00	161,837.61	55.1

Fund: 74 KVC R FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	4,124,365.05	2,174,992.22	2,174,992.22	52.7	0.00	1,949,372.83	47.2
8900.00 OTHER FINANCING SOURCES	1,734,584.00	400,000.00	400,000.00	23.0	0.00	1,334,584.00	76.9
TOTAL: 8000	5,858,949.05	2,574,992.22	2,574,992.22	43.9	0.00	3,283,956.83	56.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,464,324.07	743,894.76	743,894.76	50.8	0.00	720,429.31	49.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	555,100.00	253,951.66	253,951.66	45.7	0.00	301,148.34	54.2
TOTAL: 2000	2,019,424.07	997,846.42	997,846.42	49.4	0.00	1,021,577.65	50.5
3200.00 CLASSIFIED RETIREMENT	171,714.10	104,108.36	104,108.36	60.6	0.00	67,605.74	39.3
3300.00 OASDHI/FICA	112,043.73	74,208.52	74,208.52	66.2	0.00	37,835.21	33.7
3400.00 HEALTH AND WELFARE BENEFITS	322,086.42	130,043.34	130,043.34	40.3	0.00	192,043.08	59.6
3500.00 STATE UNEMPLOYMENT INSURANCE	732.32	510.68	510.68	69.7	0.00	221.64	30.2
3600.00 WORKERS COMPENSATION INSURANCE	32,625.00	15,781.25	15,781.25	48.3	0.00	16,843.75	51.6
3900.00 OTHER BENEFITS	12,852.54	6,015.06	6,015.06	46.8	0.00	6,837.48	53.1
TOTAL: 3000	652,054.11	330,667.21	330,667.21	50.7	0.00	321,386.90	49.2
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	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	46,700.00	10,854.36	10,854.36	23.2	19,862.60	15,983.04	34.2
TOTAL: 4000	50,000.00	10,924.36	10,924.36	21.8	19,862.60	19,213.04	38.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	106,579.00	20,973.53	20,973.53	19.6	31,589.42	54,016.05	50.6
5200.00 TRAVEL & CONFERENCE EXPENSES	73,900.00	15,133.30	15,133.30	20.4	21,077.56	37,689.14	51.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	79,915.00	34,433.81	34,433.81	43.0	12,925.11	32,556.08	40.7
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	88,703.66	88,703.66	43.4	77,924.25	37,686.09	18.4
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	457,769.00	185,679.10	185,679.10	40.5	135,990.21	136,099.69	29.7
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	142,000.00	7,764.42	7,764.42	5.4	29,348.19	104,887.39	73.8
5800.00 OTHER OPERATING EXP-DIST. USE	1,773,326.05	685,972.91	685,972.91	38.6	475,892.40	611,460.74	34.4
TOTAL: 5000	2,848,303.05	1,046,470.73	1,046,470.73	36.7	784,747.14	1,017,085.18	35.7
TOTAL: 1000-5999	5,569,781.23	2,385,908.72	2,385,908.72	42.8	804,609.74	2,379,262.77	42.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	153,168.00	9,897.60	9,897.60	6.4	11,145.38	132,125.02	86.2
TOTAL: 6000	153,168.00	9,897.60	9,897.60	6.4	11,145.38	132,125.02	86.2
TOTAL: 1000-6999	5,722,949.23	2,395,806.32	2,395,806.32	41.8	815,755.12	2,511,387.79	43.8
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	5,858,949.23	2,451,806.32	2,451,806.32	41.8	815,755.12	2,591,387.79	44.2

Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	5,858,949.05	2,574,992.22	2,574,992.22	43.9	0.00	3,283,956.83	56.0
TOTAL:	1000-5999	5,569,781.23	2,385,908.72	2,385,908.72	42.8	804,609.74	2,379,262.77	42.7
TOTAL:	1000-6999	5,722,949.23	2,395,806.32	2,395,806.32	41.8	815,755.12	2,511,387.79	43.8
TOTAL:	1000-7999	5,858,949.23	2,451,806.32	2,451,806.32	41.8	815,755.12	2,591,387.79	44.2
TOTAL EXPENSES	(1000 - 7999)	5,858,949.23	2,451,806.32	2,451,806.32	41.8	815,755.12	2,591,387.79	44.2

Fund: 76 KVCR EDUCATIONAL FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	2,785,125.91	885,907.71	885,907.71	31.8	0.00	1,899,218.20	68.1
8900.00 OTHER FINANCING SOURCES	56,000.00	56,000.00	56,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	2,841,125.91	941,907.71	941,907.71	33.1	0.00	1,899,218.20	66.8
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	258,115.97	60,508.48	60,508.48	23.4	0.00	197,607.49	76.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	200,250.00	90,677.50	90,677.50	45.2	0.00	109,572.50	54.7
TOTAL: 2000	458,365.97	151,185.98	151,185.98	32.9	0.00	307,179.99	67.0
3200.00 CLASSIFIED RETIREMENT	30,430.91	14,857.11	14,857.11	48.8	0.00	15,573.80	51.1
3300.00 OASDHI/FICA	19,722.92	10,505.99	10,505.99	53.2	0.00	9,216.93	46.7
3400.00 HEALTH AND WELFARE BENEFITS	110,670.02	9,023.27	9,023.27	8.1	0.00	101,646.75	91.8
3500.00 STATE UNEMPLOYMENT INSURANCE	128.91	80.09	80.09	62.1	0.00	48.82	37.8
3600.00 WORKERS COMPENSATION INSURANCE	4,875.00	1,093.75	1,093.75	22.4	0.00	3,781.25	77.5
3900.00 OTHER BENEFITS	989.46	53.69	53.69	5.4	0.00	935.77	94.5
TOTAL: 3000	166,817.22	35,613.90	35,613.90	21.3	0.00	131,203.32	78.6
4500.00 NONINSTRUCTIONAL SUPPLIES	15,500.00	948.02	948.02	6.1	882.85	13,669.13	88.1
TOTAL: 4000	15,500.00	948.02	948.02	6.1	882.85	13,669.13	88.1
5100.00 PERSON&CONSULTANT SVC-DIST USE	296,000.00	116,378.88	116,378.88	39.3	71,995.89	107,625.23	36.3
5200.00 TRAVEL & CONFERENCE EXPENSES	1,300.00	329.32	329.32	25.3	78.68	892.00	68.6
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	53,500.00	4,400.00	4,400.00	8.2	10,000.00	39,100.00	73.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	23,500.00	17,925.29	17,925.29	76.2	1,672.92	3,901.79	16.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	16,883.00	5,437.50	5,437.50	32.2	3,562.50	7,883.00	46.6
5800.00 OTHER OPERATING EXP-DIST. USE	365,675.91	131,941.62	131,941.62	36.0	97,938.41	135,795.88	37.1
TOTAL: 5000	756,858.91	276,412.61	276,412.61	36.5	185,248.40	295,197.90	39.0
TOTAL: 1000-5999	1,397,542.10	464,160.51	464,160.51	33.2	186,131.25	747,250.34	53.4
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	9,000.00	0.00	0.00	.0	0.00	9,000.00	100.0
TOTAL: 6000	9,000.00	0.00	0.00	.0	0.00	9,000.00	100.0
TOTAL: 1000-6999	1,406,542.10	464,160.51	464,160.51	33.0	186,131.25	756,250.34	53.7
7200.00 INTRAFUND TRANSFERS OUT	1,434,584.00	100,000.00	100,000.00	6.9	0.00	1,334,584.00	93.0
TOTAL: 7000	1,434,584.00	100,000.00	100,000.00	6.9	0.00	1,334,584.00	93.0
TOTAL: 1000-7999	2,841,126.10	564,160.51	564,160.51	19.8	186,131.25	2,090,834.34	73.5

