

**San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, October 9, 2014 – 4:00 p.m. – Board Room**

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 Jack Miyamoto
CTA
CSEA
Management/Supervisors
Confidential Employees
- b. Public Employee Performance Evaluation
Government Code 54957
Title: Chancellor

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

The San Bernardino Community College Board of Trustees welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, 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.

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

4. CONVENE CLOSED SESSION

5. RECONVENE PUBLIC MEETING

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

7. PUBLIC COMMENT

The San Bernardino Community College Board of Trustees welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, 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.

8. INSTITUTIONAL PRESENTATIONS

- a. Partnerships with San Bernardino City Unified School District – Dr. Dale Marsden
- b. Energy Conservation Program – Tom Welch

9. APPROVAL OF MINUTES

- a. September 9, 2014 (p.4)
- b. September 11, 2014 (p.6)

10. REPORTS

Under Section 54954.2(a)(2) of the Brown Act, trustees are permitted to make a brief announcement or to make a brief report on his or her own activities.

- a. Board Members
- b. Student Trustees
- c. Chancellor
 - i. Board Information Requests (p.13)
- d. SBVC
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
- e. CHC
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
- f. CSEA
- g. CTA

11. 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. INSTRUCTIONAL/STUDENT SERVICES

- i. Consideration of Approval of Curriculum Modifications CHC (p.17)

b. HUMAN RESOURCES

- i. Consideration of Approval of Academic Employees (p.19)
- ii. Consideration of Approval of Adjunct and Substitute Academic Employees (p.20)
- iii. Consideration of Approval of Amendments to Faculty Chair Stipends (p.22)
- iv. Consideration of Approval of Assistant Coach Stipends (p.23)
- v. Consideration of Approval of Bilingual Stipend for Designated Classified Employees (p.25)
- vi. Consideration of Approval of Classified Employee Promotions (p.27)
- vii. Consideration of Approval of Classified Employees (p.28)
- viii. Consideration of Approval of Confidential Tuition Reimbursement (p.30)
- ix. Consideration of Approval of Contract Amendment for Management (p.31)
- x. Consideration of Approval of Coordinator Stipend (p.32)
- xi. Consideration of Approval of District Volunteers (p.33)
- xii. Consideration of Approval of Faculty Chair Stipends (p.35)
- xiii. Consideration of Approval of Interim Management Appointment (p.37)
- xiv. Consideration of Approval of Lead Programmer Stipend (p.38)
- xv. Consideration of Approval of Management Tuition Reimbursement (p.39)
- xvi. Consideration of Approval of Non-Instructional Pay for Academic Employees (p.40)
- xvii. Consideration of Approval of Professional Expert Short-Term and Substitute Employees (p.43)
- xviii. Consideration of Approval of Revision of Confidential Benefits Specialist Job Description (p.50)
- xix. Consideration of Approval of Salary Amendment for Academic Employee (p.54)
- xx. Consideration of Approval of Temporary Academic Employee (p.55)
- xxi. Consideration of Approval of the Revision to Professional Expert Rates of Pay (p.56)

c. FISCAL SERVICES

- i. Consideration of Approval of Conference Attendance (p.60)
- ii. Consideration of Approval of District & College Expenses (p.68)
- iii. Consideration of Approval of Professional Services Contracts (p.75)
- iv. Consideration of Approval of Routine Contracts (p.77)

12. ACTION AGENDA

a. INSTRUCTIONAL/STUDENT SERVICES

- i. Consideration of Approval of Student Success and Support Program 2014 Plan (p.94)
- ii. Consideration of Approval to Serve Beer and Wine at a Campus Event – SBVC (p.131)
- iii. Consideration of Approval to Update Mission, Vision, and Values statements for Crafton Hills College (p.132)

b. HUMAN RESOURCES

- i. Consideration of Approval of Pre-Retirement Reduced Workload for Academic Employee (p.133)
- ii. Consideration of Approval of Rescission of Pre-Retirement Reduced Workload for Academic Employee (p.134)
- iii. Consideration of Approval of Retreat Rights for Management Employee (p.135)

c. FISCAL SERVICES

- i. Consideration of Approval to Direct the District to Proceed Toward the Development of a Community Benefits Agreement for Measure M Projects (p.136)
- ii. Consideration of Approval of Amendment 008 - CHJ Incorporated (p.138)
- iii. Consideration of Approval of Measure M Change Orders and Amendments (p.142)
- iv. Consideration of Approval of Board Policies for First Reading (p.147)
- v. Consideration of Approval to Approve Board Policies (p.190)
- vi. Consideration of Approval of Budget Adjustments (p.254)
- vii. Consideration of Approval of Committee Assignments for Representation on Redevelopment Successor Agencies (p.257)
- viii. Consideration of Approval to Title V Compliance Review of KVCR Educational Foundation for 2011-13 (p.258)
- ix. Consideration of Ratification of Contract - Three Peaks (p.273)

d. RESOLUTIONS

- i. Consideration to Adopt a Resolution expressing Support for Designation of November 2014 as National Entrepreneurship Month (p.276)

13. INFORMATION ITEMS

- a. Annual Security Report (p.278)
- b. Applause Cards (p.326)
- c. Budget Report (p.335)
- d. Clery Report (p.373)
- e. General Fund Cash Flow Analysis (p.375)
- f. Local Hire Summary Report (p.377)
- g. Purchase Order Report (p.398)
- h. Quarterly Financial Status Report (p.405)
- i. Revised Expenditure Report for Proposition 30 EPA (p.409)
- j. Summary of Measure M Change Orders and Amendments (p.412)

14. ADJOURN – the next Board of Trustees Meeting will be Thursday, November 13, 2014 at SBCCD Board Room.

**San Bernardino Community College District
Regular Meeting (Study Session) of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Tuesday, September 9, 2014 – 12:00 p.m. – Board Room**

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Ferracone called the meeting to order at 12:04pm
Trustee Singer led the Pledge of Allegiance.

Members Present:

Donna Ferracone, President
Dr. Kathleen Henry, Vice President
John Longville (arrived late at 12:19pm)
Joseph Williams, Clerk
Donald Singer
Gloria Macias Harrison
Tiffany Guzman, Student Trustee, SBVC (arrived late at 12:31pm)

Members Absent:

Nickolas W. Zoumbos
Alexis Panaguiton, Student Trustee, CHC

Administrators Present:

Dr. Gloria Fisher
Dr. Cheryl Marshall

Administrators Absent:

Tim Oliver
Dr. Jack Miyamoto

PUBLIC COMMENT

Sheri Lillard and Cassandra Thomas made public comments on the 2014-2015 budget.
Cassandra Thomas reported on Classified Senate and read the resolution for staffing report dated March 19, 2014 as presented.

APPROVAL OF MINUTES

Trustee Singer moved, Trustee Williams seconded, and the Board members voted as follows:
To approve the meeting minutes of August 12, 2014.

AYES: Ferracone, Harrison, Henry, Singer, Williams
NOES: None
ABSENT: Longville, Zoumbos, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
ABSTENTIONS: None

Trustee Harrison moved, Trustee Henry seconded, and the Board members voted as follows:
To approve the meeting minutes of August 14, 2014.

AYES: Ferracone, Harrison, Henry, Singer, Williams
NOES: None
ABSENT: Longville, Zoumbos, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
ABSTENTIONS: None

2014-2015 BUDGET

Chancellor Baron introduced Jose Torres, Director of Fiscal Services to present the 2014-2015 Budget. Chancellor Baron further clarified the purpose of the presentation today is to get familiar with the 2014-2015 Budget, answer questions the board has, have a public hearing to hear comments on Thursday where the board will hopefully approve the budget. Jose Torres presented on the proposed 2014-2015 final budget and discussed objectives for 2014-2015, challenges to meet objectives, solutions to meet objectives, and the outcomes.

John Longville arrived at 12:19pm.
Tiffany Guzman arrived late at 12:31pm.

Joseph Williams asked that future presentations include the conversion of FTES to # of students. He would also like to see what the goal is and where we are currently.

Trustee Harrison requested for a projection of the budget if the unfunded FTES remained at 804 and how long could this be sustained?

Trustee Williams asked for a list of positions that were approved to be filled.

President Ferracone requested for a breakdown for faculty positions.

Trustee Harrison requested a breakdown for staffing positions.

ADJOURN

President Ferracone adjourned the meeting in memory of Chef Baldwin at 2:04pm.

Joseph Williams, Clerk
San Bernardino Community College District
Board of Trustees

**San Bernardino Community College District
Minutes of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, September 11, 2014 – 4:00 p.m. – Board Room**

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Ferracone called the meeting to order at 4:03pm

Trustee Henry led the Pledge of Allegiance.

President Ferracone asked for a moment of silence in memory of those who lost their lives on September 11, 2001.

Members Present:

Donna Ferracone, President

Dr. Kathleen Henry, Vice President

John Longville

Donald Singer

Gloria Macias Harrison

Tiffany Guzman, Student Trustee, SBVC – left early at approx. 6:00pm

Alexis Panaguiton, Student Trustee, CHC – arrived late at 4:22pm

Members Absent:

Joseph Williams, Clerk

Nickolas W. Zoumbos

Administrators Present:

Bruce Baron, Chancellor

Dr. Cheryl Marshall, President, CHC

Dr. Gloria Fisher, Interim President, SBVC

Dr. Jack Miyamoto, Human Resources Consultant

Administrators Absent:

Timothy L. Oliver, Interim Vice Chancellor Fiscal Services

ANNOUNCEMENT OF CLOSED SESSION ITEMS

Conference with Labor Negotiators, Government Code 54957.6

Agency Negotiators: Bruce Baron and Jack Miyamoto

CTA

CSEA

Management/Supervisors

Confidential Employees

Public Employee Discipline/Dismissal/Release/Non Re-Employment, Government Code 54957 (2 cases)

Public Employee Performance Evaluation, Government Code 54957, Title: Chancellor

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

None

CONVENE CLOSED SESSION

The board convened to closed session at 4:07pm

RECONVENE PUBLIC MEETING

The public meeting was reconvened at 5:04pm

REPORT OF ACTION IN CLOSED SESSION

The Board, in closed session, unanimously approved the Settlement Agreement for classified Employee #1577, effective September 2, 2014.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Guzman (SBVC
Student Trustee), Panaguiton (CHC Student Trustee)

NOES: None

ABSENT: Williams, Zoumbos

ABSTENTIONS: None

PUBLIC COMMENT

Eugene Crutcher – Item 5 Fiscal Services

Denise Hoyt – Study Session at City of Yucaipa RE: Crafton Hills College Village and how it could benefit students at Crafton.

INSTITUTIONAL PRESENTATIONS

Jonathan Townsend, Luis Mondragon, and Crafton Hills Students gave a presentation on Left Lane and Summer Bridge. Current Left Lane Students: Danielle Enriquez, Ariana Mullens, Alexa Arango. Previous Left Lane Students: Austin Potjer, Darrian Briggs.

Trustee Singer asked to see statistics of transfer and or success rate of the Left Lane Project.

REPORTS

Board Members

Trustee Longville also attended the Joint Workshop in Los Angeles with student trustee Guzman.

Trustee Harrison – Toured Crafton Hills College to see all of the construction taking place. Attended the Law Enforcement graduation.

Trustee Henry – Attended the Poverty Summit where 68% in the Logistics industry had a high school degree or less.

President Ferracone – Attended the Law Enforcement graduation. Will be participating in the mock accreditation interviews on both campuses.

Student Trustees

Tiffany Guzman – attended Men's and Women's volleyball games. Region 9 meeting is tomorrow at RCC.

Attended Police Academy graduation last week. Attended a workshop on what we can do with cap and trade money for the future.

Alexis Panaguiton – Is on the Sustainability committee. Met with Director of Financial Aid to gain a better understanding to communicate with the students.

Chancellor

Interventions that the Left Lane project provides higher student success. Long term funding for special programs are included in the 2014-2015 budget. Board Information Requests was distributed.

CHC

President

Invited the Board to Family Fest October 18. On the same day there will be a ribbon cutting for Kinesiology Health and Aquatics Facility. Finishing up Region 9 Proposal. Region 9 addresses the 6 emerging sectors. San Manuel provided on campus employment and grant scholarships to Crafton. Next Crafton campus tour is on Monday. September 28-October 2 accreditation site visit will take place.

Academic Senate

Denise Hoyt – 4070 Auditing policy will be coming forward to District Assembly and to the board for approval.

Emeritus status on Joann Jones. Hopes the board will find a way to get faculty back. Welcome back BBQ was a success with a visit from Congressman Cook. Final exam dates will be the same and will hopefully work for faculty and students.

Associated Students

Esmelda Vasquez – Associated Students is growing. Senate will be participating in both campus mock interviews.

SBVC

President

Dr. Fisher – Reminded the Board of the Save the Date flyer on the auditorium grand reopening and athletics complex groundbreaking. Proposed a Middle College program with Rialto Unified School District through a contract. This is a program, not a Middle College High School. More information will follow as the program moves forward.

Academic Senate

Written report was submitted.

Associated Students

Omar Castro – ASG has been working on meeting 900+ students on scholarship, employment, food assistance opportunities. Club Rush October 8. Requested a follow up to possible Job Developer at the college.

CSEA

Colleen Gamboa – CSEA signed off on several articles and job descriptions. Working on benefit and wages for 2015-16. Working on by-laws joining CLC. Officer elections for the new year for a 2-year term starting in January 2015.

Trustee Guzman left early.

CONSENT AGENDA

- Consideration of Acceptance of Academic Employee Resignation
- Consideration of Acceptance of Management Resignation
- Consideration of Approval of Adjunct & Substitute Academic Employees
- Consideration of Approval of Assistant Coach Stipend
- Consideration of Approval of Classified Employees
- Consideration of Approval of District Volunteers
- Consideration of Approval of Employment Date Amendment for Academic Employee
- Consideration of Approval of Interim Management Appointment
- Consideration of Approval of Non-Instructional Pay for Academic Employees
- Consideration of Approval of Salary Amendment for Academic Employee
- Consideration of Approval of Short-Term Substitute and Professional Expert Employees
- Consideration of Approval of Conference Attendance
- Consideration of Approval of District & College Expenses
- Consideration of Approval of Professional Services Contracts
- Consideration of Approval of Routine Contracts
- Consideration of Approval of Surplus Property

Trustee Harrison moved, Trustee Singer seconded, and the Board members voted as follows:
To approve the consent agenda:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguigon (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

ACTION AGENDA

Consideration of Acceptance of Academic Employee Retirement
Trustee Harrison moved, Trustee Henry seconded, and the Board members voted as follows:
To accept the retirement of Kim McCormick, Career Center Specialist, CHC.

Trustee Harrison moved, Trustee Singer seconded, and the Board members voted as follows:
To approve the consent agenda:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguigon (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Acceptance of Classified Employee Retirement
Trustee Henry moved, Trustee Harrison seconded, and the Board members voted as follows:
To accept the retirement of Long V. Nguyen, Custodian, SBVC.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguigon (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Approval of Amendment 08 - Steinberg Architects
Trustee Harrison moved, Trustee Henry seconded, and the Board members voted as follows:

To approve Amendment 008 to the Steinberg Architects contract for the Physical Education (PE) Complex project at Crafton Hills College in the amount of \$16,835.00.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Approval to Ratify Contract - Braughton Construction

Trustee Singer moved, Trustee Henry seconded, and the Board members voted as follows:

To ratify a contract with Braughton Construction of Rancho Cucamonga, California for additional parking lot signage at CHC in the amount of \$9,875.00.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Approval to Ratify Contract - G Corp International

Trustee Singer moved, Trustee Henry seconded, and the Board members voted as follows:

To ratify a contract with G Corp International of Moreno Valley, California for Move Services for the Maintenance and Operation (M&O) Renovation project at CHC in the amount of \$24,600.00.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Approval to Ratify Contract - Three Peaks

Trustee Singer moved, Trustee Henry seconded, and the Board members voted as follows:

To ratify a contract with Three Peaks Corporation of Redlands, California for the Landscape Around the ADSS Building project at SBVC in the amount of \$42,665.00.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Approval of the amendment to the Master Agreement of the Economic Development and Corporate Training Foundation (EDCT Foundation) with the San Bernardino Community College District

Trustee Henry moved, Trustee Longville seconded, and the Board members voted as follows:

To approve the amended Master Agreement of the Economic Development and Corporate Training Foundation (EDCT Foundation) with the San Bernardino Community College District.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Approval to Establish a Fiduciary Fund - EDCT Foundation

Trustee Henry moved, Trustee Longville seconded, and the Board members voted as follows:

To approve the creation of a fiduciary fund for the Economic Development and Corporate Training Foundation (EDCT Foundation).

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Approval to Establish a Fiduciary Fund - KVCR Foundation

Trustee Henry moved, Trustee Longville seconded, and the Board members voted as follows:

To approve the creation of a fiduciary fund for the KVCR Foundation.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Approval to Conduct a Public Hearing

Trustee Henry moved, Trustee Panaguiton seconded, and the Board members voted as follows:
To conduct a public hearing on the Final Budget for Fiscal Year 2014-15.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Trustee Longville moved, Trustee Harrison seconded, and the Board members voted as follows:
To close the public hearing.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Approval to Adopt Final Budget

Trustee Harrison moved, Trustee Henry seconded, and the Board members voted as follows:
To adopt the Final Budget for Fiscal Year 2014-15 as presented.

Trustee Harrison asked that a directive for the new 2015-2016 budget be added to include: The reserve fund be used for short term projects and also to be used for one time cost.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Approval to Reaffirm Board Imperatives and Approve 2014-2015 Board Goals

Trustee Harrison moved, Trustee Henry seconded, and the Board members voted as follows:
To reaffirm the Board Imperatives and approve the 2014-2015 Board Goals.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Approval to Accept Board Policies for First Reading

Trustee Singer moved, Trustee Harrison seconded, and the Board members voted as follows:
To accept Board Policies BP 2430 Delegation of Authority to the Chief Executive Officer, BP 2431 Chief Executive Officer Selection, BP 2510 Participation in Local Decision Making, BP 2745 Board Self Evaluation, BP 3050 Institutional Code of Ethics, BP 3200 Accreditation, BP 3250 Institutional Planning, BP 3410 Nondiscrimination, BP 4020 Program, Curriculum, and Course Development, BP 4050 Articulation, BP 4070 Auditing and Auditing Fees, BP 6330 Purchasing, BP 6520 Security of District Property, and BP 7120 Recruitment for first reading.

AP 3050 Institutional Code of Ethics, AP 3200 Accreditation, AP 3250 Institutional Planning, AP 3410 Nondiscrimination, AP 4070 Auditing and Auditing Fees, AP 6330 Purchasing, AP 6520 Security of District Property, AP 7120 Recruitment are submitted for information only.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Approval to Adopt Resolution to Recognize the Month of October as National Arts and Humanities Month

Trustee Henry moved, Trustee Panaguiton seconded, and the Board members voted as follows:
To adopt a resolution to recognize October 2014 as National Arts and Humanities Month

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration of Resolution to Recognize the Dedication of the Curtis T. Winton Building by Rialto Unified School District on October 10, 2014

Trustee Henry moved, Trustee Longville seconded, and the Board members voted as follows:
To adopt a resolution to recognize the contributions of educator Curtis T. Winton, who passed away in May 2013, but whose dedication to parents and children carries on through the annual Parent Summit.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration to Adopt a Resolution expressing Support for and Commitment to the Student Success Initiative and the 22 specific policy changes recommended by the CCCCCO Student Success Task Force

Trustee Harrison moved, Trustee Henry seconded, and the Board members voted as follows:
To adopt a resolution supporting the recommendations of the CCCCCO Student Success Initiative Task Force.

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration to Adopt a Resolution expressing Support for designation of October, 2014 as National Cyber Security Awareness Month

Trustee Singer moved, Trustee Henry seconded, and the Board members voted as follows:
To adopt a resolution proclaiming the month of October, 2014 as "National Cyber Security Awareness Month".

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration to Adopt a Resolution expressing Support for designation of October, 2014 as National Disability Employment Awareness Month

Trustee Henry moved, Trustee Harrison seconded, and the Board members voted as follows:
To adopt a resolution proclaiming the month of October, 2014 as "National Disability Employment Awareness Month".

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration to Adopt a Resolution expressing Support for Designation of September 23, 2014 as National Voter Registration Day

Trustee Harrison moved, Trustee Henry seconded, and the Board members voted as follows:
To adopt a resolution proclaiming September 23, 2014 as "National Voter Registration Day".

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

Consideration to Adopt a Resolution Proclaiming September 11, 2014 as National Day of Service and Remembrance

Trustee Henry moved, Trustee Harrison seconded, and the Board members voted as follows:

To adopt a resolution proclaiming September 11, 2014 as "National Day of Service and Remembrance".

AYES: Ferracone, Harrison, Henry, Longville, Singer, Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: Williams, Zoumbos, Guzman (SBVC Student Trustee)
ABSTENTIONS: None

INFORMATION ITEMS

Applause Cards

Budget Report

Clery Report

General Fund Cash Flow Analysis

Local Hire Summary Report

Purchase Order Report

Measure M Change Order Summary

MOU CSEA Interim Supervisory Assignment

ADJOURN

President Ferracone adjourned the meeting at 6:42pm in memory of all those who lost their lives September 11.

Joseph Williams, Clerk
San Bernardino Community College District
Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: October 9, 2014
SUBJECT: Board of Trustees Information Requests

RECOMMENDATION

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

ANALYSIS

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
2014-2015 Board of Trustees Information Requests
(updated 9/14/14)**

Date of Request: 10/10/2013
Requested by: Trustee Williams
Planned Completion Date: Ongoing

Request: Review current policies and bylaws to make sure they reflect current board realities

Comments: Planned work with Community College League consultant to review all Board policies and procedures for updates based on current legal recommendations and draft policies or procedures that are required but not currently in place. 1st committee meeting with Dr. Jane Wright on January 30, 2014. Multiple meetings with various work groups have taken place and are scheduled to go through the collegial consultation process. District Assembly adopted a new review process and has implemented for a more expeditious process as of 4/1/14. January-June 2014 + time through collegial consultation process.

Date of Request: 6/12/2014
Requested by: Trustee Williams
Planned Completion Date: Ongoing

Request: Requested for regular SBVC Foundation Updates.

Comments: Dr. Fisher will provide updates in her President's Reports.

Date of Request: 10/10/2013
Requested by: Trustee Williams
Planned Completion Date: Open

Request: Consider succession planning at the President/CEO and Cabinet levels.

Comments: For discussion with Chancellor's Cabinet. Policies are being developed through CCLC Consultant

Date of Request: 9/9/2014
Requested by: Trustee Harrison
Planned Completion Date: 11/13/14

Request: Requested for a projection of the budget if the unfunded FTES remained at 804 and how long could this be sustained?

Comments: Chancellor will submit information to the board as requested.

Date of Request: 9/9/2014
Requested by: Trustee Williams
Planned Completion Date: 11/13/14

Request: Requested a list of positions that were approved to be filled.

Comments: Chancellor will submit information to the board as requested.

Date of Request: 9/9/2014
Requested by: Trustee Ferracone
Planned Completion Date: 11/13/14

Request: Requested for a breakdown for faculty positions.

Comments: Chancellor will submit information to the board as requested.

Date of Request: 9/9/2014
Requested by: Trustee Harrison
Planned Completion Date: 11/13/14

Request: Requested for a breakdown for staffing positions.

Comments: Chancellor will submit information to the board as requested.

Date of Request: 9/11/2014
Requested by: Trustee Singer
Planned Completion Date: 11/13/14

Request: Trustee Singer asked to see statistics of transfer and or success rate of the Left Lane Project.

Comments: Chancellor will submit information to the board as requested.

Date of Request: 11/14/2013
Requested by: Trustees Williams & Henry
Planned Completion Date: 11/13/14

Request: Board of Trustees were encouraged to participate and go through safety overview training.

Trustee Henry asked for clarification on topics 1-4. She understood this as more of a safety training overview and asked Trustee Williams to elaborate on what his r

Comments: Topics to include:

1. Workers' Compensations data - frequency/severity/ what the data means/process for filing a claim in the district
2. MSDS now SDS database – How it works
3. Safety training monthly statistics on training completion – What the numbers mean
4. Emergency preparedness/Table-top exercise training in the Spring.

Safety training overview focusing on what is the board's role if there is an earthquake? Great Shake-out simulation.

Presentation scheduled for 11/13/14 board meeting.

Date of Request: 5/29/2014
Requested by: Trustee Williams
Planned Completion Date: 01/08/15

Request: To change budget cycle to begin review in the fall.

Comments: Chancellor indicated this can begin with the 2015-2016 budget calendar.

Date of Request: 9/11/2014
Requested by: Trustee Harrison
Planned Completion Date: 02/12/15

Request: Trustee Harrison asked that a directive for the new 2015-2016 budget be added to include: The reserve fund be used for short term projects and also to be used for one time cost.

Comments: To be included with the 2015-2016 Directives are sent to the board for approval.

Date of Request: 3/13/2014
Requested by: Trustee Williams
Planned Completion Date: 03/04/15

Request: Would like the board to consider sponsoring students to attend and/or organize a group to present at the A2Men Conference next year.

Comments: Conference to be held 3/4/15-3/6/15 at LAX Westin.

Date of Request: 8/14/2014
Requested by: Trustee Henry
Planned Completion Date: Completed

Request: Requested for additional information on the results of the Adult Education and Town Hall meetings that took place between December 2013 and February 2014.

Comments: Sent with Chancellor's Chat on 8/22/14.

Date of Request: 8/14/2014
Requested by: Trustee Harrison
Planned Completion Date: Completed

Request: Requested the Board to pass a resolution supporting a community college state-wide allocation model that considers college-going rate unemployment, poverty rates and other factors that can be included in a "Districts in Greatest Need" model.

Comments: Resolution sent to the board 10/9/14.

Date of Request: 8/14/2014
Requested by: Trustee Williams
Planned Completion Date: Completed

Request: Trustee Williams asked if we could look into the comments made about the job developer at SBVC.

Comments: Sent with Chancellor's Chat on 8/22/14.

Date of Request: 8/14/2014
Requested by: Trustee Henry
Planned Completion Date: Completed

Request: Dr. Henry asked for what was presented previously compared to what is currently presented and what the difference was.

Comments: Sent with Chancellor's Chat on 8/22/14.

Date of Request: 9/9/2014
Requested by: Trustee Williams
Planned Completion Date: Completed

Request: Requested future presentations include the conversion of FTES to # of students. He would also like to see what the goal is and where we are currently.

Comments: Sent with Chancellor's Chat on 9/19/14.

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: October 9, 2014
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
October 9, 2014**

MODIFIED COURSES

COURSE ID	COURSE TITLE
THART 124X2	Beginning Performance Workshop

PREREQUISITE: Audition
COREQUISITE: THART 134x4

Note: Course currently equates with THART 114x4 at SBVC

Effective: FA14
Rationale: To meet C-ID descriptor requirements.

COURSE ID	COURSE TITLE
CIS 180	Introduction to Illustrator

COURSE TITLE: Computer Graphics with Adobe Illustrator
UNITS: 1 - 3
LECTURE: 1 – 3 contact hours per week
 16 – 48 contact hours per semester
CATALOG DESCRIPTION: Introduction to Adobe Illustrator including application in print and web graphic design. Development of skills in illustration and use of vector graphics.

Note: Does not currently equate at SBVC

Effective: FA14
Rationale: To meet C-ID descriptor requirements.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: September 11, 2014
SUBJECT: Consideration of Approval of Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Kim DuBois-Eastman, Instructor, Nursing, SBVC, and Belinda Lowry, Instructor, Nursing, SBVC.

OVERVIEW

Kim DuBois-Eastman, Instructor, Nursing, SBVC, 177 days of service, effective September 12, 2014. Academic Salary Schedule Range H, Step 8, \$75,851.13 annually. Replacement for Carol Stiltner.

Belinda Lowry, Instructor, Nursing, SBVC, 177 days of service, effective September 12, 2014. Academic Salary Schedule Range D, Step 8, \$65,492.10 annually. Replacement for Laura Leedahl.

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 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC

DATE: October 9, 2014

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 2014-2015 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 2014-2015 academic year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**San Bernardino Valley College
Adjunct and Substitute Academic Employees
Academic Year 2014-2015
October 9, 2014**

NAME	DISCIPLINE
Dang, Cao	Math
Lucier, Bradley	History
Micklisch, Mark	Chemistry
Orozco, Debbie	Student Development
Schellhous, Thomas	Math
Wrightstone, Brad	Math

**Crafton Hills College
Adjunct & Substitute Academic Employees
Academic Year 2014-2015
Fall 2014
October 9, 2014**

NAME	DISCIPLINE
Andrade, Myra	STEM Counselor
Bouzidi, Djemoui	Physics
Harrington, Judi	STEM Counselor
Manzanilla, Elicinda	EOPS Counselor
Neumann, Bren	Physics

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant
PREPARED BY: Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC
DATE: October 9, 2014
SUBJECT: Consideration of Approval of Amendments to Faculty Chair Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve the amended faculty chair stipends for the 2014-2015 academic year.

OVERVIEW

Richard Jaramillo will serve as faculty chair, Automotive/Diesel, SBVC, for the 2014-2015 academic year. He was previously approved at the June 12, 2014, board meeting for a \$5,000 stipend. The stipend amount should be \$7,000.

Jodi Hanley will serve as Co-Chair, Mathematics, CHC, for the 2014-2015 academic year. She was previously approved at the August 14, 2014, board meeting for a \$4,500 stipend. The stipend amount should be \$7,000.

Sherri Wilson will serve as Co-Chair, Mathematics, CHC, for the 2014-2015 academic year. She was previously approved at the August 14, 2014, board meeting for a \$4,500 stipend. The stipend amount should be \$7,000.

ANALYSIS

Faculty Chairs are selected by faculty in accordance with an established campus process. Stipends for Department Heads are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Gloria Fisher
Interim President, SBVC
DATE: October 9, 2014
SUBJECT: Consideration of Approval of Assistant Coach Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve SBVC assistant coach stipends,

OVERVIEW

The individuals on the attached list will serve as assistant coaches for the Fall 2014 Season.

ANALYSIS

Coaches are routinely hired for sports teams.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget

**SBVC
Assistant Coach Stipend
Academic Year 2014-2015
October 9, 2014**

Assistant Coaches
Effective October 10, 2014

Charles, Rawlston	Mens' Basketball	\$4,683.00
Claredon, Jasmane	Women's Basketball	\$4,683.00
Finley, Andrea	Volleyball	\$3,642.00
Mushinskie, Kenneth	Football	\$3,642.00
Romero, Jazmin M	Women's Cross-Country	\$1,821.00
Sartori, Matthew	Men's Cross-Country	\$1,821.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant
DATE: October 9, 2014
SUBJECT: Consideration of Approval of Bilingual Stipend for Designated Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the bilingual stipend for eligible classified employees for a minimum of two (2) years beginning July 1, 2014 through June 30, 2016.

It is further recommended the Board of Trustees approve the retroactivity of the attached listing.

OVERVIEW

Article 7.3 of the Collective Bargaining Agreement with the CSEA outlines the implementation of the Bilingual Stipend Program.

ANALYSIS

The following classified employees are eligible for the bilingual stipend of \$50.00 a month per Article 7.3 for a period of two years.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

DESIGNATED LOCATIONS	NAME
District Offices – HR and Fiscal Services (2)	Nancy Green Noemi Elizalde
Police (1)	Jose Plasencia
KVCR (1)	Gina Guerrero
Annex (1)	Osman Parada
SBVC Financial Aid (2)	Rocio Delgado Fermin Ramirez
SBVC Admissions & Records (1)	Maria Silvia Romo
SBVC DSPS (1)	Ana Bojorquez
SBVC Child Development Center (4)	Blanca Treacy-Abarca Nancy Salas Mary Avila-Gutierrez Cesar Rojas
SBVC CalWorks/Career Center (1)	Patricia Martinez
SBVC Assessment (1)	Maria Gonzalez
CHC Financial Aid (2)	Veronica Lehman None
CHC EOPS (1)	Monique Marrujo
CHC Admission & Records (1)	Maria Davila
CHC Counseling (1)	Natividad Rodriguez
CHC Child Development Center (1)	None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: October 9, 2014
SUBJECT: Consideration of Approval of Classified Employee Promotion

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of Margaret Cox, Child Development Assistant, SBVC.

OVERVIEW

Margaret Cox, Child Development Assistant, SBVC, 19 hours per week, promoted to Child Development Assistant, 1 FTE, SBVC, effective October 13, 2014, at Classified Salary Schedule Range 20, Step E, \$2,824.00 per month. Replacement for Doris Bolds.

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 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: October 9, 2014
SUBJECT: Consideration of Approval of Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of the classified employees on the attached list.

OVERVIEW

The classified employees on the attached list are submitted for approval.

ANALYSIS

All requirements for employment processing have been completed and Human Resources has cleared the individuals for employment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

CLASSIFIED EMPLOYEES

October 9, 2014

Kristina Heilgeist, Administrative Secretary, CHC, effective October 13, 2014, at Classified Salary Schedule Range 37, Step A, \$3,535.00 per month. Replacement for Sharen Chavira.

Cheryl Alexander, Traffic Coordinator, KVCR/FNX, effective October 13, 2014, Classified Salary Schedule Range 42, Step C, \$4,412.00 per month. Replacement for Malia Damian.

Amanda Moody, Secretary II, Student Life, SBVC, effective October 13, 2014, at Classified Salary Schedule Range 33, Step C, \$3,531.00 per month. Replacement for Jennine Enriquez.

Zayne Peraza, Library Technical Assistant II, CHC, effective October 27, 2014, Classified Salary Schedule Range 34, Step A, at \$3,282.00 per month. Replacement for Stacey Fullwiler.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: October 9, 2014

SUBJECT: Consideration of Approval of Confidential Tuition Reimbursement

RECOMMENDATION

It is recommended that the Board of Trustees approve the request for management tuition reimbursement for Karla Trujillo, Human Resources Generalist/Technician, District.

OVERVIEW

Karla Trujillo, Human Resources Generalist/Technician, District, is requesting tuition reimbursement to pursue a Bachelor's Degree in Business Administration from Brandman University.

ANALYSIS

This request is in compliance with Board Policy 7260 which states that confidential personnel shall be eligible for tuition cost and reimbursement from an accredited institution and no tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant

DATE: October 9, 2014

SUBJECT: Consideration of Approval of Contract Amendment for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the contract amendment for Lawrence Strong, Director, Internal Audits.

OVERVIEW

Larry Strong is the District Director of Internal Audit and works with all SBCCD colleges and departments, external auditors, and others on a variety of special projects. In the course of his work, he spends time at SBCCD sites and other locations, and needs to remain in communication with the District Office, the Colleges, and others, via telephone, text messaging or email when working in the field. It is recommended that Mr. Strong be paid \$50.00 per month for use of his personal cell phone for such purposes.

Amend the following Section to read:

4. SALARY. Employee shall be compensated in accordance with Management and Supervisor Salary Schedule established and approved by the Board, at Range 16, Step D, and shall receive a cellular telephone stipend of fifty (\$50.00) dollars per month. The Board reserves the right to increase the Employee's salary. However, any action to increase the salary of the Employee shall not be interpreted as a new Agreement for employment or a renewal or extension of this Agreement.

ANALYSIS

The amendment to Lawrence Strong's contract reflects the addition of a cellular telephone stipend of fifty (\$50.00) effective July 1, 2014 through June 30, 2015.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Cheryl Marshall
President, CHC
DATE: October 9, 2014
SUBJECT: Consideration of Approval of Coordinator Stipend

RECOMMENDATION

It is recommended that the Board of Trustees approve the following Coordinator Stipend for the 2014-15 academic year.

OVERVIEW

Jonathan Townsend, LRC Coordinator, CHC, is to receive \$1,440 total for 12 months (\$120 per month) effective July 1, 2014 through June 30, 2015.

ANALYSIS

Stipends for coordinators are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, Appendix A-5.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC

DATE: October 9, 2014

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.

**San Bernardino Valley College
Volunteers
Academic Year 2014-2015
October 9, 2014**

NAME	ASSIGNMENT	DATE
Campbell, Brittany	Social Sciences/Athletics	10/10/2014-12/31/2014
Chondropurtti, Michelle	Science/Chemistry	10/13/2014-12/22/2014
Corral, Robert	President's Office/Police Academies	10/10/2014-12/31/2014
Evans, Laura	Social Sciences/Athletics	10/10/2014-12/31/2014
Flood, Amanda	Social Sciences/Athletics	10/10/2014-12/31/2014
Garcia Devers, April	Arts & Humanities/Arts	10/11/2014-12/31/2014
Gudino, Omar	Social Sciences/Athletics	10/10/2014-12/31/2014
Guerrero, Stephanie	Student Services/DSPS	10/10/2014-12/19/2014
Ly, Linda	Social Sciences/Athletics	10/10/2014-12/30/2014
Macleod, Ashley	Social Sciences/Athletics	10/10/2014-12/31/2014
Mamari, May	Science/Chemistry	10/13/2014-12/22/2014
Ohayon, Jonathan	Arts & Humanities/Arts	10/11/2014-12/19/2014
Packwood, Chris	Social Sciences/Athletics	10/10/2014-12/31/2014
Tarazon, Silvia M	Social Sciences/Athletics	10/10/2014-12/31/2014
Torrez, Janielle	Student Services/DSPS	10/10/2014-12/19/2014
Ukpe, Anietie	Admin Services/Food Services	10/11/2014-12/31/2014

**Crafton Hills College
Volunteers
Academic Year 2014-2015
October 9, 2014**

NAME	ASSIGNMENT	DATE
Arellano, Angela	EMS	10/10/2014-12/31/2014
Burnham, Janet	Reading	10/10/2014-12/31/2014
Castillo, Luis	Art	10/10/2014-12/31/2014
Lopez, Laura	EMS	10/10/2014-12/31/2014
Sampson, Tyler	Tutoring Center	10/10/2014-12/31/2014

**KVCR
Volunteers
October 9, 2014**

NAME	ASSIGNMENT	DATE
Johnson, David	KVCR	10/10/2014-12/31/2014
Kinney, Melissa	Graphic Design	10/10/2014-12/31/2014
Lomos, Kevin	KVCR	10/10/2014-12/31/2014
Nunez, Edward	FNX	10/10/2014-12/31/2014
Nunez, Jacque	FNX	10/10/2014-12/31/2014
Pech, Eric	Media Arts/Animation	10/10/2014-12/31/2014

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Cheryl Marshal, President, CHC
DATE: October 9, 2014
SUBJECT: Consideration of Approval of Faculty Chair Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve Faculty Chair Stipends for the 2014-2015 academic year.

OVERVIEW

The academic employees on the following list will serve as faculty chairs for the 2014-2015 academic year.

ANALYSIS

Faculty chairs are selected by faculty in accordance with an established campus process. Stipends for Faculty Chairs are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**CHC
Faculty Chair Stipends
Academic Year 2014-2015**

McAtee, Robert	Counseling	\$5,500
McLaren, Meridyth	Child Development	\$6,000

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: October 9, 2014

SUBJECT: Consideration of Approval of Interim Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the interim management appointment of Thang Nguyen, Interim Director, Student Life, SBVC.

OVERVIEW

Thang Nguyen, Interim Scholarship Program Administrator, SBVC, will transfer to Interim Director, Student Life at Management Salary Schedule Range 15, Step A, \$7,441.33 per month, effective October 10, 2014, through December 31, 2014, or until position is filled on a permanent basis, whichever occurs first.

ANALYSIS

It is necessary to appoint an individual to serve on an interim basis until the position is filled permanently.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: October 9, 2014
SUBJECT: Consideration of Approval of Lead Programmer/Analyst Stipend

RECOMMENDATION

It is recommended that the Board of Trustees approve the Lead Programmer/Analyst stipend, ANNEX.

OVERVIEW

Cory Brady, Lead Programmer/Analyst, ANNEX, effective July 1, 2014 to June 30, 2015, with a stipend of \$400 per month.

ANALYSIS

On June 30, 2014, the District and Association entered into a MOU. The parties agreed to approve a \$400 stipend for a Lead Programmer/Analyst on a 12 month rotating basis. Cory Brady is receiving the stipend for serving as a technically qualified Senior Programmer/Analyst to play point in ensuring programming teams are on "programming" target, serving as the lead in communicating resource requirements of the various teams, and serving as the facilitator of the District Applications Work Group (DAWG). This role and stipend is intended to rotate through Senior Programming staff willing to serve in this capacity on an annual basis.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: October 9, 2014

SUBJECT: Consideration of Approval of Management Tuition Reimbursement

RECOMMENDATION

It is recommended that the Board of Trustees approve the management tuition reimbursement for Robert Levesque, Director, Workforce Development, District.

OVERVIEW

Robert Levesque, Director, Workforce Development, District, is requesting tuition reimbursement for coursework completed at California State University, San Bernardino, for Doctor of Education in Educational Leadership Program.

ANALYSIS

This request is in compliance with Board Policy 7260 which states that management personnel shall be eligible for tuition cost and reimbursement from an accredited institution and no tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, Interim President, SBVC

DATE: October 9, 2014

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 periodical 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 2014-2015 budget.

**Crafton Hills College
Non-Instructional Pay
Academic Year 2014-2015
Fall 2014**

Allen, Denise, stipend for ROP articulation agreements, 10/10-/2014 through 12/31/2014, not to exceed \$1,500, Funding is CTE Transition Grant.

Bedoya, Rosemary, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$875, Funding source is Title V.

Cummings, Lou'Rie, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$875, Funding source is Title V.

Curry, Vicky, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$875, Funding source is Title V.

Franklin, Brad, stipend for RAMP-UP articulation agreements, 10/10/2014 through 12/31/14, \$300 per grant, not to exceed \$900, Funding source is CTE RAMP-UP Grant.

Lopez, Monica, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$875, Funding source is Title V.

Manzanilla Renteria, Elicinda, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$875, Funding source is Title V.

Martin, Lisa, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$875, Funding source is Title V.

Quintanar, Britnee, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$875, Funding source is Title V.

Singh, Manika, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$875, Funding source is Title V.

Vasquez, Violeta, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$875, Funding source is Title V.

Wilson, Debbie, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$875, Funding source is Title V.

Xayaphanthong, Souts, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$875, Funding source is Title V.

Washburn, Ben, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$875, Funding source is Title V.

Word, Dan, hourly agreement to promote and work on the RAMP-UP grant beginning 10/10/2014 through 12/31/2015, \$49.00 per hour not to exceed \$8,250, Funding source is RAMP-UP Grant.

The Title V Counselor Training Stipend is given to counselors who attended ongoing student transfer advisement, workshops and meetings.

**San Bernardino Valley College
Non-Instructional Pay
Academic Year 2014-2015
October 9, 2014**

Daraei, Khosrow, to develop and update the Electricity/Electronics curriculum, 10-13-14 to 12-10-14, not to exceed 15 hours, at \$49.00 per hour. Funding source is the Electricity/Electronics general fund.

Ortiz, Miguel, to develop and update the Machine Trades curriculum, 10-13-14 to 12-10-14, not to exceed 60 hours, at \$49.00 per hours. Funding source is the Perkins grant.

Romero, Markazan, to develop and update the Electricity/Electronics curriculum, 10-13-14 to 12-10-14, not to exceed 15 hours, at \$49.00 per hour. Funding source is the Electricity/Electronics general fund.

Valdez, Maria, to catalog and develop review guides for audiovisual materials in Psychiatric Technology, 10-10-14 to 12-24-14, not to exceed 80 hours, at \$49.00 per hour. Funding source is the Psychiatric Technology general fund.

Variyam, Biju, to develop and update the Machine Trades curriculum, 10-10-14 to 11-14-14, not to exceed 15 hours, at \$49.00 per hours. Funding source is the Perkins grant.

Worley, Edward, to develop and update the HVAC/R (Heating Ventilation, Air Conditioning/Refrigeration curriculum), 10-13-14 to 12-10-14, not to exceed 15 hours, at \$49.00 per hour. Funding source is the Heating Ventilation, Air Conditioning/Refrigeration general fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: October 9, 2014
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 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Professional Expert Hourly Employees

October 9, 2014

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Fyfe, Brooke N	Counseling	CHC	Counseling Trainee	10/10/14	12/31/14	\$12.00
Dumbar, Elizabeth L	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	10/10/14	12/31/14	\$30./23./22.50
Spellman, Ron D	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	9/12/14	12/31/14	\$30./23./22.50
Sandy, Hannah	Health Services	CHC	Nurse Practitioner II	8/11/14	9/11/14	\$60.00
Belknap, Toby J	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	10/10/14	12/31/14	\$20./25./30
Tidswell, Michael	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	10/10/14	12/31/14	\$20./25./30
Rios, Julio C	Human Resources	DIST	Human Resources Recruiter	10/10/14	12/31/14	\$20.00
King, Tabatha M	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level II	10/10/14	12/31/14	\$21.00
Guevara, Evan	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level III	10/10/14	12/31/14	\$18.00
Sahi, Mamta	GIS	SBVC	Assistant Instructor	10/10/14	12/31/14	\$20.00

Escloven-Dexter, Lionel	Human Services	SBVC	Training Specialist	8/11/14	12/31/14	\$19.00
Buffong, Keynasia	Office of Student Life	SBVC	Foster Parenting Education	9/17/14	12/31/14	\$45.00
Asboth, Gusztav	Police Academies/Criminal Justice	SBVC	Tactical Officer	10/10/14	12/31/14	\$28.00

Amend July 10, 2014 Board to correct Duties and Hourly Rates:

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
DeBoer, Frank	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	7/11/14	12/31/14	\$30./23./22.50
Groff, Rick	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	7/11/14	12/31/14	\$30./23./22.50
Solometo, Richard	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	7/11/14	12/31/14	\$30./23./22.50

Amend August 14, 2014 Board to correct Duties and Hourly Rate:

Rodriguez Valencia, Javier	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	8/15/14	12/31/14	\$15.00
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**Short Term Hourly Employees****October 9, 2014**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Hyatt, Emily C	Tutoring Center	CHC	Tutor III	10/10/14	12/31/14	\$14.00
Garcia, Sarahi Y	EOPS/CARE/ CalWORKs	CHC	Project Assistant I	10/10/14	12/31/14	\$9.00
Vega, Adrian M	English Department	SBVC	Tutor III	10/10/14	12/31/14	\$14.00
Ealy, Matthew	Student Success Center	SBVC	Tutor II	8/11/14	12/31/14	\$12.00
Verret, Lindsey S	Student Success Center	SBVC	Tutor II	10/10/14	12/31/14	\$12.00
Sanker, Jeffrey R	Student Success Center	SBVC	Tutor II	10/10/14	12/31/14	\$12.00
Lizarraga Noriega, Wendy	Student Success Center	SBVC	Tutor II	10/10/14	12/31/14	\$12.00
Mendoza, Matthew	Student Success Center	SBVC	Tutor II	10/10/14	12/31/14	\$12.00
Williams, Jamie	Student Success Center	SBVC	Tutor II	8/11/14	12/31/14	\$12.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Substitute Employees

October 9, 2014

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate	Justification
Davila, Robert	Bookstore	CHC	Bookstore Assistant I	9/8/14	11/8/14	\$13.29	Extension. (K. Wheeler) working out of class. In recruitment.
Hagin, Deborah	Counseling	CHC	Clerical Assistant II	9/1/14	11/1/14	\$15.11	Extension: Vacancy (M. Williams). In recruitment.
Hoehn, Marisela O	Counseling	CHC	Student Services Technician II	9/2/14	11/2/14	\$18.86	New: Vacancy (R. Orta). In recruitment.
Heilgeist, Kristina A	Instruction Office	CHC	Administrative Secretary	8/30/14	10/12/14	\$20.32	Extension Vacancy (S. Chavira) lateral transfer. Recruitment closed. Candidate selected.
Miller, Brittany	Library	CHC	Library Media Clerk	9/19/14	11/19/14	\$15.48	New: Leave coverage for (D. Donaldson) on Jury Duty.
Cortez, Yecenia	EDCT	DIST	Administrative Assistant I	9/1/14	11/1/14	\$20.74	Extension: Vacancy (M. Bender) - Recruiting. In committee stage.
Lopez, Rosa	Facilities	DIST	Lead Custodian	11/1/14	12/31/14	\$17.52	Extension: On call for Sick/Vac Coverage
Dececio, Anthony J	Police	DIST	College Security Officer	9/2/14	11/2/14	\$16.69	Extension: 1-vacancy: In recruitment.
Davis, Angela	Purchasing	DIST	Purchasing Technician	8/28/14	10/28/14	\$17.52	New: (J. Flores) Leave of Absence.

Remai, Erik W	Biology	SBVC	Lab Technician-Microbiology	9/2/14	9/19/14	\$20.82	Extension: Vacancy (A. Casas). In recruitment.
Kayser, Steven	Biology	SBVC	Lab Technician-Microbiology	9/22/14	11/22/14	\$20.82	New: Vacancy (A. Casas). In recruitment.
Martinez, Anabel	Central Business Office	SBVC	Account Clerk I	9/23/14	11/23/14	\$15.48	Extension: On call for vacation and sick coverage.
Zapien, Nancy	Chemistry	SBVC	Laboratory Technician-Chemistry	9/2/14	11/2/14	\$20.82	Extension Vacancy (N. Zapien). Resigned. In recruitment.
Aboytes, Alfonso	Child Development Center	SBVC	Child Development Assistant	9/2/14	11/2/14	\$13.35	Extension: On call for Sick/Vac Coverage
Cevallos-Medina, Maria A	Child Development Center	SBVC	Child Development Assistant	9/2/14	11/2/14	\$13.35	Extension: Vacancy (N. Salas). In recruitment.
Cunningham, Sheri	Child Development Center	SBVC	Child Development Assistant	9/2/14	11/2/14	\$13.35	Extension: On call for Sick/Vac Coverage
Delgado, Betsabe	Child Development Center	SBVC	Child Development Assistant	9/2/14	11/2/14	\$13.35	Extension: On call for Sick/Vac Coverage
Laque-Ogea, Valerie	Child Development Center	SBVC	Child Development Assistant	9/2/14	11/2/14	\$13.35	Extension: On call for Sick/Vac Coverage
Poynter, Wonder M	Child Development Center	SBVC	Child Development Assistant	9/2/14	11/2/14	\$13.35	Extension: On call for Sick/Vac Coverage
Revis, Anthony T	Child Development Center	SBVC	Child Development Assistant	9/2/14	11/2/14	\$13.35	Extension: On call for Sick/Vac Coverage
Smith-Brooks, Love	Child Development Center	SBVC	Child Development Assistant	9/2/14	11/2/14	\$13.35	Extension: On call for Sick/Vac Coverage

Moreno, Juana	Child Development Center	SBVC	Child Development Teacher	9/2/14	11/2/14	\$19.21	Extension: On call for Sick/Vac Coverage
Reynolds, Rebecca E	Child Development Center	SBVC	Child Development Teacher	9/2/14	11/2/14	\$19.21	Extension: On call for Sick/Vac Coverage
West, Nancy	Child Development Center	SBVC	Child Development Teacher	9/2/14	11/2/14	\$19.21	Extension: On call for Sick/Vac Coverage
Ruiz, Lalanie M	Child Development Center	SBVC	Clerical Assistant I	9/2/14	11/2/14	\$13.69	Extension: On call for Sick/Vac Coverage
Schlinkert, Tamara	Culinary Arts	SBVC	Lab Technician-Culinary Arts	9/12/14	11/12/14	\$19.25	New: Vacancy. In recruitment.
Vinson, Keenan	Custodial	SBVC	Custodian	8/11/14	10/11/14	\$15.87	New: On call for sick/vac coverage.
Moody, Amanda	Office of Student Life	SBVC	Secretary II	9/1/14	10/12/14	\$21.30	Extension: Vacancy (J. Enriquez). Ended Employment. Recruitment closed; candidate selected.
Fierro, Dorothy N	Student Health Services	SBVC	Secretary II	9/23/14	11/23/14	\$18.41	Extension: Vacancy (B. Spalding). Retired. In recruitment.
Hall, Suzan K	Student Health Services	SBVC	Secretary II	8/28/14	9/5/14	\$18.41	Extension: Vacancy (B. Spalding). Retired. In recruitment.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant

DATE: October 9, 2014

SUBJECT: Consideration of Approval of the Revision of the Confidential Benefits Specialist Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision of the Confidential Benefits Specialist job description and adjustment to Range 3.

OVERVIEW

The revision to the job description adds the Affordable Care Act duties and responsibilities of overseeing and monitoring the program, policies, procedures and processes to ensure compliance with the applicable laws, rules and regulations; and to input and compile data and to prepare and submit reports.

ANALYSIS

The revision to the job description will clearly define the duties and responsibilities of the position and increase the range to Range 3. Increasing the range will attract a better pool of candidates.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BENEFITS SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class. This is a confidential position.*

SUMMARY DESCRIPTION

Under direction of the Vice Chancellor, Human Resources, the Benefits Specialist performs a variety of specialized and technical work in the administration of various health and welfare benefits; coordinates the District's workers compensation program including maintenance of files, records and reports for claims; and performs a variety of specialized human resource functions supporting the assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Administers the District's health and welfare benefit program including health, life, dental, disability, retirement, COBRA, unemployment insurance, employee assistance, flexible spending accounts, deferred compensation and retirement; reviews, recommends and administers benefit contracts and consultants providing benefit advice to District.
2. Oversees preparation of benefit information and related materials; develops benefit related policies and procedures; serves as staff liaison to employee advisory committees regarding benefit programs; conducts open enrollment procedures.
3. Oversees and monitors the Affordable Care Act program, policies, procedures and processes; ensures compliance with laws, rules and regulations; inputs and compiles data and reports.
4. Submits employee retirement enrollment changes to carriers in a timely manner; assists employees with all concerns related to their health and welfare plans.
5. Coordinates the District's workers compensation benefit programs; processes workers compensation claims; administers policies and procedures for all reportable workers compensation injury claims.
6. Coordinates processing of short-term/long-term disability claims, return to work and modified work programs; processes reasonable accommodations requests.
7. Administers employee leave program; monitors employee's leaves including Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA); coordinates with payroll staff to properly account for employee leave; maintains records related to eligibility and compliance with established rules and regulations.
8. Facilitates interactive processes to determine if accommodation is needed based on ADA and FEHA; coordinates accommodations in conjunction with vendors, employees and management staff to ensure compliance.
9. Administers and creates a policies and procedures manual for First Aid claims; processes weekly transaction requests, settlement request and special invoices.
10. Updates and maintains information the District's computerized systems; generates reports and respond to requests for information as requested.
11. Assists with the coordination of occupational, environmental, health and safety trainings; inputs, updates and maintains information of the training databases and generates reports.

12. Interprets, explains, and presents District health and welfare policies and procedures to employees, management, outside agencies, and the public.
13. Creates and maintains human resources office records and files, including confidential personnel files and records, purges files in accordance with the District regulations.
14. Monitors and audits accuracy of transactions in HRIS systems to ensure proper interface with benefits and payroll functions.
15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of public human resources administration.
Methods, terminology and procedures used in benefits administration.
Workers' compensation law and procedural requirements as they relate to claims processing and management.
Office procedures, methods, and equipment including computers and applicable software applications.
Principles and practices of statistical and administrative research and report preparation.
Principles and procedures of record keeping.
Principles of business letter writing.
Principles and practices of customer service.
English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience, and courtesy.
Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Codes.

Ability to:

Perform a variety of specialized and technical work in the administration of various health and welfare benefits.
Coordinate the District's workers compensation benefit program.
Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
Plan and organize work to meet changing priorities and deadlines.
Interpret and apply a variety of human resource rules, laws, and policies.
Implement and maintain standard filing systems.
Implement and maintain procedural manuals for effective operation of benefits administration functions.
Compile detailed information and prepare clear and concise reports.
Exercise independent judgment, discretion and initiative in recognizing scope of authority.
Operate a computer using word processing, applicant tracking and spreadsheet software applications.
Maintain confidential records and reports.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
Communicate and interact in situations requiring tact, instruction, persuasion, and counseling including conferences, group discussion, individual interviews, and negotiations.
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

An Associate's degree in public administration, human resources, business administration or a related field.

Required Experience:

Two (2) years of experience that includes duties related to benefits administration and workers' compensation.

Desirable Experience:

Experience in a public agency preferably in the California Community College system.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: November 14, 2013

Revised: October 9, 2014

Range: 2 3

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: October 9, 2014
SUBJECT: Consideration of Approval of Salary Amendment for Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary step amendment for Richard Fleishman, Instructor, Business, CHC.

OVERVIEW

Richard Fleishman, Instructor, Business, CHC, one-year temporary academic contract, 177 days, Academic Salary Schedule, Column D, Step 5, \$59,238.36 per year, effective August 15, 2014. Replacement for Robert O'Toole.

ANALYSIS

On September 11, 2014, the Board approved the employment of Richard Fleishman with a salary step of 3. Mr. Fleishman's salary is Column D, Step 5.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Cheryl Marshall
President, CHC
DATE: September 11, 2014
SUBJECT: Consideration of Approval of Temporary Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the temporary academic appointment of Hannah Sandy, Coordinator, Health Services, CHC.

OVERVIEW

Hannah Sandy, Coordinator, Health Services, CHC, one-year temporary academic contract, effective September 12, 2014, 200 days of service. Salary placement to be determined upon verification of education and experience. Replacement for Judith Giacona.

ANALYSIS

It is essential that this position be filled on a temporary basis while the recruitment process for a permanent replacement is being conducted.

BOARD IMPERATIVE

I. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant
DATE: October 9, 2014
SUBJECT: Consideration of Approval of the Revision to Professional Expert Rates of Pay

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision of the Professional Expert Rates of Pay.

OVERVIEW

The approval of the following positions to the Professional Expert Rates of Pay Schedule:

- **Pharmacy Technology Accreditation Coordinator**

ANALYSIS

The revision of the Professional Expert Rate of Pay Schedule adds the classification of Pharmacy Technology Accreditation Coordinator at the pay range of \$30.00 to \$50.00 per hour.

The Pharmacy Technology Accreditation Coordinator will review accrediting agencies regulations, evaluate program's compliance, make recommendations for changes, complete necessary forms, consult with accrediting bodies, and communicate with appropriate Faculty Chairs and Deans.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There is no financial implication to the revision since the funding source is from SSSP/Matriculation.

PROFESSIONAL EXPERT RATES OF PAY

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	\$25.00 to \$40.00
Adult Education Planning Grant Coordinator	\$40.00
Assistant Instructor	\$20.00
Background Investigator	\$30.00
Bilingual Translator/Interviewer	\$20.00
Business and Resources Development Consultant	\$60.00
CAHSEE Facilitator	\$50.00
Camera & Lighting Technician	\$10.00 to \$20.00
Clinical Instructor	\$20.00
Content Specialist (FNX)	\$15.00 to \$40.00
Counseling Trainee	\$12.00
Criminal Justice Academy Liaison	\$30.00
Guardian Scholars and Dreams Liaison (Categorical)	\$45.00
Editor (KVCR, FNX, Pledge Drive)	\$18.00 to \$30.00
EMT-1 Skills Laboratory Assistant	\$12.00
Fire Agility Group Leader/Proctor	\$12.50
Fire Agility Instructor	\$30.00
Flight Simulator Repair	\$30.00
Foster Parenting Education	\$45.00
GIS Technician	\$18.00 to \$24.00
Grant Program Assistant (Categorical)	\$35.00
Grant Writer I	\$30.00
Grant Writer II	\$40.00
Grant Writer III	\$55.00
Human Resources Recruiter	\$20.00
Interpreting/Transliterating Level I	\$24.00
Interpreting/Transliterating Level II	\$21.00
Interpreting/Transliterating Level III	\$18.00
Interpreting/Transliterating Level IV	\$15.00
Laboratory Instructor	\$20.00
Mental Health Educator/Counselor Intern	\$35.00
Nurse Practitioner I (1-2 years of SBCCD experience)	\$55.00
Nurse Practitioner II (3-5 years of SBCCD experience)	\$60.00
Nurse Practitioner III (6+ years of SBCCD experience)	\$65.00
Physician EMT(EMS)/Respiratory Care/Fire Tech	\$30.00
PE/ASL Specialist	\$30.00

Pharmacy Technology Accreditation Coordinator	\$30.00 to \$50.00
Police Science Facilitator/Instructor	\$35.00
Post Masters Counseling Intern	\$25.00
Primary Instructor	\$25.00
Public Information Specialist	\$60.00
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$40.00
RTVF Intern I	\$11.00
RTVF Intern II	\$12.00
RTVF Intern III	\$13.00
Safety Facilitator	\$19.00 to \$25.00
Safety Officer	\$22.50
Social Media Specialist (FNU)	\$21.00 to \$25.00
Special Events Planner	\$25.00 to \$35.00
Staff Writer/Photographer	\$16.00 to \$20.00
Tactical Officer/Police	\$28.00
Tactical Officer/Fire	\$23.00
Tech Prep	\$30.00
Training Specialist	\$19.00
TV Closed Captioning	\$10.00 to \$15.00
Veteran's Resource Specialist	\$50.00
Workforce Development/PDC	\$15.00 to \$100.00 or up to 85%
Trainer	of Enrollment or up to 60% of net

PROFESSIONAL EXPERT ASSIGNMENT

SESSION RATE

Foster Parent Host
Musician

\$25.00
\$75.00

DAILY RATE

Evaluator (*per scenario*)
Theatre Production Assistant
CPR/Lifeguard Certification Facilitator
Consultant

\$105.00
\$500.00
\$200.00 to \$300.00
\$300.00 to \$500.00

SEMESTER RATE

Faculty Intern
Future Teacher Intern
Grant Assignment
Medical Director (EMT)
Medical Director (Respiratory Care)

\$600.00
\$300.00
\$300.00
\$3,500.00
\$3,000.00

Board Approved: January 17, 2013
Revised: October 9, 2014

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: October 9, 2014
SUBJECT: Consideration of Approval of Conference Attendance

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached conference attendance requests.

OVERVIEW

Individual conference requests for professional growth and staff development for academic and classified staff are submitted by the campuses and the 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

- I. Institutional Effectiveness
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

DISTRICT

NAME: Alfredo Cruz and Rick Dulock
DEPARTMENT: KVCR
CONFERENCE: 2014 Public Radio Super-Regional Meeting
DATES: November 18 – 21, 2014
LOCATION: Las Vegas, NV
PURPOSE: Meet with regional and national key public radio people and gain current best practices.
BENEFIT: Gain the benefit of being stakeholders in the Public Radio community; Strengthen KVCR's public service mission and to facilitate conversations among member stations to encourage collaboration.
ESTIMATED COST: \$1350.00 each individual
FUNDING SOURCE: KVCR Funds

NAME: Dr. Donald Singer
DEPARTMENT: Board of Trustees
CONFERENCE: CCLC Annual Convention
DATES: November 19-23, 2014
LOCATION: Rancho Mirage, CA
PURPOSE: To find opportunities and strategies to benefit our students and District.
BENEFIT: Attend sessions on achieving student success, leveraging partnerships, growing college foundations, creating a positive campus environment for veterans, and expanding access to higher education.
ESTIMATED COST: \$1,200.00
FUNDING SOURCE: Board of Trustees General Fund

NAME: Dawn Gross & Jeff Baugher
DEPARTMENT: TESS/ATPC
CONFERENCE: California Association of Postsecondary Education and Disability Convention
DATES: Oct 11, 2014 – Oct 14, 2014
LOCATION: Santa Clara, CA
PURPOSE: Representing the ATPC grant at the annual conference for professionals serving students with disabilities.
BENEFIT: Meetings and collaboration with the DSPS offices for all colleges served by the ATPC.
ESTIMATED COST: \$1875.00 each
FUNDING SOURCE: ATPC Grant Funds

NAME: Dawn Gross
DEPARTMENT: TESS/ATPC
CONFERENCE: Braille Authority of North America UEB Transition Forum
DATES: Oct 15, 2014 – Oct 16, 2014
LOCATION: Louisville, KY
PURPOSE: Representing the ATPC grant and California postsecondary schools during transition planning for Unified English Braille.
BENEFIT: To help ensure that the BANA board considers the needs of postsecondary students when deciding the transition plan for the new Braille codes to be used by North America.
ESTIMATED COST: \$1000.00
FUNDING SOURCE: ATPC Grant Funds

NAME: Dawn Gross
DEPARTMENT: TESS/ATPC
CONFERENCE: Braille Authority of North America Board Meeting
DATES: Nov 6, 2014 – Nov 9, 2014
LOCATION: Alexandria, VA
PURPOSE: Representing the ATPC grant and California postsecondary schools during regular board meeting.
Required attendance as a member of the Board of Directors for the Braille Authority of North America.
BENEFIT:
ESTIMATED COST: \$1275.00
FUNDING SOURCE: ATPC Grant Funds

NAME: Dawn Gross
DEPARTMENT: TESS/ATPC
CONFERENCE: National Braille Association Conference
DATES: Oct 22, 2014 – Oct 26, 2014
LOCATION: Milwaukee, WI
PURPOSE: Representing the ATPC grant and California postsecondary schools during regular meetings and training at the NBA conference.
Possible recruitment of new transcribers for ATPC projects. Possible leads on fee for service jobs.
BENEFIT:
ESTIMATED COST: \$1825.00
FUNDING SOURCE: ATPC Grant Funds

CHC

NAME: Alicia Hallex and Kirsten Colvey
DEPARTMENT: DSPS
CONFERENCE: Legacy of Leadership
DATES: October 11-14, 2014
LOCATION: Santa Clara, CA
PURPOSE: 40th Annual Convention that promotes and models equal access and educational opportunities for students with disabilities in California higher education.
BENEFIT: To connect with state and local agencies who supplement and compliment efforts to secure access and accommodations to Post Secondary students with disabilities.
ESTIMATED COST: \$1,700.00 each
FUNDING SOURCE: Disabled Students Program/Services General Fund

NAME: June Yamamoto
DEPARTMENT: Career Education/Human Development
CONFERENCE: Fall 2014 California Community Colleges Association for Occupational Education Conference
DATES: October 22-24, 2014
LOCATION: Los Angeles, CA

PURPOSE: CCCAOE advocates and promotes interest and support for faculty, and support staff from public and private sectors with shared interests in promoting occupational education and economic development.

BENEFIT: As the administrator for the Perkins Center and Tech Ed grant, this conference provides pertinent information for grant administrators. Sessions will provide information on current legislation, third party Credentialing, CTE outcomes, Workforce Investment Opportunity Act, current research and other CTE focused sessions.

ESTIMATED COST: \$1,160.00

FUNDING SOURCE: Perkins Title I

NAME: Tina Marie Gimple

DEPARTMENT: Admin Services

CONFERENCE: 2014 NCSPOD (North American Council for Staff, Program, and Organizational Development) Conference

DATES: October 26-28, 2014

LOCATION: Chicago, IL

PURPOSE: To deepen and develop knowledge and skills in implementing and expanding the professional development program.

BENEFIT: Sharing the expertise and resources to advance faculty, staff, and organizational effectiveness.

ESTIMATED COST: \$2,175.00

FUNDING SOURCE: Title V Grant

NAME: Bryan Reece

DEPARTMENT: Office of Instruction

CONFERENCE: Fall 2014 CCCCIO (California Community Colleges Chief Instructional Officers) Conference

DATES: October 29-31, 2014

LOCATION: San Diego, CA

PURPOSE: To promote and advance teaching and learning in California public community colleges.

BENEFIT: Learn more about community college updates.

ESTIMATED COST: \$1,025.00

FUNDING SOURCE: Office of Instruction General Fund

NAME: John Muskavitch

DEPARTMENT: Financial Aid

CONFERENCE: 2014 CASFAA (California Association of Student Financial Aid Administrators) Conference "Seasons of Change"

DATES: November 1-4, 2014

LOCATION: Anaheim, CA

PURPOSE: To provide training and professional development opportunities to the financial aid community for student educational access and choice.

BENEFIT: Updated rules and regulations as they pertain to Title IV from Federal and State governmental agencies.

ESTIMATED COST: \$1,196.00

FUNDING SOURCE: Financial Aid General Fund

NAME: Daniel Bahner, Gwen DiPonio, Liz Langenfeld, Gary Williams, Jonathan Anderson, Cynthia Hamlett
DEPARTMENT: Title V
CONFERENCE: NCHC (National Collegiate Honors Council) Annual Conference 2014
DATES: November 5-9, 2014
LOCATION: Denver, CO
PURPOSE: To support and enhance the community of educational institutions, professionals, and students who participate in collegiate Honors education around the world.
BENEFIT: Receive additional knowledge and skills in the development and growth of the expanding CHC Honors Program.
ESTIMATED COST: \$2,375.00 each
FUNDING SOURCE: Title V Grant

NAME: Amber Contreras, Michael Sheahan
DEPARTMENT: Allied Health
CONFERENCE: AARC (American Association for Respiratory Care) Congress 2014
DATES: December 9-12, 2014
LOCATION: Las Vegas, NV
PURPOSE: Receive latest information on the Affordable Care Act, obtain information on the latest advancements in technology, adult critical care, management, rehabilitation, and education with the most current and cutting-edge information.
BENEFIT: To learn new technology and techniques to take back to the classroom.
ESTIMATED COST: \$1,367.00 each
FUNDING SOURCE: Perkins Title I Grant

NAME: Ernesto Rivera, Daniel O'Hare, Ginger Sutphin, Ben Gamboa, Rick Hogrefe, Patricia Menchaca
DEPARTMENT: STEM Pathways
CONFERENCE: 7th Annual AHSIE Best Practices Conference
DATES: March 8-11, 2015
LOCATION: San Antonio, TX
PURPOSE: AHSIE sponsors the HSI/Title V Best Practice Conference designed to unite and mobilize HSI (Hispanic Serving Institutions) and empower educators and practitioners with the latest methods and resources.
BENEFIT: Learn how to effectively implement proven strategies into our school's programs and maximize grant funding.
ESTIMATED COST: \$1,550.00 each
FUNDING SOURCE: STEM Pathways Grant

NAME: Bryan Reece
DEPARTMENT: Office of Instruction
CONFERENCE: CCCCIO Spring Conference 2015
DATES: April 15-17, 2015
LOCATION: San Francisco, CA

PURPOSE: To promote and advance teaching and learning in California public community colleges.
BENEFIT: Learn more about community college updates.
ESTIMATED COST: \$1,250.00
FUNDING SOURCE: Office of Instruction General Fund

SBVC

NAME: Kenneth Blumenthal, Jazmine Romero and Silvia Tarazon
DEPARTMENT: Social Sciences, Human Development & Physical Education
CONFERENCE: SBVC Women's Cross-Country Meet, Southern Utah University Color Country Invite
DATES: October 9-11, 2014
LOCATION: Cedar City, UT
PURPOSE: For SBVC students to compete in the Women's Cross-Country meet at Southern Utah University in Cedar City, Utah.
BENEFIT: Potential scholarship opportunities for SBVC students.
ESTIMATED COST: Time-Only
FUNDING SOURCE: Not-Applicable

NAME: Marty Milligan
DEPARTMENT: Disabled Student Programs & Services (DSP&S)
CONFERENCE: California Association for Postsecondary Education & Disability (CAPED) 2014 Training & Convention "A Legacy of Leadership"
DATES: October 10-13, 2014
LOCATION: Santa Clara, CA
PURPOSE: To attend the CAPED 2014 Training & Convention to gain updated training and information.
BENEFIT: To better provide services to students with disabilities at San Bernardino Valley College.
ESTIMATED COST: \$1,418.09
FUNDING SOURCE: Disabled Student Programs & Services Categorical Fund.

NAME: Nori Sogomonian
DEPARTMENT: Arts & Humanities/Modern Languages
CONFERENCE: The Avatar Professional Course
DATES: October 10-17, 2014
LOCATION: Orlando, FL
PURPOSE: To provide personal and professional development through experiential exercises practiced with a diverse, international group to improve presence, connection, communication as well as mental and emotional alertness,
BENEFIT: A conscientious employee that is able to skillfully serve a diverse population of learners with appreciation and with genuine interest in their success.
ESTIMATED COST: Time-Only
FUNDING SOURCE: Not-Applicable

NAME: Albert Maniaol
Melita Caldwell-Betties
DEPARTMENT: Applied Technology, Transportation & Culinary Arts
CONFERENCE: 2014 Advanced Technological Education (ATE) Principal Investigations Conference
DATES: October 21-24, 2014
LOCATION: Washington, DC
PURPOSE: The conference will bring together community colleges and industry professionals focused on the critical issues related to advances technological education. Key people working on ATE projects across the country participate in the conference.
BENEFIT: San Bernardino Valley College's Water Supply Technology program has been invited to showcase the progress the college has made under the Bridging the Water Divide Grant.
ESTIMATED COST: \$2,300.00 each
FUNDING SOURCE: National Science Foundation (NSF) Advanced Technological Education (ATE) Bridging the Water Divide Grant

NAME: Peggy Weber
DEPARTMENT: Applied Technology, Transportation & Culinary Arts
CONFERENCE: 2014 Advanced Technological Education (ATE) Principal Investigations Conference
DATES: October 21- 24, 2014
LOCATION: Washington, DC
PURPOSE: The conference will bring together community colleges and industry professionals focused on the critical issues related to advances technological education. Key people working on ATE projects across the country participate in the conference.
BENEFIT: San Bernardino Valley College's Water Supply Technology program has been invited to showcase the progress the college has made under the Bridging the Water Divide Grant.
ESTIMATED COST: \$2,600.00
FUNDING SOURCE: National Science Foundation (NSF) Advanced Technological Education (ATE) Bridging the Water Divide Grant

NAME: Kathleen Rowley
DEPARTMENT: Research, Planning and Institutional Effectiveness
CONFERENCE: California Community College Association for Occupational Education (CCCAOE) Fall 2014 Conference
DATES: October 21 – 24, 2014
LOCATION: Los Angeles, CA
PURPOSE: To learn new policies, grant opportunities, partnerships and best practices related to Career Technical Education (CTE). This item was previously board approved at the September 11, 2014 meeting. Item is being revised to reflect a change in attendee and an increase in the total amount from \$1,110.00 to \$1,386.28 due to unavailability of original attendee, Albert Maniaol, and an increase in expenses due to change.

BENEFIT: The CTE program is a vital part of the community and SBVC. By attending the conference, the CTE Applied Technology division dean can keep abreast of the opportunities at is relates to career and technical education programs and apply the opportunities district-wide.

ESTIMATED COST: \$1,386.28

FUNDING SOURCE: Carl D. Perkins Grant Funds

NAMES: Tiffany Guzman

DEPARTMENT: SBCCD/SBVC Student Trustee

CONFERENCE: Fall 2014 General Assembly

DATES: November 13-16, 2014

LOCATION: Los Angeles, CA

PURPOSE: The General Assembly is an invitation to all California Community College student governments to represent their students in driving state-wide student organization as a whole.

BENEFIT: This assembly will provide a forum for discussion and debate on state-wide issues, multi-district challenges and an opportunity to share ideas to make community college system a better place.

ESTIMATED COST: \$1,108.00

FUNDING SOURCE: President's General Fund which will be reimbursed at a later date by a journal entry from the Board of Trustee's General Fund.

NAMES: Susan Gasca

DEPARTMENT: Middle College High School (MCHS)

CONFERENCE: Winter Leadership Conference sponsored by the Middle College National Consortium

DATES: February 10-13, 2015

LOCATION: Newport Beach, CA

PURPOSE: Staff development using Middle College National Consortium (MCNC) student success in college.

BENEFIT: Support collaborative effort between San Bernardino City Unified School District (SBCUSD) and San Bernardino Valley College (SBVC).

ESTIMATED COST: \$1,850.97

FUNDING SOURCE: Middle College High School Chancellor's Grant Funds

NAME: Victoria Davis, James Espinoza & Linda Etzel

DEPARTMENT: Middle College High School (MCHS)/Employees of San Bernardino City Unified School District (SBCUSD)

CONFERENCE: Winter Leadership Conference sponsored by the Middle College National Consortium

DATES: February 10-13, 2015

LOCATION: Newport Beach, CA

PURPOSE: Staff development using Middle College National Consortium (MCNC) Student success in college.

BENEFIT: Support collaborative effort between San Bernardino City Unified School District (SBCUSD) and San Bernardino Valley College (SBVC).

ESTIMATED COST: \$975.00 each

FUNDING SOURCE: Middle College High School Chancellor's Grant Funds

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: October 9, 2014
SUBJECT: Consideration of Approval of 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 2014-2015 budget.

DISTRICT

EVENT: FNX Showcase
DATES: November 3, 2014
AMOUNT: \$1,500
ITEM: FNX will host a live in-studio showcase of the FNX history, production work within the native community and how viewers can access FNX via PBS stations. Performance by guest artist for approximately 80 guests. Refreshments will be served. Evening event between 5:30 and 9:30 pm.
FUNDING SOURCE: KVCR/FNX Funds

EVENT: KVCR Screening of "Unsung Heroes: The Story of America's Female Patriots"
DATES: November 7, 2014
AMOUNT: \$500
ITEM: KVCR will host a studio screening of the PBS Special, Unsung Heroes: The Story of America's Female Patriots. Veterans will be invited to attend the screening. Approximately 80 guests. Refreshments will be served. Evening event between 5:30 and 9:30 pm.
FUNDING SOURCE: KVCR/FNX Funds

CHC

EVENT: "Come to College" Family Fest and Ribbon Cutting for the KHA Building
DATES: October 18, 2014
AMOUNT: \$1,500.00
ITEM: Refreshments and Advertising
"Come to College" Family Fest is an outreach event to encourage parents to consider college for their young children. The day will include information booths, lunch, and the ribbon cutting ceremony for the new Kinesiology, Health Education and Aquatics Complex. Community members will be attending.
FUNDING SOURCE: Marketing General Fund and CHC Foundation

SBVC

EVENT: Alpha Gamma Sigma Hot Dog Fundraiser
DATES: October 13, 2014
November 10, 2014
December 8, 2014
AMOUNT: \$150.00 each
ITEM: Refreshments and Supplies
Sponsored by Alpha Gamma Sigma, this fundraiser will aim to raise monies for Alpha Gamma Sigma. Funds will be used to purchase textbooks, school materials, and sponsor club related field trips. Anticipated attendance is 100 students, faculty and staff. Dr. Melissa King and Susan Mattson will serve as the advisors for this event.
FUNDING SOURCE: Student Clubs & Trust/Alpha Gamma Sigma Club Account

EVENTS: Sponsored Events by the Arts, Lectures & Diversity Committee

DATES:

Indigenous Peoples Day/Month (MEChA)	\$1,000 - October 15, 2014
Dia De Los Muertos (LFSAA)	\$ 500 - October 30, 2014
Red Ribbon Week (Human Services)	\$ 500 - Oct/Nov, 2014
Martin Luther King, Jr. Breakfast (BFSA & BSU)	\$1,000 - January, 2015
Black History Month (BFSA &BSU)	\$ 500 - February, 2015
Cesar Chavez Dinner (MEChA)	\$1,000 - March, 2015
Women's History Month (MEChA)	\$ 500 - March, 2015
Dia De Los Ninos (MEChA)	\$ 500 - April, 2015
Nuestra Graduacion Ceremony (LFSAA)	\$1,000 - May, 2015
Black Graduation Ceremony (BFSA)	\$1,000 - May, 2015
Cinco De Mayo (LFSAA)	\$ 500 - May, 2015
Puente Recognition Dinner	\$ 500 - May, 2015
Tumaini Recognition Dinner	\$ 500 - May, 2015
Human Services Recognition Dinner	\$ 500 - May, 2015
Disability Awareness Week/Month (DSPS & New Visions)	\$ 500 - No date provided

AMOUNT: \$10,000.00

ITEM: Multiple Item Descriptions

Sponsored by the Arts, Lectures & Diversity Committee, these events will help promote diversity on the San Bernardino Valley College campus.

FUNDING SOURCE: Diversity and Equity General Fund Accounts

EVENT: Fall Transfer/Job Fair 2014

DATES: October 15, 2014

AMOUNT: \$3,600.00

ITEM: Refreshments, Decorations, Rentals, Advertising and Printing

Sponsored by the Transfer and Career Services and CaWORKs/Workability III/EDD/WIA. The purpose of the fair is to increase retention and transfer rates by providing awareness of requirements for public and private 4-year college and universities. The Job Fair will provide students an opportunity to seek part-time and full-time employment. Students will also be exposed to employer expectations so they can prepare themselves for those careers. Anticipated attendance is 925 students, faculty, staff, employers and university representatives.

FUNDING SOURCE: Matriculation Categorical Fund, Transfer and Career Center General Fund and Transfer Center Trust Account

EVENT: Veterans Club BBQ Fundraiser

DATES: October 15, 2014
November 12, 2014
December 8, 2014
January 27, 2015
February 10, 2015

AMOUNT: \$200.00 each

ITEM: Refreshments and Supplies

Sponsored by the Veteran's Club, the BBQ fundraiser will aim to raise monies for the Veteran's Club. Funds will be used for scholarships, on-campus events, and sponsor club related field trips. Anticipated attendance is 200 students, faculty and staff. Rodger Powell will serve as the advisor for this event.

EVENT: Sports Complex/Gymnasium Ground Breaking Ceremony and Grand Re-opening of the SBVC Auditorium
DATES: October 17, 2014
AMOUNT: \$39,000.00
ITEM: Refreshments & Alcohol, Photographer, Printing & Advertising, Promotional Items/Gifts, Equipment Rental & Decorations, Theatre Technicians, and Symphony
Sponsored by the President's Office, the SBVC Foundation is coordinating the ground breaking of the new Athletics complex and the Grand Re-Opening of the SBVC Auditorium. The ground breaking is expected to draw approximately 100 people. The grand re-opening is expected to be attended by approximately 300 students, faculty, staff and community dignitaries. The re-opening will kick off at 5:00 p.m. with a VIP reception and then will premiere the San Bernardino Symphony Orchestra, our chorus department and others to provide a night of artistic entertainment.
FUNDING SOURCE: SBVC Foundation/President's Pepsi Fund Account and President's Office General Funds.

EVENT: Tumaini Program Family Affair
DATES: October 22, 2014
AMOUNT: \$1,250.00
ITEM: Meals and Decorations
Sponsored by the Tumaini Program, this event will bring students in the Tumaini Program and their families together so both understand that progress and retention cannot be achieved in a vacuum. Anticipated attendance is approximately 60 students, faculty, staff and community members. Willene Nelson will serve as the advisor for this event.
FUNDING SOURCE: Tumaini Program General Fund

EVENT: Hispanic Serving Institutions (HSI) Science Technology Engineering Mathematics (STEM) Pass Go "Men in Math and Science"
DATES: October 24, 2014
AMOUNT: \$3,000.00
ITEM: Refreshments
Sponsored by the HSI STEM Pass Go Grant, this event will focus on the achievements and contributions of Men in Mathematics & Science by introducing students to individuals that have applied Mathematics & Science to their chosen professions and by providing information on how traditionally underrepresented males can take advantage of the many opportunities. This event will be held at the San Bernardino Valley College Auditorium from 8:00am – 2:00pm. Anticipated attendance is approximately 300 students, faculty, staff, and guests.
FUNDING SOURCE: HSI STEM Pass Go Grant

EVENT: Culinary Arts Club "Club Night"
DATES: October 24, 2014
AMOUNT: \$1,000.00
ITEM: Refreshments and Supplies
Sponsored by the Culinary Arts, this event will serve as a fundraiser for the Culinary Arts Club. Funds will be used to purchase textbooks, school materials,

and sponsor club related field trips. Anticipated attendance is 75 students, faculty and staff. Chef Stacy Meyer will serve as the advisor for this event.

FUNDING SOURCE: Student Clubs & Trust/Culinary Arts Club Account

EVENT: CSU San Marcos Field Trip

DATES: October 24, 2014

AMOUNT: \$940.00

ITEM: Bus Rental

Sponsored by Transfer and Career Services, this event is designed to increase transfer awareness and provide San Bernardino Valley College students with an opportunity to visit California State University San Marcos and learn firsthand about their unique programs and services. Anticipated attendance is 43 students and faculty. The chaperones for this event will be Kathy Kafela, Daniele Ramsey and Botra Moeung.

FUNDING SOURCE: Transfer and Career Services General Fund

EVENT: Alpha Gamma Sigma's Acts of Kindness

DATES: October 29-30, 2014

AMOUNT: \$50.00

ITEM: Supplies

Sponsored by the Alpha Gamma Sigma, members of AGS are encouraged to dress up in Halloween costumes and read books to the children in the San Bernardino Valley College Child Development Center. Anticipated attendance is 35 students. Dr. Melissa King and Susan Mattson will serve as the advisors for this event.

FUNDING SOURCE: Student Clubs & Trust/Alpha Gamma Sigma Club Account

EVENT: Costume and Disco Night

DATES: October 31, 2014

AMOUNT: \$700.00

ITEM: Refreshments, Supplies and Entertainment

Sponsored by Alpha Gamma Sigma, this event will aim to raise monies for the club. Funds will be used to purchase textbooks, school materials, and sponsor club related field trips. This event isn't open to the public. Anticipated attendance is 100 students. Dr. Melissa King and Susan Mattson will serve as the advisors for this event.

FUNDING SOURCE: Student Clubs & Trust/Alpha Gamma Sigma Club Account

EVENT: University of California, Los Angeles (UCLA) Transfer Alliance Program (TAP) Conference

DATES: November 14, 2014

AMOUNT: \$1,488.38

ITEM: Transportation

Sponsored by the Honors Program, 53 students will be attending a conference at UCLA that is dedicated to providing resources on transferring to UCLA. There will be workshop opportunities and tours of the campus that will benefit all students who are attending the event. English Professor and Honors Program Academic Advisor, Joel Lamore will be chaperoning the students.

FUNDING SOURCE: Honors Program General Fund

EVENT: Student Senate for California Community Colleges (SSCCC) Assembly
DATES: November 14-16, 2014
AMOUNT: \$13,574.00
ITEM: Registration, Meals, Transportation and Lodging
Sponsored by the Associated Student Government (ASG), members will attend the Student Senate for California Community Colleges. This conference provides critically important forums for discussion and debate on senate wide issues, multi-district challenges and sharing ideas on how to improve the community college system. Anticipated attendance is 18 students and faculty. Carolyn Lindsey will serve as the chaperone for this event.
FUNDING SOURCE: Student Representation Fee Fund

EVENT: Umoja X Conference
DATES: November 20-22, 2014
AMOUNT: \$5,785.76
ITEM: Meals, Travel and Lodging
Sponsored by the Tumaini Program, the Umoja Community will host this event in San Diego to accelerate the academic success of African American and other students. Deliberate activities, courageous and bold discussions and culturally relevant pedagogical methods will be discussed. Approximately 8 students and faculty members will attend. Willene Nelson, Sandra Blackman, Daniele Ramsey and Kathy Kafela will serve as chaperones for this event.
FUNDING SOURCE: Tumaini Program General Fund

EVENT: Los Angeles Student Government Training Conference
DATES: November 22, 2014
AMOUNT: \$4,850.00
ITEM: Registration, Meals and Transportation
Sponsored by the Associated Student Government (ASG), members will attend the Los Angeles Student Government Conference. This conference will show and train ASG members on how to get students involved, raise voter turnout and help develop plans to tackle both pressing issues and long term projects. Anticipated attendance is 18 students and faculty. Carolyn Lindsey will serve as chaperone for this event.
FUNDING SOURCE: Student Representation Fee Fund

EVENT: Alpha Gamma Sigma E-Waste Event
DATES: November 29-30, 2014
AMOUNT: \$100.00
ITEM: Refreshments and Supplies
Sponsored by Alpha Gamma Sigma, this event will aim to raise monies for the club. Funds received from the recycling event will be used to purchase textbooks and sponsor club related field trips. Anticipated attendance is 200 students, faculty and staff. Dr. Melissa King and Susan Mattson will serve as the advisors for this event.
FUNDING SOURCE: Student Clubs & Trust/Alpha Gamma Sigma Club Account

EVENT: California African American Museum Field Trip
DATES: December 5, 2014
AMOUNT: \$1,989.50
ITEM: Refreshments, Tickets and Bus Rental
Sponsored by the Tumaini Program, this event to the California African American Museum Field trip will promote a cultural event that will provide the Tumaini Program students exposure to cultivate a higher level of diversity in our society. Anticipated attendance is approximately 34 students and faculty members. Willene Nelson, Sandra Blackman, Daniele Ramsey and Kathy Kafela will serve as chaperones for this event.
FUNDING SOURCE: Tumaini Program General Fund

EVENT: Stress Solutions Oasis
DATES: December 8, 2014
AMOUNT: \$350.00
ITEM: Refreshments
Sponsored by the Tumaini Program, this is an interactive stress management activity conducted by Student Health Services. Anticipated attendance is 35 students, faculty and staff.
FUNDING SOURCE: Tumaini Program General Fund

EVENT: Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) Graduation Celebration
DATES: December 17, 2014
AMOUNT: \$650.00
ITEM: 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 GameWorks in Ontario, CA. Anticipated attendance will be 30 foster youth, YESS/ILP instructors and YESS/ILP staff.
FUNDING SOURCE: Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) Categorical Fund

EVENT: Region IX Conference
DATES: May 8, 2015
AMOUNT: \$400.00
ITEM: Refreshments
San Bernardino Valley College (SBVC) Associated Student Government will host the 2015 Region IX Conference at SBVC. Anticipated attendance will be approximately 50 ASG members and advisors from the Region IX area. Carolyn Lindsey will serve as the advisor for this event.
FUNDING SOURCE: Student Representation Fee Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: October 9, 2014
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, 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 10/9/2014

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
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Professional Services

SixTen and Associates	(10839) Service - State Mandated Cost Reimbursement Reporting and Services - Rate Schedule: Services Performed by President \$150 Per Hour; Services Performed by Senior Associates \$125 Per Hour; Services Performed by Associates \$100 Per Hour; Services Performed by Employees \$85 Per Hour Term: 7/1/2014 - 6/30/2015 Funding Source:	Fiscal Services/SBCCD	\$20,000.00	BBaron
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SubTotal for Professional Services: 1

Grand Total Contracts for Board Date 10/9/2014: 1

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: October 9, 2014
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 10/9/2014

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>ASB Discount Program</i>				
Clippers Family Cuts	(10803) \$2 discount on haircuts, \$5 discount on chemical services and \$3 discount on braids Term: 7/1/2014 - 6/30/2015 Funding Source: N/A	Student Life/SBVC		SSutorus
Toyota of San Bernardino	(10833) 15% discount on any regular services Term: 7/1/2014 - 6/30/2015 Funding Source: N/A	Student Life/SBVC		SSutorus
<i>SubTotal for ASB Discount Program: 2</i>				
<i>Broadcasting Rights</i>				
Cheyenne & Arapaho Television 47	(10801) Broadcast rights for program "Native Oklahoma"; no cost Term: 7/1/2014 - 6/30/2017 Funding Source: N/A	FNX/KVCR		SSutorus
National Congress of American Indians	(10822) Broadcast program rights for program "Proud to Be"; no cost Term: 9/9/2014 - 7/31/2019 Funding Source: KVCR - FNX Grant	FNX/KVCR		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Broadcasting Rights</u>					
<i>SubTotal for Broadcasting Rights: 2</i>					
<u>CalWorks Child Care</u>					
	Kinder Care - Yucaipa	(10819) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Jensen, Jennifer Term: 9/9/2014 - 6/30/2015 Funding Source: CalWorks	Calworks/CHC	\$7,836.75	SSutorus
<i>SubTotal for CalWorks Child Care: 1</i>				<i>\$7,836.75</i>	
<u>CalWorks Off-Campus Work Study</u>					
	Teddy Bear Tymes Child Care	(10832) Off-Campus Workstudy - Student - Barnasconi, Anna; reimbursed at 75% of per hourly rate Term: 9/15/2014 - 6/30/2015 Funding Source: CalWorks	Calworks/SBVC	\$8,856.00	SSutorus
<i>SubTotal for CalWorks Off-Campus Work Study: 1</i>				<i>\$8,856.00</i>	
<u>General</u>					
	4 Imprint	(10794) Production of two-tone tote bags with logo Term: 7/30/2014 - 9/30/2014 Funding Source: General Funds	District Police/SBCCD	\$372.97	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>				
American Fidelity Assurance Company	(5898) Employee Benefit Program - Flexible Benefit Plan 502, Plan 503, and Plan 504; Employee Reimbursement Program for Pre-Tax Payroll Deductions; Amendment 3 - Language update to comply with Health Care Reform Law restrictions Term: 7/1/2010 - 6/30/2015 Funding Source: N/A	Human Resources/SBCCD	No Cost to District	SSutorus
Antashyan & Sons	(10843) Presenter and Keynote Speaker for the Men in Math and Science Event Term: 10/24/2014 - 10/24/2014 Funding Source: STEM Grant	STEM/SBVC	\$1,320.00	SSutorus
Boykins, Taffette	(10721) Mini-Grant for 2014-2015 Business Plan Competition Entrepreneurship Institute: funded through ATTC SB Entrepreneurship project Term: 9/12/2014 - 6/30/2015 Funding Source: Local Grant	PDC/SBCCD	\$2,000.00	SSutorus
BuyShade.com	(10797) Production of canopy tent with logo imprint Term: 7/30/2014 - 12/31/2014 Funding Source: General Funds	District Police/SBCCD	\$1,514.04	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>				
BuyShade.com	(10798) Production of six foot fitted table covers with logo imprint Term: 7/30/2014 - 12/30/2014 Funding Source: General Funds	District Police/SBCCD	\$214.80	SSutorus
Chaffey CCD	(10816) Provide two cohorts of Certified National Center Construction Education and Research training; funded by workforce grant Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	PDC/SBCCD	\$90,000.00	SSutorus
Citadel Environmental Services, Inc	(10802) Industrial hygiene air monitoring services Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	Fiscal Services/SBCCD	\$3,518.00	SSutorus
Couts Heating & Cooling, Inc.	(10793) Water line replacement project for 120 feet of two inch pipe Term: 6/2/2014 - 6/11/2014 Funding Source: General Funds	Maintenance/CHC	\$13,617.00	SSutorus
Coverall Health-Based Cleaning System	(10834) Janitorial service for the ATPC site in Camarillo: fund through Braille grant Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	\$1,908.00	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>				
Crest Chevrolet/Geo	(10808) On demand repairs and maintenance on KVCR vehicles Term: 7/1/2014 - 6/30/2015 Funding Source: KVCR - Gen Funds	KVCR/KVCR	\$800.00	SSutorus
DS Waters of America, Inc	(10812) Lease of one hot and cold water cooler and filter water service Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	TESS/SBCCD	\$336.96	Ssutorus
EMCOR Service	(10813) Building service agreement for mechanical and heating ventilation air conditioning program Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	Maintenance/CHC	\$6,244.00	SSutorus
ETD Creative Services	(10814) Provide assistance in video production at the West Coast American Indian Music Awards Term: 8/30/2014 - 6/30/2015 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$1,500.00	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>	Fajardo, Raymon	(10815) Music license agreement for use of compositions and recordings for videos "Continuum, Fault Lines, and Sanctuary"; no cost Term: 9/1/2014 - 8/31/2019 Funding Source: N/A	FNX/KVCR		SSutorus
	Fenison, Anthony	(10841) Keynote Speaker for the Men in Math and Science Event Term: 10/24/2014 - 10/24/2014 Funding Source: General Funds	STEM/SBVC	\$300.00	SSutorus
	Garcia, Richardo	(10842) Keynote Speaker for the Men in Math and Science Event Term: 10/24/2014 - 10/24/2014 Funding Source: STEM Grant	STEM/SBVC	\$300.00	SSutorus
	Golden Valley Medical Inc	(10817) Cylinder rental for oxygen used as part of Respiratory Care lab and refills of oxygen when needed Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	Respiratory Care/CHC	\$645.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Inland Valley News Group	(10818) Full page advertisement in PrepXtra 2014 Term: 8/29/2014 - 8/29/2014 Funding Source: General Funds	Marketing/SBCCD	\$720.00	SSutorus
Jefferson, Jeffery	(10845) Keynote Speaker for the Men in Math and Science Event Term: 10/24/2014 - 10/24/2014 Funding Source: General Funds	STEM/SBVC	\$300.00	SSutorus
Las Cafeteras	(10820) Music license for compositions and recording for music video "Luna Lovers"; no cost Term: 9/1/2014 - 8/31/2015 Funding Source: N/A	FNX/KVCR		SSutorus
PBS - Public Broadcasting Service	(10461) PBS membership certification dues for KVCR programming; funded through CPB grant Term: 7/1/2014 - 6/30/2015 Funding Source: Federal Grant	TV/KVCR	\$847,006.00	BBaron

<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>				
Photo Boothie	(10811) Rental of photo booth for District Service Awards Term: 10/30/2014 - 10/30/2014 Funding Source: General Funds	Chancellor/SBCCD	\$299.00	SSutorus
Public Media Partnerships, Inc	(10825) Plan and execute KVCR-FM membership campaign for both Fall 2014 and Spring 2015 Term: 9/1/2014 - 6/30/2015 Funding Source: General Funds	FM/KVCR	\$645.00	SSutorus
Purcell-Rorick, Mary	(10826) Provide assistance in the Redlands Bowl production Term: 7/1/2014 - 10/31/2014 Funding Source: KVCR - Gen Funds	KVCR/KVCR	\$1,500.00	SSutorus
San Bernardino Symphony Orchestra	(10847) Performance of Orchestra for Auditorium grand re-opening event: not to exceed \$20,000 Term: 10/17/2014 - 10/17/2014 Funding Source: General Funds	Foundation/SBVC	\$20,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>General</i>				
Segerstrom Center for the Arts	(10828) Shared promotional agreement for Judy Collins: Holidays and Hits Concert; no cost Term: 7/1/2014 - 6/30/2015 Funding Source: N/A	TV/KVCR		SSutorus
Shalimar Tours & Charter	(10829) Bus rental for field trip to UCLA Term: 11/14/2014 - 11/14/2014 Funding Source: General Funds	English/SBVC	\$1,607.45	SSutorus
Torrez, Michael	(10844) Keynote Speaker for the Men in Math and Science Event Term: 10/24/2014 - 10/24/2014 Funding Source: STEM Grant	STEM/SBVC	\$300.00	SSutorus
Townsend, Dean	(10840) Keynote Speaker for the Men in Math and Science Event Term: 10/24/2014 - 10/24/2014 Funding Source: STEM Grant	STEM/SBVC	\$300.00	SSutorus
<i>SubTotal for General: 30</i>			<i>\$997,268.22</i>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Facilities Use</u>					
	San Bernardino Chargers	(10827) Use of SBVC football field for football games Term: 9/20/2014 - 11/8/2014 Funding Source: N/A	Administrative Services/SBVC	\$1,349.25	SSutorus
	STAR Aquatics	(10831) Facilities use of pool for swim practice Term: 9/6/2014 - 11/29/2014 Funding Source: N/A	Administrative Services/CHC	\$320.00	SSutorus
<i>SubTotal for Income - Facilities Use: 2</i>				<i>\$1,669.25</i>	
<u>Income - Grant</u>					
	Victor Valley CCD	(10799) Subrecipient Agreement for RAMP UP Program Term: 7/1/2014 - 6/30/2015 Funding Source: N/A	Chancellor/SBVC	\$601,120.00	SSutorus
<i>SubTotal for Income - Grant: 1</i>				<i>\$601,120.00</i>	
<u>PO as Contract</u>					
	ACCO Engineered Systems	(10846) PO as Contract: Replace cooling tower valve Term: 9/10/2014 - 9/30/2014 Funding Source: General Funds	Maintenance/SBVC	\$2,677.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>PO as Contract</i>				
Amtech Elevator Services	(10836) PO as Contract: Labor and materials to adjust North Hall wheelchair lift Term: 8/25/2014 - 10/31/2014 Funding Source: General Funds	Administrative Services/SBVC	\$1,368.00	Ssutorus
David Ollis Landscape	(10835) PO as Contract: Trim palms and elms at the District Office sites Term: 9/17/2014 - 10/31/2014 Funding Source: General Funds	District M & O/SBCCD	\$2,995.00	Ssutorus
Jordan Electronics	(10838) PO as Contract: Labor and materials to service the lighting system in Art 144 and to make repairs if necessary Term: 8/27/2014 - 10/31/2014 Funding Source: General Funds	Maintenance/SBVC	\$2,000.00	SSutorus
Statewide Towing and Recover	(10837) PO as Contract: Towing disabled fire truck 25 miles Term: 8/27/2014 - 10/31/2014 Funding Source: Bond Funded	Kitchell/CHC	\$450.00	SSutorus
<i>SubTotal for PO as Contract: 5</i>			<i>\$9,490.00</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>				
LeBeau, Rose Amador & LeBeau, William	(10821) Program acquisition rights for program "Native Voice TV"; no cost Term: 11/1/2014 - 10/31/2019 Funding Source: N/A	FNX/KVCR		SSutorus
<i>SubTotal for Program Acquisition: 1</i>				
<u>Program Rights</u>				
American Public Media (APM)	(10796) Broadcast rights and content carriage agreement for radio programs to be aired on KVCR-FM Term: 7/1/2014 - 6/30/2015 Funding Source: KVCR - Gen Funds	FM/KVCR	\$41,913.54	
<i>SubTotal for Program Rights: 1</i>			<i>\$41,913.54</i>	
<u>Software/Online Services</u>				
Allegiance Software, Inc	(10795) Software - program to correct the double run of program guides during the donor renewal process Term: 9/8/2014 - 12/31/2014 Funding Source: KVCR - Foundation	KVCR/KVCR	\$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>Software/Online Services</u>				
CollegeSource Inc	(10809) Software for CHC Admissions and Counseling Offices Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	Student Services/CHC	\$2,748.00	SSutorus
ComputerLand of Silicon Valley	(10805) Annual software licensing for Microsoft software package for CHC Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	TESS/SBCCD	\$29,048.50	SSutorus
ComputerLand of Silicon Valley	(10804) Annual software licensing for Microsoft software package for SBVC Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	TESS/SBCCD	\$66,149.50	SSutorus
Microsoft Corporation	(10806) Volume Licensing Agreement for CHC purchase of Microsoft products through Computerland of Silicon Valley; no cost for this agreement Term: 7/1/2014 - 6/30/2015 Funding Source: N/A	TESS/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><i>Software/Online Services</i></u>					
	Microsoft Corporation	(10807) Volume Licensing Agreement for SBVC purchase of Microsoft products through Computerland of Silicon Valley; no cost for this agreement Term: 7/1/2014 - 6/30/2015 Funding Source: N/A	TESS/SBCCD		SSutorus
	PBS - Public Broadcasting Service	(10800) Uplink service agreement for FNX station Term: 9/1/2014 - 6/30/2015 Funding Source: KVCR - FNX Grant	FX/KVCR	\$117,200.00	SSutorus
	Perceptive Software, Inc.	(10824) Software - ImageNow Retention Policy Manager Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	TESS/SBCCD	\$53,125.00	SSutorus
	Perceptive Software, Inc.	(10823) Upgrade current version of ImageNow software Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	TESS/SBCCD	\$24,200.00	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>					
	Singlewire Software, LLC	(10830) Software maintenance service for Informacast system that uses the phones in the District as speaker endpoints for audio and text based broadcasts Term: 5/20/2014 - 5/19/2015 Funding Source: General Funds	TESS/SBCCD	\$7,500.00	SSutorus
<i>SubTotal for Software/Online Services: 10</i>				<i>\$300,471.00</i>	

Grand Total Contracts for Board Date 10/9/2014: 56

Routine Contracts - Summary

Scheduled Board Meeting 10/09/2014

EXPENSES

Category	Number of Contracts	Contract Value
<i>ASB Discount program</i>	2	\$0.00
<i>Broadcast Rights</i>	2	\$0.00
<i>CalWORKs Child Care</i>	1	\$7,836.75
<i>CalWORKs Off-Campus Work Study</i>	1	\$8,856.00
<i>General</i>	30	\$997,268.22
<i>PO as Contract</i>	5	\$9,490.00
<i>Program Acquisition</i>	1	\$0.00
<i>Program Rights</i>	1	\$41,913.54
<i>Software/Online Services</i>	10	\$300,471.00
	53	
		Total Expenses
		<u>\$1,365,835.51</u>

INCOME

Category	Number of Contracts	Contract Value
<i>Income - Facilities Use</i>	2	\$1,669.25
<i>Income - Grant</i>	1	\$601,120.00
	3	
Total Number of Contracts	<u>56</u>	Total Income
		<u>\$602,789.25</u>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees *B Baron*

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Gloria Fisher, Interim President *Gloria Fisher 9-17-14*

PREPARED BY: Dr. Ricky Shabazz, Vice President of Student Services *R Shabazz*

DATE: October 9, 2014

SUBJECT: Consideration of Approval of Student Success and Support Program 2014 Plan

RECOMMENDATION

It is recommended that the Board of Trustees approve SBVC's Student Success and Support Program (SSSP) 2014 Plan. A hard-copy of the Student Success and Support Program 2014 Plan (SSSP) has been provided to the Board of Trustees.

OVERVIEW

Guidelines set by the California Community Colleges Chancellor's Office require SBVC to submit the Student Success and Support Program 2014 Plan.

ANALYSIS

The Student Success and Support Program 2014 Plan will be submitted on October 17, 2014. The California Community Colleges Chancellor's Office will approve the plan and notify SBVC.

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

None.



Student Success and Support Program Plan (Credit Students)

2014-15

District: San Bernardino Community College
College: San Bernardino Valley College

**Report Due Postmarked by
Friday, October 17, 2014**

Email report to:
cccssp@cccco.edu

and

Mail report with original signatures to:
Patty Falero, Student Services and Special Programs Division
California Community Colleges Chancellor's Office
1102 Q Street, Suite 4554
Sacramento, CA 95811-6549

1 **Instructions for Completion of the College**
2 **Student Success and Support Program Plan**
3

4 **INTRODUCTION**

5 The purpose of the Student Success and Support Program (SSSP) Plan (Credit Students) is for the
6 college to plan and document how SSSP services will be provided to credit students¹. The goal of the
7 Student Success and Support Program is to increase student access and success by providing
8 students with core SSSP services, including (1) orientation, (2) assessment and placement, and
9 (3) counseling, advising, and other education planning services, and the support services necessary to
10 assist them in achieving their educational goal and declared course of study.
11

12 More specifically, colleges are to:

- 13 • Provide at least an abbreviated SEP to all entering students with a priority focus on students
14 who enroll to earn degrees, career technical certificates, transfer preparation, or career
15 advancement.
- 16 • Provide orientation, assessment and placement, and counseling, advising, and other
17 education planning services to all first-time students².
- 18 • Provide students with any assistance needed to define their course of study and develop a
19 comprehensive SEP by the end of the third term but no later than completion of 15 units.
- 20 • Provide follow-up services, especially to students identified as at-risk (students enrolled in
21 basic skills courses, students who have not identified an education goal and course of study,
22 or students on academic or progress probation.
23

24 **INSTRUCTIONS AND GUIDELINES**

25 *Please carefully review these instructions and resources, including relevant sections of the*
26 *Education Code and title 5 regulations before completing the program plan for your college.*

27 The program plan is set up as a word document with sections to be completed. As you enter the
28 narratives, the box will expand to accommodate the information provided. Please be sure to save
29 the document as the program plan for the appropriate year before making revisions in following
30 years.
31

32 When complete, also save the document as a PDF file and email it as an attachment to
33 cccssp@cccco.edu with the name of the college and "SSSP Credit Program Plan" in the subject line.
34 It is also necessary to mail the plan with the original signatures, along with the separate Budget Plan,
35 by the due date.
36

37 The program plan is to be submitted on an annual basis³. When writing the program plan, assume
38 that the reader knows nothing about your Student Success and Support Program and will have only
39 your document to understand the manner in which the program will be implemented, and resources
40 it will take (especially in terms of staffing).

¹ Colleges operating SSSP programs for noncredit students must prepare a separate noncredit plan. The noncredit SSSP Plan will be developed in 2013-14.

² A first-time student is defined as a student who enrolls at the college for the first time, excluding students who transferred from another institution of higher education, and concurrently enrolled high school students.

³ The program plan is now required on an annual basis due to new SSSP requirements focusing funding on core services, changes related to priority enrollment, mandatory core services, and the significant increases in funding in 2013-14 and additional increases expected in 2014-15. As implementation and funding stabilizes, this requirement may be revisited.

41 Be sure to include input from faculty, staff, administrators and students in the development of this
42 plan (as per title 5, §55510[b]). Please provide sufficient detail to draw an explicit portrait of your
43 college's SSSP activities and staffing.

44
45 All state-funded SSSP services, procedures, and staff activities must be described in the program
46 plan. Section 78211.5(b) of the Education Code permits districts and colleges to expend these
47 categorical funds only on SSSP activities approved by the Chancellor. Activities and expenses
48 described in the narrative section of the plan should also be detailed in the Budget Plan. The
49 program plan explains those activities and presents the opportunity for colleges to fully describe
50 implementation of the SSSP with respect to the regulations.

51
52 **The program plan should not be limited to state-funded activities.** Describe all SSSP services,
53 policies, activities and procedures in your college and/or district regardless of funding source. This
54 provides a complete accounting of the planned costs and activities for the program each year. In
55 districts with more than one college, the college program plans must also address the arrangements
56 for coordination among the colleges. The program plan will be compared with the college's SSSP
57 Year-End Expenditure Report to monitor for consistency.

58 59 **GENERAL INSTRUCTIONS**

60 The Student Success and Support Program Plan is divided into four sections. The Budget Plan is a
61 separate document.

62 I. Program Plan Signature Page

63 II. SSSP Services

64 a. Core Services

65 i. Orientation

66 ii. Assessment

67 iii. Counseling, Advising, and Other Education Planning Services

68 iv. Follow-up for At-Risk Students

69 b. Related Direct Program Services

70 i. Institutional Research

71 ii. SSSP Technology

72 c. Transitional Services Allowed for District Match

73 III. Policies & Professional Development

74 • Exemption Policy

75 • Appeal Policies

76 • Prerequisite Procedures

77 • Professional Development

78 • Coordination with Student Equity and Other Planning Efforts

79 • Coordination in Multi-College Districts

80 IV. Attachments

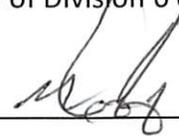
81
82 Links to program resources are provided on the last page of this document to assist with the
83 development of your SSSP Plan.

SECTION I. STUDENT SUCCESS AND SUPPORT PROGRAM PLAN SIGNATURE PAGE

College Name: San Bernardino Valley College

District Name: San Bernardino Community College

We certify that funds requested herein will be expended in accordance with the provisions of Chapter 2 (commencing with Section 55500) of Division 6 of title 5 of the *California Code of Regulations*.

Signature of College SSSP Coordinator:  _____

Name: Mr. Marco Cota Date: 9-24-14

Signature of the SSSP Supervising Administrator or Chief Student Services Officer:  _____

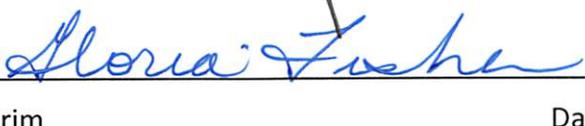
Name: Dr. Ricky Shabazz Date: 9/24/14

Signature of the Chief Instructional Officer:  _____

Name: Dr. Haragewen Kinde Date: 9/24/14

Signature of College Academic Senate President:  _____

Name: Dr. Jeremiah Gilbert Date: 9/24/2014

Signature of College President:  _____

Name: Dr. Gloria M. Fisher, Interim Date: 9-24-14

Signature of District Chancellor: _____

Name: Mr. Bruce Baron Date: _____

Contact information for person preparing the plan:

Name: Mr. Marco Cota
Email: mcota@valleycollege.edu

Title: Dean, Counseling & Matriculation
Phone: 909-384-8630

SECTION II. STUDENT SUCCESS AND SUPPORT PROGRAM SERVICES

Directions: For the following SSSP services: (a) orientation, (b) assessment and placement, (c) counseling, advising, and other education planning services, and (d) follow-up services for at-risk students, describe the approach your college is taking to meet its responsibilities under title 5 section 55531. Include the target student audiences, the types of activities, service delivery strategies, partnerships, staff, resources, technology and research support assigned to provide services.

Report projected expenditures related to these items in the Budget Plan.

Ila. Core Services

i. Orientation

1. Describe the target student audience, including an estimate of the annual number of first-time students to be served. Describe the delivery methods (in groups, online, etc.) and activities that will be provided. Describe any partnerships among colleges or with high school districts, workforce agencies, or other community partners that assist with providing orientation. Describe at what point(s) in the student's academic pathway services are provided (before registration, at 15 units, etc.).

The target student population that the San Bernardino Valley College (SBVC) orientation serves is heterogeneous. It is inclusive of first-time, re-entry and first generation students. Additionally, the students who complete the orientation are representative of a plethora of ethnicities, socioeconomic and ability statuses. Ultimately, the students who complete the orientation are individuals entering SBVC for the very first time. Even if students have attended other colleges and/or universities, they are required to complete the SBVC orientation unless they verify the previous attainment of an Associate's Degree or higher. On average, the number of first-time students served at SBVC fluctuates. According to fall 2012 data, 1,558 enrolled students were reported as "first-time students" and 175 were reported as "first-time transfer students." Additionally, in the spring 2013 term, 340 students were reported as "first-time students," and 335 were reported as "first-time transfer students." In sum, according to these statistics, the college enrolled a total of 2,408 first-time students during the last academic year. It is additionally confirmed by the Office of Research and Planning that SBVC serves more first-time students in the fall semester of each academic year; hence the significant increase of reported first-time students in fall 2012.

Currently, the orientation offered at SBVC is online only. Staff and faculty believed that more students would be likely to complete the orientation if they had the ability to do so from the convenience of their own home. It was also believed that because orientation was made mandatory, it was the responsibility of the college to streamline the process by which a student completed orientation. Therefore, it was collectively decided that providing students with access to the orientation from 6:00 a.m.-11:59 p.m. was most student friendly. However, it has recently been established that the college is in need of a "modified in-person" orientation for some English Language Learner populations and during peak registration. Thus, a modified version has been created and delivered this semester. Additionally, the college has recently purchased a new student orientation package. This orientation is not only ADA compliant, but it provides all SBVC students with a far more interactive experience. The new orientation will include video footage of current

SBVC students and will allow students completing the orientation to hear pertinent information concerning the college via their own peer group. Moreover, the new orientation will include various quizzes throughout the multiple sections of the orientation for students to complete, and students will need to respond to a certain percentage of these items correctly before they are permitted to progress. This added feature will allow the college to effectively measure a student's level of comprehension regarding the information presented. The new orientation is scheduled for implementation fall, 2014.

In regard to partnerships with high school districts and community agencies, the college's Office of Outreach and Recruitment frequently visits our feeder high schools in an effort to provide students, staff and faculty with the most up-to-date information possible regarding programs and services offered at SBVC. Furthermore, one of the college's general counselors is given a special assignment to regularly visit the feeder high schools following the assessment of their students. Specifically, the counselor is responsible for responding to student inquiry, delivering student success workshops and creating initial educational plans.

Once students successfully apply to SBVC, an assortment of services is offered. Within 24 hours of application receipt, students are emailed a "Welcome Letter" from the college that describes the mission and goals of the college. It outlines the steps for successful matriculation to the college. It also provides information relevant to the various programs and services offered by the college. Once an identification number has been assigned and emailed to students, a "web advisor account" is created for each student. This campus portal allows students to search and register for classes, identify their registration date, view their financial aid award letter and grades, etc. Students are provided instructions for logging into their individual accounts. Immediately, following the assignment of online accounts, students are prompted to complete the online orientation and make an appointment for the assessment process. Once students complete the assessment, they are afforded the opportunity to make an appointment for "Group Advisement" in the counseling department. Students who recently completed the assessment are placed in a group ranging from 10-12 students under the instruction of a counselor. The counselor assigned to the group delivers an hour-long, presentation providing students with information regarding registration, financial aid, waitlist procedures, campus policies, programs and services, etc. and then utilizes the remaining time of the session to collaboratively develop initial or "first semester" educational plans with each student individually. The educational plans are entered directly in Web Advisor; thus, it allows students immediate access to the recommendations made by the counselor.

Once students acquired 15 or more units, they are prompted to the counseling department to develop a comprehensive educational plan. These comprehensive educational plans are created both on an individual and group basis. However, the majority of them are in fact developed within an individual appointment setting. Students are also encouraged by counselors to make an appointment with a counselor for follow-up services at least once or twice per semester. Follow-up services may include but are not limited to the following: (1) unit overload requests, (2) academic renewals, (3) graduation checks, (4) career and major exploration, (5) transfer counseling, (6) prerequisite clearances and (7) probation/dismissal counseling.

Due to the fact that orientations are solely provided online, there is not an assigned number of staff/faculty participating in the delivery of orientations to report. However, when a modified orientation is delivered for English Language Learners, counseling faculty, the Student Success &

Support Program (SSSP) Coordinator, Student Service Technician, and /or the Outreach Coordinator are involved. The title of the faculty involved is "Counselor/Instructor," and the role is to provide students with information regarding the matriculation process, college acclimation, registration and available programs, services and resources via a power point presentation.

2. Identify the staff providing orientation, including the number of positions, job titles and a brief one-sentence statement of their role.

With exception of the in-person orientation that is provided to English Language Learners, it is mandatory that all new students complete the online student orientation. However, commencing with Fall 2014 in-person student orientations will be provided during high registration periods.

The staff who will provide the in-person student orientation includes the following:

- Counseling Department Chair, ensure content meets SSSP requirements, coordinate the orientations and will also conduct orientation sessions.
- Nine full-time counseling faculty, will present and assess the orientation sessions
- Seven adjunct counseling faculty, will also present and assess the orientation session

3. If orientation is provided through the full or partial use of technology, identify any commercial products or describe in-house products in use or under development, including any annual subscription or staff support requirements.

The currently used online orientation is provided via a company called, "Comevo." This online orientation is solely text based. However, soon the college will be converting to a new online orientation provided by "Cynosure." Dissimilar to Comevo, the new orientation will incorporate a myriad of graphics, video footage and an enhanced opportunity for student interaction. The annual subscription for Comevo costs \$2,900. Conversely, there is not an annual subscription for Cynosure. The purchase cost was \$50,000 with no annual subscription and/or maintenance fees. If the college has to make small changes within the orientation or if annual updates are required, Cynosure will make minor updates to the orientation without any additional cost to the college. The college will only incur additional costs if the orientation requires major revamping and/or additional site visits by Cynosure.

4. Describe the college's plans for developing and implementing orientation services. The following eight policies and procedures provided on the Orientation Checklist are identified in title 5 section 55521 as required information to include in an orientation.

Orientation Checklist (Required Policy or Procedure)

- (1) Academic expectations and progress and probation standards pursuant to section 55031;
- (2) Maintaining registration priority pursuant to section 58108;
- (3) Prerequisite or co-requisite challenge process pursuant to section 55003;
- (4) Maintaining Board of Governors Fee Waiver eligibility pursuant to section 58621
- (5) Description of available programs, support services, financial aid assistance, and campus facilities, and how they can be accessed;
- (6) Academic calendar and important timelines.
- (7) Registration and college fees.
- (8) Available education planning services

Academic expectations and progress and probation standards pursuant to selection 5031; within the SBVC orientation there is detailed information specifically outlining all academic policies and procedures, first steps in becoming a student, assessment, counseling, registration, priority registration guidelines, degree and transfer requirements, instructional organization, course load definitions and recommendations, etc. In regard to specific expectations, the orientation takes an in- depth look at the SBVC Student Code of Conduct, Non-Discrimination Policy, Sexual Harassment Policy, College Safety and Security, FERPA, academic honesty and classroom etiquette. Furthermore, the orientation specifically examines Satisfactory Academic Progress (SAP) and provides students with a detailed description of Academic and Progress Probation inclusive of definitions, levels and escalation criteria, consequences and recommendations for remediation. Additionally, relevant to the area of probation, the college has purchased a SARS Early Alert program which will function as an electronic conduit between student, instructional faculty, counseling faculty and student services (i.e., tutoring centers, special programs, etc.). District Computing Services (DCS) is in the process of scheduling training for both counseling and instructional faculty regarding the appropriate utilization of this newly adopted system. Once implemented, the unveiling of this system will be added to the “follow up services” area of the orientation.

- 1.) Maintaining registration priority pursuant to section 58108;*** currently, the SBVC orientation details the priority registration groups ranging from (*Priority A to Open Registration*). It additionally lists the criteria for each grouping and identifies all special groups assigned to Priority A. The orientation also reminds students that they must complete orientation and assessment prior to the registration for classes. Moreover, the importance of continuous enrollment and the impact continuous enrollment has on maintaining priority registration is documented. However, the current orientation utilizes the existing categories of registration and criteria for categorical maintenance the college now has which is predominantly based on the number of units completed at SBVC. As a result, it is noted that prior to re-establishment of registration categories as dictated by the Student Success Act, a modification of this area will need to be made within the body of the orientation.
- 2.) Prerequisite or co-requisite challenge process pursuant to section 55003;*** the current orientation formally defines what a prerequisite/co-requisite challenge is and provides students with the criteria used to base a challenge. It also provides students information regarding the actual process affiliated with a prerequisite/co-requisite challenge and emphasizes the importance of both instructional department and division approval.
- 3.) Maintaining Board of Governors Fee Waiver eligibility pursuant to section 58612;*** within the financial aid section of the orientation, the Board of Governors Fee Waiver (BOGW) is defined and the qualification and maintenance criteria is listed. In addition, there is a link that brings students directly to the FAFSA website.
- 4.) Description of available programs, support services, financial aid assistance, and campus facilities, and how they can be accessed;*** The SBVC orientation houses a large portion of content on programs, support services and financial aid. In fact, included in the orientation are sections entitled student services, academic services and support services. Not only

does the orientation linearly define and explain the plethora of programs and services offered to students on campus, but the reiteration of these services functions as a common thread intricately woven throughout the entire orientation. The college has identified programs and support services as a critical ingredient to student success and as such has made sure that new students are exposed early to the variety of programs and services offered. Further, within the beginning segments of the orientation, assessment and financial aid are explained in depth. In addition to emphasizing the mandatory nature of the assessment, the orientation also describes how students are able to make appointments and most importantly to adequately prepare for assessment.

- 5.) *Academic Calendar and important timelines.* Currently, the SBVC academic calendar is housed on the San Bernardino Community College District website which is linked to from the college website. However, important timelines and deadlines regarding registering for classes, registration fees, financial aid submission, etc. are both located within the body of the orientation as well as on the SBVC website, and class schedule.
- 6.) *Registration and college fees.* The orientation explains the registration process and introduces web advisor. It thoroughly explains the steps of the registration process and lists the fees that students are required to pay. The orientation additionally reminds students that they must pay for their classes the same day they register in an effort to maintain their position in the class and explains the waitlist procedure. Lastly, the orientation specifically discusses the process for adding and dropping classes.
- 7.) *Available education planning services.* Woven throughout the SBVC orientation is the emphasized importance of educational planning. The counseling and advisement sections of the orientation fully describe what an educational plan is, identify the best times of year to get an educational plan and what to expect and how to become an active participant in the collaborative development of an educational plan. Additionally, group advisement is explained in terms of the role it plays with initial educational plans. However, it is recommended that with the enforcement of the Student Success Act, additional emphasis on educational planning be added to the orientation. Specifically, an “initial” vs. “comprehensive” educational plan should be operationally defined and an explanation describing how educational plans will affect priority registration will need to be added. Supplementary to the orientation, the advertisement of educational planning has been marketed via flyers and classroom presentations/workshops.

5. Please specify other issues, policies and procedures that the college or district determines necessary to provide a comprehensive orientation. Add additional lines as needed.

One recommendation for consideration in an effort to provide comprehensive orientations is the possibility of “re-establishing” and “re-implementing” in-person orientations. As stated previously, SBVC primarily offers online orientations for all students to complete. However, it may be advantageous to explore the possibility of reactivating in-person orientations during peak registration as not all students have equal access to online resources and/or have equal ability to navigate online resources. For instance, ELL students who speak very limited English, if, any, are required to complete orientation as would any other student. However, realistically, requiring them to navigate an

online orientation may not be reasonable due to limited language. Furthermore, there are students, especially those who are returning who prefer a “face-to-face” orientation so that the answers to their questions may be provided immediately. Therefore, if the college offered in-person orientations regularly, these students could simply choose this option. Lastly, it is firmly believed that relying solely on a technologically based tool may not be a benefit to all students. Instead, it may be worthwhile to supplement technological resource with human contact. Student development theory asserts and confirms that the more students feel as though they “matter,” the more likely they will be to succeed and ultimately avoid “marginalization.”

In regard to implementing this proposed in-person procedure, it is recommended that it be piloted during a peak registration period where students are actively visiting the college to enroll. It is additionally recommended that the number of offerings of in-person orientations decline during non-peak registration periods, seeing that the need for such an intervention would be significantly less.

Another recommendation is to provide comprehensive in-person orientations at the community college district’s feeder high schools. Currently, the Office of Outreach and Recruitment in addition to a specially assigned counselor visit the feeder high schools on a regular basis and provide information to the students. However, currently there is nothing in place to provide a high school student an opportunity to opt out of the online orientation and complete an in person one. Seeing that the assessment staff already goes out to the high schools to administer the assessment every spring semester, it may benefit the students to send a counselor out to the high school prior to the assessment center’s visitation to deliver an in-person orientation. Due to the fact that high school students may require additional direction and guidance relative to facilitating a smooth transition, an in-person orientation may be beneficial. It may additionally be worth considering allowing parents or guardians to attend in an effort to respond to questions that they, too, may have.

Furthermore, it may be worth exploring the possibility of outreach to our feeder high schools’ special education programs with an enhanced orientation. Frequently, students enrolled in these programs come to the counseling department and are unfamiliar with the matriculation process. Therefore, it may be beneficial to build relationships with special education departments in an attempt to streamline the enrollment and registration process for these students. Perhaps, having a counselor deliver in person orientations to senior RSP classes may be very helpful for these students. Additionally, it may be advantageous for the counseling department to partner with DSPS for the visit. The counselor could conduct the orientation and the DSPS representative could discuss accommodation qualification and rendering.

In regard to resources required to implement the recommendations provided above, the college would simply need to augment the “Adjunct/Overload” fund to appropriately account for additional hours of counseling work. Also, classified counseling staff would need to have the ability to manually clear students participating in orientations via Datatel.

6. Include in the Budget Plan, all staff costs (salaries and benefits) for each position and the direct cost to purchase, develop or maintain technology tools specifically for orientation services.

See attachment D

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II. Assessment and Placement

1. Describe the target student audience, including an estimate of the annual number of students to be assessed, and a description of who will be required to be assessed. Describe the methods by which assessment and placement services will be delivered. Describe any partnerships among colleges or with high school districts, workforce agencies, or other community partners that assist with providing assessment and placement. Describe at what point(s) in the student's academic pathway assessment and placement are provided (while still in high school, summer, during registration, etc.).

The target student audience is from the SBVC service area high school graduates. Orientation and assessment are mandatory for all first time students. Individuals wanting to update their skills, as well as returning and continuing students who have not completed math, English, and reading courses with a "C" or better or whose test results have expired, assessment are also required to assess. The assessment test is an online computer-based assessment (Accuplacer) instrument. Testing is available on an appointment basis; however, student walk-ins are welcomed. Upon completion of the assessment test, students receive a printout of their placement results before leaving the Assessment Center, and they are encouraged to seek counseling. Assessment staff uploads placement results twice daily after each session so that the information is available to counselors. Assessment results are also available on-line for students on Web Advisor. The Assessment Center has 34 computers in the main facility and 24 laptops in an adjoining room which is used for testing overflow. Assessments are scheduled twice daily during the week and during peak registration periods, Saturday and evenings sessions are also available. The estimated yearly student assessment count is 10,000.

Additionally, the assessment staff provides assessment testing at twelve service area high schools and adult schools. The service area high school districts include Colton, San Bernardino, Redlands and Rialto. To accommodate target student populations, assessment sessions are also reserved for special groups i.e. Job Corps, Bench Mark, Foster Youth, and Middle College High School.

2. Identify the staff providing assessment services, including the number of positions, job titles and a brief one-sentence statement of their role. Include staff providing direct assessment related research services.

The assessment staff consists of one Student Services Technician I who provides pre-assessment overview, guidelines, the importance of the test, administers and serves as a test proctor, checks in students and maintains best testing practice; one Student Services Technician II (DSP&S Department) administers and proctors the test for disabled students; one Senior Student Services Technician who provides pre-assessment overview, guidelines, the importance of the test, administers and serves as a test proctor, checks in students and maintains best testing practices, coordinates offsite testing with local services area high schools and/or community constituencies, ensures staff are trained in maintaining best testing practices and compiles assessment data for use by deans, Director of Research, Student Success and Support Program Committee, and faculty. Additionally, two San Bernardino Valley College (SBVC) counselors provide interpretation of assessment results, prepares a first semester educational plan, reviews orientation and registration information. Faculty, department chairs and deans from English, Mathematics, Reading and ESL evaluate cut scores to correspond to particular curriculum. District Computer Services staff implements cut scores and placement changes as recommended by the various disciplines and uploads assessment data to student records. The Director of Research and Planning through the use of student and faculty surveys collects data to determine the effectiveness of the reading, English and, math placements. The Vice-President of

Student Services and the Dean of Counseling & Matriculation ensure all of the Student Success and Support Program services and guidelines are being implemented.

3. Identify any assessment test(s) used for placement into English, mathematics, and ESL courses. For second-party tests, be specific about the versions and forms used. Describe which tests and services are offered online, in person, individually or in groups, etc.
- If using a test, describe what other measures are used and how they are used to meet the multiple measures requirement.
 - If not using a test, describe what other measures are used to assess students and describe how students are placed into courses.
 - Describe how these measures are integrated into the assessment system (as part of an algorithm included in the test scoring process, applied by counselors, used on their own without a test, etc.)

San Bernardino Valley College is currently using Accuplacer as the campus assessment instrument. Accuplacer is an approved assessment instrument by the Community Colleges Chancellor's Office and is used to place SBVC students into the following academic disciplines: English courses (914, 015, 101), math (942, 952, 962 new section starting Fall 2014, 090, 095, 102, 103, 108, 115, 250, 251, 252), reading (920, 951, 950, 015) ESL (907, 930, 931, 940, 941). Accuplacer is an adaptive multiple choice test using skill set and multiple measures for placement. Multiple measures are developed and approved by English, Reading, Mathematics, and ESL faculty to accurately determine placement in their respective disciplines.

Multiple measures are developed by English, reading, mathematics and ESL faculties, department chairs, deans, and the Dean of Research and Planning in consultation with the Student Success and Support Program Advisory Committee. Multiple measures are a set of questions regarding students' backgrounds, environments, and personal habits that may have an influence on their academic success. These measures are integrated into the test scoring process and are factored into the placement decision. A counselor may use the multiple measures when counseling students particularly with an English placement that requires review and consultation. This placement will show when a student did well in the reading but did not do well in the English portion of the test. The counselor will make a determination to place the student through the use of multiple measures. Department Chairs may also use multiple measures to confirm students' placement and/or to make appropriate placement recommendations.

4. Describe the college's or district's policy on the acceptance of student assessment scores and placement results from colleges within a multi-college district, if applicable, and colleges outside of the district.

San Bernardino Community College District is a two-college district, made up of San Bernardino Valley College and Crafton Hills College as well as the District Office. Each college has its own policy on assessment. San Bernardino Valley College accepts assessment results from other California Community Colleges taken within a two-year time period from the time the student was assessed. Students are required to provide assessment results (within two years). Counselors will review the assessment results and complete a pre-requisite clearance form if applicable.

5. Describe college or district policies and practices on:
- a. *Pre-test practice* - Describe what type of test preparation is available, how it is delivered, how students are informed of and access materials, including sample test questions, and how students are notified of their pre-test performance.

- b. *Re-take* - How often may a student re-take a test after taking it the first time? What is the waiting period? Is the waiting period consistent with publisher guidelines or more restrictive? Are there conditions that must be met such as completing a subject-matter workshop before being allowed to take the test again?
- c. *Recency* - How long are test scores, high school grades, etc. accepted before the student is required to reassess?

The Assessment Department informs students overall advertisements on pre-assessment workshops, basic skills videos, and other math website resources are illustrated in the College website and in the use of flyers. The Reading Department also advertises pre-assessment workshops on the SBVC website. Additionally, students learn about campus and website pre-assessment resources through the campus mandatory online orientation. Accuplacer also offers sample questions of the assessment test on their website. A link for this website is included on our assessment and counseling website as well as in the monthly assessment calendar, college catalogue, schedule of classes, etc.

In accordance with SBVC’s exemption policy, students may be reassessed when one of the following situations exists: 1. after one full year has elapsed from previous test; 2. A recommendation by the department chair or division dean to retake the test; 3. a recommendation by the Student Policy and Scholastic Standards Committee, 4) counselor recommendation.

- d. Assessment placement results are valid for 2 years. Orientation and assessment are mandatory for first time students.

6. Describe what externally-administered third-party test results are accepted for placement. Does the college accept an Early Assessment Program (EAP) result of “college ready” to exempt students from the college placement test in English? In math?

San Bernardino Valley College faculty agreed to accept Early Assessment Program (EAP) as a pilot project. Students would be exempt from the math and English placement test if EAP results showed college readiness in all of those areas. EAP student placements are as follows; English EAP college readiness: college placement is English 015 (Preparation for College Writing), Mathematics EAP college readiness: college placement is Mathematics 095 (Intermediate Algebra). The campus is in the process of assessing the EAP pilot project. San Bernardino Valley College also accepts the Advance Placement Scores (AP). If students receive a score of 3 or higher they will receive college credit for the appropriate course(s) and a pre-requisite clearance for the next course sequence.

7. Include in the Budget Plan all staff costs (salaries and benefits) for each position and the direct cost to purchase, develop or maintain assessment instruments or other technology tools specifically for assessment.

See attachment D

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iii. Counseling, Advising, and Other Education Planning Services

1. Describe the target student audience, including an estimate of the annual number of students to be provided (a) counseling, (b) advising, (c) and other education planning services. Describe what these services are, the service delivery methods (in person, in workshops, FTES funded classes, online, etc.) and models used. Describe any partnerships among colleges or with high school districts, workforce agencies, or other community partners that assist with providing these services. Describe at what point(s) in the student’s academic pathway counseling, advising, and other education planning services are provided (before registration, at 15 units, etc.)

The target student population that is provided counseling, advising, and other education planning services is heterogeneous. It is inclusive of first-time, re-entry, and continuing students. Additionally, the students who receive these services are representative of a myriad of ethnicities, socioeconomic and ability statuses. Ultimately, those who receive the previously mentioned services are individuals entering SBVC for the first time, continuing and/or returning to the college. Despite the fact that counseling and advisement is not yet mandatory, the counseling department offers services to the majority of students on campus. The counseling department offers a wide range of services, including but not limited to (a) educational planning, (b) course planning, (c) career counseling, (d) transfer advising, (e) prerequisite clearances, (f) unit overloads, (g) probation/dismissal counseling, (h) matriculation exemptions, (i) new student orientations, (j) assessment results interpretation, etc. In addition to daily in-office duties, the counseling department is dedicated to classroom outreach. Each semester, counselors visit various classrooms representative of an assortment of disciplines (i.e., nursing, math, English, ESL, reading, child development, history, psychology, sociology, chemistry, biology, geography and academic advancement). The counselor who visits these classrooms is predominantly responsible for delivering presentations and/or workshops based on instructional requests. For instance, workshops and informational presentations have been conducted in some of the following areas: (a) resume writing, (b) interviewing skills, (c) liberal arts majors, (d) STEM majors/careers, (e) transferring to a 4-year university, (f) SBVC Nursing Program, (g) educational planning, (h) Student Success Act, (i) financial aid, (j) time management, (k) battling major/career indecision, etc. On average, 20-30 classrooms are visited per semester. Furthermore, nursing workshops are offered by the nursing liaison counselor twice per month serving approximately 40-60 people each workshop. The counseling department will be spending time collecting and developing a repertoire of "student success" workshops that can be offered regularly via the counseling department during the course of each semester. In addition to the previously mentioned in person workshops, the counseling department also provides online workshops available to students who are on all three levels of academic and progress probation. Students who are identified as either being on any level of probation/dismissal are required to complete the corresponding workshops online prior to meeting with a counselor.

In regard to FTES, the counseling department traditionally offers Student Development (SDEV) courses to targeted populations and learning communities (i.e. athletes, Puente and Tumaini). The Puente and Tumaini programs are learning communities housed within the counseling department. The Tumaini program specifically explores African American history and student development, and the Puente program specifically examines Latino student development through English and Literature. Each cohort includes a prescribed set of classes that the students move through for both fall and spring semesters; student development is one of the courses. Due to the fact that an abundance of benefit has been observed from students taking student development courses, counseling is diligently working toward regularly offering these courses to the general population of students and has recently been authorized to offer five sections of SDEV 102: College to Career and one section of SDEV 103: Career Exploration and Life Planning to the general population of students. As a result, the counseling department will be dedicating a concerted effort to the marketing of these classes to the general student population. Flyers will be created and disseminated; counselors will visit classrooms emphasizing the importance of such classes; and these courses will intentionally be placed on both initial and comprehensive educational plans for new and continuing students.

In addition to the counseling services being rendered in the Counseling Department, a full breadth of counseling services are also available in a variety of Student Services Programs including: (1) Extended Opportunity Programs and Services (EOPS), (2) Disabled Students Programs and Services (DSPS), (3) California Work Opportunity and Responsibility to Kids (CalWORKs), (4) Success Through Achievement and Retention (STAR), (5) Transfer and Career Services and (6) Science, Technology, Engineering and Math (STEM) Program. These Student Service programs offer very similar services to the Counseling Department. However, each specially serves a specific target population. For example, transfer and Career Services specifically assists students who are interested in transferring to a 4-year college or university following the attainment of an Associate's Degree or transfer coursework at the community college. Moreover, EOPS targets students with educational and/or economic disadvantage. In sum, Student Services is comprised of an assortment of programs and services that provide counseling services to a diverse student population.

Furthermore, a newly introduced counseling program will soon be piloted. This program is entitled, "Project ASSETS: Avenues for Students' Strengths, Excellence, Thriving, and Success," which is part of the new Learning Compass Program. This project was specifically designed to assist the counseling department and campus in meeting the stipulations set forth by the Student Success Act, specifically in the areas of orientation, assessment, counseling and advisement, abbreviated and comprehensive educational plans, as well as, follow-up services to approximately 400 students via a cohort model. Students who participate in this cohort project will participate in the following:

- (a) Upon application to the college, students will receive a detailed email from the Admissions and Records Office containing information pertinent to initial career exploration as recommended by the counseling department.
- (b) The newly enhanced online orientation will adequately introduce students to SBVC campus culture, success driven behaviors, and information on a myriad of programs and services offered by the college.
- (c) Upon completion of the assessment, students will then be provided materials for self-directed research on prospective programs of study and career interests.
- (d) Students will then be scheduled for a group advising appointment at which a counselor will present the students with additional information regarding the college and a student's next steps alongside of the collaborative development of an abbreviated educational plan. Specifically, the counselor conducting the group will emphasize the importance of registering in basic skill courses during the first two semesters and immediate completion of the sequential courses in reading, English and mathematics.
- (e) Students will participate in a counseling and academic advisement session based on the Counseling Department's Academic Strengths Inventory and Student's Problem Checklist.
- (f) Online and/or in person workshops will be available for students that predominantly focus on strategic behaviors associated with increasing students' self-efficacy.

- (g) Students will be scheduled for intensive group advising sessions according to their educational goals and programs of study for the development of their comprehensive educational plans.
- (h) Students will each have comprehensive educational plans that will pave the way for efficient completion of a degree, certificate or transfer.
- (i) Early alert mechanisms will be utilized to follow up on students' progress and course completion.
- (j) Additional follow-up services will be rendered, such as, further assessment for awareness of college readiness and personal strengths and academic habits, career inventories, and referrals.
- (k) Pending the availability of funding, recognition of successful behaviors via a limited dissemination of student planners to those who have seen a counselor for their comprehensive educational plan early in the semester may be incorporated.
- (l) Maintenance of academic gains will be closely monitored for sustainability purposes during the measurement of outcomes.

The proposed structure of this intervention will include the following college personnel:

- **SSSP Coordinator:** Will work with counselors to pilot two projects to follow-up with students who are on probation and/or have student discipline related offences to check on their progress toward getting off probation.
- **Faculty Coordinator:** Works to initiate and maintain dialogue among and across the programs' faculty members; identifies funding sources; and advocates for the five types of learning communities identified in this project (Linked Classes, Tumaini, Puente, Supplemental Instruction and Accelerated Learning).
- **Clerical Support Staff Person:** Provides clerical support to the Faculty Coordinator, Counselor, Librarian, and Lead Instructors.
- **Advisory Committee:** Comprised of the Vice Presidents of Instruction and Student Services, Dean of Counseling and Matriculation, Chair of the Counseling Department, Instructional Deans, Faculty Coordinators and Faculty Lead Instructors. The main charge of the committee is to coordinate dialogue and to provide project faculty with support for the learning communities. Additionally, the Advisory Committee addresses the needs of the learning communities and works with the Faculty Coordinator to facilitate project expansion.
- **Faculty Lead Instructors for Content Areas:** This group works with the faculty members in the learning communities from their disciplines in an effort to identify needs and address concerns of the Advisory Committee. Lead instructors will also

work closely with the Faculty Coordinator.

- **Counselor:** Specifically assigned to learning communities to assist students with academic advising, educational planning, study skills, time management, etc.
- **Library Faculty:** Assigned to learning communities to assist students with library resources, including reference and instructional databases. The library faculty will also work with instructional faculty and students inside of the classroom when needed and will provide workshops outside of the classroom.

2. Describe what services are offered online, in person, individually or in groups, etc. Indicate whether drop-in counseling is available or appointments are required. Describe the adequacy of student access to counseling and advising services, including the method and time needed for students to schedule a counseling appointment and the average wait time for drop-in counseling. Describe any use of academic or paraprofessional advising.

In addition to the regular in-person services that the counseling department offers, online counseling is made accessible to students via their web advisor portal. A specially assigned counselor is primarily responsible for responding to general student inquiries daily. In relation to partnerships, a general counselor is additionally responsible for building and maintaining relationships across our feeder high schools. The counselor dedicates a certain percentage of his/her time per week to plan and coordinate high school visits. This counselor also regularly visits the San Bernardino Adult School in an effort to cast as wide a net as possible relative to service rendering.

In addition to the regular in-person services that the counseling department offers, online counseling is made accessible to students via their web advisor portal. A specially assigned counselor is primarily responsible for responding to general student inquiries daily. In relation to partnerships, a general counselor is additionally responsible for building and maintaining relationships across our feeder high schools. The counselor dedicates a certain percentage of his/her time per week to plan and coordinate high school visits. This counselor also regularly visits the San Bernardino Adult School in an effort to cast as wide a net as possible relative to service rendering.

Counseling services are offered and made available to students beginning from the time they complete their assessment test until they ultimately graduate from the college and/or transfer to a 4-year institution. Upon completion of the assessment test, students are immediately given the opportunity to see a counselor via a group advisement session. At this session, the students learn about programs, services, registration, financial aid, instruction, course load, etc. Within these sessions, students are also provided with an initial educational plan created by a counselor which includes course recommendations for their first semester at the college. Once students have registered for classes, they are encouraged to seek any and all of the services the counseling department offers including but not limited to (a) unit overloads, (b) prerequisite clearances, (c) comprehensive educational plans, (d) graduation checks, (e) career counseling, (f) transfer counseling, (g) probation/dismissal counseling, etc. Specifically, at the group advisement session, students are avidly encouraged to make an appointment with a counselor for a comprehensive educational plan during a non-peak month. In fact, students are notified that at the attainment of 15 units, a comprehensive educational plan needs to be created. Additionally, the counseling department encourages students to regularly see a counselor a minimum of once or twice per academic semester.

The counseling services available online are as follows: (a) academic and progress probation/dismissal workshops and (b) online counseling. Services offered in person are (a) initial and comprehensive educational plan development, (b) prerequisite clearances, (c) matriculation exemptions, (d) overload requests, (e) probation counseling, (f) career counseling, (g) transfer counseling, (h) academic renewal requests, (i) graduation checks, (j) financial aid appeals, (k) international student counseling, (l) athletic counseling, etc. Group advisement is offered for (a) new students who have recently completed the assessment test, (b) students who have completed 15 units or less from SBVC and need a comprehensive educational plan, and (c) students who need a prerequisite clearance, matriculation exemption and/or unit overload. Students on probation/dismissal also are coded using a group within SARS but are seen by the counselor on an individual basis.

Drop-in counseling is not available at SBVC. Students are required to make a same-day appointment in order to see a counselor. Years ago, the department utilized a great deal of drop-in counseling and found that the wait time for students to be seen was far too long due to limited staffing. Therefore, it was decided that the use of appointments made greater sense. Additionally, it was found by the department that when students were permitted to make appointments in advance, they did not show on the day of their appointment, thus taking an appointment slot from a student who requested counseling that same day. As a result, it has been observed that same day appointments have seemingly worked the best for our population. Students are indeed given adequate access to counseling services each day. However, due to limited staffing, there sometimes are fewer appointments available to students, especially during peak registration periods. In order for students to make an appointment to see a counselor, they must either call or come in to the counseling department the day they wish to make the appointment. Students are encouraged to come in as early as possible, especially during peak periods. If a student has a scheduled appointment, there is typically no wait time associated with that appointment. The SBVC counseling department does not utilize paraprofessional advising.

3. Describe the type of assistance provided to help students develop an abbreviated student education plan and the scope and content of the plan.

The counselors are primarily responsible for collaboratively developing students' abbreviated educational plans. Students are asked to consider various course selections based on counselor recommendations and catalog descriptions as well as assessment results. However, the counselor ultimately creates both the abbreviated and comprehensive educational plans. The counseling department is currently piloting a group advisement session whereby students are given laptops to use for educational plan creation. The counselor then will sign on to Web Advisor, review their plan and immediately approve or modify the proposed educational plan. Therefore, at the end of the session, all students leave with an approved educational plan.

4. Describe the type of assistance provided to help students develop a comprehensive student education plan that identifies the student's education goal, course of study, and the courses, services, and programs to be used to achieve them.

Students are strongly encouraged to make an appointment to see a counselor for the development of a comprehensive educational plan either while in progress or immediately after completing their first

semester's courses. When students come in for their initial/abbreviated educational plan, counselors encourage them to utilize online resources in an effort to identify a program of study and career interest (i.e. Career Café), Students are also encouraged to visit the transfer center and to take career assessments that are offered (i.e., Myers-Briggs Typology Inventory or Strong). It is then recommended that students bring printed results to their appointment for a comprehensive educational plan. The counselors interpret their results, discuss potential program(s) of study and career choices and ultimately craft a comprehensive educational plan reflective of the students reported interests. Additionally, within the Student Development courses, students are charged with spending a certain percentage of the term researching various careers and programs of study. Based on the research the student has conducted, the counselor then develops a comprehensive educational plan for the identified program of study.

5. Identify the staff providing counseling, advising and other education planning services, including the number of positions, job titles and a one-sentence statement of their roles. Indicate the number of full-time counselors and their negotiated student contact hours. Indicate the number of part-time counselors and the number of full-time equivalent counselors (total full time and part time counseling hours divided by 2080).

The general counseling faculty is comprised of 9 full-time counselors and 8 adjunct counselors. All counselors possess either a Master's of Arts or Master of Sciences in Counseling. The job title of all full-time counseling faculty is "Counselor/Instructor." The job title of adjunct counseling faculty is "Adjunct Counselor." The role of the counselors is to provide students with accurate and up-to-date information regarding academic programs, certificate and associate degree completion, transfer, and to develop comprehensive student educational plans. Additionally, the counselors serve as a continuous point of contact for students who have questions regarding the navigation of the community college system.

6. Identify any technology tools used for education planning. For third-party tools, be specific about the product and how it is used. Identify any technology tools used for support of counseling, advising and other education planning services, such as scheduling or degree audit. For third-party tools, be specific about the product and how it is used.

The main technology used for initial and comprehensive education planning is Web Advisor. Additional features of the Web Advisor, such as, course planning and degree audit will be phased in gradually within the succeeding semesters. The course planning feature enables the students to communicate with their counselors online about their course options or changes to their education plans which subsequently need counselor approval. It is also used in group sessions where the counselor presents career choice considerations, requirements for certificate of completion, graduation, or transfer, and the like. The degree audit capability will be used as a feature for real time evaluation of courses that have been completed. Online resources featured in the web pages of departments with the counseling component are used to support counseling, advising and education planning services.

7. Include in the Budget Plan, all staff costs (salaries and benefits) for each position and the direct cost to purchase, develop or maintain technology tools specifically for counseling, advising and other education planning services.

See attachment D

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iv. Follow-Up for At-Risk Students

1. Describe the target student audience according to title 5 section 55525, including an estimate of the annual number of students to be provided at-risk follow-up services, and the college's process to identify them. Describe the strategies for addressing the needs of these students, including:
 - a. Types of services are available to these students; how they are notified and when.
 - b. Strategies for providing counseling, advising, or other education planning services to assist them in selecting an education goal and course of study.
 - c. How the services identified in "a" and "b" above are provided (online, in groups, etc.).
 - d. How teaching faculty are involved or encouraged to monitor student progress and develop or participate in early alert systems.