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)	2,841,125.91	941,907.71	941,907.71	33.1	0.00	1,899,218.20	66.8
TOTAL:	1000-5999	1,397,542.10	464,160.51	464,160.51	33.2	186,131.25	747,250.34	53.4
TOTAL:	1000-6999	1,406,542.10	464,160.51	464,160.51	33.0	186,131.25	756,250.34	53.7
TOTAL:	1000-7999	2,841,126.10	564,160.51	564,160.51	19.8	186,131.25	2,090,834.34	73.5
TOTAL EXPENSES	(1000 - 7999)	2,841,126.10	564,160.51	564,160.51	19.8	186,131.25	2,090,834.34	73.5

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	1,251.02	1,251.02	6.2	8,748.98	10,000.00	50.0
5400.00 INSURANCES - DISTRICT USE	474,810.00	454,810.00	454,810.00	95.7	0.00	20,000.00	4.2
5800.00 OTHER OPERATING EXP-DIST. USE	253,335.00	111,430.95	111,430.95	43.9	70,663.70	71,240.35	28.1
TOTAL: 5000	748,145.00	567,491.97	567,491.97	75.8	79,412.68	101,240.35	13.5
TOTAL: 1000-5999	748,145.00	567,491.97	567,491.97	75.8	79,412.68	101,240.35	13.5

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	567,491.97	567,491.97	75.8	79,412.68	101,240.35	13.5
TOTAL:	1000-6999	748,145.00	567,491.97	567,491.97	75.8	79,412.68	101,240.35	13.5
TOTAL:	1000-7999	748,145.00	567,491.97	567,491.97	75.8	79,412.68	101,240.35	13.5
TOTAL EXPENSES	(1000 - 7999)	748,145.00	567,491.97	567,491.97	75.8	79,412.68	101,240.35	13.5

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	1,662.89	1,662.89	100.0	0.00	1,662.89-	.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	201,662.89	201,662.89	100.0	0.00	1,662.89-	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	93,762.00	56,412.98	56,412.98	60.1	0.00	37,349.02	39.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	15,000.00	5,024.99	5,024.99	33.4	0.00	9,975.01	66.5
TOTAL: 2000	108,762.00	61,437.97	61,437.97	56.4	0.00	47,324.03	43.5
3200.00 CLASSIFIED RETIREMENT	11,107.98	6,564.80	6,564.80	59.0	0.00	4,543.18	40.9
3300.00 OASDHI/FICA	7,172.79	4,398.59	4,398.59	61.3	0.00	2,774.20	38.6
3400.00 HEALTH AND WELFARE BENEFITS	20,316.44	8,934.30	8,934.30	43.9	0.00	11,382.14	56.0
3500.00 STATE UNEMPLOYMENT INSURANCE	46.88	30.36	30.36	64.7	0.00	16.52	35.2
3600.00 WORKERS COMPENSATION INSURANCE	1,500.00	875.00	875.00	58.3	0.00	625.00	41.6
3900.00 OTHER BENEFITS	73.68	42.98	42.98	58.3	0.00	30.70	41.6
TOTAL: 3000	40,217.77	20,846.03	20,846.03	51.8	0.00	19,371.74	48.1
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	553.00	0.00	0.00	.0	0.00	553.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	2,300.00	829.86	829.86	36.0	1,105.09	365.05	15.8
TOTAL: 4000	2,853.00	829.86	829.86	29.0	1,105.09	918.05	32.1
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	2,427.33	2,427.33	26.6	1,040.00	5,632.67	61.8
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	4,250.00	0.00	0.00	.0	0.00	4,250.00	100.0
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	196.00	196.00	.8	9,944.00	12,540.00	55.2
5800.00 OTHER OPERATING EXP-DIST. USE	27,000.00	20.00	20.00	.0	160.00	26,820.00	99.3
TOTAL: 5000	86,167.00	3,157.26	3,157.26	3.6	11,144.00	71,865.74	83.4
TOTAL: 1000-5999	237,999.77	86,271.12	86,271.12	36.2	12,249.09	139,479.56	58.6
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	87,519.38	87,519.38	36.4	12,249.09	140,231.30	58.4

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	201,662.89	201,662.89	100.0	0.00	1,662.89-	.0
TOTAL:	1000-5999	237,999.77	86,271.12	86,271.12	36.2	12,249.09	139,479.56	58.6
TOTAL:	1000-6999	239,999.77	87,519.38	87,519.38	36.4	12,249.09	140,231.30	58.4
TOTAL:	1000-7999	239,999.77	87,519.38	87,519.38	36.4	12,249.09	140,231.30	58.4
TOTAL EXPENSES	(1000 - 7999)	239,999.77	87,519.38	87,519.38	36.4	12,249.09	140,231.30	58.4

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	709,704.14	709,704.14	65.5	0.00	372,295.86	34.4
TOTAL: 8000	1,082,000.00	709,704.14	709,704.14	65.5	0.00	372,295.86	34.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	260,000.00	127,698.25	127,698.25	49.1	125,227.06	7,074.69	2.7
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	655,000.00	415,811.70	415,811.70	63.4	21,127.30	218,061.00	33.2
TOTAL: 5000	1,082,000.00	715,098.95	715,098.95	66.0	146,354.36	220,546.69	20.3
TOTAL: 1000-5999	1,082,000.00	715,098.95	715,098.95	66.0	146,354.36	220,546.69	20.3

Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,082,000.00	709,704.14	709,704.14	65.5	0.00	372,295.86	34.4
TOTAL:	1000-5999	1,082,000.00	715,098.95	715,098.95	66.0	146,354.36	220,546.69	20.3
TOTAL:	1000-6999	1,082,000.00	715,098.95	715,098.95	66.0	146,354.36	220,546.69	20.3
TOTAL:	1000-7999	1,082,000.00	715,098.95	715,098.95	66.0	146,354.36	220,546.69	20.3
TOTAL EXPENSES	(1000 - 7999)	1,082,000.00	715,098.95	715,098.95	66.0	146,354.36	220,546.69	20.3

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
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	20,912,887.85	20,912,887.85	50.5	0.00	20,460,603.15	49.4
8800.00 LOCAL REVENUES	12,558,670.95	7,655,898.44	7,655,898.44	60.9	0.00	4,902,772.51	39.0
TOTAL: 8000	53,962,161.95	28,571,460.34	28,571,460.34	52.9	0.00	25,390,701.61	47.0
1100.00 CONTRACT CLASSROOM INST.	11,355,030.16	6,625,117.56	6,625,117.56	58.3	0.00	4,729,912.60	41.6
1200.00 CONTRACT CERT. ADMINISTRATORS	3,652,569.92	2,029,338.00	2,029,338.00	55.5	0.00	1,623,231.92	44.4
1300.00 INSTRUCTORS DAY/HOURLY	8,401,851.70	4,875,596.17	4,875,596.17	58.0	0.00	3,526,255.53	41.9
1400.00 NON-INSTRUCTION HOURLY CERT.	333,760.08	138,489.78	138,489.78	41.4	0.00	195,270.30	58.5
TOTAL: 1000	23,743,211.86	13,668,541.51	13,668,541.51	57.5	0.00	10,074,670.35	42.4
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	6,474,106.89	4,047,129.20	4,047,129.20	62.5	0.00	2,426,977.69	37.4
2200.00 INSTRUCTIONAL AIDS	809,108.92	496,069.23	496,069.23	61.3	0.00	313,039.69	38.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	485,603.00	219,850.67	219,850.67	45.2	0.00	265,752.33	54.7
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	251,557.00	89,401.44	89,401.44	35.5	0.00	162,155.56	64.4
TOTAL: 2000	8,020,375.81	4,852,450.54	4,852,450.54	60.5	0.00	3,167,925.27	39.4
3100.00 CERTIFICATED RETIREMENT	2,366,759.29	1,296,277.38	1,296,277.38	54.7	0.00	1,070,481.91	45.2
3200.00 CLASSIFIED RETIREMENT	876,828.52	605,163.52	605,163.52	69.0	0.00	271,665.00	30.9
3300.00 OASDHI /FICA	981,595.10	591,703.99	591,703.99	60.2	0.00	389,891.11	39.7
3400.00 HEALTH AND WELFARE BENEFITS	4,404,035.72	2,375,380.27	2,375,380.27	53.9	0.00	2,028,655.45	46.0
3500.00 STATE UNEMPLOYMENT INSURANCE	14,973.57	9,197.16	9,197.16	61.4	0.00	5,776.41	38.5
3600.00 WORKERS COMPENSATION INSURANCE	452,230.50	263,405.33	263,405.33	58.2	0.00	188,825.17	41.7
3900.00 OTHER BENEFITS	100,101.55	64,776.81	64,776.81	64.7	0.00	35,324.74	35.2
TOTAL: 3000	9,196,524.25	5,205,904.46	5,205,904.46	56.6	0.00	3,990,619.79	43.3
4100.00 TEXTBOOKS	6,914.95	5,794.95	5,794.95	83.8	0.00	1,120.00	16.1
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	6,981.18	644.25	644.25	9.2	1,317.94	5,018.99	71.8
4300.00 INSTRUCTIONAL SUPPLIES	45,473.57	13,060.42	13,060.42	28.7	8,642.47	23,770.68	52.2
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	8,497.37	202.37	202.37	2.3	61.50	8,233.50	96.8
4500.00 NONINSTRUCTIONAL SUPPLIES	490,735.15	186,249.91	186,249.91	37.9	160,013.03	144,472.21	29.4
4700.00 FOOD SUPPLIES	12,000.00	412.27	412.27	3.4	9,246.21	2,341.52	19.5
TOTAL: 4000	570,602.22	206,364.17	206,364.17	36.1	179,281.15	184,956.90	32.4
5100.00 PERSON&CONSULTANT SVC-DIST USE	915,040.15	58,416.49	58,416.49	6.3	603,473.44	253,150.22	27.6
5200.00 TRAVEL & CONFERENCE EXPENSES	173,240.10	53,209.00	53,209.00	30.7	29,581.43	90,449.67	52.2
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	175,321.00	37,783.31	37,783.31	21.5	5,188.04	132,349.65	75.4
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	1,847,265.00	801,585.39	801,585.39	43.3	703,734.49	341,945.12	18.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	1,230,060.50	632,415.79	632,415.79	51.4	296,610.79	301,033.92	24.4
5800.00 OTHER OPERATING EXP-DIST. USE	1,309,463.35	66,158.41	66,158.41	.0	69,690.10	1,305,931.66	100.0
TOTAL: 5000	5,650,390.10	1,517,251.57	1,517,251.57	26.8	1,708,278.29	2,424,860.24	42.9
TOTAL: 1000-5999	47,181,104.24	25,450,512.25	25,450,512.25	53.9	1,887,559.44	19,843,032.55	42.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	180,431.00	0.00	0.00	.0	44,731.00	135,700.00	75.2

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	372,025.60	74,559.93	74,559.93	20.0	31,337.20	266,128.47	71.5
TOTAL: 6000	552,456.60	74,559.93	74,559.93	13.4	76,068.20	401,828.47	72.7
TOTAL: 1000-6999	47,733,560.84	25,525,072.18	25,525,072.18	53.4	1,963,627.64	20,244,861.02	42.4

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	53,962,161.95	28,571,460.34	28,571,460.34	52.9	0.00	25,390,701.61	47.0
TOTAL:	1000-5999	47,181,104.24	25,450,512.25	25,450,512.25	53.9	1,887,559.44	19,843,032.55	42.0
TOTAL:	1000-6999	47,733,560.84	25,525,072.18	25,525,072.18	53.4	1,963,627.64	20,244,861.02	42.4
TOTAL:	1000-7999	47,733,560.84	25,525,072.18	25,525,072.18	53.4	1,963,627.64	20,244,861.02	42.4
TOTAL EXPENSES	(1000 - 7999)	47,733,560.84	25,525,072.18	25,525,072.18	53.4	1,963,627.64	20,244,861.02	42.4

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	35,000.00	0.00	0.00	.0	35,000.00	0.00	.0
TOTAL: 5000	35,000.00	0.00	0.00	.0	35,000.00	0.00	.0
TOTAL: 1000-5999	35,000.00	0.00	0.00	.0	35,000.00	0.00	.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	1,632,995.00	750,776.05	750,776.05	45.9	614,644.26	267,574.69	16.3
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	74,000.00	0.00	0.00	.0	51,610.70	22,389.30	30.2
TOTAL: 6000	1,706,995.00	750,776.05	750,776.05	43.9	666,254.96	289,963.99	16.9
TOTAL: 1000-6999	1,741,995.00	750,776.05	750,776.05	43.0	701,254.96	289,963.99	16.6

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	35,000.00	0.00	0.00	.0	35,000.00	0.00	.0
TOTAL:	1000-6999	1,741,995.00	750,776.05	750,776.05	43.0	701,254.96	289,963.99	16.6
TOTAL:	1000-7999	1,741,995.00	750,776.05	750,776.05	43.0	701,254.96	289,963.99	16.6
TOTAL EXPENSES	(1000 - 7999)	1,741,995.00	750,776.05	750,776.05	43.0	701,254.96	289,963.99	16.6

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BEST NET CONSORTIUM
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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