The Student Enhancement Workshop Follow-Up (SEW), The Graduation Initiative (GI) and Project ASSETS programs are designed to offer follow-up services for students who are at-risk per the requirements of the Student Success Act (SB 1456) and the Student Success Services and Programs (SSSP). Following-up with at-risk students would include working with students who are enrolled in basic skills courses, students who have not identified an educational goal and/or a course of study, and students who are on academic or progress probation facing loss of enrollment priority or a Board of Governors Fee Waiver, or facing dismissal. Part of the SSSP funding requires that we increase our efforts to follow-up with students who are on academic probation and increase the number of students who graduate or complete a certificate program.

The SSSP Coordinator will work with counselors to pilot two projects to follow up with students who are on probation and/or have student discipline related offences to check on their progress toward getting off probation. Additionally, a second pilot will be launched to target students with 30 or more units to invite them to meet with a counselor to evaluate their progress towards graduation or the completion of a certificate program. The Counseling Department's Project ASSETS is a pilot program aimed towards a systematic approach to providing follow-up services to approximately 200 new (first-time) and approximately 200 continuing college students. This project will afford new and continuing at-risk students developmental and comprehensive counseling services. More importantly, Project ASSETS will emphasize additional practices complementary to proven strategies employed by the Counseling Department that have been shown to increase the GPA of counseling services recipients. Several components of enhanced counseling services will comprise the strategic interventions that will tap into students' strengths, academic achievement, sustained motivation, and overall academic success. Combined, The Student Enhancement Workshop Follow-Up (SEW), The Graduation Initiative (GI) and Project ASSETS will serve over 1000 students.

Additionally, Valley College plans to assign a counselor to work with current and former foster students to assist them with successfully transitioning into college. The goal is to develop a Guardian Scholars Program to provide a comprehensive approach to counseling and advising foster youth on campus. A counselor will be assigned to work with foster youth on developing life skills training, academic performance with the objective of achieving self-sufficiency, and assisting with college degree or certificate completion. The counselor will work with the following agencies:

- The Department of Children Family Services
- Local Foster/kinship caregivers association
- Feeder school districts

- Local churches and faith-based groups
- Valley College faculty, Student Services and Academic Affairs.

The counselor will work to develop partnerships to produce a large number of self-sufficient foster youth. The counselor will work to increase student success and retention of foster youth on campus by developing workshops and follow-up services to address the many challenges and obstacles faced because of abandonment, abuse, poverty, family addiction, and displacement, which conditioned foster youth to lack trust in our educational system. The counselor will work to provide support services to foster youth to assist them with accomplishing their educational goals in higher education.

The counselor will be charged with developing a Guardian Scholars Program on campus. Guardian Scholars is a comprehensive program with a goal of supporting foster youth in their efforts to gain a degree or certificate. The counselor will assist students in the Guardian Scholars Program with assessing the following:

- Full financial aid package – grants and scholarships cover tuition and living expenses
- Housing with community agencies
- Academic advising – assistance with class selection and registration
- Employment services, mentoring and career counseling – job placement, shadowing and advising
- Personal guidance, counseling, tutoring – regular contact with a consistent counselor to develop and monitor an educational plan
- Supplemental support services – child care, transportation help, book and supply voucher, etc.

The counselor will work to provide follow-up services for foster youth on campus. This will include having the counselor working to increase the success, persistence and graduation rates of foster youth by assisting them with achieving their educational and career goals.

SEW Follow-Up:

The goal of SEW Follow-Up is to decrease the number of students who are dismissed from the college because of unsatisfactory academic progress. The issue of students on academic probation continues to be a great concern with academic dismissal and student success. According to the Student Success Task Force, extensive research has documented the importance of assessment, orientation, and counseling to help students reach their educational/career goals. The plan is to create a tracking system to follow-up with students who attend the Student Enhancement Workshops to ensure that they are actively participating in student support services such as tutoring, advising, counseling, educational workshops. The activity is to implement a follow-up system that ensures regular monitoring for early detection of academic difficulty and make appropriate referrals for students to participate in the available support services on campus. Additionally, this project will allow the college to compare the success rates of students who respond and participate in these target advising sessions to those who do not. The SEW Follow-Up project consists of three main strategies:

Strategy #1: Outreach to students on academic probation via letter, email and phone calls. Invite Students to meet with SSSP coordinator to ensure that they are following their Student Educational Plan (SEP)

Strategy #2 Raise student, faculty and staff awareness of strategies to get students off of probation.

Strategy #3 Increase the overall success and retention rate of continuing students by connecting them to existing student services such as tutoring, workshops, advising, supplemental instruction, and a host of other services.

Impacts:

1. Provide institutional resources to support the Student Enhancement program
2. Follow-up with students who attended the Student Enhancement Workshops
3. Assist students in developing strategies to improve their overall grade point average.

Strategy #1 Outreach to and assistance for students on academic and/or progress probation. Students on academic and/or progress probation are informed of their substandard status by post cards, emails and phone calls each semester. Presentations on probationary policies are conducted during the New Student Orientations and in the Student Development courses. Flyers and Service Referral Forms are sent to each division and are distributed to the faculty as an Early Alert measure, so they can notify and refer at risk students to the Student Enhancement Program (SEP) and for counseling. Students report to the counseling desk to see the SSSP Coordinator who will provide them with one of the following: 1) Probationary Level 1 Contract, 2) Probationary Level 2 Contract, or 3) Reinstatement Petition Form and assign an appointment time for the Enhancement Workshop in SARS. Upon completion of this task, the SSSP Coordinator will refer the students to see a counselor to obtain an unofficial transcript and an Educational Plan to be presented in the Student Enhancement Workshop.

Student Enhancement Workshop:

The Enhancement Workshop is conducted by a counselor, intern, or the SSSP Coordinator who covers the following topics which are found in the Student Enhancement Program booklet that is distributed to each student in attendance. The SSSP Coordinator will be responsible for developing the following topics into a Power Point presentation:

1. SEP Terminology Outline
2. How to Calculate Your Cumulative GPA
3. Identifying Challenges
4. Time Planning
5. Learning Styles
6. 7 Steps in Decision Making
7. Goal Setting
8. Writing Smart Goals
9. My Goals
10. 7 Day Procrastination Plan
11. Note taking Hints
12. Writing A Basic Essay
13. Characteristics Associated

The counselor or SSSP Coordinator signs a form with the student's name, verifying that the student attended the workshop and had an educational plan and a print out of their academic history. The names of students who attended the workshop are recorded in SARS by the SSSP Coordinator, and the list is submitted to the Admissions and Records office that clears the student for registration in classes. This strategy is expected to generate a decrease in the number of students on academic or progress probation.

Strategy #2 Raise student, faculty and staff awareness of getting student off probation.

A pre and post survey conducted in the Student Enhancement Workshop indicates the progress of students who participate in the Student Enhancement Workshop. However, there is no follow-up to ascertain student academic progress after having participated in the Enhancement Workshop. Also, there is no research data to provide to faculty for the students who are identified during the early alert activity. To raise student, as well as faculty and staff awareness of getting students off academic or progress probation and ways to support student academic progress, the following action will be taken:

1. Faculty will receive information on the number of students who participate in the Enhancement Workshop
2. Faculty will distribute a flyer developed by financial aid on the impact of being on academic probation.
3. Faculty will distribute flyers developed by the counseling department in conjunction with the learning resource center announcing workshops to assist students to achieve academic success.
4. Student who are on probation and have attended a SEW workshop will be contacted and encouraged to attend a follow-up advising session to check on their progress towards getting off of probation.

Service Area Outcome (SAO):

A Service Area Outcome (SAO) is to decrease the number of students on academic or progress probation by 10%. The office of Institutional Research and/or Admissions Office will provide data to ascertain the decrease in probation rates.

Strategy #3 Increase the overall success and retention rate

Valley College counselors are a necessary point of contact for students on probation/dismissal. Follow-up activities are essential to the overall success and retention of those students in reaching their educational goal. To reach out to these students, all counselors will see the students. Two full-time counselors, two part-time (adjunct) counselors and the SSSP Coordinator will be responsible for conducting the follow-up progress. Compensation for part-time counselors will equal 15 to 20 hours a week to ensure that students on academic/progress probation are following a plan to get them off probation. Two specific full-time counselors will be allocated 5 hours per semester to complete the assessment for the SAO. A plan may include repeating those classes where sub-standard grades were received and attending support service activities to assist students in their studies to achieve academic success.

After students completed the Student Enhancement Workshop, they will be contacted each semester via email, post cards and phone calls to meet with a counselor as a follow-up session until they get off probation. During the session, the counselor will have each student complete a Probation/Dismissal Form and determine if the student is following the recommended Educational Plan designed to get them off probation. The Educational Plan may be modified to assist the students in getting off

academic probation.

The Graduation Initiative:

The goal of the Graduation Initiative (GI) is to increase the number of San Bernardino Valley College (Valley College) students who complete an associate degree, certificate program, and/or who complete the requirements necessary to transfer. The overarching goal is to improve the college's graduation and completion rates by reaching out to students who have completed 30 or more units of coursework. Counselors are an essential point of contact for students who intend to complete a certificate program, graduate or transfer. Usually, counselors work very closely with the evaluators to award degrees. However, since many students continue taking classes without ever seeing a counselor, many may be close to completing graduation requirements without ever realizing that they may be close to graduating, completing a certificate and/or degree.

The plan uses two full-time counselors and two adjunct counselors to launch target outreach to students who have completed 15 or more units of coursework. The SSSP Coordinator working with admissions will generate the data for students to be contacted via email, phone and a letter mailed to the students' residence. The counselors assigned to this project will target students who have completed a minimum of 30 units and who enrolled in transferable math and English courses. After these students are identified, a letter and email will be sent inviting them to schedule a counseling session to develop an educational plan to complete an AA/AS degree within one and half years. Phone calls will be made by work-study students as a follow up to ensure that students see the counselors. Full-time counselors will work during the day and part-time counselors will work evenings. Each counselor will develop an extensive Student Educational plan (SEP) with a stated goal of AA /AS, AA-T/AS-T and/ or certificate to include the general studies AA degree requiring 18 units of general education. The SEP will identify the students' completion date for the degree and/or certificate. The degree plan will also include the requirements for CSU eligibility. Students will be encouraged to sign-up for a transfer workshop conducted by the Transfer Counselor. This component will focus on raising student, faculty, staff and community awareness of the benefits of an associate's degree as well as clarifying degree/career pathways, requirements and procedures to graduate.

Strategy #1 Outreach to and assistance for students who are close to completion.

Strategy #2 Raise student, faculty, staff and community awareness of degree benefits --"Get a Degree" campaign.

Impacts:

1. Alignment of institutional resources to support degree attainment.
2. Re-engagement of students who completed 30 or more units
3. Student, faculty/staff and community perception about value of associate's degree

Strategy # 1: Outreach to and assistance for students who are close to completion:

A number of current and former Valley College students may be eligible or very close to completing a college degree or certificate, but many may not be aware that they have completed the degree or program requirements. The pathway to pursue an associate's degree is particularly beneficial because it can allow students to either prepare for a well-paying career or prepare for transfer to a university at a later date.

Strategy # 2: Student, faculty, staff and community awareness of degree benefits**--“Get a Degree” campaign:**

Informal student surveys conducted in class by English and mathematics faculty indicated that most students not only do not know the process of obtaining an associate’s degree, but also do not understand the benefits of graduating with an associate’s degree. Transfer-bound students are concerned with meeting transfer requirements, and they do not even try to match those requirements with the college’s degree requirements, which could lead to accomplishing both. Other “undecided” students keep taking courses until they accumulate large numbers of units without realizing that they could be eligible for a degree.

To raise students’ as well as faculty’s and staff’s awareness of degree benefits, processes and ways to support student degree attainment, a number of actions will be taken:

1. Degree information and pathway will be included in the schedule of classes to make it more visible and conveniently available to students (right now it is only included in the catalog).

Service Area Outcomes (SAO)

A service Area Outcome (SAO) is to increase the graduation and completion rate by 10%. The office of Institutional Research will provide data to ascertain the increase in graduation and completion rate.

2. Identify the staff providing follow-up services (including the numbers of positions, job titles and a one-sentence statement of their roles).
 - 15 Counselors (Fulltime and Adjunct)-Assist with planning follow-up activities, SEPs, workshops and presentations.
 - 2 Student Services Technicians-Assist with contacting students, scheduling appointments, data entry and outreach.
 - SSSP Coordinator-Assist with planning follow-up activities, contacting students, workshops, recruitment, data entry, and presentations.
 - Interns and Student Workers-Assist with recruitment.

3. Identify any technology tools used for follow-up services. For third-party tools, be specific about the product and how it is used.

SARS is used to schedule appointments, workshops and track student participation in follow-up activities.

Campus student email is used to contact students’ regarding follow-up appointments, academic status, announcements, etc.

Facebook is used to inform students of program application deadlines, graduation information, transfer alerts, etc.

College and Program web pages are used to communicate with students regarding overall Student Services programs and Instructional Departments information to enhance student retention and success.

- 4. Include in the Budget Plan, all staff costs (salaries and benefits) for each position and the direct cost to purchase, develop or maintain technology tools specifically for follow-up services.

See Attachment D

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IIb. Related Direct Program Services (District Match Funds only)

i. Instructional Research

- 1. Describe the types of Institutional Research will be provided that directly relate to the provision or evaluation of SSSP Services.

The following may be conducted related to the SSSP services - outcome studies using comparative approaches to see if significant positive impact occurred; efficacy studies of interventions/services on GPA's, completion, and success of students; satisfaction surveys; correlational studies on factors that influence success of SBVC students, etc.

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ii. Technology

- 1. Describe the types of services provided through the use of technology that directly relate to the delivery of services, such as online orientation, advising and student educational planning.

Academic advising, orientation, education planning, counseling, as well as, follow-up services via online workshops for underachieving students are provided using technology as described below --

- a. online application for admission, online notification of student's ID, online orientation, online appointment for assessment, online assessment using Accuplacer.
- b. use of WebAdvisor for abbreviated education plan after group advising session
- c. online appointment for comprehensive education plan
- d. use of WebAdvisor for comprehensive education plan
- e. use of WebAdvisor course planning feature for comprehensive education plan
- f. use of Web Advisor degree audit for graduation check
- g. online workshops for probation and dismissal students prior to counseling.

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IIc. Transitional Services Allowed for District Match

- 1. Recognizing the challenges some districts face in restoring services after the 2009-10 budget cuts, districts may also count expenditures for costs that were allowable as of 2008-09, even though they are no longer allowable under SB 1456 and current SSSP regulations. These include Admissions and Records, Transfer and Articulation Services, Career Services and other Institutional Research. Describe what types of services are provided during this transition period that are being used for district match.

SBVC will not have transitional services for District match since the college is ready to implement its student success and support programs plan.

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SECTION III. POLICIES & PROFESSIONAL DEVELOPMENT**1. Exemption Policy**

Provide a description of the college or district's adopted criteria for exempting students from participation in the required services listed in title 5 section 55520 consistent with the requirements of section 55532.

Students are exempt from participating in the required Student Success & Support Program services by following the college procedures:

Matriculation Exemption Request Form: The form allows a student to be exempt from orientation, assessment, and advisement.

Orientation exemption is based on the following criteria: Completion of an AA degree or higher.

Assessment Exemption is based on the following criteria: An earned score of 3 or higher in Advanced Placement Tests in English and math, submission of assessment placement scores from another community college taken within two years, submission of transcripts from another regionally accredited college or university showing satisfactory completion of a math and/or English course (the assessment will be required for the subject area of which a course had not yet been successfully completed. Courses in progress will not be considered for exemption and/or prerequisite clearance), Enrolling in courses to achieve or maintain certificate or license requirements, which do not require math, reading, or English prerequisites, enrolling in courses for personal enrichment which do not require math, reading, English prerequisites (a maximum of 12 units may be taken prior to assessment).

2. Appeal Policies

Describe the college's student appeal policies and procedures.

Students may appeal for re-assessment to the department chair or division dean; if appeal is granted, students may retake the test. Additionally, students may re-assess when recommended by the Student Policy and Scholastic Standards Committee in accordance with the exemption permitted by the SBVC Policy on Assessment as well as when recommended by counseling faculty.

3. Prerequisite Procedures

Provide a description of the college's procedures for establishing and periodically reviewing prerequisites in accordance with title 5 section 55003 and procedures for considering student challenges.

Prerequisites fall under the purview of the Vice President of Instruction and the Instruction Curriculum Committee. The curriculum committee periodically reviews prerequisites as part of the content review process. To ensure that the SSSP services are current, the SSSP Advisory Committee also periodically reviews prerequisites and makes recommendations to the curriculum committee as needed. Students may challenge prerequisites by submitting a Prerequisite & Corequisite Challenge Form. The student completes the form and attaches documentation to establish their right to challenge the prerequisite or co-requisite. The student must identify the course they wish to register and the prerequisite or co-requisite they wish to challenge. The student submits all forms to the appropriate division office for review. Upon receipt of the forms the division office has five (5) working days to render a decision. However, it is the students' responsibility to return to the division office within five (5) working days from submission to receive the challenge decision. A student may

also request a prerequisite waiver if the prerequisite course was taken and passed with a "C" grade or higher at an accredited community college or university. The student is required to meet with a counselor and to bring transcripts from the college or university to verify satisfactory completion of the prerequisite course. The counselor will complete a Prerequisite Clearance Form and attach the documentation verifying successful completion of the prerequisite. Upon receipt of the form it is the students' responsibility to submit the paper work to the Admissions and Records Office for input into Datatel.

4. Professional Development

Describe plans for faculty and staff professional development related to implementation of the Student Success and Support Program.

Work with the campus Professional Development Coordinator to continue with and enhance the number of workshops related to the SSSP and services. Continue with collaborative dialogue pertaining to SSSP in Student Services counselor meetings, student services departmental meetings, counselor liaison meetings with instructional departments, instructional and student services deans meetings, and training for adjunct counseling faculty, etc. Attend SSSP conferences and/or workshops, illustrate information on campus webpages particularly in Student Services, create literature, etc.

5. Coordination with Student Equity Plan and Other Planning Efforts

Describe how the SSSP Plan and services are coordinated with the college's development of its student equity plan and other district/campus plans and efforts, including Accreditation Self-Study, educational master plans, strategic plans, the Basic Skills Initiative, and departmental program review.

It is imperative that the SSSP goals and the required core student services coincide, supplement, and integrate with the goals and objectives of other planning efforts (i.e., strategic plans, Basic Skills Initiative, educational master plans, etc.). Particularly, as the program goals relate to partnerships, access, and student success. The sharing of ideas and innovate ways to enhance programs, services, and to maintain current and challenging curriculum to a diverse student population will be coordinated through the following collaborative efforts: SSSP Advisory Committee, Student Services Council, instructional and student services deans meetings, Student Services Division meetings, instructional departmental meetings, Basic Skills meetings, Enrollment Management, etc. Collegial consultation will lead to an optimum learning environment, evaluation of goals, action plans, process, and services necessary for the success of students.

6. Coordination in Multi-College Districts

In districts with more than one college, describe how policies and Student Success and Support Program services are coordinated among the colleges.

The following are examples of joint college efforts: effective coordination that has transpired in the service area high school assessment outreach component. Both colleges (CHC and SBVC) test prospective students at the high school sites, and counselors from each campus generated student educational plans. Personnel from both colleges had various meetings to assess, develop, and implement student Academic Dismissal Standards. Additionally, it was agreed that students with academic dismissal status at one college would not impact their status or enrollment at the other college. Collaborative efforts have also been made in standardizing the counseling reason codes for MIS reporting. Personnel from both colleges and District Computing Services form the District Application Work Group (DAWG) Committee. The group meets weekly and they have been

instrumental in the coordination and implementation of various items (i.e. student Web advisor, Degree Audit, Educational Planning module, etc.).

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SECTION IV. ATTACHMENTS

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49 Please provide a list of attachments to the SSSP Plan and a one-sentence description of each
50 attachment, if the title is not self-explanatory.

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52 The following attachments are required:

53 Attachment A, *Student Success and Support Program Plan Participants*. Please attach a listing of all
54 individuals with their job titles, who were involved with creating the SSSP Plan.

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56 Attachment B, *Organizational Chart*. Please attach a copy of your colleges' organization chart and
57 highlight the Student Success and Support Program Coordinator's position. Please include all
58 positions that work directly in the program providing SSSP services.

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60 If your district has a district SSSP Coordinator in addition to the college SSSP Coordinator, please
61 attach a copy of the district organization chart, and highlight the district SSSP Coordinator's position
62 (if it is not identified as such on the chart). If a recent or accurate organization chart is not available
63 at this time, please draw one that includes the minimum elements listed above.

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65 Attachment C, *SSSP Advisory Committee*. Attach a list of the members of the college's SSSP Advisory
66 Committee. This can be a list of individuals and their positions or simply the positions. If the
67 committee is chaired by someone other than the SSSP Coordinator, please highlight the chair on the
68 list of members, and identify the correct name of the committee, (advisory committee, coordinating
69 council, steering committee, etc.). If the committee has standing or formalized subcommittees (e.g.,
70 SEP, orientation, budget, training, etc.), please list those also.

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72 Other Attachments (optional)

73 Additional attachments may include SSSP forms or templates that illustrate section responses.

74 You may also submit any documents, handbooks, manuals or similar materials that your
75 district/campus has developed as SSSP materials.

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78 ADDITIONAL INFORMATION

79 Questions regarding the development of the college SSSP Plan may be directed to:

80

81 Debra Sheldon

82 California Community College Chancellor's Office

83 1102 Q Street, Suite 4554

84 Sacramento, CA 95811-6549

85 dsheldon@cccco.edu

86 (916) 322-2818

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Attachment A

Student Success and Support Program Plan Participants

Title 5 Section 55510 (11)(b) requires that the Student Success and Support Program Plan for each college "be developed in consultation with representatives of the academic senate, students, administrators, and staff with appropriate expertise." Please list the persons and their stakeholder group (e.g., Student Senate, Academic Senate, Curriculum Committee, etc.), of the individuals who participated in the development and writing of this Plan. Add more pages as needed.

Name: Dr. Ricky Shabazz Title: Vice President, Student Services
Stakeholder Group: SSSP Committee

Name: Marco Cota Title: Dean, Counseling and Matriculation
Stakeholder Group: Co-Chair, SSSP Committee

Name: Dr. Kathryn Weiss Title: Dean, Humanities
Stakeholder Group: SSSP Committee

Name: Dr. Diane Hunter Title: Chair, Professor, English
Stakeholder Group: SSSP Committee

Name: Dr. Yvette Lee Title: Professor, English
Stakeholder Group: SSSP Committee

Name: Dr. Ailsa Aguilar-Kitibutr Title: Chair, Counseling
Stakeholder Group: Executive Board Member, Academic Senate

Name: Dr. Leonard Lopez Title: Professor, Philosophy
Stakeholder Group: SSSP Coordinator

Name: Gina Curasi Title: Counselor, Instructor
Stakeholder Group: Co-Chair, SSSP Committee

Name: April Dale-Carter Title: Interim Director, Admissions & Records
Stakeholder Group: SSSP Committee

Name: Arleen Delgado Title: Senior Student Services Technician II
Stakeholder Group: SSSP Committee

Name: Carol Brown Title: Student Services Technician I
Stakeholder Group: SSSP Committee

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Attachment C
Student Success and Support Program
Advisory Committee

Dr. Ailsa Aguilar-Kitibutr	Chair, Counseling Department
Kenneth Blumenthal	Professor, Physical Education
Carol Brown	Student Services Technician I
Marco Cota	Dean, Counseling & Matriculation
Gina Curasi	Counselor, Instructor
April Dale-Carter	Interim Director, Admissions & Records
Arleen Delgado	Senior Student Services Technician II
Dr. Diane Hunter	Chair, Professor, English
Kathy Kafela	Coordinator, Transfer & Career Services
Dr. Yvette Lee	Professor, English
Dr. Leonard Lopez	Professor, Philosophy
Dr. Mustafa Kanawati	Professor, Mathematics
Marty Milligan	Interim Coordinator, Disabled Student Program & Services
Anita Moore	Administrative Secretary, Counseling & Matriculation
Dr. Ricky Shabazz	Vice President, Student Services
Dr. James Smith	Dean, Research & Planning
Dr. Kathryn Weiss	Dean, Humanities

Attachment D
Student Success and Support Program
Program Budget

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<u>Total Allocation:</u>	\$1,430,255
1000 Non-instructional Hourly	\$678,000
2000 Classified Employees	275,992
3000 Employee Benefits	233,844
4210 Magazines/Subscriptions	1,000
4220 Reference Books	3,000
4300 Instructional Supplies	2,000
4500 Non-instructional Supplies	35,000
4551 Printing	5,242
5113 Consultant	5,000
5200 Conferences	18,000
5620 Accuplacer Tests	93,000
5801 Advertising	30,000
5809 Other Expenses & Fees	35,000
6400 Additional Improved Equipment	15,177
Total:	1,430,255

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RESOURCES

- Senate Bill 1456
- California Code of Regulations, Online
- **Student Success and Support Program Student Equity Plan**
- Accrediting Commission for Community and Junior Colleges
- Chancellor's Office Basic Skills web site

Planned District Match

Please report all planned expenditures of State non-categorical district funds and the number of FTE positions by object code as defined by the California Community Colleges Budget and Accounting Manual for the match-eligible functions in Columns E through K. Please see the Allowable Match Expenditures tab in this spreadsheet for guidelines on eligible match expenditures and fund sources. Full details are available in the SSSP Funding Guidelines at:

http://extranet.cccco.edu/Portals/1/SSSP/Matriculation/SSSP_Funding_Guidelines_Final_3-12-14.pdf

	Classification	# of FTE Positions	Orientation	Assessment	Cnslng, Advnsng/ Ed Planning	Follow-up	Research	Technology	Trans'nl Svcs (A&R, Transfer, Career, Research)	Total
1000	Academic Salaries: Position Title(s)	# of FTE Positions								
	Counselors	4.00		\$ -	\$ 310,000		\$ -	\$ -	\$ -	310,000
	Director First Year Experience	1.00	\$ -	\$ -	\$ 93,000	\$ -	\$ -	\$ -	\$ -	93,000
	Adjunct Counselors	4.83	\$ -	\$ -	\$ 200,000	\$ 75,000	\$ -	\$ -	\$ -	275,000
			\$ -	\$ -			\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal		\$ -	\$ -	\$ 603,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 678,000
2000	Classified and Other Nonacademic Salaries: Position Title(s)	# of FTE Positions								
	Senior Student Services Technician	1.00		\$ 46,414	\$ -		\$ -	\$ -		46,414
	Student Services Technician I	1.00	\$ -	\$ 38,060	\$ -	\$ -	\$ -	\$ -	\$ -	38,060
	Clerical Assistant II	0.47	\$ 14,304		\$ -	\$ -	\$ -	\$ -	\$ -	14,304
	Admin. Secretary	0.10	\$ -	\$ -	\$ -	\$ 4,936	\$ -	\$ -	\$ -	4,936
	Secretary II	0.02	\$ -	\$ -	\$ -	\$ 478	\$ -	\$ -	\$ -	478
	Dreamers & Guardians Scholars Liaison	1.00	\$ -	\$ -	\$ 46,800	\$ -	\$ -	\$ -	\$ -	46,800
	Student Assistants		\$ 20,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	50,000
	SSSP Coordinator		\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	75,000
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
	Subtotal		\$ 34,304	\$ 84,474	\$ 46,800	\$ 35,414	\$ 75,000	\$ -	\$ -	\$ 275,992
3000	Employee Benefits									
	Benefits 1000's		\$ -	\$ -	\$ 120,000		\$ -	\$ -	\$ -	120,000
	Benefits 2000's		\$ 9,916	\$ 37,854	\$ 17,000		\$ 24,000	\$ -	\$ -	88,770
	Benefits 1000's Hourly		\$ -	\$ -	\$ -	\$ 24,620	\$ -	\$ -	\$ -	24,620
	Benefits 2000's Hourly				\$ -	\$ 454	\$ -	\$ -	\$ -	454
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	

Classification		Orientation	Assessment	Cnslng, Advng/ Ed Planning	Follow-up	Research	Technology	Trans'nl Svcs (A&R, Transfer, Career, Research)	Total
4000	Supplies & Materials								
	Magazines/Subscriptions	\$ -		\$ 1,000	\$ -	\$ -	\$ -	\$ -	1,000
	Reference Books	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	3,000
	Instructional Supplies	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	2,000
	Non-instructional supplies	\$ 5,000	\$ 10,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	35,000
	Printing	\$ -	\$ 5,242	\$ -	\$ -	\$ -	\$ -	\$ -	5,242
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ 5,000	\$ 15,242	\$ 26,000	\$ -	\$ -	\$ -	\$ -	\$ 46,242
5000	Other Operating Expenses and Services								
	Independent Contractor	\$ -	\$ 5,000		\$ -	\$ -	\$ -	\$ -	5,000
	Travel/Conferences	\$ -	\$ 7,000	\$ 11,000	\$ -	\$ -	\$ -	\$ -	18,000
	Other Expenses & Fees	\$ -	\$ 10,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	35,000
	Leases/software	\$ -		\$ 93,000	\$ -	\$ -	\$ -	\$ -	93,000
	Marketing	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	30,000
	Equipment	\$ -	\$ 15,177	\$ -	\$ -	\$ -	\$ -	\$ -	15,177
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ -	\$ 47,177	\$ 139,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 196,177
6000	Capital Outlay								
	XX	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7000	Other Outgo								
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total		\$ 49,220	\$ 187,777	\$ 967,800	\$ 145,198	\$ 99,000	\$ -	\$ -	\$ -
Total Planned Expenditures from Matching funds									\$ 1,430,255

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Gloria Fisher, Interim President, SBVC
PREPARED BY: Dr. Gloria Fisher, Interim President, SBVC
DATE: October 9, 2014
SUBJECT: Consideration of Approval to Serve Beer and Wine at a Campus Event - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve beer and wine to be served at a campus event: Grand Re-opening of the SBVC Auditorium, October 17, 2014.

OVERVIEW

In the planning of an upcoming event, it has been decided that beer and wine will be served on campus at this event.

ANALYSIS

Per the newly revised AB 319, all events held on college grounds with the plans of serving alcohol beverages must obtain board approval prior to the event. The beer and wine will be served by the SBVC Culinary Arts.

FINANCIAL IMPLICATIONS

Included in the 2014/2015 budget

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Cheryl A. Marshall, President, CHC
PREPARED BY: Bryan Reece, Vice President of Instruction, CHC
DATE: October 9, 2014
SUBJECT: Consideration of Approval of updated Mission, Vision, and Values statements for Crafton Hills College

RECOMMENDATION

It is recommended that the Board of Trustees approve the updated Mission, Vision, and Values statements for Crafton Hills College.

OVERVIEW

The Crafton Council at Crafton Hills College has approved the updated the Mission, Vision, and Values statements as submitted by The Educational Master Plan Committee.

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

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.

Values: Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.

ANALYSIS

The Educational Master Plan Committee conducted surveys of faculty, staff and students; presented information and received feedback from all Senates; had open forums and workshops over a period of one and a half years to create the updated Mission, Vision and Values statements for Crafton Hills College.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: October 9, 2014

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the pre-retirement reduced workload for Julie Tilton, English Instructor, SBVC.

OVERVIEW

Julie Tilton, English Instructor, SBVC, has submitted a request to participate in the pre-retirement reduced workload plan per Article 22 of the CTA Agreement. Ms. Tilton will continue to work .50 FTE during the 2014-2015 academic year, and the reduced workload will end upon her retirement, not to exceed 10 years of a pre-retirement reduced 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 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron
Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant

DATE: October 9, 2014

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 Carolyn Allen Roper, Reading Instructor, SBVC.

OVERVIEW

Carolyn Allen Roper, Reading Instructor, SBVC, previously submitted a request to participate in the pre-retirement reduced workload plan per Article 22 of the CTA Agreement beginning with the 2014/2015 academic year and the request was approved at the March 13, 2014, Board meeting. Ms. Allen Roper 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 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron
Chancellor
REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto
Human Resources Consultant
DATE: October 9, 2014
SUBJECT: Consideration of Approval of Retreat Rights for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve administrator retreat rights for Carolyn Lindsey, Interim Director, Student Life, SBVC.

OVERVIEW

Carolyn Lindsey, Interim Director, Student Life, SBVC, will exercise her retreat rights and return to her position as Counselor, SBVC, Faculty Salary Schedule, Column D, Step 24, \$103,746.00 (200 days) effective October 10, 2014.

ANALYSIS

Ms. Lindsey has elected to exercise her retreat rights and return to a faculty position per her employment agreement.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
DATE: October 9, 2014
SUBJECT: Consideration of Approval to Direct the District to Proceed Toward the Development of a Community Benefits Agreement for Measure M Projects

RECOMMENDATION

The Chancellor recommends that the Board of Trustees direct the District to proceed with the next steps toward the development of a Community Benefits Agreement (CBA) for Measure M projects.

OVERVIEW

Many public entities throughout California, including municipalities, public school districts, and community college districts, have entered into a CBA, and these have proven to be successful in support of local hire policies, expansion of apprenticeship programs to train local citizens for careers in the construction industry, and provision of prevailing wages and benefits. The CBA would be designed to provide labor stability in connection with the District's construction programs, and help with the recruitment of local labor, thus providing benefit to the District's local community.

The District has held discussions with the San Bernardino/Riverside Counties Building and Construction Trades Council, AFL-CIO ("Council") regarding the District entering into a Community Benefits Agreement and tentative language has been drafted.

The next steps, upon authorization from the Board of Trustees, would be to negotiate the terms of the CBA with the Council, continue to work with the District's attorney to review the CBA language for compliance with all District's governing documents, and make certain that the terms of the CBA meet the intent of the District to increase local hire and workforce development programs. It is also prudent to seek input from the District's Citizens Bond Oversight Committee and Program Management team to properly vet the CBA program and, if appropriate, include their guidance in its development.

ANALYSIS

CBAs have been a successful tool for administering major construction projects for many governmental agencies including community college districts in California. By taking the next steps, the District will engage in the necessary analysis and development of a CBA that will support the goals of the Trustees to increase local participation in the bond construction program and provide learning opportunities leading to careers in the building trades.

Upon approval of the Board of Trustees to proceed, the CBA will be presented to the Board for approval at the December 2014 Board meeting.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The financial implications are yet to be determined.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj
DATE: October 09, 2014
SUBJECT: Consideration of Approval of Amendment 008 to the
CHJ Incorporated Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 008 to the CHJ Incorporated contract at San Bernardino Valley College in the amount of \$8,968.00.

OVERVIEW

On February 11, 2010, the Board of Trustees approved a contract with CHJ Incorporated for Measure M geotechnical services at San Bernardino Valley College. This amendment is for additional geotechnical and inspection services related to the K-Street Lighting Project.

ANALYSIS

The effect of this amendment will be an addition of \$8,968.00 to the CHJ Incorporated contract, resulting in a revised contract amount of \$1,466,824.00. There is no increase in the length of the contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2014-15 Measure M budget.

**CONSULTANT CONTRACT AMENDMENT
FOR GEOTECHNICAL SERVICES / SPECIAL TESTING: 008**

PROJECT: San Bernardino Valley College (SBVC)
701 S. Mount Vernon Avenue
San Bernardino, CA 92410

OWNER: San Bernardino Community College District
114 S. Del Rosa Avenue
San Bernardino, CA 92408

TO: CHJ INCORPORATED,
1355 East Cooley Drive
Colton, CA 92324

Brief Description:

This contact amendment is for additional geotechnical and inspection services for various SBVC Measure M Projects as well as adjustments to Group 1 & 2 Inspector hourly rates resulting from increases in prevailing wage determinations for these work categories. CHJ, Inc. contract for Measure M geotechnical and special testing services requires separate task orders and associated fees per individual project basis. This fee will provide CHJ, Inc. testing services, as required, within the project scope noted below:

INCREASE Line items:

42-50-31-5232-0257-6220.13-7100 – K-STREET LIGHTING PROJECT

Change amount will be funded through contingency.

Change Amount: **\$8,968.00**

\$8,968.00 = Total of this requested Consultant Contract Amendment: 08

Attachments:

CHJ Invoice 87247 and 87234; SBVC PM 358

The original Contract Sum	\$195,700.00
Net change by previous Amendments	\$1,262,156.00
The Contract Sum prior to this Amendment	\$1,457,856.00
The Contract Sum will be increased by this Amendment	\$8,968.00
The new Contract Sum including this Amendment	\$1,466,824.00

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes CHJ INCORPORATED 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 CHJ INCORPORATED 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:

CONSULTANT
CHJ INCORPORATED

PROGRAM MANAGER
Kitchell CEM *for DIAN:*

OWNER
SBCCD

By: *Georgette Battaglia*
DATE: *9-15-14*

By: *HUSAIN*
DATE: *[Signature]*

By: _____
DATE: _____

No. VC- 358

DATE: September 2, 2014

TO: Tim Oliver
Interim Vice Chancellor, Business and Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: Hussain Agah *HA*
Sr. Project Manager
San Bernardino Valley College (SBVC)
Kitchell/BRj

RE: San Bernardino Valley College (SBVC) Measure M
K-Street Lighting Project
CHJ Amendment 08 for Special Testing and Inspection Services

SCOPE:

SBCCD approval to amendment contract to CHJ, Inc. for San Bernardino Valley College Measure M Special Testing and Inspection services.

NARRATIVE:

This contract amendment is for additional geotechnical and inspection services for the K-Street Lighting - Miscellaneous Field Projects. CHJ has a current contract and purchase order for Measure M work for geotechnical and special testing services. Separate task orders and associated fees and services associated with individual projects are required to be identified within the contract. This item was identified because special testing is required to be included as part of the project scope.

RECOMMENDATION:

Kitchell/BRJ recommends that SBCCD approve CHJ, Inc. Amendment No. 8 in the amount of \$8,968.00

Budget Information:

Version 19 8/30/2014

PROJECT: 42-51-31-5232-0257-6220.13-7100

Original Project Budget amount:	\$	162,550.00
Spent to Date:	\$	14,591.26
Project Current Estimate of Complete Costs:	\$	162,550.00
Project Memo Forecast Cost:	\$	8,968.00
Project Change Amount:	\$	0.00

Budget Line Item: 6220.13 – Testing/Special Testing

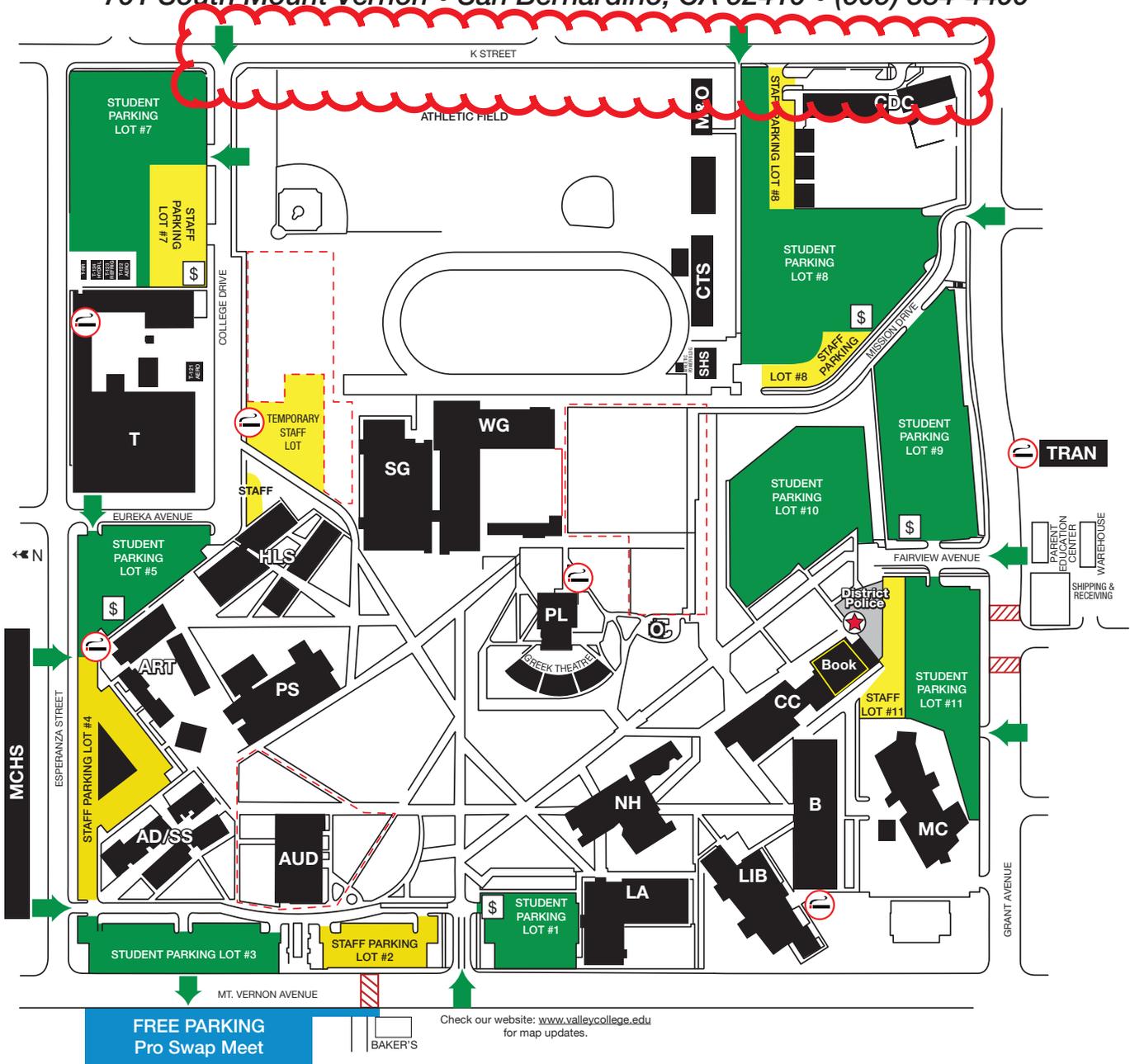
- | | |
|--|---|
| <input checked="" type="radio"/> I concur with this recommendation | <i>Diana Johnson</i> 9/4/14 |
| <input type="radio"/> I do not concur with this recommendation | Diana Johnson, Program Manager, KB |
| <input checked="" type="radio"/> I concur with this recommendation | <i>Scott Stark</i> |
| <input type="radio"/> I do not concur with this recommendation | Scott Stark, Vice President of Administrative Services, San Bernardino Valley College |
| <input checked="" type="radio"/> I concur with this recommendation | <i>Timothy Oliver</i> 9/14 |
| <input type="radio"/> I do not concur with this recommendation | Timothy Oliver, Interim Vice Chancellor Business and Fiscal Services, SBCCD |

Attachments: CHJ Amendment 08; CHJ Invoices 87234 and 87241

Handwritten signature and date: 8/31/14

San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

INDICATES APPROVED SMOKING AREAS (10)
 This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
ART.....Art Center	MCHS..... Middle College High School
AUD..... Auditorium	M&O..... Maintenance & Operations
B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC..... Campus Center	PS..... Physical Sciences
CDC.....Child Development Center	SG..... Snyder Gym
CTS.....Computer Technology Services	SHS..... Student Health Services
HLS.....Health & Life Science	T..... Technical
LA..... Liberal Arts	TRAN..... Transportation Center
LIB..... Library	WG..... Women's Gym

DISTRICT POLICE
 Campus Center Rm. 100
 (909) 384-4491

Parking permits/decals are required to park in all parking lots and on all college streets.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
 FROM: Bruce Baron, Chancellor
 REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
 PREPARED BY: Diana Johnson, Program Manager, Kitchell/BRj
 DATE: October 9, 2014
 SUBJECT: Consideration of Approval of Measure M Construction Change Orders and Contract Amendments

RECOMMENDATION

It is recommended that the Board of Trustees approve this single action item for Measure M construction change orders and amendments. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

San Bernardino Valley College – Career Technical Education and Transportation Building Security Lighting Project						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
RDM Electric Co., Inc.	CO #1	44,950.00	0.00	-534.00	44,416.00	-1.19%

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 (\$534.00) which is -0.00034% of the total Measure M construction contracts of \$158,341,115.45.

The total of all Measure M amendments and change orders, including those submitted at this board meeting, increases the Bond Measure M construction contracts by \$3,242,566.93. The new overall Measure M change order percentage is 2.05. The construction projects remain within the approved budget.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2014-2015 Budget for Measure M



Bond Measure M Construction Change Summary

This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.

Contractor: RDM Electric Co., Inc. Amount \$ (534.00)

Campus: San Bernardino Valley College Project: CTE and Transportation Building Security Lighting Project

This Change is a(n):

Amendment (not subject to 10% limitation) Change Order (subject to 10% limitation)

Unforeseen Conditions Design Omission Design Conflict
 Campus Recommended Contractor Recommended Agency Required
 Contractor Transfer (no cost to District) Other, Construction Manager Generated

Explanation of Change: Balance of unused project allowance

Accountability

This Change was part of the original design scope: Credit given for unused allowance.

The cost of this change has been validated and is the best possible price available to the District.

This change has been reviewed and is necessary to the completion this project.

Impact

Original contract was Board approved on 05/20/14 in the amount of \$ 44,950.00
Total Board approved amendments to date \$ -
Requested amendment amount \$ -

This request is an amendment and results in a revised contract amount of \$ 44,950.00
(Note: This revised contract amount basis for 10% rule)

Total Board approved change orders to date \$ -
Requested Change Order amount \$ (534.00)

This request is a change order and results in a revised contract amount of \$ 44,416.00

This change order is subject to the 10% rule. It results in a -1.19% change to the contract
The cumulative amount of change orders for this contract equals (534.00)
-1.19% of the contract amount.

TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS 44,416.00

Signatures

Bond Program Manager

Diana Johnson

Diana Johnson
(Signature)

9/24/14
(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

42-50-31-5232
Project Number

Capital Facilities Program Management

SL-GC-CO1

CHANGE ORDER 01 - Final Change Order

Original Contract Amount: \$44,950.00
 Amount of Previous Contract Amendments: \$0.00
 Amount of Previous Change Orders: \$0.00

School Name	San Bernardino Valley College	Date	October 09, 2014
Project Description:	CTE and Transportation Building Security Lighting Project	Contract No.	General Contractor
To (Contractor)	RDM Electric Co., Inc.	Alt:	RDM

You are hereby directed to make the following changes in the above reference contract for:

Item No.: Refer to attachments Reference RFP No.: C Refer to attachments

Description of Work:

This change order includes additional scopes of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations, District program requirements and utility coordination with ongoing Bond Measure M projects that were required to be installed within the project. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract.

Refer to attached Project Memo No. 350
 Contract Change Order No. SL-GC-CO1; Item 1.1 - 1.2

TOTAL COST of CONTRACT CHANGE ORDER SL-GC-CO1: (\$534.00)

Reason for Change:

- 1 Building Cost, Unforeseen Condition - Contractor Generated
- 2 Contract Administrative Issues

Initiator of Change:

- 1 Project Coordination

The original Base Contract Sum was:	<u>\$44,950.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. SL-GC-CO1 will be increased by:	<u>-\$534.00</u>
The revised BASE Contract Sum:	<u>\$44,416.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$44,416.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$44,416.00</u>
The contract TIME due to C.O. No. SL-GC-CO1 will be increased by:	<u>0</u> calendar days
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>2-Aug-14</u>
SBCCD Change Order No. <u>SL-GC-CO1</u> includes Item Number(s):	<u>1.1-1.2</u>

This Contract Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Signature	Name (printed)	Date
	Brad Glassick, HMC Architects	9/15/14
	Hussain Agah, Kitchel/BRJ	09.17.2014
District	Timothy L. Oliver, Interim Vice Chancellor Fiscal Services	
Contractor	Diane E. McDermott, CFO Bob Scanlin, Vice President - RDM Electric Co., Inc.	
	Printed Name/Title	8-27-14

State of California - Division of the State Architect DSA Application No. N/A File No. N/A
 Approved _____ per Principal Structural Engineer: _____

CHANGE ORDER NO. SL-GC-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Provide additional material and labor to connect new lights, and reroute existing lights, into ca photocell timer.	F-1	100		\$4,466	\$4,466
Item 1.2	Credit for unused Allowance No 01: Unforeseen Hazardous Materials	L-2	100	(\$5,000)		(\$5,000)
	Subtotal					(\$534)
TOTAL CONTRACT CHANGE ORDER # SL-GC-CO1						(\$534)

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

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: October 9, 2014

SUBJECT: Consideration of Approval to Accept Board Policies for First Reading:
BP 2435 Evaluation of the Chancellor
BP 2714 Distribution of Tickets or Passes
BP 2715 Code of Ethics - Standards of Practice
BP 2725 Board Member Compensation
BP 2735 Board Member Travel
BP 2740 Board Education
BP 4030 Academic Freedom
BP 5030 Fees
BP 7400 Travel

Submitted for Information Only:

AP 2431 Chancellor Selection
AP 2714 Distribution of Tickets or Passes
AP 2715 Code of Ethics - Standards of Practice (recommend deleting AP)
AP 2735 Board Member Travel
AP 4030 Academic Freedom (recommend deleting AP)
AP 5030 Fees
AP 7400 Travel

RECOMMENDATION

It is recommended that the Board of Trustees accept Board Policies BP 2435 Evaluation of the Chancellor, BP 2714 Distribution of Tickets or Passes, BP 2715 Code of Ethics - Standards of Practice, BP 2725 Board Member Compensation, BP 2735 Board Member Travel, BP 2740 Board Education, BP 4030 Academic Freedom, BP 5030 Fees, BP 7400 Travel for first reading.

AP 2431 Chancellor Selection, AP 2714 Distribution of Tickets or Passes, AP 2715 Code of Ethics - Standards of Practice (recommend deleting AP), AP 2735 Board Member Travel, AP 4030 Academic Freedom (recommend deleting AP), AP 5030 Fees, AP 7400 Travel are submitted for information only.

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.

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

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 2435 EVALUATION OF THE CHANCELLOR

(Replaces current SBCCD BP 2175)

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

~~The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor.~~

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

❖ **From current SBCCD BP 2175 titled Evaluation of the Chancellor**

~~The Board shall conduct an evaluation of the Chancellor in compliance with the requirements set forth in the contract of employment with the Chancellor and Administrative Procedure 2175.~~

Reference: WASC/ACCJC Accreditation Standard 40.A.4 IV.B.1

NOTE: The **red ink** signifies language that is **required** by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD BP 2175 titled Evaluation of the Chancellor adopted on 5/9/13. The language in **blue ink** is included for consideration. The language in **green ink** was added by the Board Policy Work Group on 3/18/14 and 9/23/14.

Adopted: 5/9/13

Revised:

**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 (“FPCC”) 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 FPCC 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 FPCC 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.

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 FPCC Regulation 18944.1 regarding distribution of tickets or passes to facilities, events, shows, or performances, and regarding the reporting requirements on FPCC Form 802.

Also see BP/AP 2010 (“Conflict of Interest”); AP 2714 (“Distribution of Tickets or Passes”)

Reference: Title 2 Section 18944.1

Adopted:

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

BP 2715 BOARD OF TRUSTEES CODE OF ETHICS/STANDARDS OF PRACTICE

(Replaces current SBCCD BP 2010)

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

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

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

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

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

44 violation of policy, the Board of Trustees may discuss the violation at an open
45 Board Meeting and affirm its policy expectation, and/or the Board may move to
46 censure the trustee.
47

48
49 **❖ From current SBCCD BP 2010 titled Board of Trustees Code of Ethics**
50

51 ~~As a member of the San Bernardino Community College District Board of Trustees, I~~
52 ~~will perform my duties in accordance with my oath of office. I am committed to serve~~
53 ~~the individual needs of the citizens of the District. My primary responsibility is to provide~~
54 ~~learning opportunities to each student regardless of sex, race, color, religion, ancestry,~~
55 ~~age, marital status, national origin, or handicap.~~
56

57 ~~It is my further responsibility to:~~
58

- 59 ~~1. Devote time, thought, and study to my duties as a San Bernardino Community~~
60 ~~College District Board Member so that I may render effective and creditable~~
61 ~~service.~~
62
- 63 ~~2. Work with my fellow Board Members in a spirit of harmony and cooperation in~~
64 ~~spite of differences of opinion that may arise during vigorous debates of points of~~
65 ~~view.~~
66
- 67 ~~3. Base my personal decisions upon all available facts in each situation, vote by~~
68 ~~honest conviction in every case unswayed by partisan bias, and abide by and~~
69 ~~uphold the final majority decision of the Board.~~
70
- 71 ~~4. Remember at all times that as an individual I have no legal authority outside the~~
72 ~~meetings of the Board, and conduct my relationships with college staff, students,~~
73 ~~and local citizenry, and the media on that basis.~~
74
- 75 ~~5. Be aware that I am responsible to all citizens of the District, and not solely to~~
76 ~~those who elected me. The authority delegated to me by the voters must be~~
77 ~~exercised with as much care and concern for the least influential as for the most~~
78 ~~influential member of the community.~~
79
- 80 ~~6. Resist every temptation and outside pressure to use my position as a community~~
81 ~~college board member to benefit either myself or any other individual or agency~~
82 ~~apart from the total welfare of the San Bernardino Community College District.~~
83
- 84 ~~7. Recognize that it is as important for the Board to understand and evaluate the~~
85 ~~educational program of San Bernardino Community College District as it is to~~
86 ~~plan for the business of college operation.~~
87
- 88 ~~8. Bear in mind under all circumstances that the Board is legally responsible for the~~
89 ~~effective operation of the District. Its primary function is to establish the policies~~

90 by which the San Bernardino Community College District is to be administered.
91 The Board shall hold the Chancellor and his/her staff accountable for the
92 administration of the educational program and the conduct of college business.
93

94 9. Welcome and encourage the active involvement of students, employees, and
95 citizens of the District with respect to establishing policy on current college
96 operation and proposed future developments, and consider their views in my
97 deliberations and decisions as a Board Member.
98

99 10. Recognize that deliberations of the Board in closed session are not mine to
100 release or discuss in public without the prior approval of the Board by majority
101 vote.
102

103 11. Avail myself of opportunities to enhance my potential as a Board Member
104 through participation in educational conferences, workshops, and training
105 sessions offered by local, state, and national organizations.
106

107 12. Be informed about the actions and positions of state and national community
108 college trustees' associations.
109

110 13. Strive to provide the most effective community college board service of which I
111 am capable, in a spirit of teamwork and devotion to public education as the
112 greatest instrument for the preservation and perpetuation of our representative
113 democracy.
114

115 **Reference:** [WASC/ACCJC](#) Accreditation Standard IV.B.1.a, e, & h
116
117

118 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy
119 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is
120 from the current SBCCD BP 2010 titled Board of Trustees Code of Ethics adopted on 1/11/01 and
121 amended on 9/14/06. The language in **green ink** was added by the Board Policy Work Group on 4/3/14.
122

Adopted: 1/11/01

Revised: 9/14/06, _____

123
124

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

BP 2725 BOARD MEMBER COMPENSATION

(Replaces current SBCCD BP 2230)

NOTE: The language in red ink is legally advised.

Members of the Board of Trustees who attend all Board meetings shall receive \$400 per month and the student trustee(s), \$100 400 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

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

❖ From current SBCCD BP 2230 titled Compensation for Board Members

~~A. Each member of the Board may be compensated for attendance at regular or special meetings of the Board to the extent allowed by law and approved by the Board.~~

~~B. Any member may waive compensation by filing a letter with the Secretary to the Board stating that he/she declines said compensation.~~

~~C. Each member of the Board who actually attends all meetings held by the Board will be compensated at the rate of \$400 per month. Any member who does not attend all meetings in any month shall receive as compensation an amount not greater than a pro rata share of the number of meetings actually attended.~~

~~D. The student member shall be entitled to compensation of \$100 per month as prescribed by Education Code Section 72425. In the event a student Board member has an unexcused absence to a required meeting, the compensation shall be pro-rated for the pay period.~~

44 ~~Education Code § 72425~~ (This code section no longer exists)

45

46 **Reference:** Education Code [Section 72024](#)

47

48

49 **NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and
50 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
51 current SBCCD BP 2230 titled Compensation for Board Members approved on 4/8/10. The language in
52 **blue ink** is included for consideration. This document was reviewed by the Board Policy Work Group on
53 7/2/14. **Purple ink** represents recommendations by Student Trustees.

54

Adopted: 4/8/10

Revised: _____

55

56

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

BP 2735 BOARD MEMBER TRAVEL

(Replaces current SBCCD BP 2250)

NOTE: The language in red ink is legally required.

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

❖ **From current SBCCD BP 2030 titled Communication Among Board Members**

~~It shall be the policy of the Board of Trustees of the San Bernardino Community College District to provide for Board travel in compliance with Education Code § 72423. The procedures for implementing this policy are included in Administrative Policy 2250.~~

Also see BPAP 7400 titled Travel

Reference: Education Code § Section 72423

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 2250 titled Board Travel adopted on 1/11/01 and amended on 4/8/04. The language in **green ink** was added by the Board Policy Work Group on 7/2/14.

Adopted: 1/11/01

Revised: 4/8/04, _____

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

BP 2740 BOARD EDUCATION

(Replaces current SBCCD BP 2110)

❖ **From current SBCCD BP 2110 titled Board Education**

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

To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

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

The Chancellor and the Board shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. Such assistance shall include, but shall not be limited to, providing of written materials and invitations to attend Board meetings and conferences with the Chancellor. New Board members shall be encouraged to attend meetings on a regional basis held as training/information sessions by other organizations.

Reference: WASC/ACCJC Accreditation Standard ~~10-A.6~~ IV.B.1.f

NOTE: The **red ink** signifies language that is **required** by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD BP 2110 titled Board Education adopted on 1/11/01 and amended on 4/8/04. The language in **blue ink** is included for consideration. The language in **green ink** was added by the Board Policy Work Group on 4/3/14.

Adopted: 1/11/01

Revised: 4/8/04, _____

44
45

San Bernardino Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4030 ACADEMIC FREEDOM

(Replaces current SBCCD BP 4030)

❖ **From current SBCCD BP 4030 titled Academic Freedom**

A. Introduction

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 District recognizes that academic and intellectual freedom is best protected by a system of tenure, academic due process, and policies and procedures that provide faculty, students, and classified employees with the opportunity to freely express themselves in any campus venue, from the classroom to the board room. The District further subscribes to the principle that the free expression of ideas should be limited only by the responsibility to express ideas with fairness, and in a manner that respects the differing ideas of others and distinguishes between established fact and theories and one's own opinion.

B. Rights of Academic Employees

Academic freedom shall be guaranteed to all academic employees. No special limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of professional responsibility. The right to academic freedom herein established shall include the right to support or oppose political causes, issues, and parties outside of normal classroom activities.

Academic employees are citizens, members of learned professions, and members of the institution. When academic employees speak or write as citizens, they should be free from institutional censorship or discipline, provided they clearly indicate they are not representing the institution.

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

44 professional responsibility, without fear of interference from administrators, the
45 District Board of Trustees, governmental authorities, or pressure groups.

46
47 Although academic employees have the obligation to ensure that their classroom
48 material meets the valid educational objectives of the course as stated in the
49 approved Course Outline of Record, they are entitled to freedom in the
50 classroom in presenting the subjects they teach and shall be free to select and
51 use textbooks and materials that they deem appropriate to meet the stated
52 learning outcomes for the course.

53
54 Academic employees are entitled to full freedom in their use of books, online
55 sources, and internet sites and in the publication of the results of any research
56 that may result from the use of these resources.

57
58 Academic employees may arrange for classroom lecturers or speakers to make
59 presentations in regularly scheduled classes or groups of classes. The academic
60 employees shall be responsible for the relevance of the lecturer or speaker's
61 subject matter to the course.

62 63 **C. Obligations of Academic Employees**

64 Academic freedom requires that all academic employees establish and preserve
65 an open learning environment at the college. No special limitations shall be
66 placed upon students in their study, investigation, presentation, and interpretation
67 of facts and ideas concerning human society, the physical and biological world,
68 and other branches of learning, subject to accepted standards of academic
69 responsibility. Students shall have the opportunity to study controversial issues
70 and divergent views and to arrive at their own conclusions. Academic employees
71 have an obligation to protect the student's right to freedom of inquiry even when
72 the student's conclusions differ from those of the academic employees.

73
74 While students may represent without penalty any opinion in or out of class, they
75 may be required to demonstrate knowledge of views contrary to their own in
76 order to fulfill course requirements.

77 78 **D. Libraries and Learning Resource Centers**

79 Books and other library and learning resources materials selected and databases
80 provided should be chosen for values of interest, information, and enlightenment
81 of all the people of the community. In no case should library materials be
82 excluded because of the race, nationality, social, political, or religious views of
83 the authors. Libraries should provide materials and information presenting
84 diverse points of view on current and historical issues. Materials should not be
85 proscribed or removed because of partisan or doctrinal disapproval.

86
87 **References:** Title 5, Section 51023;
88 [WASC/ACCJC](#) Accreditation Standard II.A.7
89

90
91
92
93
94
95

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 4030 titled Academic Freedom adopted on 7/12/01 and amended on 4/8/04. This document was reviewed by Gloria Fisher & Rebeccah Warren-Marlatt on 3/4/14.

Adopted: 7/12/01

Revised: 4/8/04, _____

96
97

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

BP 5030 FEES

(Replaces current SBCCD BP 5030 and BP 5033)

NOTE: The language in red ink is legally required.

❖ From current SBCCD BP 5030 titled Fees

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing regulations procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The regulations procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes.)

- ~~Associated Students Discount Sticker~~
- ~~Breakage/Lost Property~~
- ~~Catalog~~
- ~~Credit by Examination~~
- ~~Enrollment~~
- ~~Health~~
- ~~Instructional Materials~~
- ~~Insufficient Funds Check~~
- ~~International Students Application Processing~~
- ~~Key Deposit/Return~~
- ~~Learning Center Services~~
- ~~Library Fines~~
- ~~Nonresident Tuition~~
- ~~Parking~~
- ~~Parking Violations~~
- ~~Physical Education in Non-District Facilities~~
- ~~Refund Processing~~
- ~~Replacement Diploma/Certificate~~
- ~~Replacement Registration Fee Statement~~

- 44 ● ~~Schedule of Classes~~
- 45 ● ~~Student Center~~
- 46 ● ~~Student Health and Accident Insurance~~
- 47 ● ~~Student Representation~~
- 48 ● ~~Subpoenas~~
- 49 ● ~~Supplemental Health Services~~
- 50 ● ~~Testing~~
- 51 ● ~~Transcripts/Verification of Enrollment~~
- 52 ● ~~Other Fees as allowable by Law~~

53

54 **Enrollment Fee (Education Code Section 76300)**

55

56 Each student shall be charged a fee for enrolling in credit courses as required by law.

57

58 ***NOTE: If auditing is permitted (see BP/AP 4070 titled Auditing and Auditing Fees), this***

59 ***policy is legally required.***

60

61 **Auditing Fees (Education Code Section 76370)**

62 Persons auditing a course shall be charged a fee of \$15.00 per unit per semester. The

63 fee amount shall be adjusted proportionally based upon the term length. Students

64 enrolled in classes to receive credit for 10 or more semester credit units shall not be

65 charged this fee to audit three or fewer units per semester.

66

67 **Parking Fee (Education Code Section 76360)**

68 Students and employees shall be required to pay a fee, in an amount not to exceed

69 \$75.00 - annual permit; \$30.00 - one semester (\$20 BOGG student); \$15.00 - summer

70 session; or \$2.00 - daily for parking services.

71

72 To encourage ridesharing, a student may certify in writing at the time of payment of the

73 fee that he/she regularly has two or more passengers commuting with him/her.

74

75 **Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et**

76 **seq.)**

77 Students may be required to provide required instructional and other materials for a

78 credit or non-credit course, provided such materials are of continuing value to the

79 student outside the classroom and provided that such materials are not solely or

80 exclusively available from the District. (See BP/AP 5031 titled Instructional Materials

81 Fees)

82

83 **Physical Education Facilities (Education Code Section 76395)**

84 Where the District incurs additional expenses because a physical education course is

85 required to use non-district facilities, students enrolled in the course shall be charged a

86 fee for participating in the course. Such fee shall not exceed the student's calculated

87 share of the additional expenses incurred by the District.

88

89 **Student Representation Fee (Education Code Section 76060.5)**

90 Students will be charged a \$1 fee per semester to be used to provide support for
91 student governmental affairs representation. A student may refuse to pay the fee for
92 religious, political, financial or moral reasons and shall submit such refusal in writing.

93
94 **Student Transportation Costs (Education Code Section 76361)**

95 Students shall be charged a fee for the purpose of recovering transportation costs
96 incurred by the District for services provided by common carriers to students. The fee
97 shall be \$7.50 for 6 or more credits or \$7.00 for less than 6 credits. These fees will only
98 paid by students who use the transportation services, unless a vote of the students in
99 accordance with the Education Code establishes otherwise.

100
101 **Transcript Fees (Education Code Section 76223)**

102 The District shall charge a reasonable amount for furnishing copies of any student
103 record to a student or former student. The Chancellor is authorized to establish the fee,
104 which shall not to exceed the actual cost of furnishing copies of any student record. No
105 charge shall be made for furnishing up to two transcripts of students' records, or for two
106 verifications of various records. There shall be no charge for searching for or retrieving
107 any student record.

108
109 **International Students Application Processing Fee (Education Code Section 76142)**

110 The District shall charge students who are both citizens and residents of a foreign
111 country a fee to process his/her application for admission. This processing fee and
112 regulations for determining economic hardship may be established by the Chancellor.
113 The fee shall not exceed the lesser of 1) the actual cost of processing an application
114 and other documentation required by the U.S. government; or 2) one hundred dollars
115 (\$100), which shall be deducted from the tuition fee at the time of enrollment.

116
117
118 ❖ **From current SBCCD BP 5033 titled Refunds**

119
120 **Fee Refunds**

121 The Board of Trustees authorizes refunds to be made according to administrative
122 regulations procedures established by the Chancellor. All refunds must comply with
123 Education Code and Title 5 regulations, and the refund schedule shall be published in
124 the college catalogs and class schedules.

125
126 **References:** Education Code Sections 76300, et seq., 76370, 76355, 76360, 76365,
127 76395, 76060.5, 76361, 76223, and 76142;
128 Title 5, Sections 59400, et seq.

129
130
131 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
132 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This policy reflects
133 updates/revisions from the Policy and Procedure Service in April 2014. The language in **black ink** is
134 from current SBCCD BP 5030 titled Fees adopted on 6/10/04 and current SBCCD BP 5033 titled Refunds
135 adopted on 4/8/04. The language in **blue ink** is included for consideration.

136

Adopted: 6/10/04 (for BP 5030) and **4/8/04**
(for BP 5033)

Revised:

137

138

San Bernardino Community College District
Board Policy
Chapter 7 – Human Resources

BP 7400 TRAVEL

(Replaces current SBCCD BP 7400)

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

❖ **From current SBCCD BP 7400 titled Travel**

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor is ~~responsible for establishing~~ shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

All travel outside the state of California and with expenses over \$1,000 must be approved in advance by the Board.

Reference: Education Code Section 87032

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 **black ink** is from current SBCCD BP 7400 titled Travel adopted on 10/11/07. The language in **blue ink** is included for consideration.

Adopted: 10/11/07

Revised:

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

AP 2431 CHANCELLOR SELECTION

NOTE: This procedure was created at the request of the District Assembly Work Group on 7/1/14.

Sample 1 from another District:

In the case of a Chancellor vacancy, the Board of Trustees shall establish a search process to fill the vacancy, in compliance with AP 7250. The process shall comply with relevant regulations.

NOTE: This procedure was created at the request of the District Assembly Work Group on 7/1/14. The language in **blue ink** is included for consideration.

Approved:

**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.

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

48

49

Approved:

50

51

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

AP 2715 BOARD OF TRUSTEES CODE OF ETHICS

(Replaces current SBCCD AP 2010)

NOTE: The violations are now codified in BP 2715; so, current SBCCD AP 2010 is recommended for deletion.

❖ From current SBCCD AP 2010 titled Board of Trustees Code of Ethics

~~A violation by any member of the Board of Trustees of Board Policy 2010 will result in the following action:~~

- ~~A. A written complaint may be filed by a member of the board of trustees, or any other person to the president of the board of trustees. If the violation is by the board president, the complaint shall be filed with the vice president. The complaint must cite the section of the board ethics statement being violated.~~
- ~~B. The board president or vice president shall appoint a subcommittee to review the charges and make a report and a recommendation back to the board of trustees in an open meeting.~~
- ~~C. In the event that the violation involves “pending litigation” the board may discuss the findings of the subcommittee in closed session. Any action on the recommendation must be reported out and voted on in an open meeting.~~
- ~~D. The recommended actions by the subcommittee to the full board can include a requirement to take ethics training as prescribed in AB 1234, a training session on the Brown Act, censure by the board of trustees, or legal charges being filed with the District Attorney against the violating member.~~

39 ~~E. The action taken by the board will be binding on the board member charged and~~
40 ~~on the board as a whole. The records of any actions identified in the~~
41 ~~recommendation shall be maintained by the Office of the District Chancellor.~~

42

43

44 **NOTE:** *The language in **black ink** is from the current SBCCD AP 2010 titled Board of Trustees Code of*
45 *Ethics approved in 9/06. This document was reviewed by the Board Policy Work Group on 4/3/14.*

46

Approved: 9/06

Revised:

47

48

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

AP 2735 BOARD MEMBER TRAVEL

(Replaces current SBCCD AP 2250)

❖ **From current SBCCD AP 2250 titled Board Travel**

A. Definition

Travel includes attendance at workshops, seminars, conventions, or other meetings of interest to the District.

B. Approval

Any travel, which involves reimbursable expenses in excess of \$1,000, and all travel outside of California shall be approved by the Board prior to the onset of the travel. The Board President or other Board member as designated must approve travel within the state with reimbursable expenses less than \$1,000. The Board President or designee shall sign all travel requests. The Board must ratify any exception.

C. Mileage Reimbursement for Board Meetings

~~Each member of the Board may be reimbursed for mileage necessary to attend regular and special meetings of the Board for any trip in excess of ten miles. Reimbursement shall be at the same rate paid to employees of the State Chancellor's Office as of July 1 each year. The Board President of the Board shall sign claims for other Board members as designated. (It is recommended that the rate be determined by IRS reimbursement schedules).~~

D. General Reimbursement

Board members shall be reimbursed for actual and necessary expenses incurred in attending meetings and conferences, and while performing services approved by or directed by the Board. The allocation for Board travel will be determined during the budget planning process and will be approved in the annual budget.

E. Meals and Incidentals

~~Reimbursement shall be based upon actual and necessary meal costs. If a meal is not taken, no amount may be claimed. If the actual cost is less than the limitation prescribed herein, only the actual amount may be claimed.~~

45 Reimbursement for meals shall not exceed \$50.00 per day. Alcoholic beverages
46 are not reimbursable. Maximum reimbursement shall be based upon flat-rate daily
47 per diem rates for the Los Angeles-Orange County area as established by the U.S.
48 General Services Administration (www.gsa.gov/perdiem). The applicable GSA
49 daily per diem rates shall apply for first and last days of travel, and for full days of
50 travel. The rates shall be updated in accordance with GSA per diem adjustments,
51 which normally occur annually. Reimbursement shall be based upon actual and
52 necessary meal costs, including tax and gratuity. A maximum acceptable gratuity is
53 20% of allowable meal expenses and taxes. Receipts are required.

54 **F. Banquets**

55 A banquet, breakfast, luncheon, or dinner, which is an official part of a
56 conference and for which there is a prescribed fee, may exceed a meal limitation
57 amount as previously designated and may be reimbursed at actual cost.

58
59 **G. Lodging**

60 Lodging shall be reimbursed for authorized overnight travel. Reimbursement
61 shall not exceed the rate for single occupancy lodging. Reimbursable lodging
62 expense include room rental charges, fees and taxes; internet access fees; fax
63 fees and business related phone usage.

64
65
66 **H. Transportation**

67 Private or other mode of transportation shall not exceed the lowest of air
68 transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge
69 and road tolls, or parking charges incurred while on approved travel may be
70 claimed for reimbursement when properly itemized on claim forms.

71
72 **I. Registration**

73 Registration fees are authorized.

74
75 **J. Conference Fees**

76 Conference fees for specific events shall be reimbursed, except cost of
77 conference-sponsored or unsponsored activities, which are essentially
78 entertainment, or nonbusiness shall not be reimbursed.

79
80 **K. Travel Claims**

- 81 1. Whenever travel is properly authorized and costs are incurred, a claim may
82 be filed using a standard Purchase Requisition and Travel Claim Form, which
83 shows in detail all expenditures, incurred. Invoices or proof of payment
84 (receipts) shall be attached to the claim for all expenditures except mileage.
- 85
86 2. The claimant shall certify by signature that all amounts claimed were actual
87 and necessary. The Chancellor, or his/her designee, shall be required to
88 review and approve each travel claim. Claims shall be filed within thirty (30)
89 days after return from travel.

91 L. **K. Travel Advances**

92 1. A travel advance must be requested on the Travel Claim Form and requires
93 approval by the Chancellor or his/**her** designee. A travel advance shall not
94 exceed 80% of the anticipated expense unless conference literature, travel
95 reservations, and hotel brochures are submitted which indicate actual cost, in
96 which case a request for 100% will be considered.

97
98 2. All advances must be followed by a resubmission of the Travel Claim Form
99 within thirty (30) days after completion of travel whether or not the claim exceeds
100 the advance. An advance made shall be deducted from the subsequent travel
101 claim. If an advance exceeds actual cost, the claimant shall reimburse the
102 District for the excess amount within the thirty (30) days prescribed above.

103
104 M. **L. Porterage**

105 Reasonable portorage or baggage handling costs is allowed.

106
107 N. **Incidentals**

108 ~~Other incidental minor costs, as claimed, may be approved by the Chancellor or~~
109 ~~his designee, provided such other costs are explained in detail and do not~~
110 ~~include personal expenses such as toothpaste, razor blades, or laundry.~~

111
112 O. **Telephone**

113 ~~Telephone or telegram expenses are permitted for college business purposes~~
114 ~~only.~~

115
116 P. **M. Out-of-State Travel**

117 All out-of-state travel shall receive prior authorization by the Board. The request
118 shall be accompanied by a complete explanation of the college business purpose
119 to be served.