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Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			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	9,684,802.16	9,684,802.16	46.8	0.00	10,974,765.84	53.1
8800.00 LOCAL REVENUES	6,068,133.43	3,694,207.75	3,694,207.75	60.8	0.00	2,373,925.68	39.1
TOTAL: 8000	26,727,701.43	13,379,404.91	13,379,404.91	50.0	0.00	13,348,296.52	49.9
1100.00 CONTRACT CLASSROOM INST.	5,018,143.16	2,922,137.10	2,922,137.10	58.2	0.00	2,096,006.06	41.7
1200.00 CONTRACT CERT. ADMINISTRATORS	2,613,956.83	1,564,433.96	1,564,433.96	59.8	0.00	1,049,522.87	40.1
1300.00 INSTRUCTORS DAY/HOURLY	3,708,637.50	2,263,148.38	2,263,148.38	61.0	0.00	1,445,489.12	38.9
1400.00 NON-INSTRUCTION HOURLY CERT.	314,763.00	134,128.53	134,128.53	42.6	0.00	180,634.47	57.3
TOTAL: 1000	11,655,500.49	6,883,847.97	6,883,847.97	59.0	0.00	4,771,652.52	40.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,682,447.53	2,288,397.65	2,288,397.65	62.1	0.00	1,394,049.88	37.8
2200.00 INSTRUCTIONAL AIDS	575,499.41	345,029.32	345,029.32	59.9	0.00	230,470.09	40.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	282,699.32	229,031.24	229,031.24	81.0	0.00	53,668.08	18.9
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	382,085.00	161,261.63	161,261.63	42.2	0.00	220,823.37	57.7
TOTAL: 2000	4,922,731.26	3,023,719.84	3,023,719.84	61.4	0.00	1,899,011.42	38.5
3100.00 CERTIFICATED RETIREMENT	1,139,485.85	657,039.22	657,039.22	57.6	0.00	482,446.63	42.3
3200.00 CLASSIFIED RETIREMENT	522,453.52	501,092.05	501,092.05	95.9	0.00	21,361.47	4.0
3300.00 OASDHI /FICA	574,172.46	346,203.84	346,203.84	60.2	0.00	227,968.62	39.7
3400.00 HEALTH AND WELFARE BENEFITS	2,276,339.07	1,235,256.43	1,235,256.43	54.2	0.00	1,041,082.64	45.7
3500.00 STATE UNEMPLOYMENT INSURANCE	7,669.26	4,921.27	4,921.27	64.1	0.00	2,747.99	35.8
3600.00 WORKERS COMPENSATION INSURANCE	229,168.75	138,000.91	138,000.91	60.2	0.00	91,167.84	39.7
3900.00 OTHER BENEFITS	45,381.78	30,885.06	30,885.06	68.0	0.00	14,496.72	31.9
TOTAL: 3000	4,794,670.69	2,913,398.78	2,913,398.78	60.7	0.00	1,881,271.91	39.2
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	4,305.79	1,879.65	1,879.65	43.6	1,355.98	1,070.16	24.8
4300.00 INSTRUCTIONAL SUPPLIES	42,839.00	18,677.45	18,677.45	43.5	7,810.32	16,351.23	38.1
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	1,825.00	53.27	53.27	2.9	89.10	1,682.63	92.1
4500.00 NONINSTRUCTIONAL SUPPLIES	175,878.21	78,636.92	78,636.92	44.7	46,463.87	50,777.42	28.8
TOTAL: 4000	224,848.00	99,247.29	99,247.29	44.1	55,719.27	69,881.44	31.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	51,005.00	18,389.95	18,389.95	36.0	15,856.50	16,758.55	32.8
5200.00 TRAVEL & CONFERENCE EXPENSES	103,475.34	31,464.85	31,464.85	30.4	9,883.08	62,127.41	60.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	40,060.00	30,861.21	30,861.21	77.0	1,091.81	8,106.98	20.2
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	811,648.00	412,469.16	412,469.16	50.8	408,993.61	9,814.77-	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	428,476.00	239,772.20	239,772.20	55.9	111,526.55	77,177.25	18.0
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	704,593.75	47,712.03	47,712.03	6.7	19,118.10	637,763.62	90.5
TOTAL: 5000	2,139,258.09	810,669.40	810,669.40	37.8	566,469.65	762,119.04	35.6
TOTAL: 1000-5999	23,737,008.53	13,730,883.28	13,730,883.28	57.8	622,188.92	9,383,936.33	39.5
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	5,885.00	0.00	0.00	.0	0.00	5,885.00	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	64,715.00	23,399.68	23,399.68	36.1	13,000.00	28,315.32	43.7

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 6000	70,600.00	23,399.68	23,399.68	33.1	13,000.00	34,200.32	48.4
TOTAL: 1000-6999	23,807,608.53	13,754,282.96	13,754,282.96	57.7	635,188.92	9,418,136.65	39.5

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	26,727,701.43	13,379,404.91	13,379,404.91	50.0	0.00	13,348,296.52	49.9
TOTAL:	1000-5999	23,737,008.53	13,730,883.28	13,730,883.28	57.8	622,188.92	9,383,936.33	39.5
TOTAL:	1000-6999	23,807,608.53	13,754,282.96	13,754,282.96	57.7	635,188.92	9,418,136.65	39.5
TOTAL:	1000-7999	23,807,608.53	13,754,282.96	13,754,282.96	57.7	635,188.92	9,418,136.65	39.5
TOTAL EXPENSES	(1000 - 7999)	23,807,608.53	13,754,282.96	13,754,282.96	57.7	635,188.92	9,418,136.65	39.5

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	0.00	0.00	.0	167,326.00	0.00	.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	122,500.00	13,545.75	13,545.75	11.0	0.00	108,954.25	88.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	86,500.00	78,999.36	78,999.36	91.3	0.00	7,500.64	8.6
TOTAL: 6000	376,326.00	92,545.11	92,545.11	24.5	167,326.00	116,454.89	30.9
TOTAL: 1000-6999	391,826.00	103,489.11	103,489.11	26.4	169,338.76	118,998.13	30.3

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	391,826.00	103,489.11	103,489.11	26.4	169,338.76	118,998.13	30.3
TOTAL:	1000-7999	391,826.00	103,489.11	103,489.11	26.4	169,338.76	118,998.13	30.3
TOTAL EXPENSES	(1000 - 7999)	391,826.00	103,489.11	103,489.11	26.4	169,338.76	118,998.13	30.3

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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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: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: March 10, 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 February 17, 2016, Cenergistic is reporting the following savings:

Expected Energy Cost	\$10,992,525
Actual Energy Cost	\$8,832,969
Program Savings	\$2,159,556
Percent Savings	19.6%

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

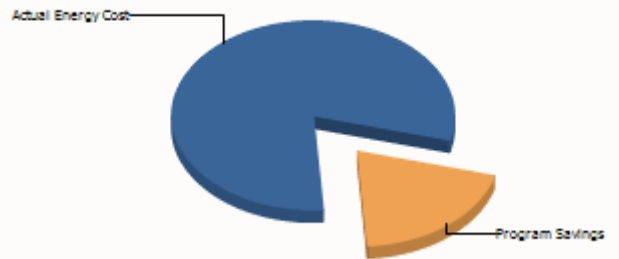
This item is for information only; there are no financial implications.

**San Bernardino Community College District,
California**

**Energy Conservation Program CAP - 19
February 2016**

Cumulative Cost Savings

Expected Energy Cost	\$10,992,525
Actual Energy Cost	\$8,832,969
Program Savings	\$2,159,556
Percent Savings	19.6%
Other Savings	\$0
Total Savings	\$2,159,556



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.

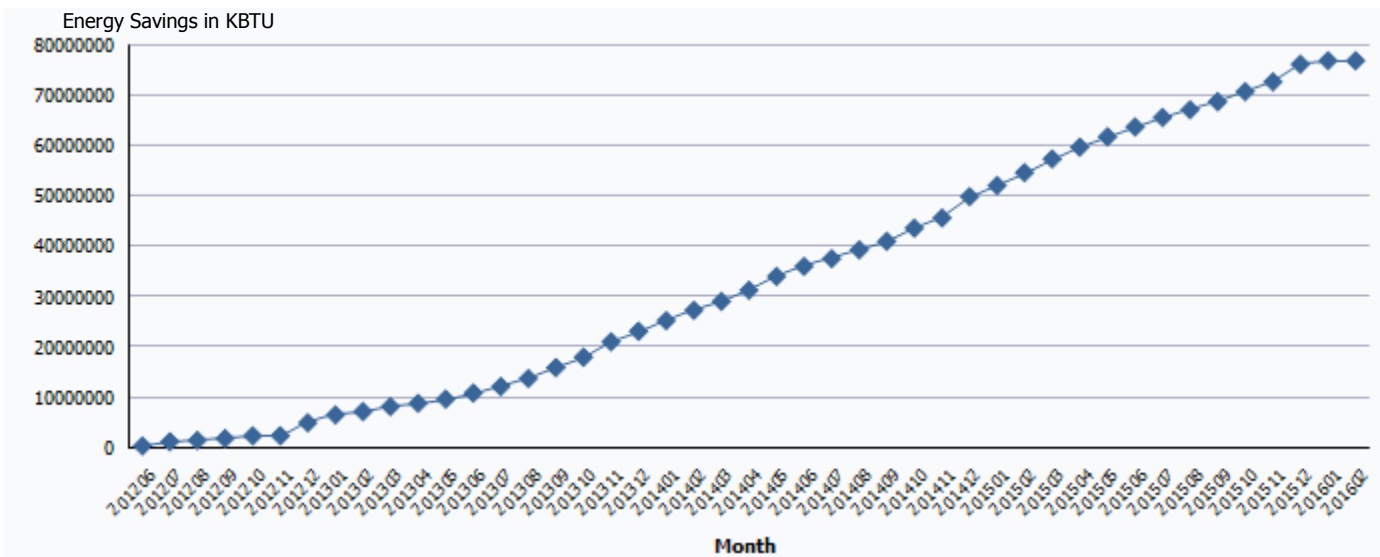
Other Savings

Additional documented savings attributable to Program activities but not the direct result of usage reductions, such as rebates, refunds, tariff changes, etc.

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%.

Cumulative Energy Savings



Cumulative Greenhouse Gas Reduction

Energy Reduction Impact: 76,754,152 KBTU 4,752 equiv. metric tons of CO2

This is equivalent to the following:

Passenger cars not driven for one year:	990
Tree seedlings grown for 10 years:	121,855

Requested by: Mendter

Version:

Report Version: 14

Filters: Billing Period Between 201206;201602;Topmost Place Name Equals San Bernardino CC - CA

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: March 10, 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 January (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
January 2016

<u>Case#</u>	<u>Reported</u>	<u>Reportable Clery Crimes</u>	<u>Location</u>	<u>Disposition</u>
--------------	-----------------	--------------------------------	-----------------	--------------------

ON CAMPUS:

CRAFTON

NO INCIDENTS TO REPORT

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

16-027	1/28/16	Shoplifting	Cafeteria	Subject Arrested
--------	---------	-------------	-----------	------------------

PUBLIC PROPERTY:

CRAFTON

NO INCIDENTS TO REPORT

DISTRICT

16-003	1/7/16	Burglary	Old Annex Building	Unable to Locate
--------	--------	----------	--------------------	------------------

VALLEY

16-023	1/27/16	Open Container	Mt. Vernon/Grant	Citation Issued
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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, Interim Director of Fiscal Services
DATE: March 10, 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 \$14,203,060.

.

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	PROJECTIONS					ACCRUALS	TOTAL
								FEB	MAR	APR	MAY	JUN		
Beginning Cash Balance	23,494	23,287	22,910	25,696	27,012	25,368	31,636	30,447	25,390	20,034	14,892	12,457		
Receipts														
Federal	10	5	59	58	11	1,064	21	1,603	-371	177	2,458	1,288		6,382
State	4,931	4,246	12,507	10,124	5,210	10,143	9,191	7,249	10,736	7,268	6,365	8,891		96,861
State Deferrals														
Local	704	1,458	241	955	3,170	6,208	3,341	1,186	374	4,080	5,054	-580		26,191
Temporary Borrowings														
Inc Transfer & Sale of Assets			3		1	2								5
Accounts Receivable/Accruals	688	322	151	2,941	1,447	123	169							5,840
Total Receipts	6,333	6,031	12,960	14,078	9,839	17,540	12,721	10,038	10,739	11,526	13,876	9,598		135,279
Disbursements														
Academic Salaries	4	1,586	3,284	3,539	3,642	4,027	3,738	3,556	3,760	3,820	3,796	6,602		41,354
Classified Salaries	1,699	1,901	1,869	2,159	2,196	2,848	2,149	2,093	2,320	2,383	2,300	2,694		26,611
Benefits	779	1,331	1,557	1,629	1,645	1,768	1,617	1,684	1,729	1,736	1,751	2,762		19,987
Supplies & Materials	3	51	118	157	95	163	132	89	221	194	376	1,057		2,656
Other Operating Exp	81	547	1,629	1,223	1,270	1,394	747	2,260	2,638	2,905	2,242	10,709		27,644
Capital Outlay		17	316	169	63	198	182	121	136	337	555	3,533		5,627
Other Outgo	2	59	62	428	112	3	5,292	5,292	5,292	5,292	5,292	-19,505		7,620
Loan Repayment														
Accounts Payable/Accruals	3,972	916	1,339	3,459	2,459	871	53							13,071
Total Disbursements	6,540	6,408	10,174	12,763	11,482	11,272	13,910	15,094	16,095	16,668	16,311	7,852		144,570
Increase / (Decrease) in Cash Balance	-207	-377	2,786	1,315	-1,643	6,267	-1,189	-5,056	-5,356	-5,142	-2,435	1,746		
Ending Cash Balance	23,287	22,910	25,696	27,012	25,368	31,636	30,447	25,390	20,034	14,892	12,457	14,203		

[†] 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: March 10, 2015
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 January 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 January 2016, the District-wide total of local hires was 68%, exceeding the Board goal by 18%. The District-wide total of local business was 52.54%, exceeding the Board goal by 27.54%.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Demographics / Local Contracts Summary

January 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	157	76%	49	24%	4,531,008.85	15,699,082.84	28187738.5+101042.58	2,783,010.69	1,043,946.07
Miscellaneous Bond Improvements: Outfield Baseball Netting (South)	7	100%	0	0%	85,791.00			12,972.75	
Miscellaneous Bond Improvements: KVCR Parking Lot	9	82%	2	18%	181,000.00			21,976.22	4,745.12
Applied Technology Ph. I	0	0%	0	0%	413,251.50	11,036.25	558,099.00	261,636.04	132,889.67
TOTAL	173	77%	51	23%	\$ 5,211,051.35	\$ 15,710,119.09	\$ 558,099.00	\$ 3,079,595.70	\$ 1,181,580.86
							\$ 558,099.00		
							97%	3%	

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	37	76%	12	24%	7,496,846.94	7,096,378.00	6,822,698.06	2,173,605.16	881,010.06
New Science Building	32	70%	14	30%	3,579,050.00	6,804,716.00	8,199,240.00	3,076,361.33	1,045,615.88
Occupational Education #2	0	0%	0	0%	1,329,733.00	2,412,208.00	12,146,059.00	2,006,795.42	1,309,930.55
PE Complex	0	0%	0	0%	-	852,800.00	3,658,270.00	1,353.48	-
Miscellaneous Bond Improvements: Swing Project - Phase A NCC Portables	0	0%	0	0%	107,242.00	-	-	11,134.20	-
Miscellaneous Bond Improvements: Swing Project - Phase B Gym	0	0%	0	0%	-	14,085.00	-	8,502.55	3,973.17
Miscellaneous Bond Improvements: Wayfinding Signage	3	75%	1	25%	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	11	85%	2	15%	-	320,013.67	-	55,688.08	4,900.52
Miscellaneous Bond Improvements: Campus CHURN Move	4	9%	40	91%			104,782.20	3,421.83	24,981.31
TOTAL	87	56%	69	44%	\$ 12,789,003.94	\$ 17,719,712.77	\$ 31,308,821.26	\$ 7,356,631.30	\$ 3,285,448.05
							\$ 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	260	68%	120	32%	\$ 18,000,055.29	\$ 33,429,831.86	\$ 31,866,920.26	\$ 10,436,227.00	\$ 4,467,028.91
DISTRICT GOAL	50.00%						\$31,866,920.26		
							62%	38%	

(1) SUBCONTRACTORS - This month	ALL SUBS	LOCAL	MBE	WBE	VOBE	VOSB	SDVBE	DVBE	TOTAL CERTIFIED SUBS - This month
TOTAL FOR ALL PROJECTS	59	31	11	2					13
%	100	52.54%	22.03%		0.00%				22.03%
DISTRICT GOAL	N/A	25.00%	25.00%		10.00%				

Note (1): Data not Previously recorded because project started before implementation of Board Policy 6610 as revised 02/19/2015.

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: Lawrence P. Strong, Interim Director of Fiscal Services
DATE: March 10, 2016
SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

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

OVERVIEW

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form.