120
121 **Reference:** [Education Code Section 72423](#)

122
123
124 **NOTE:** The **red ink** signifies language that is **suggested as good practice** by the Policy and Procedure
125 Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current
126 SBCCD AP 2250 titled Board Travel approved in 1/08. The language in **green ink** reflects revisions from
127 the Chancellor's Office on 2/24/14. The language in **blue ink** reflects revisions from Tim Oliver in the
128 Fiscal Services Office on 5/23/14. This document was reviewed by the Board Policy Work Group on
129 7/2/14. **Green highlights** are recommendations from the District Assembly Work Group

130

Approved: 1/08

Revised:

131
132

San Bernardino Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4030 ACADEMIC FREEDOM

(Replaces current SBCCD AP 4030)

Recommend deletion of this procedure as the language contained therein is identical to the language in BP 4030 titled Academic Freedom.

❖ From current SBCCD AP 4030 titled Academic Freedom

A. Introduction

~~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 District recognizes that academic and intellectual freedom is best protected by a system of tenure, academic due process, and policies and procedures that provide faculty, students, and classified employees with the opportunity to freely express themselves in any campus venue, from the classroom to the board room. The District further subscribes to the principle that the free expression of ideas should be limited only by the responsibility to express ideas with fairness, and in a manner that respects the differing ideas of others and distinguishes between established fact and theories and one's own opinion.~~

B. Rights of Academic Employees

~~Academic freedom shall be guaranteed to all academic employees. No special limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning human society, the physical and biological world, and other branches of learning, subject to accepted standards of professional responsibility. The right to academic freedom herein established shall include the right to support or oppose political causes, issues, and parties outside of normal classroom activities.~~

~~Academic employees are citizens, members of learned professions, and members of the institution. When academic employees speak or write as citizens, they should be free from institutional censorship or discipline, provided they clearly indicate they are not representing the institution.~~

44
45 Academic freedom allows academic employees to seek and present the truth as
46 they know it on problems and issues, subject to the accepted standards of
47 professional responsibility, without fear of interference from administrators, the
48 District Board of Trustees, governmental authorities, or pressure groups.

49
50 Although academic employees have the obligation to ensure that their classroom
51 material meets the valid educational objectives of the course as stated in the
52 approved Course Outline of Record, they are entitled to freedom in the
53 classroom in presenting the subjects they teach and shall be free to select and
54 use textbooks and materials that they deem appropriate to meet the stated
55 learning outcomes for the course.

56
57 Academic employees are entitled to full freedom in their use of books, online
58 sources, and internet sites and in the publication of the results of any research
59 that may result from the use of these resources.

60
61 Academic employees may arrange for classroom lecturers or speakers to make
62 presentations in regularly scheduled classes or groups of classes. The academic
63 employees shall be responsible for the relevance of the lecturer or speaker's
64 subject matter to the course.

65 66 **C. Obligations of Academic Employees**

67 Academic freedom requires that all academic employees establish and preserve
68 an open learning environment at the college. No special limitations shall be
69 placed upon students in their study, investigation, presentation, and interpretation
70 of facts and ideas concerning human society, the physical and biological world,
71 and other branches of learning, subject to accepted standards of academic
72 responsibility. Students shall have the opportunity to study controversial issues
73 and divergent views and to arrive at their own conclusions. Academic employees
74 have an obligation to protect the student's right to freedom of inquiry even when
75 the student's conclusions differ from those of the academic employees.

76
77 While students may represent without penalty any opinion in or out of class, they
78 may be required to demonstrate knowledge of views contrary to their own in
79 order to fulfill course requirements.

80 81 **D. Libraries and Learning Resource Centers**

82 Books and other library and learning resources materials selected and databases
83 provided should be chosen for values of interest, information, and enlightenment
84 of all the people of the community. In no case should library materials be
85 excluded because of the race, nationality, social, political, or religious views of
86 the authors. Libraries should provide materials and information presenting
87 diverse points of view on current and historical issues. Materials should not be
88 proscribed or removed because of partisan or doctrinal disapproval.

89

90 **Reference:**—
91 WASC/ACGJC Standard Two

92
93

94 **NOTE:** *The language in **black ink** is from the current SBCCD AP 4030 titled Academic Freedom*
95 *approved in 7/01. This document was reviewed by Gloria Fisher & Rebeccah Warren-Marlatt on 3/4/14.*

96 **Approved: 7/01**

97
98

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

AP 5030 FEES

(Replaces current SBCCD AP 5030 and AP 5033)

NOTE: *This procedure is legally required. Local practice can be inserted here, but must comply with applicable law. Community college districts may only require students to pay a fee if required or specifically authorized by statute.*

The General Counsel's Office of the CCC Chancellor's Office regularly publishes an updated student fee handbook (accessible at http://www.cccco.edu/divisions/legal/studentfeehandbook_files/studentfeehandbook.htm) that analyzes which fees are required and which are permitted, as well as those which are prohibited.

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
 - All students, other than nonimmigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her

44 immigration status, or will file an application as soon as he/she is
45 eligible to do so.

46
47 **Fees authorized by law include:**

- 48 • Non-District physical education facilities (Education Code Section 76395)
- 49 • Noncredit courses (Education Code Section 76385)
- 50 • Community service courses (Education Code Section 78300)
- 51 • Auditing of courses (Education Code Section 76370)
- 52 • Instructional materials (Education Code Sections 73365, 81457, and 81458; Title
53 5 Sections 59400 and 59408)
- 54 • Athletic insurance (Education Code Section 70902(b)(9))
- 55 • Cross-Enrollment with the California State University (CSU) or University of
56 California (UC) (Education Code Section 66753)
- 57 • Health (Education Code Section 76355)
- 58 • Parking (Education Code Section 76360)
- 59 • Transportation (Education Code Sections 76361 and 82305.6)
- 60 • Student representation (Education Code Section 76060.5; Title 5 Sections 54801
61 and 54805)
- 62 • Student Center (Education Code Section 76375; Title 5 Section 58510)
- 63 • Copies of student records (Education Code Section 76223)
- 64 • Dormitory (Education Code Section 81670)
- 65 • Child care (Education Code Sections 79121 et seq. and 66060)
- 66 • Nonresident capital outlay (Education Code Section 76141)
- 67 • Nonresident application processing (Education Code Section 76142)
- 68 • Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
- 69 • Use of facilities financed by revenue bonds (Education Code Section
70 81901(b)(3))
- 71 • Refund processing (Title 5 Section 58508)
- 72 • Telephone registration (Education Code Section 70902(a))
- 73 • Physical fitness test (Education Code Section 70902(b)(9))
- 74 • Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- 75 • Credit Card Use (Education Code Section 70902(b)(9))
- 76 • International Student Medical Insurance (Education Code Section 70902(b)(9))

77
78 **Prohibited fees include:**

- 79 • Late application (CCCCO Student Fee Handbook)
- 80 • Add/drop (CCCCO Student Fee Handbook)
- 81 • Mandatory student activities (CCCCO Student Fee Handbook)
- 82 • Student Identification Cards (CCCCO Student Fee Handbook)
- 83 • Student Body Organization (CCCCO Student Fee Handbook)
- 84 • Nonresident application (CCCCO Student Fee Handbook)
- 85 • Field trip (Title 5 Sections 55450 and 55451)
- 86 • For dependents of certain veterans (Education Code Section 66025.3)

- 87 • For dependents of certain victims of the September 11, 2001, terrorist attacks
- 88 (CCCCO Student Fee Handbook)
- 89 • For certain recipients of the Medal of Honor and certain children of the recipients
- 90 of the Medal of Honor (Education Code Section 66025.3)
- 91 • Required or funded services (CCCCO Student Fee Handbook)
- 92 • Refundable deposits (CCCCO Student Fee Handbook)
- 93 • Distance education (other than the statutorily authorized enrollment fee)
- 94 (CCCCO Student Fee Handbook)
- 95 • Mandatory mailings (CCCCO Student Fee Handbook)
- 96 • Rental of practice rooms (CCCCO Student Fee Handbook)
- 97 • Apprenticeship courses (Education Code Section 76350)
- 98 • Technology fee (CCCCO Student Fee Handbook)
- 99 • Late payment fee (Title 5 Sections 58502 and 59410)
- 100 • Nursing/healing arts student liability insurance (Title 5 Section 55234)
- 101 • Cleaning (CCCCO Student Fee Handbook)
- 102 • Breakage (CCCCO Student Fee Handbook)
- 103 • Test proctoring (CCCCO Student Fee Handbook)

104

105 **Collection and Refund of Fees**

106

107 ***NOTE: Local practice may be inserted here, which should include or address:***

- 108
- 109 • *Fees to be collected when enacted by the Legislature following registration by*
- 110 *the student*
- 111 • *Fees collected in error*
- 112 • *Fees refundable because of a reduction in the educational program of the District*
- 113 • *Fees refundable because of the student's reduction in units or withdrawal from*
- 114 *an education program*
- 115 • *Fees refundable because of changes in law or regulation authorizing and*
- 116 *establishing enrollment fees*
- 117 • *Notice to students of availability of exemptions from certain mandatory and*
- 118 *authorized fees*

119

120

121 **❖ From current SBCCD AP 5030 titled Fees**

- 122
- 123 A. Associated Students Discount Sticker
- 124 \$~~7.50~~ 9.00 - CHC
- 125 \$7.50 - SBVC
- 126 \$4.00 - Replacement for lost card
- 127
- 128 B. Breakage/Lost Property Fee
- 129 Replacement cost of item(s) broken or lost
- 130
- 131 C. Campus Center Fee

- 132 \$1.00/unit (not to exceed \$10 per fiscal year)
 133
- 134 D. Capital Outlay Fee for Students on a Visa
 135 \$41.00/unit
 136
- 137 E. Catalog
 138 \$6.00 - purchased on campus
 139
- 140 F. Credit by Examination
 141 \$20.00 plus class unit fee
 142
- 143 G. Document Fee Handling
 144 \$40.00 per hour for personnel time to find, retrieve, copy and re-file requested
 145 documents;
 146 minimum charge of 1 hour
 147 \$0.15 per side copy cost
 148 Fees must be paid prior to document release
 149
- 150 H. Enrollment Fee
 151 \$46.00/unit – California Resident
 152 \$162.00/unit – Non-California Resident
 153
- 154 I. Insufficient Funds Check
 155 \$15.00
 156
- 157 J. International Student Application
 158 \$25.00 (nonrefundable)
 159
- 160 K. Key Deposit/Replacement
 161 \$15.00 plus cost of rekeying if needed (metal/electronic key)
 162
- 163 L. Learning Center Reproduction Fees, SBVC
 164 \$0.20 - Laser printout: text, black and white printer
 165 \$0.50 - Laser printout: graphics, black and white printer (over ½ page)
 166 \$1.00 - Laser printout: graphics and/or text, color
 167 \$2.00 - Scan text or graphics to disk, per scan
 168
- 169 M. Library Fines – SBVC/CHC
 170 \$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the
 171 replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of
 172 the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the
 173 replacement value
 174 \$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the
 175 replacement value
 176 \$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
 177 \$2.00 - replacement for lost library card

178
179 N. Parking Permit Fees (students, faculty, and staff)
180 \$75.00 - annual permit
181 \$30.00 - one semester (\$20 BOGG student)
182 \$15.00 - summer session
183 \$2.00 - daily
184
185 O. Parking Violation Fees
186 \$ 50.00 - illegal parking
187 \$ 50.00 - decal violation
188 \$275.00 - handicap violation
189
190 P. Refund Processing Charge
191 A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00
192 per student per semester as defined in the Fee Refund Policy.
193
194 Q. Replacement – Diploma/Certificate
195 \$10.00
196
197 R. Schedule of Classes
198 \$3.00 - mailed in U.S. only
199
200 S. Student Health and Accident Insurance
201 \$19.00 - per semester (includes \$1.50 accident insurance)
202 \$16.00 - summer session (includes \$1.50 accident insurance)
203 \$1.50 - accident insurance only
204
205 T. Student Representation
206 \$1.00
207
208 U. Supplemental Health Services Fee
209 \$10.00 - TB skin test (one-step test)
210 \$10.00 - TB skin test (two-step test)
211 At cost - All Vaccines
212 \$25.00 - Physical Exams
213 \$50.00 - DMV Physical Exams
214 At cost - Prescription medications
215 At cost - In-house Lab Tests
216 At cost - Lab Test sent to external lab
217 At cost - Optional Medical Procedures
218 At cost - Optional Medical Supplies
219 \$ 8.00 - Vision screening (Titmus vision tester)
220 \$ 2.00 per item - Duplication of medical records
221 \$10.00 - Hearing Screening (Audiometer)
222 At cost - Birth Control Pills
223

224 V. Testing Fees
225 \$200.00 - Paramedic National Registry Testing
226 \$ 25.00 - Retest per skill
227 \$ 5.00 - CPR card
228 Repeat course from Career Tech Department
229 0.5 units - \$12.00
230 1.0 units - \$23.00
231 2.0 units - \$46.00
232 3.0 units - \$70.00

233
234 W. Transcripts/Verification
235 No cost - First two transcripts
236 \$10.00 - Additional transcripts
237 \$8.00 - 24-hour requests for transcripts
238 \$20.00 - Immediate requests for transcripts
239 \$5.00 plus cost - Online transcripts
240

241 X. Transportation Fee
242 Students registering for Spring or Fall semester to pay:
243 \$7.50 for 6 or more credits
244 \$7.00 for less than 6 credits
245

246 Y. Aquatics Center Fee
247 Students registering for Spring, Fall, or Summer semesters pay:
248 \$2.00 per semester
249

250
251 ❖ From current SBCCD AP 5033 titled Refunds
252

253 Fee Refunds

254
255 A. Designated Fees

256
257 This regulation covers the following fees:
258

- 259 1. Enrollment fee
- 260 2. Nonresident tuition
- 261 3. Parking fee
- 262 4. Health fee
- 263 5. Accident Insurance fee
- 264 6. Student Services Card fee
- 265 7. Student Center fee
- 266 8. Student Representation Fee
- 267 9. Capital Outlay Fee
- 268 10. Student Transportation Fee
- 269

270 B. Conditions

271
272 If a refund is requested for parking or student services card fees, the parking decal or
273 the student services card must be attached to the refund request.

274
275 C. Military Service Exception

276
277 If a student who is a member of an active or reserve military service receives orders
278 compelling a withdrawal from courses, the District shall, upon petition and a copy of
279 received orders of the affected student, refund the entire enrollment fee unless
280 academic credit is awarded.

281
282 D. Refund Schedule

283
284 This refund schedule applies to all fees listed in Paragraph A, above.

285
286 1. Fees collected in error

287
288 Fees collected in error will be refunded in their entirety.

289
290 2. Class cancelled by the college

291
292 If a class is cancelled by the college, enrollment and/or non-resident tuition fees
293 will be refunded in their entirety. If that cancellation results in a student's
294 withdrawal from the college, refunds of the appropriate fees listed in Paragraph
295 "A" will apply.

296
297 3. Withdrawal from the College

298 a. Enrollment Fee/Nonresident Tuition

299
300 If a student withdraws during the first two weeks of a full-term class or
301 during the first 10% of a short-term class, enrollment fees or nonresident
302 tuition fees will be refunded.

303
304 b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card
305 Fee, Student Center Fee, Student Representation Fee, Capital Outlay
306 Fee, Student Transportation Fee.

307
308 In order to be eligible for a refund, a student must withdraw prior to the
309 first day of the term for a full-term class or prior to the first day of
310 instruction for a short-term class.

311
312 4. Unit Reduction

313
314 If a change of program within the first two weeks of a full-term class or during the
315 first 10% of a short-term class results in a reduction in the number of units taken,

316 the enrollment fee or non-resident fee will be refunded at the per unit cost of the
317 reduction.

318
319 5. A student who withdraws from a class or the college after the second week of
320 instruction for a full-term class or the first 10% of a short-term class is not eligible
321 for any refund.

322
323 E. Refund Processing Fee

324
325 A charge of \$10 will be collected for each refund transaction not to exceed \$10 per
326 student per semester, except for cancelled classes or over-payment.

327
328 **References:** [Education Code Sections 66025.3, 70902\(b\)\(9\), 76300, and 76300.5;](#)
329 [Title 5 Section 51012;](#)
330 [California Community College Chancellor's Office \(CCCCO\) Student](#)
331 [Fee Handbook](#)

332
333
334 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
335 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
336 current SBCCD AP 5030 titled Fees approved on 4/11/13 and current SBCCD AP 5033 titled Refunds
337 approved on 4/11/13. This procedure reflects updates/revisions from the Policy and Procedure Service in
338 February 2003, August 2003, September 2005, February 2006, August 2006, February 2007, March
339 2012, and September 2012. The language in **blue ink** is included for consideration.

340
Approved: 4/11/13
Revised:

341
342

San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7400 TRAVEL

(Replaces current SBCCD AP 7400)

❖ From current SBCCD AP 7400 titled Employee Travel**A. Definition**

Travel includes:

1. Attendance at workshops, seminars, conventions, conferences, or other meetings of interest to the District; and/or
2. The required use of a personal vehicle in the performance of an employee's duty.

B. Approval

1. Any travel, which involves reimbursable expenses in excess of \$1,000 and all travel outside of California shall be approved by the Board of Trustees prior to the onset of the travel.
2. Travel within the state with reimbursable expenses of \$1,000 or less must be approved by the College President or designee for campus employees, or the Chancellor or designee for District site employees. Travel for the Chancellor must be approved by the Board President or other designated Board member subject to the above conditions.
3. Any exception must be approved by the Chancellor or designee for employees and the Board President or designee for the Chancellor.

C. Work Day

~~Overtime pay and compensation is not authorized for travel over and above the normal working day or days, except by specific Board approval.~~

D. Request for Conference Attendances

44
45 If travel involves costs to the District other than mileage or the employee's salary
46 while absent from work, a "Request for Conference Attendance" Form shall be
47 prepared by the employee and shall include a detailed cost estimate. Upon
48 approval of conference attendance request, a purchase requisition must be
49 prepared at 100% of estimated travel expenses. Travel costs must be fully
50 funded at time of request.

51 52 **E. Travel Advances**

- 53
54 1. A travel advance must be requested on the Travel Form (AC-10) and
55 requires approval by the Chancellor or designee. A travel advance shall
56 not exceed 80% of the anticipated expenses unless conference literature,
57 travel registrations, and hotel brochures indicate actual cost, in which case
58 a request for 100% will be considered, upon written request.
- 59
60 2. If travel requires Board approval, advance request will not be processed
61 until approval by Board of Trustees.
- 62
63 3. All advances must be followed by a resubmission of the Travel Form (AC-
64 10) within thirty (30) days from completion of travel whether or not the
65 claim exceeds the advance. If an advance exceeds actual cost, the
66 claimant shall reimburse the District for the excess within thirty (30) days.
67 Claims submitted to accounts payable after 30 calendar days from
68 completion of travel may be denied.
- 69
70 4. No advance may be allowed if the Travel Form for a previous advance was
71 not filed within the allotted thirty (30) days or if a prior advance has not
72 been resolved.

73 74 **F. Travel Claims**

- 75
76 1. Whenever travel is properly authorized and costs are incurred, a claim may
77 be filed using a Travel Form (AC-10) which shows in detail all expenditures
78 incurred. Itemized receipts for eligible expenses must be attached to the
79 claim form.
- 80
81 2. The claimant shall certify by signing the Travel Form (AC-10) that all
82 amounts claimed were actual and necessary, that the expenses were for
83 the benefit of the claimant only and only allowable expenses are included.
84 Claims shall be filed within thirty (30) calendar days after return from travel.
85 Claims submitted to accounts payable after 30 calendar days may be
86 denied.
- 87
88 3. A receipt may be one of the following:
89
 - An itemized invoice or bill stamped PAID by the vendor;

- A photocopy of a cancelled check showing both front and back may be used provided itemization is attached;
- An itemized receipt or invoice prepared by the party furnishing the material or service, showing the amount of money received.

G. Mileage

Please refer to ~~Administrative Regulation~~ [AP 7450](#) for mileage rate and calculation.

H. Meals

Maximum reimbursement shall be based upon flat-rate daily per diem rates for the Los Angeles-Orange County area as established by the U.S. General Services Administration (www.gsa.gov/perdiem). The applicable GSA daily per diem rates shall apply for first and last days of travel, and for full days of travel. The rates shall be updated in accordance with GSA per diem adjustments, which normally occur annually. Reimbursement shall be based upon actual and necessary meal costs, including tax and gratuity. A maximum acceptable gratuity is 20% of allowable meal expenses and taxes. Receipts are required. ~~Reimbursement will be made for actual and necessary meal expenses up to a maximum of \$50 per day. The Travel Form (AC-10) must be itemized by date and show a breakdown of the type of meals (breakfast, lunch and dinner) claimed. Only travel in excess of 8 hours per day is entitled to meal reimbursement.~~

I. Lodging

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Itemized bills, showing all charges with proof of payment is required. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.

J. Transportation

Private or other mode of transportation shall not exceed the lowest cost of air transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge and road tolls, mileage for one round trip to nearest airport, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized on claim forms. Receipt is required.

K. Registration/Conference Fees

Registration fees are authorized. Conference fees for business related events only shall be reimbursed. Receipts are required.

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L. Porterage

Reasonable portorage or baggage handling costs are allowed. Receipt is required.

M. Incidentals

Other incidental minor costs, as claimed, may be approved by the Chancellor, or his designee, provided such other costs are explained in detail and do not include personal expenses, such as toothpaste, razor blades, or laundry. Receipt is required.

N. Telephone and/or Internet

Telephone and/or Internet expenses are permitted for college business purposes only. Receipt is required.

O. Unallowable Travel Expenses

Travel expenses which are not “actual and necessary” shall not be reimbursed. Examples are gratuities, alcohol, movie rentals, personal phone calls and fees for social/recreational activities.

Reference: Education Code Section 87032

NOTE: The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD AP 7400 titled Travel approved on 10/11/07. The language in **blue ink** is included for consideration. **Green highlights** are recommendations from the District Assembly Work Group.

Approved: 10/11/07
Revised:

168
169

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: October 9, 2014

SUBJECT: Consideration of Approval of Board Policies:
BP 2430 Delegation of Authority to the Chief Executive Officer
BP 2431 Chief Executive Officer Selection
BP 2510 Participation in Local Decision Making
BP 2745 Board Self Evaluation
BP 3050 Institutional Code of Ethics
BP 3200 Accreditation
BP 3250 Institutional Planning
BP 3410 Nondiscrimination
BP 4020 Program, Curriculum, and Course Development
BP 4050 Articulation
BP 4070 Auditing and Auditing Fees
BP 6330 Purchasing
BP 6520 Security of District Property
BP 7120 Recruitment and Hiring

Submitted for Information Only:
AP 3050 Institutional Code of Ethics
AP 3200 Accreditation
AP 3250 Institutional Planning
AP 3410 Nondiscrimination
AP 4070 Auditing and Auditing Fees
AP 6330 Purchasing
AP 6520 Security of District Property
AP 7120 Recruitment and Hiring

RECOMMENDATION

It is recommended that the Board of Trustees approve Board Policies BP 2430 Delegation of Authority to the Chief Executive Officer, BP 2431 Chief Executive Officer Selection, BP 2510 Participation in Local Decision Making, BP 2745 Board Self Evaluation, BP 3050 Institutional Code of Ethics, BP 3200 Accreditation, BP 3250 Institutional Planning, BP 3410 Nondiscrimination, BP 4020 Program, Curriculum, and Course Development, BP 4050 Articulation, BP 4070 Auditing and Auditing Fees, BP 6330 Purchasing, BP 6520 Security of District Property, and BP 7120 Recruitment and Hiring.

AP 3050 Institutional Code of Ethics, AP 3200 Accreditation, AP 3250 Institutional Planning, AP 3410 Nondiscrimination, AP 4070 Auditing and Auditing Fees, AP 6330 Purchasing, AP 6520 Security of District Property, AP 7120 Recruitment and Hiring are submitted for information only.

ANALYSIS

The changes to these policies were submitted for First Reading on September 11, 2014.

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 2430 DELEGATION OF AUTHORITY TO THE CHANCELLOR

(Replaces current SBCCD BP 2170)

❖ **From current SBCCD BP 2170 titled Delegation of Authority to the Chancellor**

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to him/ or her by the Board [including the administration of colleges and centers], but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The Board, in consultation with the Chancellor, shall develop the job description and goals and objectives for performance.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be provided to all trustees.

43 The Chancellor is delegated the authority to act on behalf of the Board in an emergency
44 for the protection of life, health, and safety of individuals and the protection of property.

45
46 The Chancellor is delegated the authority to confer with District Counsel in addressing
47 legal matters of the District with the exception of legal matters directly affecting the
48 Board relationship with the Chancellor.

49
50 The Chancellor is delegated the authority to accept written resignations.

51
52 The Chancellor shall act as the professional advisor to the Board in policy formation.

53
54 **References:** Education Code §§ [Sections](#) 70902(d), [and](#) 72400;
55 [WASC/ACCJC Accreditation Standards 10-A.3 IV.B.1.j and IV.B.2](#)

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NOTE: The **red ink** signifies language that is **required** by accreditation and recommended by the Policy
59 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is
60 from the current SBCCD BP 2170 titled Delegation of Authority to the Chancellor adopted on 1/11/01 and
61 amended on 4/08/04. The language in **blue ink** is included for consideration. The language in **green ink**
62 was added by the Board Policy Work Group on 2/18/14.
63

Adopted: 1/11/01

Revised: 4/8/04, _____

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

BP 2431 CHANCELLOR SELECTION

NOTE: Accreditation standards require Boards to establish a formal search process for the Chief Executive Officer and College Presidents in multi-college districts. The following is an illustrative example.

In the case of a vacancy in the Chancellor position, the Board of Trustees shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

References: Title 5 Sections 53000 et seq.;
WASC/ACCJC Accreditation Standard IV.B.1 and IV.B.1.j

NOTE: The **red ink** signifies language that is **required** by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).

Adopted:

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

BP 2510 **COLLEGIAL CONSULTATION**

(Replaces current SBCCD BP 2225)

❖ **From current SBCCD BP 2225 titled Collegial Consultation**

It shall be the policy of this ~~The~~ Board to embrace ~~s~~ 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.

NOTE: *The language below reflects the minimum policy requirements of the Education Code and Title 5.*

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 of the ~~San Bernardino Community College District~~ recognizes the definition of “academic and professional matters” as stated in the Title 5 regulations:

~~i.e.,~~

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

58
59 The Board also recognizes its obligation, under Title 5 Regulations, to “consult
60 collegially” with the Faculty Academic Senate on these “academic and professional
61 matters.” Additional academic and professional matters may be added as specified in
62 #11 only through formal resolution of the Board.

63
64 The Board further recognizes that, under Title 5, it may choose to “consult collegially”
65 through the option of “mutual agreement” on policy issues, or the option of “relying
66 primarily on the advice and judgment of the senate” when adopting policies and
67 procedures on “academic and professional matters.”

68
69 The Board of Trustees shall have the final responsibility for developing all policies
70 governing the community college district, including academic and professional matters.
71 For purposes of academic and professional matters, the Board shall rely primarily on
72 the advice of the Academic Senate. If the Board has a compelling reason for not
73 accepting the advice of the Academic Senate, it shall provide that reason in writing upon
74 request of the Academic Senate. The decision of the Board on all policy shall be final.

75
76 **Classified Staff (Title 5 Section 51023.5)**
77 Staff shall be provided with opportunities to participate in the formulation and
78 development of District policies and procedures that have a significant effect on staff.
79 The opinions and recommendations of the **classified staff** will be given every reasonable
80 consideration.

81
82 **Associated Students (Title 5 Section 51023.7)**
83 The Associated Students shall be given an opportunity to participate effectively in the
84 formulation and development of **Board** policies and **administrative** procedures that have
85 a significant effect on students, as defined by law. The recommendations and positions
86 of the Associated Students will be given every reasonable consideration. The selection
87 of student representatives to serve on District committees or task forces shall be made
88 after consultation with the Associated Students.

89

90 Except for unforeseeable emergency situations, the Board shall not take any action on
91 matters subject to this policy until the appropriate constituent group or groups have
92 been provided the opportunity to participate.

93
94 Nothing in this policy will be construed to interfere with the formation or administration of
95 employee organizations or with the exercise of rights guaranteed under the Educational
96 Employment Relations Act, Government Code Sections 3540 et seq.

97
98 **References:** Education Code Sections §§ 70901 - 70902(b)(7);
99 ~~California Code of Regulation Title 5~~ Sections §§ 53200–53204 et seq.
100 (Academic Senate), 51023.5 (Staff), and 51023.7 (Students);
101 WASC/ACCJC Accreditation Standard IV.A

102
103
104 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy
105 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is
106 from the current SBCCD BP 2225 titled Collegial Consultation adopted on 4/10/03 and amended on
107 4/08/04. The language in **blue ink** is included for consideration. Glen Kuck reviewed this document on
108 3-4-14. The language in **green ink** was added by the Board Policy Work Group on 4/3/14.

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Adopted: 4/10/03
Revised: 4/8/04, _____

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

BP 2745 BOARD SELF-EVALUATION

(Replaces current SBCCD BP 2020)

❖ From current SBCCD BP 2020 titled Board Self-Evaluation

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

To this end the Board has established the following processes for evaluation:

An ad hoc committee of the Board shall be appointed in April to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to Board President.

A summary of the evaluations will be presented and discussed at an annual Board retreat scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

1. The Board and the Chancellor shall establish Goals and Objectives to be accomplished each fiscal year.
2. A report will be completed by the Chancellor to report on the accomplishments of the Board Goals and Objectives at the end of the fiscal year.
3. The Board shall develop an evaluation instrument jointly with the assistance of the Chancellor that will address functions and responsibilities of the Board.

- 44 4. Each Board member will complete the self-evaluation instrument and submit it to
45 the Chancellor.
46
47 5. The Chancellor shall synthesize the annual report and the self-evaluation and the
48 information shall be shared with the Board.
49
50 6. The Board shall meet in open session to complete a final review and assessment
51 of the Board.
52

53 **Reference:** WASC/ACCJC Accreditation Standard ~~10-A.5~~ IV.B.1.e & g
54
55

56 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy
57 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is
58 from the current SBCCD BP 2020 titled Board Self-Evaluation adopted on 1/11/01 and amended on
59 4/8/04. The language in **green ink** was added by the Board Policy Work Group on 3/18/14.
60

Adopted: 1/11/01

Revised: 4/8/04, _____

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San Bernardino Community College District
Board Policy
Chapter 3 – General Institution

BP 3050 INSTITUTIONAL CODE OF ETHICS

The District upholds a written code of professional ethics for all its personnel.

The Chancellor shall establish appropriate administrative procedures in furtherance of the District's expectation and requirement of ethical conduct by all personnel in carrying-out their duties for the benefit of the institution and the public in compliance with all applicable laws, policies, rules, and regulations.

Reference: WASC/ACCJC Accreditation Standard III.A.1.d

NOTE: The **red ink** signifies language that is **required** by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration. This document was reviewed by the Chancellor's Office on 2/24/14. This document was reviewed with Human Resources on 3/4/14.

Adopted:

San Bernardino Community College District
Board Policy
Chapter 3 – General Institution

BP 3200 ACCREDITATION

(Replaces current SBCCD BP 3200)

❖ From current SBCCD BP 3200 titled Accreditation

The Chancellor shall ensure that the District complies with the requirements of the accreditation process of the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) and of other agencies that accredit District programs that seek accreditation.

The Chancellor shall keep the Board of Trustees informed of the District's relationship with approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

References: WASC/ACCJC Accreditation Eligibility Requirement 20 21;
WASC/ACCJC Accreditation Standard IV.B.1.i;
Title 5 Section 51016

NOTE: The **red ink** signifies language that is **required** by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD BP 3200 titled Accreditation adopted on 5/13/04. This document was reviewed by Gloria Fisher & Rebeccah Warren-Marlatt on 3/4/14.

Adopted: 5/13/04

Revised:

San Bernardino Community College District
Board Policy
Chapter 3 – General Institution

BP 3250 INSTITUTIONAL PLANNING

(Replaces current SBCCD BP 3250)

❖ From current SBCCD BP 3250 titled Institutional Planning

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include all plans required by law and or policy, including, but not limited to:

Recommend removal of the list of plans here (check with the League).

- Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the governing Board of Trustees
- Facilities Plan
- Safety Plan
- Faculty and staff diversity plan Equal Employment Opportunity Plan
- Student equity Plan
- Matriculation plan Student Success and Support Program Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- Extended Opportunity Programs and Services (EOPS) Plan
- District Technology Strategic Plan

The Chancellor shall submit those plans to the Board for which Title 5 requires Board approval.

The Chancellor shall inform the Board about the status of planning and the various plans.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

44 **References:** WASC/ACCJC Accreditation Standard I.B;
45 Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190,
46 55250, 55510, and 56270 et seq.

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48

49 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy
50 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is
51 from the current SBCCD BP 3250 titled Institutional Planning adopted on 5/13/04 and amended on
52 4/9/09. The language in **blue ink** is included for consideration. The language in **green ink** was
53 recommended by Glen Kuck on 3-4-14 as well as Gloria Fisher & Rebecca Warren-Marlatt on 3/4/14.
54 The green highlights were recommended by the District Assembly Work Group.
55

Adopted: 5/13/04

Revised: 4/9/09, _____

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San Bernardino Community College District
Board Policy
Chapter 3 – General Institution

BP 3410 NONDISCRIMINATION

(Replaces current SBCCD BP 3410)

Legal Update 24 (issued in late April 2014 by the Policy and Procedure Service) added “military and veteran status” as a protected classification in compliance with recent changes in the law. (see the gray shaded language below)

NOTE: The language in red ink is legally required.

❖ From current SBCCD BP 3410 titled Nondiscrimination

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to ~~race, religion, creed, color, national origin, ancestry, disability, sex (i.e., gender), marital status, or sexual orientation~~ national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ~~race, creed, color, sex (i.e., gender), religion, or national origin~~ national origin, religion, age, gender, gender identity, gender expression, race,

44 color, medical condition, genetic information, ancestry, sexual orientation, marital status,
45 physical or mental disability, pregnancy, or military and veteran status, or because
46 he/she is perceived to have one or more of the foregoing characteristics, or because of
47 his/her association with a person or group with one or more of these actual or perceived
48 characteristics.

49
50 **References:** Education Code Sections 66250, et seq., 72010, et seq., and 87100 et
51 seq.;
52 Title 5 Sections 53000, et seq. and 59300 et seq.;
53 Penal Code Section 422.55;
54 Government Code Sections 12926.1 and 12940, et seq.;
55 WASC/ACCJC Accreditation Standard II.B.2.c

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58 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
59 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
60 the current SBCCD BP 3410 titled Nondiscrimination adopted on 5/13/04. This document was reviewed
61 with Human Resources on 3/4/14.
62

Adopted: 5/13/04
Revised:

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San Bernardino Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

(Replaces current SBCCD BP 4020)

NOTE: This policy is **legally required**. The following language in red ink indicates that the Board retains authority to approve new programs and courses, and delete programs, and delegates the authority for all other actions to the Chancellor. It is the option that is legally advised, but options that delegate all authority to the Chancellor or that require Board approval for new courses and deleted courses are legal. However, it is suggested that the Board not require program or course modifications be submitted to them for approval.

The portion of this policy regarding **credit hour definition is legally required in an effort to show good faith compliance with the applicable federal regulations.**

❖ **From current SBCCD BP 4020 titled Program, Curriculum and Course Development**

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- cConsideration of job market and other related information for career and technical education programs.

All new programs and program deletions shall be approved by the Board **of Trustees**.

42 All new programs shall be submitted to the **California Community College State**
43 **Chancellor's Office** of the Chancellor for the California Community Colleges for approval
44 as required.

45
46 Individual degree-applicable credit courses offered as part of a permitted educational
47 program shall be approved by the Board. Non-degree-applicable credit and degree-
48 applicable courses that are not part of an existing approved program must satisfy the
49 conditions authorized by Title 5 regulations and shall be approved by the Board.

50
51 **Credit Hour**
52 Consistent with federal regulations applicable to federal financial aid eligibility, the
53 District shall assess and designate each of its programs as either a "credit hour"
54 program or a "clock hour" program.

55
56 The Chancellor shall establish procedures:
57

- 58 • which prescribe the definition of "credit hour" consistent with applicable federal
59 regulations, as they apply to community college districts.
- 60 • to assure that curriculum at the District complies with the definition of "credit
61 hour" or "clock hour," where applicable.
- 62 • for using a clock-to-credit hour conversion formula to determine whether a credit
63 hour program is eligible for federal financial aid. The conversion formula is used
64 to determine whether such a credit hour program has an appropriate minimum
65 number of clock hours of instruction for each credit hour it claims.

66 **References:** Education Code Sections 70901(b), 70902(b), and 78016;
67 Title 5, Sections 51000, 51022, 55100, 55130 and 55150;
68 U.S. Department of Education regulations on the Integrity of Federal
69 Student Financial Aid Programs under Title IV of the Higher Education Act
70 of 1965, as amended;
71 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and
72 668.8

73
74
75 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
76 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
77 the current SBCCD BP 4020 titled Program, Curriculum and Course Development adopted on 5/13/04
78 and amended on 4/9/09. The language in **blue ink** is included for consideration. This document was
79 reviewed by Gloria Fisher & Rebecca Warren-Marlatt on 3/4/14. The green highlights were
80 recommended by the District Assembly Work Group.

81

Adopted: 5/13/04
Revised: 4/9/09, _____

82
83

San Bernardino Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4050 ARTICULATION

(Replaces current SBCCD BP 4050)

❖ From current SBCCD BP 4050 titled Articulation

The Chancellor is responsible for establishing procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions in accordance with law and regulations.

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

References: [Education Code Sections 66720-66744;](#)
[Title 5, Section 51022\(b\);](#)
[WASC/ACCJC Accreditation Standard II.A.6.a](#)

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 4050 titled Articulation adopted on 5/13/04. This document was reviewed by Gloria Fisher & Rebecca Warren-Marlatt on 3/4/14. The green highlights were recommended by the District Assembly Work Group.

Adopted: 5/13/04

Revised:

San Bernardino Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4070 AUDITING AND AUDITING FEES

(Replaces current SBCCD BP 4070)

NOTE: The District is not required to permit auditing of courses; but if it does, the following policy applies.

The District will provide students, who have been admitted are eligible to either college and with permission from the instructor, with opportunities to audit specific credit courses, with the permission of the instructor.

The fee for auditing courses shall be set per relevant education code 76370 and Title V. \$15.00 per unit. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his/her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

❖ **From current SBCCD BP 4070 titled Auditing**

Students may not audit courses.

Reference: Education Code Section 76370

NOTE: The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD BP 4070 titled Auditing approved on 5/13/04. The language in **blue ink** was suggested by District Assembly on 2/4/14. The language in **green ink** was suggested by SBVC. The green highlights were recommended by the District Assembly Work Group.

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Adopted: 5/13/04
Revised:

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San Bernardino Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs

BP 6330 PURCHASING

(Replaces current SBCCD BP 6330)

NOTE: *The language in current SBCCD BP 6330 parallels the language recommended by the Policy and Procedure Service.*

❖ **From current SBCCD BP 6330 titled Purchasing**

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by [Public Contract Code](#) Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

References: Education Code Section 81656;
Public Contracts Code Sections 20650 and 20651

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 black ink is from current SBCCD BP 6330 titled Purchasing adopted on 9/9/04. The language in blue ink is included for consideration.*

Adopted: 9/9/04

Revised:

San Bernardino Community College District
Board Policy
Chapter 6 – Business and Fiscal Services

BP 6520 SECURITY FOR DISTRICT PROPERTY

(Replaces current SBCCD BP 6520)

❖ **From current SBCCD BP 6520 titled Security for District Property**

The Chancellor shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

References: Education Code Sections 81600 et seq.

NOTE: This policy is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 6520 titled Security for District Property adopted on 9/9/04. The language in **blue ink** is included for consideration.

Adopted: 9/9/04

Revised:

San Bernardino Community College District
Board Policy
Chapter 7 – Human Resources

BP 7120 RECRUITMENT AND HIRING

(Replaces current SBCCD BP 7120)

❖ From current SBCCD BP 7120 titled Recruitment and Hiring

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and Board Policy 3420 titled Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring instructional/non-instructional academic employees shall be established and implemented in accordance with board policies and administrative procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established by the Board of Trustees.

References: Education Code Sections 70901.2, 70902 (b)(7) & (d), and 87100 et seq.; Title 5, Sections 51023.5 and 53000, 53021, et seq.; WASC/ACCJC Accreditation Standard III.1.A

NOTE: This policy is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 7120 titled Recruitment and Hiring adopted on 6/10/04. The language in **blue ink** is included for consideration. This document was reviewed with Human Resources on 3/4/14.

Adopted: 6/10/04

Revised:

San Bernardino Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3050 INSTITUTIONAL CODE OF ETHICS

NOTE: *The Accreditation Standard requires the District to uphold a written code of professional ethics for all of its personnel.*

The District recognizes its responsibility and obligation to the public and to the students it serves to conduct its business with honesty, integrity, professionalism, and quality in the performance of those operations and functions necessary to achieve its established mission and philosophy as described in board policy. To that end, the District is committed to public accountability and transparency.

The Institutional Code of Ethics applies to all employees of the District. Employees of the District share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the District and its students. Employees of the District shall conform their conduct to the following Standards of Ethics:

Use of District Resources: District resources shall not be used for other than their intended purpose. Employees of the District shall manage the District's resources prudently and shall not improperly convert such resources to personal use or for the personal use of another. The District's resources shall not be offered to another in order to obtain unfair advantage or otherwise offered in a manner or under circumstances that would constitute a violation of law.

Relationship with Vendors: Employees of the District who have a financial interest in a firm under consideration for business transactions with the District must disclose the relationship to appropriate District personnel, if the employee is participating in the business decision. Such employees shall recuse themselves from participation in decisions related to District business with the firm. In addition, such employees shall disclose the relationship in writing, to the District's legal counsel to determine that the proposed activity is fair to the District and will not result in the District foregoing revenues, or incurring costs in excess of the costs that would be incurred for goods, property, or services of like quality if acquired from another source.

44 Under no circumstances may an employee with a financial interest, as described
45 above, approve a relationship with, order or authorize purchase from, or approve
46 or make payments to an affiliated firm or person on behalf of the District. For the
47 purposes of this paragraph, the terms “person” and “affiliated person” includes an
48 individual’s immediate family members, spouse, and others living within such
49 individual’s household.

50
51 **Conflict of Interest:** Executive administrative personnel and other designated
52 personnel subject to the provisions of the Political Reform Act of 1974 as set
53 forth in Government Code Sections 81000 et seq. have additional responsibilities
54 with reference to contracts and financial decisions made by the District as
55 described in applicable conflict of interest laws, which include the following:

- 56
57 • **Contractual Conflicts:** Executive administrative personnel and other
58 designated personnel are prohibited from having a financial interest in any
59 contract made by the District or in any contract entered into in their official
60 capacity. As such, they are prohibited from making, participating in making or
61 in any way attempting to use their official positions to influence a District
62 decision when it is foreseeable that their personal financial interests may be
63 affected by those decisions. If an executive administrator or other designated
64 person determines that they have a conflict of interest at some point in the
65 contract-making process, this determination shall be disclosed and they shall
66 immediately disengage from the contract process.
- 67
68 • **Obligation to Resolve Conflicts:** Executive administrative personnel and
69 other designated personnel have an obligation to examine any situation in
70 which they believe they have a conflict of interest and take steps to resolve
71 the conflict.
- 72
73 • **Disqualification:** When a conflict of interest exists, an executive
74 administrator or other designated person who has declared or who has been
75 found to have a conflict of interest in a matter shall refrain from participating in
76 consideration of the matter.
- 77
78 • **Gratuities:** No employee of the District shall receive or solicit anything of
79 value in return for influencing or exercising their discretion in a particular way
80 on a District matter. In addition, employees of the District are prohibited from
81 accepting or soliciting any gratuity or thing of value (for which a fair market
82 price has not been paid) for or because of any official act performed or to be
83 performed in their official capacity with the District.

84
85 The gratuities provision does not prohibit the acceptance of an item having a
86 nominal value or ceremonial gifts received by employees of the District in
87 their official capacity.

89 **Maintenance of Accurate Accounts and Records:** The accounts and records of the
90 District are maintained in a manner that provides for an accurate and auditable record of
91 all financial transactions in conformity with generally accepted accounting principles,
92 established business practices, and all relevant provisions of controlling law. No false
93 or deceptive entries may be made and all entries must contain an appropriate
94 description of the underlying transaction.

95
96 To the extent not required for daily operating transactions (e.g., petty cash
97 transactions), all District funds must be retained in the appropriate District accounts with
98 appropriately designated financial institutions and no undisclosed or unrecorded fund or
99 asset shall be established or maintained for any purpose.

100
101 All reports, vouchers, bills, invoices, payroll information, personnel records, and other
102 essential business records must be prepared accurately and honestly, and access to
103 such data shall be closely controlled.

104
105 Employees of the District who improperly access District accounts and records or who
106 improperly convert these records and accounts for their own personal purpose or for the
107 personal purpose of another, or who wrongfully disclose such records or accounts will
108 be subject to appropriate sanctions by the District.

109
110 **Maintenance of Confidentiality:** Employees of the District who may have access to
111 confidential information relating to students, job applicants, employees, and other
112 information of a sensitive nature are expected to take appropriate measures to
113 safeguard confidential or sensitive information and not disclose such information except
114 in the course of their official duties to those who have a legitimate business need to
115 know or as otherwise required by law.

116
117 **Employment Practices:** Employees of the District are expected to conform their
118 actions to the requirements of the law and District policy related to their positions and
119 areas of responsibility, and to ethically and effectively carry out their responsibilities.

120
121 **Consequences for Violations:** Employees of the District who fail to comply with this
122 Institutional Code of Ethics will be subject to disciplinary action in accordance with
123 established disciplinary procedures.

124
125 **Reference:** WASC/ACCJC Accreditation Standard III.A.1.d

126
127
128 ***NOTE:*** *The red ink signifies language that is required by accreditation and recommended by the Policy*
129 *and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in blue ink is*
130 *included for consideration. This document was reviewed with Human Resources on 3/4/14. The*
131 *language in green ink was suggested by the District Assembly Work Group on 7/1/14.*
132

133 **Approved:**

San Bernardino Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3200 ACCREDITATION

(Replaces current SBCCD AP 3200)

❖ From current SBCCD AP 3200 titled Accreditation

- A. The following requirements apply to the colleges' preparation for reaffirmation of accreditation by the Accrediting Commission of Community and Junior Colleges (ACCJC), a part of the Western Association of Schools and Colleges (WASC):
1. The development of a ~~self-study~~ [self evaluation](#) report and any other materials necessary to support accreditation or reaffirmation of accreditation shall begin no less than two years before the accreditation visit.
 2. The college president shall appoint an accreditation liaison officer, who will be responsible for coordinating all necessary activities in preparation for the visit by the visiting team and subsequent reports and visits.
 3. Each college shall have an Accreditation Steering Committee with members from faculty, management, the classified staff, and students.
 4. The Accreditation Steering Committee will meet ~~at least 6~~ [six](#) times a year to support the writing of the ~~self-study~~ [self evaluation](#) and any other reports required by the ACCJC.
 5. The ~~self-study~~ [self evaluation](#) report shall be made available to the faculty, classified staff, managers, and student leaders for review and comment before it is sent to the Board of Trustees for approval.
 6. The ~~self-study~~ [self evaluation](#) and any subsequent reports required by the ACCJC shall be approved by the SBCCD Board of Trustees before they are submitted to the ACCJC.
- B. The following requirements apply to all other activities in preparation for accreditation or reaffirmation of accreditation:
1. Preparation for accreditation activities must begin no less than one year before that activity.
 2. The college president, after consultation with the president of the academic senate, is responsible for appointing someone to coordinate the accreditation activities.

- 45 3. The development of all supporting materials shall involve appropriate faculty,
46 management, classified staff, and students.
47 4. Accreditation reports shall be approved by the Board of Trustees before they are
48 submitted to an accrediting agency on behalf of the college.
49

50 **References:** [WASC/ACCJC Accreditation Eligibility Requirement 21;](#)
51 [WASC/ACCJC Accreditation Standard IV.B.1.i;](#)
52 [Title 5 Section 51016](#)
53

54
55 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy
56 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is
57 from the current SBCCD AP 3200 titled Accreditation approved in 5/04. The language in **blue ink** is
58 included for consideration. This document was reviewed by Gloria Fisher & Rebeccah Warren-Marlatt on
59 3/4/14. The language in **green ink** was suggested by the District Assembly Work Group on 7/1/14.
60

Approved: 5/04

Revised:

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62

San Bernardino Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3250 INSTITUTIONAL PLANNING

(Replaces current SBCCD AP 3250)

❖ From current SBCCD AP 3250 titled Institutional Planning

- A. The colleges and District Office, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, **technological**, and financial resources.

Applying the criteria of accreditation standards, the planning process will be guided by adopted vision, mission, and core values statements and will develop specific goals, objectives, and strategies, which have measurable outcomes and specific accountability.

Action plans will be reviewed and revised annually and approved by the respective planning bodies.

- B. Academic Senate will be the representative body in all academic and professional matters, as defined by Title 5, Section 53200.

- C. Institutional effectiveness research, program reviews, and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.

- D. The Board may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means, **including, but not limited to, the Chancellor's evaluation process, the Board/Chancellor retreat, and any time the Board reviews curriculum items.**

- E. Planning documents will be submitted to the System **California Community College State Chancellor's Office** in a timely manner when required.

References: [WASC/ACCJC](#) Accreditation Standard I.B;

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Title 5, Sections 51008, 51010, 51027, 53003, 53200, 54220, 55080, 55190, 55510, and 56270 et seq.

NOTE: The **red ink** signifies language that is **required** by accreditation and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD AP 3250 titled Institutional Planning approved in 2/09. The language in **blue ink** is included for consideration. This document was reviewed by Glen Kuck on 3-4-14 as well as Gloria Fisher & Rebecca Warren-Marlatt on 3/4/14. The green highlights were made by District Assembly Work Group.

Approved: 2/09
Revised:

55
56

San Bernardino Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3410 NONDISCRIMINATION

Legal Update 24 (issued in late April 2014 by the Policy and Procedure Service) added “military and veteran status” as a protected classification in compliance with recent changes in the law. (see the gray shaded language)

NOTE: The language in red ink in this procedure is legally required and must comply with these minimum requirements.

Education Programs

The District shall provide access to its services, classes and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” mean’s a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic employees, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

44 **Nondiscrimination References for Education Programs:**
45 Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;
46 Penal Code Sections 422.55 et seq.;
47 Title 5 Sections 59300 et seq.;
48 WASC/ACCJC Accreditation Standard II.B.2.c
49

50
51 **Employment**

52 The District shall provide equal employment opportunities to all applicants and
53 employees regardless of race, religious creed, color, national origin, ancestry, physical
54 disability, mental disability, medical condition, genetic information, marital status, sex,
55 gender, gender identity, gender expression, age, sexual orientation, or military and
56 veteran status or status as a Vietnam-era veteran.
57

58 All employment decisions, including but not limited to hiring, retention, assignment,
59 transfer, evaluation, dismissal, compensation, and advancement for all position
60 classifications shall be based on job-related criteria as well as be responsive to the
61 District's needs.
62

63 The District shall from time to time as necessary provide professional and staff
64 development activities and training to promote understanding of diversity.
65

66 **Nondiscrimination References for Employment:**

67 Education Code Sections 87100 et seq.;
68 Title 5 Sections 53000 et seq.;
69 Government Code Sections 11135 et seq. and 12940 et seq.
70

71
72 ***NOTE:*** *The red ink signifies language that is legally required and recommended by the Policy and*
73 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This document was reviewed with*
74 *Human Resources on 3/4/14. The green highlights were recommended by the District Assembly Work*
75 *Group.*
76

77 **Approved:**
78

San Bernardino Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4070 AUDITING AND AUDITING FEES

Application/Enrollment

- a. Students who have been admitted to one of the colleges in the District may be eligible to apply to audit courses at the college to which they have been admitted.
- b. Students must meet all course prerequisites. It is the responsibility of the student to provide the instructor with documentation that the prerequisite(s) has been satisfied.
- c. Auditing enrollment is permitted only on a space available basis, solely upon the discretion of the instructor.
- d. A student may enroll in a course for audit only if he/she has not enrolled in that course for credit during the same semester.
- e. Priority in class enrollment shall be given to students desiring to take the course for credit.

Process

- a. Students shall complete an audit application form located in the Admissions and Records Office which must be signed by the appropriate instructor, and presented to the Campus Business Office for payment of fees. Students must provide a copy of audit application with proof of payment to instructor.
- b. Auditing will be permitted at the conclusion of the late registration period.
- c. Any instructor may refuse auditing without explanation.
- d. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.
- e. Auditing students will not be used in the determination to cancel a class for lack of adequate enrollment.
- f. Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit. There is no limit set on the number of courses a student may audit.
- g. The Admissions and Records Office will not under any circumstances certify completion of any course attended by audit, nor will the District provide any

43 transcripts, letters, records or any other documentation of attendance in a course
44 undertaken on an audit basis.

45 Fees

- 46
- 47 a. The fee for auditing will be assessed as determined by the current approved fee
48 under the Education Code. A student enrolled for credit in ten (10) or more
49 semester credit units will not be charged a fee to audit three (3) or fewer units per
50 semester.
- 51 b. Students must also pay all mandatory fees required fees
- 52 c. Audited classes do not count toward units for any purpose, financial aid,
53 veteran's benefits, full time student status, or any other purpose etc.
- 54 d. No refund will be permitted after enrollment per BF/AP 5033 unless the course is
55 cancelled.
- 56 e. Classroom attendance of students auditing a course shall not be included in
57 computing the apportionment due to the District.
- 58

59 Attendance and Participation

- 60 a. The instructor will determine classroom policies for students who audit: including
61 attendance, participation, assignments, and the evaluation of course work.
- 62 ~~b. Students auditing classes must abide by college and district policies. A student~~
63 ~~may be asked to leave the classroom by the instructor if s/he becomes~~
64 ~~disruptive.~~
- 65

66 **Reference:** Education Code Section 76370

67

68

69 ***NOTE:*** *The red ink signifies language that is **legally advised** and recommended by the Policy and*
70 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in blue ink was*
71 *suggested by District Assembly on 2/4/14. The language in green ink was suggested by SBVC. The*
72 *green highlights were recommended by the District Assembly Work Group.*

73

74 **Approved:**

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San Bernardino Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Affairs

AP 6330 PURCHASING

(Replaces current SBCCD AP 6330)

NOTE: Procedures on purchasing are suggested as good practice if there is a separate purchasing department. They may also be contained in a separately maintained Purchasing Handbook, and if so, this administrative procedure would delegate responsibility and authority to a designated position for the Handbook.

Legal requirements related to the bid process duplicate those regarding the awarding of contracts and are included in AP 6340 titled Bids and Contracts.

❖ From current SBCCD AP 6330 titled Purchasing

GENERAL PURCHASING

A. Authority to Purchase

The authority to contract for goods and/or services is vested in the Board of Trustees. Authority to purchase supplies, materials, apparatus, equipment and services is annually delegated by Board action to designated District officers. The purchase of goods and services shall be made through the Purchasing Department following authorized procedures in accordance with established policies and laws. Any purchase made by an employee without proper authorization will be considered an obligation and liability of the employee and not the San Bernardino Community College District.

B. Conflict of Interest

See Administrative Procedure 2260

The District shall not purchase goods or services from any vendor or source in which a requisitioner or an authorized purchasing agent or a member of the Board has any proprietary interest. Any proposed exception must be reviewed by the Vice Chancellor Fiscal Services and approved by the Board. Employees and Board members are prohibited from accepting gratuities, in any form, the value of

44 ~~which could compromise their objectivity in selecting vendors or awarding~~
45 ~~purchase contracts.~~

47 C. General Purchasing Information

48
49 1. Except for small purchases from petty cash or on procurement cards, all
50 purchases or commitments to buy are made through the use of a
51 purchase order. Purchase orders will be issued by the Purchasing
52 Department only upon receipt of a properly authorized purchase
53 requisition.

54 2. Specifications

55
56
57 Departments may submit their own specifications for supplies and/or
58 equipment; however, the Purchasing Department has the authority to
59 question need, quantity, quality, and materials requested and to make
60 recommendations where the general health and welfare or economy is in
61 question. The Purchasing Department will provide assistance in the
62 development of specifications as requested.

63 3. Selection of Vendor

64
65
66 The Purchasing Department will accept recommendations from the
67 requesting department for potential vendors. ~~Final vendor designation will~~
68 ~~be made by the Purchasing Department.~~ but will endeavor, where
69 possible, to encourage the use of local and small business enterprises in
70 its procurement activities. On all procurement activities that must be
71 competitively bid, or for which the District must receive quotes, such will
72 be evaluated with a ten (10%) percent preference for local vendors. The
73 vendor must claim local vendor preference to be considered. Please note
74 the following exceptions:

- 75 • Those contracts which State Law or, other law or regulation
76 precludes this local preference.
- 77 • Purchases made through cooperative purchasing and leveraged
78 procurement agreements and piggy-back purchases.
- 79 • Public Works construction projects.

80
81 A "local" vendor will be approved as such when, 1) it conducts business in
82 a physical location within the County of San Bernardino; and 2) it holds a
83 valid business license issued by an agency within the County of San
84 Bernardino; and 3) business has been conducted in such a manner for not
85 less than six months prior to being able to receive the preference. Proof
86 of eligibility will be provided to the District as part of the vendor application
87 process.

89 Subject to the Local Vendor Preference, final vendor designation will be
90 made by the Purchasing Department.

91
92 **4. Price Quotations**

93
94 Any purchase of supplies or equipment with a unit cost in excess of
95 ~~\$6,000~~ \$20,000 or contract for services in excess of ~~\$6,000~~ \$20,000
96 requires price quotations from at least three different vendors. Any
97 requests for exception must be submitted in writing to the Vice Chancellor,
98 Fiscal Services for consideration. The Purchasing Office may require
99 price quotations for items regardless of the cost if it determines that such
100 quotes would be in the best interest of the District.

101
102 **5. Bid Requirements**

103
104 ~~Any purchase over \$15,000 for work to be done (services), or \$83,400 for~~
105 ~~60 equipment or supplies must go through the formal bid process.~~ The
106 Board of Governors of the California Community Colleges shall annually
107 adjust the dollar amount required for bid to reflect the percentage change
108 in the annual average of the Implicit Price Deflator for State and Local
109 Government Purchase of Goods and Services for the United States, as
110 published by the United States Department of Commerce for the 12-month
111 period ending in the prior fiscal year (Public Contract Code 20651). The
112 annual adjustments shall be rounded to the nearest one hundred dollars
113 (\$100). The Purchasing Department will publish the annual bid threshold
114 in January of each year as it is made available by the Board of Governors
115 of the California Community Colleges. Any purchase over this established
116 threshold must go through the formal bid process. The Purchasing
117 Department may require formal bids for items regardless of the cost if it
118 determines that such bids would be in the best interest of the District. ~~All~~
119 ~~vendors involved in a bid process shall be notified that Board action is~~
120 ~~required before materials are delivered or a project can begin.~~

121
122
123 **6. Date of Delivery**

124
125 Materials and services must be charged against and paid from
126 appropriations within the fiscal year in which the material or service is
127 actually received.

128
129 **D. Purchase Requisitions**

130
131 A purchase requisition is prepared by an individual or department to request the
132 Purchasing Department to buy specific items. The requested information on the
133 requisition provides guidance to the Purchasing Department as to the requester's
134 preferences regarding vendor, specifications, etc. The Purchasing Department

135 will review each purchase requisition to determine if the request meets
136 established procedures, standards, and laws and will test the object, location,
137 and program codes to determine the availability of funds.
138

139 **E. Purchase Order**

140
141 After a purchase requisition has been reviewed and approved, a purchase order
142 is prepared which authorizes the vendor to deliver the supplies/equipment or
143 provide the service requested. No vendor has authority to provide materials or
144 services until a purchase order has been ~~processed~~ issued and signed.
145

146 **F. Change Orders**

147
148 A change order may be required if there are material changes to the purchase
149 order. The requisitioning department must contact the Purchasing Department to
150 request a change order. A proper request will include the purchase order
151 number, vendor name, the cause of the change order, a detailed description of
152 the changes to be made on the purchase order, and the budget codes affected, if
153 applicable.
154

155 **G. Emergencies**

156
157 In the event of an emergency, authority to purchase may be obtained from the
158 Purchasing Department and a purchase order can be issued ~~by telephone~~
159 without a fully authorized purchase requisition. Such approval must be obtained
160 from the Purchasing Department in advance of the purchase.
161

162 **BID REQUIREMENTS AND PROCEDURES**

163 **A. Price Quotations**

164
165
166 ~~Any purchase of supplies or equipment with a unit cost in excess of \$6,000 or~~
167 ~~contract for services in excess of \$6,000 requires price quotations from at least~~
168 ~~three different vendors. Any requests for exception must be submitted in writing~~
169 ~~to the Vice Chancellor, Fiscal Services for consideration. The Purchasing~~
170 ~~Department may require price quotations for items regardless of cost if it~~
171 ~~determines that such quotes would be in the best interest of the District.~~
172

173 **B. Bid Requirements**

174
175 ~~Any purchase over \$15,000 for work to be done (services) or \$83,400 for~~
176 ~~equipment or supplies must go through the formal bid process. The Business~~
177 ~~Manager may require formal bids for items regardless of the cost if it determines~~
178 ~~that such bids would be in the best interest of the District.~~
179

180 **A. Approval**

181 All purchases requiring bid procedures require an "award of bid" by the Board.
182 All vendors involved in a bid process shall be notified that Board action is
183 required before materials are delivered or a project can begin.
184

185
186 **B. Purchase and Contract Specifications**

187
188 Bid documents or requests for price quotations must contain specifications
189 and/or drawings, if appropriate, which standardize the purchase and **pro-vid**
190 provide a basis for selection of a vendor. The Purchasing Department can
191 advise on the level of specificity required based on the nature of the purchase. In
192 general, specifications should be generic in nature and not specify a particular
193 brand, manufacturer or vendor. It may be necessary to involve a consultant in the
194 development and/or review of specifications. Some specifications may require
195 legal review. Development of specifications may require several weeks or
196 months.
197

198 **C. Energy Efficiency Specifications**

199
200 Vendors must provide equipment and appliances that earn the ENERGY STAR
201 and meet ENERGY STAR specifications for energy efficiency where ratings
202 exist. Complete product specifications and updated lists of qualifying products
203 may be found at www.energystar.gov.
204

205 **D. Bid Documents**

206
207 Bid documents are prepared by the **Business Manager** Purchasing Department
208 in consultation with the individual initiating the request. Bid documents contain a
209 variety of standard provisions required by law and are supplemented by
210 specifications and special requirements. Bid documents are made available **to**
211 **vendors through** on the **Purchasing Department** District website at
212 www.sbccd.org/bids.
213

214 **E. Advertisement for Bids**

215
216 Advertisements for bids are prepared by the **Business Manager** Purchasing
217 Department to meet the legal bidding requirements. Ads are placed in
218 newspapers and through other sources that are designed to reach the
219 appropriate vendors. Ads must appear twice, once a week for two consecutive
220 weeks; in a newspaper with general circulation in the District. Vendors **are**
221 **usually allowed three to four** will be provided at least two weeks from the date of
222 the first advertisement to prepare their bids.
223

224 **F. Bid Opening**

225

226 A time and place of bid opening is stated in the bid document and the bid
227 advertisement. Bids are accepted via physical delivery in the Purchasing
228 Department up to the exact time of the bid opening. Bids received before the
229 opening are kept unopened until the designated time; in the Purchasing
230 Department. Late bids will not be accepted and will be returned to the bidder
231 unopened. The District has the sole right to determine the time a bid is received.
232 A public bid opening is held during which all bids are opened and read aloud.
233 Bids are a matter of public record and the results are available in the Purchasing
234 Department after the bid opening. Bids are considered to be "responsive" if they
235 meet the specifications as published. The services of an outside consultant may
236 be required to evaluate responsiveness. Reference checks may be applied to
237 any and all bids that are responsive and competitive. A summary of the prices
238 quoted is prepared for the Board.

239 **G. Bid Bonds/Guarantees**

240 Bid bonds or other bid guarantees may be required of all bidders and are kept on
241 file until the Board awards a contract. Bonds/guarantees are returned to all
242 bidders after the award of bid.

243 **H. Award of Bid**

244 A summary of the bids received is prepared for the Board. Results of reference
245 checks The bids are evaluated per the criteria established in the bid, to include
246 local vendor preference procedures, and a recommendation is made to the
247 Board for the award of bid. The award does not automatically go to the lowest
248 bidder and only the Board can award a bid. As a general rule the bid is awarded
249 to the lowest bidder unless reference information or other mitigating
250 circumstances suggest an alternate choice. Contracts are not signed until after
251 the bid award and no bidder should move to deliver supplies or equipment or
252 start of project until after the Board takes action and the contract is executed.
253 The Board has the right to reject all bids or waive any irregularities. If that
254 occurs, bidders will be notified in writing.

255 **I. Bid Protest**

256 The bid documents will contain procedures allowing a bidder to protest an
257 impending award of bid. Bid protests must be made in writing to the designated
258 agent of the district. The decision of the Board shall be final.

259 **J. Amendments and Addenda**

- 260 1. Any changes to the bid document prior to the award of bid must be
261 provided to all prospective bidders in writing will be published prior to the
262 bid opening. It is the sole responsibility of the bidder to acknowledge any
263 amendment or addendum in its bid. If the change will require substantial
264

272 time for bidders to reconfigure their quotes, the bid opening may have to
273 be extended.

274
275 2. Any change to specifications or terms and conditions of the bid after the
276 opening will require a change notice approved by the Board.

277

278 **PROCUREMENT CARD**

279

280 **SECTION I - GENERAL**

281

282 **A. Purpose**

283 **B. Policy**

284 **C. Overview**

285 **D. Program Benefits**

286 **E. Program Administrator**

287 **F. Procurement Card Rejection**

288

289 **SECTION II - PROGRAM OVERVIEW**

290

291 **A. How to Obtain a Procurement Card**

292 **B. Opening of Accounts**

293 **C. Ordering Process**

294 **D. Proof Purchase Documentation**

295 **E. Closing of Accounts**

296 **F. Authorized/Prohibited Purchases and Practices**

297

298 **SECTION III - RESOLUTION PROCESS**

299

300 **A. General**

301 **B. Order and Receipt of Goods**

302 **C. Resolving Errors**

303 **D. Resolving Disputes**

304 **E. Credits and Returns**

305 **F. Card Cancellation**

306

307 **G. Lost or Stolen Card**

308

309 **SECTION IV - ACCOUNTING PROCESS**

310

311 **A. Purchase Requisition/Purchase Order - General**

312 **B. Purchase Requisition/Purchase Order - Travel**

313 **C. Recordkeeping and Documentation**

314 **D. Reconciliation and Approval Process**

315

316 **SECTION V - RESPONSIBILITIES**

317

- 318 A. Cardholder Responsibilities
- 319 B. Responsibility Center Manager
- 320 C. Program Administrator
- 321 D. Accounts Payable Department
- 322 E. Card Provider

323
324 SECTION I – GENERAL

325
326 A. Purpose

327
328 The purpose of the District's Procurement Card Program is to establish a more efficient,
329 cost-effective method of purchasing and paying for small dollar transactions, and to
330 establish policies and guidelines related to appropriate use of the Procurement Card.

331
332 B. Policy

- 333
- 334 1. A Procurement Card Application form must be completed and approved (Appendix
- 335 B).
- 336 2. All cardholders must sign and accept the terms and conditions as outlined on the
- 337 Procurement Card Program Cardholder Agreement (Appendix A).
- 338 3. All purchase transactions processed against the Procurement Card must be made by
- 339 the individual to whom the card is issued.
- 340 4. The Procurement Card can only be used for non-restricted (acceptable) commodities.
- 341 5. Documentation pertaining to all purchase transactions must be obtained and
- 342 maintained on file.
- 343 6. Split purchases to bypass the authorized limit(s) or to circumvent Purchasing Policies
- 344 and Procedures are prohibited.
- 345 7. Fraudulent use of the Procurement Card will result in corrective action in accordance
- 346 with the terms and conditions of the Procurement Card as outlined on the Cardholder
- 347 Agreement.

348
349 C. Overview

350
351 The Procurement Card Program streamlines the purchasing process, including the
352 requisitioning, procurement, receiving, and payment processes for low-dollar value
353 purchases from any vendor or supplier that accepts a VISA credit card.

354
355 This program enables the cardholder to purchase approved commodities directly from
356 vendors/suppliers.

357
358 The Procurement Card can be used for purchases of all non-restricted (acceptable)
359 commodities. All purchases of commodities, where approved "Prime Vendor" contracts
360 are in place, should be made from those contracted vendors/suppliers. Each
361 Procurement Card issued will contain the name of SAN BERNARDINO COMMUNITY
362 COLLEGE DISTRICT as the corporate buyer of products and services. THE
363 PROCUREMENT CARD IS NOT TO BE USED FOR PERSONAL TRANSACTIONS.

364
365 Each card is assigned credit and transaction limits when the Procurement Card
366 Application is completed and approved.

367
368 **D. Program Benefits**

369
370 1. Significant decrease of paperwork for requisitioning, purchasing and receiving
371 activities.

372
373 2. Significant decrease in the volume of invoices and checks processed by Accounts
374 Payable.

375
376 3. Enables automated reporting tools.

377
378 4. Empowers cardholders to make purchases directly from suppliers.

379
380 **E. Program Administrator**

381
382 The Business Manager is the Program Administrator for the Procurement Card
383 program.

384
385 **F. Procurement Card Rejection**

386
387 When presenting the Procurement Card to vendors for payment for goods and the card
388 is rejected, the Cardholder must complete and submit a Procurement Card Rejection
389 Form to the Procurement Card Administrator to determine the reason(s) for rejection
390 (Appendix E).

391
392 Procurement card rejection is normally due to:

- 393
394 • Incorrect vendor/supplier Merchant Category Code (MCC)
395 • An attempt to purchase restricted or unauthorized items
396 • An attempt to exceed card dollar limits.

397
398 **SECTION II - PROGRAM OVERVIEW**

399
400 The Procurement Card Program simplifies the purchasing/disbursement process by
401 facilitating point-of-sale procurement. Purchasing responsibility is delegated to **the**
402 **ordering department enabling** an authorized cardholder **to** **who may** place an order
403 directly with a vendor/supplier. When a purchase authorization is requested by a
404 vendor/supplier at the point-of-sale, VISA validates the transaction against pre-set limits
405 established by the District in conjunction with department administrators. All
406 transactions are approved or declined instantaneously based on the following
407 Procurement Card authorization criteria:

- 408
409 1. Number of transactions allowed per day.

- 410 2. Number of transactions allowed per month.
- 411 3. Single purchase limit **not to exceed \$500.00.**
- 412 4. Spending limit per month.
- 413 5. Approved commodity codes.

414
415 **The Business Manager is responsible for setting these limits.** The authorization process
416 occurs through an electronic system that supports the Procurement Card Program
417 **under the agreement with US Bank.** The Program Administrator for the Procurement
418 Card Program shall be the Business Manager. In the absence of the Business
419 Manager, Cardholders may contact the Purchasing Department for guidance and
420 information. All forms listed herein and all Cal Card procedures shall be made available
421 on the District website. [at www.shcced.org/businessdocs](http://www.shcced.org/businessdocs)

422
423 **A. How to Obtain a Procurement Card**

- 424
- 425 1. Employee C completes a Procurement Card Application form (Appendix B).
- 426 2. Employee S submits the Request for Procurement Card for approvals of
427 officials to administrators listed on the form for approval.
- 428 3. Employee S submits the approved Request for Procurement Card to the
429 Program Administrator for processing.
- 430 4. Employee completes Attend a Pre-Card Issue Training Session.
- 431 5. Application for Procurement Card is completed and transmitted to Card
432 Provider by Program Administrator.
- 433 6. Card Provider issues Procurement Card to Employee, hereinafter Cardholder.
- 434 7. Cardholder signs the Procurement Card Program Cardholder Agreement
435 (Appendix A) and sends to the Program Administrator.