ANALYSIS

The attached report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow needs. Questions regarding this report may be addressed to the Fiscal Services Department.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA**

CHANGE THE PERIOD ▼

Fiscal Year: 2015-2016

District: (980) SAN BERNARDINO

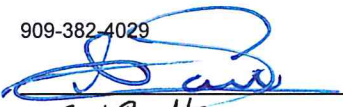
Quarter Ended: (Q2) Dec 31, 2015

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Jose Torres

CBO Phone: 909-382-4029

CBO Signature: 
Date Signed: 2-19-16

District Contact Person

Name: Susan Ryckevich

Title: Budget Analyst

Telephone: 909-382-4029

Chief Executive Officer Name: Bruce Baron

Fax: 909-382-0116

CEO Signature: 
Date Signed: FEB 17 2016

E-Mail: srych@sbccd.edu


Electronic Cert Date: 02/16/2016

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
Christine Atalig (916)327-5772 catalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu

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Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA

CHANGE THE PERIOD 
Fiscal Year: 2015-2016

District: (980) SAN BERNARDINO

Quarter Ended: (Q2) Dec 31, 2015

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2012-13	Actual 2013-14	Actual 2014-15	Projected 2015-2016
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A. Revenues:					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	70,079,097	76,882,155	77,430,155	93,995,130
A.2	Other Financing Sources (Object 8900)	14,230	24,736	1,012,120	12,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	70,093,327	76,906,891	78,442,275	94,007,130
B. Expenditures:					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	65,124,168	73,167,902	78,869,870	86,094,853
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,609,269	11,117,504	1,809,993	6,643,451
B.3	Total Unrestricted Expenditures (B.1 + B.2)	67,733,437	84,285,406	80,679,863	92,738,304
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	2,359,890	-7,378,515	-2,237,588	1,268,826
D.	Fund Balance, Beginning	21,702,835	24,062,725	16,684,210	14,446,622
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	21,702,835	24,062,725	16,684,210	14,446,622
E.	Fund Balance, Ending (C. + D.2)	24,062,725	16,684,210	14,446,622	15,715,448
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	35.5%	19.8%	17.9%	16.9%

II. Annualized Attendance FTES:

Line	Description	2012-13	2013-14	2014-15	2015-2016
G.1	Annualized FTES (excluding apprentice and non-resident)	13,241	14,550	14,717	15,457

III. Total General Fund Cash Balance (Unrestricted and Restricted)

Line	Description	As of the specified quarter ended for each fiscal year			
		2012-13	2013-14	2014-15	2015-2016
H.1	Cash, excluding borrowed funds		27,534,354	21,726,286	31,636,547
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	20,734,897	27,534,354	21,726,286	31,636,547

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	93,938,335	93,995,130	47,816,403	50.9%
I.2	Other Financing Sources (Object 8900)	12,000	12,000	4,846	40.4%
I.3	Total Unrestricted Revenue (I.1 + I.2)	93,950,335	94,007,130	47,821,249	50.9%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	85,085,727	86,094,853	36,244,919	42.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,256,716	6,643,451	500,000	7.5%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	92,342,443	92,738,304	36,744,919	39.6%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	1,607,892	1,268,826	11,076,330	
L.	Adjusted Fund Balance, Beginning	14,446,622	14,446,622	14,446,622	
L.1	Fund Balance, Ending (C. + L.2)	16,054,514	15,715,448	25,522,952	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	17.4%	16.9%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (if multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
			Permanent		Temporary			
	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**
This year? **NO**
Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: March 10, 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

Attached is a summary of all Measure M construction contract change orders and amendments to date.

ANALYSIS

Construction contract awarded to date equal \$163,036,854.52. Current approved and pending change orders and amendments for these Measure M projects have been held to a minimal cumulative amount of \$5,000,053.93, which is 3.03% of the original cumulative construction contract amounts.

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, required by the Division of the State Architect (DSA), and/or, of major benefit to the District are approved and implemented.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This item is for information only. There are no financial implications.

Measure M Projects
Construction Change Summary

CONTRACT AMENDMENTS

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 77,114,204.57	\$ 456,865.93	\$ -	\$ 77,571,070.50	0.59%
SBVC-San Bernardino Valley College	\$ 85,922,649.95	\$ 1,610,483.49	\$ -	\$ 87,533,133.44	1.87%
				\$ -	
TOTAL for CONTRACT AMENDMENTS	\$ 163,036,854.52	\$ 2,067,349.42	\$ -	\$ 165,104,203.94	1.27%

CHANGE ORDERS

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 77,571,070.50	\$ 1,617,592.60	\$ 12,879.67	\$ 79,201,542.77	2.10%
SBVC-San Bernardino Valley College	\$ 87,533,133.44	\$ 1,302,232.24	\$ -	\$ 88,835,365.68	1.49%
TOTAL for CHANGE ORDERS	\$ 165,104,203.94	\$ 2,919,824.84	\$ 12,879.67	\$ 168,036,908.45	1.78%

Construction Change Summary
CHC Recap

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PARKING LOT/ADA/LIGHTING IMPRVMENTS.	\$ 6,146,450.00	\$ 402,801.00	\$ -	\$ 296,344.00	\$ -	\$ 6,845,595.00	4.82%
MATH AND SCIENCE ANNEX	\$ 2,270,500.00	\$ -	\$ -	\$ 187,294.60	\$ -	\$ 2,457,794.60	8.25%
MPOE/DATA RELOCATION	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
OLD LIBRARY DEMOLITION	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%
SOLAR FARM	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.43	\$ -	\$ 2,762,678.43	2.32%
OE 2	\$ 16,623,427.00	\$ 38,321.93	\$ -	\$ 248,516.94	\$ -	\$ 16,910,265.87	1.49%
OE 1 Roofing Package	\$ 400,962.62	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 374,863.24	-6.51%
PE Complex	\$ 4,624,088.68	\$ 743.00	\$ -	\$ 99,720.46	\$ -	\$ 4,724,552.14	2.16%
Science Building	\$ 18,795,178.82	\$ -	\$ -	\$ 396,347.60	\$ -	\$ 19,191,526.42	2.11%
Crafton Center	\$ 21,939,546.00	\$ -	\$ -	\$ 248,090.00	\$ -	\$ 22,187,636.00	1.13%
Temporary Parking Lot	\$ 169,500.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 173,869.93	2.58%
Chemistry/Health/Science/Classrooms	\$ 587,246.15	\$ -	\$ -	\$ -	\$ (2,516.00)	\$ 584,730.15	0.00%
M&O Renovation	\$ 1,267,550.00			\$ 63,096.02	\$ -	\$ 1,330,646.02	4.98%
Misc. Bond Improvements	\$ 487,478.80	\$ 15,000.00	\$ -	\$ -	\$ 15,395.67	\$ 517,874.47	3.06%
TOTAL	\$ 77,114,204.57	\$ 456,865.93	\$ -	\$ 1,617,592.60	\$ 12,879.67	\$ 79,201,542.77	2.10%

Construction Change Summary
 PAL

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PAL-01: ASR Constructors, Inc.	\$ 3,058,000.00	\$ 402,801.00	\$ -	\$ 94,560.00		\$ 3,555,361.00	2.73%
PAL-02: Pierre Sprinkler & Landscape	\$ 569,450.00	\$ -	\$ -	\$ 36,260.00		\$ 605,710.00	6.37%
PAL-03: RDM Electric Company, Inc.	\$ 2,519,000.00	\$ -	\$ -	\$ 165,524.00		\$ 2,684,524.00	6.57%
TOTAL	\$ 6,146,450.00	\$ 402,801.00	\$ -	\$ 296,344.00	\$ -	\$ 6,845,595.00	4.82%

Construction Change Summary

M S Annex

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MODS-01: Conengr Corporation	\$ 539,500.00	\$ -	\$ -	\$ 20,253.60	\$ -	\$ 559,753.60	3.75%
MODS-02: Global Modular, Inc.	\$ 1,731,000.00	\$ -	\$ -	\$ 167,041.00	\$ -	\$ 1,898,041.00	9.65%
TOTAL	\$ 2,270,500.00	\$ -	\$ -	\$ 187,294.60	\$ -	\$ 2,457,794.60	8.25%

Construction Change Summary
 MPOE-Data

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MPOE/DATA-01: Shanks Electric Corporation	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
TOTAL	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%

Construction Change Summary

Library Demo

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
LIBRARY DEMO-01:Miller Environmental, Inc.	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%
TOTAL	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%

Construction Change Summary
 Solar Farm

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Rosendin Electric, Inc. ***	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.43	\$ -	\$ 2,762,678.43	2.32%
TOTAL	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.43	\$ -	\$ 2,762,678.43	2.32%

***NOTE: \$3,500,000 OF THIS CONTRACT WAS IN MEASURE P --- THE TOTAL BASE AMOUNT OF THE CONTRACT IS \$6,200,000.

Construction Change Summary

OE 2

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>OE 2 Demo Pkg.</i>							
The Richards Group	\$ 614,100.00	\$ -	\$ -	\$ 10,755.80	\$ -	\$ 624,855.80	1.75%
<i>Building Pkg.</i>							
Sinianian Development, Inc.	\$ 15,888,000.00	\$ 38,321.93	\$ -	\$ 237,761.14		\$ 16,164,083.07	1.49%
Mobile Modular	\$ 107,242.00					\$ 107,242.00	0.00%
The Peaks Corp.	\$ 14,085.00					\$ 14,085.00	0.00%
TOTAL	\$ 16,623,427.00	\$ 38,321.93	\$ -	\$ 248,516.94	\$ -	\$ 16,910,265.87	1.49%

Sinianian Development, Inc. **NOTE: THIS WAS BOARD APPROVED ON 12/12/13 UP TO 10% IN CHANGE ORDERS**

Construction Change Summary

OE 1 Roof

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>OE 1 Roof Pkg.</i>							
Best Contracting Services	\$ 278,450.00	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 252,350.62	-9.37%
Bobby Wayne Wilson (BWW)	\$ 122,512.62					\$ 122,512.62	
TOTAL	\$ 400,962.62	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 374,863.24	-6.51%

Construction Change Summary

Misc. Bond Improvements

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Yesco Signs LLC	\$ 187,360.00					\$ 187,360.00	0.00%
Yesco Signs LLC	\$ 88,772.00	\$ -			\$ 7,186.67	\$ 95,958.67	8.10%
Broughton Construction, Inc.	\$ 56,640.00					\$ 56,640.00	0.00%
Higgenson & Cartozian	\$ 30,000.00	\$ 15,000.00	\$ -			\$ 45,000.00	0.00%
Inland Building Company	\$ 12,900.00					\$ 12,900.00	0.00%
Mission Paving	\$ 8,635.00					\$ 8,635.00	0.00%
Peralta Asphalt Seal Coating	\$ 3,644.00					\$ 3,644.00	0.00%
Corovan Moving & Storage	\$ 99,527.80				\$ 8,209.00	\$ 107,736.80	8.25%
TOTAL	\$ 487,478.80	\$ 15,000.00	\$ -	\$ -	\$ 15,395.67	\$ 517,874.47	3.06%

Construction Change Summary
 PE Complex

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Minco Construction	\$ 4,511,070.00	\$ -		\$ 99,009.46		\$ 4,610,079.46	2.19%
Oakview Constructors	\$ 16,125.00					\$ 16,125.00	0.00%
All Surface Roofing & Waterproofing, Inc.	\$ 7,320.00	\$ 243.00				\$ 7,563.00	0.00%
Oakview Constructors	\$ 6,350.00			\$ 711.00		\$ 7,061.00	11.20%
Restoration Management Company	\$ 48,658.68	\$ 500.00				\$ 49,158.68	0.00%
Three Peaks Corp.	\$ 34,565.00					\$ 34,565.00	0.00%
TOTAL	\$ 4,624,088.68	\$ 743.00	\$ -	\$ 99,720.46	\$ -	\$ 4,724,552.14	2.16%

Minco Construction NOTE: THIS WAS BOARD APPROVED ON 8/08/13 UP TO 10% IN CHANGE ORDERS

Construction Change Summary
 Science Bldg.

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>Circuit C</i>							
RDM Electric	\$ 65,700.00	\$ -	\$ -	\$ 492.89	\$ -	\$ 66,192.89	0.75%
<i>Building</i>							
Earl Corporation	\$ 18,573,131.00	\$ -	\$ -	\$ 395,854.71		\$ 18,968,985.71	2.13%
Western Audio Visual	\$ 156,347.82					\$ 156,347.82	0.00%
						\$ -	
TOTAL	\$ 18,795,178.82	\$ -	\$ -	\$ 396,347.60	\$ -	\$ 19,191,526.42	2.11%

Earl Corporation **NOTE: THIS WAS BOARD APPROVED ON 12/12/13 UP TO 10% IN CHANGE ORDERS**

Measure M Projects
Construction Change Summary

M & O Renovation

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Oakview Constructors, Inc.	\$ 1,248,000.00			\$ 63,096.02		\$ 1,311,096.02	5.06%
Mission Paving & Sealing, Inc.	\$ 19,550.00					\$ 19,550.00	0.00%
TOTAL	\$ 1,267,550.00	\$ -	\$ -	\$ 63,096.02	\$ -	\$ 1,330,646.02	4.98%

Oakview Constructors, Inc. **NOTE: THIS WAS BOARD APPROVED ON 11/12/14 UP TO 10% IN CHANGE ORDERS**

Construction Change Summary

New Crafton Center

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>CIRCUIT A</i>							
Dalke & Sons Construction Building	\$ 141,480.00	\$ -	\$ -	\$ 3,502.00	\$ -	\$ 144,982.00	2.48%
Bernards Brothers	\$ 21,798,066.00	\$ -	\$ -	\$ 244,588.00		\$ 22,042,654.00	1.12%
						\$ -	
TOTAL	\$ 21,939,546.00	\$ -	\$ -	\$ 248,090.00	\$ -	\$ 22,187,636.00	1.13%

Bernards Brothers NOTE: THIS WAS BOARD APPROVED ON 04/10/14 UP TO 10% IN CHANGE ORDERS

Construction Change Summary

Temporary Parking Lot

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Three Peaks	\$ 169,500.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 173,869.93	2.58%
TOTAL	\$ 169,500.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 173,869.93	2.58%

Construction Change Summary

CHS - Chemistry Health Sciences Renovation

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Roy O. Hoffman	\$ 226,870.00	\$ -	\$ -	\$ -	\$ -	\$ 226,870.00	0.00%
Bobby Wayne Wilson	\$ 197,504.05					\$ 197,504.05	0.00%
Naional Construction & Maintenance	\$ 162,872.10				\$ (2,516.00)	\$ 160,356.10	-1.54%
TOTAL	\$ 587,246.15	\$ -	\$ -	\$ -	\$ (2,516.00)	\$ 584,730.15	-0.43%

Construction Change Summary

SBVC - Recap

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Central Plant / Infrastructure	\$ 11,860,084.00	\$ 83,941.49	\$ -	\$ 55,854.00	\$ -	\$ 11,999,879.49	0.47%
HVAC Cafeteria & Health Science	\$ 325,000.00	\$ -	\$ -	\$ -	\$ -	\$ 325,000.00	0.00%
Gymnasium	\$ 52,163,223.00	\$ 1,480,000.00		\$ 509,732.75	\$ -	\$ 54,152,955.75	0.95%
Business Building Remodel	\$ 9,886,651.95	\$ 12,209.00	\$ -	\$ 850,839.00		\$ 10,749,699.95	8.60%
Site Signage	\$ 2,680,378.00	\$ 34,333.00	\$ -	\$ (739,853.51)		\$ 1,974,857.49	-27.25%
Auditorium	\$ 6,800,000.00	\$ -	\$ -	\$ 616,730.00	\$ -	\$ 7,416,730.00	9.07%
Applied Technology Renovation	\$ 2,090,363.00	\$ -	\$ -	\$ 15,524.00	\$ -	\$ 2,105,887.00	0.74%
K-Street Lighting	\$ 112,750.00	\$ -	\$ -	\$ (6,594.00)	\$ -	\$ 106,156.00	-5.85%
Miscellaneous Bond Improvements	\$ 4,200.00					\$ 4,200.00	0.00%
	\$ 85,922,649.95	\$ 1,610,483.49	\$ -	\$ 1,302,232.24	\$ -	\$ 88,835,365.68	1.49%