436
437 **B. Opening of Accounts**

- 438
- 439 1. The Chancellor, Presidents, Vice Chancellors, and Vice Presidents are
440 responsible for designating employees to receive the Procurement Card and
441 must use the Procurement Card Application form (Appendix B). All
442 applications, however, are subject to review and final approval by the
443 Business Manager. The approved application is submitted to Purchasing for
444 processing Program Administrator. Procurement Cards will only be issued to
445 permanent, full-time employees who are not on probationary status.
446 Legitimate charges made on the Procurement Card are a District liability, not
447 a personal liability to the individual. Employees should ensure that
448 Procurement Cards are adequately safeguarded from loss or misuse.
- 449 2. There will be no credit reference check on the personal credit of the employee
450 as a condition for receiving the District Procurement Card, nor will the use of
451 the Procurement Card have any effect on the employee's personal credit
452 rating.
- 453 3. Employees who have exhibited a history of not following Board Policy or/and
454 Administrative Regulations concerning Purchasing will not be approved to use
455 the Procurement Card. An example of such a history would include having

456 ~~three or more Audit Exception Memos on file for the preceding 12 months.~~

457
458
459 ~~3. The Program Administrator may use district business documents, such as~~
460 ~~audit findings and exceptions, to assess any risk associated with an~~
461 ~~employee's Procurement Card Application.~~

462 ~~4. Each employee approved to receive the Procurement Card must attend~~
463 ~~complete a Pre-Card Issue Training session. Training will be provided by the~~
464 ~~Purchasing Department Program Administrator. After completion of the~~
465 ~~training, the employee Cardholder will be required to complete and sign the~~
466 ~~Cardholder Agreement (Appendix A).~~

467 ~~5. The US Bank Card Provider will issue a Procurement Card to the employee~~
468 ~~when a Procurement Card Application is submitted by the Program~~
469 ~~Administrator (Appendix B). Procurement Cards will only be issued to~~
470 ~~permanent, full-time employees who are not on probationary status.~~

471 ~~6. Transaction and monthly limits are established for each card by the Program~~
472 ~~Administrator in consultation with the Employee and Responsibility Center~~
473 ~~Manager. Temporary increases for emergency purposes may be made by~~
474 ~~contacting the Program Administrator.~~

475 476 **C. Ordering Process**

477
478 ~~The Procurement Card Program provides another option to existing purchasing~~
479 ~~procedures regarding transactions for most goods, commodities, supplies or~~
480 ~~repair parts valued at less than \$500.00 (including all delivery, shipping, etc.) NO~~
481 ~~SINGLE PURCHASE IS TO EXCEED \$500.00.~~

482
483 ~~Purchases for restricted commodities and for purchases of \$500.00 or more~~
484 ~~should continue to be processed in accordance with the established~~
485 ~~procurement/disbursement policies and procedures.~~

486
487 ~~Please be sure to Cardholders should follow these procedures when using the~~
488 ~~Procurement Card:~~

489
490 ~~1. Identify if the purchase is appropriate for a Procurement Card transaction.~~
491 ~~Check the list of restricted commodities.~~

492 ~~2. Determine if your the transaction total is \$500.00 or less within the transaction~~
493 ~~limits established by the Program Administrator. If not, the transaction must~~
494 ~~be processed in accordance with established purchasing disbursement~~
495 ~~policies and procedures.~~

496 ~~3. Subject to the Local Vendor Preference, Contact the vendor/supplier and~~
497 ~~obtain the goods. Goods may be purchased either in person, by telephone,~~
498 ~~or internet. Purchases must be in conformance with District purchasing~~
499 ~~guidelines (i.e. reasonable, necessary, and for District business).~~

- 500 4. ~~When receiving a shipment, it is the responsibility of the cardholder to~~
501 ~~properly inspect the shipment for damage and to verify the shipment is~~
502 ~~complete. In case of returns, the cardholder is responsible for coordinating~~
503 ~~the return directly with the vendor/supplier and for contacting the Program~~
504 ~~Administrator with any unresolved issues.~~
505 5. ~~All packing slips must be retained as part of the purchase transaction~~
506 ~~documentation.~~

507
508 **~~D. Procurement Card Rejection~~**

509
510 ~~When presenting the Procurement Card to vendors for payment for goods and~~
511 ~~the card is rejected, the Cardholder must complete and submit a Procurement~~
512 ~~Card Rejection Form to the Procurement Card Administrator to determine the~~
513 ~~reason(s) for rejection.~~

514
515 ~~Procurement card rejection is normally due to:~~

- 516
517 ~~1. Incorrect vendor/supplier Merchant Category Code (MCC).~~
518 ~~2. An attempt to purchase restricted or unauthorized items.~~
519 ~~3. An attempt to exceed card dollar limits.~~

520
521 **~~E. Proof Purchase Documentation~~**

- 522
523 1. ~~The Procurement Card program facilitates point-of-sale purchases, giving~~
524 ~~authorized cardholders the ability to purchase specific goods directly from a~~
525 ~~vendor/supplier. The Procurement Card will eliminate the time and effort~~
526 ~~spent on processing multiple requisitions and other internal forms, filing~~
527 ~~purchase requisition copies, distributing, filing and the reconciling invoices.~~
528 2. ~~With this authority comes the responsibility for maintaining adequate~~
529 ~~documentation at the source of the transaction. It is the responsibility of each~~
530 ~~department to retain supporting documentation in accordance with the~~
531 ~~District's Records Retention Policy and Administrative **Regulation Procedure**~~
532 ~~3310.~~
533 3. ~~Documentation, including the monthly Procurement Card transaction~~
534 ~~statement, MUST be maintained at its source.~~

535
536 **~~F. Closing of Accounts~~**

- 537
538 1. ~~Accounts will be audited as a part of the closeout procedures for employees~~
539 ~~leaving the District. Procurement Cards are to be turned in to the Program~~
540 ~~Administrator by employees upon separation of service from the District for~~
541 ~~any reason.~~
542 2. ~~Supervisors of employees changing departments must contact the Program~~
543 ~~Administrator to close their accounts. If appropriate to the new position, the~~
544 ~~process for opening a new account will be followed. The **District's** Program~~

545 Administrator will close account numbers upon request of the Chancellor,
546 Presidents, Vice Chancellors, and Vice Presidents.
547 3. Accounts may be closed without prior notification if funds are not available in
548 the Cardholder's account or cancelled at any time for reasons considered not
549 in the best interest of the District. Reasons include but are not limited to
550 failure to adhere to Board Policies and/or Administrative **Regulations**
551 Procedures.

552
553 **Authorized/Prohibited Purchases and Practices**

554
555 Procurement cards are District property issued in the employee's name. Use is
556 restricted exclusively for qualified business-related purchases. Applicable
557 purchase categories are summarized as:

- 558
559 1. Authorized Purchases
- 560 ▪ **One time purchases** Purchases of supplies, goods, and materials up to
561 \$500.00
 - 562 **Periodic supply purchases** up to \$1,000.00 per transaction
 - 563 ▪ **Equipment costing purchases** under \$500.00 \$1,000.00 (~~includes tax and~~
564 ~~shipping~~ a cardholder shall verify with their site technology manager
565 technology equipment is compatible with District systems)
 - 566 ▪ Software purchases less than \$200 classified under object code 4430 (a
567 cardholder shall verify with their site technology manager the software is
568 compatible with District systems)
 - 569 ▪ Web site domain name purchases
 - 570 ▪ **Travel Expenses, such as** (~~Airfare, Ground Transportation, Lodging,~~
571 ~~Conference Registration Fees, and /or meals, excluding alcohol. Itemized~~
572 ~~receipt is required for meals). A maximum acceptable meal gratuity is 20%
573 of allowable meal expenses and taxes.~~
 - 574 ▪ Refreshments and other goods for official business meetings (see
575 Administrative Procedure 3750 for additional requirements)
 - 576 ▪ Postage and shipping expenses
- 577
578 2. Prohibited Purchases
- 579 ▪ ~~Any purchase over \$500.00~~
 - 580 ▪ ~~Equipment costing over \$500.00~~
 - 581 ▪ ~~Furniture~~
 - 582 ▪ ~~AV equipment~~
 - 583 ▪ ~~Services~~
 - 584 ▪ Purchases for supplies, goods, material and equipment over \$1,000.00
585 per transaction
 - 586 ▪ Services, such as consultants, instructors, speakers, repairs,
587 maintenance, personnel, labor, rentals, leases, lease-to-purchases, and
588 public works
 - 589 ▪ Computers

- 590 ▪ Software over \$200.00
- 591 ▪ Software licenses and other copyright use licenses
- 592 ~~▪ Consultants, Instructors, Speakers~~
- 593 ~~▪ Maintenance Agreements~~
- 594 ~~▪ Service Agreements~~
- 595 ▪ Personal Items or items for personal use
- 596 ~~▪ Personnel/labor~~
- 597 ~~▪ Rental Agreements (Facilities, Equipment, ect.)~~
- 598 ~~▪ Lease/Purchase Agreements~~
- 599 ~~▪ Facility Improvements~~
- 600 ~~▪ Postage, Federal Express, UPS~~
- 601 ~~▪ Event decorations~~
- 602 ~~▪ Employee meals during travel~~
- 603 ▪ Alcohol and gratuities
- 604 ▪ Other purchases where the vendor requires a signed contract, agreement,
- 605 MOU or other similar document

606

607 3. Prohibited Practices

- 608 ▪ Cash Refunds
- 609 ▪ Cash Advances
- 610 ▪ Split Orders/Purchases to exceed established limits
- 611 ▪ Transferring cards between individuals
- 612 ▪ Wire transfers – Mmoney orders

613

614 4. Exceptions

615 The Program Administrator has the authority to grant exceptions to prohibited

616 purchases on a case by case basis. Requests for exceptions shall be made in

617 writing from the Cardholder to the Program Administrator.

618

619 **SECTION II - RESOLUTION PROCESS**

620

621 **A. ~~General~~**

622

623 ~~The Cardholder is responsible for taking appropriate and timely action by~~

624 ~~initiating the proper documentation and notifying the proper official Program~~

625 ~~Administrator whenever a discrepancy is noted on the monthly billing statement.~~

626

627 **B. ~~Order and Receipt of Goods~~**

628

629 ~~The Cardholder is responsible for ensuring receipt of materials and will follow-~~

630 ~~up with the vendor to resolve any delivery problems, discrepancies or damages~~

631 ~~to goods. For telephone or catalog orders, the Cardholder should make sure~~

632 ~~complete shipping address and instructions are given along with your name the~~

633 ~~Cardholder information (i.e., name, department name, complete street address,~~

634 ~~room number, city, state and zip code). If materials are ordered by phone, the~~

635 ~~Cardholder should ask the vendor to include a sales receipt in the package, and~~
636 ~~save the credit card receipt and shipping documentation.~~

637

638 **C. ~~Resolving Errors~~**

639

640 ~~The Cardholder is responsible for following up with the vendor or bank on any~~
641 ~~erroneous charges, disputed items, or returns as soon as detected. Disputed~~
642 ~~billing can result from failure to receive goods/services, fraud, misuse, altered~~
643 ~~charges, defective merchandise, incorrect amounts, duplicated charges,~~
644 ~~unprocessed credits, etc. The Cardholder will first contact the vendor to resolve~~
645 ~~all outstanding issues.~~

646

647 **D. ~~Resolving Disputes~~**

648

649 ~~If the Cardholder is unable to reach agreement with the vendor, contact US Bank~~
650 ~~Customer Service Center at 1-888-344-5696. The bank will ask the cardholder~~
651 ~~to complete a Cardholder Statement of Questioned Item form and fax or mail the~~
652 ~~completed form to the bank (Appendix D). Please note on the form the reference~~
653 ~~number given to you by the customer service representative. A copy of the form~~
654 ~~should be sent to Purchasing. The bank must be notified of any disputed item~~
655 ~~within thirty (45 30) days of the cycle in which the item was purchased. If the~~
656 ~~Cardholder is still unable to reach an acceptable solution, contact the Program~~
657 ~~Administrator immediately.~~

658

659 ~~If the cardholder is still unable to reach an acceptable solution, contact~~
660 ~~Purchasing at 384-4308.~~

661

662 **E. ~~Credits and Returns~~**

663

664 ~~The Cardholder is responsible for ensuring that all credits resulting from the~~
665 ~~return of merchandise to the vendor are applied to the cardholder's account.~~
666 ~~Should the related credit appear in the subsequent billing cycle or appear on a~~
667 ~~subsequent billing statement the cardholder must identify the future credit on the~~
668 ~~SBCGD Monthly Procurement Card Purchase Log (Appendix C).~~

669

670 **F. ~~Card Cancellation~~**

671

672 ~~To cancel a Procurement Card, immediately call or notify in writing the Program~~
673 ~~Administrator. The Program Administrator will notify the bank and deactivate the~~
674 ~~card. The card should be cut in half and immediately forwarded to the Program~~
675 ~~Administrator.~~

676

677 **G. ~~Lost or Stolen Card~~**

678

679 ~~If your Procurement Card is lost or stolen, immediately notify US Bank at 1-888-~~
680 ~~344-5696 and the program administrator at (909) 382-4031.~~

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SECTION III - ACCOUNTING PROCESS

A. ~~Purchase Requisition/Purchase Order – General~~

~~Prior to final approval by Program Administrator of an applicant's Procurement Card Application, applicant must initiate an Open Purchase Requisition to identify and encumber sufficient funds to pay for obligations created by use of card. At any given moment the unexpended amount on the Open Purchase Order must not be less than the monthly expenditure limit established by the Program Administrator. Should the unexpended balance remaining on the Open Purchase Order fall below the monthly expenditure limit established the Program Administrator will reduce the monthly expenditure limit accordingly.~~

B. ~~Purchase Requisition/Purchase Order – Travel~~

~~Authorized cardholders can use their assigned Procurement Cards to pay for registration, airfare, lodging, parking, and other business-related incidental expenses **with the exception of meals.** **during travel are prohibited purchases.** Such expenses should only be made after receiving Board approval, if applicable. **The purchase of alcohol and gratuities is expressly prohibited.** **If these expenses appear on a Cardholder's statement, the expense shall be deducted from the Cardholder's personal expense claim and procurement card use may be suspended.** Prior to using the Procurement Card, cardholders must create a Purchase Requisition for the total estimated expense of the activity. **Itemized receipts are required for meals during travel.**~~

C. ~~Recordkeeping and Documentation~~

~~To facilitate reconciliation, substantiation, and allocation of charges, the Cardholder is required to provide detailed information about his/her credit card purchases. The original transaction documentation (credit card slip, packing slip, itemized invoice, etc.) will generally provide important information such as a detailed listing of what was purchased, when the transaction occurred, who the vendor is, where they are located, the purchase amount, and the purchaser identification. Regardless of the method used to document credit card transactions, the documentation must provide the details of the transaction and describe the goods purchased. The Cardholders must prepare and maintain the SBCCD Monthly Procurement Card Purchase Log **(Appendix C)** to expedite reconciliation and distribution of charges. This summary, along with supporting documentation, is to be presented to the cardholder's Responsibility Center Manager and Purchasing Department for review and approval.~~

D. ~~Reconciliation and Approval Process~~

726 The following process and timeline has been established to facilitate the payment
727 process within the timeline required by US Bank.

- 728
- 729 1. Cardholders will receive a statement of charges either via U.S. mail or
730 downloaded from the US Bank website for their respective card. Cardholders
731 must timely reconcile the transaction documentation with the statement of
732 charges using the SBCCD Monthly Procurement Card Purchase Log. All the
733 preceding documents are **herein after** collectively referred to as the
734 "reconciliation packet".
- 735 2. Cardholders must forward the reconciliation packet to their Responsibility
736 Center Manager for approval no more than 5 working days after the close of
737 the billing cycle.
- 738 3. After review and approval, the Responsibility Center Manager must forward
739 the reconciliation packet to the Purchasing Department no more than 5
740 working days after receipt from the Cardholder.
- 741 4. Upon receipt, the Purchasing Department must review and approve the
742 reconciliation packet and forward to the Business Manager no more than 3
743 working days after receipt.
- 744 5. The Business Manager or designee must review and approve the
745 reconciliation packet and forward to Accounts Payable for processing within
746 48 hours of receipt.

747

748 SECTION IV - RESPONSIBILITIES

749 A. ~~Cardholder Responsibilities~~

750 This Administrative Regulation coupled with the Cardholder Guide places
751 adequate controls into effect, and if followed should provide significant benefits to
752 both cardholder and District.
753

754 The following is a list of the cardholder's specific responsibilities:

- 755
- 756 1. Ensure that the Procurement Card is used in accordance with this
757 Administrative **Regulation** Procedure.
- 758 2. Purchase only items that are work-related or for the use and benefit of the
759 District.
- 760 3. Order supplies, goods, and materials only as needed and only from vendors
761 **with** whom the District does not already have negotiated contracts.
- 762 4. Sign the card in the signature panel.
- 763 5. Maintain card security to prevent unauthorized charges against the account.
- 764 6. Obtain itemized receipts at the point of purchases and verify them for
765 accuracy.
- 766 7. Reconcile receipts and other purchase documentation to the statement of
767 charges timely.
- 768 8. Provide the vendor with all pertinent information when placing an order (if
769 placing an order by telephone, cardholder must instruct the vendor to ship
770 goods directly to the Cardholder's department). Do not have the order sent to
771 central receiving.

- 772 9. ~~Maintain the documentation for all transactions in accordance with this~~
773 ~~applicable Administrative Regulation and the District's record retention policy~~
774 ~~Procedures.~~
- 775 10. ~~Report loss of card IMMEDIATELY to: (1) U.S. Bank Customer Service and~~
776 ~~(2) the Program Administrator (Business Manager).~~
- 777 11. ~~Notify U.S Bank Customer Service of any billing discrepancies posted on your~~
778 ~~the statement of charges that cannot be resolved with the merchant. If~~
779 ~~needed, complete and submit the Cardholder Statement of Questioned Item.~~
- 780 12. ~~Do not allow any member of your staff, family, or supervisor to use this card.~~
781 ~~You The Cardholder, alone, are is authorized to use this card.~~
- 782 13. ~~Ensure that NO SPLIT PURCHASES are made.~~
- 783 14. ~~Accept NO BACKORDERS.~~
- 784 15. ~~Maintaining the SBCCD Monthly Procurement Card Purchase Log.~~
- 785 16. ~~Submit the "Reconciliation Packet" to the Responsibility Center Manager for~~
786 ~~approval within stated timelines.~~
- 787 17. ~~Ensure sufficient funds have been encumbered on a Purchase Order to meet~~
788 ~~the obligations from card use.~~

789
790 Use of the Procurement Card that is NOT in accordance with the guidelines
791 established for this Program may result in: (1) ~~lost~~ loss of card privileges, (2)
792 personal liability, (3) suspension, (4) written reprimand, or (5) termination, in the
793 case of fraudulent use.

794 795 **B. Responsibility Center Managers**

796
797 Responsibility Center Managers are responsible for:

- 798
799 1. ~~Reviewing all charges.~~
800 2. ~~Ensuring all purchases are appropriate.~~
801 3. ~~Ensuring no prohibited items have been purchased.~~
802 4. ~~Ensuring all proper documentation is attached to the reconciliation packet.~~
803 5. ~~Ensuring cardholders do not purchase commodities that should have been~~
804 ~~competitively bid in accordance with District Purchasing Policies and~~
805 ~~Procedures.~~
806 6. ~~Ensuring that NO SPLIT PURCHASES are made.~~

807 808 **C. Program Administrator**

809
810 The Program Administrator is responsible for:

- 811
812 1. ~~Administering the Procurement Card Program.~~
813 2. ~~Processing approved requests for Procurement Cards.~~
814 3. ~~Conducting Pre-Card Issue Training Sessions.~~
815 4. ~~Providing assistance to Cardholders.~~
816 5. ~~Providing information to appropriate District officials.~~
817 6. ~~Reviewing reports for program compliance.~~

818 ~~7. Following up with Card Provider when necessary.~~

819

820 ~~D. Accounts Payable Department~~

821

822 ~~The Accounts Payable Department is responsible for:~~

823

824 ~~1. Paying monthly statement billing upon receipt from Business Manager~~

825 ~~Program Administrator.~~

826 ~~2. Following up with Card Provider on matters of payment.~~

827

828 ~~E. Card Provider~~

829

830 ~~Card Provider is responsible for:~~

831

832 ~~1. Paying suppliers/vendors.~~

833 ~~2. Monitoring and controlling credit verification.~~

834 ~~3. Providing monthly statement and analyses to the Program Administrator.~~

835 ~~4. Providing duplicate copies of sales drafts of a disputed charge when~~

836 ~~requested.~~

837

838 ~~References: Education Code Section 81656;~~

839 ~~Public Contract Code Section 20650~~

840

841

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

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

844 *current SBCCD AP 6330 titled Purchasing approved in 1/13/11. The language in **green ink** reflects*

845 *revisions submitted by Fiscal Services on 2/24/13. The yellow highlights were suggestions from Business*

846 *Services. The green highlights were recommended by the District Assembly Work Group. The orange ink*

847 *are revisions made by Steve Sutorus.*

848

Approved: 1/13/11

Revised:

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Appendix A
San Bernardino Community College District
Cardholder Agreement

The procurement card represents our company's trust in you. You are empowered as a responsible agent to safeguard company assets. Your signature below is verification that you have read the employee handbook, Board Policy, and Administrative Regulation and agree to comply with the following responsibilities. It also acknowledges that you have received the Cal-Card card # _____.

- ~~1. I understand the card is for District approved purchases only and I agree not to charge personal purchases.~~
- ~~2. Improper use of this card can be considered misappropriation of company funds. This may result in disciplinary action up to and including termination of employment.~~
- ~~3. If the card is lost or stolen, I will immediately notify U.S. Bank by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the Program Administrator.~~
- ~~4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.~~
- ~~5. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.~~
- ~~6. All charges will be billed directly to and paid directly by the District. The bank cannot accept any monies from me directly; therefore any personal charges billed to the company could be considered misappropriation of company funds.~~
- ~~7. As the card is District property, I understand that I may be periodically required to comply with internal control procedures designed to protect District assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts and statements to audit its use.~~
- ~~8. I will receive a Monthly Reconciliation Statement (MRS), which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank.~~
- ~~9. The charges made against my card are automatically assigned to the cost center assigned to the card as specified by management. This code cannot be changed without management involvement. When changed, the new accounting code will not affect any charges made prior to the change but will affect future charges.~~
- ~~10. I understand the Cal-Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the business and/or to provide for business travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.~~

Employee Signature

Approving Responsibility Center Manager Signature
(RCM)

Employee Printed Name

Date

Approving RCM Printed Name

Date

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Appendix B

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Purchasing & Business Services

PROCUREMENT CARD APPLICATION

Name: _____ Date: _____
Last First Middle

Campus/Department: _____

Business Telephone: _____

Email Address: _____

Please check one:
Administrator: _____
Faculty: _____
Staff: _____

Signature of Applicant Date

Approve Disapprove _____
Signature of Responsibility Center Manager Date

Approve Disapprove _____
Vice President Date

Approve Disapprove _____
President Date

Approve Disapprove _____
Program Administrator Date

CARDHOLDER STATEMENT OF QUESTIONED ITEM

CARDHOLDER NAME (please print or type)

ACCOUNT NUMBER

CARDHOLDER SIGNATURE

DATE

(AREA CODE) TELEPHONE NUMBER

The transaction in question as shown on statement of Account:

Transaction Date	Reference Number	Merchant	Amount	Statement Date

Please read carefully each of the following situations and check the one most appropriate in your particular dispute. If you have any questions, please contact us at 888-994-6722. We will be more than happy to advise you in this matter.

1. UNAUTHORIZED MAIL OR PHONE ORDER OR PHONE ORDER

I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

2. DUPLICATE PROCESSING THE DATE OF THE FIRST TRANSACTION WAS _____.

The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.

3. MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$ _____.

My account has been charged for the above listed transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. (Please provide a separate statement detailing the merchant contract, and the expected date to receive merchandise.)

4. MERCHANDISE RETURNED IN THE AMOUNT OF \$ _____.

My account has been charged for the above listed transaction, but the merchandise has since been returned.
enclosed is a copy of my postal or express mail receipt

5. CREDIT NOT RECEIVED

I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. (Please provide a copy of this voucher with this correspondence.)

6. ALTERATION OF AMOUNT

The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount of which I signed. The difference of amount is \$ _____.

7. INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE

I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me, a Cardholder Statement of Questioned Item Form must be provided and will include the copy of the sales draft if a further dispute exists. If a copy of the sales draft cannot be obtained, a credit will appear on my account.

8. COPY REQUEST

I recognize this charge, but need a copy of the sales draft for my records.

9. SERVICES NOT RECEIVED

I have been billed for this transaction; however, the merchant was unable to provide the services.

Paid for by another means. My card number was used to secure this purchase, however final payment was made by check, cash, another credit card or purchase order. (Enclosed is my receipt, canceled check (front and back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means).

10. NOT AS DESCRIBED

(Cardholder must specify what goods, services or other things of value were received). The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must have attempted to return the merchandise and state so in their complaint).

11. If none of the above reasons apply, please describe the situation _____

(Note: Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper, if necessary, and sign your description statement).

Send To:

U.S. Bank Government Services, P.O. Box 6344, Fargo, ND 58125-6344
Fax: 866-299-9625 or 701-461-3463

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Appendix E

San Bernardino Community College District
Purchasing & Business Services

PROCUREMENT CARD REJECTION

Instructions: Please complete this form and returned to the Purchasing Department for processing and follow up when purchases are rejected when using the Procurement Card. Please print or type.

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964

Site: _____ Department: _____ Cardholder: _____ Ext.: _____ Date: _____
= = = = =

<u>Vendor</u>	<u>Item(s) Attempted to Purchase</u>	<u>Amount</u>
Name: _____	_____	_____
Address: _____	_____	_____
City/State/Zip: _____	_____	_____
Contact: _____	_____	_____
Telephone: _____	_____	_____

965
966
967

Date purchase was attempted: _____
Name of person attempting purchase: _____
Vendor/Supplier accept VISA: YES NO

Comments: _____

968
969
970

PURCHASING USE ONLY		
<u>Reason for Card Rejection</u>	<u>Cardholder Assigned Standard Merchant Code Group</u>	
Incorrect Vendor/Supplier MCC	_____	_____
Unauthorized Items (s)	_____	_____
Card Limit Exceeded	_____	_____
Other: _____	Vendor/Supplier MCC	_____

971
972
973

Comments: (Purchasing Only) _____

San Bernardino Community College District
Administrative Procedure
Chapter 6 – Business and Fiscal Services

AP 6520 SECURITY FOR DISTRICT PROPERTY

(Replaces current SBCCD AP 6520)

NOTE: Procedures on security for District property are required by accreditation. Local practice may be inserted. The following are suggested elements:

- Allocation of responsibilities for patrolling District property
- Allocation of responsibilities for maintenance (e.g., lighting, pruning, locks)
- Distribution of keys
- Responsibility for publication of warnings about unsafe areas of campus
- Emergency notification procedures
- Fire alarms
- Locking software for computers

❖ From current SBCCD AP 6520 titled Security for District Property

~~Each District site will establish a written security plan for that location. Each District site plan must be on file in the office of the Director of Facilities and Planning.~~

~~Each District employee shall take appropriate measures to secure is responsible for the equipment under his/her control and shall not loan or allow the use of the equipment to any individual who is not authorized by the District (see AP 6535 titled Use of District Equipment and AP 6500 titled Property Management). Loss of equipment and unauthorized use of equipment shall be reported immediately to the responsible administrator.~~

~~**NOTE:** The following newly recommended language from Steve Sutorus may be better placed in AP 6535 titled Use of District Equipment: The District shall will not assume either responsibility or liability for personal property belonging to employees or students either on or off campus. The District shall will not provide reimbursement or replacement for loss, destruction, or damage by arson, burglary, or vandalism of personal property. Personal property shall will not be received or stored by maintenance personnel on District property. The use of an individual's personal automobile in connection with District business is an exception authorized under this procedure. No personnel of the District shall will use any equipment belonging to the~~

44 District or consume any supplies or utilize any District personnel for any purposes other
45 than the business of the District.

46
47 District facilities and grounds are for the use of District-authorized activities and events.
48 (Also see BP/AP 6700 titled Civic Center and Other Facilities Use.)

49 Assignment of Responsibilities

50 The District's Police Department is designated the responsibility to develop and
51 implement:

- 52 1. Patrolling schedules and practices to monitor and protect District property,
53 including buildings, parking lots, and other open spaces;
- 54 2. Maintaining fire, ~~and~~ security cameras, and other alarm systems in working
55 order;
- 56 3. Emergency notification and disaster response practices (e.g., earthquake, fire,
57 flood) and
- 58 4. Plans for publication of warnings about unsafe areas of campus as necessary.

59
60
61
62 The Campuses' Maintenance Department and District sites facilities office are
63 designated the responsibility to develop and implement:

- 64 1. Processes for assigning, distributing, monitoring, and retrieving keys, including
65 electronic key cards, which may include assessing fees to responsible parties for
66 replacement of lost keys and/or re-keying buildings necessitated by such loss;
67 and
- 68 2. Maintaining other aspects of the property in the interest of security (e.g., tree
69 pruning, adequate lighting, and workable locks).

70
71 The District's Information Technology Department is designated the responsibility to
72 maintain security of all electronic equipment (e.g., telephones, computers), including but
73 not limited to password protection, virus control, and locking systems as needed.

74 Keys

75 The campus Vice President of Administrative Services or District Director, Facilities, or
76 designee must approve the assignment of keys. Employees and others who are
77 authorized to hold keys are responsible for protecting said keys while they are in the
78 individual's possession. Upon termination or completion of duties that mandate a key,
79 the key holder must return the key ~~to the department that originally issued the key.~~
80 In the event a key is lost, the responsible individual shall sign an affidavit to that effect and
81 may be assessed a fee for the replacement of the key, up to and including the cost of
82 re-keying the impacted facility.

83
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85
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87
88 **References:** WASC/ACCJC Accreditation Standard III.B.1;
89 Penal Code Section 469

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***NOTE:** The **red ink** signifies language that is **required by accreditation** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD AP 6520 titled Security for District Property approved in 9/4/04. The language in **blue ink** is included for consideration. The language in **green ink** was added by Steve Sutorus on 2/12/14. The green highlights were recommended by the District Assembly Work Group.*

Approved: 9/9/04
Revised:

98
99

San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7120 RECRUITMENT AND HIRING

NOTE: This procedure is required by accreditation.

The District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of equal opportunity and diversity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students.

The District employs persons for positions categorized as Faculty, Classified, Confidential, Educational Administrators, and Classified Managers as outlined in corresponding board policies and administrative procedures:

- [BP/AP 7210 titled Faculty](#)
- [BP/AP 7230 titled Classified Employees](#)
- [BP/AP 7240 titled Confidential Employees](#)
- [BP/AP 7250 titled Educational Administrators](#)
- [BP/AP 7260 titled Classified Managers](#)

The information in this procedure does not apply to the recruitment and hiring for the position of Chancellor (see AP 2431 Chancellor Selection).

Position Approval Process

Every department, program, or discipline in the District, whether associated with a District function or on a campus/college, goes through a complete annual program review, identifying needed positions for the coming fiscal year. Needed positions could be brand new positions or positions that are vacant at the time of the review. Once the positions are identified, they are submitted to the strategic planning process for review. The various strategic planning committees make recommendations to the site manager/Chancellor. All positions are subject to funding.

Job Opening/Application Processes

The District utilizes a completely electronic process for posting all job openings and the application process. The online applicant tracking system serves as the mechanism for

44 submittal of recruitment requests, routes them through approval process and serves as
45 the tool for job posting and application submittal. Initial screening is **also** coordinated
46 between Human Resources and screening committee members. **Application materials**
47 **may be submitted to the District Office during regular business hours.**

48
49 **Job Postings**
50 When a **vacant or newly created** position **is approved for recruitment**, the job is posted
51 on the District's Human Resources webpage **and advertised in other appropriate**
52 **venues.**

53
54 **Applying for a Job**
55 Applicants can apply for any open position by logging onto the District's Human
56 Resources webpage. Applicants will be expected to electronically attach all required
57 documentation, such as, but not limited to: resume, cover letter, transcripts,
58 certifications, etc., to the application.

59
60 [Also see BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity;](#)
61 [BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; and AP](#)
62 [7126 Applicant Background Checks](#)

63
64 **References:** [Education Code Sections 87100 et seq., 87400, and 88003;](#)
65 [WASC/ACCJC Accreditation Standard III.A](#)

66
67
68 **NOTE:** *The **red ink** signifies language that is **required by accreditation** and recommended by the*
69 *Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue***
70 *ink is included for consideration. The language in **green ink** was recommended by Human Resources*
71 *on 3/4/14. The green highlights were recommended by the District Assembly Work Group.*
72

Approved:

73
74

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Director of Fiscal Services
DATE: October 9, 2014
SUBJECT: Consideration of Approval of Budget Adjustments

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Budget Adjustments.

OVERVIEW

Budget Adjustments are submitted for Board review and approval.

ANALYSIS

In compliance with the Budget Adjustment procedure required by the County Superintendent of Schools, these budget adjustments are submitted for Board review and approval. These actions reflect the adjustments necessary to conduct the business of the District and to remain in compliance with sound fiscal practices.

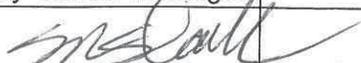
BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The various budgets are impacted as indicated on the attached adjustments.

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
9-11-14	SBVC		

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
------	------	------	---------	--------	--------	------	--------------	----------------

INCOME

01	00	01	0000	0000	9797.00	0000	Fund Balance	\$105,000.00
							Total	\$105,000.00

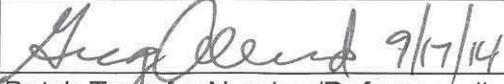
EXPENSE

01	00	01	8119	0000	2385.00	6150	Substitute	\$32,000.00
01	00	01	9500	0000	2385.00	6720	Substitute	\$5,500.00
01	00	01	9502	0000	2385.00	6770	Substitute	\$2,500.00
01	00	01	9505	0000	2385.00	6530	Substitute	\$65,000.00
							Total	\$105,000.00

JUSTIFICATION

During the development budget process, substitute funding was identified as a duplication of 2015 vacant positions and and removed from the budget.

This budget adjustment is to add back funds to cover analyzed substitution expenses for current positions on leave.

Fiscal Services		Board Action Date
 9/17/14		10/9/14
Batch Transfer Number/Reference #	Posted By:	Date:

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
08/20/14	CHC	<i>Larry Cook</i> Larry Cook	<i>Cheryl Marshall</i> Cheryl Marshall

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								
01	00	02	9506	0000	8890.00	0000	Other Local Revenue	108.92

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
EXPENSE								
01	00	02	9506	0000	5809.00	6510	Other Expenses & Fees	108.92

JUSTIFICATION

Income from recycled material.

Fiscal Services		Board Action Date
<i>Jug Beent</i> 9/17/14		10/9/14
Batch Transfer Number/Reference #	Posted By:	Date:

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: October 9, 2014
SUBJECT: Consideration of Approval of Committee Assignments for Representation on Redevelopment Successor Agencies

RECOMMENDATION

It is recommended that the Board of Trustees approve the committee assignments for representation on Redevelopment Successor Agencies as listed below.

OVERVIEW

The District needs to appoint replacement individuals to the oversight boards. This information must be transmitted to the State Chancellor's office. Appointees should participate in one-time training and ongoing staff support. An appointment is needed to replace an outgoing trustee or staff person.

Current assignments are as follows:

City of Big Bear Lake, Larry Strong
City of Calimesa, (represented by Mt. San Jacinto)
City of Colton, Steve Sutorus
City of Fontana, (represented by Chaffey)
City of Grand Terrace, Jose Torres
City of Highland, Dr. Kathleen Henry
City of Loma Linda, Steve Sutorus
City of Redlands, Donna Ferracone
City of Rialto, Joseph Williams
City of San Bernardino, John Longville
County of San Bernardino, (represented by Chaffey)
IVDA Joint, Tim Oliver
City of Yucaipa, Donna Ferracone

BOARD IMPERATIVES

- 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

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Larry Strong, Director of Internal Audits
DATE: October 9, 2014
SUBJECT: Consideration of Approval to Accept Title V Compliance Review of the KVCR Educational Foundation for 2011-13

RECOMMENDATION

It is recommended that the Board of Trustees accept the 2011-13 Title V Compliance Review of the KVCR Educational Foundation.

OVERVIEW

Christy White Associates has conducted the independent compliance review for the period July 2011 through June 2013.

ANALYSIS

The KVCR Educational Foundation is required to have a Title V compliance review every two years, after which the auditing firm compiles a written report detailing the results.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This board item has no financial implications.

**KVCR EDUCATIONAL
FOUNDATION**

AGREED UPON PROCEDURES

TITLE 5 COMPLIANCE REVIEW

San Diego

Los Angeles

San Francisco
Bay Area

christywhite
259 A PROFESSIONAL
ACCOUNTANCY CORPORATION *associates*

**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

Christy White, CPA

Michael Ash, CPA

Tanya M. Rogers, CPA, CFE

Heather Daud

San Bernardino Community College District
KVCR Educational Foundation
701 Mt. Vernon
San Bernardino, CA 92108

SAN DIEGO
LOS ANGELES
SAN FRANCISCO/BAY AREA

Corporate Office:
2727 Camino Del Rio South
Suite 219
San Diego, CA 92108

toll-free: 877.220.7229
tel: 619.270.8222
fax: 619.260.9085
www.christywhite.com

*Licensed by the California
State Board of Accountancy*

Christy White Associates has performed the procedures enumerated below, which were agreed to by the KVCR Educational Foundation ("the Foundation") and the San Bernardino Community College District ("the District"), solely to assist you in regards to the bi-annual required compliance review pursuant to California Code of Regulations Education Code §59255. The Foundation and ultimately the District are responsible for maintaining internal controls and processes to provide accountability over the operations of the auxiliary organization in order to be in compliance with applicable laws and regulations. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

I. Background

On March 5, 2014 KVCR Educational Foundation and the San Bernardino Community College District entered into an engagement with Christy White & Associates to perform agreed upon procedures related to an auxiliary compliance review as required under California Code of Regulations Education Code §72670-72682, which requires a bi-annual review to ensure compliance. The review consists of an evaluation of Education Code, District Implementing Regulations, Master Agreement, Bylaws and Articles of Incorporation associated with the Auxiliary Foundation.

The District engaged the services of CWA Partner, Tanya Rogers, CPA, CFE to conduct an examination of the activity related to the auxiliary foundation at KVCR to determine if the foundation is in compliance with the above authoritative elements. This examination included review of relevant documents and interviews of key personnel.

On April 10, 2014, Ms. Rogers, "Examiner", arrived at KVCR to perform an examination of compliance elements for the auxiliary foundation, as defined under Title 5.

II. General Information

KVCR Educational Foundation is considered to be an auxiliary organization formed under California Code of Regulations (CCR) Education Code §72670. The organization is subject to oversight by the San Bernardino Community College District. Founded in 2000, the organization received its first initial compliance review in March 2011, which was conducted internally. Management has provided a copy of the previous review. Examiner will review previously noted findings and provide a current status. The period under review covers July 2011 through June 2013.

The Foundation is responsible for following established district policies in line with the allowable activities set forth by the initial implementing regulations and master agreement. Examiner will review the practices in place during the time under review in respect to the compliance requirements.

III. Examination Procedures

The examiner was provided complete access to the records within the KVCR Educational Foundation at the San Bernardino Community College District. The following documentation was reviewed in greater detail:

- General ledger activity in Financial 2000 from 8/1/12 through 6/30/13
- General ledger activity in QuickBooks from 7/1/11 through 7/31/12
- Foundation board minutes
- Previously issued Compliance Review report dated 3/31/11
- Implementing regulations
- Master agreement
- Foundation bylaws
- Foundation articles of incorporation
- List of board members with committee assignments
- Fees or compensation paid to any director or member of committee for auxiliary
- List of standing committee members
- Listing of all foundation independent contractors

Ms. Rogers also interviewed selected persons who were believed to have information in regards to the operation of the auxiliary foundation including:

- Interview 1 – Mr. Alfredo Cruz – General Manager
- Interview 2 – Ms. Yendis Battle – Senior Accountant
- Interview 3 – Ms. Gina Guerrero – Secretary
- Interview 4 – Ms. Lillian Vasquez – Marketing Coordinator
- Interview 5 – Mr. Larry Strong – Director of Internal Audits

The time period under review includes the tenure of two separate executive managers. Mr. Larry Ciecellone, President/General Manager, served as the manager through May 2012. Mr. Kenn Couch served as the Interim General Manager from May 2012 through July 2013. Mr. Alfredo Cruz was hired as the General Manager in September 2013 after the departure of Mr. Couch. While Mr. Cruz' employment is outside the range of the activities reviewed, examiner determined this was an important disclosure in order to provide context for the range of activities noted during the remainder of this report.

IV. Compliance Requirements

As noted previously, the auxiliary foundation is required to comply with CCR Education Code §59251-59272 and §72670-72675. These elements are noted below:

- Governing board of the District has approved the establishment of the auxiliary organization
- District's governing board has adopted implementing regulations for the formation of the auxiliary organization
- District's implementing regulations have been reviewed and approved by the Chancellor of the California Community Colleges
- Auxiliary organization is providing only those services or functions as specified in CCR Education Code §59259
- District submits to the State Chancellor any written agreement between the District and the auxiliary organization; including articles of incorporation, bylaws, or other governing instrument of the particular auxiliary organization at the time of formation
- District held a public hearing prior to the official recognition of the auxiliary organization
- Composition and meeting of the board of directors occurs in compliance with CCR Education Code §72674
- Annual independent audits have occurred in compliance with CCR Education Code §72672 subdivision (a)
- If the auxiliary has employees, to ensure the provisions of subdivision (c) of CCR Education Code §72672 regarding salaries, working conditions, and benefits for full-time employees are comparable to those of the District
- District has established a procedure for a period review of each auxiliary organization to ensure compliance with CCR Education Code §72670-72682
- District has established provisions specifying the facilities to be made available, if any, by the District to permit the auxiliary organization to perform the functions specified in the implementing regulations or written agreement
- District has established provisions to specify the charge or rental to be paid to the District by the auxiliary organization for any District facilities used in connection with the performance of its function
- The District has ensured full reimbursement to the District for services performed by District employees under the direction of the auxiliary organization
- The District has developed provisions to establish a simple and stable method of determining in advance to what extent the auxiliary organization shall be liable for indirect costs relating to federally-sponsored programs
- Provisions have been established to ensure designation of the responsibility for maintenance and payment of operating expenses
- Provisions have been established to address the disposition to be made of net earnings derived from the operation of facilities owned or leased by the auxiliary organization and provisions for reserves
- Provisions have been established to address the disposition to be made of net assets on cessation of the operations under the agreement
- District has submitted the name of the auxiliary to the governing board as one in good standing
- Auxiliary has had an independent audit performed annually, which is paid for by the auxiliary and submitted to the state chancellor
- Auxiliary publishes the annual audit widely

IV. Compliance Requirements (continued)

- Auxiliary has submitted any changes in the implementing regulations, if applicable, to the state chancellor
- Auxiliary has submitted any changes in any written agreement, articles of incorporation, bylaws or other governing instrument pertaining to the established organization to the state chancellor for approval
- Auxiliary has been reviewed in accordance with the established implementing regulations
- Auxiliary is reporting regularly to the District Chancellor on the status of operations
- Auxiliary Board of Directors approves all expenditures and fund appropriations
- Auxiliary must establish a standardized system wide accounting and reporting system for businesslike management of the operation
- Auxiliary has developed financial standards policies to cover the areas of professional management, adequate working capital, adequate reserve funds for current operations and capital replacements, and adequate provisions for new business requirements
- Auxiliary ensure all transactions are within the educational mission of the District

V. Results

Examiner conducted a review of the compliance requirements as noted under CCR Education code §59251-59272 and §72670-72675.

Examiner determined through review of the master agreement with accompanying board agenda that the San Bernardino Community College District Board of Trustees held a public hearing during a regularly scheduled board meeting on February 10, 2000 to approve the establishment of the auxiliary organization, known as the KVCR Educational Foundation, with accompanying implementing regulations and master agreement. Examiner was unable to secure documentation to ensure the District's implementing regulations had been reviewed and approved by the Chancellor of the Community College System. However, based on the length of time the organization has been in existence, and with regular communication between the District and the State Chancellor in regards to this organization, it appears to be a reasonable conclusion that some form of approval occurred during the lifespan of the auxiliary.

Through inquiry examiner determined that the articles of incorporation, bylaws, and master agreement originally agreed to between the District and the auxiliary had not been changed since the initial approval in 2000. Examiner compared the current documents to those that were reviewed in the prior compliance review in order to further make this determination.

The auxiliary organization has complied with having independent audits in accordance with CCR Education Code §73592 subdivision (a). However, the examiner was unable to find evidence of the fulfillment of the requirement of wide distribution of the audit report, which was noted as a finding in the prior review (Finding 13-01, repeat from prior review Finding 11-08).

V. Results (continued)

Examiner reviewed the expenses generated through the auxiliary organization and noted that there were not any individuals actually categorized as employees. While the auxiliary organization is permitted under CCR Education Code §72672 to hire employees with comparable salaries, working conditions and benefits as that of the District, the auxiliary has instead chosen to contract with a large volume of individuals characterized as independent contractors. As noted in the prior compliance review, the organization has continued to employ individuals categorized as independent contractors in positions, as of June 30, 2013, that appear to be employee-employer in nature. Examiner noted that due to recent changes as of July 2013, the organization has converted the then independent contractors to either short term hourly positions or professional expert positions in order to be in compliance with Education Code (Finding 13-02, repeat finding from prior review Finding 11-03).

Examiner reviewed the board meeting minutes of the organization, noting they meet on a quarterly basis. Based on the affidavits signed by the station secretary, it appears the agenda items are posted in compliance with the Brown Act.

Examiner reviewed the Master Agreement between the Auxiliary Foundation and the District to determine if any charge or rental had been designated to compensate for any District facilities used and/or services provided in connection with the Auxiliary's performance of its function. While the charge or rental specified does not require methods of computation, it should clearly indicate the potential liability to the Auxiliary for purposes of financial reporting. This issue was noted in the prior compliance review. Examiner is unable to find any evidence of corrective action towards this issue (Finding 13-03, repeat finding from prior review Finding 11-09).

In accordance with Title 5 §59263 (Cal. Admin. Code tit. 5, §59263) each district is required to prepare and keep current a list of auxiliary organizations in good standing. Those auxiliary organizations that have been deemed, through periodic review, to be in accordance with the implementing regulations shall be included on that list. Based on the issues noted during the previous compliance review in 2011, examiner is unable to find evidence of corrective action to remedy prior findings. As such, it appears the Auxiliary has not been placed on a listing of 'good standing'. Therefore, the chief executive officer or other designees "shall notify the board of directors of such organization reasonable notice that a conference will be held to determine whether grounds for removal from the list of good standing do in fact exist. Based on such conference, the chief executive officer or other designee shall recommend to the district governing board whether a particular organization should be removed. The District governing board may, in its sole discretion, remove such an auxiliary organization from said list, and may make such other provisions consistent with law." (Finding 13-04, repeat finding from prior review Finding 11-11)

The Auxiliary organization must follow all elements within the Master Agreement. This agreement requires the Auxiliary to submit its program and budget for the upcoming fiscal year annually to the District's Chancellor for approval on or before the commencement of the fiscal year. Examiner was unable to locate evidence of either budget preparation or submission of the budget to the Chancellor during the time period under evaluation (Finding 13-05, repeat finding from prior review Finding 11-12).

V. Results (continued)

Review of the bylaws filed with the State of California indicate the corporation (auxiliary organization) must notify each member yearly of the member's right to receive a financial report pursuant to Corporations Code §8321. During the period under review, the Auxiliary organization was the primary entity receiving all member contributions during pledge drives, etc. As such, these individuals or organizations would qualify under the requirement for the annual notification. Examiner did not locate any evidence to determine this was occurring (Finding 13-06, repeat finding from prior review, Finding 11-13)

The Auxiliary organization is required to have an annual report prepared not longer than one hundred twenty days after the close of the corporation's fiscal year. Examiner noted the final audit for fiscal year ending 6/30/12 and 6/30/13 did not meet this deadline (Finding 13-07, repeat finding from prior review, Finding 11-14).

In accordance with the bylaws, the organization is required to have the following standing committees: Nominating and Membership Committee, Investment and Finance Committee, Public Relations, Annual Support, and Planned Giving and Facilities. While a standing committee for the function of Nominating and Membership appears to be named, examiner was unable to locate either through inquiry or review of the board minutes the assignment of individuals to the remaining required standing committees (Finding 13-08, repeat finding from prior review Finding 11-15).

A fundamental responsibility for any Board of Directors is review of all expenditures and appropriations. Examiner was unable to locate evidence of routine review of expenditures and appropriations sufficient to meet this compliance matter. The former President/General Manager did provide a total amount spent. However, in the Examiner's opinion, it was not provided in a manner in which the Board could effectively review (Finding 13-09, repeat finding from prior review Finding 11-16).

The Auxiliary is required to develop financial standards and policies to cover the areas of professional management, adequate working capital, adequate reserve funds for current operations and capital replacements, and adequate provisions for new business requirements. Along with these policies, the Auxiliary is responsible to set policy to determine the disposition of any net earnings on cessation of the operations under the established Master Agreement. Examiner was unable to locate evidence to indicate this had occurred (Finding 13-10, repeat finding from prior review Finding 11-04)

Under the Nonprofit Integrity Act of 2004, a charitable organization with gross revenues of \$2,000,000 or more must establish and maintain an audit committee per Government Code §12586(e)(2). The audit committee must be appointed by the governing board and may include persons who are not members of the governing board. The audit committee cannot include staff members, the president or chief executive officer, the treasurer or chief financial officer of the organization. During the period under review, it appears the Auxiliary did receive revenues in excess of \$2,000,000. As such it was required under California law to form an audit committee. Examiner was unable to locate evidence to indicate this had occurred (Finding 13-11, repeat finding from prior review, Finding 11-17).

V. Results (continued)

Examiner reviewed the financial activity for each Board Member during the period under review and noted that the Board President's firm, Fullerton, Lemann, Schaefer & Dominick, provided legal services to the Auxiliary in the amount of \$14,154. Under the existing implementing regulations, 'no member of the Board of Directors of the Auxiliary shall be financially interested in any contract or other transaction entered into by the Board of Directors. Any contract or transaction entered into in violation of this section is void.' While there does not appear to be a contract to provide these legal services, the effect of the financial transaction itself violates the implementing regulations as it would be a reasonable expectation that the Board President could personally benefit from providing legal services to the Auxiliary he is responsible to in a fiduciary manner. (Finding 13-06, repeat from prior review Finding 11-10).

Lastly, the activities that are allowable for the Auxiliary are dictated by the Master Agreement and Implementing Regulations originally approved by the Governing Board of the Community College District. During the time under review, the Auxiliary continued performing activities in line with the operations of the station rather than limiting efforts to the authorized fundraising activities under the Master Agreement and Implementing Regulations under CCR Education Code §59259 (Finding 13-01, repeat finding from prior review Finding 11-02).

Conclusion:

The result of the examination to fulfill the requirement of the Compliance Review under Title 5 for the Auxiliary yielded a total of 11 findings, which was an improvement from the prior identified 17 findings. Detail review of the prior period findings was conducted to determine if corrective action had been taken. The statuses of these findings are included in this report, as well as those that are relevant to this period under review.

The span of this review covers the period 7/1/12 through 6/30/13. The fiscal processes and procedures appeared to be consistent with that of the prior review. As such, there is a measure of comparability in the findings and conditions. However, as of 8/1/13 the Auxiliary moved the fiscal operations under the control of the District's accounting. Examiner recommends the District, in conjunction with the Auxiliary, determine if a change in the Master Agreement should occur to address this shift in responsibility.

Management has chosen to provide a response to each finding. The responses have not been reviewed by the examiner during the course of this engagement.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on whether losses have occurred as identified by the forensic loss investigation. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of District management, and is not intended to be and should not be used by anyone other than these specified parties.

Christy White Associates

Christy White Associates
April 30, 2014

EXHIBITS

Finding #	Requirement	Finding Condition	Corrective Action	Management Response
13-01	<p>Section 3 item i. of the implementing regulations states that no auxiliary shall be authorized by the Board of Trustees to engage in any other function unless the Board of governors further amends section 59259 of Title V by adding said function to the lists of approved functions of Auxiliaries, or unless said function is essential to satisfy the non-profit corporation or tax laws of the State of California or the Federal Tax laws.</p>	<p>Under California Ed Code §59259 the Auxiliary is authorized to function as an organization to receive gifts, bequests, devises, endowments and trusts. The current activities of the Auxiliary include operation activities for KVCR. Functional operation of KVCR appears to be outside of the scope of the original intention of the formation of the Auxiliary, which appears to not be allowable as noted by Ed Code §59259 and the District's implementing regulations.</p>	<p>Within 90 days, the Auxiliary must submit a proposal to the Chancellor and Board of Trustees for activities outside of the authorized functions for formal approval or restrain activities performed by the Auxiliary to include those originally intended; i.e. fundraising, etc. as determined within the Master Agreement.</p>	<p>Auxiliary will adhere to fundraising role.</p>
13-02	<p>Except as otherwise provided by the Board of Trustees, the board of Directors of an auxiliary shall, pursuant to Education Code section 72672, provide salaries working conditions and benefits for its full-time employees that are comparable to those provided District employees performing substantially similar services.</p>	<p>While the Auxiliary is permitted to hire employees, the practice has been to hire individuals as independent contractors. According to the IRS guidelines, individuals who do not have specific control over their own work and how the work is done, how they are paid and what they are paid, etc. are typically classified as employees. The positions that are filled by these independent contractors are similar to positions already designated as district approved positions. Therefore, the ability to categorize them as independent contractors is questionable. Per the Auxiliary President, actions are planned to hire individuals on the district payroll to address this issue. However, Reviewer was unable to see any evidence of this action as of the date of this report. Failure to clearly define these matters can result in substantial penalties from the IRS reflecting the payment of employment taxes in addition to penalties and interest.</p>	<p>Within 90 days, the Auxiliary should clarify the positions of independent contractors and begin the hiring process of employees as determined in order to alleviate any potential conflict either with the Internal Revenue code or SBCCD's collective bargaining units.</p>	<p>Corrected by auxiliary after the 6/30/13 audit period.</p>

Finding #	Requirement	Finding Condition	Corrective Action	Management Response
13-03	The Auxiliary must implement financial standards which will assure the fiscal viability of the Auxiliary. Such standards shall include proper provisions for professional management, adequate working capital, adequate reserve funds for current operations, capital replacements contingencies and adequate provisions for new business requirements.	Reviewer was unable to find any formalized financial standards to ensure the above provisions as defined by both Ed Code and the Implementation Standards #8(a)(2). As the Auxiliary is considered to be a blended component unit under GASB 34, the activity of the Auxiliary is integrated into the fund reporting. Review of the finalized audit report for FYE 2009 showed deficit spending. A formalized policy should be enacted to address adequate working capital and the use of reserve funds, as well as contingencies.	With 90 days, the Auxiliary should formalize a policy to address the necessary fiscal viability issues as noted.	Auxiliary will develop financial guidelines modeled after SBCCD and customized to its particular needs.
13-04	The Auxiliary shall have an annual fiscal audit of any and all funds. Copies of the annual audit report shall be submitted to the Board of Trustees and to the Board of Governor's Office within thirty (30) days after the report is received by the Auxiliary. An Auxiliary shall annually publish an audited statement of its financial condition which shall be disseminated as widely as feasible and be available to any person upon request. The Auxiliary shall be responsible for the cost of the audit.	While the Auxiliary has had an audit conducted on an annual basis, the cost portion of the audit attributed to the Auxiliary has not been allocated and paid for by the Auxiliary. In addition, the copy of the audit report has not been submitted to the Board of Governor's Office previously or made widely disseminated.	Within 90 days, the Auxiliary must ensure that the Board of Governor's has received a copy of the audit. Reviewer recommends that the Auxiliary ensure a copy of the finalized audit report is posted on the District's website for dissemination. Reviewer recommends that the Auxiliary assess the fair portion of the cost of the Independent Audit attributable to the Auxiliary and reimburse the District for the cost.	Auxiliary will pay for the annual audit, submit it to the State Chancellor's Office, and widely disseminate it via the SBCCD website.
13-05	The charge or rental to be paid to the District by the Auxiliary for the District facilities used and/or the services provided in connection with the Auxiliary's performance of its function. The charge or rental specified shall not require involved methods of computation, and should be identified in sufficient time before it is incurred so that the Auxiliary may determine to what extent it shall be liable therefore.	Reviewer was unable to find evidence of a determined cost for facilities or services	Within 90 days, Auxiliary must determine the cost of the space utilized as well as any services provided by District paid personnel. Once the District is in receipt of these estimates, a billing or reimbursement schedule may be prepared.	Auxiliary will enter into discussion with SBCCD regarding allocation of the cost of facilities.

Finding #	Requirement	Finding Condition	Corrective Action	Management Response
13-06	No member of the Board of Directors of the Auxiliary shall be financially interested in any contract or other transaction entered into by the Board of Directors. Any contract or transaction entered into in violation of this section is void.	Through inquiry reviewer determined that legal services consumed by the Auxiliary are performed by the legal firm represented by a member of the Board of Directors, resulting in related party transaction with financial interest. While no current contract is in place, the effect of the financial transaction itself violates the Implementing Regulations.	Within 90 days, Auxiliary must take action to secure alternative legal representation or provide evidence that the member of the Board of Directors whose legal firm is in use is not financially interested with the transactions.	Corrected by foundation after 6/30/13 audit period.
13-07	Each year the Chancellor or his/her designee shall provide the Board of Trustees of the District a list of all Auxiliaries in good standing. All Auxiliaries which, after periodic review as described in this Implementing Regulation are found to be in compliance with applicable laws, policies and regulations, shall be included on the list of Auxiliaries in good standing.	Reviewer was unable to find evidence of the submission of Auxiliaries in good standing. For the Auxiliary to be placed on this report, all deficiencies as noted must be addressed and corrected. Failure to be in compliance with the applicable regulations and agreements may result in the removal of the Auxiliary from the list of good standing, resulting in the ceasing of the Auxiliary's operations.	Within 90 days the District will establish a listing of Auxiliaries in good standing to present to the Board of Trustees.	At the conclusion of the corrective action, District will consider placing Auxiliary on list of Auxiliaries in Good Standing.
13-08	The corporation shall notify each member yearly of the member's right to receive a financial report pursuant to Corporation Code Section 8321.	Reviewer is unable to substantiate that each member is receiving the offer of a financial report.	Within 90 days, the Auxiliary must devise a method of notifying members of the right to receive a financial report. Reviewer recommends that the member be referred to the District website for the posting of the report.	Auxiliary will assure all member receive the offer of a financial report.
13-09	According to the bylaws of the Corporation, the Standing Committees of the Corporation shall be as follows: Nominating and Membership Committee, Investment and Finance Committee, Public Relations, Annual Support, Planned Giving and Facilities.	With the exception of the Nominating and Membership Committees, the Auxiliary has not filled the necessary standing committees.	Within 90 days the Auxiliary must name Directors to the Standing Committees of the Corporation.	Auxiliary has undertaken a project to review its bylaws and will not fill additional committees until project is completed.

Finding #	Requirement	Finding Condition	Corrective Action	Management Response
13-10	The Board of Directors shall approve all expenditures and fund appropriations.	Reviewer was unable to find evidence of approval by the Board of Directors of any expenditure or fund appropriations per the bylaws.	Within 90 days, the Auxiliary must incorporate procedures to ensure the Board of Directors approves all expenditures and fund appropriations of the Auxiliary in a timely manner.	Auxiliary will approve annual budget and conduct a quarterly review of expenditures and fund transfers.
13-11	Charitable organizations with gross revenues of \$2 million or more must establish and maintain an audit committee per Government code section 12586 (e)(2). The Audit committee must appointed by the governing board and may include persons who are not members of the governing board. The audit committee cannot include staff members, the president or chief executive officer, the treasurer or chief financial officer of the organization.	Through inquiry reviewer determined that the Auxiliary does, in fact, have over \$2 million in gross revenues, less any grants from governmental entities, which qualifies the entity for compliance under the California Nonprofit Integrity Act of 2004. In addition, the Auxiliary has not named a formal audit committee as prescribed.	Within 90 days, the Auxiliary must select and assign an audit committee meeting the requirements to ensure compliance with the Nonprofit Integrity Act of 2004.	Auxiliary will consider in bylaw review mentioned in 13-09.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj
DATE: October 09, 2014
SUBJECT: Consideration of Approval to Ratify a Contract with
Three Peaks Corporation of Redlands, California

RECOMMENDATION

It is recommended that the Board of Trustees ratify a contract with Three Peaks Corporation of Redlands, California for the Fencing around Welding Yard project at SBVC in the amount of \$29,130.00.

OVERVIEW

In September 2007, SBCCD adopted a resolution to use Uniform Construction Cost Accounting Program procedures (UCCAP). Per the Award of Contracts section, authority to award a contract is delegated by the Board to the Vice Chancellor of Business & Fiscal Services. This delegation of authority is an option granted by Public Contract Code 22034(e). Hence, it is at the discretion of the Vice Chancellor to authorize individual UCCAP contracts, allowing for work to begin. These contracts will then be taken to the Board for ratification.

This scope of work is part of the campus Applied Technology project. The temporary fence is necessary for the fire life safety of end users.

ANALYSIS

As part of UCCAP, the District maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000.00 and \$175,000.00. Informal bids were solicited from those qualified contractors and the lowest; most responsive was from Three Peaks Corporation.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2014-15 Measure M budget.

DATE: August 18, 2014

No. VC- 355

TO: Tim Oliver
Interim Vice Chancellor, Business and Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: Hussain Agah *HA*
Project Manager
San Bernardino Valley College (VC)
Kitchell/BRj

RE: San Bernardino Valley College (SBVC) Measure M
Applied Technology – Fencing around Welding Yard
Three Peaks Contract

SCOPE:

Kitchell/BRj request SBCCD approval to engage in a contract for the Applied Technology – Fencing around Welding Yard

NARRATIVE:

Kitchell/BRj has utilized the UCCAP Contractors to bid out the project to install Applied Technology – Fencing around Welding Yard. The bids ranged from \$29,130 - \$46,480. KB determined that Three Peaks Corporation was the lowest responsible bidder.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD approve the execution of the contract with Three Peaks Corporation to complete the Applied Technology – Fencing around Welding Yard for \$29,130.00.

Budget Information:

Version 19 8/30/2014

PROJECT: 42-50-31-8119-0257-6220.50-7100

Original Project Budget amount:	\$ 5,768,906.00
Spent to Date:	\$ 230,032.48
Project Current Estimate of Complete Costs:	\$ 5,768,906.00
Project Memo Forecast Cost:	\$ 29,130.00
Project Change Amount:	\$ 0.00

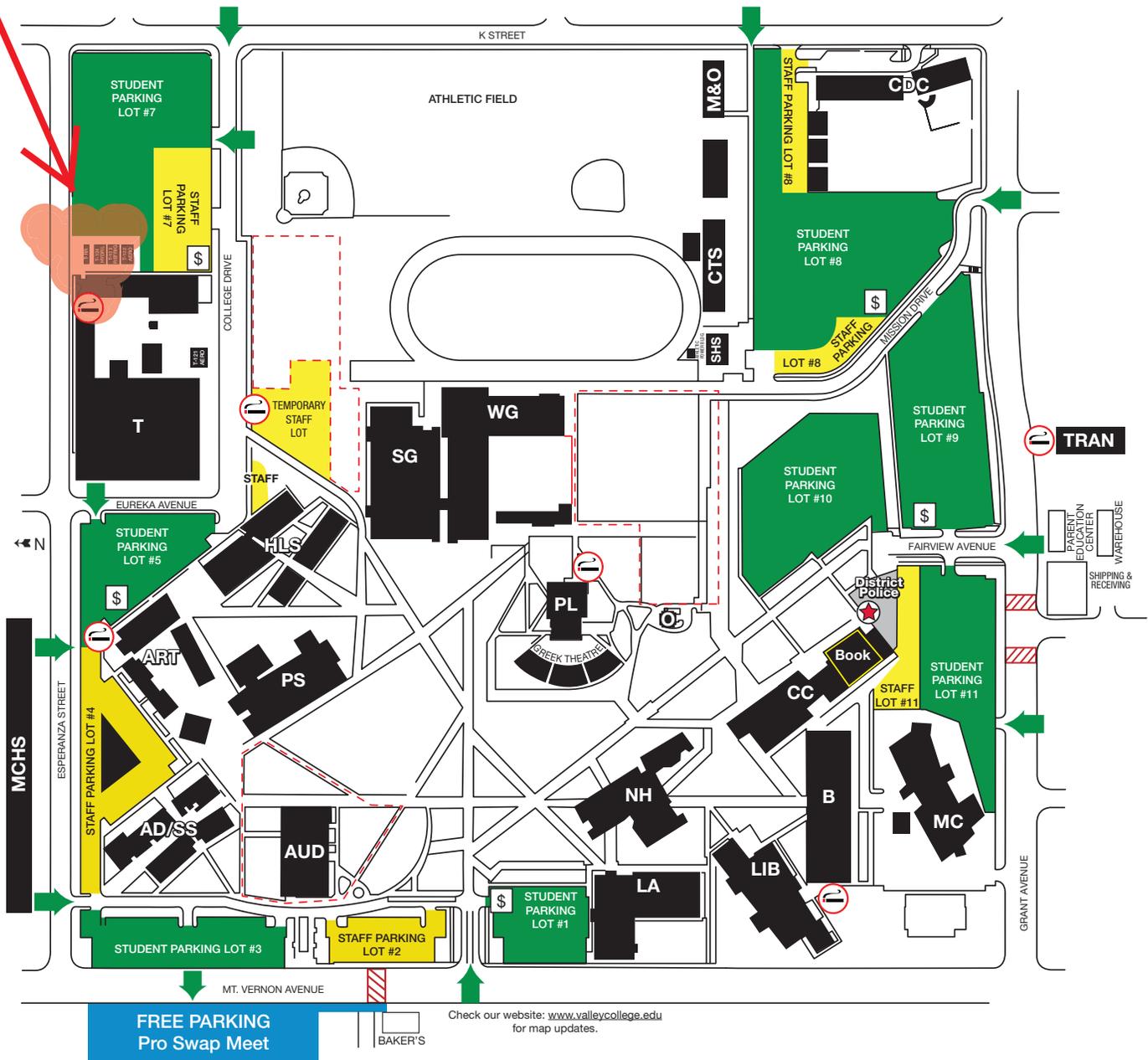
Budget Line Item: 6220.50 – Remodel Construction

- | | |
|--|---|
| <input checked="" type="radio"/> I concur with this recommendation | <i>Diana Johnson</i> <i>8/18/14</i> |
| <input type="radio"/> I do not concur with this recommendation | Diana Johnson, Program Manager, KB |
| <input checked="" type="radio"/> I concur with this recommendation | <i>Scott Stark</i> |
| <input type="radio"/> I do not concur with this recommendation | Scott Stark, Vice President of Administrative Services, San Bernardino Valley College |
| <input checked="" type="radio"/> I concur with this recommendation | <i>Timothy Oliver</i> |
| <input type="radio"/> I do not concur with this recommendation | Timothy Oliver, Interim Vice Chancellor Business and Fiscal Services, SBCCD |

Attachments: Three Peaks Proposal

San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

INDICATES APPROVED SMOKING AREAS (10)
This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

Building Symbols

AD/SS..... Administration/Student Services
(Note: AD rooms are located in AD/SS)
ART..... Art Center
AUD..... Auditorium
B..... Business
BOOK..... Bookstore
CC..... Campus Center
CDC..... Child Development Center
CTS..... Computer Technology Services
HLS..... Health & Life Science
LA..... Liberal Arts
LIB..... Library

MC..... Media/Communications
MCHS..... Middle College High School
M&O..... Maintenance & Operations
O..... Observatory
PL..... Planetarium
PS..... Physical Sciences
SG..... Snyder Gym
SHS..... Student Health Services
T..... Technical
TRAN..... Transportation Center
WG..... Women's Gym

DISTRICT POLICE
Campus Center Rm. 100
(909) 384-4491

Parking permits/decals are required to park in all parking lots and on all college streets.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: October 9, 2014
SUBJECT: Consideration to Adopt a Resolution expressing Support for Designation of November 2014 as National Entrepreneurship Month

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution proclaiming November 2014 as "National Entrepreneurship Month".

OVERVIEW

The San Bernardino Community College District (SBCCD) supports all methods of improving the economy of the Inland Empire, the State of California and the nation, including providing training for entrepreneurs through the Economic Development and Corporate Training Division of the SBCCD.

ANALYSIS

According to the Small Business Administration, "Entrepreneurs and small business owners are the backbone of our economy and the foundation of our middle class. ... Small businesses create two out of three net new private sector jobs, and small businesses employ 96% of all Americans. And some of the most innovative businesses started as small businesses." The San Bernardino Community College District is committed to supporting economic development through education and access to training for small businesses and entrepreneurs.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO PROCLAIM NOVEMBER 2014 AS
“NATIONAL ENTREPRENEURSHIP MONTH”**

WHEREAS, The San Bernardino Community College District (SBCCD) encourages the development of new businesses, including small businesses and those created by entrepreneurs, that will improve the economic standing of the Inland Empire, most specifically; and

WHEREAS, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM) by providing high quality, effective and accountable instructional programs and services; and

WHEREAS, President Obama notes that “The entrepreneurial spirit has always been at the heart of our Nation's story. With inventions that changed American life and startups that lifted our economy as they grew, entrepreneurs helped make our country what it is today. During National Entrepreneurship Month, we celebrate America's innovators, support small businesses, and empower entrepreneurs to turn their visions into reality”; and

WHEREAS, Small businesses, those with fewer than 50 employees, make up 96% of all businesses in the 5-county Southern California economic region, and are vital to our region's economic sustainability; and

WHEREAS, the San Bernardino Community College District is and will continue to be at the forefront of entrepreneurship training, through its development and support of the Entrepreneurship Institute of San Bernardino, which provides students with the education and confidence to bring their entrepreneurial dreams to fruition; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby proclaim November 2014 as “National Entrepreneurship Month”, urges all members of the SBCCD Community to support local entrepreneurial businesses and to encourage others to do the same.

ADOPTED this 9th day of October, 2014.

Bruce Baron, Chancellor and
Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Pierre Galvez, Chief of Police
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: October 9, 2014
SUBJECT: 2014 Annual Security Report

RECOMMENDATION

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

OVERVIEW

The 2014 annual security report contains crime statistics for Crafton Hills College, San Bernardino Valley College and EDCT. This report was prepared by the SBCCD Police Department management and distributed electronically to the students and employees on September 24, 2014. Paper copies are available at various locations throughout the District. This report is mandated by Federal Law to be published by institutions of higher learning by October 1st of each year.

ANALYSIS

In 1990, the U.S. Congress enacted the "Crime Awareness and Campus Security Act of 1990," which requires colleges and universities to disclose information about crime on and around their campuses. This law was renamed in 1992 to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." The information in this report is available to all campus community members and the public. This report provides statistical, policy, and procedural information required by law.

The San Bernardino Community College District Police Department prepared this report in cooperation with college offices and surrounding police agencies of our campuses.

BOARD IMPERATIVE

Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

San Bernardino Community College District



POLICE

2014

Annual Security Report

"Safety & Security is a Shared Responsibility"

Crafton Hills College

Economic Development Corporate Training

San Bernardino Valley College

Jeanne Clery Disclosure of Campus

Security Policy and Crime Statistics Act

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Welcome to the San Bernardino Community College District (SBCCD). We hope that your time on our campuses will be pleasant, rewarding and safe. The security of our students, faculty, staff and District property are our primary concerns. That is why the SBCCD has a full time police department. The SBCCD Police Department is committed to crime prevention and campus safety. We are also dedicated to providing a safe and secure environment for our District community.

Our colleges are located in Yucaipa (Crafton Hills College) and San Bernardino (Economic Development Corporate Training Center and Valley College). While on or off our campuses, we encourage you to be cognizant of your surroundings, always lock your car and report any suspicious or criminal activity immediately to the SBCCD Police Department. In the case of an emergency, call **911** *“See Something Say Something.”*

We invite you to read this report carefully and become a partner in your own safety. It is through the cooperation of everyone in the District that we can ensure a safe and pleasant learning /working environment.

San Bernardino Community College District Board of Trustees

Donna Ferracone President	Dr. Kathleen (Katy) Henry Vice President	Joseph Williams Clerk
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	Bruce Baron Chancellor	



Jeanne Clery

**Jeanne Ann Clery
Annual Security Report**

In 1990, the U.S. Congress enacted the "Crime Awareness and Campus Security Act of 1990," which requires colleges and universities to disclose information about crime on and around their campuses. This law was renamed in 1992 to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". Recent revisions to the Higher Education Opportunity Act and California Education Code, section 67380, now mandate we inform members of the college community about institutional policies concerning campus security (Including: Community College District Police’s law enforcement authority, crime reporting policies, alcohol and drug use, crime prevention, sexual assault and other matters of related importance).

Preparation of the Annual Security Report

The SBCCD PD is responsible for preparing this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by our department, information provided by other offices; such as Student Life, Dean of Discipline, Campus Security Authorities, and information provided by local law enforcement agencies surrounding each campus. These offices provide updated policy information and crime data annually. Our department reviews and implements all updates from the U.S. Department of Education regarding additions or changes to the Jeanne Clery Act.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus and adjacent to the campus or property owned, leased, or controlled by the San Bernardino Community College District that is frequented by students of the institution. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, and alcohol and other drugs. The SBCCD PD distributes a notice of the availability of this Annual Security Report by October 1st of each year to every member of the campus community. Anyone, including prospective students and employees, may obtain a paper copy of this report by visiting the SBCCD PD at San Bernardino Valley College or at Crafton Hills College and at various offices on campus.

The District, via “Blackboard Connect” sends an e-mail to all enrolled students, faculty and staff when the ASR is ready. Paper copies of the ASR are available at the San Bernardino Community College District Police Department’s Valley and CHC stations. This report is also available online and can be accessed at the SBCCD PD’s website <http://sbccd.org/police>. All current and prospective employees/students may also view the ASR from the District’s homepage at <https://sbccd.org>.

Clery Act Requirements

The Clery Act includes the following substantive requirements:

1. Compilations and Disclosure of Campus Crime Statistics

The act requires each institution to disclose annual crime statistics and specific disciplinary actions for the current and two (2) previous calendar years, presenting them according to specific categories including “on-campus, on-campus residential halls, non-campus buildings or property, and public property adjacent to the school.”

2. Disclosure of Campus Safety Policies

Each institution must describe:

- Campus policies for reporting criminal activity or other emergencies.
- Policies for the maintenance and access to the campus.
- The authority and responsibilities of the law enforcement/public safety agency including crime reporting.
- Type and frequency of public safety and crime prevention programs.
- Statement of alcohol and drug policies including education programs.

- Statement of policy concerning campus programs to prevent sexual assaults and procedures to be followed when an assault occurs.
- Statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained.
- Statement of policy regarding emergency notification, response and evacuation procedures.
- Availability of the ASR

3. Timely/Emergency Warning Requirements

The college must report to the campus community crimes representing a threat to students and employees in a manner that is timely.

4. Disclosure of Crime Log Information

The SBCCD PD must maintain, and make available for inspection by the public during normal business hours, a crime log for the most recent sixty (60) day period. Crime logs more than sixty (60) days old must be available for public inspection upon two (2) days notice, and must be retained for seven (7) years.

5. ASR Deadline

By October 1st of each year, The San Bernardino Community College District is mandated to publish and distribute an Annual Security Report for all current/prospective students and current/prospective employees to view.

Click here to view the U.S. Department of Education Crime Report for The San Bernardino Community College District <http://ope.ed.gov/security>

San Bernardino Community College District Police Department Mission Statement

The San Bernardino Community College District Police Department, in concert with the Board of Trustees, is committed to providing a safe and secure learning and working environment for all students and employees. This will be accomplished through a cooperative and coordinated effort involving all departments and the college employees, law enforcement agencies and the community.



Enforcement Authority/Other Police Agencies

San Bernardino Community College District Police Officers are vested with full law enforcement powers of arrest and meet or exceed training requirements mandated by the California Commission on Peace Officers Standards and Training. They also receive training designed to meet the needs of the college community. As peace officers, their police authority extends throughout the state. The District Police is augmented by non-sworn personnel whose role is to observe and report. The District Police Department is dedicated to providing a safe, healthy campus environment for students, employees, and

the public. The San Bernardino Community College District Police Department operates 24 hours a day, seven days a week.

It is the policy of the SBCCD Police Department to comply with applicable federal, state and local laws. In keeping with this requirement, a memorandum of understanding (MOU) has been crafted with the San Bernardino Police Department and San Bernardino County Sheriff's Department to meet the requirements of the Kristen Smart Campus Safety Act of 1998. This MOU clarifies the aforementioned agencies' operational responsibilities for investigating Part 1 violent crimes occurring on campus. The San Bernardino Community College District Police Department remains the primary law enforcement agency for all campuses and will investigate all other crimes occurring on or near the campus communities. The SBCCD PD has a strong working relationship with the San Bernardino Police Department, Colton Police Department, Yucaipa Police Department, CAL-Fire, San Bernardino Fire Department, State Parole, County Probation and Fish and Game.