Construction Change Summary

Central Plant & Inf

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>Infrastructure Sewer Improvements</i>							
Kirtley Construction dba TK Construction	\$ 348,300.00	\$ 83,941.49	\$ -	\$ 26,806.00	\$ -	\$ 459,047.49	6.20%
<i>Central Plant</i>							
Plumbing, Piping & Construction	\$ 10,878,000.00	\$ -	\$ -	\$ 122,077.00	\$ -	\$ 11,000,077.00	1.12%
<i>Grant Street Sewer Project</i>							
Tyco General Engineering	\$ 567,780.00	\$ -	\$ -	\$ (85,500.00)	\$ -	\$ 482,280.00	-15.06%
Broughton - ADA Access	\$ 26,485.00	\$ -	\$ -	\$ (5,568.00)	\$ -	\$ 20,917.00	-21.02%
L.A. Air Conditioning	\$ 39,519.00	\$ -	\$ -	\$ (1,961.00)	\$ -	\$ 37,558.00	-4.96%
TOTAL	\$ 11,860,084.00	\$ 83,941.49	\$ -	\$ 55,854.00	\$ -	\$ 11,999,879.49	0.47%

Construction Change Summary

HVAC

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
BP 1: Arrowhead Mechanical	\$ 183,000.00	\$ -	\$ -	\$ -	\$ -	\$ 183,000.00	0.00%
BP 2: Arrowhead Mechanical	\$ 142,000.00	\$ -	\$ -	\$ -	\$ -	\$ 142,000.00	0.00%
				\$ -			
TOTAL	\$ 325,000.00	\$ -	\$ -	\$ -	\$ -	\$ 325,000.00	0.00%

Construction Change Summary

Gynasium

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
E. Avico, Inc.	\$ 253,071.00	\$ -	\$ -	\$ (15,000.00)	\$ -	\$ 238,071.00	-5.93%
JM Builders	\$ 256,000.00	\$ -	\$ -	\$ (35,905.00)	\$ -	\$ 220,095.00	-14.03%
Three Peaks (Soccer Field)	\$ 116,414.00	\$ -	\$ -	\$ 3,693.00	\$ -	\$ 120,107.00	3.17%
Inland Building Company	\$ 81,200.00			\$ (10,489.00)	\$ -	\$ 70,711.00	-12.92%
Swinerton Builders, Inc.	\$ 51,456,538.00	\$ 1,480,000.00		\$ 567,433.75		\$ 53,503,971.75	1.07%
				\$ -			
TOTAL	\$ 52,163,223.00	\$ 1,480,000.00	\$ -	\$ 509,732.75	\$ -	\$ 54,152,955.75	0.95%

Swinerton Builders **NOTE: THIS WAS BOARD APPROVED ON 06/12/14 UP TO 10% IN CHANGE ORDERS**

Construction Change Summary

Business Building

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Janus Corporation	\$ 417,600.00	\$ 12,209.00	\$ -	\$ 5,127.00	\$ -	\$ 434,936.00	1.19%
Three Peaks	\$ 34,923.95	\$ -	\$ -			\$ 34,923.95	0.00%
Three Peaks (Swing Space)	\$ 60,528.00	\$ -	\$ -	\$ (7,500.00)	\$ -	\$ 53,028.00	-12.39%
Doug Wall Construction, Inc.	\$ 9,250,000.00	\$ -	\$ -	\$ 848,321.00	\$ -	\$ 10,098,321.00	9.17%
Pacific Industrial Electric	\$ 123,600.00	\$ -	\$ -	\$ 4,891.00	\$ -	\$ 128,491.00	3.96%
TOTAL	\$ 9,886,651.95	\$ 12,209.00	\$ -	\$ 850,839.00	\$ -	\$ 10,749,699.95	8.60%

Construction Change Summary

Signage - ADA

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Broughton Construction, Inc.	\$ 1,170,000.00	\$ -	\$ -	\$ (20,502.00)	\$ -	\$ 1,149,498.00	-1.75%
C.S. Legacy Construction *	\$ 1,365,776.00	\$ 34,333.00	\$ -	\$ (720,807.51)	\$ -	\$ 679,301.49	-51.48%
Three Peaks Corporation	\$ 87,187.00	\$ -	\$ -	\$ (413.00)		\$ 86,774.00	-0.47%
Three Peaks Corporation	\$ 42,655.00			\$ 1,869.00		\$ 44,524.00	4.38%
Three Peaks Corporation	\$ 14,760.00					\$ 14,760.00	0.00%
*Note: \$71,836.58 - claim settlement							
TOTAL	\$ 2,680,378.00	\$ 34,333.00	\$ -	\$ (739,853.51)	\$ -	\$ 1,974,857.49	-27.25%

*Note: District terminated for Convenience and final contract total is reflected.

Construction Change Summary

Auditorium

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Woodcliff Corporation	\$ 6,800,000.00			\$ 616,730.00	\$ -	\$ 7,416,730.00	9.07%
						\$ -	
TOTAL	\$ 6,800,000.00	\$ -	\$ -	\$ 616,730.00	\$ -	\$ 7,416,730.00	9.07%

Woodcliff Corporation **NOTE: THIS WAS BOARD APPROVED ON 7/11/13 UP TO 10% IN CHANGE ORDERS**

Construction Change Summary

K-Street Lighting

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
RDM Electric	\$ 112,750.00			\$ (6,594.00)	\$ -	\$ 106,156.00	-5.85%
TOTAL	\$ 112,750.00	\$ -	\$ -	\$ (6,594.00)	\$ -	\$ 106,156.00	-5.85%

Construction Change Summary

Applied Technology Renovation

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
RDM Electric (Security Lighting)	\$ 44,950.00	\$ -	\$ -	\$ (534.00)		\$ 44,416.00	-1.19%
Cal City Construction, Inc.	\$ 1,977,000.00	\$ -	\$ -	\$ 21,058.00		\$ 1,998,058.00	1.07%
Three Peaks Corporation	\$ 14,040.00					\$ 14,040.00	0.00%
Three Peaks Corporation	\$ 29,130.00			\$ (5,000.00)		\$ 24,130.00	-17.16%
Giannelli Electric, Inc.	\$ 19,817.00					\$ 19,817.00	0.00%
Stanley Security	\$ 5,426.00					\$ 5,426.00	0.00%
TOTAL	\$ 2,090,363.00	\$ -	\$ -	\$ 15,524.00	\$ -	\$ 2,105,887.00	0.74%

Cal City Construction, Inc. **NOTE: THIS WAS BOARD APPROVED ON 01/15/15 UP TO 10% IN CHANGE ORDERS**

Construction Change Summary

Miscellaneous Bond Improvements

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Aten Construction	\$ 4,200.00	\$ -	\$ -			\$ 4,200.00	0.00%
TOTAL	\$ 4,200.00	\$ -	\$ -	\$ -	\$ -	\$ 4,200.00	0.00%

Cal City Construction, Inc. **NOTE: THIS WAS BOARD APPROVED ON 01/15/15 UP TO 10% IN CHANGE ORDERS**