Daily Crime Log

The San Bernardino Community College District Police Department maintains a log of all alleged crimes and incidents reported to the District Police Department. The log is available for viewing during regular business hours, upon request, at the SBCCD PD's Valley and CHC stations; or visit: <http://sbccd.org/CrimeLog>

Reporting Crimes & Other Emergencies

San Bernardino Community College District encourages all students and staff to immediately report all emergencies by calling **911**. Non-emergencies can be reported to the San Bernardino Community College District Police Department by dialing **(909) 384-4491** (SBVC and EDCT campuses) and **(909) 389-3275** (CHC campus).

The San Bernardino Community College District Police Department's offices are open for business Monday - Friday 8:00am – 5:00pm (except for holidays and District breaks). During normal business hours, we have our own dispatching services. From 10:00pm -8:00am (during the week) and on weekends, calls for service are reassigned to the San Bernardino County Sheriff's Department; who dispatch our officers to calls. Students are encouraged to report any hazards they observe with the campus environment(s) to the San Bernardino Community College District Police Department. Criminal actions and other non-emergencies occurring on campus should be reported immediately to Campus Police; utilizing the above referenced numbers. Our Valley Campus also has "blue-light" emergency phones in parking lots 3, 7 and 9 that can be utilized for reporting both criminal and emergency situations. In the event a student or staff member calls **911** from any District phone line, our department is immediately notified, via e-mail, that the call was placed and where it was placed from. When this happens, we immediately dispatch an officer to that location.

If a District community member does not feel comfortable with reporting an incident to police, or just wishes to remain anonymous, a confidential "We TIP" line is available at 1-800-78-CRIME. This service is also available at <http://wetip.com/>. As well, counselors and medical practitioners are encouraged to inform the persons being counseled or treated medically of procedures to report crimes on a voluntary, confidential basis if and when the counselor or treatment professional deems appropriate.

It is imperative that all crimes / threats occurring on or around our campuses are reported to District Police, by some means, so we can determine the necessary action to take. Expedient reporting is also important for the implementation of timely warnings and annual crime statistic mandates.

Campus Security Authorities (CSAs)

The reporting of all campus criminal activity should be reported directly to the District Police Department; however, in some instances members of the campus community may feel more comfortable reporting criminal activity to a campus security authority (CSA) other than the police department. A Campus Security Authority is defined as:

- a. A campus police department or a campus security department of an institution.
- b. Any individual(s) who has responsibility for campus security but does not constitute a campus police department or a campus security department under (a), such as an individual who is responsible for monitoring entrance into institutional events or escorting students.
- c. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- d. Any official of the College who has a significant responsibility for student and campus activities (e.g. Dean of Students; Dean of Discipline; Director of Athletics and team coaches; Coordinator and/or advisors to student organizations, programs, activities.)

The following are Campus Security Authorities for the San Bernardino Community College District: the Presidents of each college; the Vice-Presidents of Instruction of each college; the Vice-Presidents of Administrative Services of each college; the Vice-Presidents of Student Services of each college; the Athletic Director and all coaches; the Dean of Criminal Justice; the Deans of Enrollment of each college; the Counseling Directors of each college; the Child Development Center Directors of each college; the Student Health Coordinators of each college; and all club advisors.

For Clery purposes, a crime is considered “reported” when it is brought to the attention of a campus security authority by anyone. When a campus security authority receives crime information that he/she believes was provided in good faith, (little or no reason to doubt the validity of the information) the CSA has the duty to ensure that a report is provided directly to the District Police Department. A campus security authority (CSA) is not responsible for determining authoritatively whether a crime took place; such determination is the function of law enforcement. When in doubt; **REPORT**.

Crime Prevention and Security Awareness

The SBCCD Police Department’s primary responsibility is the safety and security of all members of the District. The Department makes every effort to inform students and staff of criminal activity, or any other concern, which may be of an immediate threat to the safety and security of the District. A Crime Prevention workshop will be offered once in the spring, and fall, to students and staff. It is the responsibility of every member of the campus community to act in ways that promote the safety of self, others, and the protection of District property.

The San Bernardino Community College District Police participates in both student and staff related functions (Student Government Meetings, College Club events, District Safety Meetings, etc.). We also publish and distribute a weekly newsletter, "Police Beat," which provides contemporaneous information on current crimes, crime trends and preventative information for safeguarding ones person/property.

The following presentations are available to the campus community of the San Bernardino Community College District at http://www.sbccd.org/District_Police_Department/Safety_Resources

Video Presentations

- College Site-Specific Active Shooter Training
- Lockdown Active Shooter Training.
- Sexual Assault and Campus Safety Awareness
- Evacuation Chair Demonstration Video

Workshop Presentations

- Dealing with Irate/Difficult People
- Sexual Assault Awareness
- Campus Safety Awareness
- Active Shooter Training
- New Student Campus Safety and Information Orientation
- Orientation for on campus safety for students

To request a presentation please email the department at, campuspolicetraining@sbccd.org

For further information on crime prevention please visit our web page at:

<http://sbccd.org/CrimePrevention>

Access to, and Security of, Campus Facilities

The SBCCD has three (3) campuses located within the county of San Bernardino. Valley College and the EDCT are both located in separate parts of the city of San Bernardino; while our Crafton Hills College is located in the city of Yucaipa. Valley College and the EDCT are located in urban areas, easily accessible to the public by foot or vehicle. Crafton Hills College is secluded on a hillside, in a more rural area; which can be accessed by foot, but is more practically accessed by vehicle. None of our campuses have student housing facilities.

All of our facilities are patrolled 24 hours a day, seven days a week, by SBCCD Police. State laws, applicable city / federal codes, and District Policies are enforced. Our sworn personnel are responsible for reporting and investigating crimes, issuing citations, responding to medical emergencies, traffic accidents /hazards, reports of fire, as well as other incidents that require police assistance.

During regular business hours our department deploys non-sworn campus security officers (CSOs) at all campuses. The CSOs' responsibilities include; parking enforcement, escorts, locking / unlocking classrooms and buildings, report taking of minor occurrences and crime / hazard reporting.

Most campus educational facilities are open to the public during operational hours. Certain facilities, offices and other areas of campus are restricted for staff / faculty. The non-restricted areas of our campuses are opened in the morning by SBCCD PD personnel and are subsequently secured at night by the custodial department.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The Maintenance and Operations Department (M&O) oversees our campuses' facilities and landscaping issues. They regularly inspect campus facilities for safety hazards and make necessary repairs as needed. When personnel from the SBCCD PD observe unsafe conditions or malfunctions, we take the appropriate action(s) necessary to make the situation safe until Maintenance and Operations arrive. Lighting improvements are constantly being evaluated and are reported to our Maintenance and Operations Department for corrective action.

The District community is encouraged to report any safety concerns they have with our campus facilities to either M&O at 909-384-8965 (Valley College) 909-389-3380 (CHC) or to District Police.

Timely Warning Notices

The purpose of this policy is to outline procedures that the SBCCD Police will use to notify campus community members in the event of certain crimes, threats or emergencies associated with the campus. The Clery Act requires us to alert the campus community to certain crimes/incidents in a manner that is timely and will aid in the prevention of similar crimes. Although Clery doesn't define "timely," because the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves, this means that a warning should be issued as soon as the pertinent information is available.

To help prevent crimes or serious incidents, the SBCCD Police will issue a Campus Safety Alert, or Notice, in a timely manner to notify community members about certain crimes/incidents in and around our community that potentially constitute an ongoing or continuing threat. For the purpose of this policy, "timely manner" generally means as soon as the pertinent information has been brought to the attention of the SBCCD Police Department or has been brought to the attention of a "campus security authority" as defined in the Clery Act. All Title IV institutions, without exception, are subject to the timely warning regulation. We are required to disclose our policy statement in the Annual Security Report.

Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the SBCCD Police so the Department can make a determination regarding issuing an alert. Depending on the particular circumstances of the crime or other incident, specifically in those situations that could pose an immediate threat to members of the campus community, a timely warning will be issued. SBCCD Police Department will issue the Alert after the circumstances have been discussed with the President, or designee, of the affected campus and the Chancellor. This policy complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Distribution of Campus Safety Alerts

The Department distributes Campus Safety/Crime Alerts in various ways. Once the SBCCD Police Department determines that an alert will be issued, the department e-mails the announcement to all students/staff and posts the alert on its Web site (www.sbccd.org). The Department also posts alerts on bulletin boards throughout common areas of our campuses.

This policy is reviewed annually. The SBCCD Police is responsible for implementing this policy.

Timely Warnings – Guidelines & Procedures

- A. In compliance with the Higher Education Act (20 U.S.C. 1092(f)) the San Bernardino Community College District Police Department will adhere to the following procedures in relation to timely warnings.

In the event that a:

- a. Murder
 - b. Sex Offense; forcible or non-forcible
 - c. Robbery
 - d. Aggravated Assault
 - e. Burglary
 - f. Motor Vehicle Thefts
 - g. Manslaughter or
 - h. Arson
- B. A Crime Alert will be issued for the above incidents occurring within a close proximity of campus property. The determination on whether an incident is a threat is based upon the following:
1. The incident is one of the above categories.
 2. The incident occurred in an area for which the SBCCD PD must report statistics or at a location where the SBCCD PD is the primary police responder.
 3. The suspect(s) are unknown.

If all of the above statements can be answered “yes” and the incident is serious or a continuing threat to students and employees, then a Crime Alert shall be issued.

In addition, a crime alert may be issued for any crime or event when there is a compelling need to get information out to the students and staff.

Guidelines

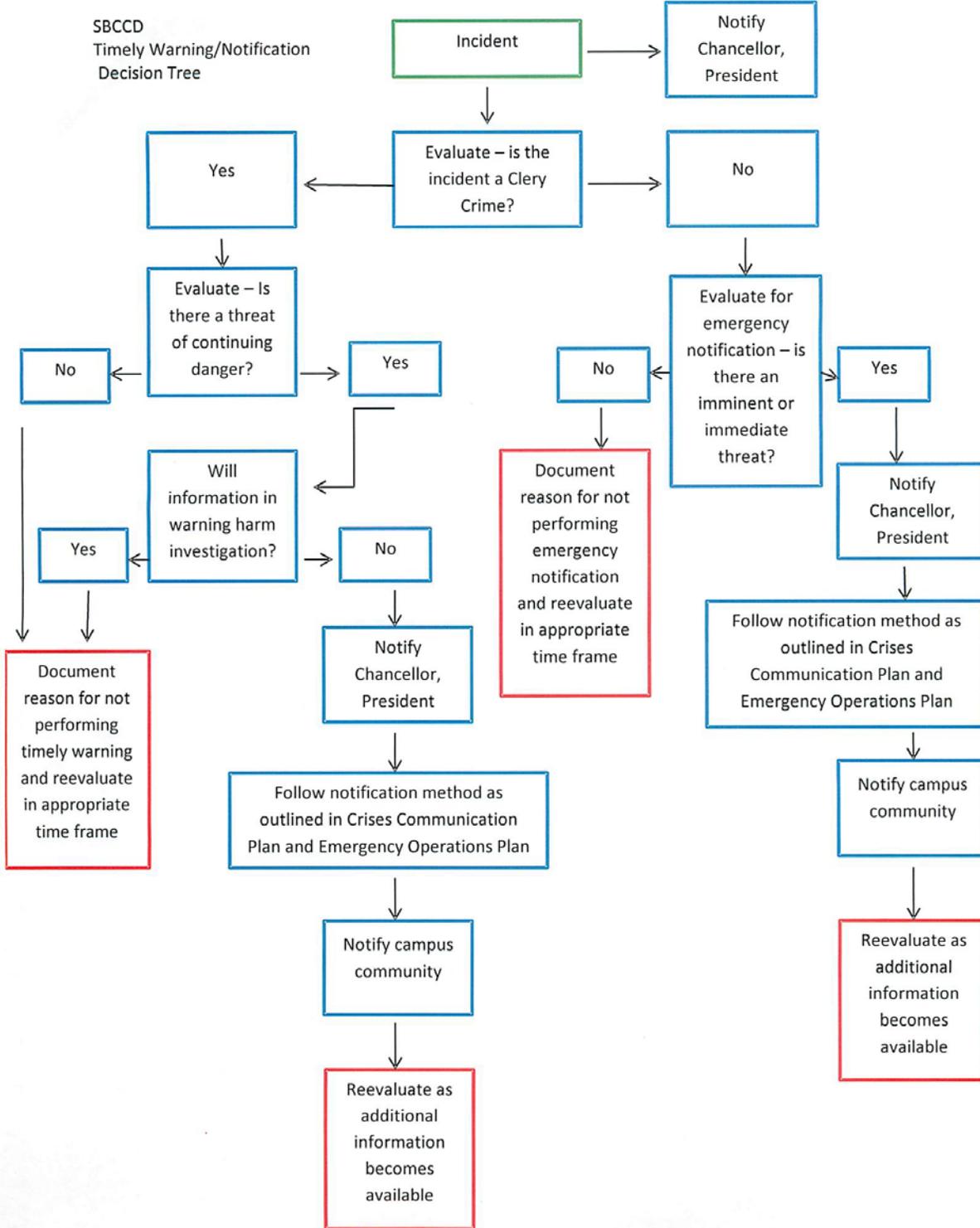
- A. Crime Alerts should contain as much of the following information as possible:
 1. Date, time, location (general or specific) and summarized event description.
 2. Suspect description and/or vehicle description
 3. Any special instructions that may be needed
- B. Crime Alerts will be issued in a timely manner after the specific event. If there is a delayed report of the incident by the victim then the time and date the victim reported the incident may also be included.
- C. Provided the above guidelines are met, nothing should be included in the Crime Alert that would hinder an ongoing police investigation.
- D. The Crime Alert will not identify the victim by name or address. The general description of the location may be given such as, but not limited to, geographic location, etc.
- E. In the event that a Crime Alert is determined to be the result of a false report, a second alert will be sent retracting the original Crime Alert. An explanation of why it is being retracted may also be included.

- F. After an alert has been issued, any new updated information in regards to that alert will be included in the Daily Crime Log's additional comments section.
- G. The Chief of Police or designee of the San Bernardino Community College District Police Department is responsible for the issuance of Crime Alerts.

Timely Warning -Procedures

- A. The Chief of the San Bernardino Community College District Police Department or his designee is responsible for drafting and issuing Crime Alerts. If the Chief of Police or his designee is unavailable then the following procedure should be used to issue a Crime Alert.
- B. The Sergeant or designee on duty will complete a draft Crime Alert using previous alerts as templates.
- C. Once drafted, the Sergeant will seek approval to issue the Crime Alert from the Police Chief.
- D. The procedure for issuing Crime Alerts is as follows:
 - 1. Print a copy of the Crime Alert for distribution on campus
 - 2. Distribute to all applicable campus community members, via Blackboard Connect.
- E. The Chief of the San Bernardino Community College District Police Department or his designee shall determine the issuance of a Crime Alert to the San Bernardino Community College District/Campuses.

Notification Tree



Emergency Response and Evacuation Procedures

The San Bernardino Community College District Police Department has an Emergency Operations Plan that is responsible for the overall direction and planning for emergency situations on each campus or those that occur in the local or regional area affecting the campuses. To see the Emergency Operations Plan visit <http://sbccd.org/eop>. The San Bernardino Community College District Police has developed a comprehensive, all-hazards, Emergency Response Plan that outlines steps the San Bernardino Community College District Police will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards the San Bernardino Community College District may face.

To ensure that these plans remain current and actionable, the San Bernardino Community College District will conduct an emergency management exercise, at a minimum of twice a year. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The San Bernardino Community College District Police will conduct after-action reviews of all emergency management exercises.

Disaster Management

In the event of an emergency or other major disaster, there will be a coordinated effort from the entire college community.

In an emergency, a number of pre-planned actions will take place. The Emergency Operations Team, made up of key managers/supervisors, will meet in a pre-determined location.

Emergency Operations Center (EOC) members will serve in designated emergency management positions designed to conform to the State “Standardized Emergency Management System and the National Incident Management System” (SEMS/NIMS).

These members will provide leadership and policy guidance, gather intelligence on the emergency, and develop plans of action to best address the emergency. The entire team will act for the College, providing resources and support, timely situation analysis, and needs assessment.

The College(s) administration will provide for the staff and/or students in an emergency. Through the coordination of the EOC, the members of the College community will provide a skilled pool of professionals to deal with a myriad of technical, medical, logistical, and human relations problems certain to arise in a major disaster.

Additional information can be obtained by visiting <http://sbccd.org/eop>.

Emergency Notifications

When the SBCCD Police Department receives and confirms information that there is an emergency (or dangerous) situation, which poses an immediate threat to some or all of the members of the community, the District will and without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The mobilization of the District's management team and/or the activation of the Emergency Operations Center and emergency operations plan will commence. Below are some examples of significant emergencies or dangerous situations:

- Outbreak of meningitis or other serious illness
- Extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous spill

The District has a mass emergency communication system (Blackboard Connect) that can send messages to all faculty, staff and students. The Blackboard Connect system allows SBCCD administration or emergency response personnel the ability to send time-sensitive information about unforeseen events and emergencies using voice, email and text messaging. Additional notifications will be sent updating information on the emergency until its conclusion. The SBCCD Police will generally send the message however; numerous other District management personnel have been trained to send notices. Other outside groups associated with the campus(s) will also receive the notifications.

The District's management team consists of the Chancellor, Vice Chancellors, Presidents, Vice Presidents, Police Chief and other senior management personnel. The team is responsible for the management of the emergency and coordination response. To update your information for notices, go to Web Advisor @ <http://www.valleycollege.edu/> and click on the "Quick Login" tab. If you have any problems or need assistance with Web Advisor call 1-877-241-1756.

Emergency Evacuation Procedures

Faculty/staff will be called upon to be leaders in any evacuation scenario. Members will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed. Each instructor should be responsible for the direct supervision of their class and will do the following:

Direct the evacuation of staff and/or students to designated Evacuation sites.

Immediately shut down all equipment in use.

Take personal items with you.

Shut all doors behind you as you leave.

Proceed as quickly as possible, in an orderly manner, to the nearest evacuation site.

Accompany and assist handicapped personnel, staff and/or students, and visitors who appear to be in need of direction or assistance.

Once outside, move away from the structures and go to the designated Evacuation site.

Keep roadways free for emergency vehicles.

Seek medical attention for injured staff and/or students.

Help individuals with disabilities evacuate by quickly assigning a “buddy” to lead them to the closest safe evacuation site.

If an elevator is not available, or if it is unsafe to use them, direct wheelchair users to the top of the nearest staircase, or the nearest designated area, for rescue assistance. Thereafter, immediately notify a supervisor, Building Captain, or Emergency Personnel of the individual’s whereabouts.

Emergency Evacuation Drills

Evacuation drills are coordinated by the campus Administrators, District Police and the Environmental Health and Safety Administrator twice a year for all sites. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and what can be expected in the event of an emergency evacuation. Drills may be announced or unannounced and after action assessments are conducted to evaluate the exercise. All evacuation drills will be documented and retained.

Weapons Policy

Firearms or other weapons shall be prohibited on any college or District property or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency; SBCCD Board Policy 3530 and 5500.

Smoking Policy

Smoking of any form of tobacco or non-tobacco products, including electronic cigarettes, is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased or rented by or from the District, unless a tobacco use area has been designated. SBCCD Board Policy 3570 allows for the establishment of procedures to comply with California Code of Regulations Government Code section 7597. Smoking shall be permitted only in designated areas. Violators of this section may be punished by a minimum fine of \$50.00. Enforcement shall be the responsibility of the District Police Department.

Alcohol & Drug Policy

The possession or consumption of alcoholic beverages and other illegal drugs prior to, or during, any District sponsored activity, on or off our campuses, by any person attending, regardless of age, is forbidden by State law. The Federal government has mandated that as of October 1, 1990, there will be no drug usage by students, staff, or faculty on college campuses anywhere in the United States.

San Bernardino Community College District makes every effort to provide drug-free campuses. Assistance is available for those who seek help for themselves or others who may be addicted to substances. Please contact Student Health Services at ext. 4495 (SBVC) or 3272 (CHC) for confidential services and information. SBCCD Board Policy 3550 prohibits the possession, use or distribution of illicit drugs and alcohol on college property, during any College-sponsored field trips, activities or workshops, by students and employees. (Please refer to that policy for details including sanctions).

Pursuant to SBCCD Board Policy 3560, The Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

Commonly Used and Abused Substances

Drugs commonly used and abused include: alcohol, marijuana, cocaine, amphetamines, methamphetamine (crystal meth), and prescription drugs (such as Vicodin, Oxycodone, Xanax and Anabolic Steroids). While some of these substances are legal, they all may result in serious health problems; such as addiction and sometimes death. Illicit substance use can also result in financial and legal challenges.

The effects of alcohol are primarily determined by the amount of alcohol that has been consumed and can include:

- Euphoria
- Diminished motor skills
- Excitement
- Confusion
- Stupor
- Coma
- Death

Additional information can be found at www.niaaa.nih.gov/FAQs.

Marijuana (pot, grass, weed, Bud)

Effects of marijuana can include:

- Impaired short-term memory and concentration
- Distorted perception and judgment
- Diminished motor skills

- Accelerated heart rate and increased blood pressure
- Apathy

Additional information can be found at www.nida.nih.gov/infofacts/marijuana.

Cocaine (coke, rock, toot, blow, snow)

Effects of cocaine can include:

- Accelerated heart rate and increased blood pressure
- Dilated pupils
- Seizures and strokes
- Nasal damage requiring medical or surgical intervention
- Paranoia

Additional information can be found at www.emedicinehealth.com/cocaine_abuse/article_em.htm.

Methamphetamines (crystal, glass, crank)

Effects of methamphetamines can include:

- Loss of appetite
- Delusions, hallucinations, psychosis
- Psychological and physical dependence
- Paranoia

Additional information can be found at www.streetdrugs.org/methamphetamine2.htm.

Steroids

Effects of steroid use can include:

- Excessive acne and feminine breast growth in men
- Increased blood pressure
- Testicular shrinking, decreased sperm count, and infertility
- Dramatic mood swings, depression, paranoia

Additional information can be found at www.usdoj.gov/ndic/pubs5/5448.
www.steroidabuse.org

Opioids (Heroin, Vicodin, Norco and Oxycodone)

Effects of opioids use can include:

- Decreased pulse
- Drowsiness
- Constricted pupils
- Delirium

Referrals and Resources

On Campus

SBVC Student Health Services (909) 384-4495 **CHC Health & Wellness Center** (909) 389-3272

Student Health Services and the Health & Wellness Center provide first-aid, health education, nursing advice, and brief mental health counseling and crisis intervention services. Immunizations, routine health exams, and screening for vision, hearing and blood pressure are also offered. Nurse Practitioners are available for consultation, medical examination, treatment, and referral. Health exams including Pap smear, STD screening, pregnancy tests, birth control, and general medical consultation are available. There is no charge for office visits, however, there is a nominal fee charged for medication, lab work and immunizations. Student Health Services are funded by student health fees. Call (909) 384-4495 for further information.

Off Campus

- **Center of Substance Abuse** (24-hour hotline for drug abuse) (800) 662-4357
Provides treatment referrals for individuals in their respective area/county.
- **National Council on Alcoholism** (909) 629-4084
- **Alcoholics Anonymous** (909) 825-4700
Provides services related to alcoholics anonymous organizations including AA meetings, literature and referrals.
- **Al-Anon** (909) 824-1516
Provides support to the families/friends of alcoholics and drug addicts; offers AA meeting referrals.
- **National Council on Alcoholism** (909) 629-4084
Provides alcohol and drug outpatient treatment; such as individual or group session counseling and random drug testing.
- **American Lung Association** 1-800-LUNGUSA (1-800-586-4872)
Provides assistance in preventing lung disease and promoting lung health.
- **Inland Behavioral and Health Services, Inc.** 909-881-6146
Provides individual and family counseling and substance abuse programs.
- **San Bernardino County Department of Public Health** 800-782-4264 www.sbcounty.gov/dph
Provides services that promote the health, safety, well-being, and quality of life of its residents according to the County Charter and general laws.

Other Programs & Services

Child and Family Health Services (800) 722-3777

Clinic Operations Services (800) 722-4777

Communicable Disease Section (800) 722-3777

Coordinated Asthma Referral and Education (CARE) Program (800) 782-4264

Environmental Health Services (800) 442-2283

Healthy Family/Kids (866) 294-4347

HIV/AIDS Program (800) 722-4794

Housing Authority (909) 890-9533

Maternal, Child and Adolescent Health (909) 383-3033

Nutrition Program (909) 388-5650

Ryan White Program (909) 387-6492

American Lung Association (Tobacco) (800) 586-4872

CHP – Car Seat Safety (909) 383-4247

Women, Infants, and Children (WIC) (800) 472-2321

San Bernardino Sexual Assault Services (909) 885-8884

Violence Against Women Act (VAWA) Amendments

The San Bernardino Community College District is committed to providing a safe learning and working environment. In compliance with federal laws, policies and procedures have been adopted to raise awareness, prevent, and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of the campus community. These guidelines apply to all students, faculty, staff, contractors and visitors.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Sexual Assault: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, as well as incest or statutory rape.

Domestic Violence: An assault and/or battery committed on a current or former spouse, an intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

Dating Violence: Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to be in fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Protocol for Survivors

If an incident of sexual assault, domestic violence, dating violence, or stalking occurs it is important to preserve evidence and document the criminal activity so that a successful criminal prosecution remains an option.

Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented by taking a photograph. Evidence of stalking, including any communication, such as written notes, voice mail(s), electronic communications, or in-person contact, should be saved, documented and not altered in any way.

The survivor of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam – which is important both to address any health issues that may arise and evidence collection. Any clothing removed should be placed in a paper, not plastic, bag.

Anyone can be a survivor of an assault. You are not responsible for the criminal actions of others. If you are a survivor of sexual assault, rape, or domestic violence, go to a safe place as soon as possible, and seek medical treatment if necessary. There will be evidence on your body that will deteriorate in just 3 days. You are strongly encouraged to report the incident in a timely manner in order to: be safe, be healthy, begin the healing process through counseling, and bring the perpetrator to justice. Approximately 70% of survivors of sexual assault, rape and domestic violence know their attacker. On a college campus, approximately 95% of sexual assaults are not reported. If a survivor desires prosecution they may file a police report. Filing a report with the District Police will:

- Ensure that the survivor receives information on how to obtain a medical exam for collection of evidence for legal purposes.
- Ensure that the survivor receives information on where they may go to seek free confidential counseling on campus, or through local or county services.
- Ensure that the survivor is contacted by an Advocate from San Bernardino Sexual Assault Services (SBSAS), who will guide the survivor through the process and available options, and offer continued support.

When a survivor of sexual assault, rape or domestic violence makes a report to The SBCCD PD, San Bernardino Police Department, Colton Police Department, or Yucaipa Sheriff's Office will also be contacted to pursue the investigation. The department contacted will depend on the location of the incident.

If you are a survivor of a sexual assault you have options. The following are recommendations to help support you during the aftermath of the crime:

- DO NOT blame yourself. Sexual assault is not the survivor's fault.
- Go to a safe place, or have someone you trust come to you. If you are injured, seek medical attention immediately.
- DO NOT shower, bathe, douche, or change clothes. You will have evidence on your body that can only be collected if left intact. This evidence can only be collected within the first 72 hours.
- DO NOT blame yourself if you feel you were drugged unknowingly, there will be evidence in your system which can only be collected within 8-96 hours. DO NOT blame yourself if you knowingly used drugs and were assaulted or raped. This does not absolve the perpetrator of responsibility. DO NOT blame yourself if you were not able to say "NO" during the incident because you were incapacitated physically or mentally.

Reporting an Incident

If a student, employee or visitor, at any District property, has been the victim of a sexual assault, domestic violence, dating violence, or stalking, they should immediately call the San Bernardino Community College District Police Department at (909) 384-4491. In the case of an emergency or ongoing threat please get to a safe location and call 911 or the local law enforcement agency.

Students may also report to: Valley College Title IX Coordinator, (909) 384-8992
Valley College Office of Student Life, (909) 384-8692
Valley College Student Health Services, (909) 384-4495
Crafton Hills Title IX Coordinator, (909) 389-3355
Crafton Hills Department of Student Life, (909) 389-3457
Crafton Hills Health & Wellness Center, (909) 389-3272
EDCT Human Resources, (909) 382-4040

Employees may also report to: Human Resources Office, (909) 382-4044

These offices will assist any victim of sexual assault, domestic violence, dating violence, and stalking in notifying law enforcement, including local police.

Written Notification of Rights and Options

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their options and rights as provided for under this policy.

On & Off Campus Resources

Victims of sexual assault, domestic violence, dating violence, or stalking need not make a formal report to local law enforcement or the San Bernardino Community College District Police Department to access several available resources listed below. There are several on campus and off campus resources available to these victims, such as medical treatment, counseling and advocacy. Please phone, or click on the link, for additional information.

- San Bernardino Valley College Title IX Coordinator- (909) 384-8992

Reporting and victim assistance provided.

- [San Bernardino Valley College Student Health Services](#)- (909) 384-4495

Confidential reporting is available, along with counseling. Services are free or low cost.

- [Crafton Hills College Health & Wellness Center](#)- (909) 389-3272

Confidential reporting is available, along with counseling. Services are free or low cost.

- Crafton Hills Title IX Coordinator- (909) 389-3355

Reporting and victim assistance provided.

- [SBCCD Human Resources](#)- (909) 382-4040

HR will help employees file claims and report incidents.

- [SBCCD Police](#)- (909) 384-4491

The following is available on the District Police site:

Annual Security Reports-Includes District policy information, safety prevention, how to report a crime, and criminal statistics.

Safety & Victim Resources-Printable brochures include information and awareness on active shooter survival, dating/domestic/sexual violence, stalking, and disabled person's safety.

If you/someone you know has been assaulted or needs counseling:

- [San Bernardino Sexual Assault Services](#), 24 Hour Crisis: 800.656.4673
- [Center Against Sexual Assault](#), San Jacinto, 951.652.8300
- [Riverside Area Rape Crisis Center](#), 24 Hour Crisis: 951.686.RAPE

If you/someone you know needs a safe place to stay:

- San Bernardino-[Option House](#), 24 Hour Crisis Line: 909.381.3471
- Big Bear-[DOVES](#), 24 Hour Crisis Line: 800.851.7601
- Morongo-[Morongo Basin Unity Home](#), 24 Hour Crisis Line: 760.366.9663
- Claremont-[House of Ruth](#), 24 Hour Crisis Line: 909.988.5559
- Victorville-[Family Assistance Program](#): 24 Hour Crisis Line: 760.949.4357

National Resources:

- [National Sexual Violence Resource Center](#)
- [Rape, Abuse and Incest National Network](#)
- [Office for Victims of Crime](#)
- [Crime Survivors](#)

Restraining Orders

Restraining orders can be filed on-line. Click on the link below to watch a tutorial on how to fill out court forms and learn what types of orders are possible. There is no charge for filing a Domestic Violence Restraining Order. Click on the link below for additional information:

- San Bernardino County, [Domestic Violence & Restraining Orders](#)

You may also visit the Superior Court of California, County of San Bernardino

247 West Third Street
 San Bernardino, CA 92415
 Phone (909)384-1888

Accommodations

If a victim reports an incident of sexual assault, domestic violence, dating violence, or stalking, the District is committed to providing a safe learning or working environment. A report need not be made to the San Bernardino Community College District Police to request available accommodations. Title IX Coordinators, Deans of Discipline, Human Resources, and/or San Bernardino Community College District Police will help accommodate reasonable changes to a victim's academic, transportation, and or working situation.

If a victim reports to law enforcement, they may assist them in obtaining a restraining order from San Bernardino County Superior Court. The SBCCD Police Department is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. Victims should bring a copy of the restraining to the San Bernardino Community College District Police. San Bernardino Community College District Police Department is also committed to protecting victims from any further harm, and Human Resources or the Vice-President of Student Services (or their designee) may issue an institutional no-contact order for all District properties.

Victim Confidentiality

San Bernardino Community College District Police Department recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of any individual who makes a report. Different officials and personnel are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, may be made public, unless the victim requests confidentiality based on California Penal Code section 293(a) and Government Code section 6254(f). Victims may request their right to confidentiality for the below crimes:

PC 236.1 Human Trafficking
PC 243(e)(1) Spousal Battery
PC 261 Rape
PC 261.5 Unlawful Sexual Intercourse with a Minor
PC 262 Spousal Rape
PC 264.1 Rape in Concert with Another
PC 265 Abduction to Force Marriage
PC 266 Forcing into Prostitution
PC 267 Abduction for Prostitution
PC 269 Aggravated Sexual Assault of a Child
PC 273a Child Endangerment
PC 273d Child Abuse
PC 273.5 Domestic Violence
PC 285 Incest
PC 286 Sodomy
PC 288 Lewd Acts on Child
PC 288a Oral Copulation
PC 289 Anal or Genital Penetration by a Foreign Object
PC 422.6 Hate Crimes
PC 646.9 Stalking
PC 647.6 Annoy or Molest a Child

Reports made to the Title IX Coordinator will be kept confidential, and identifying information about the victim shall not be made public. Information about reports will only be shared with institutional personnel as needed to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. Reports made to medical professionals, or licensed mental health counselors, will not be shared with any third parties except in cases of imminent danger to the victim or a third party.

Conduct Proceedings

The San Bernardino Community College District Police strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees and other affiliates may also face disciplinary action by San Bernardino Community College District for violations of sexual assault, domestic violence, dating

violence, and stalking. Individuals found responsible for having committed such a violation may face permanent expulsion, suspension, probation, termination of employment, or mandatory counseling, and no contact orders. Incidents involving accused students will be handled by:

San Bernardino Valley College Title IX Coordinator, (909) 384-8297

San Bernardino Valley College Dean of Students, (909) 384-8282

Crafton Hills College Title IX Coordinator, (909) 389-3354

Crafton Hills College Dean of Students, (909) 389-3368

EDCT Human Resources, (909) 382-4040

Any incidents involving accused employees/affiliates will be handled by the District's Human Resources, (909) 382-4040.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who have received training on the nature of the types of cases they are handling, on how to conduct an investigation, and conduct a proceeding in a manner that protects the safety of victims and promotes accountability.

Investigations shall be conducted within 60 days or less, unless there are mitigating circumstances in which case the accuser and accused shall be notified, providing an explanation, and the amount of additional time required. Determinations shall be made within 60 days unless there are mitigating circumstances in which case the accuser and accused shall be notified, providing an explanation, and the amount of additional time required.

Determinations shall be made by the Vice President of Student Services, or their designee, within 60 days using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings or hearings, both the accused and accuser are entitled to the same opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome of the proceeding, of procedures and timeframe for appealing the results of the outcome, of any change to the results that occurs prior to the time that they become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

For additional information about student conduct proceedings please consult the San Bernardino Community College District Board Policy 5500 available at <http://sbccd.org/StandardsOfConductBP>.

For additional information about employee conduct proceedings please consult the San Bernardino Community College District Human Resource Office. Board Policy 7365 governs classified employee discipline, and Board Policy 7364 governs faculty discipline, available at http://www.sbccd.org/Board_of_Trustees/Policies_-a-,Procedures.

Educational Programs

The SBCCD Police Department is committed to increasing the awareness of and preventing violence. All incoming students and new employees are provided with informational awareness and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. The San Bernardino Community College District Police Department provides information on consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year, and may vary by campus. These programs include:

Poster Campaigns:

Silent Witness Initiative
Bystander Intervention
Sexual Assault Awareness Month (SAAM)
National Campus Safety Awareness Month (NCSAM)

Live Campaigns:

Speak Out & Stand Up: Raising Awareness About Sexual Assault
Culture of Silence: Stalking Education and Awareness
Nonviolent Sexuality Training (Based on availability and funding)
Survivor of Violence (Based on availability and funding)
Dating Abuse

Video Campaigns (Web):

Sexual Assault Awareness, with District Police and San Bernardino Sexual Assault Services Advocate
Violence Against Women Act Presentation (Live training in addition)

Awareness Campaigns (Other):

Denim Day
Project Clothesline
Sexual Assault Awareness Athletics Campaign
Art exhibit
Self-defense training
Poetry Reading

Sexual Assault Policy

The San Bernardino Community College District recognizes that sexual assault is a serious issue and will not tolerate actions of sexual assault/harassment on campus. The San Bernardino Community College District is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted

sexual actions. Sexual offenses are condemned, sexual offenders will not be tolerated, and victim/survivors will be supported.

Sexual assault includes: the attempt or act of rape (sexual intercourse without consent, by a stranger, an acquaintance or an intimate partner); forced sodomy (anal sex); forced oral copulation; or the forced penetration by a foreign object either animate, such as a finger, or inanimate. Non-penetration sexual assault includes the act of touching an unwilling person's intimate parts such as genitalia, anus, groin, breast, or buttocks, or the clothing covering these parts, or forcing an unwilling person to touch another's intimate parts.

The above sexual acts constitute sexual assault when they are committed against a person's will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for the sexual assault.

The San Bernardino Community College District Police will investigate all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action. As soon as possible, the victim survivor of a sexual assault should report the incident to the District Police, or any Campus Security Authority. Employees of the District will assist the student in notifying authorities if the student requests assistance.

If you have been sexually assaulted, you have the right to report the assault to the police department. As an encouragement to report, the District Police Department is committed to the following ten guarantees.

- **WE WILL** meet with you privately and you may be accompanied by a personal advocate.
- **WE WILL** provide a female officer to conduct the initial interview, if requested, and if one is available.
- **WE WILL** fully investigate your case, regardless of the gender, race, ethnicity, sexual orientation, age, national origin, religion or disability of the parties involved.
- **WE WILL** not pre-judge you or your actions. Assault victims are not responsible for the criminal actions of others.
- **WE WILL** treat you and your case with courtesy, sensitivity, and understanding.
- **WE WILL** assist you in arranging for your medical needs and/or hospital treatment.
- **WE WILL** provide you with advocate and counseling referral information.
- **WE WILL** not release your name to the public or to the press upon request.
- **WE WILL** discuss and explain the criminal justice process. You will be kept informed as to the progress of the investigation.
- **WE WILL** be available to answer your questions as the investigation and prosecution unfolds.
- **WE WILL** assist you in the student conduct process and notify you of the outcome.
- **WE WILL** assist you in, and work with the college, if a classroom change is needed.

San Bernardino Community College District Standards of Student Conduct Policy 5500 states disciplinary action may be imposed on recognized individual students, student organizations and/or any San Bernardino Community College District faculty or staff responsible for a sexual assault. San

Bernardino Community College District disciplinary procedures depend on the outcome of the disciplinary hearing and may range from suspension to expulsion. The institution will, upon written request, disclose to the alleged victim survivor of a crime of violence, or a non-forcible sex offense, the results of any discipline proceeding by such institution against a student or staff member who is the alleged perpetrator of such a crime or offense. Violators are subject to San Bernardino Community College District disciplinary actions, criminal prosecution, fine and imprisonment. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome. Student sexual assault victims also have the option of changing their academic schedule after an alleged sexual assault, if such changes are reasonably available.

Any San Bernardino Community College District student or employee who is suspected of sexual misconduct is subject to both criminal prosecution and disciplinary action under campus policies. Campus disciplinary action can be initiated even if criminal charges are not pursued.

Any San Bernardino Community College District employee accused of sexual misconduct is subject to the applicable provisions and disciplinary action in accordance with District Policies and Procedures. Sanctions for sexual misconduct include, but are not limited to, warning(s), censure, demotion, suspension, or termination of employment.

Sexual Assault Prevention Programs

There are courses in understanding violent offenders in the Administration of Justice Program at Valley College. This course is a study of the violent crimes of felony assault, robbery, rape, the various types of homicide, and the characteristics of both the offender and the victim. Students should check the Schedule of Classes each semester to determine when these classes are offered. The San Bernardino Community College District Police Department also offers the following sexual assault presentations once during the spring and fall semester and upon request.

Video Presentations

- Sexual Assault and Campus Safety Awareness

Workshop Presentations

- Violence Against Women Act: topics include sexual assault, domestic violence, dating violence and stalking.
- Speak Out and Stand Up: Raising Awareness About Sexual Assault

Literature on sexual assault education and risk reduction is available at the police department and @ <http://sbccd.org/SexualAssault>

If You Are A Victim Of Sexual Assault: GET to a safe place, CONTACT the San Bernardino Community College District Police (909) 384-4491 or call your local authorities by dialing 911. DO NOT shower, bathe, douche, change or destroy clothing. DO NOT straighten up the area of the crime. SEEK medical attention and SEEK emotional support from the local Rape Crisis Center at (909) 885-8884.

The College will change a victim's academic situation after an alleged sex offense and offer options for those changes, if those changes are requested by the victim and are reasonably available. Victims of

sexual assault may report the crime to any San Bernardino Community College District faculty, staff, or administrator, but the San Bernardino Community College District Police Department should be notified as soon as possible. Victims or witnesses to crimes should follow the basic policy for reporting crimes.

Title IX Notice of Non-Discrimination

The San Bernardino Community College District does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the District (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sexual discrimination, which includes sexual harassment and violence:

- **Sexual Discrimination** means an adverse act of sexual discrimination (including sexual harassment and sexual violence) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq. and/or California Government Code §11135.
- **Sexual Harassment** is unwelcome conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, nonverbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual, as limiting the individual's ability to participate in or benefit from the services, activities or opportunities offered by the District. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- **Sexual Violence** means physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against an individual without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, or disability.

Who to Contact If You Have Complaints, Questions or Concerns

Title IX requires the District to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Your campus Title IX Coordinator is available to explain and discuss your right to file a criminal complaint (sexual assault and violence); the District's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. *If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.*

Campus Title IX Coordinators

CHC

Vice President of Student Services
(909) 389-3355

EDCT

Human Resources
(909) 382-4040

SBVC

Vice President of Student Services
(909) 384-8992

U.S. Department of Education, Office for Civil Rights

- (800) 421-3481 or ocr@ed.gov
- If you wish to fill out a complaint form online with the OCR, you may do so at:
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

Title IX requires that the SBCCD adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence. Below is a link to the board policy on discrimination and diversity.

<http://sbccd.org/DiversityBP>

<http://sbccd.org/NonDiscriminationBP>

Except in the case of a privilege recognized under California law (examples of which include Evidence Code §§1014, psychotherapist-patient; 1035.8, sexual assault counselor-victim; and 1037.5, domestic violence counselor-victim, any member of the District community who knows of or has reason to know of sexual discrimination allegations shall promptly inform the campus Title IX Coordinator.

Regardless of whether an alleged victim of sexual discrimination ultimately files a complaint, if the campus knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. The campus must then take appropriate steps to eliminate any sexual discrimination/harassment, prevent its recurrence and remedy its effects.

Registered Sex Offender Information

More than 50 years ago California began requiring dangerous sex offenders to register with their local law enforcement agency, allowing local law enforcement the ability to keep track of convicted sex offenders in their community (*Note: Registration can be a lifetime requirement*).

In May 1996, the California Legislature increased the public's access to sex offender information with the passage of Megan's Law. Megan's Law was named after 7-year-old New Jersey girl (Megan Kanka) who was raped and murdered by a known child molester who had moved across the street from Megan's family without their knowledge. In the wake of Megan's murder, California increased the public's access to sex offender information with the enactment of (then) section 290.4 of the California Penal Code.

In October 2000, the Federal Campus Sex Crimes Prevention Act 20 U.S.C. § 1092(f) (1) (I) amended Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994. The Campus Sex Crimes Prevention Act required sex offenders who are required to register under state law to also provide notice of their enrollment or employment at any institution of higher learning in the state where he/she resides starting in October 2002. Institutions of higher learning were thereafter also required to provide a statement in their Jeanne Clery Annual Security Report detailing where members of their campus community can obtain information concerning registered sex offenders.

In 2001, the California Legislature amended its registered sex offender laws to satisfy federal law requirements. On October 28, 2002, sex offenders who resided on campus were required to register with campus law enforcement. This new law also expanded the registration requirements for all campus affiliated sex offenders to register with the campus police department. [290.01(a) (1) PC]

The following persons shall register their sex offender status with the District Police Department:

- Enrolled students
- Full/part time employees with the District (with/out compensation)
- Persons who carry on a vocation at any District Property for more than 14 days, or for an aggregated period exceeding 30 (total) days in a calendar year.

In October 2003 an amendment was added to Penal Code Section 290.01(d) (1) (A), which provides that the campus police department (may) in certain instances release registered sex offender information (all categories) to members of the campus community.

In 2004, the California Legislature further amended its registered sex offender laws and directed the California Department of Justice to make available to the public (by July 1, 2005) via the Internet, specific information about certain sex offenders.

Sex Offender Informational Data (Public access)

On or before July 1, 2010, the California Department of Justice expanded their website to make available certain registered sex offender locator information at: www.ag.ca.gov [290.46(a) (2) (A) PC]
Note: The Department of Justice does not make available sex offender registration information specific to any College or District.

Sex Offender Information (Campus community access)

Campus affiliated registered sex offender information is available for inspection by members of the campus community at the San Bernardino Community College District Police Department during normal business hours, please call (909) 384-4491 for more information.

The District Police Department may also release sex offender information relating to campus affiliated sex offenders to members of the campus community who: [290.01(d) (4) (A) PC]

- are member(s) of the campus community
- are not themselves a registered sex offender

- understands that the release of registered sex offender information is for the purpose of allowing members of the campus community to protect themselves and their children from sex offenders
- understands that it is illegal to use the sex offender registration information to harass, discriminate, commit a crime against any person who has been identified as a sex offender
- are willing to sign a “Registered Sex Offender View Form”

Registered sex offender information available for public viewing:

- name and known aliases
- age, DOB, gender, race
- physical description (including scars, marks, tattoos)
- photograph, (if available)
- crimes that were the basis for the registration requirement
- date of registration or re-registration

The disclosure of any sex registrant information to a campus affiliate shall only be to allow members of the campus community to protect themselves and their children from sex offenders and that he/she understands that it is unlawful to use the information obtained pursuant to this subdivision to commit a crime against any registrant or to engage in illegal discrimination or harassment of any registrant. [290.01(d) (4) (A) PC]

Campus Law Enforcement Disclosure

The San Bernardino Community College District may proactively release any portion of the following information to the campus community concerning the presence of a high-risk sex offender who is in the campus community. The District Police Department may reactively release any portion of the following information when necessary to ensure the public safety based upon information available to the entity concerning a registered sex offender. [290.45(a) PC]

- name and known aliases
- DOB, gender and race
- physical description, including scars, marks and tattoos
- photograph, (if available)
- crimes that were the basis for the registration requirement
- residence address (must be verified by law enforcement prior to release)
- type of victim targeted by the offender
- relevant parole or probation conditions
- dates of crimes resulting in classification
- date of release from confinement
- offender’s employment, vocation or student status with college

The San Bernardino Community College District Police may release sex offender information to persons and campus entities for the purpose of disclosing the information to additional persons if we (District Police Department) can determine that the scope of any further disclosure meets the conditions set forth in Penal Code Section 290.45(c)(1).

SBCCD Sex Offender Registration Requirements

Every person who is required to register in California as a sex offender and who:

- is enrolled as a San Bernardino Community College District student (including Extension classes), or
- is a full/part time employee at San Bernardino Community College District w/out compensation, including volunteer, or
- Carries on a vocation at San Bernardino Community College District for more than 14 days, or for an aggregated period exceeding 30 (total) days in a calendar year, shall register with the campus police department.

A campus affiliated sex offender shall notify the District Police Department within five working days of ceasing to be enrolled or employed, ceasing to carry on a vocation at San Bernardino Community College District or if the offender has a change of address. [290.01(a) (1) PC]

Registration of sex offenders shall be conducted at the District Police Department. Persons required to register shall do so in person Monday - Friday (excluding holidays) during normal business hours.

Hate Violence

San Bernardino Community College District's Community places a great emphasis on the value of diversity, assessing one's culture and the celebration of difference. However, the reality is that anyone at any time can be the target of a hate crime or a bias motivated incident. Unlike other crimes that target individuals, hate crimes and bias motivated incidents negatively impact the entire San Bernardino Community College District community. While the college campus is not immune to such opportunistic acts, the low number of reported occurrences provides an antidotal glimpse that we have made great strides toward the creation of a campus environment that is more tolerant of individuals, groups, cultures, values and ideas.

Reporting Hate Violence

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or hate bias motivated incident, you are encouraged to report the occurrence to the District Police Department or to any designated Campus Security Authority.

Workplace Violence

San Bernardino Community College District is committed to creating and maintaining an environment that is free from workplace violence. The District has zero tolerance for violent acts, or threats of violence, against any member of the campus community or property. The campus has zero tolerance for and prohibits violence or threats of violence occurring off the District premises by an employee or person acting in the capacity of a representative or agent of the District if such violence or threat of violence affects the legitimate interests of the District. (SBCCD Board Policy 3510.)

Identity Theft

- **DON'T** give out personal information (name, address, social security number) to anyone you don't know or for any purpose you don't fully understand.
- **DO** store personal records, credit cards, new and cancelled checks, in a secure and safe place, where they cannot be accessed by others.
- **DON'T** sign initiatives or other petitions unless you are fully knowledgeable about them and the signature gatherer. Your name and address may become easily accessible and could even be illegally sold for profit.
- **DO** shred any documents containing personal or financial information before discarding, such as credit card bills or banking statements.
- **DON'T** leave personal outgoing mail unguarded at your home mailbox. It can easily be stolen and your identity compromised.
- **DO** place your mail only in U.S. Postal Services mailboxes.
- **DON'T** trust phone solicitations, or give out personal or financial information over the phone.
- **DO** carefully protect PIN numbers and passwords; never share them.
- **DON'T** open unsolicited emails, or emails from unknown sources; and if you do so mistakenly, never reply, forward, or open attachments.

Parking Rules and Regulations

The SBCCD PD works diligently to protect community members while on District Property. Parking permits are required on all District properties from Monday at 7am through Friday at 4:30pm. We enforce parking regulations to ensure fair and adequate accommodations for our visitors, students, faculty and staff. The California Vehicle code is enforced on all District Property. Students are subject to citation for all applicable moving violations. Parking specific regulation for The District are covered under board policy 6570; which can be accessed @ <http://sbccd.org/ParkingAP>

Violation and Payment Information

If you do not wish to contest your citation you can pay by the following options; on-line or by mail to the below address. To pay on-line, please see below web address (site specific).

	
https://www.paymycite.com/sbvc	https://www.paymycite.com/chc
For questions please call (888) 919-5529	For questions please call (888) 300-9915

Request to Appeal (Level 1)

Submittal of a citation appeal/administrative review does not mean that the parking citation will be dismissed. Citation appeals must be submitted within 21 calendar days from the date of the citation or within 14 calendar days from the date of the "Notice of Delinquent Parking Citation" that is mailed to

the registered owner. Late submittals will not be accepted and the fine must be paid with any applicable late fees. The Level 1 appeal can be made on-line.

Please complete one form for each parking citation. Citation appeal/administrative review forms can be completed online or call the Toll Free number (888) 919-5529. Please allow 2 to 4 weeks for the citation appeal/ administrative review process to complete.

You will receive the results via US Mail at the address you provide on the form. If you do not receive a Citation Review Results letter after 6 weeks, please call the campus location where you received your citation. SBCCD is not responsible for US Mail deemed undeliverable due to incorrect or incomplete addresses.

If the citation has been upheld, the citation penalty amount is due within 21 calendar days from the date of the "Results" letter. If you are not satisfied with the review results, you may request an administrative hearing (Level 2). This request must be made within 21 calendar days from the mailing date of the citation review internal results letter. The penalty amount shall be deposited within this time frame or a hearing will not be scheduled.

Administrative Hearing (Level 2)

All administrative hearings are conducted and reviewed by a qualified hearing examiner. All qualified hearing examiners are independent mediators and are not employees of the SBCCD.

If you wish to contest the citation review results, you may request an administrative hearing within 21 calendar days from the date of the appeal/administrative review letter.

Administrative hearing requests may be made in person, in writing or by telephone. It is not required but you may meet with the hearing officer at a scheduled conference. If you choose to only submit a written declaration, the hearing officer will still conduct a review of your appeal based on the information you provide.

The following requirements must be met before a request is officially recognized. As the requester, you must fulfill the following within 21 calendar days of the mailing date of the appeal/administrative review (Level 1) results letter.

- Request an administrative hearing.
- Complete and return the appropriate administrative hearing forms.
- Deposit the amount of the parking penalty on-line or in person.

SBCCD Police or designee will notify you verbally or via US Mail of the date and time of the scheduled administrative hearing.

SBCCD is not responsible for US Mail deemed undeliverable due to incorrect or incomplete addresses.

Administrative hearings will be scheduled within 90 calendar days from the date of the request.

SBCCD Police will notify you via US Mail of the results of the administrative hearing. If you are

dissatisfied with the results of the administrative hearing, you may appeal to the Superior Court within 30 calendar days of the notice date of the notification letter.

If you have not received the notification letter of the administrative hearing in a timely manner after the date of the hearing or review, please contact SBCCD Police.

Superior Court (Level 3)

The final level of appeal is handled by the Superior Court of San Bernardino. You have thirty (30) calendar days from the date your 2nd level appeal was mailed to file for a “citation review” in the Superior Court. There is a \$25.00 filing fee the court retains for the review process; regardless of the outcome. The decision of the court is binding. You can obtain the necessary paper work, and pay the filing fee for review, at the below address:

San Bernardino Justice Center
247 West Third Street
San Bernardino, CA 92415
www.sbcounty.gov/courts

Crime Definitions

Per the *Clery Act*, the SBCCD PD must classify crimes based on the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Handbook (UCR)*. Definitions of sex offenses are from the FBI's *National Incident-Based Reporting System (NIBRS)* edition of the *UCR*. Classify hate crimes according to the FBI's *Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection*. Although the law states that institutions must use the *UCR* for defining and classifying crimes, it doesn't require *Clery Act* crime reporting to meet *all UCR* standards.

UCR crime definitions appear in italics. The text that is provided classifies criminal incidents taken directly from FBI materials and some has been condensed or paraphrased. Some definitions are from the Violence Against Women Act Amendments. Some crime examples are taken or adapted from FBI materials, and others were created for this document based on questions educational communities have asked of law enforcement over the years.

Murder

The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter

The killing of another through gross negligence.

Forcible /Non Forcible Sex Offenses

Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent. Non-Forcible sex offenses include incest or statutory rape.

Sodomy

Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Robbery

The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Hate Crime

A crime, usually violent, motivated by prejudice or intolerance made by the perpetrator toward a member of any Race, Gender, Religion, Sexual Orientation, ethnicity and Disability.

Aggravated Assault (ADW)

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to

produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.

Burglary

The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft

Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.

Arson

Any willful or malicious burning, or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Domestic Violence: Assault and/or battery committed on a current or former spouse, an intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

Dating Violence: Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to be in fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Crime Statistics Data

The following crime statistic data has been reported using the Uniform Crime Reporting procedures as set forth by the Federal Bureau of Investigation and the California Department of Justice. Crime statistics disclosed are those that occurred on property owned and controlled by the San Bernardino Community College District and public property contiguous/adjacent to the San Bernardino Community College District Campuses. SBCCD police staff reviews the UCR annually for updates in reporting.

CHC CRIME STATISTICS

CRIMINAL OFFENSES - ON CAMPUS	2011	2012	2013
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	1	0	1
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	2	0	3
MOTOR VEHICLES THEFT	1	0	1
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			1
STALKING			1
CRIMINAL OFFENSES - NON CAMPUS- Fire Academy			
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
CRIMINAL OFFENSES - PUBLIC PROPERTY			
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
HATE CRIMES - ON CAMPUS			
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
SIMPLE ASSAULT	0	0	0
LARCENY-THEFT	0	0	0
INTIMIDATION	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	0	0	0
HATE CRIMES - NON CAMPUS			
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0

INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
HATE CRIMES - PUBLIC PROPERTY			
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
ARREST - ON CAMPUS			
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	9	6	5
LIQUOR LAW VIOLATIONS	0	2	0
ARREST - NON CAMPUS			
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
ARREST - PUBLIC PROPERTY			
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - ON CAMPUS			
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	4	0	8
LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - NON CAMPUS			
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - PUBLIC PROPERTY			
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0

EDCT CRIME STATISTICS FOR 2011 2012 2013

CRIMINAL OFFENSES - ON CAMPUS	2011	2012	2013
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
CRIMINAL OFFENSES - NON CAMPUS	0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
CRIMINAL OFFENSES - PUBLIC PROPERTY	0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
HATE CRIMES - ON CAMPUS	0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
SIMPLE ASSAULT	0	0	0
LARCENY-THEFT	0	0	0
INTIMIDATION	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	0	0	0
HATE CRIMES - NON CAMPUS	0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0

STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
HATE CRIMES - PUBLIC PROPERTY	0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
ARREST - ON CAMPUS	0	0	0
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
ARREST - NON CAMPUS	0	0	0
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
ARREST - PUBLIC PROPERTY	0	0	0
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - ON CAMPUS	0	0	0
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - NON CAMPUS	0	0	0
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - PUBLIC PROPERTY	0	0	0
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0

SBVC CRIME STATISTICS FOR 2011 2012 2013

CRIMINAL OFFENSES - ON CAMPUS	2011	2012	2013
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	3	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	5	1	0
AGGRAVATED ASSAULT	0	3	0
BURGLARY	2	3	2
MOTOR VEHICLES THEFT	3	31	29
ARSON	0	1	1
DOMESTIC VIOLENCE			0
DATING VIOLENCE			1
STALKING			3
CRIMINAL OFFENSES - NON CAMPUS- Big Bear	0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
CRIMINAL OFFENSES - PUBLIC PROPERTY			
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	1	0	6
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	2
MOTOR VEHICLES THEFT	3	13	15
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
HATE CRIMES - ON CAMPUS			
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
SIMPLE ASSAULT	0	0	0
LARCENY-THEFT	0	0	0
INTIMIDATION	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	0	0	0
HATE CRIMES - NON CAMPUS			
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0

SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
HATE CRIMES - PUBLIC PROPERTY			
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
SEX OFFENSES - FORCIBLE	0	0	0
SEX OFFENSES - NON-FORCIBLE	0	0	0
INCEST	0	0	0
STATUTORY RAPE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLES THEFT	0	0	0
ARSON	0	0	0
DOMESTIC VIOLENCE			0
DATING VIOLENCE			0
STALKING			0
ARREST - ON CAMPUS			0
WEAPONS CARRYING, POSSESSING, ETC...	3	0	0
DRUG ABUSE VIOLATIONS	21	7	12
LIQUOR LAW VIOLATIONS	4	3	5
ARREST - NON CAMPUS			
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
ARREST - PUBLIC PROPERTY			
WEAPONS CARRYING, POSS. ETC	0	0	0
DRUG ABUSE VIOLATIONS	8	2	2
LIQUOR LAW VIOLATIONS	1	1	2
DISCIPLINARY ACTIONS - ON CAMPUS			
WEAPONS CARRYING, POSSESSING, ETC...	2	0	0
DRUG ABUSE VIOLATIONS	10	0	0
LIQUOR LAW VIOLATIONS	2	0	0
DISCIPLINARY ACTIONS - NON CAMPUS			
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0
DISCIPLINARY ACTIONS - PUBLIC PROPERTY			
WEAPONS CARRYING, POSSESSING, ETC...	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0

The above asterisks next to certain categories denote changes made in the number of crimes reported for the respective category.

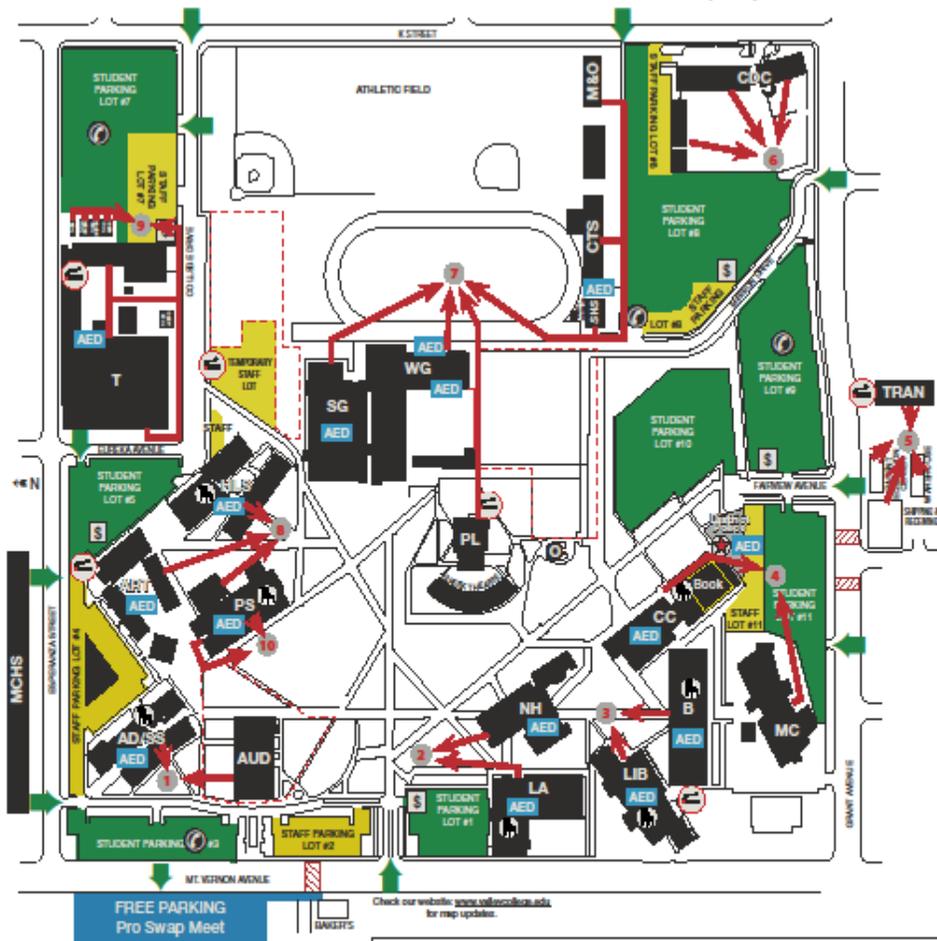
Of the stolen vehicles that were reported as “on campus” at San Bernardino Valley College 19 of the 31 vehicle thefts occurred in the Pro Swap Meet Parking Lot. This location is considered to be on campus during the week.

The 3 aggravated assaults that were reported on the San Bernardino Valley College campus occurred at the Pro Swap Meet Parking Lot.

EMERGENCY EVACUATION SITES

San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



- Evacuation Sites
- Emergency Phone
- Evac+Chair

AED AUTOMATED EXTERNAL DEFIBRILLATOR

CROSSWALK

Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
ART.....Art Center	MCHS..... Middle College High School
AUD..... Auditorium	M&O..... Maintenance & Operations
B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC..... Campus Center	PS..... Physical Sciences
CDC..... Child Development Center	SG..... Snyder Gym
CTS..... Computer Technology Services	SHS..... Student Health Services
HLS..... Health & Life Science	T..... Technical
LA..... Liberal Arts	TRAN..... Transportation Center
LIB..... Library	WG..... Women's Gym

DISTRICT POLICE
 Campus Center Rm. 100
 (909) 384-4491

Parking permits/decals are required to park in all parking lots and on all college streets.
 Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

Revised 4-14



Updated July 25, 2014

- ATM
- Bus Stop
- Nurse's Station
- Police/Security
- Visitor Parking
- Pedestrian Detour

Parking Permits (Daily)
 Parking permits/decals are required to park in all parking lots and on all college streets.
 Daily parking permits available in all lots.
 Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

Smoking Areas
 This is a smoke-free campus. Smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #75907)

District Police (909) 389-3275

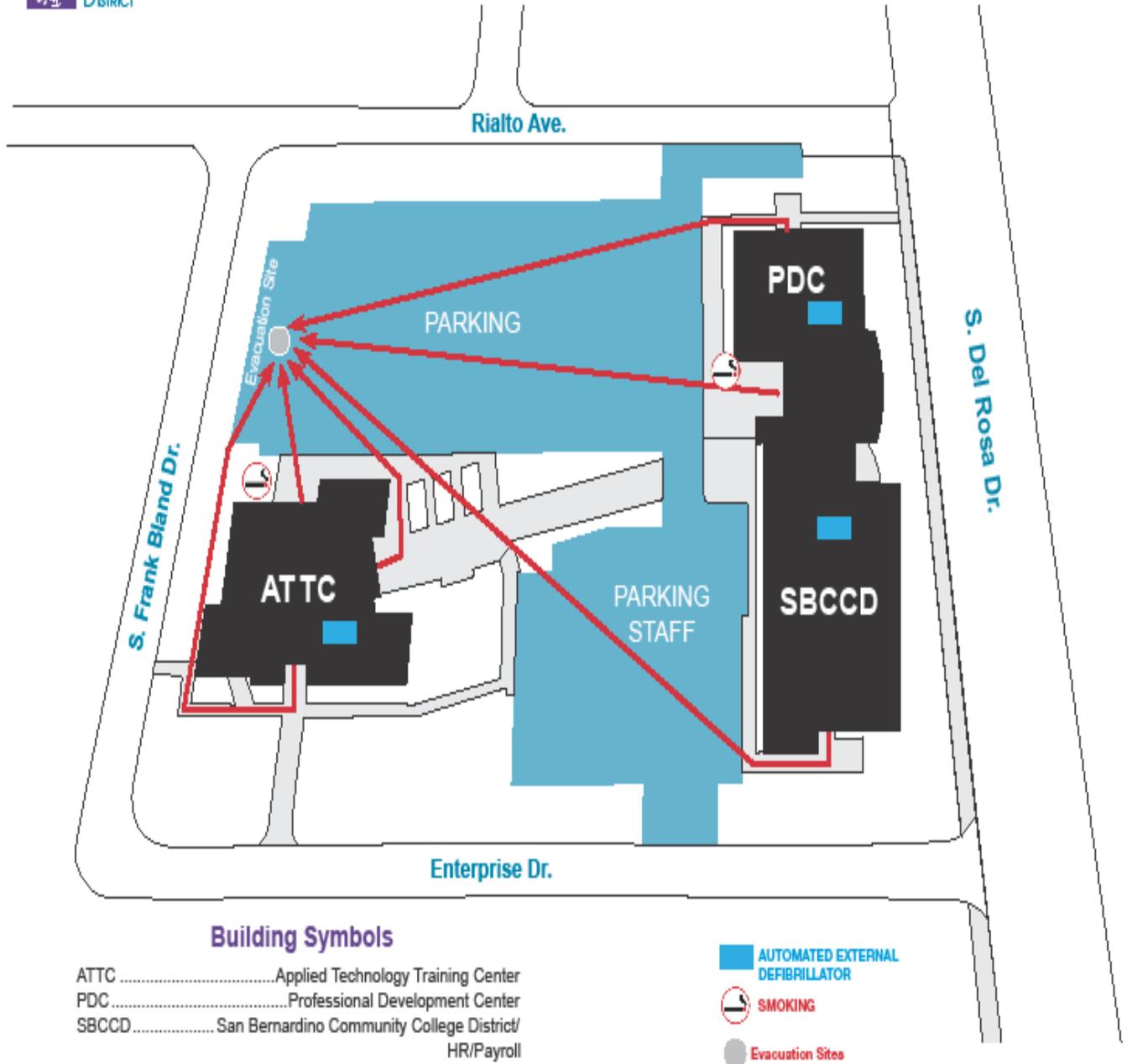
- 1 KENISIOLOGY, HEALTH & KHA
AQUATICS COMPLEX
- 2 ATHLETIC FIELD AF
- 3 BC CLASSROOM BUILDING BC
- 4 BOOKSTORE BK
- 5 STUDENT CENTER/CAFETERIA SCC
Student Senate
- 6 CL CLASSROOM BUILDING CL
Financial Aid
- 7 CHEMISTRY/HEALTH SCIENCES CHS
- 8 CHILD DEVELOPMENT CENTER CDC
- 9 GYMNASIUM G
- 10 LABORATORY/ADMINISTRATION LADM
Campus Business Office
Parking Permits (Semester/Annual)
POLICE (LADM 153)
- 11 LEARNING RESOURCE CENTER LRC
Copy Center
Multi-purpose Room
Gallery
Teaching Center
Lecture Hall
Library
Tutoring Center

- 12 MATH & SCIENCE ANNEX MSA
 - 13 MAINTENANCE & OPERATIONS/
SHIPPING & RECEIVING
 - 14 OCCUPATION EDUCATION 1 OE1
 - 15 UNDER CONSTRUCTION
 - 16 PERFORMING ARTS CENTER PAC
 - 17 STUDENT SERVICES A SSA
Admissions & Records
EOPS
 - 18 STUDENT SERVICES B SSB
Counseling
Health & Wellness Center
Disabled Student Services
 - 19 TENNIS COURTS TC-CRTS
- * CHC Fire Academy has been temporarily relocated during construction to:
 CALFIRE
 3800 N. Sierra Way, San Bernardino, CA 92405
 For Information Call: 909-389-3418 or
 Visit: craftonhills.edu/fireacademy



San Bernardino Community College District

114 South Del Rosa Dr. • San Bernardino, CA 92408 • (909) 382-4400



Building Symbols

- ATTCApplied Technology Training Center
- PDCProfessional Development Center
- SBCCD San Bernardino Community College District/
HR/Payroll

- AUTOMATED EXTERNAL DEFIBRILLATOR
- ⊘ SMOKING
- Evacuation Sites

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: October 9, 2014
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 – October 2014

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.

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

DISTRICT

Aguirre, Margarita Accounts Payable	<i>"Thank you for taking such good care of all of our travel payments and reimbursements. I can always count on you to get the job done!"</i>	Anonymous
BeDell, Suzann Human Resources	<i>"Thank you for your hard work on the District Service Awards Committee. Your efforts will make this an event to remember!"</i>	Stacey Nikac
Brady, Cory Administrative Applications	<i>"My thanks to Cory for working on an urgent project for Accreditation. I always appreciate his assistance!"</i>	Dr. Haragewen Kinde
Brady, Jason Web Services	<i>"I know that Jason is very busy, but he always takes the time to quickly respond to my requests for help with the program review web tool. Thanks Jason!"</i>	Keith Wurtz
Diggle, Virginia Business Services	<i>"Virginia has, more than once, assisted me with contract issues. I greatly appreciate the friendly support. Thanks Virginia."</i>	Deborah Wasbotten
Elmore, Cory Human Resources	<i>"Cory Elmore is a huge asset to the human resources team and the CDC office appreciates all of his hard work. He is efficient and great at what he does! Thank you!"</i>	Mark Merjil
Fields, Whitney Environmental Health & Safety	<i>"Thank you for the training on Employee Occupational Injury or Illness during the All Secretaries meeting. Great Job!"</i>	Debby Gallagher
Goodrich, Kelly Fiscal Services	<i>"Thank you for your hard work on the District Service Awards Committee. Your efforts will make this an event to remember!"</i>	Stacey Nikac
Goodrich, Kelly Fiscal Services	<i>"Kelly did an amazing job on the latest version of the Budget Book. For each of the past four years, she has improved and refined the book. It is very professional."</i>	Alisa Sparkia Moore
Levesque, Robert EDCT	<i>"Thank you for your work on the District Assembly Policies & Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."</i>	Stacey Nikac

Mascaranhas, Laz Technical Services	<i>"Laz consistently works above the call of duty. He regularly assists Clients no matter the need putting his daily schedule behind in most instances."</i>	Anonymous
Perez, Amalia Human Resources	<i>"Thank you for your hard work on the District Service Awards Committee. Your efforts will make this an event to remember!"</i>	Stacey Nikac
Prater, Rhonda Accounts Payable	<i>"For always going above and beyond the call of duty and providing excellent service with a smile."</i>	Shari Blackwell
Prater, Rhonda Accounts Payable	<i>"I can always count on you to make sure payments are made in a timely manner. Thank you for doing a good job!"</i>	Anonymous
Sanchez, Julia Human Resources	<i>"Thank you for the training on the Employee Occupational Injury or Illness and Workers' Compensation forms during the All Secretaries meeting. Great job!"</i>	Debby Gallagher
Torres, Jose Fiscal Services	<i>"Thank you for giving a great presentation to the Board. Your delivery was very thorough and clear. Great job!"</i>	Bruce Baron
Torres, Maria Human Resources	<i>"Thank you for your hard work on the District Service Awards Committee. Your efforts will make this an event to remember!"</i>	Stacey Nikac
Walter, DyAnn Administrative Applications	<i>"Many thanks to DyAnn for her work on an urgent project needed for Accreditation. She never hesitates to help in any way that she can."</i>	Dr. Haragewen Kinde
CHC		
Aycock, Larry Admissions and Records	<i>"Thank you for your work in the District Assembly Policies and Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."</i>	Stacey Nikac
Barra, Vicki Admissions and Records	<i>"Vicki has proven her commitment to the success of students, faculty, and staff alike and is always willing to step up and help the Instruction Office when asked."</i>	Bryan Reece
Bidney, Cynthia Respiratory Care	<i>"It is a lot of work to manage students' paperwork. I have really appreciated all Cindi's efforts on behalf of the CHC Respiratory Care students!"</i>	Gwen Wysocki

Bingham, Kelly Instruction Office	<i>"Kelly has been such a great help since she has come back. We really appreciate all her hard work and help she gives to everyone in the office."</i>	Bryan Reece
Bruner-Jones, Sherri Teaching Aids	<i>"Sherri is such a happy, hard worker and always has such a wonderful smile on her face! She always does a wonderful job. She goes above and beyond her job duties each and every day!!"</i>	Colleen Hinds
Chaire, Miguel Maintenance and Operations	<i>"Miguel saved the day! Thank you for towing our cart after we lost battery power while on a campus tour with Congressman Cook. I truly appreciate your help."</i>	Michelle Riggs
Chavira, Rejoyce EOPS	<i>"Thank you for your work on the District Assembly Policies and Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."</i>	Stacey Nikac
Cole, Judy Tutoring Center	<i>"Judy is very pleasant, kind, professional, and knowledgeable when it comes to assisting students. She's doing a great job and her hair always looks nice."</i>	Anonymous
Colvey, Kirsten Counseling	<i>"Thank you for your work on the District Assembly Policies and Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."</i>	Stacey Nikac
Cook, Larry Facilities	<i>"Thank you for helping with the tour for Congressman Paul Cook. Having your in-depth knowledge of our renewable energy projects on campus was invaluable."</i>	Michelle Riggs
Davila, Maria Bookstore	<i>"Thank you for all your dedication and hard work at the Bookstore!"</i>	Anonymous
Davila, Javier Grounds	<i>"Thank you for your assistance in transporting the cart from the Aquatics Center to the Student Life Office after the battery ran out. Your help was greatly appreciated."</i>	Michelle Riggs
Gamboa, Ben Institutional Effectiveness, Research and Planning	<i>"Ben continuously does a great job of taking care of tasks so I don't have to remember. As a manager that frees me up to do many other things. Thank you very much Ben!"</i>	Keith Wurtz
Gamboa, Ben Institutional Effectiveness, Research and Planning	<i>"Thank you for your work on the District Assembly Policies and Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."</i>	Stacey Nikac

Hendrickson, Catherine Library	<i>"Dedication, humor, respect, and knowledge. And for sharing these gifts with others."</i>	Frances Southerland
Hogrefe, Rick Arts and Sciences	<i>"Our entire department just loves Rick! He has worked so hard to get our new building running and continues to keep things moving smoothly! We could not have a better advocate for Kinesiology and Health than Rick!"</i>	Colleen Hinds
Holbrook, Jim Emergency Medical Services	<i>"Thank you for your work on the District Assembly Policies and Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."</i>	Stacey Nikac
Lopez, Richard Custodial	<i>"Richard provides exceptional service and takes pride in his work. The top floor of the LADM building is the cleanest I have ever seen it. Richard has a positive attitude that is delightful."</i>	June Yamamoto
Miller, George Admissions and Records	<i>"George is a student worker who walked two older ladies through the whole process of applying, taking the online orientation and enrolling for the golf class we wanted to take. He is an asset to CHC."</i>	Andrea Lawrence and Carol Moreno
Minard, Marissa Bookstore	<i>"I arrived at school yesterday having absentmindedly forgotten to bring cash for a parking permit. When I frantically asked Marissa if I could get cash back at the Bookstore, she said they couldn't, but offered \$2 of her own money."</i>	Katie Grip
Paddock, Ericka Student Life	<i>"Thank you for your work on the District Assembly Policies and Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."</i>	Stacey Nikac
Papas, Dean English Dept.	<i>"Thank you for being part of the writing team for the Student Success and Support Plan for CHC."</i>	Rebecca Warren-Marlatt
Rush, Steve Admissions and Records	<i>"Thank you for the amazing job you did in lobbying on behalf of our veterans for funding to support the Veterans Resource Center. I truly appreciate your expertise and passion for our Veterans."</i>	Michelle Riggs
Snowwhite, Mark Math, English, Reading and Instructional Support	<i>"Flexible, understanding, accessible and easy to work with!"</i>	Evan Sternard
Sousa, Juanita Financial Aid	<i>"Juanita has assisted me in getting federal work student students hired for the Library. Her knowledge, expertise & willingness to help has made things easier for me as well as provided students with jobs."</i>	Elizabeth Mealey

St. Jean, Cyndie
President's Office

"Thank you for your hard work on the District Service Awards Committee. Your efforts will make this an event to remember!"

Stacey Nikac

Sutphin, Ginger
STEM Pathways

"Ginger continually goes out of her way to do for others whenever she's asked. Her wealth of knowledge and her willingness to help make her a true asset to CHC."

Elizabeth Mealey

Tinoco, Michelle
Admissions and Records

"Thank you for your work on the District Assembly Policies and Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."

Stacey Nikac

Warren-Marlatt, Rebekkah
Student Services

"Thank you for your assistance in organizing the Mock External Evaluation exercise. Your commitment and dedication to SBCCD is greatly appreciated!"

Haragewen Kinde

SBVC

Akers, Elaine
Student Health Services

"Thank you for the training on the "Assisting Students in Distress" folder during the All Secretaries meeting. Great Job!"

Debby Gallagher

Alex-Schiel, Valerie
Food Service

"For doing an outstanding job on such a short notice for catering events the week of September 14-20, 2014. Thanks for keeping a positive attitude."

Tracy Morrison

Au, Algie
Biology

"Thank you for your work on the District Assembly Policies and Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."

Stacey Nikac

Baber, Corrina
Instruction Office

"Thank you for your assistance in organizing the Mock External Evaluations exercise. Your commitment and dedication to SBCCD is greatly appreciated!"

Dr. Haragewen Kinde

Beavor, Aaron
Maintenance and Operations

"Thank you for your work on the District Assembly Policies and Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."

Stacey Nikac

Bender, Robyn
Administrative Services

"Thank you for all you do to support SBVC in the area of Administrative Services. Your kind, positive outlook and solution oriented support is greatly appreciated."

Dr. Haragewen Kinde

Blackwell, Shari Student Services	<i>"I'd like to thank Shari for taking the time and assisting the police department staff with the Annual Security Report."</i>	Chief Galvez
Bojorquez, Ana DSP&S-High Tech Center	<i>"I would like to thank Ms. Bojorquez and her staff in helping me with my registration. I have had troubles in these issues on my own, it has been very hard."</i>	Randy Segovia, Student
Clarke, Christopher Planetarium	<i>"For making a special showing of the amazing Planetarium to the staff from the SBVC Student Success Center on September 5, 2014."</i>	Rose King
Feist, John Campus Technology Services	<i>"Always goes the extra mile to help students, faculty and staff."</i>	Employee, Anonymous
Feist, John Campus Technology Services	<i>"John has provided outstanding IT services in helping set up my dual-operating system environment. He is unfailingly patient, imperturbable, and --best of all--effective! He truly sets the standard for outstanding tech support."</i>	Greg Zerovnik
Fractious, Dolores Welcome Center	<i>"Thanks!"</i>	Jody Moruzzi, Student
Gallagher, Debra President's Office	<i>"Debra knows SBCCD Board Policy front to back -- keeping us all in line with "following the rules"...not an easy task. I want her to know she is appreciated for her commitment to excellence!"</i>	Nicole Williams
Gallagher, Debby Office of the President	<i>"For her superb dedication and support to staff, faculty and administrators."</i>	Dr. Gloria Fisher
Gutierrez, Albert Maintenance	<i>"Never ever complains about doing a favor when needed; hard dedicated employee. Goes over and beyond."</i>	Rosemary Chavez
Guzman, LuLu Custodial	<i>"I'm a student on Monday - Thursday. Since school began men's restroom and Comp labs were just horrible dirty, until today! Clean restrooms and clean comp labs. Thank you, LULU"</i>	Anonymous, Student
Halim, Roslin Administrative Services	<i>"Thank you for all you do to support SBVC in the area of Administrative Services. Your kind, positive outlook and solution oriented support is greatly appreciated."</i>	Dr. Haragewen Kinde
Hrdlicka, Rick Campus Technology Services	<i>"Commitment and efficiency in addressing theological need of Instruction swiftly!"</i>	Dr. Haragewen Kinde
Huston, Celia Instruction/Library	<i>"Thank you for a great job on the Mock External Evaluation, and for helping both CHC and SBVC to prepare for our site visits."</i>	Rebecca Warren-Marlatt

Huston, Celia J. Library	<i>"Thank you for your assistance in organizing the Mock External Evaluations exercise. Your commitment and dedication to SBCCD is greatly appreciated!"</i>	Dr. Haragewen Kinde
Huston, Celia Library	<i>"Thank you for your assistance in organizing the Mock External Evaluations exercise. Your dedication to SBCCD is greatly appreciated!"</i>	Dr. Gloria Fisher
Kinde, Haragewen Instruction Office	<i>"Thank you for collaborating with CHC to coordinate the Mock External Evaluation, and to better prepare both campuses for their visits."</i>	Rebecca Warren-Marlatt
Kinde, Dr. Haragewen Instruction Office	<i>"Thank you for coordinating the CHC/SBVC Mock External Evaluation exercise. Your commitment to SBCCD is appreciated. Good Job!"</i>	Dr. Gloria Fisher
Luke, Dr. Craig Valley Bound	<i>"Dr. Luke is my SDEV 102 professor and Valley Bound counselor. He is very courteous and professional. His teaching style is unique and effective. As a counselor, Dr. Luke is a good academic planner who provides many options."</i>	Celina Marquez, Student
Morrison, Tracy Food Services	<i>"Your support for the 2014 Teach-A-Rama "Through the Looking Glass" held at SBVC on Saturday, September 20, 2014 was greatly appreciated! Thank you."</i>	Dr. Haragewen Kinde
Pasillas, Karol Administrative Services Office	<i>"Thank you for your kind and positive attitude for all you do for our campus. You are appreciated!"</i>	Debby Gallagher
Perez, Maria Financial Aid	<i>"Maria Perez has done an amazing job in processing a significant number of files to ensure students receive their financial aid as quickly as possible. Thank you, Maria!"</i>	Amber Gallagher
Rodriguez, Carmen EOPS/CARE and Valley Bound Program	<i>"Thank you for securing four volunteer Valley Bound students for the upcoming District Service Awards and for all you do for the students in the Valley Bound Commitment Program. You always go far and beyond in assisting students!"</i>	Debby Gallagher
Rubio, Dave Athletics	<i>"His leadership and success is unequal and he's extremely supportive of our staff."</i>	Mike Sola
Scudder, Baybie Financial Aid	<i>"Even in this peak season, Baybie takes time to help me with my students. I appreciate her and all her hard work."</i>	Raquel Villa
Smith, Dr. James Research, Planning & Institutional Effectiveness	<i>"Customer friendly approach when returning unknown callers missed call."</i>	Dr. Gloria Fisher

Smith, Dr. James Research, Planning and Institutional Effectiveness	<i>"Excellent work on providing data as requested. You always go far and beyond providing service to the campus!"</i>	Dr. Gloria Fisher
Soto, Margaret Financial Aid	<i>"Margaret Soto has done a great job in processing a significant number of files to ensure students receive their financial aid as quickly as possible. Thank you, Margie!"</i>	Amber Gallagher
Soto, Margaret Financial Aid	<i>"Margie is doing an outstanding job of processing student files to ensure that SBVC students receive their financial aid."</i>	Ricky Shabazz
Stankas, John Chemistry Department	<i>"Thank you for your work on the District Assembly Policies and Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."</i>	Stacey Nikac
Stark, Scott Administrative Services Office	<i>"For your valuable contribution to the President's forum regarding the campus budget presentation. Great Job!"</i>	Dr. Gloria Fisher
Thomas, Cassandra Chemistry Department	<i>"Thank you for your work on the District Assembly Policies and Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."</i>	Stacey Nikac
Tillman, Shalita CalWORKs and Workforce Development	<i>"Shalita displays the true meaning of teamwork by always going above and beyond in assisting others. Shalita is willing to share her knowledge and expertise, a gift that is appreciated."</i>	Rejoice C. Chavira
Weiss, Kay Arts and Humanities Division	<i>"Thank you for your work on the District Assembly Policies and Procedures Work Group over the summer. You were such a big part in what we were able to accomplish and your extra efforts are greatly appreciated."</i>	Stacey Nikac
Weiss, Kay Arts & Humanities Division	<i>"Your support for the 2014 Teach-A-Rama "Through the Looking Glass" held at SBVC on Saturday, September 20, 2014 was greatly appreciated! Thank you."</i>	Dr. Haragewen Kinde
Williams, Nicole Instruction Office	<i>"Thank you for all you do and your commitment to excellence. You are appreciated!"</i>	Debby Gallagher
Zerovnik, Dr. Greg Marketing & Public Relations	<i>"For your contribution and support regarding the President's forum pertaining to the campus budget presentation."</i>	Dr. Gloria Fisher

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Director of Fiscal Services
DATE: October 9, 2014
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 2014-15 fiscal year through September 23, 2014. It reflects summary information for all District funds, grouped by category within each fund.

As of September 23, the District was 23.3% through the fiscal year and had spent and encumbered about 22.3% its budgeted general funds.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

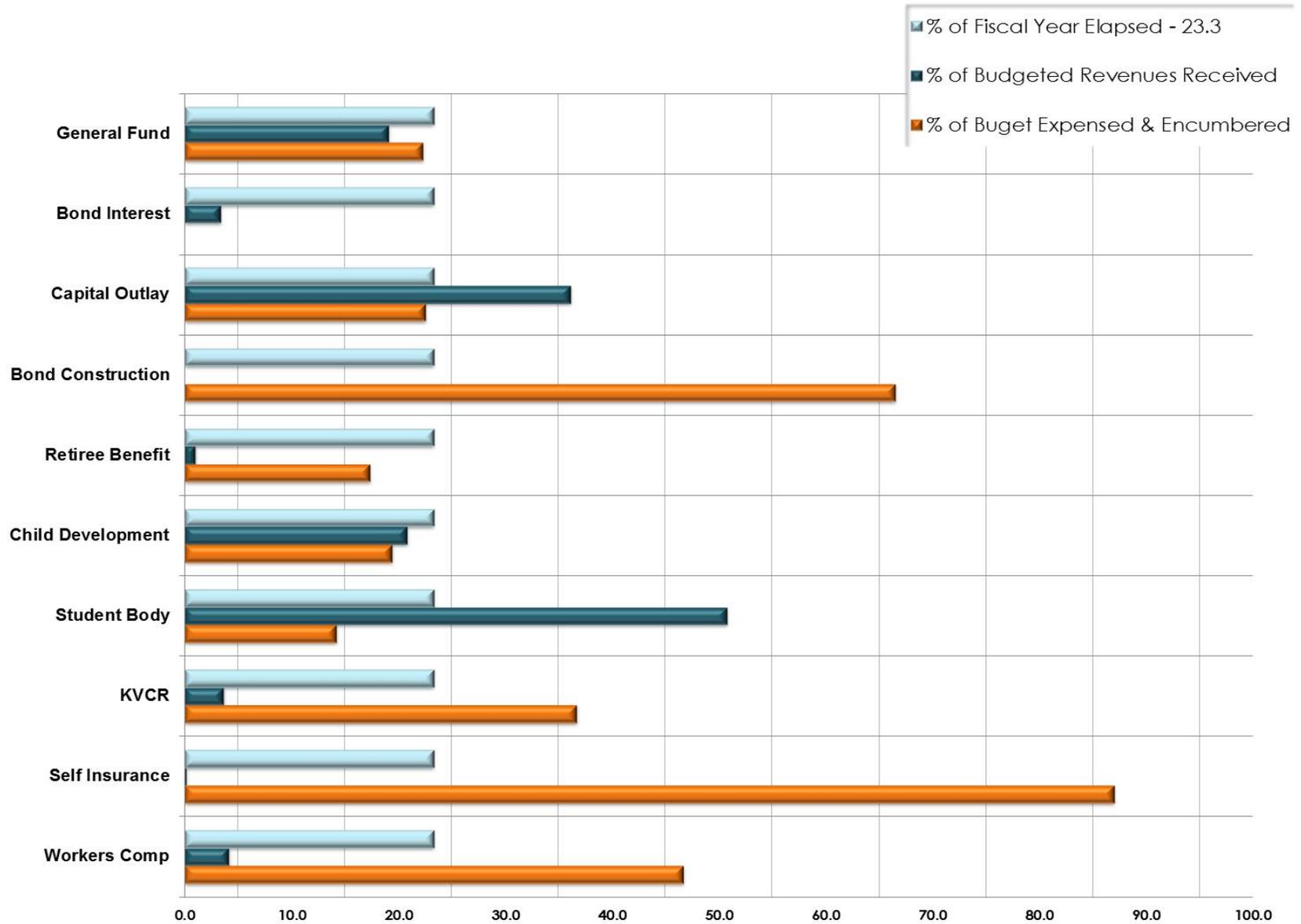
Budget Revenue & Expenditure Summary

Year to Date 9/23/2014
23.3% of Fiscal Year Elapsed

	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund	\$ 101,424,721	\$19,378,359	19.1%	\$ 104,348,509	\$ 23,263,125	22.3%	<i>Encumbered amount is \$9.9 million.</i>
21 Bond Interest & Redemption	\$ 24,000,000	\$ 805,768	3.4%	\$ 24,000,000	\$ -	0.0%	
41 Capital Outlay Projects	\$ 1,200,983	\$ 433,968	36.1%	\$ 3,794,535	\$ 855,182	22.5%	<i>Encumbered amount is \$327,416.</i>
42 Bond Construction	\$ -	\$ 32,821	n/a	\$ 170,442,751	\$113,402,573	66.5%	<i>Entire amount is encumbered.</i>
68 Retiree Benefit	\$ 356,915	\$ 3,590	1.0%	\$ 356,915	\$ 61,856	17.3%	
72 Child Development	\$ 2,649,183	\$ 551,789	20.8%	\$ 2,649,183	\$ 514,391	19.4%	<i>Encumbered amount is \$150,930.63.</i>
73 Student Body Center Fee	\$ 276,658	\$ 140,445	50.8%	\$ 276,658	\$ 39,243	14.2%	
74 KVCR	\$ 7,144,646	\$ 261,793	3.7%	\$ 7,144,646	\$ 2,622,796	36.7%	<i>Encumbered amount is \$1,958,044.</i>
78 Self Insurance-Liability	\$ 553,000	\$ 932	0.2%	\$ 553,000	\$ 481,235	87.0%	<i>Premiums are paid during July.</i>
84 Workers Compensation	\$ 1,325,000	\$ 54,802	4.1%	\$ 1,325,000	\$ 618,602	46.7%	<i>Encumbered amount is \$332,786.</i>

Budget Revenue & Expenditure Summary

Year to Date 9/23/2014
 23.3% of Fiscal Year Elapsed



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	6,407,539.13	16,211.00	16,211.00	.2	0.00	6,391,328.13	99.7
8600.00 STATE REVENUES	69,102,345.18	15,504,190.18	15,504,190.18	22.4	0.00	53,598,155.00	77.5
8800.00 LOCAL REVENUES	24,902,837.00	3,857,958.26	3,857,958.26	15.4	0.00	21,044,878.74	84.5
8900.00 OTHER FINANCING SOURCES	1,012,000.00	0.00	0.00	.0	0.00	1,012,000.00	100.0
TOTAL: 8000	101,424,721.31	19,378,359.44	19,378,359.44	19.1	0.00	82,046,361.87	80.8
1100.00 CONTRACT CLASSROOM INST.	16,116,836.00	1,673,915.33	1,673,915.33	10.3	0.00	14,442,920.67	89.6
1200.00 CONTRACT CERT. ADMINISTRATORS	8,361,345.00	1,236,583.35	1,236,583.35	14.7	0.00	7,124,761.65	85.2
1300.00 INSTRUCTORS DAY/HOURLY	9,240,485.00	1,420,668.78	1,420,668.78	15.3	0.00	7,819,816.22	84.6
1400.00 NON-INSTRUCTION HOURLY CERT.	1,788,679.00	275,692.11	275,692.11	15.4	0.00	1,512,986.89	84.5
TOTAL: 1000	35,507,345.00	4,606,859.57	4,606,859.57	12.9	0.00	30,900,485.43	87.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	18,136,853.94	2,955,583.06	2,955,583.06	16.2	0.00	15,181,270.88	83.7
2200.00 INSTRUCTIONAL AIDS	1,372,709.00	197,179.32	197,179.32	14.3	0.00	1,175,529.68	85.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,215,357.00	371,415.50	371,415.50	16.7	0.00	1,843,941.50	83.2
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,451,338.00	92,457.96	92,457.96	6.3	0.00	1,358,880.04	93.6
TOTAL: 2000	23,176,257.94	3,616,635.84	3,616,635.84	15.6	0.00	19,559,622.10	84.3
3100.00 CERTIFICATED RETIREMENT	3,057,636.00	358,888.11	358,888.11	11.7	0.00	2,698,747.89	88.2
3200.00 CLASSIFIED RETIREMENT	2,561,638.53	466,605.78	466,605.78	18.2	0.00	2,095,032.75	81.7
3300.00 OASDHI/FICA	2,194,156.24	378,172.71	378,172.71	17.2	0.00	1,815,983.53	82.7
3400.00 HEALTH AND WELFARE BENEFITS	8,671,250.35	1,329,446.48	1,329,446.48	15.3	0.00	7,341,803.87	84.6
3500.00 STATE UNEMPLOYMENT INSURANCE	29,267.04	4,354.85	4,354.85	14.8	0.00	24,912.19	85.1
3600.00 WORKERS COMPENSATION INSURANCE	955,301.50	148,425.00	148,425.00	15.5	0.00	806,876.50	84.4
3900.00 OTHER BENEFITS	198,942.88	36,835.28	36,835.28	18.5	0.00	162,107.60	81.4
TOTAL: 3000	17,668,192.54	2,722,728.21	2,722,728.21	15.4	0.00	14,945,464.33	84.5
4100.00 TEXTBOOKS	68,365.00	96.03-	96.03-	.0	41,200.00	27,261.03	100.0
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	96,154.00	1,686.35	1,686.35	1.7	16,721.53	77,746.12	80.8
4300.00 INSTRUCTIONAL SUPPLIES	402,188.09	37,420.22	37,420.22	9.3	99,045.74	265,722.13	66.0
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	48,117.00	1,251.24	1,251.24	2.6	972.00	45,893.76	95.3
4500.00 NONINSTRUCTIONAL SUPPLIES	1,301,918.84	111,687.26	111,687.26	8.5	547,979.34	642,252.24	49.3
4700.00 FOOD SUPPLIES	8,843.00	0.00	0.00	.0	2,843.00	6,000.00	67.8
TOTAL: 4000	1,925,585.93	151,949.04	151,949.04	7.8	708,761.61	1,064,875.28	55.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	5,996,778.10	318,902.23	318,902.23	5.3	3,629,666.78	2,048,209.09	34.1
5200.00 TRAVEL & CONFERENCE EXPENSES	865,266.87	103,776.24	103,776.24	11.9	167,751.76	593,738.87	68.6
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	363,577.98	111,044.57	111,044.57	30.5	81,092.14	171,441.27	47.1
5400.00 INSURANCES - DISTRICT USE	129,000.00	0.00	0.00	.0	122,457.00	6,543.00	5.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,890,420.62	371,784.27	371,784.27	12.8	2,448,921.31	69,715.04	2.4
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	2,877,460.00	787,665.73	787,665.73	27.3	1,379,119.28	710,674.99	24.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	644,000.00	51,048.06	51,048.06	7.9	344,613.94	248,338.00	38.5
5800.00 OTHER OPERATING EXP-DIST. USE	8,036,740.36	137,144.66	137,144.66	1.7	270,732.70	7,628,863.00	94.9
TOTAL: 5000	21,803,243.93	1,881,365.76	1,881,365.76	8.6	8,444,354.91	11,477,523.26	52.6

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	100,080,625.34	12,979,538.42	12,979,538.42	12.9	9,153,116.52	77,947,970.40	77.8
6100.00 SITES & IMPROVEMENTS-DIST. USE	40,121.00	0.00	0.00	.0	0.00	40,121.00	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	112,146.00	28,198.00	28,198.00	25.1	0.00	83,948.00	74.8
6300.00 LIBRARY BOOKS - EXPANSION	107,839.00	1,917.74	1,917.74	1.7	95,780.61	10,140.65	9.4
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,881,884.21	82,391.03	82,391.03	4.3	263,298.45	1,536,194.73	81.6
TOTAL: 6000	2,141,990.21	112,506.77	112,506.77	5.2	359,079.06	1,670,404.38	77.9
TOTAL: 1000-6999	102,222,615.55	13,092,045.19	13,092,045.19	12.8	9,512,195.58	79,618,374.78	77.8
7300.00 INTERFUND TRANSFERS	1,586,000.00	259,000.00	259,000.00	16.3	0.00	1,327,000.00	83.6
7500.00 OTHER OUTGO-STUDENT FIN AID	40,561.00	0.00	0.00	.0	7,000.00	33,561.00	82.7
7600.00 OTHER STUDENT AID	499,332.00	13,002.79	13,002.79	2.6	379,881.24	106,447.97	21.3
TOTAL: 7000	2,125,893.00	272,002.79	272,002.79	12.7	386,881.24	1,467,008.97	69.0
TOTAL: 1000-7999	104,348,508.55	13,364,047.98	13,364,047.98	12.8	9,899,076.82	81,085,383.75	77.7

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	101,424,721.31	19,378,359.44	19,378,359.44	19.1	0.00	82,046,361.87	80.8
TOTAL:	1000-5999	100,080,625.34	12,979,538.42	12,979,538.42	12.9	9,153,116.52	77,947,970.40	77.8
TOTAL:	1000-6999	102,222,615.55	13,092,045.19	13,092,045.19	12.8	9,512,195.58	79,618,374.78	77.8
TOTAL:	1000-7999	104,348,508.55	13,364,047.98	13,364,047.98	12.8	9,899,076.82	81,085,383.75	77.7
TOTAL EXPENSES	(1000 - 7999)	104,348,508.55	13,364,047.98	13,364,047.98	12.8	9,899,076.82	81,085,383.75	77.7

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	250,000.00	37,144.74	37,144.74	14.8	0.00	212,855.26	85.1
8800.00 LOCAL REVENUES	23,750,000.00	768,623.02	768,623.02	3.2	0.00	22,981,376.98	96.7
TOTAL: 8000	24,000,000.00	805,767.76	805,767.76	3.3	0.00	23,194,232.24	96.6
7100.00 DEBT RETIREMENT	24,000,000.00	0.00	0.00	.0	0.00	24,000,000.00	100.0
TOTAL: 7000	24,000,000.00	0.00	0.00	.0	0.00	24,000,000.00	100.0
TOTAL: 1000-7999	24,000,000.00	0.00	0.00	.0	0.00	24,000,000.00	100.0

Fund: 21 BOND INTEREST AND REDEMPTION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	24,000,000.00	805,767.76	805,767.76	3.3	0.00	23,194,232.24	96.6
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	0.00	0.00	.0	0.00	24,000,000.00	100.0
TOTAL EXPENSES	(1000 - 7999)	24,000,000.00	0.00	0.00	.0	0.00	24,000,000.00	100.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	507,859.20	408,718.00	408,718.00	80.4	0.00	99,141.20	19.5
8800.00 LOCAL REVENUES	693,123.60	25,250.24	25,250.24	3.6	0.00	667,873.36	96.3
TOTAL: 8000	1,200,982.80	433,968.24	433,968.24	36.1	0.00	767,014.56	63.8
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	0.00	15,194.28	15,194.28	100.0	0.00	15,194.28-	.0
TOTAL: 2000	0.00	15,194.28	15,194.28	100.0	0.00	15,194.28-	.0
3200.00 CLASSIFIED RETIREMENT	0.00	1,788.52	1,788.52	100.0	0.00	1,788.52-	.0
3300.00 OASDHI/FICA	0.00	1,161.60	1,161.60	100.0	0.00	1,161.60-	.0
3400.00 HEALTH AND WELFARE BENEFITS	0.00	2,039.08	2,039.08	100.0	0.00	2,039.08-	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	0.00	7.60	7.60	100.0	0.00	7.60-	.0
3600.00 WORKERS COMPENSATION INSURANCE	0.00	200.00	200.00	100.0	0.00	200.00-	.0
3900.00 OTHER BENEFITS	0.00	9.82	9.82	100.0	0.00	9.82-	.0
TOTAL: 3000	0.00	5,206.62	5,206.62	100.0	0.00	5,206.62-	.0
4500.00 NONINSTRUCTIONAL SUPPLIES	11,288.00	0.00	0.00	.0	1,047.00	10,241.00	90.7
TOTAL: 4000	11,288.00	0.00	0.00	.0	1,047.00	10,241.00	90.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	535,000.00	1,020.00	1,020.00	.1	135,000.00	398,980.00	74.5
5200.00 TRAVEL & CONFERENCE EXPENSES	0.00	80.00	80.00	100.0	0.00	80.00-	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	235,334.00	14,376.60	14,376.60	6.1	40,807.68	180,149.72	76.5
5800.00 OTHER OPERATING EXP-DIST. USE	3,123.60	0.00	0.00	.0	0.00	3,123.60	100.0
TOTAL: 5000	773,457.60	15,476.60	15,476.60	2.0	175,807.68	582,173.32	75.2
TOTAL: 1000-5999	784,745.60	35,877.50	35,877.50	4.5	176,854.68	572,013.42	72.8
6100.00 SITES & IMPROVEMENTS-DIST. USE	666,987.88	24,474.00	24,474.00	3.6	0.00	642,513.88	96.3
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	65,654.90	0.00	0.00	.0	0.00	65,654.90	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,277,146.42	467,414.05	467,414.05	36.5	150,561.23	659,171.14	51.6
TOTAL: 6000	2,009,789.20	491,888.05	491,888.05	24.4	150,561.23	1,367,339.92	68.0
TOTAL: 1000-6999	2,794,534.80	527,765.55	527,765.55	18.8	327,415.91	1,939,353.34	69.3
7300.00 INTERFUND TRANSFERS	1,000,000.00	0.00	0.00	.0	0.00	1,000,000.00	100.0
TOTAL: 7000	1,000,000.00	0.00	0.00	.0	0.00	1,000,000.00	100.0
TOTAL: 1000-7999	3,794,534.80	527,765.55	527,765.55	13.9	327,415.91	2,939,353.34	77.4

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)	1,200,982.80	433,968.24	433,968.24	36.1	0.00	767,014.56	63.8
TOTAL:	1000-5999	784,745.60	35,877.50	35,877.50	4.5	176,854.68	572,013.42	72.8
TOTAL:	1000-6999	2,794,534.80	527,765.55	527,765.55	18.8	327,415.91	1,939,353.34	69.3
TOTAL:	1000-7999	3,794,534.80	527,765.55	527,765.55	13.9	327,415.91	2,939,353.34	77.4
TOTAL EXPENSES	(1000 - 7999)	3,794,534.80	527,765.55	527,765.55	13.9	327,415.91	2,939,353.34	77.4

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	32,820.66	32,820.66	100.0	0.00	32,820.66-	.0
TOTAL: 8000	0.00	32,820.66	32,820.66	100.0	0.00	32,820.66-	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	91,517.00	0.00	0.00	.0	0.00	91,517.00	100.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	0.00	84.60	84.60	100.0	0.00	84.60-	.0
TOTAL: 2000	91,517.00	84.60	84.60	.0	0.00	91,432.40	99.9
3200.00 CLASSIFIED RETIREMENT	10,761.00	0.00	0.00	.0	0.00	10,761.00	100.0
3300.00 OASDHI/FICA	7,038.00	6.24	6.24	.0	0.00	7,031.76	99.9
3400.00 HEALTH AND WELFARE BENEFITS	12,234.00	0.00	0.00	.0	0.00	12,234.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	46.00	0.04	0.04	.0	0.00	45.96	99.9
3600.00 WORKERS COMPENSATION INSURANCE	1,200.00	0.00	0.00	.0	0.00	1,200.00	100.0
3900.00 OTHER BENEFITS	59.00	0.00	0.00	.0	0.00	59.00	100.0
TOTAL: 3000	31,338.00	6.28	6.28	.0	0.00	31,331.72	99.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,841,840.00	38,208.99	38,208.99	2.0	884,191.25	919,439.76	49.9
5200.00 TRAVEL & CONFERENCE EXPENSES	480.00	0.00	0.00	.0	0.00	480.00	100.0
5400.00 INSURANCES - DISTRICT USE	638,619.00	44,712.00	44,712.00	7.0	0.00	593,907.00	92.9
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	70,000.00	748.59	748.59	1.0	12,558.70	56,692.71	80.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	318,766.00	9,401.14	9,401.14	2.9	162,848.86	146,516.00	45.9
5800.00 OTHER OPERATING EXP-DIST. USE	10,358,452.00	5,800.00	5,800.00	.0	2,990,087.66	7,362,564.34	71.0
TOTAL: 5000	13,228,157.00	98,870.72	98,870.72	.7	4,049,686.47	9,079,599.81	68.6
TOTAL: 1000-5999	13,351,012.00	98,961.60	98,961.60	.7	4,049,686.47	9,202,363.93	68.9
6100.00 SITES & IMPROVEMENTS-DIST. USE	730,135.00	19,979.91-	19,979.91-	.0	45,317.71	704,797.20	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	148,925,673.50	3,767,113.38-	3,767,113.38-	.0	112,790,548.47	39,902,238.41	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	7,435,930.00	98,817.15	98,817.15	1.3	106,335.81	7,230,777.04	97.2
TOTAL: 6000	157,091,738.50	3,688,276.14-	3,688,276.14-	.0	112,942,201.99	47,837,812.65	100.0
TOTAL: 1000-6999	170,442,750.50	3,589,314.54-	3,589,314.54-	.0	116,991,888.46	57,040,176.58	100.0

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)	0.00	32,820.66	32,820.66	100.0	0.00	32,820.66-	.0
TOTAL:	1000-5999	13,351,012.00	98,961.60	98,961.60	.7	4,049,686.47	9,202,363.93	68.9
TOTAL:	1000-6999	170,442,750.50	3,589,314.54-	3,589,314.54-	.0	116,991,888.46	57,040,176.58	100.0
TOTAL:	1000-7999	170,442,750.50	3,589,314.54-	3,589,314.54-	.0	116,991,888.46	57,040,176.58	100.0
TOTAL EXPENSES	(1000 - 7999)	170,442,750.50	3,589,314.54-	3,589,314.54-	.0	116,991,888.46	57,040,176.58	100.0

BDX110
 ALL FUNDS
 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
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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	82.70	82.70	100.0	0.00	82.70-	.0
TOTAL: 8000	0.00	82.70	82.70	100.0	0.00	82.70-	.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	82.70	82.70	100.0	0.00	82.70-	.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	356,915.00	3,590.02	3,590.02	1.0	0.00	353,324.98	98.9
TOTAL: 8000	356,915.00	3,590.02	3,590.02	1.0	0.00	353,324.98	98.9
3300.00 OASDHI /FICA	132.00	39.92	39.92	30.2	0.00	92.08	69.7
3400.00 HEALTH AND WELFARE BENEFITS	347,777.00	58,564.42	58,564.42	16.8	0.00	289,212.58	83.1
3500.00 STATE UNEMPLOYMENT INSURANCE	6.00	1.67	1.67	27.8	0.00	4.33	72.1
3900.00 OTHER BENEFITS	9,000.00	3,250.00	3,250.00	36.1	0.00	5,750.00	63.8
TOTAL: 3000	356,915.00	61,856.01	61,856.01	17.3	0.00	295,058.99	82.6
TOTAL: 1000-5999	356,915.00	61,856.01	61,856.01	17.3	0.00	295,058.99	82.6

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)	356,915.00	3,590.02	3,590.02	1.0	0.00	353,324.98	98.9
TOTAL:	1000-5999	356,915.00	61,856.01	61,856.01	17.3	0.00	295,058.99	82.6
TOTAL:	1000-6999	356,915.00	61,856.01	61,856.01	17.3	0.00	295,058.99	82.6
TOTAL:	1000-7999	356,915.00	61,856.01	61,856.01	17.3	0.00	295,058.99	82.6
TOTAL EXPENSES	(1000 - 7999)	356,915.00	61,856.01	61,856.01	17.3	0.00	295,058.99	82.6

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	67.40	67.40	100.0	0.00	67.40-	.0
TOTAL: 8000	0.00	67.40	67.40	100.0	0.00	67.40-	.0
1300.00 INSTRUCTORS DAY/HOURLY	0.00	76,840.17	76,840.17	100.0	0.00	76,840.17-	.0
TOTAL: 1000	0.00	76,840.17	76,840.17	100.0	0.00	76,840.17-	.0
3100.00 CERTIFICATED RETIREMENT	0.00	3,859.01	3,859.01	100.0	0.00	3,859.01-	.0
3300.00 OASDHI/FICA	0.00	783.29	783.29	100.0	0.00	783.29-	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	0.00	38.35	38.35	100.0	0.00	38.35-	.0
TOTAL: 3000	0.00	4,680.65	4,680.65	100.0	0.00	4,680.65-	.0
TOTAL: 1000-5999	0.00	81,520.82	81,520.82	100.0	0.00	81,520.82-	.0

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDED/	UNENCUMBERED	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
TOTAL INCOME	(8000 - 8999)	0.00	67.40	67.40	100.0	0.00	67.40-	.0
TOTAL:	1000-5999	0.00	81,520.82	81,520.82	100.0	0.00	81,520.82-	.0
TOTAL:	1000-6999	0.00	81,520.82	81,520.82	100.0	0.00	81,520.82-	.0
TOTAL:	1000-7999	0.00	81,520.82	81,520.82	100.0	0.00	81,520.82-	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	81,520.82	81,520.82	100.0	0.00	81,520.82-	.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	146,820.00	13,824.36	13,824.36	9.4	0.00	132,995.64	90.5
8600.00 STATE REVENUES	2,316,599.00	537,382.48	537,382.48	23.1	0.00	1,779,216.52	76.8
8800.00 LOCAL REVENUES	185,764.00	581.93	581.93	.3	0.00	185,182.07	99.6
TOTAL: 8000	2,649,183.00	551,788.77	551,788.77	20.8	0.00	2,097,394.23	79.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,304,402.00	176,575.28	176,575.28	13.5	0.00	1,127,826.72	86.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	261,053.00	38,614.52	38,614.52	14.7	0.00	222,438.48	85.2
TOTAL: 2000	1,565,455.00	215,189.80	215,189.80	13.7	0.00	1,350,265.20	86.2
3100.00 CERTIFICATED RETIREMENT	22,510.00	3,855.14	3,855.14	17.1	0.00	18,654.86	82.8
3200.00 CLASSIFIED RETIREMENT	105,579.00	21,302.08	21,302.08	20.1	0.00	84,276.92	79.8
3300.00 OASDHI/FICA	86,447.00	14,664.96	14,664.96	16.9	0.00	71,782.04	83.0
3400.00 HEALTH AND WELFARE BENEFITS	434,509.00	69,014.48	69,014.48	15.8	0.00	365,494.52	84.1
3500.00 STATE UNEMPLOYMENT INSURANCE	715.00	120.55	120.55	16.8	0.00	594.45	83.1
3600.00 WORKERS COMPENSATION INSURANCE	63,000.00	8,250.00	8,250.00	13.0	0.00	54,750.00	86.9
3900.00 OTHER BENEFITS	8,296.00	1,356.12	1,356.12	16.3	0.00	6,939.88	83.6
TOTAL: 3000	721,056.00	118,563.33	118,563.33	16.4	0.00	602,492.67	83.5
4300.00 INSTRUCTIONAL SUPPLIES	48,089.00	225.12	225.12	.4	19,774.88	28,089.00	58.4
4500.00 NONINSTRUCTIONAL SUPPLIES	66,248.00	5,630.06	5,630.06	8.4	43,369.94	17,248.00	26.0
4700.00 FOOD SUPPLIES	98,000.00	23,302.06	23,302.06	23.7	87,447.94	12,750.00-	.0
TOTAL: 4000	212,337.00	29,157.24	29,157.24	13.7	150,592.76	32,587.00	15.3
5200.00 TRAVEL & CONFERENCE EXPENSES	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	12,547.00	0.00	0.00	.0	337.87	12,209.13	97.3
5800.00 OTHER OPERATING EXP-DIST. USE	103,588.00	550.00	550.00	.5	0.00	103,038.00	99.4
TOTAL: 5000	119,635.00	550.00	550.00	.4	337.87	118,747.13	99.2
TOTAL: 1000-5999	2,618,483.00	363,460.37	363,460.37	13.8	150,930.63	2,104,092.00	80.3
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	30,700.00	0.00	0.00	.0	0.00	30,700.00	100.0
TOTAL: 6000	30,700.00	0.00	0.00	.0	0.00	30,700.00	100.0
TOTAL: 1000-6999	2,649,183.00	363,460.37	363,460.37	13.7	150,930.63	2,134,792.00	80.5

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,649,183.00	551,788.77	551,788.77	20.8	0.00	2,097,394.23	79.1
TOTAL:	1000-5999	2,618,483.00	363,460.37	363,460.37	13.8	150,930.63	2,104,092.00	80.3
TOTAL:	1000-6999	2,649,183.00	363,460.37	363,460.37	13.7	150,930.63	2,134,792.00	80.5
TOTAL:	1000-7999	2,649,183.00	363,460.37	363,460.37	13.7	150,930.63	2,134,792.00	80.5
TOTAL EXPENSES	(1000 - 7999)	2,649,183.00	363,460.37	363,460.37	13.7	150,930.63	2,134,792.00	80.5

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	276,658.00	140,445.11	140,445.11	50.7	0.00	136,212.89	49.2
TOTAL: 8000	276,658.00	140,445.11	140,445.11	50.7	0.00	136,212.89	49.2
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	93,768.00	16,566.21	16,566.21	17.6	0.00	77,201.79	82.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	54,000.00	2,683.25	2,683.25	4.9	0.00	51,316.75	95.0
TOTAL: 2000	147,768.00	19,249.46	19,249.46	13.0	0.00	128,518.54	86.9
3200.00 CLASSIFIED RETIREMENT	11,081.00	2,363.87	2,363.87	21.3	0.00	8,717.13	78.6
3300.00 OASDHI/FICA	7,173.00	1,528.79	1,528.79	21.3	0.00	5,644.21	78.6
3400.00 HEALTH AND WELFARE BENEFITS	30,588.00	5,097.68	5,097.68	16.6	0.00	25,490.32	83.3
3500.00 STATE UNEMPLOYMENT INSURANCE	47.00	10.00	10.00	21.2	0.00	37.00	78.7
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	500.00	500.00	16.6	0.00	2,500.00	83.3
3900.00 OTHER BENEFITS	148.00	24.56	24.56	16.5	0.00	123.44	83.4
TOTAL: 3000	52,037.00	9,524.90	9,524.90	18.3	0.00	42,512.10	81.6
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	14,809.00	0.00	0.00	.0	10,469.15	4,339.85	29.3
TOTAL: 4000	16,809.00	0.00	0.00	.0	10,469.15	6,339.85	37.7
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	9,100.00	0.00	0.00	.0	0.00	9,100.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	50,944.00	0.00	0.00	.0	0.00	50,944.00	100.0
TOTAL: 5000	60,044.00	0.00	0.00	.0	0.00	60,044.00	100.0
TOTAL: 1000-5999	276,658.00	28,774.36	28,774.36	10.4	10,469.15	237,414.49	85.8

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	276,658.00	140,445.11	140,445.11	50.7	0.00	136,212.89	49.2
TOTAL:	1000-5999	276,658.00	28,774.36	28,774.36	10.4	10,469.15	237,414.49	85.8
TOTAL:	1000-6999	276,658.00	28,774.36	28,774.36	10.4	10,469.15	237,414.49	85.8
TOTAL:	1000-7999	276,658.00	28,774.36	28,774.36	10.4	10,469.15	237,414.49	85.8
TOTAL EXPENSES	(1000 - 7999)	276,658.00	28,774.36	28,774.36	10.4	10,469.15	237,414.49	85.8

Fund: 74 KVCRC FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	5,524,719.46	2,793.19	2,793.19	.0	0.00	5,521,926.27	99.9
8900.00 OTHER FINANCING SOURCES	1,619,927.00	259,000.00	259,000.00	15.9	0.00	1,360,927.00	84.0
TOTAL: 8000	7,144,646.46	261,793.19	261,793.19	3.6	0.00	6,882,853.27	96.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,704,462.00	230,726.18	230,726.18	13.5	0.00	1,473,735.82	86.4
2300.00 NON-INSTRUCTION HOURLY CLASS.	772,000.00	106,570.67	106,570.67	13.8	0.00	665,429.33	86.1
TOTAL: 2000	2,476,462.00	337,296.85	337,296.85	13.6	0.00	2,139,165.15	86.3
3200.00 CLASSIFIED RETIREMENT	201,169.00	41,772.11	41,772.11	20.7	0.00	159,396.89	79.2
3300.00 OASDHI/FICA	147,661.00	27,962.45	27,962.45	18.9	0.00	119,698.55	81.0
3400.00 HEALTH AND WELFARE BENEFITS	365,301.00	46,397.74	46,397.74	12.7	0.00	318,903.26	87.2
3500.00 STATE UNEMPLOYMENT INSURANCE	1,270.00	188.91	188.91	14.8	0.00	1,081.09	85.1
3600.00 WORKERS COMPENSATION INSURANCE	39,000.00	5,250.00	5,250.00	13.4	0.00	33,750.00	86.5
3900.00 OTHER BENEFITS	10,915.00	1,754.98	1,754.98	16.0	0.00	9,160.02	83.9
TOTAL: 3000	765,316.00	123,326.19	123,326.19	16.1	0.00	641,989.81	83.8
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	200.00	0.00	0.00	.0	0.00	200.00	100.0
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	3,700.00	0.00	0.00	.0	69.99	3,630.01	98.1
4500.00 NONINSTRUCTIONAL SUPPLIES	61,900.00	3,122.58	3,122.58	5.0	25,108.76	33,668.66	54.3
TOTAL: 4000	65,800.00	3,122.58	3,122.58	4.7	25,178.75	37,498.67	56.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	221,284.00	4,652.30	4,652.30	2.1	476,413.72	259,782.02-	.0
5200.00 TRAVEL & CONFERENCE EXPENSES	124,000.00	2,858.83	2,858.83	2.3	4,639.31	116,501.86	93.9
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	130,015.00	25,420.80	25,420.80	19.5	38,519.76	66,074.44	50.8
5400.00 INSURANCES - DISTRICT USE	11,000.00	0.00	0.00	.0	0.00	11,000.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	221,808.00	36,585.86	36,585.86	16.4	145,286.14	39,936.00	18.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	461,910.00	28,772.33	28,772.33	6.2	212,167.19	220,970.48	47.8
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	55,500.00	3,201.50	3,201.50	5.7	19,718.50	32,580.00	58.7
5800.00 OTHER OPERATING EXP-DIST. USE	1,893,624.46	96,738.99	96,738.99	5.1	999,862.55	797,022.92	42.0
TOTAL: 5000	3,119,141.46	198,230.61	198,230.61	6.3	1,896,607.17	1,024,303.68	32.8
TOTAL: 1000-5999	6,426,719.46	661,976.23	661,976.23	10.3	1,921,785.92	3,842,957.31	59.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	134,000.00	2,775.39	2,775.39	2.0	36,258.07	94,966.54	70.8
TOTAL: 6000	134,000.00	2,775.39	2,775.39	2.0	36,258.07	94,966.54	70.8
TOTAL: 1000-6999	6,560,719.46	664,751.62	664,751.62	10.1	1,958,043.99	3,937,923.85	60.0
7200.00 INTRAFUND TRANSFERS OUT	583,927.00	0.00	0.00	.0	0.00	583,927.00	100.0
TOTAL: 7000	583,927.00	0.00	0.00	.0	0.00	583,927.00	100.0
TOTAL: 1000-7999	7,144,646.46	664,751.62	664,751.62	9.3	1,958,043.99	4,521,850.85	63.2

Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	7,144,646.46	261,793.19	261,793.19	3.6	0.00	6,882,853.27	96.3
TOTAL:	1000-5999	6,426,719.46	661,976.23	661,976.23	10.3	1,921,785.92	3,842,957.31	59.7
TOTAL:	1000-6999	6,560,719.46	664,751.62	664,751.62	10.1	1,958,043.99	3,937,923.85	60.0
TOTAL:	1000-7999	7,144,646.46	664,751.62	664,751.62	9.3	1,958,043.99	4,521,850.85	63.2
TOTAL EXPENSES	(1000 - 7999)	7,144,646.46	664,751.62	664,751.62	9.3	1,958,043.99	4,521,850.85	63.2

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	3,000.00	932.23	932.23	31.0	0.00	2,067.77	68.9
8900.00 OTHER FINANCING SOURCES	550,000.00	0.00	0.00	.0	0.00	550,000.00	100.0
TOTAL: 8000	553,000.00	932.23	932.23	.1	0.00	552,067.77	99.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	0.00	0.00	.0	10,000.00	10,000.00	50.0
5400.00 INSURANCES - DISTRICT USE	450,000.00	420,429.00	420,429.00	93.4	806.00	28,765.00	6.3
5800.00 OTHER OPERATING EXP-DIST. USE	60,000.00	0.00	0.00	.0	50,000.00	10,000.00	16.6
TOTAL: 5000	530,000.00	420,429.00	420,429.00	79.3	60,806.00	48,765.00	9.2
TOTAL: 1000-5999	530,000.00	420,429.00	420,429.00	79.3	60,806.00	48,765.00	9.2
7900.00 RESERVE FOR CONTINGENCIES	23,000.00	0.00	0.00	.0	0.00	23,000.00	100.0
TOTAL: 7000	23,000.00	0.00	0.00	.0	0.00	23,000.00	100.0
TOTAL: 1000-7999	553,000.00	420,429.00	420,429.00	76.0	60,806.00	71,765.00	12.9

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)	553,000.00	932.23	932.23	.1	0.00	552,067.77	99.8
TOTAL:	1000-5999	530,000.00	420,429.00	420,429.00	79.3	60,806.00	48,765.00	9.2
TOTAL:	1000-6999	530,000.00	420,429.00	420,429.00	79.3	60,806.00	48,765.00	9.2
TOTAL:	1000-7999	553,000.00	420,429.00	420,429.00	76.0	60,806.00	71,765.00	12.9
TOTAL EXPENSES	(1000 - 7999)	553,000.00	420,429.00	420,429.00	76.0	60,806.00	71,765.00	12.9

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,325,000.00	54,802.37	54,802.37	4.1	0.00	1,270,197.63	95.8
TOTAL: 8000	1,325,000.00	54,802.37	54,802.37	4.1	0.00	1,270,197.63	95.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	428,000.00	44,000.00	44,000.00	10.2	200,260.00	183,740.00	42.9
5400.00 INSURANCES - DISTRICT USE	167,000.00	0.00	0.00	.0	124,884.00	42,116.00	25.2
5800.00 OTHER OPERATING EXP-DIST. USE	605,000.00	241,816.45	241,816.45	39.9	7,642.44	355,541.11	58.7
TOTAL: 5000	1,200,000.00	285,816.45	285,816.45	23.8	332,786.44	581,397.11	48.4
TOTAL: 1000-5999	1,200,000.00	285,816.45	285,816.45	23.8	332,786.44	581,397.11	48.4
7900.00 RESERVE FOR CONTINGENCIES	125,000.00	0.00	0.00	.0	0.00	125,000.00	100.0
TOTAL: 7000	125,000.00	0.00	0.00	.0	0.00	125,000.00	100.0
TOTAL: 1000-7999	1,325,000.00	285,816.45	285,816.45	21.5	332,786.44	706,397.11	53.3

Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,325,000.00	54,802.37	54,802.37	4.1	0.00	1,270,197.63	95.8
TOTAL:	1000-5999	1,200,000.00	285,816.45	285,816.45	23.8	332,786.44	581,397.11	48.4
TOTAL:	1000-6999	1,200,000.00	285,816.45	285,816.45	23.8	332,786.44	581,397.11	48.4
TOTAL:	1000-7999	1,325,000.00	285,816.45	285,816.45	21.5	332,786.44	706,397.11	53.3
TOTAL EXPENSES	(1000 - 7999)	1,325,000.00	285,816.45	285,816.45	21.5	332,786.44	706,397.11	53.3

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	53,500.00	4,900.00	4,900.00	9.1	0.00	48,600.00	90.8
8600.00 STATE REVENUES	1,463,789.00	25,355.00	25,355.00	1.7	0.00	1,438,434.00	98.2
8800.00 LOCAL REVENUES	576,488.00	247,871.49	247,871.49	42.9	0.00	328,616.51	57.0
TOTAL: 8000	2,093,777.00	278,126.49	278,126.49	13.2	0.00	1,815,650.51	86.7
1100.00 CONTRACT CLASSROOM INST.	11,057,056.00	1,100,526.65	1,100,526.65	9.9	0.00	9,956,529.35	90.0
1200.00 CONTRACT CERT. ADMINI STRATORS	3,520,230.00	565,922.00	565,922.00	16.0	0.00	2,954,308.00	83.9
1300.00 INSTRUCTORS DAY/HOURLY	6,300,352.00	926,996.52	926,996.52	14.7	0.00	5,373,355.48	85.2
1400.00 NON-INSTRUCTION HOURLY CERT.	416,188.00	17,653.40	17,653.40	4.2	0.00	398,534.60	95.7
TOTAL: 1000	21,293,826.00	2,611,098.57	2,611,098.57	12.2	0.00	18,682,727.43	87.7
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	6,267,186.00	1,038,879.62	1,038,879.62	16.5	0.00	5,228,306.38	83.4
2200.00 INSTRUCTIONAL AIDS	893,795.00	117,393.39	117,393.39	13.1	0.00	776,401.61	86.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	105,838.00	84,689.59	84,689.59	80.0	0.00	21,148.41	19.9
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	240,895.00	35,251.02	35,251.02	14.6	0.00	205,643.98	85.3
TOTAL: 2000	7,507,714.00	1,276,213.62	1,276,213.62	16.9	0.00	6,231,500.38	83.0
3100.00 CERTIFICATED RETIREMENT	1,854,963.00	203,294.17	203,294.17	10.9	0.00	1,651,668.83	89.0
3200.00 CLASSIFIED RETIREMENT	975,931.20	181,719.95	181,719.95	18.6	0.00	794,211.25	81.3
3300.00 OASDHI /FICA	936,724.10	156,608.71	156,608.71	16.7	0.00	780,115.39	83.2
3400.00 HEALTH AND WELFARE BENEFITS	4,246,355.44	672,474.75	672,474.75	15.8	0.00	3,573,880.69	84.1
3500.00 STATE UNEMPLOYMENT INSURANCE	14,553.72	2,040.57	2,040.57	14.0	0.00	12,513.15	85.9
3600.00 WORKERS COMPENSATION INSURANCE	461,350.00	73,715.00	73,715.00	15.9	0.00	387,635.00	84.0
3900.00 OTHER BENEFITS	95,782.72	15,059.43	15,059.43	15.7	0.00	80,723.29	84.2
TOTAL: 3000	8,585,660.18	1,304,912.58	1,304,912.58	15.1	0.00	7,280,747.60	84.8
4100.00 TEXTBOOKS	811.00	0.00	0.00	.0	0.00	811.00	100.0
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	5,997.00	344.49	344.49	5.7	402.00	5,250.51	87.5
4300.00 INSTRUCTIONAL SUPPLIES	71,463.00	12,346.39	12,346.39	17.2	14,259.13	44,857.48	62.7
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	6,202.00	328.38	328.38	5.2	0.00	5,873.62	94.7
4500.00 NONINSTRUCTIONAL SUPPLIES	460,918.00	39,917.92	39,917.92	8.6	241,135.72	179,864.36	39.0
4700.00 FOOD SUPPLIES	3,243.00	0.00	0.00	.0	2,243.00	1,000.00	30.8
TOTAL: 4000	548,634.00	52,937.18	52,937.18	9.6	258,039.85	237,656.97	43.3
5100.00 PERSON&CONSULTANT SVC-DI ST USE	1,025,706.00	52,355.62	52,355.62	5.1	857,692.65	115,657.73	11.2
5200.00 TRAVEL & CONFERENCE EXPENSES	149,523.00	12,730.95	12,730.95	8.5	23,007.30	113,784.75	76.0
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	129,734.00	42,682.89	42,682.89	32.9	51,902.60	35,148.51	27.0
5400.00 INSURANCES - DISTRICT USE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DI ST. USE	1,872,337.00	213,107.69	213,107.69	11.3	1,636,514.27	22,715.04	1.2
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	850,329.00	73,438.07	73,438.07	8.6	499,431.16	277,459.77	32.6
5800.00 OTHER OPERATING EXP-DI ST. USE	200,839.00	9,900.47	9,900.47	4.9	39,677.63	151,260.90	75.3
TOTAL: 5000	4,229,468.00	404,215.69	404,215.69	9.5	3,108,225.61	717,026.70	16.9
TOTAL: 1000-5999	42,165,302.18	5,649,377.64	5,649,377.64	13.3	3,366,265.46	33,149,659.08	78.6

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)	118,464.00	28,010.23	28,010.23	23.6	15,310.38	75,143.39	63.4
TOTAL: 6000	118,464.00	28,010.23	28,010.23	23.6	15,310.38	75,143.39	63.4
TOTAL: 1000-6999	42,283,766.18	5,677,387.87	5,677,387.87	13.4	3,381,575.84	33,224,802.47	78.5

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,093,777.00	278,126.49	278,126.49	13.2	0.00	1,815,650.51	86.7
TOTAL:	1000-5999	42,165,302.18	5,649,377.64	5,649,377.64	13.3	3,366,265.46	33,149,659.08	78.6
TOTAL:	1000-6999	42,283,766.18	5,677,387.87	5,677,387.87	13.4	3,381,575.84	33,224,802.47	78.5
TOTAL:	1000-7999	42,283,766.18	5,677,387.87	5,677,387.87	13.4	3,381,575.84	33,224,802.47	78.5
TOTAL EXPENSES	(1000 - 7999)	42,283,766.18	5,677,387.87	5,677,387.87	13.4	3,381,575.84	33,224,802.47	78.5

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
2300.00 NON-INSTRUCTION HOURLY CLASS.	23,930.00	0.00	0.00	.0	0.00	23,930.00	100.0
TOTAL: 2000	23,930.00	0.00	0.00	.0	0.00	23,930.00	100.0
3300.00 OASDHI /FICA	1,831.00	0.00	0.00	.0	0.00	1,831.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	12.00	0.00	0.00	.0	0.00	12.00	100.0
TOTAL: 3000	1,843.00	0.00	0.00	.0	0.00	1,843.00	100.0
TOTAL: 1000-5999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====	=====	=====	=====	=====	=====	=====
TOTAL INCOME	(8000 - 8999)	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-5999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0
TOTAL:	1000-6999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0
TOTAL:	1000-7999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0
TOTAL EXPENSES	(1000 - 7999)	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	20,067.00	595.00	595.00	2.9	0.00	19,472.00	97.0
8600.00 STATE REVENUES	660,116.00	4,878.00	4,878.00	.7	0.00	655,238.00	99.2
8800.00 LOCAL REVENUES	548,954.00	130,385.19	130,385.19	23.7	0.00	418,568.81	76.2
TOTAL: 8000	1,229,137.00	135,858.19	135,858.19	11.0	0.00	1,093,278.81	88.9
1100.00 CONTRACT CLASSROOM INST.	4,896,352.00	547,133.92	547,133.92	11.1	0.00	4,349,218.08	88.8
1200.00 CONTRACT CERT. ADMINI STRATORS	2,565,378.00	436,204.45	436,204.45	17.0	0.00	2,129,173.55	82.9
1300.00 INSTRUCTORS DAY/HOURLY	2,827,228.00	493,060.26	493,060.26	17.4	0.00	2,334,167.74	82.5
1400.00 NON-INSTRUCTION HOURLY CERT.	157,467.00	30,801.40	30,801.40	19.5	0.00	126,665.60	80.4
TOTAL: 1000	10,446,425.00	1,507,200.03	1,507,200.03	14.4	0.00	8,939,224.97	85.5
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,717,549.00	641,456.03	641,456.03	17.2	0.00	3,076,092.97	82.7
2200.00 INSTRUCTIONAL AIDS	464,831.00	78,045.70	78,045.70	16.7	0.00	386,785.30	83.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	129,873.00	46,150.98	46,150.98	35.5	0.00	83,722.02	64.4
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	355,310.00	21,829.19	21,829.19	6.1	0.00	333,480.81	93.8
TOTAL: 2000	4,667,563.00	787,481.90	787,481.90	16.8	0.00	3,880,081.10	83.1
3100.00 CERTIFICATED RETIREMENT	892,079.00	118,257.73	118,257.73	13.2	0.00	773,821.27	86.7
3200.00 CLASSIFIED RETIREMENT	578,003.00	106,537.31	106,537.31	18.4	0.00	471,465.69	81.5
3300.00 OASDHI /FICA	512,584.00	91,640.26	91,640.26	17.8	0.00	420,943.74	82.1
3400.00 HEALTH AND WELFARE BENEFITS	2,147,453.00	340,478.51	340,478.51	15.8	0.00	1,806,974.49	84.1
3500.00 STATE UNEMPLOYMENT INSURANCE	7,632.00	1,203.50	1,203.50	15.7	0.00	6,428.50	84.2
3600.00 WORKERS COMPENSATION INSURANCE	244,465.00	39,697.96	39,697.96	16.2	0.00	204,767.04	83.7
3900.00 OTHER BENEFITS	59,279.00	11,851.87	11,851.87	19.9	0.00	47,427.13	80.0
TOTAL: 3000	4,441,495.00	709,667.14	709,667.14	15.9	0.00	3,731,827.86	84.0
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	3,460.00	561.28	561.28	16.2	320.12	2,578.60	74.5
4300.00 INSTRUCTIONAL SUPPLIES	57,578.00	15,167.00	15,167.00	26.3	9,606.17	32,804.83	56.9
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	4,825.00	0.00	0.00	.0	0.00	4,825.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	154,424.00	19,312.95	19,312.95	12.5	79,960.98	55,150.07	35.7
TOTAL: 4000	220,287.00	35,041.23	35,041.23	15.9	89,887.27	95,358.50	43.2
5100.00 PERSON&CONSULTANT SVC-DI ST USE	16,117.00	3,367.88	3,367.88	20.8	15,663.68	2,914.56-	.0
5200.00 TRAVEL & CONFERENCE EXPENSES	87,818.00	4,806.95	4,806.95	5.4	15,083.10	67,927.95	77.3
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	54,362.00	12,993.41	12,993.41	23.9	2,151.79	39,216.80	72.1
5500.00 UTILITIES & HOUSEKEEP-DI ST. USE	716,202.00	75,981.38	75,981.38	10.6	639,555.62	665.00	.0
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	407,018.00	56,321.11	56,321.11	13.8	231,425.15	119,271.74	29.3
5800.00 OTHER OPERATING EXP-DI ST. USE	186,125.00	25,936.00	25,936.00	13.9	18,241.88	141,947.12	76.2
TOTAL: 5000	1,467,642.00	179,406.73	179,406.73	12.2	922,121.22	366,114.05	24.9
TOTAL: 1000-5999	21,243,412.00	3,218,797.03	3,218,797.03	15.1	1,012,008.49	17,012,606.48	80.0
6200.00 BUI LDINGS&I MPROVEMENT-DI ST. USE	600.00	0.00	0.00	.0	0.00	600.00	100.0
6300.00 LIBRARY BOOKS - EXPANSION	10,000.00	512.72	512.72	5.1	7,988.70	1,498.58	14.9
6400.00 EQUI P/FURNITURE (EXCLD COMPTR)	42,269.00	0.00	0.00	.0	1,200.00	41,069.00	97.1

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 6000	52,869.00	512.72	512.72	.9	9,188.70	43,167.58	81.6
TOTAL: 1000-6999	21,296,281.00	3,219,309.75	3,219,309.75	15.1	1,021,197.19	17,055,774.06	80.0

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,229,137.00	135,858.19	135,858.19	11.0	0.00	1,093,278.81	88.9
TOTAL:	1000-5999	21,243,412.00	3,218,797.03	3,218,797.03	15.1	1,012,008.49	17,012,606.48	80.0
TOTAL:	1000-6999	21,296,281.00	3,219,309.75	3,219,309.75	15.1	1,021,197.19	17,055,774.06	80.0
TOTAL:	1000-7999	21,296,281.00	3,219,309.75	3,219,309.75	15.1	1,021,197.19	17,055,774.06	80.0
TOTAL EXPENSES	(1000 - 7999)	21,296,281.00	3,219,309.75	3,219,309.75	15.1	1,021,197.19	17,055,774.06	80.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
TOTAL: 2000	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
3300.00 OASDHI /FICA	153.00	0.00	0.00	.0	0.00	153.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	1.00	0.00	0.00	.0	0.00	1.00	100.0
TOTAL: 3000	154.00	0.00	0.00	.0	0.00	154.00	100.0
TOTAL: 1000-5999	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
=====		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
SUMMARY BY OBJECT								
=====		=====						
TOTAL INCOME	(8000 - 8999)	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-5999	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0
TOTAL:	1000-6999	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0
TOTAL:	1000-7999	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0
TOTAL EXPENSES	(1000 - 7999)	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0

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: October 9, 2014
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 September (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 CLERY ACT CRIMES
 September 2014

Case#	Reported	Reportable Clery Crimes	Location	Date (s)	Time (s)	Disposition
CRAFTON HILLS						
NO INCIDENTS TO REPORT						
DISTRICT						
NO INCIDENTS TO REPORT						
VALLEY						
14-289	09/12/14	VEHICLE THEFT	LOT 11	09/12/14	12:13 PM	REPORT TAKEN
14-291	09/12/14	VEHICLE RECOVERY	LOT 11	09/12/14	06:56 PM	REPORT TAKEN

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Director of Fiscal Services
DATE: October 9, 2014
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, 2015 is estimated to be \$9,758,755.

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 2014-15

	PROJECTIONS												ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Beginning Cash Balance	12,251	14,837	14,815	20,306	18,737	18,233	22,361	24,117	21,656	22,834	15,490	12,337		
Receipts														
Federal	11		5	30	24	1,851	16	93	1,302	88	628	1,696		5,744
State	4,355	4,062	8,514	6,266	5,569	5,692	5,778	3,998	5,256	2,405	3,142	9,172		64,209
State Deferrals	7,087													7,087
Local	622		4,639	381	1,959	4,662	3,847	1,194	2,912	-738	2,301	3,391		25,169
Temporary Borrowings														
Inc Transfer & Sale of Assets							23							23
Accounts Receivable/Accruals	497	3,686												4,182
Total Receipts	12,572	7,747	13,158	6,676	7,553	12,205	9,663	5,285	9,471	1,755	6,071	14,259		106,414
Disbursements														
Academic Salaries	2	1,400	3,205	3,029	3,160	3,073	3,210	2,883	3,174	3,183	3,193	6,743		36,255
Classified Salaries	2,108	1,250	1,722	1,822	1,926	2,062	1,885	1,702	1,881	1,910	1,934	2,171		22,373
Benefits	831	1,224	1,288	1,312	1,385	1,367	1,342	1,317	1,341	1,358	1,345	1,846		15,957
Supplies & Materials	-2	85	148	137	62	101	60	101	164	175	286	574		1,892
Other Operating Exp	77	1,261	1,086	1,670	1,354	1,293	1,207	1,431	1,487	2,130	2,044	4,475		19,515
Capital Outlay	1	41	71	127	23	33	54	165	97	194	274	627		1,706
Other Outgo		124	148	148	148	148	148	148	148	148	148	400		1,856
Loan Repayment														
Accounts Payable/Accruals	6,968	2,384												9,352
Total Disbursements	9,986	7,770	7,667	8,245	8,057	8,077	7,906	7,747	8,293	9,099	9,223	16,837		108,906
Increase / (Decrease) in Cash Balance	2,586	-22	5,491	-1,569	-504	4,128	1,757	-2,462	1,178	-7,344	-3,152	-2,579		
Ending Cash Balance	14,837	14,815	20,306	18,737	18,233	22,361	24,117	21,656	22,834	15,490	12,337	9,759		

[†] 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: October 9, 2014
SUBJECT: Local Hire Summary

RECOMMENDATION

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

OVERVIEW

Local Hire Summary Report of Active Construction Projects for August 2014. This report presents the local hire status for each project and indicates the city of residence for the labor force.

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 August 2014, the District-wide total of local hires was 65%, exceeding the Board goal by 15%. The District-wide total of local business was 45%, exceeding the Board goal by 20%.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

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)
AUDITORIUM	7	50%	7	50%	\$ 415,785.00	\$ 427,800.00	\$ 5,956,415.00	Data not recorded*	
K STREET LIGHTING	0	0%	0	0%	\$ -	\$ 112,750.00	\$ -	\$ 35,186.00	\$ 1,336.00
AT SECURITY LIGHTING	2	100%	0	0%	\$ -	\$ 44,950.00	\$ -	\$ 4,012.50	\$ 2,316.00
GYMNASIUM**	45	56%	35	44%	\$ 903,235.00	\$ 12,465,143.62	\$ 16,556,605.00	\$ 43,787.83	\$ 72,741.25
TOTAL	54	56%	42	44%	\$ 1,319,020.00	\$ 13,050,643.62	\$ 22,513,020.00	\$ 82,986.33	\$ 76,393.25

\$14,369,663.62	
39%	61%

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)
CRAFTON CENTER	34	83%	7	17%	\$ 7,496,846.94	\$ 7,096,378.00	\$ 6,851,341.06	\$ 99,575.34	\$ 9,057.73
NEW SCIENCE BUILDING	36	75%	12	25%	\$ 3,579,050.00	\$ 6,804,716.00	\$ 8,199,240.00	\$ 386,814.88	\$ 218,110.95
OE2	20	70%	18	30%	\$ 1,329,733.00	\$ 2,412,208.00	\$ 12,146,059.00	\$ 321,519.58	\$ 232,388.86
PE COMPLEX	7	0%	3	0%	\$ -	\$ 852,800.00	\$ 3,658,270.00	Data not recorded*	
TOTAL	97	71%	40	29%	\$ 12,405,629.94	\$ 17,166,102.00	\$ 30,854,910.06	\$ 807,909.80	\$ 459,557.54

\$29,571,731.94	
49%	51%

DISTRICT WIDE - Combined	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 - Non Local (cumulative)	Wages - Non Local (cumulative)
TOTAL	151	65%	82	35%	\$ 13,724,649.94	\$ 30,216,745.62	\$ 53,367,930.06	\$ 890,896.13	\$ 535,950.79

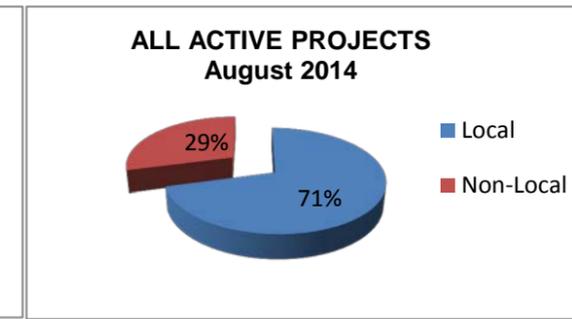
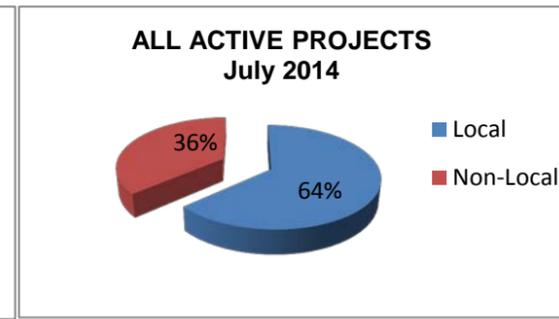
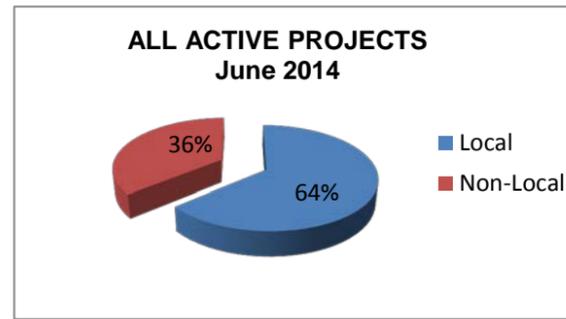
\$43,941,395.56	
45%	55%

*Data not recorded because project started before implementation of Local Hire Bond Policy (Nov. 2013)

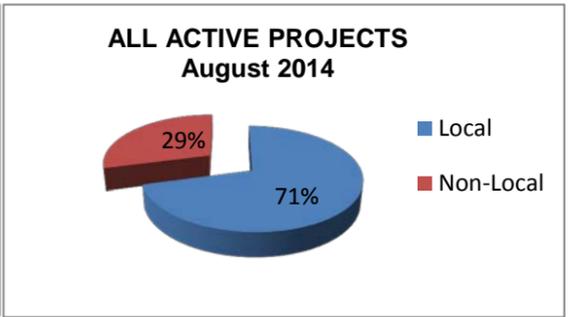
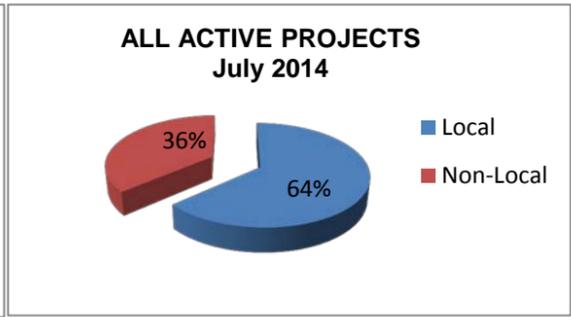
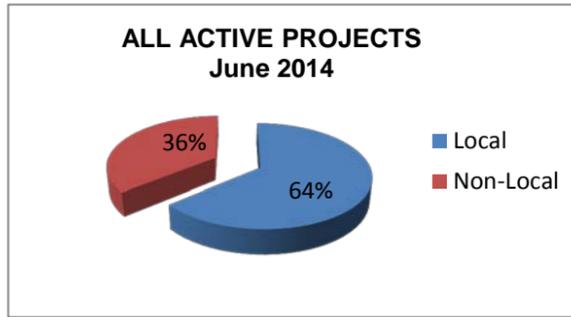
**In process of Subcontractor Buy Out; all contract monies not yet allocated

SBVC	General Contractor Name	Contractor Name and Trade	Apprentices per Division of Work / Trade
K STREET LIGHTING	RDM Electric Company	GBI Electrical - Electrical	1
		RDM Electrical – Electrical	1
AT SECURITY LIGHTING	RDM Electric Company	RDM Electrical – Electrical	1
GYMNASIUM	Swinerton Builders	Berg Electric - Electrical	9
		H.L Moe Co. - Plumbing	3
TOTAL # OF APPRENTICES			15

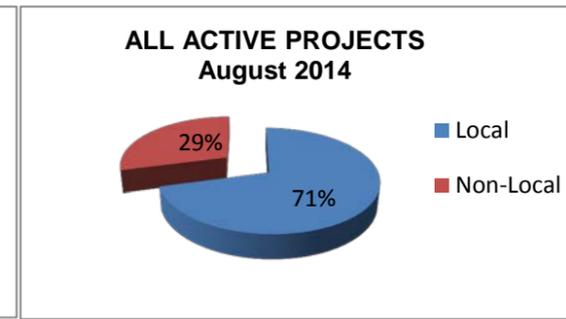
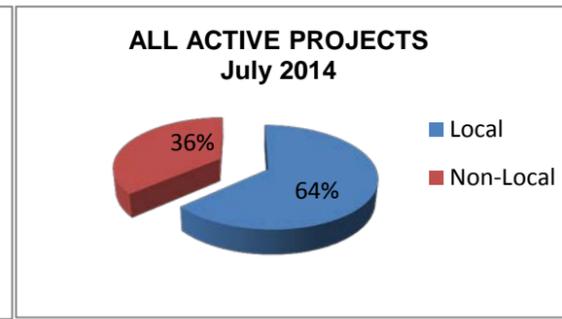
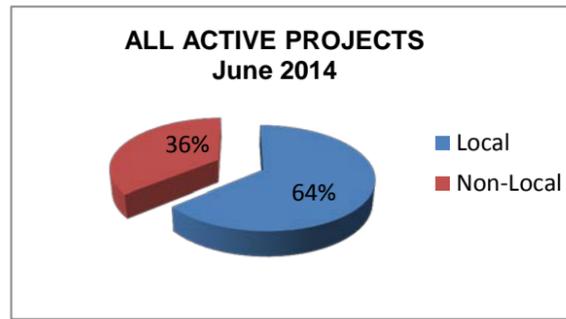
CHC	General Contractor Name	Contractor Name and Trade	Apprentices per Division of Work / Trade
CRAFTON CENTER	Bernard's	Procraft - Plumbing	1
		Precision Concete	1
		Dominguez-Concrete	3
NEW SCIENCE BUILDING	Earl Corporation	Devris Construction - Building concrete	3
		Theisen Steel, Inc. - Steel	7
OE2	Sinanian Development	Civil Works - Building Concrete & Rebar	5
		Mack Construction	1
PE COMPLEX	Minco Corporation	N/A	No Apprentices Listed on Demographics Reporting
TOTAL # OF APPRENTICES			21



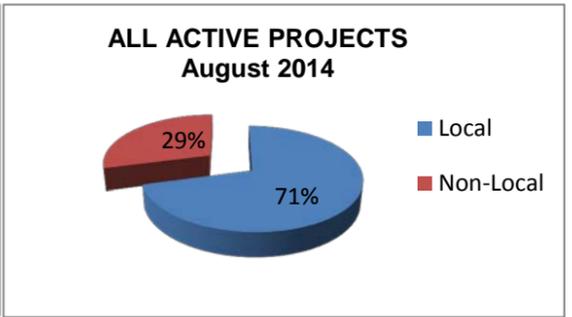
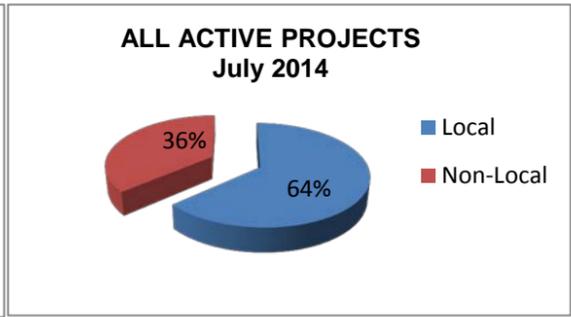
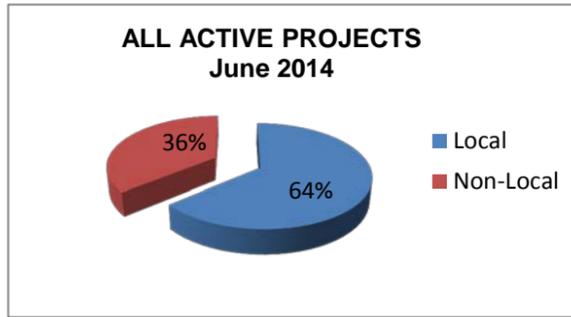
	June 2014	July 2014	August 2014
San Bernardino County			
Hesperia	4	4	3
Yucaipa	6	5	5
Alta Loma	1	1	2
Upland			
Colton		1	1
Fontana	2	2	3
Chino	2	4	2
Chino Hills	1		
Bloomington			1
Morongo Valley			
Adelanto			1
Grand Terrace	3	1	
Ontario	8	9	8
Highland	1	1	4
Redlands	1	3	4
San Bernardino	11	13	9
Rancho Cucamonga	3	4	3
Victorville	1	1	2
Pinon Hills	1	2	1
Rialto	2	1	4
Apple Valley	3	4	5
Cedarpines Park			1
Riverside County			
Temecula	1	3	2
Hemet	3	2	1
Riverside	32	23	19
Banning		1	
Menifee	3		1
Corona	2	1	1
Moreno Valley	2	3	6
San Jacinto	1		1
Murrieta	2	1	1
Rancho Belago			1
Lake Elsinore	1	1	
Beaumont	4		3
Homeland	1	1	
Perris	4		
Mira Loma			1
Cathedral City		1	
Wildomar	2	1	1
TOTAL LOCAL	108	94	97



	June 2014	July 2014	August 2014
Local Percent	64%	64%	71%



	June 2014	July 2014	August 2014
Other Counties			
Fullerton	1	1	1
Anaheim	2	1	
Downey	2	2	
El Monte	1	1	1
Escondido	2	1	
Bell			
Hollywood			
La Habra	1	3	2
Lynwood	1	1	
Commerce	1	1	
Cypress			1
Huntington Beach	1	1	2
Lake View Terrace	1	1	1
Palmdale	1	1	1
Montclair			
Huntington Park		1	
Serman Oaks		1	1
Pasadena	1	1	
San Dimas		1	2
San Pedro	1	1	1
La Puente		2	
Bell Gardens			1
Pico Rivera	1	1	1
Oxnard			1
Pomona	6	6	6
Compton			1
Pacoima	1	1	
Garden Grove			1
West Covina	2	1	1
Long Beach	5	4	1
Paramount	1	1	
Sylmar	1	1	1
Monrovia	1	1	1
Las Vegas		1	2
Monterey Park	1	1	1
Los Angeles	5	6	2
Orange	1	2	3
Laguna Hills		1	
Orange County*	13		
Wilmington	2	2	



	June 2014	July 2014	August 2014
Santa Ana	5	4	3
Azusa			1
TOTAL NON-LOCAL	61	54	40
Non-Local Percent	36%	36%	29%
Veterans	0	0	7
Apprentice	17	16	21

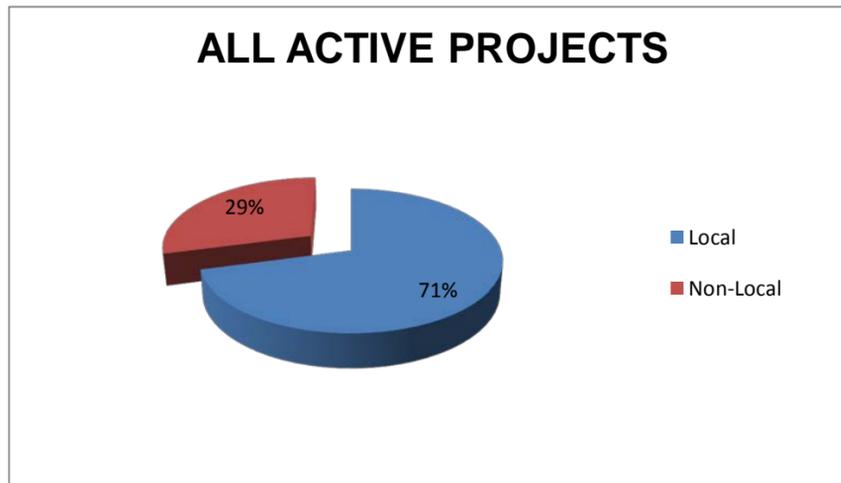
* Cities not included in Contractor monthly reporting

Demographics Summary

August 2014

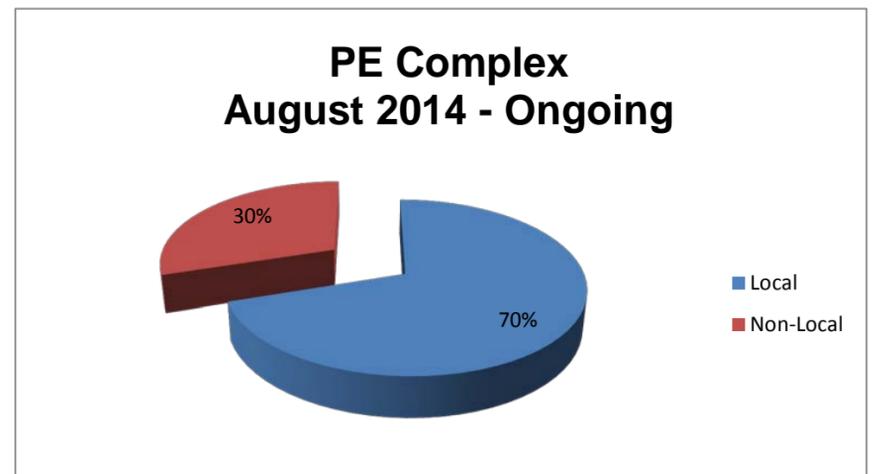
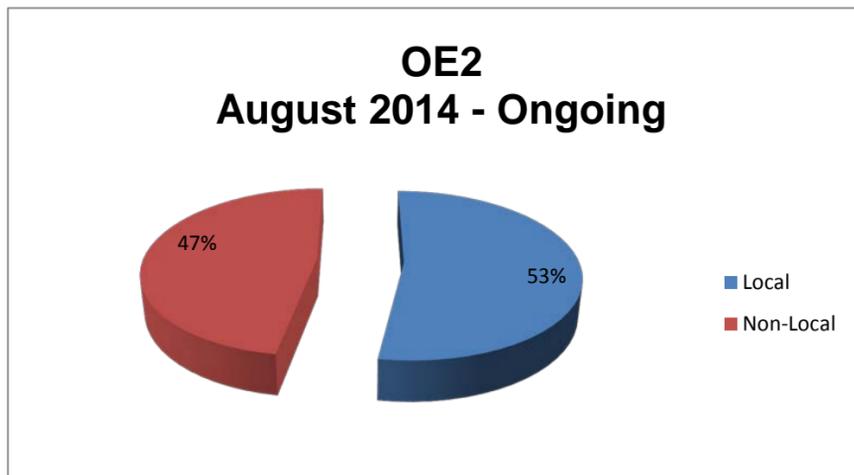
Crafton Hills College On-Site Labor Force

OVERALL		
Local	97	71%
Non-Local	40	29%
Total	137	



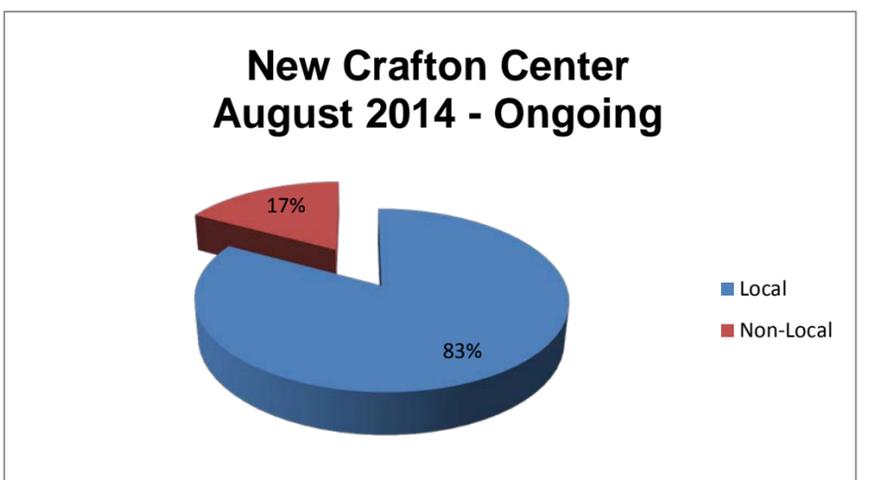
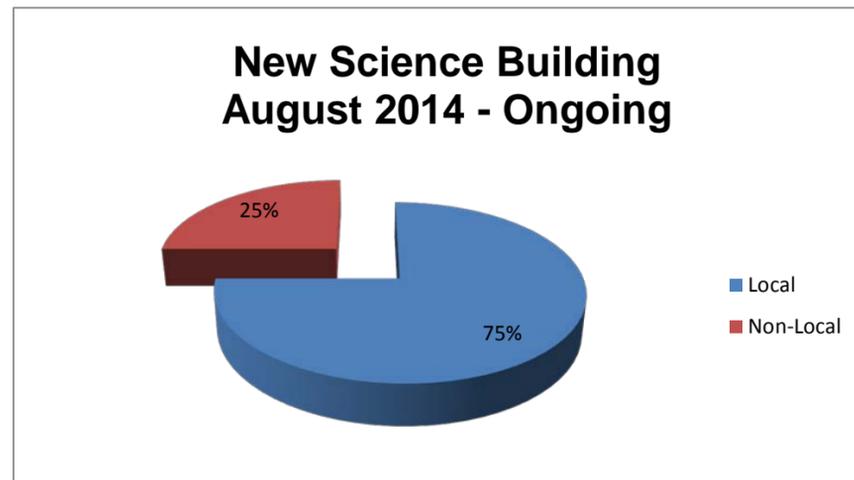
OE2 BUILDING		
Local	20	53%
Non-Local	18	47%
Total	38	

PE COMPLEX		
Local	7	0%
Non-Local	3	0%
Total	10	



NEW SCIENCE BUILDING		
Local	36	75%
Non-Local	12	25%
Total	48	

NEW CRAFTON CENTER		
Local	34	83%
Non-Local	7	17%
Total	41	



OE2

Dec-13				
Veteran	0			
Apprentice	0			
San Bernardino	0	Local	0	0%
Riverside	0	Non-Local	0	0%
Other	0	Total	0	

Jan-14				
Veteran	0			
Apprentice	0			
San Bernardino	1	Local	2	67%
Riverside	1	Non-Local	1	33%
Other	1	Total	3	

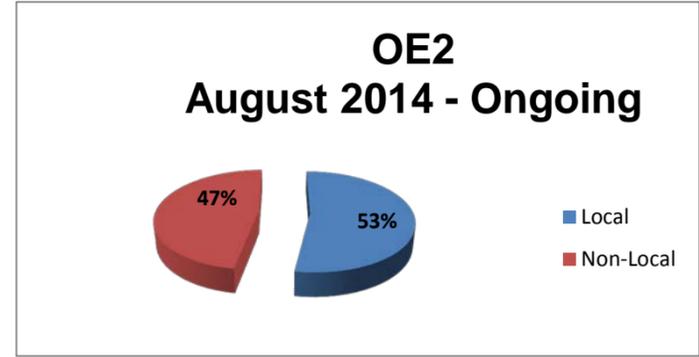
Feb-14				
Veteran	0			
Apprentice	0			
San Bernardino	7	Local	20	91%
Riverside	13	Non-Local	2	9%
Other	2	Total	22	

Mar-14				
Veteran	0			
Apprentice	2			
San Bernardino	8	Local	17	94%
Riverside	9	Non-Local	1	6%
Other	1	Total	18	

Apr-14				
Veteran	0			
Apprentice	4			
San Bernardino	5	Local	10	91%
Riverside	5	Non-Local	1	9%
Other	1	Total	11	

May-14				
Veteran	0			
Apprentice	11			
San Bernardino	14	Local	32	73%
Riverside	18	Non-Local	12	27%
Other	12	Total	44	

Jun-14				
Veteran	0			
Apprentice	8			
San Bernardino	13	Local	28	70%
Riverside	15	Non-Local	12	30%
Other	12	Total	40	



Jul-14				
Veteran	0			
Apprentice	6			
San Bernardino	18	Local	33	66%
Riverside	15	Non-Local	17	34%
Other	17	Total	50	

Aug-14				
Veteran	0			
Apprentice	6			
San Bernardino	5	Local	20	53%
Riverside	2	Non-Local	18	47%
Other	17	Total	38	

PROJECT ONGOING

PE Complex

Oct-13				
Veteran	0			
Apprentice	0			
San Bernardino	3	Local	12	71%
Riverside	9	Non-Local	5	29%
Other	5	Total	17	

Nov-13				
Veteran	0			
Apprentice	1			
San Bernardino	7	Local	14	70%
Riverside	7	Non-Local	6	30%
Other	6	Total	20	

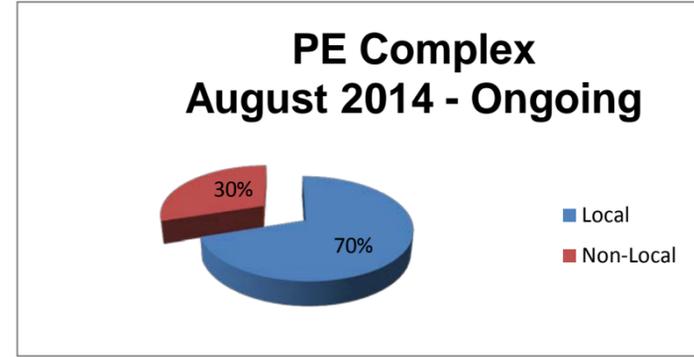
Dec-13				
Veteran	0			
Apprentice	2			
San Bernardino	15	Local	26	81%
Riverside	11	Non-Local	6	19%
Other	6	Total	32	

Jan-14				
Veteran	0			
Apprentice	1			
San Bernardino	9	Local	27	82%
Riverside	18	Non-Local	6	18%
Other	6	Total	33	

Feb-14				
Veteran	0			
Apprentice	0			
San Bernardino	9	Local	27	82%
Riverside	18	Non-Local	6	18%
Other	6	Total	33	

Mar-14				
Veteran	0			
Apprentice	0			
San Bernardino	7	Local	28	82%
Riverside	21	Non-Local	6	18%
Other	6	Total	34	

Apr-14				
Veteran	0			
Apprentice	1			
San Bernardino	11	Local	30	81%
Riverside	19	Non-Local	7	19%
Other	7	Total	37	



May-14				
Veteran	0			
Apprentice	2			
San Bernardino	15	Local	36	78%
Riverside	21	Non-Local	10	22%
Other	10	Total	46	

Jun-14				
Veteran	0			
Apprentice	0			
San Bernardino	14	Local	26	67%
Riverside	12	Non-Local	13	33%
Other	13	Total	39	

Jul-14				
Veteran	0			
Apprentice	0			
San Bernardino	15	Local	22	71%
Riverside	7	Non-Local	9	29%
Other	9	Total	31	

Aug-14				
Veteran	0			
Apprentice	0			
San Bernardino	0	Local	7	70%
Riverside	0	Non-Local	3	30%
Other	0	Total	10	

PROJECT ONGOING

New Science Building

Dec-13			
Veteran	0		
Apprentice	0		
San Bernardino		Local	0 0%
Riverside		Non-Local	0 0%
Other		Total	0

Jan-14			
Veteran	0		
Apprentice	0		
San Bernardino	2	Local	3 60%
Riverside	1	Non-Local	2 40%
Other	2	Total	5

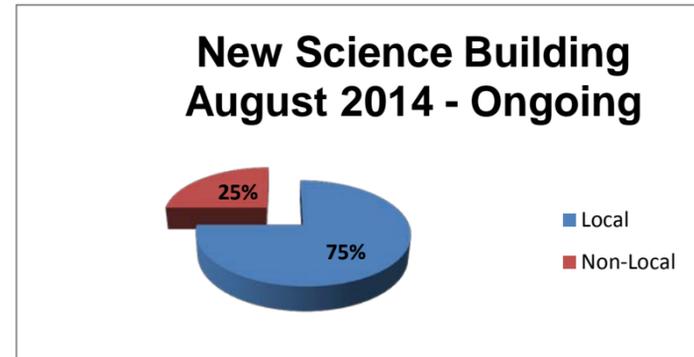
Feb-14			
Veteran	0		
Apprentice	0		
San Bernardino	4	Local	8 57%
Riverside	4	Non-Local	6 43%
Other	6	Total	14

Mar-14			
Veteran	0		
Apprentice	0		
San Bernardino	4	Local	8 53%
Riverside	4	Non-Local	7 47%
Other	7	Total	15

Apr-14			
Veteran	0		
Apprentice	0		
San Bernardino	12	Local	17 65%
Riverside	5	Non-Local	9 35%
Other	9	Total	26

May-14			
Veteran	0		
Apprentice	4		
San Bernardino	12	Local	21 58%
Riverside	9	Non-Local	15 42%
Other	15	Total	36

Jun-14			
Veteran	0		
Apprentice	7		
San Bernardino	13	Local	27 59%
Riverside	14	Non-Local	19 41%
Other	19	Total	46



Jul-14			
Veteran	0		
Apprentice	5		
San Bernardino	12	Local	22 51%
Riverside	10	Non-Local	21 49%
Other	21	Total	43

Aug-14			
Veteran	4		
Apprentice	10		
San Bernardino	6	Local	36 75%
Riverside	9	Non-Local	12 25%
Other	16	Total	48

PROJECT ONGOING

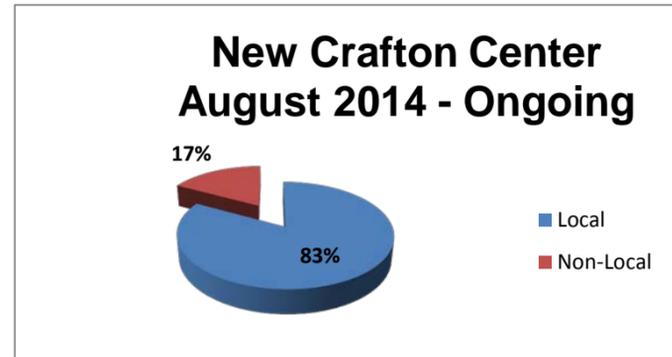
New Crafton Center

May-14			
Veteran	0		
Apprentice	0		
San Bernardino	9	Local	12 100%
Riverside	3	Non-Local	0 0%
Other	0	Total	12

Jun-14			
Veteran	0		
Apprentice	1		
San Bernardino	7	Local	15 79%
Riverside	8	Non-Local	4 21%
Other	4	Total	19

Jul-14			
Veteran	0		
Apprentice	1		
San Bernardino	11	Local	17 71%
Riverside	6	Non-Local	7 29%
Other	7	Total	24

Aug-14			
Veteran	3		
Apprentice	5		
San Bernardino	12	Local	34 83%
Riverside	16	Non-Local	7 17%
Other	16	Total	41

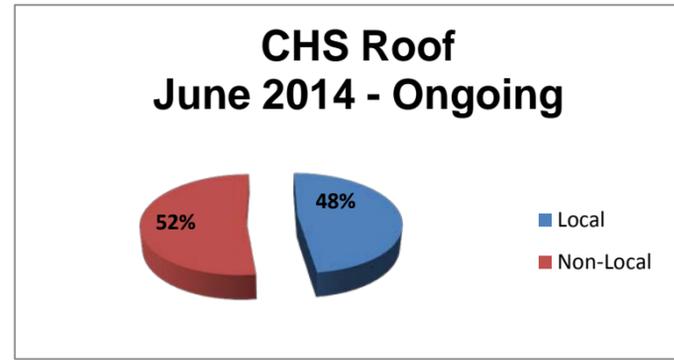


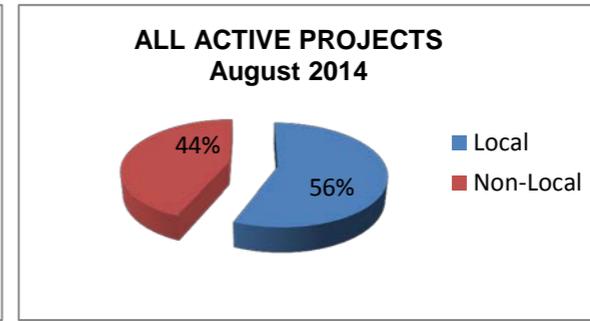
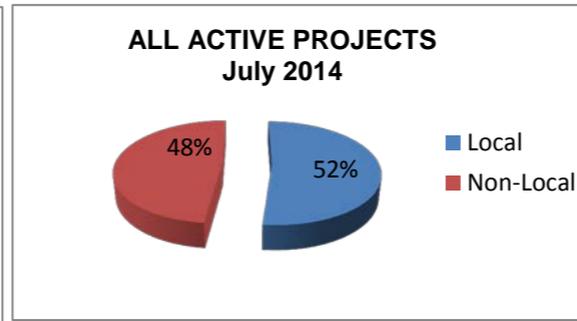
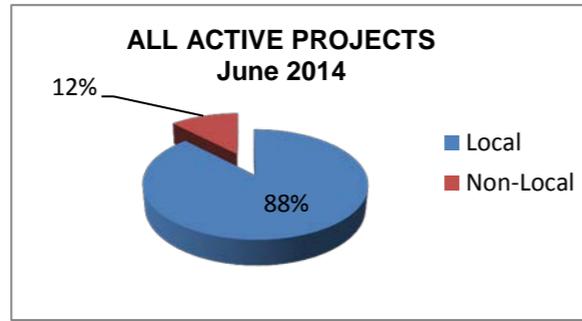
PROJECT ONGOING

CHS / CL Roof

Jun-14				
Veteran	0			
Apprentice	0			
San Bernardino	10	Local	12	48%
Riverside	2	Non-Local	13	52%
Other	13	Total	25	

PROJECT COMPLETE





	June 2014	July 2014	August 2014
San Bernardino County			
Alta Loma		1	1
Apple Valley		1	1
Chino		1	1
Chino Hills			1
Fontana	1	1	3
Hesperia	1	2	1
Highland			1
Mentone			1
Montclair		1	
Ontario			
Phelan			1
Rancho Cucamonga	1	4	3
Reche Canyon	1		
Rialto		2	2
San Bernardino	1	3	7
Upland	1	1	2
Victorville	1	2	
Wrightwood		1	
Riverside County			
Beaumont		1	
Corona		2	
Eastvale	1		
Hemet	4	2	1
Menifee		1	
Moreno Valley	2	2	
Murrieta		2	2
Norco		2	4
Nuevo			1
Perris		1	
Riverside	1	3	6
San Jacinto	1		
Sun City			1
Temecula		2	3
Wildomar			1

Winchester		2	3
Unknown City*	42	35	7
TOTAL LOCAL	58	75	54
Local Percent	88%	52%	56%

Other Counties			
Aliso Viejo		1	
Anaheim		2	3
Baldwin Park		1	1
Belflower			
Compton		1	1
Covina		4	3
Escondido		1	2
Fallbrook		1	
Fountain Valley		2	2
Garden Grove		2	1
Glendale		2	
Glendora			2
Huntington Beach		1	
La Crescenta		1	1
Los Angeles		5	7
Littlerock			
Montebello		1	
Norwalk		2	
Oceanside			1
Pomona		1	
San Diego		1	1
San Dimas		1	3
San Gabriel		1	1
San Juan Capistrano		1	
San Luis Obispo			
San Marcos			1
San Pedro		1	
Santa Ana			1
South Gate		3	
Stanton			1
Sunland		1	1
Sylmar		1	
West Covina		1	1
West Hills			1
Whittier	1		
Unknown City*	7	31	7
TOTAL NON-LOCAL	8	70	42
Non-Local Percent	12%	48%	44%
Veterans	0	2	0
Apprentice	9	23	15

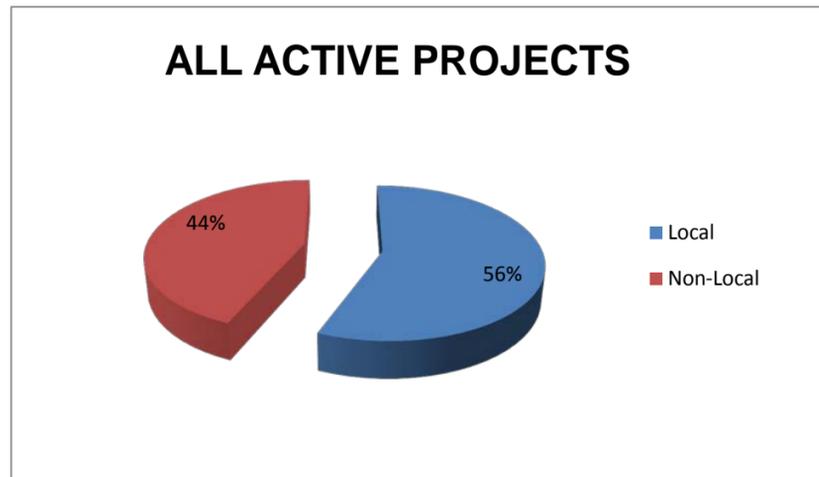
NOTE: SBVC Auditorium is listed as Unknown City, as specific numbers for each county/city are not provided since contract was issued before the requirements to provide this information.

Demographics Summary

August 2014

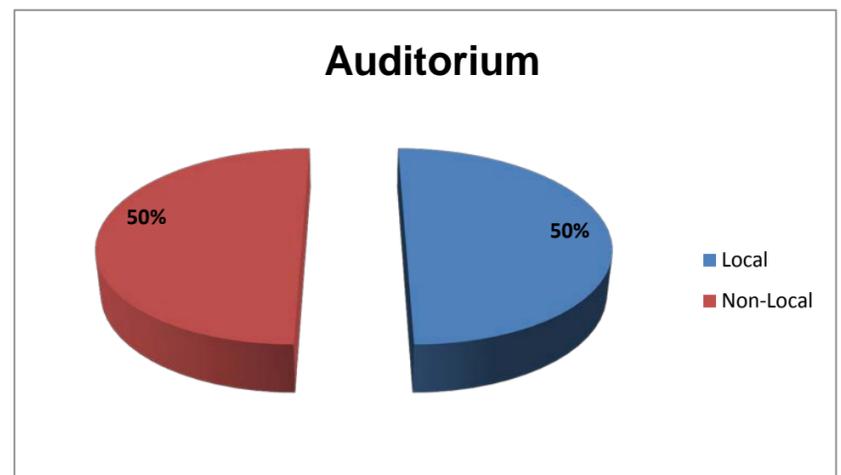
San Bernardino Valley College On-Site Labor Force

OVERALL		
Local	54	56%
Non-Local	42	44%
Total	96	



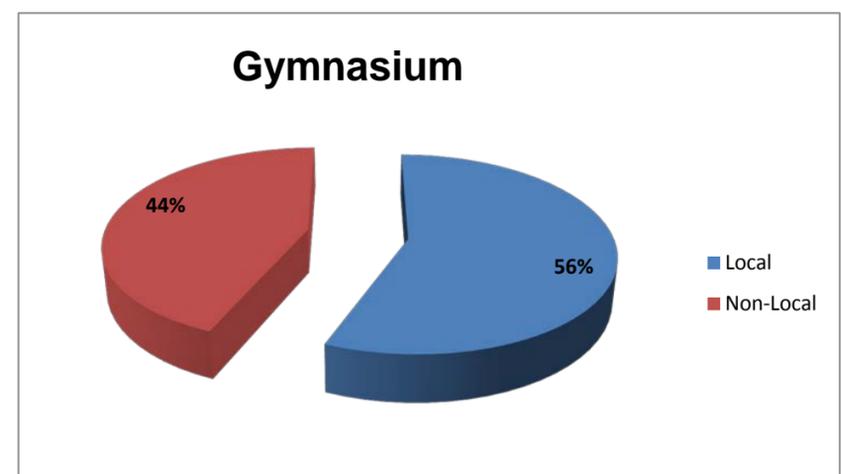
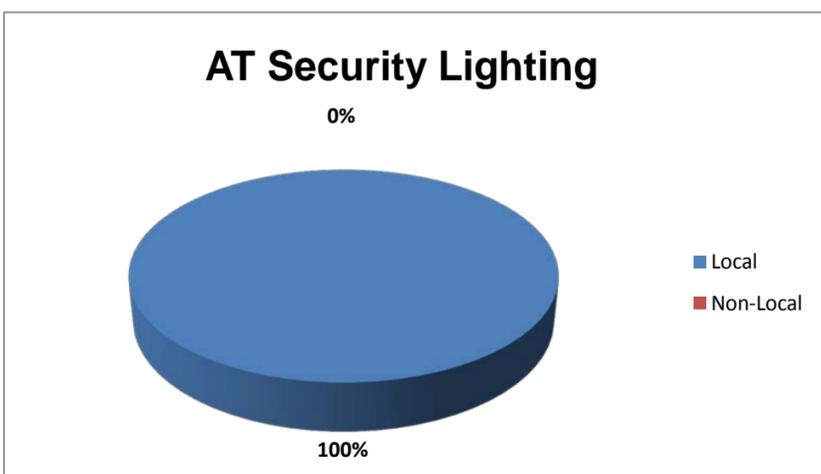
K-STREET LIGHTING		
Local	0	0%
Non-Local	0	0%
Total	0	

AUDITORIUM		
Local	7	50%
Non-Local	7	50%
Total	14	



AT Security Lighting		
Local	2	100%
Non-Local	0	0%
Total	2	

Gymnasium		
Local	45	56%
Non-Local	35	44%
Total	80	



Notes:

- * Information is taken directly from contractor prepared sheets
- * How SBCCD tracked on-site labor force has evolved over time so reporting may be different from job to job. Overall though the numbers shown on the summary are local and non-local.

K-St Lighting

Mar-14				
Veteran	0			
Apprentice	0			
San Bernardino	0	Local	2	100%
Riverside	2	Non-Local	0	0%
Other	0	Total	2	

Apr-14				
Veteran	0			
Apprentice	0			
San Bernardino	0	Local	4	100%
Riverside	4	Non-Local	0	0%
Other	0	Total	4	

May-14				
Veteran	0			
Apprentice	0			
San Bernardino	0	Local	4	100%
Riverside	4	Non-Local	0	0%
Other	0	Total	4	

Jun-14				
Veteran	0			
Apprentice	2			
San Bernardino	2	Local	6	86%
Riverside	4	Non-Local	1	14%
Other	1	Total	7	

Jul-14				
Veteran	0			
Apprentice	1			
San Bernardino	2	Local	4	80%
Riverside	2	Non-Local	1	20%
Other	1	Total	5	

Aug-14				
Veteran	0			
Apprentice	0			
San Bernardino	0	Local	0	0%
Riverside	0	Non-Local	0	0%
Other	0	Total	0	

****Project Finished****



Auditorium

Sep-13				
Veteran	1			
Apprentice	0			
San Bernardino	N/A	Local	6	75%
Riverside	N/A	Non-Local	2	25%
Other	N/A	Total	8	

Oct-13				
Veteran	1			
Apprentice	1			
San Bernardino	N/A	Local	8	80%
Riverside	N/A	Non-Local	2	20%
Other	N/A	Total	10	

Nov-13				
Veteran	1			
Apprentice	1			
San Bernardino	0	Local	12	80%
Riverside	0	Non-Local	3	20%
Other	0	Total	15	

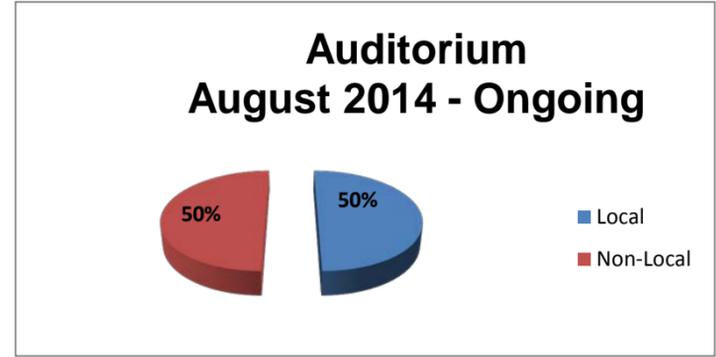
Dec-13				
Veteran	1			
Apprentice	1			
San Bernardino	0	Local	6	86%
Riverside	0	Non-Local	1	14%
Other	0	Total	7	

Jan-14				
Veteran	1			
Apprentice	1			
San Bernardino	0	Local	21	88%
Riverside	0	Non-Local	3	13%
Other	0	Total	24	

Feb-14				
Veteran	1			
Apprentice	1			
San Bernardino	0	Local	25	76%
Riverside	0	Non-Local	8	24%
Other	0	Total	33	

Mar-14				
Veteran	1			
Apprentice	1			
San Bernardino	0	Local	27	75%
Riverside	0	Non-Local	9	25%
Other	0	Total	36	

Apr-14				
Veteran	1			
Apprentice	0			
San Bernardino	0	Local	30	67%
Riverside	0	Non-Local	15	33%
Other	0	Total	45	



May-14				
Veteran	1			
Apprentice	4			
San Bernardino	0	Local	18	69%
Riverside	0	Non-Local	8	31%
Other	0	Total	26	

Jun-14				
Veteran	0			
Apprentice	7			
San Bernardino	0	Local	42	86%
Riverside	0	Non-Local	7	14%
Other	0	Total	49	

Jul-14				
Veteran	2			
Apprentice	9			
San Bernardino	0	Local	35	53%
Riverside	0	Non-Local	31	47%
Other	0	Total	66	

Aug-14				
Veteran	0			
Apprentice	1			
San Bernardino	0	Local	7	50%
Riverside	0	Non-Local	7	50%
Other	0	Total	14	

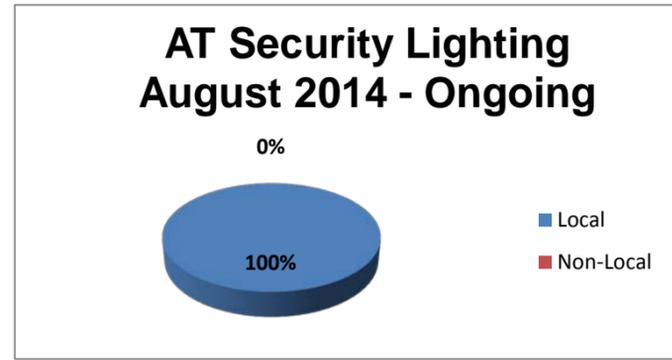
PROJECT ONGOING

AT Security Lighting

Jun-14				
Veteran	0			
Apprentice	0			
San Bernardino	2	Local	4	100%
Riverside	2	Non-Local	0	0%
Other	0	Total	4	

Jul-14				
Veteran	0			
Apprentice	1			
San Bernardino	2	Local	2	100%
Riverside	0	Non-Local	0	0%
Other	0	Total	2	

Aug-14				
Veteran	0			
Apprentice	1			
San Bernardino	2	Local	2	100%
Riverside	0	Non-Local	0	0%
Other	0	Total	2	

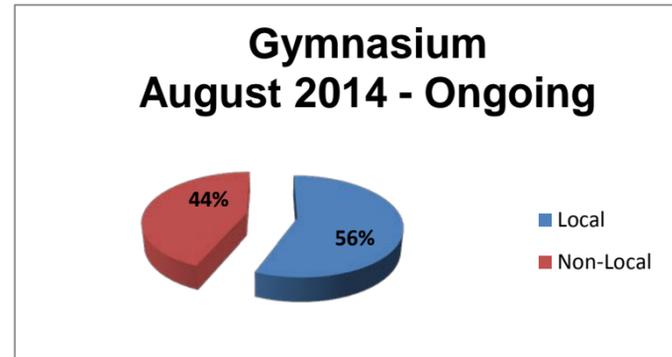


***PROJECT ONGOING**

Gymnasium

Jul-14				
Veteran	0			
Apprentice	12			
San Bernardino	16	Local	34	47%
Riverside	18	Non-Local	38	53%
Other	38	Total	72	

Aug-14				
Veteran	0			
Apprentice	12			
San Bernardino	23	Local	45	56%
Riverside	22	Non-Local	35	44%
Other	35	Total	80	



PROJECT ONGOING

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: October 9, 2014
SUBJECT: Purchase Order Report

RECOMMENDATION

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

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 151478 - 151835 are attached for review, except those reviewed 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

This is an information item. There are no financial implications.

Purchase Order Report
October 9, 2014

PO#	Vendor Name	PO Board Description	Amount
151575	REVOLVING CASH	Athletic Entry Fee	\$ 350.00
151742	REVOLVING CASH	Athletic Entry Fee	\$ 1,380.00
151478	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 65.00
151494	ZINN, WENDY	Conference	\$ 594.84
151495	KREHBIEL, DEANNA	Conference	\$ 623.82
151496	CCCAOE	Conference	\$ 495.00
151497	CCCAOE	Conference	\$ 495.00
151498	GLOBAL ENVIRONMENTAL TRAINING	Conference	\$ 640.00
151512	CCCAOE	Conference	\$ 495.00
151513	CCCAOE	Conference	\$ 495.00
151514	LEVESQUE, ROBERT	Conference	\$ 639.78
151515	BRAGGINS, ALAN	Conference	\$ 916.00
151516	CHAVIRA, REJOICE C	Conference	\$ 905.00
151517	BARON, BRUCE	Conference	\$ 288.00
151518	COMMUNITY COLLEGE LEAGUE	Conference	\$ 600.00
151519	WESTIN MISSION HILLS GOLF	Conference	\$ 539.34
151520	ZINN, WENDY	Conference	\$ 2,208.74
151521	ZINN, WENDY	Conference	\$ 1,110.00
151522	VASQUEZ, VIOLETA	Conference	\$ 370.00
151523	SINGH, MANIKA	Conference	\$ 470.00
151524	LEVESQUE, ROBERT	Conference	\$ 149.12
151551	POWERS, YVONNE	Conference	\$ 120.00
151552	KUCK, GLEN	Conference	\$ 300.00
151553	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 300.00
151554	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 1,590.00
151555	UC SAN DIEGO	Conference	\$ 750.00
151556	CALIFORNIANS DEDICATED TO	Conference	\$ 300.00
151557	CALIFORNIANS DEDICATED TO	Conference	\$ 300.00
151558	DONNHAUSER, MARC	Conference	\$ 275.00
151559	HILTON SAN DIEGO BAYFRONT	Conference	\$ 404.00
151560	HUA, HENRY	Conference	\$ 555.00
151579	LEADERSHIP SAN BERNARDINO	Conference	\$ 550.00
151580	MEALEY, ELIZABETH	Conference	\$ 758.00
151581	MONTEREY MARRIOT	Conference	\$ 880.24
151582	MARTIN, LISA	Conference	\$ 195.00
151583	RODRIGUEZ, MARIA DEL CARMEN	Conference	\$ 995.00
151584	UMKC - ASM	Conference	\$ 830.00
151585	MARTIN, LISA	Conference	\$ 90.00
151586	SSSP TRAINING	Conference	\$ 360.00
151587	US BANK CORPORATE PMT SYSTEMS	Conference	\$ 675.00
151588	GLAZATOV, TRELISA	Conference	\$ 150.00
151589	TAYAG, CINDY	Conference	\$ 551.60
151617	SBVC FOOD SERVICES	Conference	\$ 510.00

Purchase Order Report
October 9, 2014

151618	SBVC FOOD SERVICES	Conference	\$	156.34
151624	GRANT PROFESSIONALS ASSOC	Conference	\$	499.00
151625	INFORMATION TODAY	Conference	\$	349.00
151626	CCCCIO	Conference	\$	675.00
151627	CCCCIO	Conference	\$	375.00
151628	KINDE, HARAGWEN A	Conference	\$	623.00
151646	REVOLVING CASH	Conference	\$	154.05
151648	ROWLEY, KATHLEEN	Conference	\$	2,200.00
151649	ELLUCIAN INC	Conference	\$	450.00
151655	SMART & FINAL IRIS CO	Conference	\$	250.00
151660	EXCELENCIA IN EDUCATION	Conference	\$	398.00
151661	US BANK CORPORATE PMT SYSTEMS	Conference	\$	1,500.00
151662	HYATT REGENCY CHICAGO	Conference	\$	1,159.36
151663	BAHNER, DANIEL	Conference	\$	1,750.00
151664	LOWE, LYNN L	Conference	\$	1,750.00
151665	PAPAS, CONSTANTINE	Conference	\$	1,750.00
151666	US BANK CORPORATE PMT SYSTEMS	Conference	\$	290.70
151667	GOMEZ, LAURA	Conference	\$	1,385.05
151668	MENCHACA, PATRICIA	Conference	\$	1,408.00
151669	HACU MEMBERSHIP	Conference	\$	1,298.00
151670	MUSKAVITCH, JOHN	Conference	\$	1,255.86
151671	ACADEMIC SENATE, THE	Conference	\$	375.00
151672	ACADEMIC SENATE, THE	Conference	\$	375.00
151673	ALLEN, DENISE	Conference	\$	815.00
151674	MCCAMBLY, JESSICA	Conference	\$	815.00
151675	NATIONAL COLLEGIATE	Conference	\$	2,250.00
151676	WILLIAMS, GARY	Conference	\$	2,000.00
151677	BAHNER, DANIEL	Conference	\$	2,000.00
151678	DIPONIO, GWEN	Conference	\$	2,000.00
151679	LANGENFIELD, ELIZABETH	Conference	\$	2,000.00
151680	ANDERSON, JONATHAN	Conference	\$	2,000.00
151681	MENCHACA, PATRICIA	Conference	\$	998.00
151682	LEAGUE FOR INNOVATION	Conference	\$	550.00
151683	THOMAS, CASSANDRA	Conference	\$	653.17
151708	GIMPLE, TINA	Conference	\$	1,459.00
151709	MANZANILLA, ELICINDA	Conference	\$	195.00
151710	KAFELA, KATHY	Conference	\$	172.78
151711	POSADA, GLORIA	Conference	\$	1,385.05
151712	HUSTON, CELIA	Conference	\$	488.14
151713	KINDE, HARAGWEN A	Conference	\$	478.14
151714	RP GROUP, THE	Conference	\$	400.00
151715	HOTEL PHILLIPS	Conference	\$	948.83
151716	HAMLETT, CYNTHIA	Conference	\$	2,000.00
151717	KAFELA, KATHY	Conference	\$	167.62
151718	MANZANILLA, ELICINDA	Conference	\$	90.00
151719	KAFELA, KATHY	Conference	\$	72.24
151720	COTA, MARCO	Conference	\$	850.00

Purchase Order Report
October 9, 2014

151721	AGUILAR-KITIBUTR, AILSA	Conference	\$	850.00
151722	SHABAZZ, RICKY	Conference	\$	367.70
151723	LINDSEY, CAROLYN	Conference	\$	45.00
151724	PARADA, OSMAN	Conference	\$	896.00
151725	WESTED	Conference	\$	6,500.00
151743	DIAMONDBACK FIRE & RESCUE	Conference	\$	770.00
151761	TACO VILLAGE	Conference	\$	1,000.00
151764	GROSSMONT CUYAMACA CCD	Conference	\$	825.00
151765	MORENO, MARIANA	Conference	\$	1,705.00
151767	SBVC FOOD SERVICES	Conference	\$	322.40
151770	US BANK CORPORATE PMT SYSTEMS	Conference	\$	582.40
151771	MENCHACA, PATRICIA	Conference	\$	1,513.00
151772	RIVERA, ERNESTO	Conference	\$	1,214.00
151773	MOUNT ST MARY'S COLLEGE	Conference	\$	965.00
151774	DEBOER, FRANK	Conference	\$	215.13
151775	HOGREFE JR, RICHARD K	Conference	\$	1,075.00
151776	RIVERA, ERNESTO	Conference	\$	1,178.00
151777	US BANK CORPORATE PMT SYSTEMS	Conference	\$	3,000.00
151800	HISPANIC ASSOCIATION	Conference	\$	700.00
151801	COTA, MARCO	Conference	\$	1,400.00
151802	RP GROUP	Conference	\$	400.00
151803	GREEN TECHNOLOGY	Conference	\$	275.00
151804	TREJO, SAMUEL	Conference	\$	1,550.00
151805	TRUJILLO, MARIA	Conference	\$	1,550.00
151806	GALLAGHER, AMBER	Conference	\$	1,550.00
151807	CALIFORNIANS DEDICATED TO	Conference	\$	300.00
151808	MAYNE, MICHAEL	Conference	\$	280.00
151481	AMERICAN WELDING SOCIETY	Dues & Memberships	\$	246.00
151482	US BANK CORPORATE PMT SYSTEMS	Dues & Memberships	\$	106.32
151483	US BANK CORPORATE PMT SYSTEMS	Dues & Memberships	\$	25.00
151606	BIG BEAR CHAMBER OF COMMERCE	Dues & Memberships	\$	125.00
151684	SAN BERNARDINO AREA	Dues & Memberships	\$	225.00
151726	CCCCSSAA	Dues & Memberships	\$	300.00
151744	NATIONAL PUBLIC RADIO INC	Dues & Memberships	\$	12,600.00
151780	ACADEMIC SENATE, THE	Dues & Memberships	\$	3,840.30
151530	E-Z UP DIRECT	Equipment	\$	601.56
151595	STAPLES	Equipment	\$	232.19
151596	ULINE	Equipment	\$	606.96
151597	BEST GOLF CARTS INC	Equipment	\$	13,770.00
151633	SIGMANET INC	Equipment	\$	1,596.80
151634	KONICA MINOLTA BUSINESS SOLUT	Equipment	\$	1,925.64
151635	COMPUTER COMFORTS INC	Equipment	\$	7,297.56
151685	AMERICAN 3 B SCIENTIFIC	Equipment	\$	43,894.76
151686	SIGMANET INC	Equipment	\$	1,780.44
151687	SEW WHAT? INC	Equipment	\$	765.34
151727	PASCO SCIENTIFIC	Equipment	\$	34,747.92
151728	HOSPITAL ASSOCIATES	Equipment	\$	2,314.66

Purchase Order Report
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151745	HYUNDAI FORKLIFT OF	Equipment	\$	28,922.40
151781	SENCORE	Equipment	\$	3,732.80
151503	MEDIWASTE DISPOSAL LLC	Hazardous Materials	\$	350.00
151504	AMAZON.COM	Instructional Supplies	\$	43.72
151532	HARDY DIAGNOSTICS	Instructional Supplies	\$	2,800.00
151533	VWR SCIENTIFIC PRODUCTS	Instructional Supplies	\$	3,500.00
151534	AIRGAS USA LLC	Instructional Supplies	\$	9,720.00
151535	SHIFFLER EQUIPMENT SALES INC	Instructional Supplies	\$	142.32
151561	AMAZON.COM	Instructional Supplies	\$	230.90
151562	ZINN, WENDY	Instructional Supplies	\$	18.34
151563	ZINN, WENDY	Instructional Supplies	\$	29.54
151598	MOUSER ELECTRONICS	Instructional Supplies	\$	69.68
151599	RIDDELL/ALL AMERICAN SPORTS	Instructional Supplies	\$	891.33
151600	SOCCER CENTER	Instructional Supplies	\$	238.91
151601	SIGMA-ALDRICH INC	Instructional Supplies	\$	155.26
151602	MUSSON THEATRICAL	Instructional Supplies	\$	800.17
151636	VWR SCIENTIFIC PRODUCTS	Instructional Supplies	\$	303.46
151652	ROSE BRAND	Instructional Supplies	\$	193.49
151653	US BANK	Instructional Supplies	\$	215.98
151654	ULINE	Instructional Supplies	\$	239.35
151729	RUNNING CENTER	Instructional Supplies	\$	607.50
151730	APD INC	Instructional Supplies	\$	704.79
151731	NILES BIOLOGICAL INC	Instructional Supplies	\$	107.08
151732	RYONET CORPORATION	Instructional Supplies	\$	118.91
151746	REAL VOLLEYBALL	Instructional Supplies	\$	1,052.56
151747	STAPLES	Instructional Supplies	\$	60.91
151763	GRAINGER INC W W	Instructional Supplies	\$	214.33
151766	AMAZON.COM	Instructional Supplies	\$	62.86
151782	AIRGAS USA LLC	Instructional Supplies	\$	5,825.02
151783	PATTON SALES CORP	Instructional Supplies	\$	179.28
151784	HOBART INSTITUTE WELDING TECH	Instructional Supplies	\$	3,230.61
151490	AVTECH SOFTWARE	IT Equipment	\$	626.09
151505	TROXELL COMMUNICATIONS INC	IT Equipment	\$	1,001.16
151536	DELL COMPUTER COMPANY	IT Equipment	\$	10,578.13
151603	SYMMETRY DATA INC	IT Equipment	\$	22,966.64
151604	PERCEPTIVE SOFTWARE INC	IT Equipment	\$	53,125.00
151637	BEST BUY GOV LLC	IT Equipment	\$	6,604.18
151638	AMAZON.COM	IT Equipment	\$	355.32
151688	STAPLES	IT Equipment	\$	284.86
151748	TROXELL COMMUNICATIONS INC	IT Equipment	\$	1,229.04
151540	CCLC	Library Book Expansion	\$	56,118.00
151689	YUCAIPA/CALIMESA NEWS MIRROR	Magazines & Subscriptions	\$	29.95
151818	US BANK CORPORATE PMT SYSTEMS	Magazines & Subscriptions	\$	59.00
151792	JACKSON, DENNIS L	Mileage Reimbursement	\$	2,500.00
151793	JEFFREY KLUG	Mileage Reimbursement	\$	150.00
151830	RAMIREZ, FERMIN	Mileage Reimbursement	\$	100.00
151831	VALDEZ, MARIA	Mileage Reimbursement	\$	1,600.00

Purchase Order Report
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151484	MOOREMEDICAL	Non-Instructional Supplies	\$	498.90
151485	STATER BROS MARKETS	Non-Instructional Supplies	\$	100.00
151507	AMAZON.COM	Non-Instructional Supplies	\$	97.15
151508	STAPLES	Non-Instructional Supplies	\$	293.22
151509	STAPLES	Non-Instructional Supplies	\$	288.83
151531	STATER BROS MARKETS	Non-Instructional Supplies	\$	600.00
151541	B&H PHOTO VIDEO	Non-Instructional Supplies	\$	32.35
151542	123 OFFICE SOLUTION INC	Non-Instructional Supplies	\$	4,968.00
151543	STAPLES	Non-Instructional Supplies	\$	513.01
151564	SBVC BOOKSTORE	Non-Instructional Supplies	\$	9,809.00
151565	AMAZON.COM	Non-Instructional Supplies	\$	318.61
151566	BADGE EXPRESS	Non-Instructional Supplies	\$	69.54
151567	STAPLES	Non-Instructional Supplies	\$	3,443.46
151568	STAPLES	Non-Instructional Supplies	\$	259.29
151607	AMAZON.COM	Non-Instructional Supplies	\$	40.90
151608	FASTSIGNS	Non-Instructional Supplies	\$	1,009.80
151609	STAPLES	Non-Instructional Supplies	\$	178.17
151610	TRUE COLORS INTERNATIONAL	Non-Instructional Supplies	\$	779.45
151611	STAPLES	Non-Instructional Supplies	\$	169.29
151623	LAUNDRY LOOPS INC	Non-Instructional Supplies	\$	127.88
151640	STAPLES	Non-Instructional Supplies	\$	70.13
151641	STAPLES	Non-Instructional Supplies	\$	509.31
151690	STAPLES	Non-Instructional Supplies	\$	284.53
151691	KELLY PAPER COMPANY	Non-Instructional Supplies	\$	68.71
151692	SCANTRON CORPORATION	Non-Instructional Supplies	\$	918.00
151693	STAPLES	Non-Instructional Supplies	\$	660.15
151694	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$	161.99
151695	STAPLES	Non-Instructional Supplies	\$	104.94
151696	STAPLES	Non-Instructional Supplies	\$	1,095.69
151703	STAPLES	Non-Instructional Supplies	\$	138.75
151733	STAPLES	Non-Instructional Supplies	\$	76.30
151734	VISTAPRINT NETHERLANDS BV	Non-Instructional Supplies	\$	341.28
151735	GRAINGER INC W W	Non-Instructional Supplies	\$	125.67
151750	HOME DEPOT, THE	Non-Instructional Supplies	\$	2,000.00
151751	SPICERS PAPER INC	Non-Instructional Supplies	\$	1,065.96
151752	STAPLES	Non-Instructional Supplies	\$	59.56
151753	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$	200.66
151754	GRAYBAR ELECTRIC CO INC	Non-Instructional Supplies	\$	2,000.00
151755	HOME DEPOT, THE	Non-Instructional Supplies	\$	500.00
151756	STAPLES	Non-Instructional Supplies	\$	152.33
151757	STAPLES	Non-Instructional Supplies	\$	544.54
151758	SBVC BOOKSTORE	Non-Instructional Supplies	\$	1,500.00
151785	SUN BADGE COMPANY	Non-Instructional Supplies	\$	43.20
151786	STAPLES	Non-Instructional Supplies	\$	528.88
151787	STAPLES	Non-Instructional Supplies	\$	185.54
151788	AWARDS & SPECIALTIES	Non-Instructional Supplies	\$	86.76
151789	ULINE	Non-Instructional Supplies	\$	723.60

Purchase Order Report
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151790	STAPLES	Non-Instructional Supplies	\$	593.26
151819	STAPLES	Non-Instructional Supplies	\$	196.65
151820	CAMPUS MARKETING SPECIALISTS	Non-Instructional Supplies	\$	670.68
151821	STAPLES	Non-Instructional Supplies	\$	233.62
151822	STAPLES	Non-Instructional Supplies	\$	149.81
151823	STAPLES	Non-Instructional Supplies	\$	1,479.92
151824	ORIENTAL TRADING COMPANY	Non-Instructional Supplies	\$	108.00
151825	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$	21.59
151612	REVOLVING CASH	Officials	\$	800.00
151613	REVOLVING CASH	Officials	\$	880.00
151642	REVOLVING CASH	Officials	\$	2,466.00
151643	REVOLVING CASH	Officials	\$	2,740.00
151644	REVOLVING CASH	Officials	\$	1,900.00
151486	SAN BERNARDINO CO FIRE DEPT	Operational Expenses & Fees	\$	26.00
151487	COUNTY OF SAN BERNARDINO	Operational Expenses & Fees	\$	497.00
151544	US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	\$	40.88
151545	WYATT, PHILL	Operational Expenses & Fees	\$	6,637.50
151546	SBVC FOOD SERVICES	Operational Expenses & Fees	\$	204.24
151569	CSUSB	Operational Expenses & Fees	\$	2,600.00
151570	GALLUP ORGANIZATION	Operational Expenses & Fees	\$	1,078.92
151571	SBVC FOOD SERVICES	Operational Expenses & Fees	\$	1,165.32
151572	SBVC FOOD SERVICES	Operational Expenses & Fees	\$	303.12
151573	STAPLES	Operational Expenses & Fees	\$	235.01
151614	LAPEL PINS PLUS	Operational Expenses & Fees	\$	651.48
151615	SAN BERNARDINO COUNTY	Operational Expenses & Fees	\$	13,740.00
151645	STATER BROS MARKETS	Operational Expenses & Fees	\$	350.00
151697	SBVC FOOD SERVICES	Operational Expenses & Fees	\$	1,039.92
151698	AWARDS & SPECIALTIES	Operational Expenses & Fees	\$	6.48
151736	COUNTY OF SAN BERNARDINO	Operational Expenses & Fees	\$	123.00
151737	NELSON, WILLENE D	Operational Expenses & Fees	\$	300.00
151759	REVOLVING CASH	Operational Expenses & Fees	\$	960.00
151791	SBVC FOOD SERVICES	Operational Expenses & Fees	\$	906.74
151826	FIRSTCOM MUSIC	Operational Expenses & Fees	\$	3,549.00
151827	CARL'S JR RESTAURANT LLC	Operational Expenses & Fees	\$	3,000.00
151828	SBVC FOOD SERVICES	Operational Expenses & Fees	\$	1,459.47
151829	KCACTF	Operational Expenses & Fees	\$	300.00
151547	SBVC BOOKSTORE	Other Student Aid	\$	500.00
151616	SVM LP	Other Student Aid	\$	5,285.00
151738	KINDERCARE LEARNING CENTERS	Other Student Aid	\$	11,230.00
151833	SBCCD PRINTING SERVICES	Printing-SBCCD	\$	500.00
151739	MOMETRIX MEDIA LLC	Reference Books	\$	86.38
151760	KEIR EDUCATIONAL RESOURCES	Reference Books	\$	185.48
151834	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$	46.73
151622	COMPUTERLAND OF SILICON VALLEY	Software	\$	972.00
151488	VERIZON WIRELESS	Utilities	\$	1,100.00
151832	VERIZON WIRELESS	Utilities	\$	480.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Director of Fiscal Services
DATE: October 9, 2014
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 attached CCFS-311Q form.

ANALYSIS

This 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 may be addressed to the Fiscal Services Office.

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
ENTER OR EDIT CURRENT DATA

2013-2014 Q4 Reopened For Edits.

CHANGE THE PERIOD ▾

District: (980) SAN BERNARDINO

Fiscal Year: 2013-2014
Quarter Ended: (Q4) Jun 30, 2014

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Closed for edits after Aug 16, 2014					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	74,563,750	73,308,348	76,881,419	76,881,419
A.2	Other Financing Sources (Object 8900)	23,327	23,327	24,736	24,736
A.3	Total Unrestricted Revenue (A.1 + A.2)	74,587,077	73,331,675	76,906,155	76,906,155
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	71,205,271	73,633,861	73,048,444	73,048,444
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,050,000	11,117,508	11,117,504	11,117,504
B.3	Total Unrestricted Expenditures (B.1 + B.2)	73,255,271	84,751,369	84,165,948	84,165,948
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,331,806	-11,419,694	-7,259,793	-7,259,793
D.	Fund Balance, Beginning	24,062,725	24,062,725	24,062,725	24,062,725
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	24,062,725	24,062,725	24,062,725	24,062,725
E.	Fund Balance, Ending (C. + D.2)	25,394,531	12,643,031	16,802,932	16,802,932
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	34.7%	14.9%	20%	20%

SAVE EDITS »»

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	14,550
-----	---	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Amount as of the Specified Quarter Ended	
H.1	Cash, excluding borrowed funds	12,250,728
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	12,250,728

IV. Has the district settled any employee contracts during this quarter? Yes 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	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1: 2013-14		4%		4%		4%
Year 2: 2014-15		4%		4%		4%
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

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c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

Operation and District Reserves. Object codes include 11xx, 12xx, 21xx and 22xx.

V. 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.)? Yes No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed? This year? Yes No
Next year? Yes No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

«« EXIT WITHOUT SAVING

SAVE EDITS »»»

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 catalig@ccccc.edu or Tracy Britten (916)323-6899 tbritten@ccccc.edu

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**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA**

CHANGE THE PERIOD ▾

Fiscal Year: 2013-2014

Quarter Ended: (Q4) Jun 30, 2014

District: (980) SAN BERNARDINO

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Tim Oliver
CBO Phone: 909-382-4029

CBO Signature: _____
Date Signed: _____

Chief Executive Officer Name: Bruce Baron

CEO Signature: 
Date Signed: _____

Electronic Cert Date: 08/29/2014

District Contact Person

Name: Susan Ryckevic
Title: Budget Analyst

Telephone: 909-382-4029

Fax: 909-382-0116

E-Mail: srych@sbccd.edu

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Director of Fiscal Services
DATE: October 9, 2014
SUBJECT: Expenditure of Proposition 30 Education Protection Account Funds – Revised Accounting

RECOMMENDATION

This item is for information only.

OVERVIEW

Proposition 30, the Schools and Local Public Safety Protection Act of 2012, provides temporary tax revenues for the funding of local school districts and community colleges. The Education Protection Account (EPA) was created to receive and disburse these temporary tax revenues. Districts have sole authority to determine how the moneys received from the EPA are spent provided that 1) the Governing Board makes these determinations in an open session of a public meeting of the Board and 2) the District does not use any of the funds from the EPA for administrative salaries or benefits, or any other administrative costs.

On June 12, 2014 of this year, the San Bernardino Community College District adopted a resolution regarding the expenditure of these funds.

ANALYSIS

Pursuant to Article XIII, Section 36 of the California Constitution, SBCCD is required to report on its website how much money was received from the EPA and how that money was spent. Additionally, the Board is required to determine and discuss the use of EPA funds annually at an open public meeting prior to June 30.

According to the State's Exhibit C report dated June 18, 2014, the amount of funds estimated to be awarded this District changed from \$9,421,581 to \$10,648,017. The attached accounting reflects the revised amount. The manner in which the funds were spent remains the same.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This board item requires no action and does not affect the budget.

San Bernardino Community College District
EDUCATION PROTECTION ACCOUNT EXPENDITURES THROUGH
JUNE 30, 2014

Revised Accounting per June 18, 2014 Exhibit C

Expenditures through: June 30, 2014
For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	0.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	10,648,017
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		10,648,017
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction	1000-1999	10,648,017
Instruction-Related Services		
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		0.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

**CALIFORNIA COMMUNITY COLLEGES
2013-14 SECOND PRINCIPAL APPORTIONMENT
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

EXHIBIT C

Workload measures:	Base Funding	Marginal Funding	Base FTES	Workload Restoration	Growth FTES	Restored FTES	Stability FTES	Total Funded FTES	Unfunded FTES	Actual FTES
Credit FTES	4,564.825075	4,636.492854	13,240.620	351.662	0.000	0.000	0.000	13,592.282	903.828	14,496.110
Noncredit FTES	2,744.957800	2,788.053637	0.000	4.190	0.000	0.000	0.000	4.190	0.000	4.190
Noncredit - CDCP FTES	3,232.067600	3,282.811061	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total FTES:			13,240.620	355.852	0.000	0.000	0.000	13,596.472	903.828	14,500.300

I Base Revenues +/- Restore or Decline

A Basic Allocation		\$7,196,681
B Basic FTES Revenue	\$60,441,114	
C Workload Reduction	\$0	
D Revised Base FTES Revenue		\$60,441,114
1 Credit Base Revenue	\$60,441,114	
2 Noncredit Base Revenue	\$0	
3 Career Development College NonCr	\$0	
E Current Year Decline		\$0
Total Base Revenue Less Decline		\$67,637,795

V Other Revenues Adjustments

A Revenue Adjustment	\$0
Total Revenue Adjustments	\$0

VI Stability Adjustment

\$0

VII Total Computational Revenue

(sum of II, III, IV, V, & VI) **\$70,341,866**

VIII District Revenue Source

A1 Property Taxes	\$15,809,946
A2 Less Property Taxes Excess	\$0
B Student Enrollment Fees	\$3,813,180
C State General Apportionment	\$38,862,137
D Estimated EPA	\$10,648,017
Available Revenue	\$69,133,280
E Revenue Shortfall	0.9828183973
Total Revenue Plus Shortfall	\$70,341,866

II Inflation Adjustment

A Statewide Inflation Adjustment	1.57%
B Inflation Adjustment	\$1,061,913
C Current Year Base Revenue + Inflation Adjustment	\$68,699,708

III Basic Allocation & Restoration

A Basic Allocation Adjustment	\$0
B Basic Allocation Adjustment COLA	\$0
C Stability Restoration	\$0
D Restoration of 09-10 Workload Reduction	\$0
E Restoration of 11-12 Workload Reduction	\$1,642,158
Total Basic Allocation & Restoration	\$1,642,158

IX Other Allowances and Total Apportionments

A State General Apportionment	\$38,862,137
B Statewide Average Replacement Cost	\$60,289
Number of Faculty Not Hired	0.00
Full-time Faculty Adjustment	\$0
Net State General Apportionment	\$38,862,137

IV Growth

A Unadjusted Growth Rate	0.00%
B Constrained Growth Rate	0.00%
C Constrained Growth Cap	\$0
D Actual Growth	\$0
E Funded Credit Growth Revenue	\$0
F Funded Noncredit Growth Revenue	\$0
G Funded Noncredit CDCP Growth Revenue	\$0
Total Growth Revenue	\$0

X Unrestored Decline as of July 1st of Current Year

A 1st Year	\$0
B 2nd Year	\$0
C 3rd Year	\$0
Total	\$0

Regular Growth Caps adjusted by a factor of 0.00000000 to match funding.

**Basic Allocation Calculation Before Current Year COLA
College/Center Base Funding Rates (Current Year FTES Thresholds):**

Single College District Funding Rates: Total FTES			Multi-College District Funding Rate: Total FTES				
> 18,749	> 9,375	<= 9,375	Rural	> 18,749	> 9,375	<= 9,375	
\$5,535,909	\$4,428,727	\$3,321,545	\$553,591	\$4,428,727	\$3,875,136	\$3,321,545	
FTES:	0	0	0	0	1	1	Total Colleges
							2
Revenue:	\$0	\$0	\$0	\$0	\$3,875,136	\$3,321,545	Total Colleges Rev.
							\$7,196,681
State Approved Center: Funding Rates			Total State Approved Centers	Total State Approved Centers Revenue			
0	\$1,107,182	0	0	\$0			
Grandfathered or Previously Approved Center: Funding Rates @ FTES Levels							
> 938	> 703	> 469	> 234	<= 100			
\$1,107,182	\$830,386	\$553,591	\$276,795	\$138,398	Total Grandfathered or Previously Approved Centers		Total Basic Allocation Revenue
0	0	0	0	0	0		
Grandfathered or Previously Approved Center Revenue:							\$7,196,681
\$0	\$0	\$0	\$0	\$0	\$0		Total Grandfathered or Approved Center

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj
DATE: October 9, 2014
SUBJECT: Summary of Bond Measure M Capital Improvement Program
Change Orders and Amendments for Construction Contracts

RECOMMENDATION

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

OVERVIEW

A summary of all construction change orders and amendments to date for projects at Crafton Hills and San Bernardino Valley Colleges is submitted to the Board of Trustees every month. Due to system changes in the Bond Program and efforts to improve the format of this report, it is not available for this meeting.

ANALYSIS

As of October 9, the monthly analysis showed construction contract change orders and amendments for currently awarded Measure M projects at a minimal amount of \$3,242,566.93 which is only 2.05% of the project cost of \$158,341,115.45.

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.

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	\$ 74,525,493.50	\$ 441,122.93	\$ -	\$ 74,966,616.43	0.59%
SBVC-San Bernardino Valley College	\$ 83,815,621.95	\$ 130,483.49	\$ -	\$ 83,946,105.44	0.16%
				\$ -	
TOTAL for CONTRACT AMENDMENTS	\$ 158,341,115.45	\$ 571,606.42	\$ -	\$ 158,912,721.87	0.36%

CHANGE ORDERS

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 74,966,616.43	\$ 832,615.93	\$ -	\$ 75,799,232.36	1.11%
SBVC-San Bernardino Valley College	\$ 83,946,105.44	\$ 1,838,878.58	\$ (534.00)	\$ 85,784,450.02	2.19%
TOTAL for CHANGE ORDERS	\$ 158,912,721.87	\$ 2,671,494.51	\$ (534.00)	\$ 161,583,682.38	1.68%

Measure M Projects
Construction Change Summary

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	\$ -	\$ -	\$ 189,545.00	\$ -	\$ 2,460,045.00	8.35%
MPOE/DATA RELOCATION	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
OLD LIBRARY DEMOLITION	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	#REF!
SOLAR FARM	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.76	\$ -	\$ 2,762,678.76	0.00%
OE 2	\$ 16,542,000.00	\$ 38,321.93	\$ -	\$ 123,511.78	\$ -	\$ 16,703,833.71	0.00%
OE 1 Roofing Package	\$ 278,450.00	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 252,350.62	0.00%
PE Complex	\$ 4,511,070.00	\$ -	\$ -	\$ 99,009.46	\$ -	\$ 4,610,079.46	2.19%
Science Building	\$ 18,638,831.00	\$ -	\$ -	\$ 42,519.89	\$ -	\$ 18,681,350.89	0.23%
Crafton Center	\$ 21,939,546.00	\$ -	\$ -	\$ 3,502.49	\$ -	\$ 21,943,048.49	0.02%
Temporary Parking Lot	\$ 169,500.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 173,869.93	0.00%
Chemistry/Health/Science/Classrooms	\$ 226,870.00	\$ -	\$ -	\$ -	\$ -	\$ 226,870.00	0.00%
TOTAL	\$ 74,525,493.50	\$ 441,122.93	\$ -	\$ 832,615.93	\$ -	\$ 75,799,232.36	1.11%

Construction Change Summary

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%

Measure M Projects
Construction Change Summary

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	\$ -	\$ -	\$ 22,504.00	\$ -	\$ 562,004.00	4.17%
MODS-02: Global Modular, Inc.	\$ 1,731,000.00	\$ -	\$ -	\$ 167,041.00	\$ -	\$ 1,898,041.00	9.65%
TOTAL	\$ 2,270,500.00	\$ -	\$ -	\$ 189,545.00	\$ -	\$ 2,460,045.00	8.35%

Construction Change Summary

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

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

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	\$ -	\$ -	\$ 62,678.76	\$ -	\$ 2,762,678.76	2.32%
TOTAL	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.76	\$ -	\$ 2,762,678.76	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

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<u>OE 2 Demo Pkg.</u>							
The Richards Group	\$ 654,000.00	\$ -	\$ -	\$ 22,571.02	\$ -	\$ 676,571.02	3.45%
<u>Building Pkg.</u>							
Sinanian Development, Inc.	\$ 15,888,000.00	\$ 38,321.93	\$ -	\$ 100,940.76	\$ -	\$ 16,027,262.69	0.63%
TOTAL	\$ 16,542,000.00	\$ 38,321.93	\$ -	\$ 123,511.78	\$ -	\$ 16,703,833.71	0.74%

Sinanian Development, Inc. **NOTE: THIS WAS BOARD APPROVED ON 12/12/13 UP TO 10% IN CHANGE ORDERS**

Construction Change Summary

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%
TOTAL	\$ 278,450.00	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 252,350.62	-9.37%

Construction Change Summary

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%
TOTAL	\$ 4,511,070.00	\$ -	\$ -	\$ 99,009.46	\$ -	\$ 4,610,079.46	2.19%

Minco Construction NOTE: THIS WAS BOARD APPROVED ON 8/08/13 UP TO 10% IN CHANGE ORDERS

Construction Change Summary

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	\$ -	\$ -	\$ 42,027.00	\$ -	\$ 18,615,158.00	0.23%
TOTAL	\$ 18,638,831.00	\$ -	\$ -	\$ 42,519.89	\$ -	\$ 18,681,350.89	0.23%

Earl Corporation NOTE: THIS WAS BOARD APPROVED ON 12/12/13 UP TO 10% IN CHANGE ORDERS

Construction Change Summary

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	\$ -	\$ -	\$ 3,502.49	\$ -	\$ 144,982.49	2.48%
Bernards Brothers	\$ 21,798,066.00	\$ -	\$ -	\$ -	\$ -	\$ 21,798,066.00	0.00%
TOTAL	\$ 21,939,546.00	\$ -	\$ -	\$ 3,502.49	\$ -	\$ 21,943,048.49	0.02%

Bernards Brothers NOTE: THIS WAS BOARD APPROVED ON 04/10/14 UP TO 10% IN CHANGE ORDERS

Construction Change Summary

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

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%
TOTAL	\$ 226,870.00	\$ -	\$ -	\$ -	\$ -	\$ 226,870.00	0.00%

Construction Change Summary

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%

Measure M Projects
Construction Change Summary

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	\$ -	\$ 73,884.58	\$ -	\$ 1,473,993.58	5.28%
Three Peaks Corporation	\$ 87,187.00	\$ -	\$ -	\$ (413.00)	\$ -	\$ 86,774.00	-0.47%
*Note: \$71,836.58 - claim settlement							
TOTAL	\$ 2,622,963.00	\$ 34,333.00	\$ -	\$ 52,969.58	\$ -	\$ 2,710,265.58	1.99%

